

# **Floyd County High School**

**“Be Committed”**



## **Parent/Student Handbook 2017-2018**

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**Floyd County High School  
Parent/Student Handbook  
2017-2018**

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# Floyd County



# Buffaloes

## INTRODUCTION

The Floyd County High School Parent/Student Handbook provides a guide to the policies of the school. Please take the time to read this manual, as it contains valuable information for both parents and students. You should also read the **Standards for Student Conduct and Attendance**, which can be found in the back of the student calendar provided to everyone by our school division. Parents are encouraged to stay in close contact with the school by calling 745-9450 if you have any questions.

## MISSION STATEMENT

The mission of Floyd County High School is to meet the individual educational needs of every student. This will be accomplished through a comprehensive curriculum taught by caring, highly qualified professionals through differentiated and assessment driven instruction.

### Floyd County Public Schools 2017-2018 Calendar

Beginning of School	August 10, 2017	
1 <sup>st</sup> Marking Period	8/10/17 – 10/11/17	44 days
2 <sup>nd</sup> Marking Period	10/12/17 – 12/19/16	44 days
3 <sup>rd</sup> Marking Period	1/4/18 – 3/15/18	49 days
4 <sup>th</sup> Marking Period	3/19/18 – 5/31/18	51 days

End of School                    5/31/18

#### Holidays

Labor Day	September 4, 2017
Thanksgiving	November 22-24, 2017
Winter Break	December 20-January 3, 2018
Martin Luther King Day	January 15, 2018
Spring Break	March 30-April 2, 2018
Memorial Day	May 28, 2018



## BELL SCHEDULES

### **Regular Bell Schedule**

Bus Release .....	7:55 A.M.
Warning Bell .....	8:10 A.M.
Tardy bell for first period .....	8:15 A.M.

### **“A” Lunch Schedule 11:29 - 11:57**

1 <sup>st</sup> Block.....	8:15 - 9:49
2 <sup>nd</sup> Block.....	9:55 - 11:29
“A” Lunch .....	11:29 - 11:57
3 <sup>rd</sup> Block .....	12:03 - 1:37
4 <sup>th</sup> Block .....	1:43 - 3:17

### **“B” Lunch Schedule 12:20 – 12:45**

Period 1.....	8:15 - 9:00
Period 2.....	9:04 - 9:49
Period 3 .....	9:55 - 10:40
Period 4.....	10:44 - 11:29
Period 5.....	11:35 - 12:20
“B” Lunch.....	12:20 - 12:45
Period 6.....	12:50 - 1:37
Period 7.....	1:43 - 2:28
Period 8.....	2:32 - 3:17

### **“C” Lunch Schedule 1:09-1:37**

1 <sup>st</sup> Block.....	8:15 - 9:49
2 <sup>nd</sup> Block.....	9:55 - 11:29
3 <sup>rd</sup> Block .....	11:35 - 1:09
“C” Lunch.....	1:09 - 1:37
4 <sup>th</sup> Block .....	1:43 - 3:17

First buses leave .....	3:20
Second buses leave .....	3:23
Third buses leave.....	3:25
Activity buses leave.....	6:15

### **One-Hour Delay Schedule**

1 <sup>st</sup> Block.....	9:15 - 10:20
2 <sup>nd</sup> Block.....	10:26 - 11:29
Regular schedule will be followed for remainder of the day.	

### **Two-Hour Delay Schedule**

Warning bell for first period.....	10:10
1 <sup>st</sup> Block.....	10:15 - 11:19
2 <sup>nd</sup> Block.....	11:25 - 12:29
“A” Lunch .....	12:29 - 12:57
3 <sup>rd</sup> Block .....	1:03 - 2:07
4 <sup>th</sup> Block .....	2:13 - 3:17

1 <sup>st</sup> &/or 2 <sup>nd</sup> Period.....	10:15 - 11:19
3 <sup>rd</sup> &/or 4 <sup>th</sup> Period.....	11:25 - 12:29
5 <sup>th</sup> Period.....	12:35 - 1:03
“B” Lunch.....	1:03 - 1:30
6 <sup>th</sup> Period.....	1:33 - 2:07
7 <sup>th</sup> &/or 8 <sup>th</sup> Period .....	2:13 - 3:17

1 <sup>st</sup> Block.....	10:15 - 11:19
2 <sup>nd</sup> Block.....	
3 <sup>rd</sup> Block .....	12:35 - 1:39
“C” Lunch.....	1:39 - 2:07
4 <sup>th</sup> Block .....	2:13 - 3:17

## SCHOOL STAFF & EMAIL

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### Support Staff

#### *Custodians*

Susan Agnew	Elaine Knudsen
Ross Linkous	Owen Martin
James Nichols	Carol Weeks

#### *Cafeteria*

Darlene Shelor (manager)	
Melissa Bond	Kathy Dulaney
Julia Early	Patricia Ferrell
Daniel Hale	Susan Nunn
Tabitha Whitlock	

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The Floyd County School District believes that good grooming and personal appearance are essential elements in the teaching and learning process, and that student appearance is a direct reflection of the school and the community. **Grooming and dress must not distract or interfere with the educational opportunity of other students.** Dress and personal appearance should not draw unnecessary attention to the extent it is disruptive or potentially disruptive (see policy JFC-R). Principals and other administrators have the authority to use discretionary judgment to prohibit such dress based on past or current circumstances.

Unless otherwise stated, this dress code applies to normal school hours; however, such rules and regulations may be enforced at any school function or activity where the wearing of such dress is inappropriate for the type of activity, or such dress is determined to be disruptive or dangerous. Rules and regulations apply to all students, unless exceptions are granted due to a student's disability, medical condition, or other exceptions approved by the Principal.

