

ARCADIA HIGH SCHOOL

P.O. Box 69
8210 Lankford Highway
Oak Hall, Virginia 23416

WELCOME

Dear students,

The administrative and instructional staff of Arcadia High School welcomes you. Our primary purpose is to assist you in being successful and providing you with wholesome, rewarding experiences.

This handbook will assist you with knowing and following the school's policies and procedures. These policies and procedures are the driving force behind the operation of this school. It is your responsibility, along with your parent(s)/guardian(s), to become familiar with the contents and to make use of the supplemental materials provided for you.

Again, we welcome you and look forward to a successful school year.

Sincerely,

Rose B. Taylor

Principal

Thomas Johnson

Assistant Principal

Dr. Marjorie Rosati

Assistant Principal

ARCADIA HIGH SCHOOL'S MISSION STATEMENT

Our mission is to provide a foundation that fosters a nurturing, diversified, and quality learning environment for all students to attain their full potential as respectful, educated, and productive citizens of society.

ACCOMACK COUNTY PUBLIC SCHOOL' S VISION

ACPS will be a learning community where all learners are valued, challenged, and expected to grow.

ACCOMACK COUNTY PUBLIC SCHOOL' S MISSION

Provide a (safe, engaging, caring, responsive, student-centered) environment in which all learners are challenged, encouraged, and supported to maximize potential (grow) and be prepared for further education (citizenship) and work.

Goals:

- 1. Ensure students graduate with the knowledge and skills to be successful in further education and the workforce.**
- 2. Close gaps in achievement.**
- 3. Recruit, develop, and retain high quality teachers, administrators, and support staff.**
- 4. Institute a continuous improvement process.**
- 5. Establish efficient, transparent systems for the allocation and alignment of resources to support the school's vision, mission, and goals.**

SCHOOL IMPROVEMENT PROCESS

School improvement is an opportunity to enhance student learning. Arcadia High School continues to develop programs and instructional methods that will enable our students to meet the accreditation standards. Arcadia High School is committed to high academic standards and high expectations for all students.

The school improvement process aligns the school's identified needs and reflects changes that are in the best interest of the students. The goal is to find keystones on which to build and use in determining how to move from the vision mission to action plans that will bring about change.

STUDENTS' REGULATIONS AND SERVICES

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The Student Code of Conduct, medication policy, bus rules and attendance policy are not included in this student handbook but will be distributed to students on the first day of school. Parents and/or guardians will be required to sign a form indicating that they have reviewed these policies. The Family Life section of the handbook will be distributed to ninth and tenth grade students in health and physical education class.

ATTENDANCE

STUDENTS MUST BE IN CLASS FOR 140 HOURS IN ORDER TO RECEIVE A COURSE CREDIT! To assist with attendance appeals, all absences should be recorded on the school calendar given to students at the beginning of the year.

CANINE SEARCH

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

HALL PASS

Students that enter the halls during regularly scheduled classes must have a pass issued by that teacher. The pass should have the student's name, date and time of day that the student left the room, and destination. If a student is on the hall without a pass, it will be assumed that they are cutting class and action will be taken. **Verbal permission will not be accepted.**

HALL CONDUCT

Students should keep to the right when passing in the halls. Do not run, push or shove as you move throughout the building. You are urged to show courtesy and consideration to all people at all times.

SMOKING

Smoking is NOT ALLOWED on Accomack County School grounds. This includes the parking lot or in cars on the school grounds. Cigarettes or any tobacco products may not be brought to school by students.

PERMISSION TO LEAVE SCHOOL

No student may leave the school grounds during school hours except by permission from the principal or assistant principals. **All notes requesting early dismissal must be turned in to the office by the beginning of first block. Students will not be allowed to leave the premises for lunch.** The following procedures will be enforced by the administration for cutting class or leaving school without permission:

1st offense – three days of in-school suspension

2nd offense and subsequent offenses – three days of out-of-school suspension

INDIVIDUALS AUTHORIZED TO PICK UP STUDENTS

The only people authorized to pick up students from school are the parent(s) or legal guardian(s). The authorized name must appear on the student registration card. No other person is permitted to pick up a student from school.

CELL PHONE POLICY:

CELL PHONE POLICY:

STUDENTS ARE PERMITTED TO HAVE CELLULAR TELEPHONES OR OTHER PORTABLE TELECOMMUNICATION DEVICES ON SCHOOL PROPERTY, BUT MUST HAVE THE DEVICE TURNED OFF AND OUT OF SIGHT UPON BOARDING THE SCHOOL BUS AND/OR ENTERING THE BUILDING. The instructional day includes, but is not limited to lunch period, class changes, and any other structured or non-structured activity that occurs during the normal school day. Students caught using cell phones will have their cell phone confiscated. This is a year-long policy and does not reset at the end of the semester. The following procedures will be enforced by the administration for cell phone usage:

FIRST OFFENSE: cell phone/electronic device will be returned to **parent/guardian** at the time specified by the school. Student and parent will sign an Acknowledgement of Further Consequences statement.

