

APPOMATTOX MIDDLE SCHOOL

Welcome to Appomattox Middle School! The policies and procedures contained in this handbook are the result of an effort on the part of the faculty, parents, students and administration. This handbook is published so that all students may have a ready reference for information regarding the rules and regulations of AMS. It is important that all students and parents/guardians read the information in this handbook to prevent any misunderstandings. When this handbook does not provide adequate information, please contact the principal, assistant principal, or a faculty member for help.

AMS Vision.....	2
AMS Mission	2
AMS Classroom Rules	2
AMS Pledge	2
Absence/Dismissal	2
Advance Classes	3
Arrival At School	3
Attendance Policy.....	3
Bullying	3
Cafeteria	4
Changing Classes	4
Cell Phones	4
Class Schedules.....	5
Clinic	7
Communication	7
Dance.....	7
Dress Code	7
Student Calendar	9
Evacuation Procedures	10
Grading	10
Grading Scale	10
Graduation Requirements From Appomattox County High School.....	10
Grievances	10
Guidance Services	11
Hall Passes	11
Homebound Instruction	11
Homework	11
In-School Suspension	11
Interim Reports.....	11
Items Not Allowed.....	12
Library	12
Lockers.....	12
Make-Up Work	12
Lost And Found.....	12
Physical Education Classes	12
Promotion Policy	12
Racial Harassment	12
Selling, Soliciting, Advertising	13
Sexual Harassment.....	13
Sporting Events	14
Standards Of Learning Tests	14
Student Discipline	14
Student Reward/ Recognition Activities	15
Supplies	15
Suspension	15
Tardy Policy	15
Technology Statement.....	15
Telephone Use.....	15
Textbook Obligations.....	15
Visitors	16
Withdrawals From School.....	16

AMS VISION

The vision of Appomattox Middle School is to educate every student with innovative and challenging instruction. Instruction is delivered by a highly-qualified, dedicated, caring faculty and staff. We are committed to enhancing and encouraging the academic, social, emotional, and physical well-being of each student. The school is fully committed to excellence by supporting its students, staff, and community.

AMS MISSION

Appomattox Middle School is dedicated to fulfilling its vision by ...

1. Instructional programs and curriculum

Providing a challenging curriculum that is presented through a variety of innovative instructional approaches that enables each student to reach his or her full potential.

2. Instructional techniques

Offering instruction that is delivered with research-based strategies differentiated to meet the needs of all learners. Consequently, students will be actively involved in the learning process and demonstrate their understanding of essential knowledge by producing quality work.

3. School Structure and Organization

Structuring a school day that is well defined and will allow students to learn essential skills and knowledge, receive remediation, and explore areas of interest. It allows teachers adequate common planning to develop lessons that correlate with the state standards of learning and enhance creative teaching.

4. School Climate and Culture

Creating an environment that is conducive to learning where each student will be productive, safe, and secure. Each student will benefit from positive relationships and mutual respect among and between students and staff.

5. School Leadership, Management, and Budgeting

Having a school administration that works alongside teachers and staff to make decisions for positive outcomes and consistently communicate school expectations to students.

6. School Staffing and Staff Development

Hiring and retaining highly qualified teachers who demonstrate a strong desire to teach and believe that all students can achieve success.

7. School Resource, Physical Plant and Equipment

Maintaining the school campus as a safe, inviting, and well-kept environment. Providing students with up-to-date materials and technology to further increase their on-going achievement.

AMS CLASSROOM RULES

1. Enter class in an orderly manner, be seated and prepared to work when class begins.
2. Treat your school, yourself and others with respect.
3. Listen to and follow instructions when they are given.
4. Respect personal space and personal belongings.

AMS PLEDGE

I believe in myself. I will respect myself and others. I will respect my school and obey the rules. Today I will strive to succeed. But succeed or not, I will not give up. I can take pride in myself and what I do today, because I will have done my best. Today I will shine.

ABSENCE/DISMISSAL

Students who are returning to school after having been absent, who are leaving school early, or who are riding a different bus in the afternoon must bring a **written note** from home (phone calls will not be accepted) to their homeroom teacher. Any student arriving at school tardy must report to the office and sign in. Parents must come to the office and sign students out. Students will not be allowed to leave the building to meet parents.

Parents should call the school by 9:00 am on days that a student is going to be absent from school. (State

Law)

*Please inform the school and/or nurse if special or unusual health or custody concerns arise during the school year. **If custody changes, papers must be on file in the school office.***

ADVANCE CLASSES

The Advance courses offered at AMS include: Adv. Language Arts 6, Adv. Language Arts 7, Adv. Language Arts 8; Pre-Algebra 6, Pre-Algebra 7; Algebra I; Geometry; Spanish I, and On-line Latin I*.

Advance classes are rigorous and require a commitment from students to work hard both in and out of the classroom. In order to remain in advance classes, students must maintain at least a “B” average throughout the duration of the course. If a student receives a grade lower than a “B” at the end of any grading period an exit conference with the student, parent, teacher, and guidance counselor will be held to determine proper placement in the appropriate grade level class. The student and/or parent are responsible for paying the drop-fee, determined by the Virginia Department of Education, for the On-line Latin class after 20 calendar days of enrollment.

