

BROADWAY HIGH SCHOOL



Student Handbook

**269 Gobbler Drive
Broadway, VA 22815
Phone (540) 896-7081
Fax (540) 896-2640**

**Attendance Line (for parents and guardians only)
(540) 896-7998 or bhsattendance@rockingham.k12.va.us**

**School Website: <http://bhs.rockingham.k12.va.us/>
Follow us on Twitter @BHS Gobblers**

2019-2020

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DIRECTORY

Front Office

Mrs. Donna Abernathy	Principal
Mr. Dan Sanders (A-G)	Assistant Principal
Mrs. Jennifer Knick (H-Q)	Assistant Principal
Mrs. Elizabeth Coffman (R-Z)	Assistant Principal
Mr. Ryan Ritter	Athletic/Activities Director
Deputy Brandon Arey	School Resource Officer
Mrs. Lindsay Orebaugh	Secretary-to-Principal
Mrs. Teresa Layman	Secretary-to-Assistant Principals
Mrs. Lou Pence	Bookkeeper
Mrs. Kathy McKenzie	Attendance Clerk
Mrs. Ashby Harpine	Copy Room Clerk
Mrs. Teresa Cline	Receptionist
Mrs. Kristin Eby	School Nurse

Counseling Office

Daniel Zarchin (A-G)	Counselor
Mrs. Jeri McEnderfer (H-Q)	Counselor
Mr. Matthew Kinman (R-Z)	Director of Counseling
Mrs. Jennifer Martin	Career Coach
Mrs. Stephanie Morris	Registrar
Mrs. Theresa Walton	Secretary

Library

Mrs. Ann Hill	Librarian
Ms. Claire Covington	Librarian
Ms. Diane Emswiler	Secretary

Please refer to the following list:

Academic Problems	Teacher/Counselor
Alternative Education	Mr. Sanders/Counselor
Athletic Information	Mr. Ritter
Attendance Calls/Notes	Mrs. McKenzie
Attendance Concerns	Mrs. Knick
Bus Concerns	Mrs. Knick
Club Information	Club Sponsor
Crisis Assistance for Students	Counselor
Early Dismissals	Mrs. McKenzie
Emergencies (Student)	Administrator
Exam Exemptions	Mrs. Coffman
Fee Payment	Mrs. Pence
Free Lunch Program	Gerald Lehman (434-7783)
Homework Requests	Mrs. Walton
Inclement Weather	BHS website
Library Fees	Mrs. Hill/Ms. Covington
Lock/Locker Problems	Mr. Sanders
Lost and Found	Main Office Staff
Medical Problems and Taking Medicine	Mrs. Eby
Pay for Lost Books/Materials	Mrs. Pence
Payment for Parking Permit	Mrs. Cline/Mrs. Pence
Payment on Meal Account	Ms. Golladay
Scheduling Concerns	Counselor
School Safety	Mr. Sanders
Special Education	Mrs. Coffman
Summer School	Assistant Principal/Counselor
Theft	Assistant Principal
Transcripts	Mrs. S. Morris
Vehicle Registration	Mrs. Cline
Visitor's Pass	Administrator
Work Permit Information	Counseling Office

Administrators and
Counselors are always
here to help students
with academic,
disciplinary, or personal
issues. The alphabet is
organized by last names
with one Assistant
Principal and one
Counselor working with
a specific group of
students.

BHS BELL SCHEDULE 2019-2020

7:55	Academic Wing Opens (no bell)
8:00	MTC Bus Departs (no bell)
8:08	Warning Bell
8:14 – 9:45	1 st Block (91 min)
9:45 – 9:57	Grab and Go Breakfast (12 min)
9:57 – 11:26	2 nd Block (89 min)
11:31 - 1:26	3 rd Block (85/90 min)

1st Lunch

Lunch 11:26 – 11:51 (25 min)

3rd Block 11:56 – 1:26 (90 min)

2nd Lunch

3rd Block 11:31 – 12:13 (42 min)

Lunch 12:13 – 12:38 (25 min)

3rd Block 12:43 – 1:26 (43 min)

3rd Lunch

3rd Block 11:31 - 1:01 (90 min)

Lunch 1:01 - 1:26 (25 min)

1:31 – 3:00

4th Block (89 min)

Notes:

*MTC Times are 8:35 – 10:55 am and 12:30 – 2:27 pm

*Lunches are 25 minutes long including transfer time

*PM MTC students eat 1st lunch

MTC/RA	Depart BHS	Return to BHS
AM Bus	8:00	11:22
PM Bus	11:55	2:55

Seniors will be dismissed **two** minutes early for lunch. Seniors are to go **directly** to the cafeteria at dismissal and **may not cut** in front of underclassman. Students abusing this privilege may have the privilege **revoked** at any time.