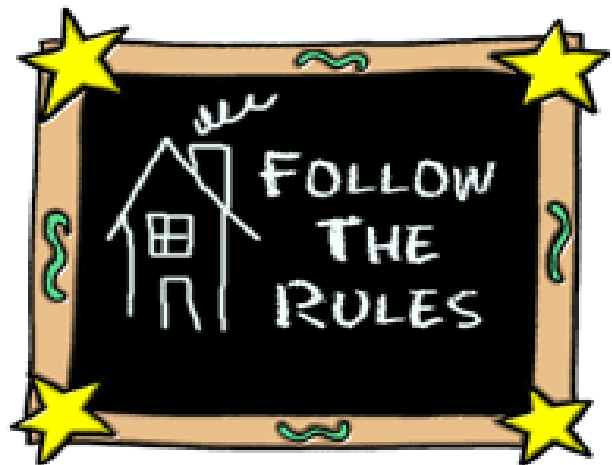
**The administration will be the final judge about whether a student's clothing is appropriate for school or whether it will create an environmental climate that is distracting to learning.** Principals, faculty, and staff members will enforce the dress code.

#### **Basic Guidelines**

- Appropriate dress for students must be worn that does not reveal the body in an inappropriate manner. No cleavage, midriff, or underwear as outerwear may show. Holes and tears in clothing may require replacement.
- Clothes shall be worn as they are designed – suspenders over the shoulders, pants secured at the waist, belts buckled, no underwear as outerwear.
- Clothing and accessories such as backpacks, hats, patches, jewelry, and notebooks must not display:
  - 1) Racial or ethnic slurs/symbols,
  - 2) Gang affiliations,
  - 3) Vulgar, subversive, or sexually suggestive language or images, nor should they promote products which

- students may not legally buy such as alcohol, tobacco, vape and illegal drugs.
- Gang paraphernalia, jewelry, chains, bandanas, tattoos or other insignias which display, suggest or provoke violence or disruptions are not allowed.
- In the school environment, shorts, skirts, jumpers/onesies and dresses should be mid-thigh in length.
- No halter tops, or strapless shirts/dresses.
- For health and safety, appropriate footwear must be worn at all times – bare feet are not acceptable.
- Clothing normally worn when participating in a school sponsored extracurricular or sports activity may be worn to school when approved by the sponsor, coach or principal. Examples would be cheerleader, drill team and band uniforms, team shirts, etc.
- Non-prescription glasses or sunglasses will not be permitted to be worn within the building except as required for shop or science classes.
- Hair must be worn in a way that is not disruptive to the school environment nor hide the identity of a student.
- Hoods covering the head are not to be worn inside the school.

**Students in violation of this policy will be required to immediately change into proper attire. If necessary, parents will be contacted to provide appropriate attire. Students shall not attend classes inappropriately dressed. Repeat offenders of the dress code will be subject to disciplinary action.**



## **PUBLIC AFFECTION**

Students may not display inappropriate affection in public.

Inappropriate public affection may include:

- Hugging
- Touching
- Kissing
- Other improper conduct as determined by school personnel

After an initial warning, students will be subject to discipline consequences which include ISS and OSS.

## **MEDICATIONS**

All medications, both over-the-counter and prescription must be delivered to the school nurse, by a parent or guardian. **Students are not permitted to bring or transport medicine to and from school.** All medications should remain at school. The Authorization for Medication Administration form also needs to be completed to allow permission for administering medications. This form is found in the school calendar and in the nurse's office and **MUST** be turned in directly to the school nurse or main office.

## **ILLNESS AND INJURIES AT SCHOOL**

Students who are injured at school or who become too ill to remain in class should report to the school nurse. If the nurse is unavailable he/she should report to the main office. A member of the staff will contact the student's parents.

## **SUPPLEMENTAL ACCIDENT INSURANCE POLICY**

This is a reminder to parent(s)/guardian(s) that there is a supplemental accident insurance policy that Floyd County Schools provides for our students. This insurance policy would serve as secondary to any policy that you currently hold and is not a guarantee to pay remaining balances after primary pays what they are responsible for. In the event that your child has an accident or injury while at school or participating in school activities such as athletics, field trips, etc., please notify the main office. They will provide you with the Student Accident Claim Form. Claims must be filed within 90 days from the date of injury. If you have questions regarding this information, please contact the main office of your child's school. We wish you all a safe and successful school year.

## **VISITORS**

**All visitors, including parents/guardians must report to the main office immediately upon arrival.** Parents/guardians are encouraged to visit the school, but if they wish to have a conference with teachers, they are requested to make an appointment in advance. Students from other schools may not visit FCHS unless they have prior permission from an administrator.

## **ATTENDANCE**

### ***Attendance Policy - Floyd County High School***

#### **A. Limit of Absences**

1. Accumulating **more than ten (10) absences** in a class during the semester may result in automatic failure, unless there are excusable and/or extenuating circumstances substantiated by written, valid documentation presented to school administration.
2. If deemed necessary, some students may be placed on an attendance plan before accumulating ten absences.

3. It is the responsibility of the student and parent to appeal absences (if over 10 days) to the Attendance Committee for review. Attendance Appeal Forms may be picked up in the main office and should be submitted to an administrator prior to the end of the semester.
4. Missed assignments resulting from excused absences **must** be made up **within three (3) days of returning to school (All work not made up within the time period could be graded zero.)**
5. To be counted present for class a student must be present in class for a **minimum of 60 minutes**, or two-thirds of the class period.
6. **Students who are absent must have a parent contact the school administrative office (i.e. doctor note, phone call, email) stating the reason for absence.** If no communication is received, the absence will be deemed unexcused. In the event of excessive absences a doctor's verification may be required to substantiate a student's illnesses.

**Students who miss more than ten days in a semester may have an opportunity to make up missed class time with the teacher at an agreed upon time. Teachers may also agree to stay after school to allow students to make up time, however, this will be done on a voluntary basis.**

**The only excuses for absences that shall be deemed acceptable are:**

- a. Illness (if over two consecutive days or excessive absences, the school may require a note from a doctor)
- b. Medical appointments (Medical Document preferred)
- c. Court appearance (Official Document preferred)
- d. Death in the family
- e. Religious holidays
- f. Extenuating circumstances, which are determined by the school administration

The principal may consider circumstances beyond the control of the pupil and/or parent and excuse the student from school for reasons other than those listed above. Special consideration may be given by the school administration to extended absences due to medical reasons, as verified by a physician.