* On-line Latin I has a seating cap of 6.

ARRIVAL AT SCHOOL

Upon arrival at school, students are to remain outside under the covered walkway until 8:05 am at which time they are to report directly to their homeroom class. Crossing guards will be located on 460 Business and Church Street to assist students across the street. Students who choose to purchase breakfast in the cafeteria must do so between 8:05-8:15 am. The cafeteria will close at 8:15 am.

ATTENDANCE POLICY

Excused Absence – any absence due to the following conditions:

- a) Death or serious illness in the family
- b) Subpoenaed court appearance or legal appointment
- c) Medical condition or appointment verified by a physician, dentist, or mental health professional
- d) Serious personal illness
- e) Religious holidays
- f) Extenuating circumstances

Students must present proof and a reason for an absence in writing from a parent/guardian, health care provider, or court official. This documentation must be provided on the day the student returns and no later than the second day following the student’s return. The principal will be the judge of the validity of any excuse or documentation. Make-up work is required for all academic work missed.

- g) Pre-arranged absence

The principal will designate these absences as excused or unexcused. A student requesting a prearranged absence shall, prior to begin absent, notify the school principal of circumstances requiring absence from school. If the principal designates the absences as excused, it is then the responsibility of the student and parent to secure assignments from the teachers and make-up missed work.

Unexcused Absence – any absence which is not considered as an excused absence shall be classified as unexcused.

Students will be allowed to submit eight parent notes per year. Medical and legal notes will be excused. All other absences will require approval by the principal to be marked excused. All absences require a written note. A truancy conference will be held with an administrator, parent, and guidance counselor when a student exceeds five unexcused absences.

BULLYING

AMS will not tolerate bullying or bullying behavior. As a part of the Olweus Bullying Prevention Program, AMS enforces the following Anti-Bullying Rules:

- 1) We will not bully others.
- 2) We will try to help students who are bullied.
- 3) We will try to include students who are left out.
- 4) If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

If a student feels they have been bullied, or seen another student bullied, they should tell a teacher, counselor, or administrator immediately.

Students are encouraged to STAMP out bullying.

Stay away from bullies

Tell someone

Avoid bad situations

Make friends

Project confidence

CAFETERIA

Each day the AMS cafeteria offers two nutritious meals for purchase, breakfast and lunch. The prices are as follows:

Full Price Breakfast	\$.60	Full Price Lunch	\$1.50
Reduced Price Breakfast	\$.30	Reduced Price Lunch	\$.40

Breakfast is served from 8:05-8:15 am. For lunch, students will report to the cafeteria with their class. Students who choose to bring their lunch should bring a nutritious meal. While snacks, ice cream, and fruit drinks are available for purchase, these items should only be purchased in conjunction with a meal. Parents are strongly encouraged to monitor what their child is eating on a daily basis.

Breaking in line, saving seats, and visiting other tables is not permitted. Students are to remain seated and keep the noise level down in the cafeteria. When dismissed, students are to push their chairs in, pick up all trash, line up with their class, and follow the teacher back to the classroom.

In case of an emergency, students may charge their lunch one time. Students *will not* be allowed to charge again until they have paid their previous charge. Snacks, ice cream, and fruit drinks may NOT be charged. All food and drinks will be confined to the cafeteria.

CHANGING CLASSES

Students are given three minutes to change classes. This is ample time to go to the restroom and their locker. Students should keep to the right in the halls and on stairways to help traffic move smoothly. Students are not to congregate at the lockers. Students are not to cut through the gym, cafeteria or library during class changes.

CELL PHONES

Appomattox County School Board policy (JFC-R) allows students to have cell phones at school. All cell phones must be registered properly with the school office. Cell phone registration forms are handed out in the homeroom packet on the first day of school and are also available in the school office. Once at school, phones are to remain turned off and in the student's locker. Phones are not to be visible or used during the school day (8:00 – 3:05). Failure to follow this policy will result in the following:

1st Offense: Administrator may keep possession of the phone for 1 week

2nd Offense: Administrator may keep possession of the phone for 1 month

3rd Offense: Administrator may keep possession of the phone for 2 months

TENTATIVE CLASS SCHEDULES

Regular Schedule

6th Grade

8:00	Enter the Building
8:05 – 8:20	Homeroom = 1 st period
8:25 – 9:25	1 st Period
9:27 – 10:27	2 nd Period
10:29 – 11:29	3 rd Period
11:31 – 12:31	4 th Period
12:33 – 1:23	Lunch/ Directed Study
12:33 – 12:58	Lunch 6A
12:58 – 1:23	Lunch 6B
1:25 – 2:10	Encore 6
2:13 - 2:58	Encore 6
3:00	Report to HR for Dismissal at 3:05