First Lunch = PM MTC, World Languages, Agriculture, Technology, Music, Art, Special Education, Family and Cons. Science

Second Lunch (split) = Social Studies, English, ELL

Third Lunch = Math, Science, Business/Marketing, Health and PE, Alt Ed

Broadway High School Faculty and Staff

Alternative Educ. Dept.

Bill Rauss

Career and Technical Education

Jeremy Fulk, Business
Seth Stratford, Bus/Markg
Mallory Cromer, Bus/Markg
Jim Peters, Technology*
Janae Pettit, Agriculture
Herbert Hoffeditz, Agriculture
Donna Martz, Family/Cons. Sci

English Department

Cody Bentley
Megan Collier
Paige Costley
Kim Johnson
Katherine Jopling
Alison Putney
Amy Tewalt *
Kevin Turner

English Lang. Learners

Kathleen Leigh

Fine Arts

Rebecca Ford, Band
Martha Maddox, Art *
Brandy Somers, Art
Jordyn Shultz, Music
Kaitlyn Townsend, Choral

Health/PE Department

Tiffany Moxley
Danielle Lindamood
Daniel Grogg
Derrick Trumbo *

Math Department

Daniel Beckstrom
Alison Dove
Becky Harris*
Cristy Jones
Melissa Luikart
Heather Mills
Tracy Moyers
Emily Reedy
Jacob Russo
Stephanie Slater
Jean Sterner
Kate Hollenberg

*"We are many, preparing each one, to impact the
most, for the benefit of all."*

Library

Claire Covington, Librarian
Ann Hill, Librarian
Diane Emswiler, Secretary

Science Department

Brad Erney
Joseph Ford
Yates Hall *
Carol O'Connor
Brittany Paxton
Melissa Propst
Darrell Zook

Social Studies Dept.

Robert Bowers
Shirley Chenault
Sona Delawder
Jennifer Ennis *
Corey Hostetler
Anne Thompson
Emily Whistleman
Sammy Yankey

Special Education Dept.

Anne Breneman
Katie Cunningham
Rachael Dreistadt
Susan DuBrueler *
Kate Durrett
Jennifer Madison
Casey Morris
Corey Shifflett, Assistant
Leah Hall, Assistant
Barbara Phillips, Assistant
DeDe Stroup, Assistant

World Languages Dept.

Emily Harris-Henry
Daniel Hill
Steven Konyar
Neil Fencer *
Meredith Trotter

SOL Testing Coordinator

Heather Mills

Challenge Coordinator

Tara Counts

Administrative Office

Missy Cline, Sec./Recep.
Lindsay Orebaugh, Sec. to Principal
Ashby Harpine, Copy Clerk
Teresa Layman, Secretary
Kathy McKenzie, Attendance
Lou Pence, Bookkeeper

Counseling Office

Daniel Zarchin, Counselor
Jeri McEnderfer, Counselor
Matthew Kinman, Director
Jennifer Martin, Career Coach
Stephanie Morris, Registrar
Theresa Walton, Secretary

School Nurse

Kristin Eby

Athletic Trainer

Chuck Wenger

Custodial Staff

Chris Burkett
Carroll Coffman
Micki Carr
Linda Dove
Wanda Fawley
Wes Fulk
Kim Siever *
Carla King

Food Services Staff

Kim Brown
Tammy Golladay *
Cynthia Judy
Lois Cox
Jennifer Nelson
Bonnie Rohrbaugh
Rose Harper
Christine Schubert

School Psychologist

Krista Gieseke-Smith

School Social Worker

Gerald Witmer

TDI Counselors

Cathy Fulk
Ashley Boonenberg
Monika Shaw
Megan Kite
TBD

Rockingham County Public Schools

2019-2020 School Calendar

M T W T F

August - 2019

			1	2
5	6	7	8	9 ^F
12 ^F	13 ^T	14 ^C	15 ^C	16 ^S
19 ^T	20	21	22	23
26	27	28	29	30

September - 2019

2 ^H	3	4	5	6
9	10	11	12	13
16	17	18	19	20 ^V
23	24 ⁱ	25	26	27
30				

October - 2019

	1	2	3	4
7	8	9	10	11 ^V
14	15	16	17	18
21	22	23	24 ^G	25 ⁱ
28	29	30	31	

November - 2019

			1 ^{RE}	
4 ^{P/C}	5 ^{P/C}	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27 ^{HF}	28 ^H	29 ^H

