

ARCADIA MIDDLE SCHOOL
Home of the Panthers
“Where Panther PRIDE... Runs Deep!”

2023 – 2024 Student Handbook & Code of Conduct



Ms. Wandnetta McCray – Principal
Mr. Justin Wheeler – Assistant Principal

Last Updated: Summer 2023

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Equal Educational Opportunity

It is the policy of this School to provide equal educational opportunities for all students, regardless of race, color, national origin, disability, age, religion, military status, or social or economic background. All students and other members of the School community are encouraged to promptly report incidents of discriminatory conduct to School Administration (757-824-4862) and/or Accomack County Public Schools School Board Office (757-787-5754). School and Division Leadership can provide additional information concerning access to equal educational opportunity and on District policy, which may be accessed at <https://accomack.k12.va.us>.

Title I Family Engagement Policy 2023-2024

Arcadia Middle School jointly developed this suggested parental involvement policy in consultation with school personnel, community members, and parents and has adopted this working document at the end of the school year, 2023. This policy will be distributed to parents of participating children and the local community on the Arcadia Middle School web page (English and Spanish) and the Arcadia Middle School Student Handbook (English Only). Spanish Copies can be made available in the Front Office. If the Title I plan is not satisfactory to the parents of participating children, Principal Wandnetta McCray and AMS Title I Lead Teacher will submit any parent comments with the application when the plan is submitted to Katie Farrell, Division Title I Coordinator. This parent involvement plan will be updated annually, May 2024, to meet the changing needs of parents and the school.

Part 1. Policy Involvement

Arcadia Middle School (AMS) will:

- (1) Convene semi-annual meetings on Back to School Night in September and Title I Family Reading/Math Night in November to which all parents shall be invited and encouraged to attend through the Division County Calendar (English, Spanish and Creole), AMS Student/ Family Handbook (English, Spanish and Creole), AMS newsletter (English, Spanish and Creole), the monthly school calendar (English, Spanish and Creole), a robo-call reminder from the AMS office (English, Spanish and Creole), postings to school website, school Facebook, and school Twitter social media outlets. At this meeting, representatives from the Accomack County School Board and AMS Title I staff will inform parents of their school's participation in Title I and to explain the requirements of Title I, and the right of the parents to be involved. Parents will receive a meeting agenda and minutes will be recorded to share with parents;
- (2) Offer a flexible number of meetings. Yearly calendar of events is included in the Division County Calendar (English, Spanish and Creole), AMS Student/ Family handbook (English, Spanish and Creole), AMS newsletter (English, Spanish and Creole), monthly school calendar of events (English, Spanish and Creole), and reminder notices (English, Spanish and Creole).
- (3) Involve parents in the September 2023 AMS School Improvement Plan process, which includes reviewing the AMS school-wide program and the AMS Family Engagement Policy. The results of the 2021 - 2023 AMS Title I Survey are an integral part of the decision making process;
- (4) Provide parents with:
 - (a) Information about Title I programs in September 2023 (Back to School Night), November 2023 (Title I Family Reading/Math Night), February 2024 (Title I Family Diversity Night), and April 2023 (Title I Family Literacy/SOL Night) in both English, Creole, and Spanish. This information will also be provided in the AMS Student/Family handbook;
 - (b) A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet are outlined in the AMS Student/ Family handbook, and the Accomack County School calendar which are distributed to parents in September 2023; and
 - (c) If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible;
 - (d) Information regarding teacher qualifications; in September parents are notified that they may request information about teacher qualifications. Parents receive written notification informing them when their child's teacher is not highly qualified and are invited to contact the school board office with questions or concerns; and

- (5) If the school-wide program is not satisfactory to the parents, Principal Wandnetta McCray and Title I Lead Teacher will submit any parent comments on the plan when the school makes the plan available to Katie Farrell, Division Title I Coordinator.

Part 2: Shared Responsibilities for High Student Academic Achievement

- (1) AMS has developed a written school/parent/student compact jointly with parents for all children participating in Title I activities, services, and programs. The compact outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. A draft copy of the school compact can be found in Appendix C.

Part 3: Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, Arcadia Middle School and Accomack County Schools assisted under this part:

- (1) Parents of children served by Arcadia Middle School and Accomack County Schools shall be provided with information at two meetings during the school year (November 2023 and April 2024) concerning Virginia's Standards of Learning and assessments including Accomack County Schools' curriculum and benchmarks, and Arcadia Middle School's assessments in literacy to monitor their child's progress. In this way, parents may work with the classroom teacher and Title I staff, to improve the achievement of their children. In addition to individual classroom teacher assistance to the parents, two Title I nights will be provided by the Title I staff, for parents to obtain information on state academic standards and strategies to help improve their child's academic performance on state assessments. When appropriate, ESL teachers or special education teachers will provide parents with information on alternative state assessment options. Classroom teachers assist parents in monitoring their child's academic progress with phone calls, notes, emails, text messages, and the school planner. ESL teachers will meet individually with parents of all students receiving ESL services to discuss English proficiency progress.
- (2) Parents receive information regarding curriculum, forms of academic assessments, and expected proficiency levels through:
 - (a) Grade level packets and an overview of the curriculum provided by grade level teams and departments at our September parent/student meeting
 - (b) Curriculum link of division website
 - (c) STAR Reading and Math progress monitoring assessments
 - (d) Virginia Department of Education link of AMS website;
 - (e) Quarterly SOL Benchmark results are provided to all parents
 - (f) Individual reading level ranges as determined by STAR reading assessments
 - (g) Parents are provided current information on student progress quarterly (Interims & Report Cards)
 - (h) SBIT meetings when appropriate
- (3) Arcadia Middle School shall have two Title I Nights for parents to receive materials and learn information and strategies on reading, math, science, homework, and technology based on 2023-2024 AMS Parent Involvement Survey. Title I Nights will be prepared and presented by the Title I staff and classroom teachers.
- (4) Arcadia Middle School has implemented a school-wide Sustained Silent Reading Program (SSR). Students in grades 6-8 along with all teachers and staff will read a book of their choice for a minimum of 15 minutes per day. Students will have opportunities to engage in book talks, book reviews, and reading logs to enhance their SSR experience.
 - (a) Additional information regarding parent involvement opportunities is communicated in the AMS Student/ Family handbook, which is distributed at the beginning of each school year.

- (5) Arcadia Middle School's principal, assistant principal, Title I staff, teachers, instructional assistants, and selected parents shall coordinate and integrate parent involvement programs and activities with the Virginia Cooperative Extension/4-H programs to encourage and support parents in participating fully in their children's education and to promote literacy.
- (6) The staff at Arcadia Middle School shall ensure that any information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format that is practicable and in a language that parents can understand, such as individual notes, monthly calendars, and menus in English, Creole, and Spanish.
- (7) Principal Wandnetta McCray will recommend selected parents to serve on the Accomack County Public Schools Division Title I Parent Advisory Committee. The advisory committee is scheduled to meet with Katie Farrell, Title I Coordinator and Dr. Rhonda Hall, Assistant Superintendent for Instruction, in November and in March, during which time parents will have the opportunity to provide input on district curriculum and programs. Selected parents serve on the School Improvement Team. This team meets 3 times a year (Fall, Mid-Year, and Spring) to develop and review progress of the school plan to make adjustments throughout the school year as necessary. Teacher training is embedded in the School Improvement Plan and the parents on the committee are involved in its development and regular review of progress.
- (8) AMS seeks to enhance independent pleasure reading through Accomack County Public Schools' partnership with the Accomack County 4H Club. Literacy training for parents will be offered by the Title 1 Reading Specialist.
- (9) AMS shall pay reasonable and necessary expenses associated with local parental involvement activities, such as free dinner, homework passes, and books for home libraries to enable parents to participate in school-related meetings and training sessions, and we will survey the need of transportation and child care;
- (10) AMS may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
- (11) AMS principal, assistant principal, Title I staff, teachers, and selected parents shall provide reasonable support for parental involvement in reading, technology, and homework as requested in the AMS 2023-2024 Title I Parent Involvement survey.

Part 4. ACCESSIBILITY

Arcadia Middle School will provide opportunities for the participation of parents with limited English proficiency by having translations at meetings and of written communications.

Appendix A: Committee Members

- Ms. Wandnetta McCray – Principal
- Mr. Justin Wheeler- Assistant Principal
- Laurie Harmon – Title I Lead Teacher
- TBD – Reading Specialist
- Ms. Meredith Feldman – English Teacher and Dept. Chair
- Mrs. Kelly Tucker – Math Teacher and Dept. Chair
- Mrs. Lelia Cavaleri – ESL Teacher
- Mrs. Dawn Mariner – SPED Lead Teacher
- Autumn Rice – 7th Grade Teacher, ACPS Parent
- Jessica Lambertson– Parent of 8th Grade Student
- Stephanie Carlton– Parent of 7th Grade Student

Appendix B: Scheduled Meetings

- Title I Family Workshop: Back to School Night
 - Explain Title I services
 - Explain Title I requirements
 - Distribute brochure to explain Title I requirements and parents’ rights
- Title I Family Workshop: Reading/ Math Night (Panther PRIDE night)
 - Developing Reading and Math Study Skills
- Title I Family Workshop: Technology & Diversity Night
 - Developing Technology Skills and Appreciation for Diversity
- Title I Family Workshop: Panther SOL Night
 - Preparing Study Skills for SOL Testing and Assessments

Appendix C: School Community Compact

I. Goals :

- A. We, the Arcadia Middle School community, establish this School Community Compact so that:
 1. Goal 1: Reading. Every student will show growth in reading with the support of both home and school.
 2. Goal 2: Math. Every student will show growth in mathematics skills with the support of both home and school.
 3. Goal 3: Respect and Responsibility. Every student will practice responsibility and respect for self and others through modeling and support from the family and school.
 4. Goal 4: Community. Parents, students, teachers and staff will stay connected through the use of a virtual platform and in school platform.

II. Responsibilities

A. Parent’s and Family’s Responsibilities

1. Goal 1: Reading -
 - a) Be aware of what skills children are learning in Language Arts.
 - b) Complete skill-based activities at home that reinforce our child’s classroom learning.
 - c) Read with, or to, children as often as possible.
 - d) Encourage children to read for pleasure and to learn; discuss books with children.
 - e) Provide a safe and comfortable space for children to read.
 - f) Establish family reading time and talk about what we are reading as a family activity.
 - g) Evidence: 70% of students will show growth in reading from the first benchmark to the second.
2. Goal 2: Math
 - a) Be aware of what skills children are learning in math.
 - b) Complete skill-based activities at home that reinforce children’s classroom learning.
 - c) Provide a safe and comfortable place for children to complete mathematics

assignments

- d) Evidence: 70% of students will show growth in math from the first benchmark to the second.