7th Grade

8:00	Enter the Building
8:05 – 8:20	Homeroom - 4 th period
8:25 – 9:25	1 st period
9:27 – 10:27	2 nd Period
10:29 – 11:24	Lunch/ Directed Study
10:29 – 10:54	Lunch 7A
10:59 – 11:24	Lunch 7B
11:27 – 12:12	Encore 7
12:15 – 1:00	Encore 7
1:03 – 2:03	3 rd Period
2:05 – 3:05	4 th Period/Dismissal

8th Grade (this schedule may be altered to split into two lunches)

8:00	Enter the Building
8:05 – 8:20	Homeroom - 4 th period
8:25 – 9:10	Encore 8
9:13 – 9:58	Encore 8
10:00 – 11:00	1 st Period
11:02 – 12:02	2 nd Period
12:03 – 12:34	Lunch
12:36 – 1:01	Directed Study
1:03– 2:03	3 rd Period
2:05 – 3:05	4 th Period/Dismissal

One Hour Late Schedule

6th Grade

9:00	Enter the Building
9:05 – 9:20	Homeroom – 1 st period
9:25 – 10:11	1 st Period
10:13 – 11:03	2 nd Period
11:06 – 11:56	3 rd Period
11:59 – 12:49	4 th Period
12:50 – 1:40	Lunch/Directed Study
12:50 – 1:15	Lunch 6A
1:15 – 1:40	Lunch 6B
1:44 – 2:22	Encore 6
2:25 – 3:00	Encore 6
3:00	Report to HR for Dismissal

7th Grade

9:00	Enter the Building
9:05 – 9:20	Homeroom – 4 th period
9:25 – 10:11	1 st Period
10:13 – 11:03	2 nd Period
11:04 – 11:54	Lunch/Directed Study
11:04 – 11:29	Lunch 7A
11:29 – 11:54	Lunch 7B
11:58 – 12:36	Encore 7
12:39 – 1:17	Encore 7
1:20 – 2:11	3 rd Period
2:14 - 3:05	4 th Period/Dismissal

8th Grade

9:00	Enter the Building
9:05 – 9:20	Homeroom – 4 th period
9:25 – 9:57	Encore 8
10:00 – 10:38	Encore 8
10:41 – 11:31	1 st Period
11:32 – 11:57	Directed Study
11:57 – 12:28	Lunch
12:30 – 1:15	2 nd Period
1:20 – 2:11	3 rd Period
2:14 - 3:05	4 th Period/Dismissal

Two Hour Late Schedule

6th Grade

10:00	Enter the Building
10:05 – 10:20	Homeroom – 1 st period
10:25 – 11:01	1 st Period
11:03 – 11:43	2 nd Period
11:46 – 12:26	3 rd Period
12:29 – 1:09	4 th Period
1:12 – 1:58	Lunch/Directed Study
1:12 – 1:35	Lunch 6A
1:35 – 1:58	Lunch 6B
2:01 – 2:30	Encore 6
2:33 – 3:00	Encore 6
3:00	Report to HR for dismissal at 3:05

7th Grade

10:00	Enter the Building
10:05 – 10:20	Homeroom – 4 th period
10:25 – 10:56	1 st Period
10:58 – 11:33	2 nd Period
11:36 – 12:20	Lunch/ Directed Study
11:36 – 11:58	Lunch 7A
11:58 – 12:20	Lunch 7B
12:20 – 12:59	Encore 7
1:01 – 1:39	Encore 7
1:42 – 2:22	3 rd Period
2:25 – 3:05	4 th Period/Dismissal

8th Grade

10:00	Enter the Building
10:05 – 10:20	Homeroom – 4 th period
10:25 – 10:48	Encore 8
10:52 – 11:20	Encore 8
11:23 – 12:03	1 st Period
12:04 – 12:23	Directed Study
12:23 – 12:53	Lunch
12:55 – 1:39	2 nd Period
1:42 – 2:22	3 rd Period
2:25 – 3:05	4 th Period/Dismissal

1:00 Closing

6th Grade

8:00	Enter the Building
8:05 – 8:20	Homeroom – 1 st period
8:25 – 9:01	1 st Period
9:03 – 9:43	2 nd Period
9:46 – 10:26	3 rd Period
10:29 – 11:09	4 th Period
11:12 – 11:58	Lunch/ Directed Study
11:12 – 11:35	Lunch 6A
11:35 – 11:58	Lunch 6B
12:01 – 12:27	Encore 6
12:30 – 12:55	Encore 6
12:55	Report to HR for dismissal at 1:00

7th Grade

8:00	Enter the Building
8:05 – 8:20	Homeroom – 4 th Period
8:25 – 8:56	1 st Period
8:58 – 9:33	2 nd Period
9:36 – 10:20	Lunch/ Directed Study
9:36 – 9:58	Lunch 7A
9:58 – 10:20	Lunch 7B
10:23 – 11:00	Encore 7
11:03 – 11:39	Encore 7
11:42 – 12:22	3 rd Period
12:25 – 1:00	4 th Period/ Dismissal

8th Grade

8:00	Enter the Building
8:05 – 8:20	Homeroom – 4 th period
8:25 – 8:48	Encore 8
8:52 – 9:20	Encore 8
9:23 – 10:03	1 st Period
10:04 – 10:19	Directed Study
10:21 – 10:51	Lunch 8A
10:54 – 11:30	2 nd Period
11:33 – 12:15	3 rd Period
12:17 – 1:00	4 th Period/Dismissal

CLINIC

A nurse is on duty for *emergencies*. She is in the clinic located on the second floor of the main building. Students are required to complete a medical card each year. Medical cards are handed out in the homeroom packet on the first day of school, and are also available in the clinic. A student will not be permitted to the clinic if a medical card is not on file. All medication, including over the counter medicine, must be given to the nurse with a doctor's note. A pass from a teacher is required to see the nurse. All accidents must be reported immediately to the nurse.