December - 2019

2	3	4	5	6
9	10 ⁱ	11	12	13 ^V
16	17	18	19	20 [*]
23 ^H	24 ^H	25 ^H	26 ^H	27 ^H
30 ^H	31 ^H			

M T W T F

January - 2020

		1 ^H	2 ^H	3 ^{HF}
6	7	8	9	10
13	14	15	16 [*]	17 ^{GV}
20 ^T	21	22	23	24
27 ^{RE}	28	29	30	31

February - 2020

3	4	5	6 ^P	7 ^C
10	11	12	13	14 ^V
17	18	19	20	21 ⁱ
24	25	26	27	28

March - 2020

2	3	4	5	6 ^V
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27 ^G
30	31			

April - 2020

		1	2	3
6	7	8	9	10
13	14	15	16 ^{RE}	17
20	21	22	23	24 ^V
27	28	29	30	

May - 2020

				1 ⁱ
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25 ^H	26	27	28	29

June - 2020

1 [*]	2 [*]	3 [*]	4 ^{*GE}	5 ^T	6 ^{TB}
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Codes

F → Flex Teacher Workday
T → Teacher Workday
H → Holiday, No School
P → Parent Conference Day
C → County Led Inservice
S → School Led Inservice
V → Students Dismissed 2-hours Early
Professional Learning & Collaboration for Faculty

G → End of Grading Period
R → High & Middle Report Cards Issued
E → Elementary Report Cards Issued
i → Interim Report Issued
* → Students Dismissed 2-hours Early
B → Building decides additional work hrs after 3 pm to substitute a 7-hr day for June 6

AUGUST

9,12 Flex Workdays
13 Teacher Workday
14,15 County Led Inservice/Teacher Workday Info to Follow
16 School Led Inservice
19 Teacher Workday
20 School Begins - First Day for Students

SEPTEMBER

2 Holiday
20 Students Dismissed 2-hours early, PD for Faculty
24 Interim Reports Issued

OCTOBER

11 Students Dismissed 2-hours early, PD for Faculty
24 End of 1st Grading Period-47 days
25 Teacher Workday

NOVEMBER

1 K-12 Report Cards Issued
4 Elementary Parent Conference Day 12:00 - 7:00 pm
4 Secondary County Led Inservice
5 Elementary County Led Inservice
5 Secondary Parent Conference Day 12:00 - 7:00 pm
27 Flex Day
27, 28, 29 Holiday

DECEMBER

10 Interim Reports Issued
13 Students Dismissed 2-hours early, PD for Faculty
20 Students Dismissed 2-hours early, teachers leave at 1:30 pm
23-31 Winter Break

JANUARY

1-3 Winter Break
3 Flex Day
16 Students Dismissed 2-hours early, teachers work on grades
17 End of 2nd grading period, 45 days
17 End of First Semester, 92 days
17 Students Dismissed 2-hours early, PD for Faculty
20 Teacher Workday
27 K-12 Report Cards Issued

FEBRUARY

6 Students Dismissed 2-hours early, Parent Conference Day 1:30 pm - 7:30 pm
7 County Led Inservice
14 Students Dismissed 2-hours early, PD for Faculty
21 Interim Reports Issued

MARCH

6 Students Dismissed 2-hours early, PD for Faculty
27 End of Third Grading Period, 48 days
27 Students Dismissed 2-hours early, teachers work on grades

APRIL

6 - 10 Spring Break Possible Make Up Days
16 K-12 Report Cards Issued
24 Students Dismissed 2-hours early, PD for Faculty

MAY

1 Interim Reports Issued
25 Holiday

JUNE

1,2,3,4 Students Dismissed 2-hours early, teachers work in classrooms
4 End of 4th Grading Period -43days
4 End of Semester, 91 days
4 Elementary Report Cards Issued
5 Teacher Workday Possible Make Up Day
6 Teacher Workday

NOTES:

1. A total of 15 scheduled workdays are included. With prior approval of the Superintendent, faculties may decide to work on non-contracted days during the summer or school year and not work on a scheduled workday.

2. A workday/inservice day is defined as a seven-hour day.

3. All schools schedule a 6-hour instructional day excluding the lunch break.

4. Anticipated SOL Test Window May 4-22.

5. Teachers work only 2 of the 4 designated flex days. With Principal approval a teacher may use one earlier day, July 15th or later, as one of the August flex days.