3. Goal 3: Respect and Responsibility

- a) Make sure that children attend school regularly, are on time, and are prepared to learn, with necessary supplies and homework completed.
- b) Expect children to behave responsibly and treat other people with respect.
- c) Listen attentively to children each day.
- d) Model/teach good citizenship, responsible behavior, and encourage children to demonstrate good citizenship in the classroom, school, home, and community.
- e) Evidence: Referrals for the month will be 10% or below for the school.

4. Goal 4: Community

- a) Attend parent-teacher conferences and communicate frequently with our child's teacher, through notes and conversation, about our child's progress, what we can do to help, and the School Community Compact.
- b) Participate in programs offered by the school for parents and families, Back to School Night and 2023-2024 Title I Workshop Event nights.
- c) Evidence: 95% of parents will be contacted monthly as indicated on the monthly parent contact log.

B. Student's Responsibilities:

1. Goal 1: Reading

- a) Engage in SSR daily.
- b) Read all materials assigned for classes.
- c) Talk about reading with family members, friends, and teachers.
- d) Evidence: 70% of students will show growth in reading from the first benchmark to the second.

2. Goal 2: Math

- a) Complete my homework on time.
- b) Complete and turn in all assignments.
- c) Evidence: 70% of students will show growth in math from the first benchmark to the second.

3. Goal 3: Respect and Responsibility

- a) Arrive at school on time and ready to learn.
- b) Pay attention to my teachers and family, and ask questions when I need help.
- c) Listen attentively to others.
- d) Behave responsibly and treat other people with respect.
- e) Recognize and accept the outcome of my behavior.
- f) Accept responsibility for my learning and persist until I get the job done.
- g) Demonstrate good citizenship in the classroom, school, home, and community.
- h) Evidence: Referrals for the month will be 10% or below for the school.

4. Goal 4: Community

- a) Participate in programs offered by my school, such as, Back to School Night, Family Reading Night, Family Math Night, and Science Night.
- b) Keep my parents informed about what I am learning and doing at school.
- c) Evidence: 95% of parents will be contacted monthly as indicated on the monthly parent contact log.

C. Teacher Responsibilities

1. Goal 1: Reading

- a) Keep parents informed of the reading skills their children are learning and how they can reinforce the skills at home.
- b) Provide time daily for students to read, and encourage discussion and writing about reading.

- c) Engage with students in daily SSR.
 - d) Practice skills in small group daily.
 - e) Provide reading homework on skills taught in the classroom
 - f) Evidence: 70% of students will show growth in reading from the first benchmark to the second.
2. Goal 2: Math
- a) Assign meaningful homework to reinforce skills and concepts.
 - b) Teach students study skills and good work habits.
 - c) Teach students to monitor their own progress.
 - d) Evidence: 70% of students will show growth in math from the first benchmark to the second.
3. Goal 3: Respect and Responsibility
- a) Encourage students to behave responsibly and treat other people with respect.
 - b) Teach and encourage attentive listening skills.
 - c) Teach and model acceptance of responsibility of personal behavior and decision making.
 - d) Model good citizenship and encourage students to demonstrate good citizenship in the classroom, school, home, and community.
 - e) Evidence: Referrals for the month will be 10% or below for the school.
4. Goal 4: Community
- a) Communicate frequently with parents about their children's progress and show them how they can help.
 - b) Hold parent-teacher conferences regularly and discuss School Community Compact.
 - c) Encourage parents to participate in programs offered by the school. Programs will include Back to School Night, Family Reading Nights, Family Math Night, and Science Night.
 - d) Evidence: 95% of parents will be contacted monthly as indicated on the monthly parent contact log.
- D. Our Family-School Partnership
1. Our school helps strengthen the family-school partnership to enhance our students' learning through our parent-teacher organization, parent involvement committee, family nights, classroom visits by parents, parent conference days, and communications about students' progress toward learning standards. A calendar of activities is sent home monthly as well as reminder flyers. Parents are provided frequent opportunities to observe in their child's class and to serve as a classroom volunteer. Parents are informed of their child's academic progress each nine-week period through interim reports, report cards, and benchmark results.



Welcome to Arcadia Middle School

A Message from Our Principal – Ms. Wandnetta McCray



Panther PRIDE ... Runs Deep!

I would like to take this opportunity to welcome you to Arcadia Middle School, Home of the Panthers! The administration, faculty, and staff know the importance of guiding, motivating, and providing meaningful learning experiences for all students. We strive to provide an environment and a school community conducive to promoting academic, social, and emotional success for all of our students.

Educators, families, and community members are crucial stakeholders in providing a challenging, healthy, learning environment for every student. At Arcadia Middle School, we believe it is imperative to engage and connect families into the school community in order to enhance student achievement and ensure student success. Building effective relationships between the school, home, and community opens the lines of communication and ensures collaboration among all stakeholders.

Our teachers and staff work diligently to differentiate instruction to meet the academic needs of all students. Ensuring academic achievement, individual success, equity, and social emotional learning are top priorities for every student panther at Arcadia Middle School.

I welcome all existing and new parents /families to be active members of our school community as we continue to strive for academic excellence, individual student success, and positive forward movement for our faculty, staff, and student panthers.

Please take note of the following changes to Student Drop Off and Pick-up for the 23-24 School Year. These changes were necessary to secure the safety of all our student panthers and to protect instructional time in the classroom.

- Students are to be dropped off at the car riders entrance beginning at 7:05 am through 7:30 am. Students will not be permitted to enter the building through other entrances during this time unless accompanied by a parent or guardian. After 7:30 am, students should enter through the front office, at which point the student will be marked as “Tardy” for first block.
- Do not pick up your child from the front office at the end of the school day. Any parent who arrives to pick their child up after 2:10 pm, will be required to use the car rider line. At this time, parents should call the front office so your student can be notified to use the car rider line instead of getting on the bus.
- During Bus Dismissal, no student will be removed from one bus to get on another bus or report to the front office/car rider line for dismissal. This change is being implemented due to safety precautions on the bus parking lot.

Yours for the best education of all students,

Ms. Wandnetta McCray, M.Ed
Principal

"It is not beyond our power to create a world in which all children have access to a good education."
Nelson Mandela

Arcadia Middle School Contact Information

29485 Horsey Road, Oak Hall, Va. 23416

Main Office: (757) 824 - 4862

Fax: (757) 824 – 6618

Webpage: <https://www.ams.accomack.k12.va.us/>



Facebook Page: Arcadia Middle School Panthers



Front Office Staff

Team Member	Position / Role	Email Address (@accomack.k12.va.us)
Ms. Wandnetta McCray	Principal	wandnetta.mccray
Mr. Justin Wheeler	Assistant Principal	justin.wheeler
	Assistant Principal	
Mrs. Latasha Hutt	School Counselor	latasha.hutt
	School Counselor	
Ms. Janis Harmon	School Bookkeeper	janis.harmon
Mrs. Caretta Douglas	School Administrative Assistant	caretta.douglas
Ms. Tammie Townsend, R.N.	School Nurse	tammie.townsend
Ms. Tamika Davis	Assistant School Nurse	tamika.davis



Bell Schedule

ALL Bell Schedules Subject to Change



Regular Bell Schedule

7:00	Teachers Arrive
7:05 - 7:20	Buses Arrive (Breakfast)
7:30 - 9:04	First Block
9:08 - 10:42	Second Block
10:46 - 12:45	Third Block
10:55 - 11:25	Grade 6 Lunch
11:35 - 12:05	Grade 7 Lunch
12:15 - 12:45	Grade 8 Lunch
12:49 - 2:23	Fourth Block (Students will be dismissed by the front office beginning at 2:20.)

Bell Schedule for Two-Hour Late Opening

9:00	Teachers Arrive
9:05 - 9:20	Buses Arrive (Breakfast)
9:30 - 10:34	First Block
10:38 - 11:42	Second Block
11:46 - 1:15	Third Block
11:46 - 12:11	Grade 6 Lunch
12:20 - 12:45	Grade 7 Lunch
12:50 - 1:15	Grade 8 Lunch
1:19 - 2:23	Fourth Block (Students will be dismissed by the front office beginning at 2:20.)

Bell Schedule for Three-Hour Late Opening

10:00	Teachers Arrive
10:05 - 10:20	Buses and Students arrive
10:30 - 11:19	First Block (No Breakfast)
11:23 - 12:41	Second Block
11:23 - 11:48	Grade 6 Lunch
11:50 - 12:15	Grade 7 Lunch
12:16 - 12:41	Grade 8 Lunch
12:41 - 1:29	Third Block
1:33 - 2:23	Fourth Block (Students will be dismissed by the front office beginning at 2:20.)

Early Dismissal Schedule

7:00	Teachers arrive
7:05 - 7:20	Busses Arrive (breakfast)
7:30 - 8:34	Block 1
8:38 - 9:42	Block 2
9:46 - 11:20	Block 3
9:46 - 10:11	Grade 6 Lunch
10:20 - 10:45	Grade 7 Lunch
10:55 - 11:20	Grade 8 Lunch
11:24 - 12:23	Block 4
Students will be dismissed by the front office beginning at 12:20	

Arcadia Middle School Vision and Mission

Vision

Arcadia Middle School will be a community of diverse learners where all members are valued, challenged, and expected to grow.

Mission

The Arcadia Middle School family will provide a safe, engaging, student-centered environment where all learners are challenged, encouraged, and supported to maximize growth and be prepared for College, Career, and Citizenship Readiness. We encourage our Arcadia Middle School stakeholders to be actively involved in student learning.

What We Value

P	Personal Responsibilities
R	Respect
I	Integrity
D	Determination
E	Excellence

General Principles Guiding Student Behavior at Arcadia Middle School:

1. Respect others and yourself.
2. Kindness - Speak it, practice it, live it.
3. Respect - your personal property, school property, and that of others.
4. Understand and respect differences between and among each other.
5. Be safe. Keep our school safe for you and others.
6. Comply with all School Board policies, local, state, and federal laws.
7. Take responsibility for your education.
8. Avoid disruptive dress by following the Dress Code.
9. Be honest and act with Integrity.
10. ALWAYS MAKE GOOD CHOICES and take responsibility for them.

Daily Operations

Student Arrival

Students may enter the building at 7:05 a.m. on regular school days. This time may be adjusted by any delays due to inclement weather. Students not riding a school bus to school may enter through the designated car rider location or the front office entrance. Upon entering the building, students will receive their Grab and Go breakfast and immediately report to their first block class. Grab and Go breakfast stations are located as students enter the building from the bus ramp and car rider entrances. Students are to be dropped off at the car riders entrance beginning at 7:05 am through 7:30 am. Students will not be permitted to enter the building through other entrances during this time unless accompanied by a parent or guardian. After 7:30 am, students should enter through the front office, at which point the student will be marked as “Tardy” for first block.