COMMUNICATION

The AMS website is located at www.appomattox.k12.va.us/middleschool/. On the website, you will find a calendar of events, copy of the most recent newsletter, lunch menu, and other helpful information. In addition to the AMS website, all faculty members at AMS host a class page on Edline that has students' grades and assignments posted. All students and parents have access to their teachers' pages. For login information, please see Susan Williams in the school library.

DANCE

All dances are considered reward activities. To attend a dance, students must meet the requirements as specified for each dance. A permission slip with details and dress code requirements must be signed and returned prior to the event. No exceptions will be made.

DRESS CODE

Policy JFCK – Student Dress Code –

Adopted by the Appomattox County School Board – May 24, 2007

Students in the Appomattox County Public Schools are expected to dress in a manner that is supportive of a positive learning environment free of distractions and disruptions. There is a direct correlation between student dress and student behavior. Student attire and grooming should promote a positive, safe, and healthy environment.

The School Board recognizes that although individual students have a right to free expression, that right must be balanced with the Board's responsibility to provide a safe, secure and orderly educational environment for all students.

The purpose of this dress code is to assure that consistency and interpretation is implemented county-wide, thus providing equitable treatment for all students. Apparel that disrupts educational activities and processes of the school will result in the removal of the student from the regular school environment until acceptable apparel can be secured for the student.

The administration will be the final judge about whether a student's clothing is appropriate for school or whether it will create an environmental climate that is distracting to learning. Principals, faculty and staff members will enforce the dress code. If there is an infraction of the dress code, a parent/guardian will be called to bring the student appropriate attire. If someone cannot be contacted, the student will be required to wear their physical education uniform.

The principal may waive the dress code or specific sections for school spirit days and other special occasions.

Requirements for student dress in the Appomattox County Public Schools are:

1. Tops must cover the shoulders, midriff, chest, cleavage, back, sides, and all undergarments including bra straps at all times. No shirts, sweaters, sweatshirts or top may be longer than the bottom of the buttocks when the student is standing. Tops which hang below the bottom of the buttocks must be tucked in.
2. Tank-style and halter style tops, tank-style shirts, and muscle shirts shall be worn either over or under a shirt with sleeves.
3. Shorts, skirts, divided skirts, dresses and skorts are permitted. -For students in grades 6-12, they must reach the top of the knee or longer when the student is standing. The top of a slit in a skirt,

dress or other lower garment must be no higher than the top of the knee when standing. When leggings or tights are worn under a skirt, the skirt must still reach the top of the knee. For students in grades pre-k through 5, they must reach mid-thigh or fingertip length, whichever is longer, when standing.

4. All trousers, pants or shorts must totally cover undergarments, including boxer shorts. They are to be worn at the student's natural waist at all times. Sagging or baggy pants or shorts are not permitted. No holes or tears are permitted in trousers, pants or shorts.
5. Clothing and shoes must be properly buttoned, zipped, tied, or fastened at all times.
6. All clothing, jewelry or tattoos shall be free of the following: offensive pictures or logos depicting nudity, references to violence, profanity, vulgarity, alcohol, illegal drugs, tobacco products, gangs, race, sexual preferences, and derogatory statements about physical, emotional, or intellectual abilities.
7. See through, athletic, or mesh fabric clothing may only be worn over clothing meeting requirements. School-issued uniforms may be worn during physical education classes.
8. Form fitting clothing or skin tight clothing such as leotards, leggings, Spandex, Lycra, and biker type clothing (including sport bras) may only be worn if covered by an outer garment that meets the requirements of the dress code.
9. Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to, bedroom slippers, cleats, shoes with rollers or wheels, and footwear with metal heel plates. Appropriate athletic shoes are to be worn for physical education class and recess.
10. Clothing or footwear traditionally designed as sleepwear shall not be worn.
11. Hats, caps, bandanas, sweatbands, do-rags, curlers, hoods, blankets, or other similar head coverings shall not be worn to class or within the school buildings, except for medical or religious reasons. Picks or combs in hair are not permitted. Hats, caps and hoods may be worn while riding the school bus. (Items may be confiscated.)
12. Belts must be buckled and suspenders worn on the shoulders and fastened at the waist. Heavy chains, spiked necklaces, spiked bracelets, spiked belts or belts with protrusions, and oversized jewelry or accessories that pose a safety concern for the student or others are not permitted.
13. Sunglasses and gloves may be worn outside only except for those students with valid medical documentation. Sunglasses are to remain in the student's locker during the school day and are not allowed to be worn on top of the head during class.
14. Lettering across the buttocks of a garment is not permitted.
15. Trench or duster type coats are not permitted.
16. Due to the different physical designs of schools, the principal will have discretion as to the wearing of coats, jackets and other outdoor wear during the school day.