MAKE UP DAYS

Days 1 to 5 Banked Time
Superintendent, in consultation with School Board, determines make-up days
180 max school days

If a 2 hour delay occurs on an early release day, the day may be extended to regular dismissal.

To view the RCPS odd/even calendar, please [click here](#).

2019-2020 SCHOOL CALENDAR

<u>August</u>		<u>January</u>	
7	Registration, 10:00 am - 7:00 pm	1-3	Winter Break
14	Freshman/New Student Orientation, 6:30 - 7:30 pm	6	School Resumes
14	Back to School Night, 7:30 - 8:30 pm	10	Registration Deadline for Feb. 8 ACT
16	Registration Deadline for Sept. 14 ACT	16-17	Students Dismissed at 1:00pm
20	School Begins/Community Welcome	17	End of 2 nd Nine Weeks/First Semester
24	SAT Test Date (July 26 Registration deadline)	20	No School – Teacher Workday
		27	Report Cards Issued
<u>September</u>		<u>February</u>	
2	No School – Labor Day	6	Students Dismissed at 1:00pm
6	Registration Deadline for Oct. 5 SAT	6	Parent Teacher Conferences, 1:30-7:30 pm
12	Senior Meeting with Jostens, 9:00am	7	No School-County Led Inservice
14	ACT Test Date	8	ACT Test Date
26	Formal Senior Portrait (make appt.)	14	Registration Deadline for Mar. 14 SAT
18-19	Underclassmen School Pictures	19	Sophomore Class Ring Meeting, 2:30
18-19	Senior Graduation Product Ordering (during lunches)	21	Interim Reports Issued
20	Students Dismissed at 1:00 pm	26-27	Sophomore Class Ring Orders (during lunches)
20	Registration Deadline for Oct. 26 ACT	26	Class Ring Parent Night 3 -6 PM
24	Interim Reports Issued	28	Registration Deadline for April 4 ACT
<u>October</u>		<u>March</u>	
3	Formal Senior Portrait (make appt.)	6	Students Dismissed at 1:00 pm
3	Registration Deadline for Nov. 2 SAT	13	Sophomore Ring Orders Make-up (during lunches)
4-5	Homecoming	14	SAT Test Date
5	SAT Test Date	27	End of Third Grading period
11	Gobblers 'Give-back' Day	27	Students Dismissed at 1:00pm, Teacher Workday
11	Students Dismissed at 1:00 pm		
*11 and 14	Vision and Hearing Screenings	<u>April</u>	
16	PSAT Test Date	3	Registration Deadline for May 2 SAT
24	End of the 1 st Nine Weeks Grading Period	4	ACT Test Date
25	No School – Teacher Workday	6-10	Spring Break
26	ACT Test Date	16	Report Cards Issued
		17	Delivery Date for Senior Graduation Items (lunches)
*date may change		24	Students Dismissed at 1:00 pm
<u>November</u>		<u>May</u>	
1	Report Cards Issued	1	Interim Reports Issued
2	SAT Test Date	2	School Beautification Day
4	No School - Teacher Inservice	2	SAT Test Date
5	No School - Parent Conference Day, 12-7 pm	8	Registration Deadline for June 6 SAT
7	Senior Make-Up Graduation Order Date (lunches)	8	Registration Deadline for June 13 ACT
8	Registration Deadline for Dec. 7 SAT	16	Prom
8	Registration Deadline for Dec. 14 ACT	22	Senior Awards Assembly
27-29	Thanksgiving Break	25	No School – Memorial Day
		26	Class Ring Deliver, 2:30
		29	Senior Meeting, Elementary Walk
		29	Class Ring Adjustments (during lunches)
<u>December</u>		<u>June</u>	
3	Senior Make-Up Graduation Order Date (lunches)	1,2,3,4	Exams (1:00 Dismissal each day)
7	SAT Test Date	4	End of 4 th Nine Weeks/Second Semester
10	Interim Reports Issued	4	Senior Graduation Practice - REQUIRED
13	Students Dismissed at 1:00 pm	5-6	Teacher Workdays, Possible MakeUp Days
14	ACT Test Date	6	GRADUATION at JMU
16	Last Day for Senior Graduation Product Orders	6	SAT Test Date
20	Students Dismissed at 1:00 pm	13	ACT Test Date
23-31	Winter Break	19	Registration Deadline for July 18 ACT
		20	Family Fun Day

Non-discriminatory Clause:

It is the policy of the Rockingham County School Board to comply with all applicable state and federal laws regarding nondiscrimination in employment and educational programs and services. It is an equal opportunity employer and educational agency.