Student Dismissal

Student dismissal begins at 2:20 pm. Students not riding a school bus home must be picked-up by 3:00 p.m. unless they are attending an after school function. All parents picking up their child before dismissal time must enter the front office and sign-out their child with photo identification. Students will only be released to those approved family members as listed on the **REGISTRATION AND AUTHORIZATION FOR PICKUP FORM**, which is kept on file in the front office. Our number one priority is the safety of all students. Therefore, please ensure that this form is completed with designated individuals authorized to transport your child. Updates can be made by contacting the front office.

Student safety and instruction are of high priority at AMS. Therefore, please do not pick up your child from the front office.

Any parent who arrives to pick their child up after 2:10 pm, will be required to use the car rider line. After 2:10, parents should call the front office so your student can be notified to use the car rider line instead of the bus.

Arcadia Middle School students may not leave the campus without permission of the building administration. Students must ride a bus from Arcadia Middle School to Arcadia High School. At no time can a student walk from AMS to AHS.

No middle school student may drive to school. Students may not loiter (hang out) at our feeder school, Arcadia High School. No students are permitted to walk home or off school campus.

Moment of Silence

One minute of silence is observed in each classroom in the division every day. During such period of silence, the teacher responsible for each classroom takes care that all pupils remain seated and silent and make no distracting display so that each pupil may, in the exercise of individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice. Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-203.

Pledge of Allegiance

Virginia Code 22.1-202 mandates that each school board require the daily recitation of the Pledge of Allegiance in each classroom of the school division. Students shall not be compelled to recite the Pledge if they or parents/guardians object on religious, philosophical, or other grounds. Students who are thus exempt from reciting the Pledge shall stand or sit quietly at their desks while others recite the Pledge and shall make no displays that disrupts or distracts others who are reciting the Pledge. Students who cause disruption or distraction shall be subject to appropriate disciplinary action for disruptive behavior.

Restrooms

Students may use the restrooms before school, during class changes, and during lunch periods. Students may use the restroom during class for emergencies and/or at the permission of the classroom teacher. All students will be issued a pass from their classroom teacher in such cases. Students should not hang out in the restrooms. Students should follow all expectations for restroom behavior as spelled out in our code of conduct.

Hallways

Students will use the designated hallways to transition between all classes. Students should move between classes in an orderly fashion and stay the right side of the hallway when moving to classes.

Classrooms

Students will be expected and required to follow the classroom teacher's management and discipline plans, accordingly. All classroom teachers will review and discuss classroom management and discipline plans during the first week of school.

Out of Area

Students are expected to be in their scheduled locations throughout the school day. Students who are out of area will be held to the consequences outlined in this code of conduct. Examples of out of area include:

- Wandering hallways
- Leaving school premises
- Hanging out in restrooms or any other unscheduled area (café, gym, etc.)
- In unscheduled classrooms without the teacher's permission

Cafeteria

Students will be expected and required to follow all cafeteria rules and directives of adults, accordingly. This includes upon entering the cafeteria, going through the lunch line, while seated, and dismissal from the cafeteria. Students are also expected to keep the cafeteria area clean and orderly.

Telephones

Office and classroom telephones are for emergencies only during the school day. If a student is sick, ill, or injured, calls will come from the school clinic. Students may only use the main office telephone to call parents to pick them up from after school activities. Students who stay for an after school activity will be allowed the use of the phone if a cancellation of the activity occurred.

Medications

All medication must be stored in the school clinic. Parents must complete the proper medical or parental documentation before students are allowed to receive medication from the clinic. Parents/Guardians must bring in any medications they wish their student to be available to them during the school day and be given to the school nurse. Students should not bring medications from home to school including but is not limited to: inhaler, acetaminophen, Ibuprofen, Midol, Aspirin, OTC Sinus medication.

Change of Address or Phone Number

Students and/or parents/guardians are to contact the school office **immediately** if your address, phone number, emergency contacts, or other family information changes. For the welfare and safety of all students, it is **critical** that the Arcadia Middle School front office have a **current** emergency phone number for each and every one of our students.

Emergency School Closure / Inclement Weather

If school is closed or delayed to weather, check local news outlets including WESR and Wavy10. Notifications will also be provided on all ACPS and AMS Social Media Channels (Facebook, Twitter)

In School Suspension Environment (ISS)

When a student is assigned in-school suspension (ISS), he/she will be assigned work that is designed to provide a positive learning and educational experience that is reflective of what is being taught in the class he/she is missing.

Teachers are expected to send work to the ISS Monitor for any student who is assigned ISS during their block. They will be contacted by the ISS monitor for this work. If a student is assigned ISS for an entire day, that student should report to breakfast and then directly to the ISS Room.

When a student is assigned to In-School Suspension (ISS), the following rules and regulations must be followed:

1. Teachers are to provide students' assignments to the ISS monitor. Students will be given credit for all class work completed. Students must complete all work during ISS to the satisfaction of the teacher and the ISS monitor.
2. Absences from school does not excuse students from assigned days to ISS.
 - a. Example: If Student A is absent on Monday and is assigned ISS for this day, Student A will serve this ISS when he/she returns to school.
3. Report to the ISS room before the first tardy bell and be seated at the direction of the ISS Monitor.
 - a. If the ISS monitor is not in the room upon arrival, students are not to enter the room. They are to come directly to the Front Office.
4. Bring all necessary materials to ISS: chrome book / charger, books, pens, paper, pencils, notebook etc.
5. NO TALKING. After the second warning, students will be referred to the office.
6. NO gum or food allowed in ISS (Breakfast and Lunch ONLY)
7. Students are permitted to use the restroom once in the morning, at lunch time and once in the afternoon.
8. Students who are assigned ISS for Block 3 will report to ISS at the end of Block 2 and remain in ISS until the beginning of Block 4. Students will eat lunch while in ISS.
9. During lunch in ISS you may NOT:
 - a. Purchase snacks or sodas
 - b. Talk to the students
 - c. Wander about the commons area or cafeteria
10. During lunch, you will sit one person to a table and you may use the restroom, but only one at a time
11. Refusal to do work assigned by your regular teacher, will result in out-of-school suspension and when you return to school, you must make up your days in ISS.
12. Respect the rights of others at all times
13. Failure to abide by these rules will result in extra days in ISS or suspension from school
14. ISS will not be assigned for any of the following:
 - a. Fighting
 - b. Possession of alcohol or drugs
 - c. Possession of firearms

d. Threats

15. Any student-athlete who is issued ISS/OSS will not be eligible to participate in any athletics on the day ISS was assigned
 - a. Students cannot participate in any sporting events while serving OSS/ISS.
16. Students are not allowed the use of any electronic devices while in ISS unless approved by an Administrator.

School & Student Property

Lockers

Hall lockers are rented for \$3.00 and gym locks for \$2.00. Unsecured or broken lockers should be brought to the attention of the front office for repair or replacement. Student lockers will be distributed by their third bell teacher. Fees will be paid to this teacher in cash only. Students will receive a receipt for their locker from this teacher. Gym locks will be paid to Gym teachers.

ALL LOCKERS ARE SUBJECT TO BE OPENED BY A SCHOOL ADMINISTRATOR AT ANY TIME.

1. Students are responsible for the care of their lockers at all times.
2. Students are responsible for all items in his/her locker.
3. Students may visit their lockers before school day begins prior to Block 1 and after Block 3. Students must retrieve items to take home before the start of Block 4. There will not be enough time to visit lockers after this Block.

STUDENTS MAY NOT VISIT LOCKERS DURING CLASSES WITHOUT A LOCKER PASS.

4. Students should not share their locker combination with other students.
5. Students are not permitted to "SHARE" lockers. Students who do share will have their locker privileges revoked and will not be refunded their rental fee.

Personal Property

Students are advised not to bring large sums of money, expensive clothes/jewelry, and/or other items of value such as smart watches or other electronics to school.

Arcadia Middle School is not responsible for lost or stolen personal property.

Chromebooks

Acceptable Use Policy – 22.1-70.2

AGREEMENT of USE:

I and my parent or guardian understand and agree:

- The Chromebook is preloaded with School Board approved software and at no time will I install software on this Chromebook.
- The purpose of the Chromebook is for instructional use only and will not be used for purposes which:
 - Violate any federal, state, or local law, statute, ordinance, policy, procedure, or regulation including privacy or copyright laws.
 - Disrupt or affect the performance or integrity of the Division's computing network or for gaining unauthorized access to protected and private network systems, services, and applications.
- I will return the issued Chromebook and any issued accessories in the same condition as I received it. This includes the provided hard-shell case/cover and AC power adapter.
 - The hard-shell case is to remain on the device at all times.
 - I will not allow the issued Chromebook to be used by any other person(s) for any reason whatsoever.
- I am entrusted with the safeguard and care of the issued Chromebook until I am no longer enrolled at ACPS.
- I understand the following fees will be assessed for the issued Chromebook if it becomes lost/stolen or damaged while in my care and that I will not be reissued or allowed to take a Chromebook off school premises until all fees are paid in full.
 - Tier 1: \$25.00
 - Missing keys on keyboard
 - Minor chassis/casing damage (not impacting other parts of the device).
 - Broken camera.
 - Broken or lost/stolen power adapter.
 - Broken speaker.
 - Additional damages, as applicable.
 - Tier 2: \$50.00
 - Moderate chassis/casing damage (impacting other parts of the device).
 - Additional damages, as applicable.
 - Combined Tier 1 damage.
 - Tier 3: \$180.00
 - Damaged screen.
 - Major chassis/casing damage (impacting other parts of the device)
 - Additional damages, as applicable.
 - Combined Tier 1 and Tier 2 damage.
 - Tier 4, Device Replacement: \$350.00
 - Device replacement due to being damaged beyond repair.
 - Device replacement due to being lost or stolen.

Violation of this acceptable use policy, which includes improper use of technology, destruction of Computers/Chromebooks, and/or improper use of Email services can result in forfeiture of student device privileges for a period of up the remainder of the year. This includes improper use of email to message other students for non-academic purposes and using the computer/device for unauthorized purposes as stated above. Email correspondence and internet usage/searches is to be for academic purposes only and is monitored by the ACPS Technology department.

Accomack County Schools and Arcadia Middle School have established appropriate measures to be taken against persons who violate the Acceptable Use Policy.

Cell Phones & Other Electronic Devices

ACPS Board Policy JFC-E

Accomack County Public Schools recognizes that cell phones and other portable telecommunication devices are an integral part of our students' and families' way to communicate. Therefore, the following amendments have been made to our cell phone policy to meet the needs of our student body and curtail cell phone-related discipline infractions:

Middle school students are permitted to use their cell phones/devices **ONLY** in the cafeteria during their scheduled lunch period. This includes wearable smart technology (Air Pods, Smart watches, Headphones). At all other times, cell phones or other electronic devices, including wearable technology, **MUST** be stored in the student's book bag or locker and turned off. All devices must be turned off upon entry into the school building and put away until the scheduled lunch period. Students are not allowed to make or accept calls at any time.