Religious and Health Accommodations

Where a bona fide religious belief or health need of a student conflicts with the student dress code, reasonable accommodations shall be provided. Any student desiring an accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. Approved coverings worn as part of a student's bona fide religious practices or beliefs shall not be prohibited under the policy.

Unusual circumstances

If any unusual situation relative to dress, accessories, or grooming arises which is not specifically covered in this policy, the building administrator shall have authority to rule on the appropriateness of the attire. In

so ruling the administrator shall apply the standards set out in this policy and may also consider whether or not:

- The dress, apparel, ornament (jewelry), or grooming is likely to be detrimental to the health and safety of the student or other students.
- The dress, apparel, ornament (jewelry), or grooming is likely to be disruptive to the educational process or the educational climate.
- The dress, apparel, ornament (jewelry), or grooming is consistent with conventional standards of modesty and decorum.

2009-2010 STUDENT CALENDAR

AUGUST 2009

20 6th & 9th Grade Orientation and Public Fee Day
24 First Day of School

SEPTEMBER 2009

7 Holiday – No School

OCTOBER 2009

26 End of 1st 9 Weeks Grading Period
30 Teacher Workday/Parent Conferences

NOVEMBER 2009

11 Holiday – No School
25 1:00pm Early Dismissal
26-27 Holiday – No School

DECEMBER 2009

21-31 Holiday – No School

JANUARY 2010

1 Holiday – No School
4 Students Return to School
14-15 1:00pm Early Dismissal for Teacher Workday
15 End of 2nd 9 Weeks Grading Period
18 Holiday – No School
19 Teacher Workday

FEBRUARY 2010

15 Holiday – No School

MARCH 2010

12 Teacher Workday/Parent Conferences
25 End of 3rd 9 Weeks Grading Period

APRIL 2010

2 1:00pm Early Dismissal
5-9 Holiday – No School

MAY 2010

31 Holiday – No School

JUNE 2010

3, 4 1:00 Early Dismissal
4 Last Day of School/End of 4th 9 Weeks Grading Period

EVACUATION PROCEDURES (Procedures are posted in each room.)

All students are to proceed quickly, quietly, and orderly during evacuation of the building. Class groups are to stay together in their assembly areas to enable teachers to check rolls. A signal will indicate when teachers and students are to return to class.

GRADING

Grades should be an accurate reflection of a student's achievement toward specific learning goals.

Effective teachers use other incentives and motivators to provide feedback to students unmotivated by grades, and to provide analysis of student progress in the interim of grading periods.

The most fundamental purpose for grades and all forms of feedback to students is to encourage student learning and improve individual and collective student achievement.

Expectations

Teachers are to communicate clear learning goals as they:

- a) Follow approved pacing guides that are fully aligned with the Virginia SOL curriculum or other division approved curriculum.
- b) Develop and follow lesson plans that include clear learning objectives, anticipatory sets, and closure.
- c) State and/or display the learning objective each day.

Students are to be provided accurate information about their achievement. This is achieved when teachers:

- a) Design assessments that authentically measure the learning goal(s) of a lesson.
- b) Clearly define the specific expectations for mastery on each assignment/activity.
- c) Provide prompt and regular feedback on works-in-progress and completed work.
- d) Provide models for display from student-created work.

The classroom environment should support learning by being positive and supportive. This is evidence when teachers:

- a) Use active learning opportunities that positively engage the students.
- b) Use positive incentives that encourage student learning and progress towards a goal.
- c) Allow student to have input on their individual achievement/learning goals.
- d) Use grading practices that are not punitive or related to compliance or behavioral expectations.
- e) Provide opportunities for revision and retesting.

Students are given a grade report twice during each nine weeks. An interim report is sent home at the mid-point for each nine weeks. At the conclusion of the nine weeks, the final grade is recorded on the report card.

GRADING SCALE

Grades are issued based on the following explanation:

A - (93-100) B - (85-92) C - (77-84) D - (70-76) F - (69 and below)

GRADUATION REQUIREMENTS FROM APPOMATTOX COUNTY HIGH SCHOOL

All students graduating must earn 25 units of credit to receive a standard diploma and 27 units of credit to receive an advance diploma. In addition, students will be required to pass Standards of Learning (SOL) tests to verify proficiency in selected subjects which carry high school credit. Students receiving the standard diploma will have to earn six verified credits while students receiving an advance diploma will have to earn nine verified credits.

Currently, the only middle school courses which require students to take an end-of-course test to verify the credit is Algebra I, Geometry, and Spanish I. For complete details of all graduation requirements, please refer to the *Student Guide for Individual Planning* and/or see your guidance counselor.

GRIEVANCES

Any questions or concerns which students have about school rules and regulations or the administration of the rules can be taken to the following sources depending upon the nature of the concern: SCA representative, teacher, guidance counselor, school resource officer, assistant principal, or principal.