The Rockingham County School Board will not discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment or in educational programs and services on the basis of race, color, national origin, religion, sex (including pregnancy), gender, marital or economic status, age, disability, genetics, or veteran status and prohibits retaliation against anyone who files a complaint of discrimination, participates in such a proceeding, or otherwise opposes discrimination.

EMERGENCY DRILLS AND PROCEDURES

Emergency drills will be held periodically throughout the school year. The purpose of these drills is to prepare students and staff for emergency situations. Broadway High School staff and/or emergency personnel will be giving directions to students whenever there is a need to perform a drill or an emergency procedure. It is important that at all times, students stay with their classes and remain quiet so that they can receive and follow the given directions.

Procedures for the following emergencies and drills are in place at Broadway High School: **Evacuation, Lockdown, Terrorism, Severe Weather Response, and School Alert/Community Emergency**. In the event of an actual emergency, the school will designate a command center for parents to visit in order to sign out students. **Exception: No one will be permitted on school grounds during a lockdown situation.** Once the emergency has been resolved, parents will be allowed to report to the command center. Instructions for picking up students during emergencies will be communicated in one or more of the following methods (as feasible): school marquee sign, signs at entrance ways, BHS website, local radio stations, and the School Messenger automated service.

INCLEMENT WEATHER

When school is closed for inclement weather, the first day back becomes the first day missed. **For Example:** When school is closed on an ODD day, the return day will also be ODD. The calendar will then resume, as scheduled, on the following day.

SCHOOL CLOSINGS/DELAYS

The Division Superintendent has the authority to close or delay school. He/she notifies the following TV and radio stations between 6:00 a.m. and 6:15 a.m.: WKCY/WACL, WBTV/WLTK, WHSV-TV13, WMRA (JMU), WSIG, WVIR (Channel 29), WINA/WQMZ Radio, WBOP, WTON, WZLX/WMLH/WRAA, WAZR/WAZT and WXJM (Español). Updates are also available on the RCPS webpage under "Rockingham County Public Schools: Delays and Closings" at www.rockingham.k12.va.us. *Scroll to the bottom of the webpage to find delays and closings.

Students, Parents and Community members who would like to receive automated telephone calls, emails and text messages regarding school delays and closings can sign up for this free service at the following website: <http://www.rockingham.k12.va.us/subscribe-to-notifications.html>.

FEES, LIBRARY, AND JOB PLACEMENT INFORMATION

FEES, TEXTBOOKS, AND OTHER CHARGES

Students may be charged a fee in accordance with the guidelines established by the principal. Textbooks are provided to all students free of charge. Students are responsible for these textbooks for the entire school year. Students will be charged a fee for lost and/or damaged books. Neglecting to pay fees may result in a student being placed on poor school standing.

Students may be charged additional fees for consumable materials and supplies used in a class. For Advanced Placement (AP) classes, students will need to pay a fee by October 31st if he/she elects to take these optional examinations. Gym locks may be purchased at cost (\$5.00). Student parking permits will be \$30.00 and may be purchased in the main office.

For each High School, the following fees* also apply:

Agriculture Classes: 25.00 each
Technology Classes: 25.00 each

Art/Crafts Classes: 25.00 each

Family/Consumer Studies: 25.00 each

Technology Damage Protection Fee: \$20.00

Both high school and middle school students will be charged a \$20 Technology Use Fee. This fee is to help offset costs of the Digital Conversion Initiative, providing all students with access to a mobile device for learning. Costs of the initiative include devices, replacement devices/accessories, device Accidental Damage Protection, protective cases, digital content, and teacher professional development. Because the Division purchased Accidental Damage Protection for student devices, families of day or take-home Chromebook users are not charged for Accidental Chromebook repairs. There will be a \$100 cap per family, so it will be important for you to take your receipt from your first registration to subsequent registrations as proof of payment.

Students with outstanding fines or fees (chromebook, library, lunch, class, textbook, gym suits, athletic equipment, etc.) are not eligible for exam exemptions, cannot attend prom or participate in graduation exercises until all of their fines and/or fees have been paid.

Students who qualify for Free/reduced lunch can request a fee waiver through the bookkeeper.