Middle and High School students may use their devices while on the bus to and from school, however, any device must not be able to be seen or heard by the bus driver. Students are not allowed to make or accept calls at any time.

Consequences for electric device violations:

1. First Infraction – Confiscation of electronic device. Administrator/Student conference will be held with electronic device being returned to the student at the end of the school day. Parent contact is made by the teacher.
2. Second Infraction – Confiscation of electronic device. Administrator/Student conference will be held with electronic device being returned to the parent at the end of the school day (after bus dismissal). Parent/student will be notified of subsequent consequences for electronic device policy violation by office personnel.
3. Third Infraction – Confiscation of electronic device and student will receive 1 day Out of School Suspension (OSS). The electronic device will be returned to the parent at the end of the school day (after bus dismissal).
4. All Subsequent Violations will result in upwards of 3 days OSS.

Students who use electronic devices to record events including, but not limited to, fights, teachers, etc. on school campuses or school sponsored events will be subject to an immediate 3-day OSS.

Use of electronic devices to record and share illicit materials such as, but not limited to, threats, air drops, private adult content, etc. will be subject to the following consequences:

1. Long Term Suspension of 45 Days.
2. Possible Accomack County Sherriff Involvement (threats/sharing of illicit pictures/videos of themselves and/or other students)
3. Possible Expulsion for repeated offenses.

***Accomack County Public Schools' personnel assume no responsibility in any circumstance for bills for cell phones or other electronic devices, or any damage/theft of student device(s). Students assume all risk and responsibility should they chose to bring a cellphone/ wearable technology to school.

ACPS Attendance Policy JED-R

A student is expected to attend school 180 days per school year. When a student accumulates more than five (5) unexcused or undocumented absences in an academic year, and all school interventions have been unsuccessful, the principal will refer this student along with documentation of parent contacts or attempts to the Coordinator of Student Services. The Coordinator of Student Services will follow the compulsory school attendance procedures.

Students absent for more than five (5) days per semester course or ten days per year long course excused or unexcused in a school year shall be considered for retention.

Compulsory School Attendance Procedures

An attempt to notify the parents/guardians will be made each day when a student is absent and no indication has been received by school personnel that the student's parents/guardians are aware of the student's absence. A daily log will be kept of all calls. In addition, letters will be mailed to parents/guardians when a student is absent from school for three (3) days, six (6) days, and eleven (11) days.

Upon Third Absence

If a student fails to report to school for a total of three scheduled school days, and there is no indication that the student(s) parents/guardians are aware of and supports the absence, the school principal or designee shall make a reasonable effort to ensure that direct contact is made with the parents/guardians. The principal or designee shall mail a letter to parents/guardians requesting an attendance conference which shall include the date and time of the conference.

Upon the sixth and beyond

If the student is absent for an additional day after direct contact with the student's parents/guardians, the Coordinator of Student Services and the School Based Truancy Team shall schedule a conference within ten (10) school days with the pupil, parents/guardians and school personnel. Other community service providers may also be included in the conference.

Upon Additional Absences without Parental Awareness and Support

If there is another absence following the conference the school principal or designee shall notify the Coordinator of Student Services, who shall enforce the compulsory school attendance rules by either or both of the following:

- a. Filing a CHINS Petition that the student is a child in need of supervision (16.1288) or
- b. Instituting proceedings against the parent pursuant to 18.2-371 or 22.1-262 of the Code of VA

Upon 15th Consecutive Absence

When a student misses 15 consecutive days from school and there has been no contact with a parent/guardian or a records request from a receiving school, the student will be withdrawn from school. The student's name and information will be reported to the Coordinator of Student Services, who shall enforce the compulsory school attendance rules. Once the student is withdrawn, a parent/guardian will have to re-enroll the student and provide three (3) proofs/documentation of their 911 address.

Parental Cooperation in Remediating Excessive Absences

It is expected that parents/guardians will cooperate with the school administration, Coordinator of Student Services, and other school officials to remedy the student's attendance problem. Where direct contact with parents/guardians cannot be made, despite reasonable efforts, or where parents/guardians otherwise fail to cooperate in remediating the student's attendance policy problem, the Superintendent or designee may seek immediate compliance with the compulsory school attendance laws.

School(s) Cooperation

- A. Principals shall not release a student during the school day to any person not authorized by the student(s) parents/guardians to assume responsibility for the pupil. Students shall be released only on request and authorization of parents/guardians. The Superintendent or designee will provide procedures for release of pupils who are not residing with or under the supervision of parents/guardians. The burden of proof will be on the person who is requesting the student. A formal check-out system shall be maintained in each school.
- B. School sponsored trips, and other functions sanctioned by the school are not counted as absences and the student will be marked present for the days missed.
- C. Arrangements for make-up work and tests are the responsibility of the student and their parents/guardians when absent. The full cooperation of a student's teacher (s) shall be expected in this task. All written work missed can be made up.

Homebound Instruction

Homebound Instruction is available for students who are ill or injured and will be absent five (5) consecutive days or more. Contact the school counselor for this service. A form must be signed by the student's physician/healthcare provider and returned to the school. This state mandated procedure should be followed as soon as possible so that the student can begin receiving instruction. A student receiving homebound instruction is counted present.

Tardies

Tardies will be handled by the School Administration.

Student Absences

Regular attendance is essential for success in school. Students are expected to attend school everyday. Any absence will be considered unexcused until appropriate verification is received and reviewed by the principal/designee. An absence shall be verified for the following reasons:

- A. Absences due to illness or injury of a student may be verified by the parents/guardians but not to exceed six (6) per semester course or ten (10) for yearlong classes. Verification by a physician will be required if absences exceed six (6) days per school year.
- B. Pre-arranged Appointments - appointments with the court, social services, other state agencies, or appointments with health care providers, **official documentation must be presented** to the principal or designee when the student returns to school.
- C. Family Death or Emergency - absences because of death in the immediate family or an emergency beyond the family control, the parent must notify the school and provide documentation for the absence to the principal or designee when the student returns to school. (Refer to Policy JED)
- D. Exclusions/Suspensions - absences because of an exclusion or suspension, the parent will be notified of the exclusion/suspension and the date when the student will be expected to return to school. The student must return on the indicated date.
- E. Exceptional Circumstances - with prior approval of the principal. **Example:** Absences due to observance of a religious holiday with documentation. (Refer to Policy JED)

Notification of Absences as Designated

A letter is to be sent to the parents/guardians at three (3), six (6) absences, and eleven (11) absences. The principal or designee is to have a conference with parents/guardians once a student reaches five three (3) days for semester classes or six (6) days for yearlong classes and a Truancy/CHINS petition will be filed at eleven (11) or more unexcused absences. A log of the conferences will be documented in PowerSchool.

K-8 Failure due to Attendance

- A. If a student in K-8 has missed eleven (11) or more absences the schoolwide truancy team may determine that the child will fail due to attendance. If this occurs, the parents/guardians will be requested to attend a meeting to discuss the attendance failure. Based on the number of absences, the child may have to repeat the current grade, attend credit recovery classes, or attend summer school.
- B. The parents/guardians will be notified of the day, time and location of the meeting and parents/guardians attendance at the proceeding is recommended. It is the responsibility of the parents/guardians to present written documentation at the hearing to make a case of the existence of compelling circumstances which merit an exception to the attendance policy.

Student Incentives for Good Attendance

A. Middle School –

With the parents/guardians approval, a student who maintains a "B" average or above and who misses no more than two (2) days during a semester, or a student who maintains a "B" average or better and misses no more than four (4) days during a full year course may be exempted from semester or final exams. Any student who wishes to take his/her exam at the end of the semester in a class that he/she is currently attending and enrolled in shall be permitted to do so.

After School Hours

All students remaining at school after dismissal at 2:23 pm must be under the supervision of an adult. There will be no hanging out in the building or on the grounds. The only students permitted to use the after school buses are those participating in supervised athletic/extracurricular events and those staying for after school programs/clubs. Once a student leaves the school property, he/she is not permitted to return to the building or ride an activity bus.

Food, Snack, & Beverage Policy

(not including lunch if in classrooms)

Food, snacks, and beverages are not permitted in classrooms unless it is during breakfast or lunch periods. Students may carry store bought water bottles that are opened on school premises throughout the day. Chewing gum is strictly prohibited at all times and in all locations of the Middle School.

Cups such as and including Coffee Mugs, Tervis Cups, and Fast-Food drink containers are not permitted to be in the school and will be confiscated by adults.

Heavily caffeinated beverages and energy drinks such as Prime Sports Drink, Red Bull, Monster, etc. may not be brought to or consumed at school.

Glass bottles/containers are not permitted to be in the school or on the school bus and will be confiscated by adults.

Social Media Policy

Students who use Social Media messaging or posts to attempt to incite issues at the school, may be subject to disciplinary action. While it is understood that some students use Social Media and others do not and while student use may or may not occur during instructional hours, should issues arise that cause a significant disruption or distraction to the safety of other students or staff and/or the learning environment at Arcadia Middle School, appropriate action will be taken. **Only those instances that cause a SIGNIFICANT disruption to/of student safety and learning will the learning environment be investigated. It is expected that parents monitor their students' usage of social media and text messages.** This includes student group messages/chats another forms of online communication.

Arcadia Middle School cannot / will not be held responsible for posts/messages made on student accounts outside of school hours or during the school day on personal devices.

Extra-Curricular Activities

A wide range of clubs, teams, events, and activities will be offered to students throughout the school year. These activities help to create a positive atmosphere within our school community and serve as a great opportunity for students to make friends and to have positive relationships with their peers. Students are strongly encouraged to participate in these clubs, activities, and events. Information will be made available to students as part of daily announcements and will be posted to our social media pages.

Arcadia Middle School offers a variety of educational, after-school, extra-curricular activities.

BETA

Students who maintain a 3.5 GPA and do not receive any office referrals are eligible for acceptance in the AMS BETA Club. Rising 6th grade students who were members of BETA at their elementary schools are immediately eligible to join AMS BETA. BETA members provide community service throughout the year and are invited to attend the state convention in February.

Yearbook

All students at AMS are eligible to apply for acceptance into the Yearbook Club. Members of the yearbook club work during the year to take pictures of events, obtain advertisements, and design our annual yearbook.

STEM Robotics

All students are eligible to apply for the Robotics team. The Robotics team meets after school to design robots and presents their projects at a variety of regional competitions.

Sea Perch

Eighth grade students have the opportunity during their Physical Science classes to explore underwater water robotics. Interested students have the opportunity to work after school to continue these studies and compete in regional contests.

Odyssey of the Mind

Members of the Odyssey of the Mind team have the opportunity to use their creativity to problem solve in regional competitions. All students are invited to apply for admission to Odyssey of the Mind.

Chess Club

Members of the Chess Club meet after –school in the media center. Members have the opportunity to compete in various tournaments and enhance their competitive, creative thinking skills.

