

Table of Contents

Faculty and Staff 2018-19.....	2
2018-19 School Calendar.....	3
Absences/Attendance	4-5
Tardy Policy	5
Academics	6
Grading Scale	6
Standards of Learning (SOL)	6
Bathroom Breaks	6
Bookstore.....	6
Cafeteria	6
Class Change	6
Dress Code.....	7-8
Field Trips.....	8
Fire Drills.....	9
Guidance Services.....	9
Makeup or Missed Work.....	9
Medication Policy.....	9
Report Cards	10
Bus Safety.....	10
Bus Discipline	11
Student Code of Conduct.....	11
School Day	12
School Closing	12
Withdrawals.....	13
Positive Behavioral Interventions Support (PBIS)	14

Pittsylvania County *Student Conduct* (File: JFC-PC) will be given to the student and parent or guardian during the intake meeting.

FACULTY AND STAFF 2018-19

Ms. Deborah Powell	Principal
Mrs. Monica Glass	Administrative Assistant
Coach Richard Glover	Physical Education
Mrs. Shannon Barbour	English
Ms. Kristie Jones	Instructional Aide
Ms. Stephanie O'Brien	Math
Mr. J. Keith Richardson	History and Social Studies
Mrs. Neva VanDerHyde	Science
Mrs. Deanna McLaughlin	Special Education/Testing Coordinator
Deputy A. Shields	School Resource Officer
Mrs. Carol Cox	Family Life Instructor
Mrs. Luci Satterfield	Family Life Instructor
Douglas Simpson	Custodian
Audia Harris & Shelia Harden	AmeriCorps Volunteer

"We are continually faced by great opportunities brilliantly disguised as insolvable problems."

PITTSYLVANIA COUNTY SCHOOLS – *2018-2019 SCHOOL CALENDAR*

Insert county calendar.....

Pittsylvania County/Danville City Regional Alternative School

The principal at the Regional Alternative School is **Ms. Deborah Powell**. In addition to the principal there is an administrative assistant, Mrs. Monica Glass, to assist you. Our mailing address is: 956 Woodlawn Academy Road, Chatham, VA 24531.

Our office telephone number is (434) 432 - 8185. The school telephone is a business telephone and cannot be used without approval from the office.

Students may use the school telephone in cases of an emergency or illness. School personnel will assist students with all phone calls. **Students will not be called from class to receive phone calls or to call home during the day.** We will be happy to take a message and get it to your child before the end of the day. Students are never to have cell phones in their possession.

Change of Address / Telephone Number. Please notify your principal or the school office, in writing, if your address or telephone number changes. This is very important so parents can receive newsletters and notice of meetings and school events.

Absences/Attendance

When a student is absent from school, the following will apply:

- You may call the school the day of the absence to let us know the students will be out. **A student must bring a note from a parent on the day following the absence.** These are kept on file to assure records are correctly maintained.
- The note should give the reason for the absence; all the day/days included for the absence and the parent must sign it.
- It is the responsibility of the student to ask for and make up all missed work during the absence.
- The only excuses for absences that will be deemed acceptable are illness, court appearance, a death in the family, religious holiday, or extenuating circumstances that are discussed with an administrator.
- Students who do not bring a letter from a parent or guardian will have an **unverified absence.**
- The following policy is in effect for **unverified absences:**

First	Call from school informing the parent of the absence
Second	Call from school informing the parent of the absence
Third	Mandatory Parent Conference Call from school
Fourth	Call from school office
Fifth	Mandatory Meeting with the truancy officer A plan to resolve the nonattendance will be developed

Sixth A report is sent to the truancy office and the student, the parent and school personnel will have a mandatory meeting to resolve issues related to the nonattendance. Other community service providers may be included in the meeting.

On the next absence after the TRT meeting, a petition is filed with the Juvenile and Domestic Relations Court either that the child is in need of services (CHINS) or instituting proceedings against the parent. The court date is set for the student, parents and school officials to appear.

TARDY POLICY

All tardiness is unexcused **unless a parent comes in with the student.** Habitual or repeated tardiness will be handled in the following manner:

First - Office Warning

Second – Parent Conference

Third - ISS

For all unexcused tardiness above three, the student will be required to spend three days in ISS.