If a school matter is not resolved to the satisfaction of the student, the student may take the concern directly to the assistant principal or principal.

If suspended, the student has a right to appeal the suspension to the principal, superintendent, and the School Board.

- a) Complaints may be filed directly with the administrator of the school. When possible follow the proper chain of command (ex. Teacher, Administrator, etc...)
- b) The complainant will be requested to outline accusations in a written form including the details relative to the complaint, the names of persons involved, and the dates of any specific incidents.
- c) Refusal to put the complaint in writing shall not preclude an investigation of the complaint.
- d) An immediate investigation into the allegations will be initiated. The investigation will be kept confidential to the maximum extent possible.
- e) Appropriate and prompt action will be taken to resolve the complaint.
- f) The student filing the grievance will be given the opportunity to provide witnesses and other evidence.
- g) Assurance will be provided that there will be no retaliation for filing a complaint or participating in an investigation or inquiry.
- h) Written notice of the outcome of the investigations will be filed.
- i) The student will be kept informed of the status of the complaint.
- j) Assurance will be given that steps will be taken to prevent recurrence of any harassment.

GUIDANCE SERVICES

Counseling services are available to students dealing with personal, emotional, career, and academic concerns. Many students request conferences when problems arise or for assistance when decision making must be made. A student may request an appointment by asking their teacher to e-mail the counselor, visiting the guidance office, or by getting permission from the teacher to see a counselor. Students must have a permission form from their teacher before they come to the guidance office to see their counselor. The guidance offices are located on the second floor of the main building.

HALL PASSES

Before leaving any classroom, a student must have a hall pass from a teacher or staff member. Hall passes are found in the student planner. **No planner, no pass!** Verbal passes are not acceptable! Students will write their names in permanent marker on the top of both pages of the hall pass. Each column in the planner is for one nine week grading period. Passes are limited to the number found in each column of the planner. A lost or stolen student planner may be replaced by purchasing a new one in the school office.

HOMEBOUND INSTRUCTION

Homebound instruction may be available to students certified by a doctor and approved by the Superintendent or a designee. Parents with concerns or questions about this program should contact the student's guidance counselor.

HOMEWORK

We believe homework should be an extension of the classroom learning experience. The purpose of homework is to practice a skill that is being learned in class to increase speed or accuracy with that skill, explore background knowledge or increased information related to a concept or skill, extend the learning process beyond the expected learning goal, and/or individualize learning based on student learning needs and choices or interests.

IN-SCHOOL SUSPENSION (ISS)

In-school suspension will be assigned by the assistant principal or principal. A signed copy of the office referral must be given to the ISS instructor and all work must be completed before a student may return to his/her regular classroom. Students who are absent or leave school early must complete their time in ISS before they will be allowed to return to class.

INTERIM REPORTS

Students receive interim reports at the mid-point of each nine week grading period. Parents need to sign interim reports and return them to their child's teachers. Parents needing to reach a teacher should call the teacher, the office (352-8257), or contact the teacher via e-mail to set up an appointment. Grade reports can be viewed throughout the year on Edline at www.edline.net.

ITEMS NOT ALLOWED

Any item that might distract from the learning environment (gum, magazines, toys, blankets, electronic games, lasers, radios, tape/CD/MP3 players, iPods, cameras, cell phones, candy, etc.) will be confiscated by teachers and turned over to the school administration. Students are responsible for their own personal property. **Appomattox Middle School is not responsible for damaged or lost personal property.**

LIBRARY

Students have a regularly scheduled library session each week with their Language Arts classes. Students are responsible for lost or stolen books and will be fined for the replacement value. Any overdue materials will result in students not being allowed to check out additional materials. Students are reminded that the library is a classroom and all school rules apply. The library is open before and after school.

LOCKERS

The school is not responsible for lost or stolen items from lockers. Lockers are assigned by the office and may not be changed without permission from the office. The administration reserves the right to inspect lockers when deemed necessary.

MAKE-UP WORK

It is the student's responsibility to make up work missed due to absence from any class (e.g. field trips, special projects). Students have one day for each day absent to make up work once they return to school.

Parents requesting assignments for their child are to call the main office (352-8257). Assignments will be available in the main office by 3:00 pm the day after the request has been made to the school.

LOST AND FOUND

Any object that is found should be taken to the main office. Students are to notify the office of lost items. Lost and found items will be donated to the Salvation Army at the end of each nine weeks.

PHYSICAL EDUCATION CLASSES

All students are required to have a physical education uniform. Uniforms are available all year long and can be purchased in the school office. If a uniform is lost or stolen, it must be replaced. The student is responsible for lost or stolen uniforms! Locks and a locker are provided for all students in the locker room. Students are responsible for any damage to their gym lock and/or locker. Students should secure all clothing and personal items in their locker before leaving the locker room. AMS is not responsible for the loss of any items which have not been properly stored and locked in the student's locker.

If a student forgets their uniform, they will be required to sign out a uniform to borrow for the class period.