Career and Technical Education (CTE) Clubs

Members of FACS, FCCLA, FBLA, etc. will have opportunities to learn more about the career pathways and community service/involvement associated with each respective CTE course held at AMS.

Talented and Gifted (TAG) Program

The middle school Gifted Program in Grades 6-8 is designed to promote research skills, problem-solving, critical thinking and affective awareness in gifted students. The units for the middle school program are interdisciplinary in nature and offer elements from the four core education areas, along with creative and fine arts elements. The units are themed based and focus on real-world questions and problems. Technology is used extensively, providing student access to computers, digital, still and video cameras, drones, Lego robotics, and smart board technology. Shakespeare in sixth grade, Law in seventh grade, and Environmental Education in eighth-grade incorporate above grade level Standards of Learning and the NAGC standards for the gifted and talented.

Middle School Athletics

Arcadia Middle School is a member of the Accomack-Northampton Middle School Conference. This conference is composed of the following schools: Nandua Middle School, Northampton County Schools, Chincoteague Middle School, and Arcadia Middle School.

The conference sponsors the following sports: Soccer (co-ed, Fall), Cheerleading (co-ed, Fall), Basketball (both boys and girls, Winter), Academic Challenge (co-ed, Winter), Volleyball (Spring), Softball (Spring), and Baseball (Spring).

All students participating in athletics and parents of those students are required to sign the AMS Athletics contract which states the following:

As a student of Arcadia Middle School that will be competing for a spot on an extracurricular team/club noted above for the 2023-2024 school year, the following expectations are to be in place during all try-out times, and if you should be selected as a member of a team/club, during the season for the team/club that I am selected for. The following expectations are required of all students competing for a spot on a team/club, and if I should be selected as a member to participate on that team/club, I will adhere to the following rules:

- I am a representative of Arcadia Middle School and will therefore represent the school in a positive manner at school, on the school bus, in the community and on the field at all times. **This includes displaying appropriate sportsmanship measures both on and off the field, including on any Social Media Channels.**
- If I receive a discipline referral that results in disciplinary consequences against me, I will not be able to attend practice or games on days that I receive any time in In-School Suspension(ISS) or Out-School Suspension(OSS), even as a spectator.
- I am a student first, therefore I will make sure that I keep a minimum of a passing grade (60%) in all my classes. If my grades begin to slip I will seek assistance to receive academic help even if it means missing part of or all practices and games. The Coach/Sponsor of the team/club has final say of playing/participation time for team/club.
- I will take proper care of any team/club uniform and any equipment that I am allowed to use during and before the season starts. If I lose or damage any of the uniform or equipment, I am responsible for replacement cost of the uniform or equipment.
- Any and all equipment that is loaned out to me during the season will be returned in the same condition it was loaned out. This includes Jerseys.
- I will not be able participate in any team/club try-outs without having the Extracurricular Expectations Contract signed by a parent and myself.
- I will have the required current physical form from a doctor if required for team/club, and current health insurance information turned in at least 1 day prior to the start of try-outs for a team/club. I will not be able to stay for try-outs for a team/club on the day that I turn my required forms in.

Age of Participation

No student-athlete will be eligible to participate if he/she is fifteen (15) years old on or before August 1 of each school year.

Academic Eligibility

A student-athlete can spend only one year (2 semesters) or one full season in any sport at a given grade level. All student-athletes are required to pass four subjects from his/her schedule in order to be eligible for the current semester.

Return to Learn Amended Grading Policy Regulations

(See Appendix B for full ACPS policy)

Grades reflect and communicate a student's mastery of the standards and specific learning objectives. To the greatest extent possible student work habits such as participation, homework completion, and effort will be excluded as a factor in any grade calculation. While we recognize these work habits are extremely important, we will work to report progress to students and parents separately. The Grading Scale is as follows according to Division policy:

Grade	100 Point Scale	Regular Class 4.0 Scale
A	95 - 100	4.0
A-	90 - 94	3.7
B+	87 – 89	3.3
B	83 – 86	3.0
B-	80 - 82	2.7
C+	77 – 79	2.3
C	73 - 76	2.0
C-	70 – 72	1.7
D+	67 – 69	1.3
D	63 - 66	1.0
D-	60 - 62	.70
F	0 -59	0
F	0 - No work attempted or completed	0

Grades will be calculated as follows, according to ACPS policy:

Type	Weight
Summative/Test/Culminating Projects (Min. 2 per quarter)	40%
Formative/Lab/Quizzes/Projects	30%
Classwork	20%
Homework/Formative	10%

Students may receive an "I" for incomplete work due to absence. Make-up work is to be made up in the amount of days equal to the number of days missed. Middle and High School students may receive an "I" for incomplete work due to an absence at the end of the quarter or semester. All work not completed after the number of days equal to the day of absences for middle and high school students, the "I" will convert to an "F". A "0" will be recorded in Power School until work is made up, according to the make-up work policy. Parents of students with Out of School Suspension (OSS) have the responsibility to request assignments that are missed during the OSS. The work is to be completed in the number of days equal to the number of days for which OSS is assigned.

For Secondary, minimum of two (2) summative/tests per semester quarter (excluding the final exam) are required. A minimum of two (2) grades per week in all courses must be put into Power School or any future electronic student grading system.

For Elementary ONLY, if a student turns in an assignment, they should not receive a number grade lower than a 50. If a student does not turn in an assignment, they will receive a "0"

Homework

When completing homework, students should:

1. Be responsible for its completion with regard to the specified guidelines.
2. Work together and individually based on the purpose of the assignment.
3. See that homework gets returned to school and available for use upon arrival to class.
4. Students should make sure they understand assignments. Always check with teachers for clarification. Every attempt should be made to do the work. If the work is not understood, try to form questions to ask at the next class meeting.
5. Students should schedule study time so that projects and long-term assignments are completed over a period of time. This promotes the accomplishment of quality work.
6. Students are responsible for contacting teachers to make-up assignments missed due to illness

To support the completion of homework, parents should:

1. Provide an environment at home that promotes good study habits.
2. Make provisions for students to have access to basic resources.
3. Provide access to a quiet area with proper lighting reserved for homework purposes.
4. Assist students in setting proper priorities for the many distractions that can interfere with homework, such as employment, sports, entertainment, and social activities.
5. Communicate with their child's teachers if they believe their child does not understand homework assignments.
6. Be aware of what is assigned for homework and check for completion.
7. Encourage their children to keep a list of assignments on their agenda.

Academic Integrity / Cheating

Cheating/Academic Dishonesty will be defined as any student who willingly copies answers from another student's work without permission, makes use of a "cheat sheet" on any assessment/assignment, plagiarizes information from any website or book without giving due credit to the source, or any other form of cheating/plagiarism not specified here are subject to the below consequences.

1. The teacher will make contact with the student's parent or guardian the day of the incident.
2. Student will receive a Zero in the gradebook for said assignment.
3. Student may or may not be offered an opportunity to complete a different assignment at the discretion of the teacher on the same material.
4. If dishonesty took place on a summative assignment or exam, the student will receive a zero for the assessment, but will have the opportunity to retake the assessment at a later date. This cannot occur during the school day and will need to take place outside of regular instructional hours. The student will need to provide transportation to/from school in this instance, should they wish to retake the assignment. The assessment will be on the same covered material but will not be the same questions.
5. If the dishonesty took place on a Semester Exam, Final Exam, a score of zero will be given and the student will not have the opportunity to retake the assessment.
6. If the dishonesty took place on the Virginia Standards of Learning test, communication from the School Board Office will determine the level of consequence.

Student Code of Conduct

At Arcadia Middle School, each student has the right to expect an educational environment in which he or she can excel. It is our (Administration, Teachers, Faculty, and Staff) goal to ensure that we provide a positive, safe, and equitable learning environment for each one of our students. In order to maintain this environment, it is necessary that we instill established or set guidelines to maximize the potential of each student.

Each student must also recognize that he/she has a responsibility to ensure that his/her actions do not deprive others of the same opportunity. Students are expected to be diligent in their studies and conduct themselves in such a way that the rights and privileges of others are not violated. He/she is required to know and conform to the direction of school staff, and comply with provisions of this code of conduct and the law.

The standards of student conduct are designed to define the basic rules and expectations of students at Arcadia Middle School. It is the responsibility of the Arcadia Middle School Administration to provide rules of conduct for student behavior in order to protect the health, safety, welfare, and morals of our students.

Principals are responsible for ensuring that all students, staff members, and parents are provided the opportunity to become familiar with this policy. The principal is required to report any incidents which may “constitute a criminal offense” to the superintendent and to the appropriate law- enforcement agency.

The parent is expected to cooperate with school authorities and to support necessary disciplinary measures. It is the parent’s responsibility to notify the school of any unusual behavior patterns or medical conditions that might lead to serious difficulties.

Parents must sign and return the student Code of Conduct discussed with their child as an acknowledgement of receipt of this Code of Conduct.

The teacher has primary responsibility for all matters of conduct and discipline in the classroom. Teachers have the authority to use such reasonable measures as may be necessary to maintain discipline in the classroom, through the use of their classroom management and discipline plans. Classroom management and discipline plans will be reviewed and discussed with the students during the first week of school. Administration will review and approve classroom teachers discipline and management plans to ensure consistency, support fairness, and adherence to ACPS Standards of Conduct.

The Accomack County School Board supports the school administration and staff in enforcing the Code of Conduct and ensuring that all students have a sound, non- disruptive educational environment in which to learn. All persons associated with the school have a responsibility in the maintenance of proper school discipline.

The Standards of Student Conduct are listed below. Also listed within our code of conduct is a list of corrective actions for violations.

Due Process

With the requirements of fair and equitable treatment of all students and within the guidelines of the federal judiciary, the following shall constitute the minimum due process procedures to be followed in the detention, suspension and expulsion of students:

- a. The student shall be given written notice (referral) of the infractions.
 - i. The student must be given an explanation of the facts as known to school personnel through a conference with administration.
- b. The student shall be informed of the conditions of the disciplinary action during the conference with administration.
- c. In the case of an out of school suspension (OSS), the administrator or designee, will contact the parent or guardian with a suspension letter sent home the same day. A parent conference with administration may be requested upon return to school at the conclusion of the out of school suspension.
- d. In the case of an in school suspension (ISS), the administrator, or designee, will contact the parent or guardian to inform them of the infraction and consequence.
 - i. Consequences of full day ISS will result in a letter sent home to a parent or guardian.
- e. In the case of a suspension of 10 days the student will not be allowed to come on to ACPS grounds for any ACPS sponsored activities both during and after school hours until the completion of the suspension. The parent or legal guardian may contact the School Board Office / Superintendent to request a meeting within three (3) days of their receipt of suspension notice.
- f. In the case of an expulsion or long term suspension (10 days or more), the parent or legal guardian must contact the School Board Office or Superintendent within three (3) days of receipt of notice for a disciplinary hearing. If the parent / legal guardian fails to attend the hearing, it will be held in their absence. Any student who has been expelled is not permitted to come on to any ACPS school grounds for any ACPS sponsored activities both during and after school hours until the completion of the expulsion.