#### **B. School Related Absences**

Missing class due to school related activities will not be counted as an absence from class. Examples are club meetings or competition, sports activities, testing, guidance conferences, etc. Also, time spent in In-School Supervision (ISS) will not be considered an absence from school. However, out of school suspension (OSS) will count as an unexcused absence. It is the student's responsibility to collect and make-up all missed assignments.

#### **Parental Conferences**

Letters will be mailed to parents after a student has missed five (5) days of school unexcused. A conference may be scheduled with the school administration concerning your child's school attendance and **an attendance plan may be formulated.** Long-term absences will be reviewed by the administration. Loss of credit may be appealed to the

Attendance Committee by submitting an Attendance Appeal Form.

### **PLANNED ABSENCES**

Prior approval is required for college visits, or other trips of educational value. In order to secure prior approval, the student should bring a note from a parent or guardian prior to the absence. In either situation, an absence and/or request for prior approval, the principal or assistant principal will review the information and determine whether the absence is excused or unexcused based upon school board policy.

Students are reminded that the Floyd County Schools attendance policy requires that a note be brought from the parent or guardian following an absence from school. Upon returning to school, the student should bring the signed note to the attendance window in the lobby and an admit slip to class will be issued.

### **TARDY POLICY**

#### **STUDENTS ARE EXPECTED TO ARRIVE TO SCHOOL AND CLASS ON TIME.**

- After the second unexcused tardy the teacher will notify administration of each subsequent tardy.

**TO BE COUNTED PRESENT, YOU MUST ATTEND THE CLASS FOR A MINIMUM OF 60 MINUTES (2/3 OF THE PERIOD).**

### **TARDY STUDENT DRIVERS**

All student drivers are reminded that in addition to the school's attendance policy, the following action may be taken if you arrive to school late:

- Three (3) unexcused tardies may result in **parking privileges being suspended for two weeks.**
- At four (4) unexcused tardies **parking privileges may be suspended for nine weeks.**
- At five (5) unexcused tardies **parking privileges may be suspended for the remainder of the semester.**

### **CHECK-IN PROCEDURES**

Students checking into school late must verify their reason for tardiness by one of two methods:

- Bringing a note from their parent or guardian that day
- Parent/guardian may call or email the main office prior to the beginning of school to notify school officials that their child will be tardy to school

The determining factors will be the same as for excused absences. The school administration may consider extenuating circumstances to determine whether the tardiness is excused or unexcused.

### **CHECK-OUT PROCEDURES**

#### **STUDENTS MAY NOT LEAVE SCHOOL FOR LUNCH!!!**

**Any student who leaves school grounds without permission and returns, may be subject to a search by administration.**

**A parent or guardian needing to check their student out of school early may arrange to do so by the following methods:**

- If your student drives, call the main office prior to dismissal time and place your child on early dismissal – please call the school as early as possible to help minimize any potential misunderstandings
- For safety reasons, if you are picking your student up, please come to the main office and sign them out of school

Once students check-out of school, to be properly re-admitted that same day, it is expected that the absence is excusable per Floyd County School Policy and supported by appropriate written documentation/parent contact.

If a student does not return to school, they are not eligible to participate in after school activities, unless prior approval is given by a member of the administration.

Only parents, guardians or persons designated as “emergency contact” may check students out of school. Students who turn eighteen during the school term may sign themselves out by following proper procedure. These students must comply with all attendance policies and should inform their parents if they check out. **If no communication is made by a parent the absence will be counted as unexcused**

All students will be required to sign the checkout list before leaving school grounds. **Any student leaving without following procedure may receive disciplinary action.**

### **THE USE OF PERSONAL TECHNOLOGY DEVICES**

Students will be able to use Personal Technology Devices (PTD's) during transition times before and after classes and during their lunch periods. Students may NOT use their devices whenever they want during the school day. **Unauthorized use anywhere during the student's class time may result in confiscation of the PTD.**

Individual user identifications and devices may be shut down for inappropriate use.

The Acceptable Use Policy applies to PTD's, as well as school-owned devices. Any device may be confiscated if being used at inappropriate times and places, and a parent may have to pick it up. Once a device is confiscated and brought to administration, the following will be implemented:

- 1st offense - warning - device confiscated until end of day.
- 2nd offense - device confiscated. Parent/guardian/designee pick up.
- 3rd (and subsequent offenses) – ISS or OSS may result. Recommendation to suspend ability to use device on school grounds.

### **TOBACCO USE**

Smoking, chewing or any other use of tobacco products by staff, students, and visitors is strictly prohibited on school property. Vaporizers (i.e. vape(s) and or e-cigarettes) will be considered tobacco/nicotine related items.

Penalties for students who use and possess tobacco products are as follows: (on next page)

**1<sup>st</sup> Offense:** The student will receive (1) day of ISS, a tobacco education assignment and a parent will be notified.

**2<sup>nd</sup> Offense:** The student will receive three (3) days of ISS and the parent and School Resource Officer will be notified.

**3<sup>rd</sup> Offense:** The student will receive up to five (5) days OSS and the parent and School Resource Officer will be notified. Any subsequent violations will receive more severe disciplinary action, which may include a referral to the School Board.

### LOCKERS

Lockers are provided for students to store books, jackets, water, packed lunches, and other personal items. **Students are to use ONLY the locker assigned to them** and ensure that the locker is kept in a neat condition. Students are to follow the Building Stewardship Policy at all times. It is the responsibility of the student to keep his/her locker locked at all times. Student lockers are school property and remain at all times under the control of the school. Students are expected to assume full responsibility for the security of their lockers. School authorities for any reason, however, may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant. In order to use a locker; students must complete "Acknowledgment Concerning the Use of Student Lockers." These forms are available from homeroom teachers and the main office.