CLASS DUES

Class dues will be: **\$15.00**. Class dues are set by each class to help defray the expenses of class events such as prom, Homecoming, banquets, graduation, etc. The dues are included in the registration costs. Each class (throughout its four years at Broadway High School) maintains a separate fund.

RCPS FOOD AND NUTRITION SERVICES 2019-2020

A) Mission: Each student and customer will be offered a variety of appetizing high quality nutritious food, served promptly, at the proper temperature, and at a reasonable cost. Each customer will be served by friendly food service staff in a clean and safe environment. Students will be encouraged to learn about the importance of proper nutrition and will be active participants in the meal program.

B) National School Lunch Program:

1. Free/reduced price meal applications – Each student receives an application form and they are available on the division website. **For applications containing income information, only one application is required per family.** To qualify, a student must be directly certified (food stamps, migrant, homeless, etc.) or have an approved application on file. For continuous benefits, returning students in families with income applications **must** submit a form annually (during the first 30-days of school). Applications from students entering school after the initial 30-day grace period must be approved before benefits are granted. Parents are notified about the result of the submitted application by means of a letter. **If the meal status qualifies the student for additional services, the parent must retain a copy of this approval letter for further documentation.**
2. Breakfast – Each school offers a breakfast program. **Lunch eligibility extends to breakfast.**
3. Extras – Regardless of meal status, if student packs lunch and desires to drink milk, cash or money in account is required. A la carte items may not be charged.

C) Financial Procedures:

1. Pre-payment system – Each student is assigned a cafeteria number. This number is used at the point of service and is never to be shared. It is preferred that pre-payment money be paid by check (identified with account number). For elementary and middle school students cash should be placed in an envelope and clearly marked with the student's name and account number. Once the money is deposited in the student's account, the school cannot distinguish or control how it is "spent". Unless authorized by the parent, money in the account is for the child of the parent, and the student is **not** able to "purchase" items for other students. The parent and student should communicate about the selection of breakfast, ice cream, or other a la carte items.
2. On-line payment – For a fee, parents have the opportunity to deposit money into their child(ren)'s meal account using the internet. To learn more and be able to view account balances, visit the web site: www.myschoolbucks.com
3. Prices -

	<u>School Level</u>	<u>Breakfast</u>	<u>Lunch</u>
Full-paying	High School	\$1.25	\$2.40
Full-paying	Middle School	\$1.25	\$2.40
Full-paying	Elementary	\$1.25	\$2.40
Reduced All		\$.30	\$0.40
Adults All		\$1.75	\$3.50
2 nd Lunch All		--	\$3.50
4. Charging – Guardians are financially responsible for all items purchased by their child(ren). **Students with a negative account balance are not permitted to select a la carte items (cash or account).** Students are notified at the cashier's station as the account balance begins to approach a zero balance. Every effort should be made to avoid reaching a zero balance. **In the event it reaches zero, the following procedures apply:**

High School – Meals will continue to be served, but excessive charging may result in selected student privileges being withheld. This may include (but is not limited to): car parking, social activities, and exam exemption privileges. At a minimum, weekly email correspondence is sent to parents.

Middle School – Meals will continue to be served. Weekly email correspondence is sent to parents. Continued charging may result in selected student privileges being withheld.

Elementary School – Meals will continue to be served. Weekly email/letters are sent to parents. Parents are expected to pay lunch charges immediately.

When a student withdraws or graduates, an effort must be initiated by the parent to dispense with any positive account balance. In order to receive account refund, parent must communicate this desire. Failure to do so will result in the inactive account balance to be sent to Virginia Dept. of Treasury, Unclaimed Property.

- D) **Offer versus Serve:** To be served and counted as a meal: Any student may refuse one menu item at breakfast, but at least one fruit must be selected. All students must select a minimum of three of the five lunch menu components, one of which must be a fruit or vegetable. Individual servings (without a meal) of entrees and potato products are not available to students.
- E) **Delayed School: Breakfast is available on one and two hour delay schedule.**
- F) **Allergies:** Students with special dietary needs or allergies require annual physician statement.
- G) **Guests:** Welcome anytime! Please call/contact school in advance if planning to eat meal.
- H) **Smart Snacks in Schools:** Federal regulations are intended to encourage the consumption of healthy snacks. Specifically, they prohibit the sale of foods and beverages to students that fail to meet specified nutritional criteria. This applies to all foods and beverages sold to students from 6:00 AM until 30 minutes after the dismissal bell. Specifically, this means that all food fundraisers, person-to-student sales (with possible immediate consumption), vending, etc. must occur after 30 minutes after the school day OR must be in compliance with nutritional perimeters. The specific perimeters are: <200 calories per item, <35% of weight from total sugar, <230 mg. sodium, <35% calories from total fat, <10% calories from saturated fat, and zero grams of trans fat. Should any sales to students occur during the specified times above, the responsible school employee must ask Superintendent for waiver and/or maintain records of nutritional compliance.