In addition to the disciplinary action outlined in the code, any known violation of the criminal code will be referred to the legal authorities and the Division Superintendent as required by law.

The following acts by students in the Accomack County Schools are not acceptable. Students in violation of this Code of Conduct will be subject to reasonable and appropriate consequences as outlined in the section below on corrective actions and measures.

Search and Seizure

To maintain order and discipline in the schools and protect the health, safety, and welfare of the students and school personnel, school administration may search a student, student belongings, student lockers, or student vehicles under the circumstances outlined in the Accomack County Public Schools policy manual (JPG) and the Virginia Department of Education School Search Resource Guide.

The school administration will at all times protect students' rights to be free from unreasonable searches. Search of a student or personal possessions shall be conducted only if there is reasonable cause to believe that the student possesses an item which violates the law, school policies, or regulations. Additionally, students who are out of area, who leave the building without permission and return, or who are in a non-authorized part of the building may be subject to a search.

The location at which searches of students and student property may be conducted are not limited to the school building and property. Searches may be conducted whenever the student is involved in a school sponsored function.

For the safety of students and staff, random drug searches will occur throughout the school year using specifically trained drug sniffing dogs. These animals will be used to conduct periodic, random searches of student lockers, classrooms, and campus vehicle parking areas.

ACPS Statement on Student Conduct

The ACCOMACK COUNTY School Board establishes expectations for student conduct so that public education is conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

In addition to the types of conduct prohibited below, the superintendent issues Standards of Student Conduct and a list of possible actions for violations of those Standards.

This Policy and the Standards of Student Conduct apply to all ACCOMACK COUNTY school students. They are enforced when the student's conduct occurs when the student is

- On school property.
- Traveling to school or from school.
- Traveling to, at, and from bus stops.
- In School Board vehicles.
- In attendance at any school-sponsored activity.
- Off school property if the conduct disrupts the learning environment.

The School Board and superintendent biennially review the model student conduct code developed by the Virginia Board of Education to incorporate into policy and the Standards of Student Conduct a range of discipline options and alternatives to preserve a safe and nondisruptive environment for effective learning and teaching.

Parental Involvement and Responsibility

Each parent of a student enrolled in ACCOMACK COUNTY schools has a duty to assist in enforcing this policy, the Standards of Student Conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights. This policy, the Standards of Student Conduct, a notice of the requirements of Va. Code § 22.1-279.3, and a copy of the compulsory school attendance law is sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of this policy, the Standards of Student Conduct, the requirements of Va. Code § 22.1-279.3 and the compulsory school attendance law is also sent. Parents are notified that by signing the statement of receipt, they are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school maintains records of the signed statements.

The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or principal's designee to review this policy, the Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law and to discuss improvement of the child's behavior, school attendance and educational progress.

The school principal or principal's designee notifies the parents of any student who violates a School Board policy, the Standards of Student Conduct, or the compulsory school attendance requirements when such

violation is likely to result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed such a petition. The notice states (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compliance with compulsory school attendance; (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (4) that a petition with the juvenile and domestic relations district court may be filed under certain circumstances to declare the student a child in need of supervision.

The principal or principal's designee notifies the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education as described in Policy CLA Reporting Acts of Violence and Substance Abuse.

If a parent fails to comply with the requirements of this Policy, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

A parent, guardian or other person having control or charge of a student is notified in writing of any disciplinary action taken with regard to any incident upon which an adjudication of delinquency or conviction for an offense listed in Va. Code § 16.1-260.G was based and the reasons therefor. The parent or guardian is also notified of the parent or guardian's right to review, and to request an amendment of, the student's scholastic record, in accordance with regulations of the Board of Education governing the management of scholastic records.

Prevention, Intervention, and Treatment Activities and Programs

Any student involved in a reportable drug or violent incident, as described in Policy CLA Reporting Acts of Violence and Substance Abuse, participates in prevention and intervention activities deemed appropriate by the superintendent or superintendent's designee. Further, any student who has been found to be in possession of or under the influence of drugs or alcohol on school property or at a school sponsored activity may be required to (1) undergo evaluation for drug or alcohol abuse and (2) participate in a drug and/or alcohol treatment program if recommended by the evaluator and if the parent consents.

Accomack County Public Schools “Taking A STANCE on Bullying”

What We Believe:

ACPS is deeply committed to creating a safe and positive school environment where all students feel safe every day. Our staff is committed to responding to all observed and reported incidents of verbal and/or physical acts of bullying and harassment that get reported within 24 hours. We have adopted and implemented the OLWEUS Bullying Prevention Program, to ensure all students know what bullying is and when, where, and how to report it.

Definition of Bullying:

According to the code of Virginia (22.1-276.01), “bullying is aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim. It involves a real or perceived power imbalance and is repeated over time or causes severe emotional trauma.” Bullying includes cyberbullying. Bullying does not include ordinary teasing, horseplaying, arguments, or peer conflicts.

Key Elements of Bullying Include:

- Intentionally aggressive behavior designed to inflict harm.
- Repetitive behavior planned into the future.
- Interpersonal relationships are marked by an imbalance of power.

Forms of Physical Bullying:

Includes, but is not limited to, hitting, punching, shoving, poking, pinching, jabbing, kicking, choking, unwanted touching, cornering, tripping, etc.

Forms of Emotional Bullying:

Includes, but is not limited to, name-calling, threatening, taunting, incessant teasing, spreading rumors, mocking, public humiliation, etc.

Forms of Cyberbullying:

Refers to threats through text messages, emails, or websites. It involves electronic means to communicate deliberate, hostile, hurtful, or vulgar messages, intended to harm others.

Harassment:

Harassment is a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of his or her safety. Harassment is unwanted, unwelcomed, and uninvited behavior that demeans, threatens or offends the victim and results in a hostile environment for the victim and bystanders.

Sexual Harassment:

Any unwelcome sexual advances, regardless of sexual orientation, requests for favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.

Discriminatory Harassment:

Harassment based on race, color, religion, national origin, sex, disability, sexual orientation, gender identification, genetic information or any other characteristic protected by federal and/or state law.

Administrative Responses to Bullying:

Reports of bullying and harassment are taken very seriously by school administrators, and the confidentiality of the students involved is always maintained. Administrators will work as a team with students, parents, teachers, and counselors to address incidents of bullying as they arise. Disciplinary consequences will be progressive and will be determined based on the frequency and severity of the incident, including but not limited to a **conference, in-school suspension, or out-of-school suspension. Appropriate interventions will be implemented for both the bullies and the victim(s).**

Administrative Disciplinary Responses to Student Infractions

These infractions are Level 3 and 4 infractions, which will result in the attention of Administration. Level 1 and 2 are handled by the classroom teacher through use of their discipline plan.

Note – All OSS 3 days or more require a parent conference with Administration for student Re-Entry. A student can be returned to OSS Status if Administration deems student is not adequately prepared to return to the Learning Environment.

****Note - Consequences are subject to change based on the severity of the incident and accompanying investigation of what occurred.**

All consequences are based solely on ACPS Policy JFCH-E

Destroying / Defacing School or Private Property

Examples	1st Referral	2nd Referral	3rd Referral
Writing on walls, mirrors, or desks, damaging another's clothing or property, and graffiti.	ISS + possible Financial Responsibility	OSS + possible Financial Responsibility	SBO Discipline Hearing with Parent / Guardian & Student

A student will not willfully or maliciously deface, damage or destroy property belonging to another student, including school property at any time and private property while the student is under the school's jurisdiction. A student or parent/guardian will be held financially responsible, as allowed by Virginia law for willful or malicious destruction of school property.

Disrespectful Behavior / Defiance

Examples	1st Referral	2nd Referral	3rd Referral
Walking away, talking back, refusing to identify self properly, rude or discourteous behavior, spitting, and challenging authority, profanity/obscene language	Remainder of Block in ISS	Depending on Severity of offense Days ISS or OSS Same Class - Admin conference with Teacher, Parent Guardian, & Student	Additional days OSS Parent meeting with the Administration for re-entry is required.
Use of any derogatory, sexist, or racially based comment/slur will result in an automatic 3 Day out of School Suspension			
See Policy JFC-E2 – Repetitive Disrespectful Behavior / Failure to follow Administrative Directions 3 Days OSS			

A student will behave in a respectful manner toward teachers/staff/administrators and other students. Any student removed from class for being disrespectful will not return to that teacher's classroom on the same day that the referral was written.

Insubordination

Example	1st Referral	2nd Referral	3rd Referral
Failure to comply with direction or instruction of a teacher/staff member/administrator, refusal to work in class, refusal of detention, refusal to participate during in-school alternatives, and refusal to report to in-school suspension.	Remainder of Block in ISS If a student continues to show insubordinate behavior and refuses to go to ISS, Student will be immediately sent to OSS for parent pick up.	Depending on severity of offense - Days ISS or OSS Same Class - Admin conference with Teacher, Parent Guardian, & Student If a student continues to show insubordinate behavior and refuses to go to ISS, Student will be immediately sent to OSS for parent pick up.	Additional days ISS or OSS Parent meeting with the Administration for re-entry is required. If a student continues to show insubordinate behavior and refuses to go to ISS, Student will be immediately sent to OSS for parent pick up.
Policy JFC-E2 – Repetitive Disrespectful Behavior / Failure to follow Administrative Directions 3 Days OSS			
Policy JFC-E2 includes an automatic 3 Days OSS for refusal to give up Cell Phone when requested by Administrator			

A student will obey the directions of any staff member. Any student removed from class for being insubordinate will not return to class on the same day as the written referral.