### POSTING OF MATERIALS BY STUDENTS

All material to be posted shall be reviewed by an administrator, who may consent to the posting if it complies with the "Regulations for Posting Materials in Public Areas." These regulations may be found on the FCHS website or in the main office.

Any materials posted by students must be school related and may only be posted in designated areas. Therefore, no student-generated displays shall be posted in hallways or attached to the outside of student lockers.

Expressions of school spirit may be displayed in gymnasiums, sports fields and the main lobby, upon the directive or approval of the school administration.

### CAFETERIA POLICIES

Students may purchase breakfast for \$.80 and lunch for \$2.35. Reduced prices are \$.30 for breakfast and \$.40 for lunch.

1. Line jumping and running will not be tolerated.
2. Lunch trays, trash, etc. are to be disposed of properly before leaving the cafeteria.
3. Students are expected to exhibit proper behavior while in the cafeteria and throughout the lunch period.
4. Students are to enter the cafeteria through the rear doors. The side doors are for exit only.
5. During "B" lunch, students must remain in the cafeteria.
6. During "A and C" lunches, students must remain in the following areas:
  - a. Cafeteria
  - b. Second floor corridors and lobby, except the hallway leading to the Tech Ed and Agriculture departments.
  - c. Outside in the area in front of the building near the flagpole.
  - d. Please be advised that all food is to be eaten in the cafeteria (with the exception of second chance breakfast). Exceptions to this policy may be made upon the approval of an administrator.
  - e. Students are not to stand or sit on the stairways leading to the third and first floors.
  - f. Unsupervised games are prohibited during lunch periods. Students may not use the gym during lunch.
  - g. Students may bring lunch from home. These lunches should be taken directly to the cafeteria during the assigned lunch period. **STUDENTS MAY NOT LEAVE SCHOOL GROUNDS DURING LUNCH!!!**
  - h. Seniors will be allowed to go to lunch three minutes early on Fridays as long as this policy is not abused.
  - i. Students are encouraged to deposit money into their account weekly or monthly using either cash, a check made payable to FCHS Cafeteria, or log on to [myschoolbucks.com](http://myschoolbucks.com). This facilitates faster movement through the lunch lines.
  - j. **ALL food seen out of the cafeteria will be addressed by a staff member and the student will be sent back to the cafeteria. Repeat offenders may subject themselves to disciplinary action.**

**Students are not to order food that will be delivered to the school without the direct involvement of the classroom teacher.**

### BUILDING STEWARDSHIP POLICIES

Students are responsible for helping keep the building and grounds neat and orderly. Please be advised that all food is to be eaten in the cafeteria (with the exception of second chance breakfast). Exceptions to this policy may be made upon the approval of an administrator.

Any wheeled devices (skateboards, rollerblades, in-line skates, etc.) are not allowed on school property.





## STUDENT DRIVERS

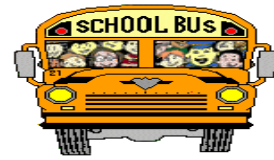
Students are permitted to park on school premises as a matter of privilege, not of right. Inspections of vehicles may be conducted without notice, without student consent and without a search warrant. Students who drive to school must comply with the following regulations:

1. All students choosing to drive must purchase a parking permit for \$20.00 from the office. Permits purchased after April 1st are \$10.00. No vehicle is permitted on school grounds without a parking permit.
2. Upon arriving on school grounds, students are to enter the building. At no time are students permitted to leave school grounds without permission from the office.
3. Parking on the grass is prohibited.
4. Cars must be driven safely, reasonably, and responsibly.
5. Students may not return to their cars during the school day without prior approval from the office.
6. The cafeteria, boiler room, and “White Building” (adjacent to baseball field) parking areas are for staff members only.
7. Parking privileges are reserved for seniors first and then others on a first-come first-serve basis.
8. The administration may revoke parking privileges at any time. Vehicles not observing the above regulations are subject to towing at the students/owners expense.
9. Vehicles are to be parked facing the flagpole.
10. Students are permitted to park in the designated areas only, which are as follows: Seniors Only - Main Lot (excluding teacher spaces), Seniors Only - Upper Lot Work Release Only – Paved Vocational Lot, Juniors & Sophomores – Lower Vocational Lots.
11. Students are not permitted to park behind or around the elementary school or the areas designated as public highway.
12. If a student must trade/switch vehicles, he/she must display a parking permit. There is no charge for switching vehicles, however, updated information must be provided to the office when the switch is permanent.
13. Drivers of vehicles in the main and upper lots may not leave until buses depart.

**Failure to abide by these regulations may result in suspension or revocation of the student’s driving privileges.**

## CAR RIDERS

**Car riders must use the Vocational Lot.** Students are to be dropped off on the sidewalk area in the vocational parking lot in front of the vocational building from the hours of 7:45 – 8:10 am Monday - Friday. Students are NOT to be dropped off in any other location. Student pick-up is the same location at 3:17 pm.



## CONDUCT ON BUSES

Any behavior (as determined by the school bus driver or other school staff) that disrupts the school bus environment.

The Floyd County Schools operate a free bus service. For reasons of safety, students are expected to be reasonably quiet and orderly while loading, riding, and unloading the bus. This bus service is a “privilege and not a right.” Violations of school bus policy and regulations for students riding school buses may result in loss of privilege to ride the bus and/or may result in consequences for the offense and found elsewhere in the student handbook. Bus discipline may be carried into the next school year. Students are to pay for any damage they do to a school bus in addition to disciplinary action taken by the principal.

Driving a school bus requires the bus driver’s full attention. Any incident that causes a bus driver to divert attention from their primary responsibility may jeopardize the safety and well-being of the students. You are urged to be supportive of both the action taken by the driver and the corrective action taken by the administration.