SECOND OFFENSE: cell phone/electronic device is confiscated and held until the end of the semester or when the student withdraws from Accomack County Schools.

THIRD OFFENSE: cell phone/electronic device is confiscated and held until the last day of school or when the student withdraws from Accomack County Schools.

FAILURE TO TURN A DEVICE OVER TO TEACHERS AND OTHER SCHOOL PERSONNEL WILL RESULT IN A THREE (3) DAY SUSPENSION.

*******THE SCHOOL WILL NOT BE RESPONSIBLE FOR ANY LOST, DAMAGED, OR STOLEN PROPERTY!**

ILLNESSES OR INJURY DURING SCHOOL

If you are too ill to remain in class, report to the clinic. The nurse will permit you to call home. It will be the decision of the nurse to grant the student permission to go home.

If the nurse is not in, please report directly to the office. **All injuries occurring during school or on the bus must be reported to the administration as soon as possible.**

SCHOOL CLOSING

In the event of inclement weather, school may be closed or delayed. School closing, delayed starting times or early dismissal will be announced over WESR. Please do not call the school, telephone lines must be left open. Families and staff members who have signed up for the automated service will be contacted by GLOBAL CONNECT regarding closings and delays.

LOITERING

Loitering around classroom doors will not be permitted at any time. ALL doors to hallways and classrooms must remain clear at all times. Students are not permitted on school grounds before 7:30 a.m. **Students are not allowed to remain after school unless directly supervised by a teacher or coach.**

FIRE DRILLS

Fire drills will be held once a week during September and then once a month for the remainder of the school year.

STUDENT DRESS CODE –

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. ALL students in the Accomack County Public School System will adhere to the following standards of dress.

Accomack County Public School students shall not wear the following items:

1) Clothing, pins, jewelry, accessories or items that display messages relating to, or promoting

Accomack County Public School students shall not wear the following items:

- 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.
- 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 shows excessive cleavage or reveals the midriff.
- 4) **CLOTHING THAT SAGS BELOW THE WAISTLINE.**
- 5) **SHIRTS OR BLOUSES THAT FALL BELOW THE STUDENT'S HIPS MUST BE TUCKED IN.**
- 6) Skirts or shorts that are inappropriate in length as determined by the building administrators.
- 7) Items not appropriate for the classroom setting including, but not limited to, nylon tights, leotards, biker pants, bathing suits, **pajamas** or underwear when worn as outer garments or clothing that exposes the underwear.
- 8) Inappropriate footwear including, but not limited to, shower shoes, flip flops with rubber bottoms, bedroom slippers, and unfastened shoes or shoes missing appropriate closures.
- 9) Head coverings and accessories that are not related to or required by the student's bona fide religious practices may not be worn to school. Examples include **do rags, wave caps.**
- 10) Items that are intended for outdoor use cannot be worn inside. Examples include but are not limited to **sunglasses, hats, caps and headbands.**

All students will be appropriately dressed while attending school functions.

The following procedure will be enforced by the administration for inappropriate dress:

1st OFFENSE—STUDENT WILL CALL HOME FOR A CHANGE OF CLOTHING OR WILL BE ASSIGNED TO ISS FOR THE REMAINDER OF THE DAY

2ND OFFENSE—THREE DAYS IN-SCHOOL SUSPENSION

3RD OFFENSE—THREE DAYS OUT-OF-SCHOOL SUSPENSION

3RD OFFENSE—THREE DAYS OUT-OF-SCHOOL SUSPENSION

LOCKERS

The lockers are the property of Accomack County Schools and are rented by the students for a fee of \$3.00 per year. Lockers are assigned by the first block teachers. In cases where there has been obvious misuse or damage, the student must pay for the damage. Lockers can be used in the morning before 1st block, during lunches and at afternoon dismissal. First lunch students should use their lockers after lunch and 2nd lunch students should use their lockers before lunch. **LOCKERS MAY BE SEARCHED AT THE DISGRESSION OF THE ADMINISTRATION.**

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WORK PERMITS

Work permits may be obtained through the link under the Counseling Department page.

CHANGE OF ADDRESS

The guidance office should be notified immediately of any change of address or telephone number that occurs during the school year.