Disruptive Conduct

Examples	1st Referral	2nd Referral	3rd Referral
<p>Throwing, yelling, screaming, out of seat without permission, unapproved cell phone usage, running through the hallways / classrooms, excessive/loud/ persistent talking, profanity.</p> <p>In Cafeteria this could include spitballs, throwing food, getting up out of your seat without permission, excessive/loud talking</p>	<p>Depending on the Severity, consequence is not limited to the following: Remainder of Block in ISS</p> <p>Remainder of Day in ISS</p> <p>Remainder of Day OSS + Additional days OSS.</p> <p>Parent meeting with the Administration for re-entry is required.</p>	<p>Depending on the Severity, consequence is not limited to the following: Remainder of Block in ISS</p> <p>Remainder of Day in ISS</p> <p>Remainder of Day OSS + Additional days OSS.</p> <p>Parent meeting with the Administration for re-entry is required.</p>	<p>Depending on the Severity, consequence is not limited to the following: Remainder of Block in ISS</p> <p>Remainder of Day in ISS</p> <p>Remainder of Day OSS + Additional days OSS.</p> <p>Parent meeting with the Administration for re-entry is required.</p>
<p>In accordance with ACPS Policy, using profanity directed at a teacher or other staff member, will result in a 3 Day Out of School Suspension.</p>			
<p>See Policy JFC-E2 – Repetitive Disrespectful Behavior – 3 Days OSS</p>			

Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function, or process of the school or is dangerous to the health or safety of students or others. **Any student removed from class for being disruptive will not return to that teacher's classroom on the same day that the referral was written.**

Public Displays of Affection

(Consensual - both students agreed to participate)

Example	All Offenses
<p>Inappropriate physical contact, such as holding hands, kissing, inappropriate touching, indecent exposure, intercourse are prohibited behaviors in schools and on school properties (i.e. bus).</p> <p>This could also fall under other categories such as “Out of Area”</p>	<p>10 days OSS w/ Recommendation for Long Term Suspension per ACPS Policy JFCH-E</p>

Out of Area/ Skipping Class / Loitering

Example	1st Referral	2nd Referral	3rd Referral
Loitering means hanging out where you are not supposed to be in the building.	Remainder of block ISS or Day in ISS	Multiple Days in ISS Administration conference with Parent/Guardian, & Student. Contact with School Counselor to find out why the student is out of area.	Additional days ISS or OSS Parent meeting with the Administration for re-entry is required.
Leaving School Grounds without Permission	3 Days OSS	5 Days OSS	10 Days OSS

“Out of Area” is defined as a student(s) being in a hallway or section of the building without due cause or permission. Due to the potential of students violating one or more sections of the code of conduct, alcohol policy, and drug policy, a student may not frequent sections of the building without having a pass by his/her assigned teacher or a pass from an administrator. **Any student who receives a referral for out of area will not return to that teacher's classroom on the same day that the referral was written. The student may be subject to being checked by an administrator and/or the school's School Resource Officer (SRO). See Search and Seizure Section of this Handbook for more.**

Dress Code

Example	1st Referral	2nd Referral	3rd Referral
See examples listed in Dress Code Policy below.	Administration or School Counselor will contact parents regarding Dress Code. Students will call home for a change of clothes. ISS will be assigned for the rest of the day or until new clothes are brought.	Administration or School Counselor will contact parents regarding Dress Code. Students will call home for a change of clothes. ISS remainder of day.	Administration or School Counselor will contact parents regarding Dress Code. Students will call home for a change of clothes. ISS remainder of day. OSS possible for Repeated Violations

The Accomack County School Board recognizes the right of students and their parents to exercise personal judgment in the selection of school clothing. The School Board also recognizes its duty to provide a safe school environment which is free of distractions and disruptions and is conducive to learning. The School Board believes that neatly attired students who have pride in their appearance; are more likely to display a positive attitude and demeanor; are more likely to practice self-control and therefore, are more likely to be productive members of our society. In order to ensure that our students' education is conducted in an environment where safety risks, disruptions, and distractions are minimized, all students in the Accomack County Public School system will adhere to the following standards of dress. Guidelines for student attire will be in effect for all school-sponsored events and activities, including dances.

Students and parents are expected to exercise careful judgment in the selection of appropriate attire for school. While a comprehensive listing of all prohibited items is not possible, the following list will serve as a guide for all stakeholders:

1. Clothing, pins, jewelry, accessories or items that display messages relating to, or promoting:
 - a. the use of alcohol, drugs, or tobacco products;
 - b. illegal activities;
 - c. obscene, profane, derogatory, violent or sexually suggestive themes, designs, or pictures;
 - d. evidence of membership or affiliation in any gang (Policy File: JFCE)
2. Accessories that could pose a danger or be used as a weapon.
3. Muscle shirts, halter tops, strapless dresses/shirts, or other clothing that is not appropriate because of slits, rips, or holes in the garment or that reveals the midriff.
 - a. This includes jeans and all pants with rips above the knee (Wear tights underneath so no skin is visible).
4. Clothing that sags below the waistline.
5. Dresses, Skirts, or shorts that are inappropriate in length as determined by the building administrator.
 - a. Dresses, skirts, or shorts should be below the tips of your straightened fingers when held straight down at your side.
6. Nylon tights, leotards, biker pants, bathing suits, pajamas or underwear when worn as outer garments or clothing that exposes the underwear.
7. Inappropriate footwear including, but not limited to, **shower shoes, slides, flip flops with rubber/foam bottoms, bedroom slippers**, and unfastened shoes or shoes missing appropriate closures.
8. Head coverings and accessories that are not related to or required by the student's bonafide religious practices may not be worn to school.
 - a. Examples include, but are not limited to, hat/ball caps, bandanas, do-rags, stocking caps, Sports

headbands, visors, and wave caps.

- b. Headbands worn as hair accessories are allowed, however, no bandana print headbands can be worn.

9. Items that are limited for outdoor use cannot be worn inside.

- a. Examples include but are not limited to sun- glasses and sports headbands/ sweatbands.

10. Additional clothing restrictions may be required in physical education classes, vocational education classes, or lab situations for safety reasons.

If a student has clothing that he/she is unsure about, it is best not to wear it or bring other clothes to change into. The school administration has the right to deem dress inappropriate if it creates a disturbance and disrupts the learning atmosphere. A student who violates the dress code will be removed from class and will be asked to change. The parent will be called to bring a change of clothing, if needed. Please see code of conduct for repeated violations of this policy.

Major Infractions

Accomack County Public Schools utilizes a multitude of conflict resolution services in the form of counselors, therapeutic services, administrators, and additional outside agencies to assist students in developing and employing coping strategies.

Note – All OSS 3 days or more require a parent conference with Administration for student Re-Entry. A student can be returned to OSS Status if Administration deems student is not adequately prepared to return to the Learning Environment

All OSS suspensions result in student being unable to attend/participate in school functions on any ACPS School Grounds. This includes, but is not limited to: Sporting events, Graduations, Dances, Athletics, etc.

**Note - Consequences are subject to change based on the severity of the incident and accompanying investigation of what occurred.

Posturing/Confronting to Fight Another Student, Inciting an Altercation/Fight

Example	All Offenses
<p>Posturing means getting in somebody's face, chest puffing, approaching each other with aggressive stance, adults having to intervene physically between two students, displays of excessive anger</p> <p>Inciting an altercation includes the use of social media to start an altercation between two students at the school, use of words or actions while in the school in order to promote or start an altercation between two or more students.</p>	<p>Per ACPS Policy JFC-E – 3 Days OSS</p>

Fighting / Assault and Battery Among Students

Example	1st Offense	2nd Offense +
<p>Physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting, and fighting.</p> <p>This includes fighting in School, on the School Bus, or at any ACPS Sponsored Event.</p>	<p>Per ACPS Policy JFC-E 5 days OSS</p> <p>The student WILL be referred to Accomack County Schools Mental Health Support Counselors</p>	<p>Per ACPS Policy JFC-E 10 days OSS</p> <p>If student engages in multiple fights throughout the year, Student may be subject to placement in AMS Alt. Education Program for up to 45 days.</p>

Students Fighting / Assault and Battery Student Directed at Faculty or Staff

Example	ZERO TOLERANCE
<p>Any student who attempts to or does assault or physically injure a member of the Faculty and Staff</p> <p>ex. : kicking, shoving, pushing, hitting, posturing, and fighting.</p> <p>Per policy JFC-E2 this includes at School, on a School Bus, or School Sponsored Event.</p>	<p>Per ACPS Policy JFC-E: Immediate notification to parent or guardian.</p> <p>The student will be automatically placed on Long Term Suspension until the outcome of the Disciplinary Hearing with the Office of the Superintendent.</p> <p>Parent/Guardian, Student, and Administration Disciplinary Hearing will be scheduled immediately with the Office of the Superintendent.</p>

Physical assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting, and fighting.

Battery is the unlawful application of force to the person of another. All students should possess sufficient personal pride so that they will observe acceptable standards of behavior. Neither fighting nor displays of excessive anger will be tolerated.

Law enforcement may be notified for additional charges. A student who fights with another student will be charged with disorderly conduct, and depending on the severity of the attack may be charged with assault

Sexual Harassment, Indecent Exposure, and Sexting

Any of these infractions will result in all parties being referred to the School Counseling office in addition to the consequences listed below.

Infraction	Example	All Offenses
Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct, or communication of a sexual nature, including gender-based harassment, which creates an intimidating, hostile or offensive educational or work environment.	<ol style="list-style-type: none"> 1. Parental contact mandatory 2. All offenses reported to the Office of the Superintendent 3. 10 day OSS + Long term suspension with the recommendation for expulsion. (Law enforcement may be notified depending on the nature and context of the offense.)
Indecent Exposure / Intercourse / Sexual Acts while on School Grounds		
Sexting while on School Grounds	Sexting is the use of technology to send or receive sexual messages including full and or partial nudity.	Use of device to record and share illicit materials such as but not limited to threats, air drops, private adult content, will be subject to the following consequences: <ol style="list-style-type: none"> 1. 10 Days OSS + Possible Long-term suspension of 45 days. 2. Possible Accomack County Sheriff involvement (threats/sharing of illicit pictures/videos of themselves and or other students). 3. Possible Expulsion for repeated offenses.

Threats, Intimidation, Harassment, Bullying, and Gang Activity

Example	Penalty
<p>This includes verbal or physical threats of bodily injury or use of force directed towards another person for the purpose of extortion or for any other reason.</p> <p>Includes Cyber of any kind on social media platforms, text messages, emails, etc.</p> <p>Threats - the intent to coerce, intimidate, or harass any person, shall use a computer or computer network to communicate obscene, vulgar, profane, lewd, lascivious, or indecent language, or make any suggestion or proposal of an obscene nature, or threaten any illegal or immoral act</p>	<p>Student will be subject to a Threat Assessment conducted by School Based Team in conjunction with other entities including but not limited to School Board Office Personnel, the Accomack County Sheriffs Office, etc.</p> <p>Threat Assessment LOW – 5 days OSS</p> <p>Threat Assessment MEDIUM or HIGH – 10 days OSS + Possibility of Long Term Suspension</p>
<p>Intimidation, Harassment & Bullying</p> <p>IF IT CAN BE PROVEN DEPENDING ON THE NATURE OF THE OFFENSE</p>	<p>Parent Contact Mandatory</p> <p>Possible Day(s) ISS</p> <p>Possible Day(s) OSS</p>

Threats - The Code of Virginia (18.2-152.7:1) states that if any person, with he/she shall be guilty of a Class 1 misdemeanor.

The Code of Virginia (18.2-60) states that if a threat is written, signed or unsigned, and contains a threat to kill or to do bodily injury to an individual or member of his/her family, it is a Class 6 felony.

Bullying: The Code of Virginia (22.1-276.01) defines bullying as “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. Bully includes cyber bullying. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict.” Bullying is prohibited. "Bullying" means 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. The principal or principal’s designee notifies the parent of any student involved in an alleged incident of bullying within 24 hours of learning of the allegation of bullying.