**Students must:** follow all directions and school rules; keep your hands, feet, and other objects to yourself inside the bus; sit in your seat facing the front; talk quietly and use proper language; behave in a safe and orderly manner.

## EMERGENCY DRILLS

**During emergency drills, the following behaviors are expected of students:**

- Remain with your class
- Move quickly and quietly to designated area
- Follow teacher instructions
- Be respectful

### **Fire Drill/Evacuation**

The signal for a fire drill will be continuous sounding of the fire alarm horns. The backup signal will be the ringing of three short bells.

During the first week of school, teachers will discuss fire drill procedures with their students. When the fire alarm sounds, teachers should make sure the room is cleared, close all windows and doors, and escort students as they exit the building. **ALL STUDENTS AND TEACHERS** should go at least 40 yards from the building and remain there until the all-clear signal is given. After the all-clear signal is given, students and teachers should re-enter the building in an orderly fashion and return to their respective classrooms.

### **Tornado Drill**

Signal for drill – announcement, the backup signal will be a voice alert. Students and teachers should proceed to areas of the building as posted and assume the safety position.

## Other Emergencies

Emergency situations may be announced in a variety of ways (i.e. PA system, Alarm, Door-to-Door, Phone):

### **Inside Threat Lockdown (Announcement)**

A term used to refer to a situation which calls for the **isolation of faculty and students** from a potentially violent environment. Teachers and students will respond per training and guidelines from administration and Police/Fire/Rescue in preparation and during any event.

### **Shelter in Place (Announcement)**

A term used to refer to a situation which calls for **faculty and staff to be on alert to a possible crisis situation**. Teachers should immediately go to classroom doorways and ensure it is secured until the alert is canceled. Class may continue while awaiting further directions. Teachers not directly supervising students should go into the hall and remain there until the alert is canceled or they get more directions from administration of Police/Fire/Rescue.

### **Bomb Threat**

The administration will provide directives for students and teachers. Students should await instruction from teachers and adhere to any required emergency drill expectations.

## **TEXTBOOKS**

There is no textbook rental fee. Classroom teachers will issue textbooks to all students. The student is responsible for any damaged or lost books (i.e. books left unattended, books loaned to a friend, books put in a friend's locker). **PAYMENT MUST BE MADE PROMPTLY BEFORE A REPLACEMENT BOOK CAN BE ISSUED.** Classroom teachers will determine the cost of the book based on condition when issued and/or the amount of damaged incurred. All textbooks are school board property and are quite expensive. Care should be taken to maintain the books in good condition.

## **ADVANCED PLACEMENT TEST GUIDELINES:**

AP students will pay a \$92.00 testing fee when class begins, (Free/Reduced lunch students pay a \$30.00 testing fee). The fee is refundable if the student completes the course, but does not take the test. In order for a student to take an AP on-line course, he/she must sign the Early College Scholars Agreement which is available in the Guidance Department. See the Course Description Booklet for AP Enrollment guidelines.



## **CAREER AND TECHNICAL EDUCATION**

Career and technical education programs serve students in grades 8-12. Each program is designed to prepare young people for productive futures while meeting the commonwealth's need for well-trained and industry-certified technical workers. Programs include: Agriculture Education, Auto Mechanics, Building Trades, Business

Education, Family and Consumer Science, Health Occupations, Technology Education and Welding. You may contact the CTE Program Director should you need additional information

## **SALES**

**Selling items, including candy and other food items, during instructional time and lunches is prohibited.** All fund-raising and sales campaigns must have prior approval of the CTE Director/Assistant Principal. No items may be sold for non-school clubs or organizations. Students are responsible for the value of any items they take to sell, and are responsible for safeguarding those items and money collected from sales. Students must obtain parental permission prior to participating in school sales.



The following guidelines shall be observed by FCHS in making homework assignments:

1. In grades 8-12, the majority of students should be able to complete assignments by devoting 2 to 2 ½ hours per day outside the regular class time.
2. Teachers will hold students accountable for completing homework assignments during prescribed allotted time.

## **IN-SCHOOL SUPERVISION (ISS)**

### *An Alternative In-School Instructional Program*

1. In-School Supervision is available at Floyd County High School to be used as a form of alternative education for students having academic and/or behavior problems. Students are assigned to ISS by the administration.
2. Students assigned in-school supervision are to get all books, notebooks, pencils, etc. immediately upon entering school and report directly to the ISS room by the tardy bell.
3. Assignments from each of the students' classes will be collected from the teacher by the In-School Supervision monitor and will be given to the student at the appropriate time. Additional assignments may be made by the ISS monitor if needed to keep the students engaged.
4. Students in In-School Supervision will eat lunch in the ISS room. Someone other than ISS assigned students will deliver lunches to the room.
5. The ISS monitor will accompany students to the restroom at a designated time.
6. Students will not be allowed to leave the In-School Supervision room for any reason other than an emergency.
7. Talking or other communication with anyone will not be allowed without permission from the monitor.
8. Students can be assigned In-School Supervision by the principal or assistant principal for violation of school rules and other situations as warranted.
9. Since In-School Supervision is an alternative in-school instructional program, students may be assigned to the program for an extended period of time when deemed to be in the best educational interest of the student and the school.



## GRADUATION REQUIREMENTS

In certain situations, it may be necessary to award a Special Diploma. This is determined by a student's Individualized Educational Plan (IEP).

Beginning with students entering ninth grade for the first time in 2013-2014, a student must also:

- Earn a board-approved career and technical education credential to graduate with a Standard Diploma; and
  - This could include, but not be limited to, the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness skills assessment.
- Successfully complete one virtual course, which may be non-credit bearing. For more information see: <http://www.virtualvirginia.org/courses/catalog/>

### REQUIREMENTS FOR A STANDARD DIPLOMA

	Units of Credit
English	4
Mathematics *	3
Laboratory Science**	3
History and Social Science***	3
Health and Physical Education	2
Foreign Lang., Fine Arts or CTE	2
Econ. And Personal Finance	1
Electives (2 <u>sequential</u> classes required)	5
<b>Total</b>	<b>23</b>



Any student receiving a standard diploma must successfully complete at least two sequential electives as required by the Standards of Quality.