CAFETERIA INFORMATION AND EXPECTATIONS

Breakfast will be served daily between 7:50 and 8:10 am for AM Tech Students only. A “Grab and Go” breakfast is available for all students from 9:45 – 9:57. Students will be expected to eat breakfast in either the small or large commons. There are three lunch shifts during which students may eat. Building areas/classes are assigned to eat during a specific lunch shift. Students each lunch based upon the location of their **3rd block** class.

When adding money to a student account, please make checks payable to **“Broadway High School Cafeteria”**. Students may go to the cafeteria between 7:50 and 8:10 a.m. to add money to their account. Forms for Free or Reduced Lunches are available at registration or in the office.

Students must remain in the commons areas during lunch. All food and non-water beverages must be consumed in the commons areas. Students will not be allowed in other parts of the building or in the parking lots during lunch without permission from an administrator. To eliminate class disturbances, students are expected to get their 3rd block materials IMMEDIATELY AFTER 2nd block. As students are dismissed from lunch, they must use the stairwells CLOSEST to the commons area and respect the other classes in progress as they report to class. Students are expected to consume food items at tables and chairs, return all cafeteria items to the appropriate location, and properly dispense of all trash. To facilitate the arrival of visitors, students are encouraged not to loiter in front of the office hallway. **Students are not allowed to leave the grounds for lunch.** Drink and snack machines are available for students after school.

Additionally, the cafeteria staff and administration ask students to adhere to the following expectations:

- No book-bags while waiting in line.
- No sitting on tables.
- No glass bottles in the school at any time.
- No food delivery from outside vendors or restaurants during school hours.
- Students bringing lunch to school may only do so for their own individual consumption.
- Only parent or guardian may drop off lunch for a student.

Seniors in good standing will be dismissed **two** minutes early for lunch. Seniors are to go **directly** to the cafeteria at dismissal and **may not cut** in front of underclassman. Students abusing this privilege may have the privilege **revoked** at any time.

The outdoor picnic area is a senior privilege; only seniors will be able to eat their lunch in this area.

Theft is a serious offense and will not be tolerated. Students who take food items without paying for them will be disciplined by the administration. Students who continually do not follow cafeteria expectations will also receive disciplinary consequences.

LIBRARY

The library is open from 8:00 a.m. until 4:00 p.m. for student use. In order to visit the library during school hours students must present a pass to the librarian at the front desk and sign in. When leaving, the student must also sign out and have the librarian sign their pass to present to their classroom teacher.

The library contains approximately 10,500 books and subscribes to 33 magazines and two newspapers. Numerous sets of encyclopedias and other reference books are available for student use. The library's computer network has access to electronic periodical databases. Computers have direct access to the Internet which is to be used for educational purposes only. Accessing inappropriate websites will result in an office referral.

All materials are available for students to check out. Students must present their Broadway High School I.D. cards or their last names for check out. Books and magazines may be checked out for two weeks and may be renewed until another patron requests the items. Reference books are for overnight check out. Students are encouraged to renew items they need for additional lengths of time. Calculators can be checked out for one week and are renewable unless another patron has one on reserve.

Fines are charged for overdue materials and are ten cents per day per item with a maximum fine of \$5.00 per item. Students owing the library materials or excessive fines cannot check out additional materials. Additionally, students must have their account current at the end of the first semester in order to continue using resources second semester. If materials are lost, the student will be charged the purchase price of the material in addition to accrued fines. All materials will be due on May 29, 2020. Seniors must have their accounts cleared in order to participate in commencement services. Underclassmen must have their accounts cleared in order to register for the fall semester.

Students may inquire about their accounts at the main desk in the library or they can view their own account activity on any school computer. In order to reduce fines and to make sure items are returned on time, students are encouraged to check their accounts frequently.

JOB PLACEMENT

The Rockingham County Public Schools provides a career counseling and placement service for its students. The coordinator of the program is Mr. Eric Fitzgerald. Mr. Fitzgerald will visit BHS on a regular basis and can also be reached by calling 564-3200. The services include a career-shadowing program available to juniors. Interested students may sign up in the Counseling Department where appointments will be arranged.