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VALUABLES

Students are reminded that items such as cellular phones, MP3 Players, beepers, laser pointers, cameras, CD players, etc., **should not** be brought to school and **not be** placed in lockers. During physical education class, valuables (jewelry, money, wallets and etc.) **should be given to the instructor.** Under no circumstances should those items be placed in the gym lockers. **SCHOOL ADMINISTRATION IS NOT RESPONSIBLE FOR UNATTENDED ITEMS.**

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MEDIA CENTER

Arcadia High School Media Center is open for use from 8:00 a.m. until 3:15 p.m. Books, audio-visual materials, and periodicals are available for patron use. Technology resources in the media center search engines as well as subscription data bases such as The Gale Group, World Book Online, SIRS, and a practice professional test bank. Three portable remote lap-top labs circulate to the classrooms as needed, and multiple sets of LCD projection set ups and document cameras are available to faculty and students for presentations. Accelerated Reader Program is an integral part of the media center program.

Students may check books out of the media center for a two (2) week period. Books may be renewed if they have not been requested by another student. Notices of overdue books are sent to the students' first block class and fines are charged at the rate of .05 per day exclusive of the weekends, holidays, and days on which the student has an excused absence. If a book is lost, the student must pay for it.

Media center orientation for new students is set up through the English classes. The media specialist and media assistant will be glad to assist students with their work in the media center. Students must have a pass from their teacher to enter the media center.

STUDENT FINANCE

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TEXTBOOKS

There is no charge for student textbooks. Students must realize that if they lose a book, they must pay for the lost book before a replacement book is issued. Textbooks and other materials must be returned in a condition that represents a normal wear and tear. In cases where there have been obvious misuse and destruction, the student must pay for the damage to the book.

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INSURANCE

School insurance is offered to the students. Every child is given an enrollment envelope which explains covered expenses of the policy and choice of plans as well as the exclusions. The insurance is ACCIDENT INSURANCE ONLY...not medical insurance. In addition to the regular day coverage, full time accident protection is also available. This is the 24-hour, 7 days a week including summer and weekends type of coverage. **All students must have verification of insurance to participate in athletic events.** When purchasing insurance, monies for premiums are sent directly to the provider. Money **will not** be accepted at school.

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LUNCH

Price of school lunches will be \$1.95 for full price lunches and .40 for reduced lunches. Free/Reduced lunch applications will be given to every student and must be returned before free/reduced lunch students may receive free/reduced lunches. Breakfast will also be served for .65 full price and .30 reduced price.

OTHER

Various school jackets and t-shirts will be on sale to the students. Other acceptable sales include drink and candy concessions at school athletic events and a reasonable number of school assemblies for which admission is charged. School- sponsored groups may raise funds through bake sales and car washes. Students may not solicit or attempt to sell door to door in the community. Advertisements for the school yearbook and newspaper are excluded from this regulation.

RESALE ITEMS

Soft drinks, nabs and other snacks may not be sold before school or during lunches. These items may be purchased after school and during extracurricular events. Items purchased must be consumed in the cafeteria or commons and not in the gym or classrooms.

STUDENT PARKING

If you drive or plan to drive, you must register your car with the office. During the first week of school, students should obtain and fill out a Driver Registration Form. **A \$10.00 student parking fee and a valid Virginia driver's license is required.** Once the fee is paid, students will be issued a parking permit. This permit is to be displayed while the vehicle is parked at the school.

Student parking is allowed ONLY in the lot annex adjacent to the athletic fields. After parking the vehicle, students are to exit the vehicle and enter the school building. Students are required to exit the parking lot by the Horsey Road exit only.

Failure of individuals to adhere to established policy for vehicular use on campus could result in suspension of student's privilege to drive on school grounds.

school grounds.

DRIVER EDUCATION

Driver's education will be handled by para-professionals for a cost of **\$200.00**. The age of the student will not be the criteria used to determine the order of admittance into behind-the-wheel of driver education. Students will be admitted in order of payment. Students should contact the Mrs. Moyer for further information. To obtain a driver's license a student must meet the following criteria:

1. Successful completion of classroom and behind-the-wheel driver education.
2. Be enrolled in high school in good academic standing.

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DUES

All students are responsible for paying class dues. Dues are as follows:

Freshmen \$10.00, Sophomore \$20.00, Junior \$30.00, Senior \$40.00

All dues must be paid in full before students will be allowed to attend prom (dues for 9th grade thru 11th grade) or participate in graduation (dues for 9th grade thru 12th grade). **ALL DUES WILL BE PAID TO THE BOOKKEEPER IN THE MAIN OFFICE.**

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TARDY POLICY

Student tardiness to school and class is disruptive. On a broader scale, it contributes to the inefficient operation of the instructional program.

Any tardy that can be verified as excusable should be accepted by the classroom teacher. Unexcused tardies will be recorded by the teacher and referred to one of the administrators.

The following procedures will be enforced by the administration for tardies:

1st and 2nd tardy – WARNING BY TEACHER

3rd tardy – one day in-school suspension

4th tardy – two days in-school suspension

5th tardy – **OUT OF SCHOOL SUSPENSION**

Oversleeping, missing the bus or a ride, fixing a flat tire, car won't start, etc. are not considered excused.