### REQUIREMENTS FOR AN ADVANCED STUDIES DIPLOMA

	Units of Credit
English	4
Mathematics*	4
Laboratory Science**	4
History and Social Sciences***	4
Foreign Language****	3
Health and Physical Education	2
Fine Arts or Practical Arts	1
Econ. and Personal Finance	1
Electives	3
<b>Total</b>	<b>26</b>

\*Courses completed to satisfy this requirement shall be at or above the level of Algebra and shall include at least, (two for Standard and three for Advanced Studies) different course selections from among: Algebra I, Geometry, Algebra II or other mathematics courses above the level of Algebra and Geometry. Only one unit of credit may be used to satisfy the

mathematics graduation requirements by completing (Continued on next page)

Algebra I, Geometry or Algebra II (the part I and II classes equal one credit each). The Board of Education may approve additional courses to satisfy this requirement.

\*\*Courses completed to satisfy this requirement shall include course selections from at least (two for Standard and three for Advanced Studies) different science disciplines from among: Earth Sciences, Biology, Chemistry, or Physics.

The Board of Education may approve additional courses to satisfy this requirement.

\*\*\*Courses completed to satisfy this requirement shall include U.S. and VA History, U.S. and VA Government, and two World History/Geography courses.

\*\*\*\*Three years of one language or two years of two languages.

Students completing the requirements for the Advanced Studies Diploma may be eligible to receive a Governor's Seal and/or other honors deemed appropriate by the local school board.

**A student must have passed all requirements for graduation in order to participate in graduation exercises.**

**All students must earn verified credits from specific End of Course tests as set by the State Board of Education to receive a diploma.**

### VERIFIED CREDITS

Students earn a verified credit by successfully completing course requirements and by achieving a passing score on the end-of-course SOL test.

#### Verified Credit Requirements for Standard Diploma:

English*	2
Mathematics**	1
Laboratory Sciences***	1
History/Social Sciences****	1
Student Selected Test	<u>1</u>
<b>Total</b>	<b>6</b>

#### Verified Credit Requirements for Advanced Studies Diploma:

English*	2
Mathematics**	2
Laboratory Sciences***	2
History/Social Sciences****	2
Student Selected Test	<u>1</u>
<b>Total</b>	<b>9</b>

\*SOL courses include English 11.

\*\*SOL courses include Algebra I and II, and Geometry.

\*\*\*SOL courses include Earth Science I, Biology, and Chemistry.

\*\*\*\*SOL courses include World History II, World Geography, and VA & US History.

All rising 11<sup>th</sup> & 12<sup>th</sup> grade students will be notified by the guidance department in reference to the number of standard and verified units of credit required for graduation.

### CREDITS FOR PROMOTION

Promotion to 9<sup>th</sup> grade – 5 subjects passed (two must be from English 8, Mathematics, and Physical Science).\*

Promotion to 10<sup>th</sup> grade – 6 credits earned.

Promotion to 11<sup>th</sup> grade – 12 credits earned.

Promotion to 12<sup>th</sup> grade – 18 credits earned. \*\*

Students completing requirements in summer school will not be permitted to participate in graduation exercises during the current year, but may participate the following year.

\*Students who are not promoted to the 9<sup>th</sup> grade must repeat all 8<sup>th</sup> grade subjects.

\*\*To be eligible to graduate, students must be enrolled in senior level classes.

### GRADING POLICY AND SCALE

The following grading scale shall be observed in all grade levels at FCHS:

A	Excellent	90-100
B	Above Average	80-89
C	Average	70-79
D	Below Average	60-69
F	Failing	0-59

Student averages will be computed on a “weighted 4.0 grade point average” system with the students receiving points as follows:

#### Conversion to a weighted grade point average (GPA)

Regular Classes	Weighted Classes
A = 4	A = 5
B = 3	B = 4
C = 2	C = 3
D = 1	D = 2
F = 0	F = 0

#### Classes eligible for weighted GPA will be:

1. Honors Classes
2. Dual Enrollment
3. AP Classes
4. Adv. Algebra & Trig., Pre-Calculus and Calculus
5. Human Anatomy & Physiology, Chemistry II
6. Art Studio

Virtual (on-line) AP or Dual Enrollment courses taken during the summer months will not count toward GPA calculations.

FCHS has a working partnership with NRCC to provide college credit courses not offered at FCHS. This could lead to an associate’s degree or a one-year Certificate of General Studies, if scheduling allows.

### DROP/ADD POLICY

The last day for a student to drop/add a course for 1<sup>st</sup> semester is August 10, 2017, and January 10, 2018, for 2<sup>nd</sup> semester.

Any course dropped after these dates will result in a withdrawal failure (WF) and will be notated as such on the student transcript.

### HOMEBOUND INSTRUCTION

Arrangements can be made through the School Board Office (745-9400) to provide instruction at home for those students who, for a long period of time, are unable to attend school because of sickness or for other special reasons.

### CREDIT RECOVERY

The Credit Recovery Program is a technology based learning module which allows a student to earn a credit for a failed academic course. The following criteria must be met in order for a student to qualify for credit recovery:

1. Achieved a minimum numerical average of 50 for the year in the academic class
2. Achieved a passing score on the SOL examination
3. Receive a recommendation from their teacher—a student may be denied participation in credit recovery if their work throughout the year doesn’t demonstrate adequate effort.

### High School Credit-Bearing Courses Taken in Middle School

For any high school credit-bearing course taken in grades 6-8, parents may request that grades be omitted from the student’s transcript and the student not earn high school credit for the course in accordance with policies adopted by the local school board. VSBA Policy JO Student Records; 8 VAC 20-131-90.