PROMOTION POLICY

Middle school students are required to pass five (5) subjects, including the four core subject areas (Language Arts, Math, Science, and Social Studies), in order to earn promotion to the next grade. Final grades are determined by averaging the numerical grades for each nine weeks grading period during the year. For complete details of the Appomattox County promotion policy, please refer to the *Student Guide for Individual Planning* or contact your child's guidance counselor.

RACIAL HARASSMENT

The School Board hereby establishes a policy, and the Superintendent shall implement procedures for resolving complaints arising from alleged racial harassment. The Superintendent does hereby designate the Assistant Superintendent as Racial Complaint Coordinator, to co-ordinate the efforts of the Appomattox County Schools to comply with and carry out his responsibilities for implementing the law, including investigation of any complaint of alleged non-compliance with the law, regulations or this policy.

The school system shall notify students, parents of students, and employees of the name, office address, and telephone number of the Racial Complaint Coordinator.

The school system will implement specific and continuing steps to notify students, parents, and employees that it does not discriminate on the basis of race, color, or national origin.

Procedures for making and resolving complaints shall comply with all applicable federal and state law and regulations. It is the policy of the Appomattox County School Board to maintain a working and learning environment for all its employees and students which provides for fair and equitable treatment, including freedom from racial harassment. It is prohibited for any employee or student to harass an employee or student based on race, color, or national origin by using racial epithets, slurs or any other conduct of a verbal, physical, or written nature which is harassing, intimidating, abusive, degrading, or threatening and which causes or contributes to a racially hostile environment.

Any employee or student, who believes that he or she has been subjected to racial harassment, or has been a witness to such an incident, should file a complaint of the alleged act immediately to the building level administrator or Racial Complaint coordinator. The administrator or coordinator shall request that the complaint be in writing. Refusal to put the complaint in writing shall not preclude an investigation of the complaint. The complaint should state in detail the basis for the complaint, the names of the persons involved, if known, and the dates of any specific incidents. A thorough investigation of all reported incidents to determine the nature and extent of any alleged racial harassment will be undertaken immediately. All investigation and resolution should be completed as soon as possible, but no later than thirty (30) days from the date of the complaint.

The school division may take immediate steps at its discretion to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged racial harassment.

Any individual filing racial harassment complaint is assured that he or she will be free from any retaliation by the Appomattox County School Division from filing such a complaint. Likewise, retaliation by student(s) is prohibited. False and malicious charges of racial harassment shall be treated as a serious offense and those persons making false and malicious charges shall be subject to disciplinary action.

If the complaint is against the Racial Complaint Coordinator the complaint shall be filed with the superintendent. If the complaint is against the superintendent, the complaint shall be filed with the chairman of the School Board. The question of whether a particular action or incident is prohibited behavior requires a determination based on all available facts in the matter.

A written report shall be filed at the conclusion of the investigation out the individuals interviewed, the names and titles of the individuals processing the complaint, copies of any notes, and the decision, including any action taken, if applicable. This report shall remain confidential and shall be kept in the central office for a reasonable period of time. Information about the outcome shall be disclosed consistent with the Family Educational Rights and Privacy Act (FERPA).

SELLING, SOLICITING, ADVERTISING

There is to be no selling, soliciting, or advertising of items at school without the permission of the principal.

SEXUAL HARASSMENT

It is the policy of the Appomattox County School Board to maintain a working and learning environment for all its employees and students which provides for fair and equitable treatment, including freedom from sexual harassment. It is prohibited for any employee or student, male or female, to harass another employee or student by making unwelcome sexual advances or requests for sexual favors, or engaging in other verbal or physical conduct of sexual nature when (1) submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting the employee or student; (2) such conduct creates an intimidating, hostile or offensive working or learning environment; (3) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's employment or participation in school programs.

Any employee or student who believes that he or she has been subjected to sexual harassment should file a written complaint of the alleged act immediately with the administration. The written complaint should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents. A thorough confidential investigation of all reported incidents, to determine the nature and extent of any alleged sexual harassment, will be undertaken immediately.

SPORTING EVENTS

Students are not to linger around after school to wait for a sporting event. Doors will be open thirty minutes prior to the start of all games for admission. Students need to leave the school property by 3:30, unless they are in an after-school program or directly affiliated with the athletic team.

*If a student has In-School Suspension (all day) or Out of School Suspension they are not allowed to attend practices or games, this goes for spectators as well as for athletes.

STANDARDS OF LEARNING TESTS

At the end of each grade, students will take Standards of Learning (SOL) tests. The purpose of an SOL test is to measure the student's knowledge of a subject. These tests determine the school's accreditation status.

In the eighth grade, students take SOL tests in Writing, Reading, Math, Social Studies, and Science. With the exception of the Writing test that is given statewide in March, all SOL tests are typically given in May. Students enrolled in Algebra I or Geometry take the end-of-course (EOC) test for verified credit during the May testing window.

In sixth and seventh grade, students take SOL tests in Reading, Math, Social Studies, and Science. Sixth and Seventh grade Pre-Algebra students will take the Math 8 SOL test, which is a prerequisite for enrollment in Algebra I.