TARDIES

Students who arrive after 8:45 A.M. are tardy and the parent must come in with the student. **Tardies are unexcused unless a parent comes in with the student.**

Students are to be checked out of school by a parent or legal guardian and **must be signed out in the main office.** We must have a signed letter from the guardian for anyone else to sign out the student. They must have a picture I. D. with them and we must have a valid phone number to reach the parent or guardian. If any of these things are NOT available, the student must remain in school. Phone calls to the school with this information are not acceptable.

ACADEMICS

- A. Be organized. Use your binder correctly – everyday!!!**
- B. Place your classwork in your binder/notebook.**
- C. Select appropriate dress code items each night before you go to bed.**
- D. Be at school every day and on time.**
- E. If you need help, ASK QUESTIONS.**
- F. If you are absent, you need to get your assigned work from each teacher.**

You must complete your homework, if assigned, each night to earn the best grades you are capable of making.

Review your assignments daily before leaving school so you can take home all the necessary materials; if needed.

Set aside a time each evening for your daily review of assignments. Give all assignments your best effort. If you do, you will get better grades.

Grading Scale for Pittsylvania County/Danville City Schools

ACADEMIC

A = EXCELLENT	94-100
B = VERY GOOD	86-93
C = SATISFACTORY	77-85
D = POOR	70-77
F = FAILING	BELOW 70

CONDUCT

EXCELLENT
SATISFACTORY
UNSATISFACTORY

Progress Reports will be sent home every three weeks for students. These are to be reviewed by parents, signed and returned to school.

Standards of Learning (SOL)

SOL tests will be given in history, reading and math at all grade levels. Grade 8 will be tested in writing and science as well as the other three areas. High School students will have SOL tests in courses necessary for verified credits for graduation. A score of 400 is proficient. A score above 500 is advanced and 600 is considered a perfect score.

Bathroom Breaks

Breaks will be scheduled for each class in the morning and in the afternoon – after lunch. Other than scheduled times, students will not be allowed to leave class to use the bathroom unless they have a letter from a physician stating that there is a medical condition that necessitates more frequent bathroom needs. Continued requests to leave the room that disrupt the learning environment will be considered as major classroom disruptions and will be grounds for suspension.

Cafeteria

Breakfast and lunch are served each day. Students may qualify for free or reduced lunch. A form is given to each student at the beginning of the year or you may pick one up at anytime in the school office.

Class Change

Classes will change according to the schedule you will be given in the first week. You will leave the classroom quietly and in an orderly manner. Students will go directly to the next assigned class and will be seated quickly to begin the bell ringer or class work that is ready for them. There will be no yelling or misbehaving in the hallway.

DRESS CODE POLICY

List of Acceptable Clothing

Special Note: All dress code clothing must be solid colors only, no plaids, stripes, prints and/or screen prints. No elastic leg pants.

Long Pants/Slacks

Colors: Navy Blue/Khaki/Black/Brown
No pant with extra metal, pockets, etc.
No jeans of any color or type (except black)

Walking Shorts (No shorter than 2 inches above the knee)

Colors: Navy Blue/Khaki/Black/Brown
No jeans of any color or type (except black)

Skirts (No shorter than 2 inches above the knee)

Colors: Navy Blue/Khaki/Black/Brown
No jeans of any color or type

Jumpers (No shorter than 2 inches above the knee)

Colors: Navy Blue/Khaki/Black/Brown
No jeans of any color or type

Polo Shirts (long or short sleeve)

Colors: Any color with the exception of red – as long as there is no logo of any type – no jean shirts or t-shirts – collared shirts only

Turtle necks

Colors: Light Blue/White/Navy

Oxford Shirts (long or short sleeve)

Colors: Any color except red – no jean shirts - collared shirts only

Sweaters: Cardigan, pullover, vest, crew neck or v-neck (do not count as a collar shirt)

Colors: Navy Blue/Gray/Black
No jean jackets and hoodies/sweaters

Socks: Regular or knee socks

Colors: Navy Blue/White/Black/Brown

Tights/stockings

Colors: Navy Blue/White

Shoes: Must be closed in- tie up Athletic with soft soles

NO open toed shoes or heels higher than 2 inches

Colors: Black/Brown/White
 No red

Tennis shoes: Black/ Blue or White for base

Belt: If pants/slacks, shorts, or skirts have belt loops, belts or suspenders must be worn. You may not cut off belt loops.

Colors: Black/Brown

Shirts are to be tucked in at all times and the belt must be visible.

Sizes: Clothes, especially pants/slacks, must be “true-to-size” or one size up.
 No sagging or bagging below the waistline.