Harassment

As provided in Policy JFHA/GBA Prohibition Against Harassment and Retaliation, students are prohibited from harassing other students, school staff, volunteers, student teachers or any other person present in school facilities or at school functions.

Theft (Stealing) and Robbery

Example	1st Offense
<p>Theft - taking anything of value that is owned by another person, or organization without the knowledge of the owner of the property.</p> <p>Robbery - Taking, or attempting to take anything of value that is owned by another person or organization, under confrontational circumstances, by force or threat of force or violence and/or by putting the victim in fear.</p>	<p>Per ACPS Policy JFC-E 10 Days OSS</p> <p>Possible Financial Responsibility</p> <p>Parent/Guardian Contact</p> <p>Students will receive prevention education counseling through the school counseling department.</p> <p>Parent meeting with the Administration for re-entry is required</p>

The student may be subject to being searched by an administrator and/or the school's School Resource Officer (SRO). See Search and Seizure Section of this Handbook for more.

Gambling

Example	1st Referral	2nd Referral	3rd Referral
Making bets with money, playing cards with/for money, throwing dice, fantasy football/sports brackets for money among each other, Sports book betting for money, etc.	<p>Administration and/or School Counselor will contact parents regarding gambling and reinforce this policy.</p> <p>Items confiscated by the teacher and submitted to administration.</p> <p>Per ACPS Policy JFC-E 3 Days OSS</p>	<p>Administration and/or School Counselor will contact parents regarding gambling and reinforce this policy.</p> <p>Items confiscated by the teacher and submitted to administration.</p> <p>Per ACPS Policy JFC-E 5 Days OSS</p>	<p>Administration and/or School Counselor will contact parents regarding gambling and reinforce this policy.</p> <p>Items confiscated by the teacher and submitted to administration.</p> <p>Per ACPS Policy JFC-E 10 Days OSS</p>

A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property (including buses) or during any school related activity. **The student may be subject to being checked by an administrator and/or the school's School Resource Officer (SRO). See Search and Seizure Section of this Handbook for more.**

Weapons

ZERO TOLERANCE

A student who has been determined to have possessed a firearm on school property or at a school-sponsored activity as prohibited by Virginia Code section 18.2-308.1, or to have possessed a firearm or destructive device as defined in Policy JGD/JGE, a firearm muffler or firearm silencer, or a pneumatic gun as defined in Policy JGD/JGE on school property or at a school-sponsored activity shall be **expelled for no less than one calendar year (365 days)**. The Superintendent or School Board may determine – based on the facts of a particular situation – that special circumstances exist and another disciplinary action is appropriate.

All Weapons and Look-A-Like Weapons carry a 10 Day OSS with the Recommendation for Long Term Suspension pending a hearing at the School Board.

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any vehicle, or at any school-sponsored activity without the authorization of the school or the school division is prohibited, and the grounds for disciplinary action. Violation of this policy shall require that proceedings for the discipline of the students involved be initiated immediately by the administration. Such weapons include, but are not limited to the following items:

1. any **pistol, shotgun, stun gun, taser, revolver**, or other firearm listed in section 22.1-277.01(E) of the Code of Virginia, designed or intended to propel a projectile of any kind, including a rifle, unloaded firearm in closed containers;
2. any air rifle or BB gun; (Paintball Gun)
3. toy guns and look-alike guns;
4. any dirk, knife, or razor;
5. slingshots;
6. spring sticks;
7. brass or metal knuckles, blackjacks;
8. any flailing instrument which may be known as a nunchaka, **nunchuck**, nunchaku, shuriken, or **fighting chain**;
9. any disc of whatever configuration, having at least two points or pointed blade, and which is designed to be thrown known as a **throwing star** or orientation dart;
10. explosives; or
11. **destructive devices** as defined in section 22.1-277.01(E) of the Code of Virginia, or other dangerous articles.

The student may be subject to being checked by an administrator and/or the school's School Resource Officer (SRO). See Search and Seizure Section of this Handbook for more.

School Bus Infractions

Riding the school bus or any other vehicle owned by Accomack County Public Schools is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct while riding jeopardizes the safe operation or the safety of students while being transported. The driver will report promptly and in writing to appropriate administrative staff any conduct appearing to require disciplinary action. After administrative staff evaluation, appropriate disciplinary action will follow, to include a possible out-of-school suspension. A copy of the disposition will be immediately returned to the driver. The disciplinary codes below classify unacceptable behavior into four levels. **The examples are not exhaustive but illustrative.** Additionally, all consequences are dependent upon the severity and frequency of the behavior. School buses are equipped with video/digital cameras and audio recording devices. These tools monitor the passenger area of the bus. As such, riders are subject to video and audio surveillance. The objective is to provide an important additional tool to assist the driver and administration in managing students.

Level 1 Infractions

Infraction Example	Consequence
Infractions that interfere with the orderly transportation of students. Examples include: <ul style="list-style-type: none"> • Screaming • Failure to stay seated • Littering on the Bus • Tampering with the possessions of other passengers. 	The Bus driver reports infractions on the bus. The school administrators administer consequences. This action at Level 1 may include any or all of the following: <ul style="list-style-type: none"> • Verbal warning and referral issued. • Contact with Parent • Assigned seat at the discretion of the driver

Level 2 Infractions

Infraction Example	Consequence
Infractions that interfere with the orderly transportation of students. Examples include: <ul style="list-style-type: none"> • Repeated occurrences of Level 1 behaviors. • Bullying other passengers including verbal abuse • Profanity directed at Bus Driver/Staff • Damage to the bus interior or exterior 	The Bus driver reports infractions on the bus. The school administrators administer consequences. This action at Level 1 may include any or all of the following: <ul style="list-style-type: none"> • Referral issued • Contact with Parent • Assigned seat at the discretion of the driver • Loss of bus privileges for up to 5 days • Financial Restitution to cover the cost of the damage property.

Level 3 Infractions

Infraction Example	Consequence
Infractions that interfere with the orderly transportation of students. Examples include: <ul style="list-style-type: none"> • Repeated occurrences of Level 1 or 2 behaviors. • Refusal to remain in Seats • Throwing objects on the bus • Refusal to follow staff directions for safety • Fighting, including pushing and/or wrestling/playfighting/horseplaying 	The Bus driver reports infractions on the bus. The school administrators administer consequences. This action at Level 1 may include any or all of the following: <ul style="list-style-type: none"> • Referral issued • Contact with parent • Lost of bus riding privileges for 5 to 9 days • Repeated incidents of level 2 behavior may result in removal from transportation for the remainder of the school year. • 5-10 Day OSS suspension for Fighting (per JFCH-E)

Level 4 Infractions

Level 4 Infraction	
Infraction Example	Consequence
<p>Infractions that interfere with the orderly transportation of students. Examples include:</p> <ul style="list-style-type: none"> • Sexual Misconduct • Possession of dangerous objects or weapons • Possession or use of tobacco, alcohol, drugs, or controlled substances • Opening emergency exits and/or exiting the bus without authorization 	<p>The Bus driver reports infractions on the bus. The school administrators administer consequences. This action at Level 1 may include any or all of the following:</p> <ul style="list-style-type: none"> • Referral issued • Contact with parent • Loss of bus riding privileges for 10 days • Repeated incidents of behavior may result in removal from transportation for the remainder of the school year. • Illegal activity with be referred to Accomack County Sheriff's Office • Suspension from school and/or extended suspension

Consequences for the Possession and Use of Marijuana, Alcohol, Tobacco and Vaping

Smoking, Vaping and Alcohol are NOT ALLOWED on Accomack County Public School grounds during the instructional day or during school related events or off school grounds. This includes the parking lot or in cars on the school grounds. Cigarettes, vapes, e-cigarettes, alcohol, marijuana or any tobacco products may not be brought to school by students. In an effort to establish an "alcohol and smoke-free " environment on school property at all times, drinking and smoking are NOT PERMITTED on school grounds. Students found in violation of this policy will be subject to the following disciplinary actions:

Vapes, E-cigarettes Use, Possession

Possession/Use

First offense – 3 days OSS – 1 day can be removed with optional Counseling.

Second offense – 5 Days OSS

Third/continued Offenses – 10 days OSS

Alcohol/Tobacco Use, Possession

Possession/Use

First Offense – 15 Days OSS – 5 can be removed w/ optional Counseling.

Second Offense / Continued Offenses – 10-days Out-of-School Suspension (OSS) with recommendation for Long Term Suspension

Marijuana / Drug Use, Possession

This includes THC Vapes/Products

First Offense - 15 Days OSS – 5 can be removed w/ optional Counseling.

Second Offense / Continued Offenses – 10-days Out-of-School Suspension (OSS) with recommendation for Long Term Suspension

Alcohol/ Drug Sale or Distribution

This includes THC Vapes/Products

First Offense – 10 Days OSS with recommendation for Long Term Suspension

Alternative Education

The Accomack County School Board establishes alternative educational programs within existing schools or at separate sites as needed. No person of school age meeting the residency requirements of Va. Code § [22.1-3](#) is charged tuition for enrollment in an alternative program offered as a regional or division wide initiative by the School Board.

Criteria to be placed in Alternative Education:

Students who engage in major infractions, as listed above, may be subject to long-term suspension, expulsions, and/or be placed in Alternative Education as deemed by the Office of the Superintendent, his designee and/or the Accomack County School Board. At the Middle School level, Alternative Education is housed on AMS grounds and is monitored by AMS building staff.

- Students placed in Alternative Education setting will not serve more than 45 School Days unless the Accomack County School Board deems extension is necessary. Please reference Code of Virginia Statement below.

Code of Virginia-

A long-term suspension may extend beyond a 45-school-day period but shall not exceed 364 calendar days if (i) the offense is one described in Va. Code §§ [22.1-277.07](#) or [22.1-277.08](#) or involves serious bodily injury or (ii) the School Board or division superintendent or superintendent's designee finds that aggravating circumstances exist, as defined by the Virginia Department of Education.

Transition Plan for Students to Return from Alternative Education

Students who are placed in Alternative Education will be reviewed at the end of each semester or at the conclusion of the first 45 days. At this time, based on student behavior and circumstances during Alternative Education, a decision will be made by the building Principal, the Office of the Superintendent, and / or ACPS School Board as to whether or not the student can be transitioned back to the General Education Classroom at the start of the following semester or end of 45 day period.

All students who are placed in Alternative Education will transition back to the General Education Classrooms once a decision is made upon the expiration date of the long-term suspension. **The transition will begin at the 30-day mark of the suspension and will begin with including 1 (ONE) block of core content instruction at a time.** Over the course of the next 15 days, students will be gradually re-introduced to the general education classroom until a formal removal / expiration of the Long-term suspension.

This is subject to change based on availability of the program.

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