STUDENT DISCIPLINE

Maintaining a safe, orderly, and proper learning environment is imperative if our students are to achieve their maximum potential in the classroom. The following steps are generally followed by classroom teachers:

1 st offense	Warning/student conference
2 nd offense	Parent contact
3 rd offense	Referral to the administration

*Some actions may require the immediate removal of a student from a classroom.

The administrator will assign the discipline action; options include lunch detention, silent lunch, in-school suspension, overnight suspension/required parent conference, and out-of-school suspension.

General Categories of Infractions

- a) Skipping class/leaving school grounds without permission
- b) Public display of affection
- c) Excessive tardiness to class/school
- d) Repeated disruption of instruction
- e) Disrespect/defiance towards any school employee
- f) Theft
- g) Vandalism/defacing school property/computer vandalism
- h) Engaging in misconduct, disrespectful, verbal abuse, use of profanity
- i) Cheating/plagiarism
- j) Intimidation/harassment
- k) Physical altercation (minimum 3 days out-of-school suspension)
- l) Fighting (minimum 5 days out-of-school suspension)
- m) Physical assault (minimum 10 days out-of-school suspension)
- n) Violation of tobacco policies and laws (1st offense - minimum 2 day out-of-school suspension)
- o) Violation of alcohol/drug policies and laws (1st offense - minimum 10 day out-of-school suspension)
- p) Possession of beepers or other similar portable communication devices
- q) Weapons—possession of any item, including firearms, knives, or any object which could cause injury to another person; this includes, but is not limited to guns, knives, look-alike weapons, BB guns, or razor blades. Any student determined to have bought a “firearm” to school or to a school sponsored activity will be suspended for one calendar year (365 days) per state law.
- r) Bullying
- s) Other actions deemed inappropriate for the school environment.

** For every ten (10) class periods of ISS, students will receive one (1) day out-of-school suspension, with

one (1) additional day out-of-school suspension for every ten (10) days accumulated.

STUDENT REWARD/ RECOGNITION ACTIVITIES

All students are welcomed to participate in student reward and recognition activities (dances, dollar movie, etc.). General factors for consideration to participate include, but are not limited to: attendance, discipline, grades, outstanding debt, and AR goals.

SUPPLIES

School supplies will be sold in the school store on the second floor of the main building near the office during homeroom.

SUSPENSION

A student may be suspended from school by the principal or assistant principal when there is sufficient cause. The top copy of the referral will be mailed to parents concerning each suspension. Students are not to attend any school functions (e.g., dances, field trips, athletic events) or be on school grounds during the suspension. *Students who are suspended and are on school grounds may be charged with trespassing.* A parent conference with the principal or assistant principal may be required before the student will be allowed to return to school.

TARDY POLICY

Students are given three minutes to change classes. This is ample time to go to the restroom and their locker. The first five minutes are critical to any successful lesson. Students tardy to class disrupt this important instructional time. Students who are tardy to class will receive a tardy referral.

Per semester, a student is allowed three (3) tardies *total*. A tardy is defined as a student who is not in the classroom and prepared to learn by **one minute** after the scheduled start time. A tardy referral is completed and turned into the administration.

Consequences

1 st	Warning
2 nd	Warning
3 rd	Warning; parent contact made
4 th	1 Day Lunch Detention; parent contact made
5 th	2 Days Lunch Detention; parent contact made
6 th	Overnight Suspension and 1 Week Lunch Detention
7 th	1 Full Day in ISS
8 th +	1 Day Suspension

Unexcused tardies to school will be treated the same as tardies to class. Excused tardies include medical appointments, court appointments, and deaths in the immediate family. All other tardies will be considered unexcused. These include, but are not limited to, the student missing their bus, oversleeping, or parents bringing them late to school.

TECHNOLOGY STATEMENT

All forms of technology are designed to enhance student learning by supporting instructional activities and resources within and outside the school walls. Students are responsible for good behavior on school computer networks. Access to network services is given to students who agree to act in a considerate and responsible manner by signing the *Acceptable Use Policy (AUP)*.

TELEPHONE USE

Only in extreme emergencies will messages be given to students from a phone call. Students are **not** to use school phones for personal business (e.g., need gym suit, lunch money, books, or special projects). In an emergency, the nurse will allow phone use. Sports related calls will go through the Physical Education Department.

TEXTBOOK OBLIGATIONS

Each book should contain the student's name and homeroom number in front. **Stolen books will be treated as lost books, and students are responsible for replacing them.** The book fine will be refunded if the book is found at a later date.

VISITORS

Parents are welcome at any time to visit AMS. Upon their arrival, all visitors must first report to the main office to sign in and receive a Visitor's Pass. Visitors are not to interrupt classroom instruction. Parents are encouraged to make appointments with classroom teachers during the teacher's planning period to provide interruption-free discussion.

WITHDRAWALS FROM SCHOOL

Any student withdrawing from school must report to the Guidance Office and fill out the necessary forms for transfer. The student must report to the office and turn in all textbooks and library books. Any fines must be paid. The student must clean out his/her locker before leaving.