ALL TARDIES AFTER THE 5th WILL RESULT IN CONTINUED OUT OF SCHOOL SUSPENSION!!

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ISS RULES AND REGULATIONS

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. All work for a student assigned to In-School Suspension (ISS) must be completed during ISS. No work should be completed outside of ISS.

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. Days assigned to ISS must be completed before the student can be readmitted to regularly scheduled classes.
3. Report to the ISS room before the first tardy bell and be seated. If you are tardy to the ISS room, additional days in ISS will result.
4. Bring all necessary materials to ISS: 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
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 third block will report to ISS at the end of second block and remain in ISS until the beginning of fourth block. Students will eat lunch while in ISS.
9. During lunch you are forbidden to:
 - (1) Purchase snacks or sodas
 - (2) Talk to the students
 - (3) 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) Blatant use of profanity
 - (e) Behavior that is deemed socially unacceptable or direct obedience of authority
15. All suspensions beyond the third time a student has served in ISS will result in OUT-OF SCHOOL SUSPENSION.

OUT OF SCHOOL SUSPENSION

If you have three or more days of out of school suspension, you will not be permitted to attend after school activities for the remainder of the semester.

HOME BOUND INSTRUCTION

Home study shall be made available to students who are confined at home for periods that exceed one week and that would prevent normal educational progress. The Guidance counselors should be notified to obtain appropriate forms.

1. The student is physically unable to attend school as attested to by a physician:
2. The subject which the homebound student wishes to take is approved by the principal of the school in which the student normally would be enrolled:

1. The student is physically unable to attend school as attested to by a physician.
2. The subject which the homebound student wishes to take is approved by the principal of the school in which the student normally would be enrolled:
3. An outline of work approved by the student's secondary school is followed;
4. The homebound teacher, in the opinion of the local school authorities, is qualified to teach the subject:
5. A minimum of 10 hours of instruction is given per month throughout the year in each subject; in instances where the physical condition and mental ability of the student will permit, the principal may approve a maximum of four subjects:
6. Homebound students take an examination approved by the local school authorities for the subjects being studied.

GRADING SCALE

A	90 - 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59

PARENT WEB ACCESS

Parents and students may check academic progress or attendance using the Power School parent portal. Please check with guidance for login and password information.

PROM

Only currently enrolled juniors and seniors of AHS are entitled to attend the Junior/Senior Prom. Underclassmen of AHS may attend if they are the invited date of a currently enrolled junior or senior. Students who are not enrolled at AHS are considered “guests” and must complete a guest permission form. No “guest” below 9th grade level or above the age of 20 will be approved. Guest permission forms must be submitted two weeks prior to prom.

SEVEN HABITS OF HIGHLY RESPONSIBLE STUDENTS

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- 1. They set goals – Goals keep students focused on the future.**
- 2. They plan their time – Responsible people meet their obligations, whether it means turning in a paper or assignment on the day it's due.**
- 3. They study every day – Responsible students set aside time for homework or studying every day.**
- 4. They take notes in class – Teach your child to take notes when the teacher is talking. Spend time reviewing them before a test.**
- 5. They have the tools they need – Go to class with paper, pencils and other tools that are needed.**
- 6. They keep their commitments – Do your assignments well and on time.**
- 7. They get ready ahead of time – Get prepared five or ten minutes before bedtime to get ready for the next day.**

ARCADIA HIGH SCHOOL'S 2014-2015 SCHOOL CALENDAR

See the School Calendar section for most updated dates

DAILY CLASS SCHEDULE

8:14-9:48	Block 1
9:52-11:26	Block 2
11:26-11:58	First Lunch
11:32-1:06	Block 3 for 2nd Lunch Students
12:02-1:36	Block 3 for 1st Lunch Students
1:40-3:14	Block 4 (Students dismissed by intercom)

12:02-1:36	Block 3 for 1st Lunch Students
1:40-3:14	Block 4 (Students dismissed by intercom)

TWO-HOUR LATE OPENING BELL SCHEDULE

9:55-11:04	Block 1	
11:08-12:12	Block 2	
12:16-12:46	First Lunch	
12:16-1:20	Block 3 for Second Lunch Students	s
12:46-1:54	Block 3 for First Lunch Students	
1:24-1:54	Second Lunch	
1:58-3:18	Block 4 for ALL Students	

TWO-HOUR EARLY DISMISSAL SCHEDULE

8:14-9:14	Block 1
9:18-10:18	Block 2
10:24-10:54	First Lunch
10:24-11:24	Block 3 for Second Lunch Students
10:58-11:58	Block 3 for First Lunch Students
11:28-11:58	Second Lunch
12:02-1:10	Block 4 for ALL Students