### GUIDANCE SERVICES

Two full-time counselors serve a student body of approximately 800 from eighth through twelfth grades. Students are assigned to guidance counselors by grade level, but are welcome to consult with the counselor of their choice. Guidance services, which are available to all students, include personal, educational, and career counseling; consultation; student appraisal; and placement.

### SOL TESTING

All students enrolled in a course with an SOL test will be required to take the End-Of-Course test, unless the student’s course changes prior to the end of a semester’s 2nd grading period, the student will not be expected to take the End-Of-Course SOL test. Additionally, there may be other extenuating circumstances that exempt a student from this requirement when considered on a case-by-case basis.

### EXAMINATIONS

All students in grades 9-12 and Eighth grade students taking a foreign language will be required to take final exams each term unless they meet the requirements for an exam exemption.\* Final exams will be comprehensive for the term, and should be designed to take the entire exam period to complete. Exams must be given on the specified date and time unless extenuating circumstances require other arrangements to be made with the principal in advance. Courses with an SOL test will not take final exams. Teachers may count an SOL score as an exam grade per a fair comparison grading scale.

#### \*Exam Exemptions

Any student may be exempt from a final exam in each class upon meeting specific grade and absence policy requirements. Criteria: the student must meet the following criteria without exception:

1. An (A/90-100) average and a maximum of 4 days absent per class

2. A (B/80-89) average and a maximum of 3 days absent per class

\*Students enrolled in an honors, dual enrollment, AP, or Virtual Virginia course may be required to take a final exam by the instructor for course completion.

\*If a student who is otherwise exempt chooses to take the exam, the resulting grade will not negatively affect the student's final grade.

8<sup>th</sup> grade classes (not including language) will take comprehensive tests at the end of the term. These grades will be included in the last grading period of the semester.

Parents are asked not to check their child out of school during exam periods. This practice helps assure that the proper time and effort is spent on the exam and also minimizes distractions for all students during exam periods.

### **REPORT CARDS**

Report cards will be issued at the end of each grading period (nine weeks). This report will show the progress students are making in the various areas of study. If satisfactory progress is not being made, students are urged to request a conference with the teacher and/or the guidance counselor to assist them in suggesting methods to follow to improve their work. Parents are also urged to schedule conferences when the student's work is not satisfactory.

### **Valedictorian and Salutatorian**

The valedictorian and salutatorian are the highest achieving students in Floyd County High School's graduating class. While GPA is a major factor in determining these honors, it is not the only factor considered. If two students take identical classes throughout high school, making all A's, except one takes a study hall – a GPA calculation would be higher for the student who took a study hall. Using GPA alone is a disservice to the student who takes additional classes. Therefore, a committee of administrators and guidance counselors meet to consider the number of weighted, non-weighted, and total courses taken by the top students in the graduating class. Students who have made all A's through their high school career are given the greatest consideration. Additional college courses outside our Program of Study will not be counted towards a student's GPA. Additionally, any senior who achieves a 4.0 or higher is considered an honor graduate, and will be recognized at graduation.

### **PARENT PORTAL**

Parent Portal information will be given in homeroom. This will allow parents/guardians electronic access to your child's information.

### **MEDIA CENTER**

The Media Center is the resource center for the school. The materials supplement the curriculum and provide for individual differences in pleasure reading and research. The Media Center is open 8:00 a.m. to 3:20 p.m. for student and faculty use. All incoming students are given orientation to the Media Center and its operating policies.

## **CAREER COACH**

A Career Coach will be on campus (part time) to assist any student with career and future considerations.

## **EXTRA-CURRICULAR AND COMMUNITY**

### **COMMUNITY SUPPORT GROUPS**

- ***Buffalo Booster Club***

The Buffalo Booster Club is a support and auxiliary fundraising group. The club supports all extra-curricular activities at FCHS and returns monies earned to school projects that benefit our students.

- ***Band Parents Support Organization***

Band Parents of FCHS and the elementary schools were formed for the purpose of supporting the band, majorettes, and band front. All parents of band students are eligible for membership with no dues charged. A monthly meeting is held as needed and announced to all members.

- ***Career and Technical Education Advisory Council***

This council is composed of individuals from the community representing Career and Technical Education programs. The purpose of the local council is to advise school officials on current job needs and the relevance of courses being offered by the school system and to assist in the development of the annual vocational plan.

### **STUDENT ACTIVITIES**

The student activity program of FCHS is designed to involve as many students as possible in extracurricular activities. Most activities coincide with and enhance academic classes. Though we believe that academics are the most important part of a student's education, the student activities program provides an important part of the total educational experience. In addition to the curriculum, a variety of extracurricular activities help ensure that the total development of the student will be immediate and long lasting. There are many interest and service oriented clubs and organizations, as well as clubs that are honorary in nature, open to the students at FCHS.

The Floyd County School Board sponsors all of the clubs and organizations.

The following clubs are offered: (sponsor)

- 4-H Club (Joe Tesauro)
- Art Club (Kimberly Ingram, Aven Tanner)
- Beta Club (Jason Burgard)
- Book Club (Molly Cox)
- Diversity Club (TBD)
- FBLA (Future Business Leaders of America) (Rhonda Burnette, Melissa Cox)
- FCA (Fellowship of Christian Athletes) (Jason Dalton)
- FCCLA – (Family Career and Community Leaders of America) (Katrina Knapp, Emily Worrall)
- FFA (Future Farmers of America) (Joe Tesauro, Louis Novotny)
- HOSA (Health Occupations Students of America) (Senora Faulkner, Sarah Morris)
- International Club (Jonathon Marye)
- Math Club (Kelly Blackwell)

- SCA (Emily Williams)
- Science (Taylor Peebles, Megan Funk)
- Skills USA (Snead, Tanner)
- Students for Students (TBD)
- Welding (Doug Thompson)

The FCHS activities program sponsors the following Virginia High School League activities:

- Forensics (Lisa Worley)
- One-Act Play (Emily Williams)

The FCHS activities program also sponsors the following literary publications:

- Bison (yearbook) (Huff)