Hats: Not to be worn in class unless required by religion or other valid reason and approved through the office.

Hair Ornaments:

May be worn although nothing large will be allowed - absolutely No “chopsticks”. Red or bright colored weaves are not acceptable. Neutral colors – blond, black, etc. may be worn.

Jewelry

- Earrings (EARS ONLY) small hoops and studs, no dangling or large earrings will be allowed. Earrings may be worn in only one/two piercings.
- Necklace – moderate size
- Rings may be worn – one per hand
- Watches may be worn – nothing large or ornamental
- Bracelets - no more than two can be worn at a time.
- Mouth pieces or decorations in or around the mouth of any type are not allowed
- No rings in lips, tongue, nose, eyebrow, etc. may be worn

Who will purchase the uniform? --- Parents/students

Consequences for not following Dress Code:

1st Offense – send student home or have parents to bring proper uniform.

2nd Offense – In school suspension

3rd Offense –In school suspension

If this cycle continues there are grounds for suspension or dismissal.

Field Trips

Field trips are provided for students as an educational experience as well as incentives for good behavior. We want all students to participate in the activities we have for them. However, the students must show responsible citizenship in school to **earn** these privileges. All School rules apply on a field trip regardless of the day, time or place.

Teachers and administrators have the right to revoke field trip privileges if a student's behavior is not acceptable.

Fire Drills

Fire drills are an important part of preparing students for a possible threatening situation. Students should take fire drills seriously and treat each as if it is real.

1. Stop whatever you are doing immediately.
2. Stay calm and listen closely to the teacher's directions.
3. Line up and proceed quickly and quietly to the nearest designated exit and move at least 100 feet away from the building.
4. Remain quiet and calm until the signal for you to return to the building. Reenter the building in a quiet, orderly manner.
5. Students must refrain from talking in order to hear roll call and instructions. Instructions and exit routes are posted in every room and will be reviewed with students monthly.

Guidance Services

Guidance services are available to all students on a limited basis. Classroom guidance is also offered to our students by special speakers, classroom teachers, the school psychologist or the principal.

Makeup or Missed Work

A parent may request makeup work for their child for illness or suspensions. If the request is made before 9:30, we will have the work by the end of the day. Any requests made after 9:30 will not be ready until the next day. We attempt to notify teachers during their planning time so they can have it ready for a parent or another student to pick up.

Remember, it is the **students' responsibility** to get makeup work and complete it in a **timely manner**. You have **a day for every day you are out**. For instance, if you are out 3 days, you have 3 days from the time to return to get the completed work back to the teacher. Failure to do so will result in no credit for the missed work.

Medication Policy

If it is necessary for a student to take medication, the proper permission form and medication forms must be filled out by the parent/guardian, signed by the doctor and filed in the main office.

Parents must fill out forms for non-prescription medication that must also be filed in the office. Medications WILL NOT be given if the proper forms are not in the office.

Students are not allowed to have any type of medication in their possession at any time. **All medications must be in the main office – this includes ALL over the counter drugs.** Please do not give your child medication to bring to school. A parent or guardian must bring the medicine to school or use a special envelope provided by the principal for the bus driver to transport.

Report Cards

Report cards are issued each six weeks for all students. Parents are encouraged to review the child's report card and request a conference with the teacher(s) if they have concerns.

Safety Rules for Students Riding School Buses

All students are to be instructed in and are to observe the following safety precautions:

1. When boarding the bus, and before crossing the street or road,

DO:

- Go directly to a seat and remain seated

DO NOT:

- Tamper with the bus or any of its equipment, including emergency equipment
- Show disrespect for the bus driver

2. While the bus is in motion,

DO:

- Remain seated until the bus reaches its destination and comes to a complete stop
- Keep all parts of your body and other objects inside the bus
- Keep the aisle clear of feet, arms, and other objects
- Hold books, coats, and all other objects in lap
- Talk only in a normal voice
- Identify yourself upon the request of the bus driver or other authorized personnel

DO NOT:

- Change seats
- Push or rough-house
- Throw objects around in the bus or out of the window

- Talk to the driver, except in an emergency
- Open emergency door without the driver's permission, except in an emergency
- Show disrespect for the bus driver
- Fight on the bus or at the bus stop

3. When the bus is unloading,

DO:

- Remain seated until the driver opens the door
- Leave the bus in single file

DO NOT:

- Push or shove
- Run

Other Conditions:

- **Vandalism to the bus will be paid for by those responsible and the School Board regulation regarding parent liability will be enforced**
- Students may be assigned to definite seats and shall not be permitted to move from the assigned seat except upon permission from the bus driver
- No student is permitted to interfere with another student or the property of another student
- No student is permitted to drink, eat, or smoke while on board the bus
- Unauthorized personnel are not allowed on board the bus

Bus Discipline

The **Code of Student Conduct** applies to conduct on school buses as well as student conduct in and about the school building. **The bus is an extension of the school and will be treated as such.** A student may be removed from the bus for as many as 10 days or for an indefinite period for repeated bus violations. The decision to remove a student from the bus is determined by an administrator or other school officials.

Student Code of Conduct

All students will be given a Pittsylvania County Schools Code of Conduct on the first day of school. Students are expected to follow this code of conduct on a daily basis. The student and parent must sign that they have received and reviewed the Code of Conduct.

Please remember that some violations of the code of conduct can result in immediate dismissal from the school.

- A. Possession of drugs of any type
- B. Possession of a weapon or look alike weapon
- C. Leaving School Property without Permission
- D. Bullying or continuous harassing of any student or staff member

- E. Use of profane, abusive or obscene language or profane, abusive or obscene actions

There will be a full time school resource officer on campus. We will have the drug dogs' visit on a regular basis and we will have searches for weapons/drugs on a DAILY BASIS. The purpose is to have a safe environment for everyone in this school at all times. There will be no tolerance for drugs and/or weapons on this campus.

Please remember that while you are placed at the Regional Alternative School, you may not be on any other school grounds at any time. You are to be on the RAS grounds only during regular school hours. There will be no after hours programs for students.

Cellular telephones, beepers, CD players or CDs, video games or any other such devices will not be permitted on the buses or in the school at any time without permission from the bus driver and/or principal. If these devices are brought to school, they will be confiscated and held until the student leaves the Regional Alternative School to return to their base school. **RAS is not responsible for items placed in the locked cabinet daily.**

SCHOOL DAY

The RAS office is open from **8:00 A.M.** until **4:00 P.M.** each day. Visitors should report to the office when visiting the school.

The buses unload at 8:25 A.M. on the side of the school and car riders come in through the side entrance. When students enter the building, they will be searched, the metal detector will be used and then students should go straight to breakfast.

All coats should be placed in the Special Ed. Room on hangers. **NO BIG COATS OR BOOK BAGS WILL BE ALLOWED IN THE CLASSROOMS.** All coats will be searched. Students should have their books and any other supplies needed for class.

Upon arrival, **ALL** students must go directly to the cafeteria for breakfast, to order lunch and to verify attendance. They may also purchase items from the school store at this time. Breakfast is for eating, not visiting. As soon as the students are finished eating they sit quietly for the morning announcements, then gym.

Morning announcements are done at 8:45 or 9:40 classes begin immediately afterwards. The Pledge of Allegiance, the minute of silence and the character word of the month will be observed every morning. Students are required to stand for the pledge, though they are not required to participate. They are to be seated and remain silent until the minute of silence is complete.

School Closing

WE ALWAYS FOLLOW PITTSYLVANIA COUNTY SCHOOLS SCHEDULE

When schools are closed or delayed due to inclement weather, an announcement will be made on the radio and on local television channels. Should schools have to close early; the same radio and television stations will make the

announcements. Parents are responsible for picking their child up at the appropriate closing time. Consideration must be given to the teachers and staff at the school. Our goal is to get everyone home safely should we need to close early.

Withdrawals

When a student is planning to withdraw from school, the following procedures must be followed:

- Let your teacher know as far in advance as possible.
- A student withdrawal form must be completed and turned into the office. All owed money must be paid.
- Student records will NOT be sent to your new school until ALL books have been returned and all financial obligations have been settled.
- Teachers will complete the student withdrawal form so that you can take your grades with you to enroll in your new school.
- Students who return to the base school after first semester must have a meeting with parents, the principal and any other individuals needed for a smooth transition to the base school.

•

STUDENT WITHDRAWAL INFORMATION

Name _____

Wardrobe closet clean _____

Text books returned _____

Lunch Money Paid _____

Prescription Returned _____

Special Education/IEP _____

Copy of Schedule _____

Grades:

Math _____

Language Arts _____

Social Studies _____ Science _____

Elective name _____