FCHS competes in the following academic competitions:

- MACC (Mountain Academic Competition Conference)
- Band (Jay Durner)
- Choral (Sandra Smith)
- VHSL Academic Scholastic Bowl (pending)

### **DANCE RULES**

**ANY STUDENT OR GUEST WHO APPEARS TO BE UNDER THE INFLUENCE OF ALCOHOL AND/OR DRUGS OR HAVE THE SMELL OF DRUGS AND/OR ALCOHOL ABOUT THEM WILL NOT BE ADMITTED TO DANCES AND WILL BE SUBJECT TO DISCIPLINARY ACTION!!**

Disciplinary procedures will be followed for students of FCHS as outlined in the student conduct section of this handbook. **Any student who does not adhere to any of the following restrictions will be subject to disciplinary action!**

The following restrictions will govern all dances:

1. Dances are restricted to FCHS students and their prior-approved guests.
2. Those students that wish to bring a guest who is not an FCHS student must complete the Guest Student Approval Form found in the main office. This form must be returned to the office three (3) days prior to the event for administrative approval. The costs already incurred by a student will not be a consideration for approval of a guest.
3. No elementary students will be allowed, 7<sup>th</sup> grade athletes included.
4. Parents of high school students attending the dances will be admitted free of charge.
5. Students must enter the dance within 15 minutes of completion of the game.
6. Anyone who leaves a dance will not be readmitted.
7. Students are expected to dance appropriately. While we recognize that dancing does involve physical contact, we are concerned about contact that represents a public display of affection or sexual acts. Some examples of inappropriate dancing are: crotch-to-crotch dancing, prone positions, grinding, sandwich dancing, or any other type of dancing deemed inappropriate by any faculty member. **The dress code will be enforced.**

### **OVERNIGHT TRIPS**

Student groups may be permitted to make overnight trips as approved by the School Board. Prior approval is required and will be coordinated by the activity sponsor. Luggage is subject to search prior to departure.



### **THE ATHLETIC PROGRAM**

There are several athletic teams sponsored by FCHS. These teams are governed by the rules and regulations of the Virginia High School League, Floyd County Schools and the Three Rivers District. Students in grades 7-12 may participate in these activities (see requirements at the end of this section). The Floyd County School Board employs coaches and sponsors of these teams. Listed below are the teams sponsored by FCHS:

- Boys' Basketball (Middle School) grades 7-8
- Boys' Basketball (JV) grades 8-10
- Boys' Basketball (Varsity) grades 9-12
- Baseball (Middle School) grades 7-8
- Baseball (JV) grades 8-10
- Baseball (Varsity) grades 9-12
- Cheerleading (Fall) grades 7-12
- Cheerleading (Winter) grades 7-12
- Cross Country grades 7-12
- Football (Middle School) grades 7-8
- Football (JV) grades 8-10
- Football (Varsity) grades 9-12
- Girls' Basketball (Middle School) grades 7-8
- Girls' Basketball (JV) grades 8-10
- Girls' Basketball (Varsity) grades 9-12
- Golf (Middle School) grades 7-8
- Golf (JV) grades 8-10
- Golf (Varsity) 9-12
- Girls' Softball (Middle School) grades 7-8
- Girls' Softball (JV) grades 8-10
- Girls' Softball (Varsity) grades 9-12
- Boys' and Girls' Tennis grades 8-12
- Boys' and Girls' Track (Middle School) grades 7-8
- Boys' and Girls' Track (Varsity) grades 9-12
- Volleyball (Middle School) grades 7-8
- Volleyball (JV) grades 9-10
- Volleyball (Varsity) grades 9-12
- Boys' and Girls' Soccer grades 8-12

### **VIRGINIA HIGH SCHOOL LEAGUE**

#### **ACADEMIC ELIGIBILITY**

#### **REQUIREMENTS:**

Students must pass three of four classes to be eligible to participate in any VHSL activity the following semester. There is no yearly eligibility option (combining first and second semester passing grades), since block-scheduling format is on a "stand alone" semester grade basis.

## **SCHOOL PHOTOGRAPHS**

Pictures taken on school grounds **cannot** be sold by the individual or affiliate taking the pictures in accordance with school board policy. Floyd County High School has a contracted photographer. Violators of this policy may be banned from school property.

## **SAFETY AUDIT**

A copy of the school's safety audit can be viewed in the Principal's office.

## **TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972 COMPLIANCE STATEMENT**

The right of equal educational opportunity and equal employment opportunity has been given emphasis as reflected by Title IX of the 1964 Civil Rights Act as amended in March 1972, and the Regulations for the Title IX of the Educational Amendments of 1972. Title IX states: *"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal Financial assistance..."*

On June 8, 1976 the Floyd County School Board officially adopted an affirmative action policy affirming the principle of equal educational and employment opportunities to all students regardless of race, color, sex, religion, ancestry or national origin.

Any inquiries concerning the application of Title IX may be referred to the Assistant Superintendent of Floyd County Schools, Floyd County School Board, Floyd, Virginia, or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

## **Release of Student Records to Armed Forces Recruiters and Educational Institutions**

According to VSBA Policy JO Student Records; 20 U.S.C. § 7908(a), our school must notify parents that they will release the names, addresses and telephone numbers of secondary students to all recruiters or institutions of higher education that request them **unless** the parents specifically request that this information not be released.

## **SEXUAL HARASSMENT**

Policy Statement: The Floyd County School Division is committed to maintaining a learning/ working environment free from sexual harassment and harassment based on race, national origin, disability or religion. Therefore, Floyd County School Division prohibits sexual harassment and harassment based on race, national origin, disability or religion of any student or school personnel at school or any school sponsored activity. For more information please see Floyd County Public Schools Policy JFHA/GBA.

**For all Floyd County Public School policies not found in the student handbook, please refer to the Policy Manual.**  
This is available online  
(<http://www.floyd.k12.va.us/district/policies/PolicyManual/index.htm>)