SCHOOL INFORMATION

HOURS OF OPERATION

The normal student day is from 8:08 a.m. to 3:00 p.m. Business hours for the school office are 8:00 a.m. to 4:00 p.m. Students should not arrive before 7:30 a.m. or stay after 3:20 p.m. The doors to the alcove area will be unlocked at 7:30 am and the main doors will be unlocked at 7:45 am. Students are expected to leave the grounds at the end of the school day unless they are in a supervised activity. Students who are waiting are reminded to sit on chairs (not tables) in the commons area where seating is available instead of sitting in the halls.

All students who remain at school after 3:20 p.m. must be under the supervision of a staff member. Students who are not under the supervision of a staff member after 3:20 p.m. must leave school grounds. Students who continue to violate after-school restrictions will be subject to disciplinary action, including poor school standing, suspension from the weight room and/or suspension out of school.

GUIDELINES FOR PUBLIC USE OF GROUNDS AT BROADWAY HIGH SCHOOL

1. Broadway High School, Rockingham County School Board, and all their associates are not liable for any and all damages, demands, or actions whatsoever, which may arise from unscheduled use of the school grounds.
2. Any school employee or law enforcement officer has the authority to ask the general public to leave the school grounds without reason when in their judgment the presence of the general public is detrimental to employee work or scheduled activity.
3. Unscheduled use of the school grounds is not permitted when scheduled activities are taking place.
4. Specialized areas are to be used only for specialized activity. All other uses of these specialized areas are prohibited. The tennis courts must solely be used for playing tennis. The track must solely be used for walking and/or running. The football, varsity baseball, and varsity softball fields are for school team use only.
5. Persons gaining unauthorized access to the school buildings during unscheduled use of the school grounds will be prosecuted.
6. The school grounds are not available for general public use on school days until after 3:45 p.m. (Scheduled events usually fall between 6:00-10:00 p.m.). The town of Broadway has an 11:00 p.m. curfew for youth under the age of 18.
7. Entrances to the school and entrance sidewalks, including the loading dock, are off limits for unscheduled use by the general public. Parking lots (free of parked cars) and perimeter sidewalks are available for unscheduled general public activities during times when no other events are scheduled.
8. School equipment or objects may not be used for unscheduled activities by the general public.
9. Ramps and other obstacles brought onto school property for unscheduled activities by the general public should be removed daily.
10. The general public is prohibited from damaging public property.

Skateboarding is not an official activity of the school; therefore, skateboarders must comply with all expectations of the general public in regards to the use of the school grounds.

PETS

Students, staff, and/or other persons are prohibited from having or releasing an animal and/or pet on any school property during the instructional day, school-related activities, and athletic events without the principal's prior approval. Students violating this policy may be subject to disciplinary action under the student suspension policy.

APPEALS PROCESS FOR PROBLEMS

Students and parents are encouraged to discuss problems or concerns first with the staff member closest to the concern/problem. If the situation is not resolved at this level, the student and/or parent may then appeal to the school administration. The steps in the appeals process are as follows:

Step 1	Teacher or Coach	Step 4	Superintendent
Step 2	Assistant Principal or Athletic Director	Step 5	School Board
Step 3	Principal		

TELEPHONE CALLS AND MESSAGES

Students will not be dismissed from class to use the telephone except in the case of an emergency, at which time **they will come to the office**. The telephones in the office **are not** for student use. If there is an emergency or the student is ill, a member of the school staff will place the call for the student to the parent or guardian. Staying after school and going home with someone else are **not** emergencies; these situations should be settled before leaving home.

Telephone messages to students are discouraged and will not be distributed during the instructional day. If an emergency arises, the parent/guardian will be directed to speak to an administrator. Telephone messages will only be taken from the student's parent or legal guardian.

LOCKERS

A locker with a combination lock is assigned to each student upon request. It is the responsibility of the student to keep the locker locked and clean, both inside and outside. Students may not go to their locker during class time. The school will **not** be responsible for any lost or stolen items. Fines will be assessed for any damage to the locker and/or lock. Students will be held responsible if they do not immediately report damage to lockers and/or locks.

It should be understood that the **lockers are the property of the school**. If the administration has reason to believe that dangerous and/or illegal materials are present in a locker, **the locker and its contents will be inspected**. Students are not allowed to use lockers assigned to someone else without first getting permission from the administration.

LOST AND FOUND

Inquiries about lost and found items should be made in the office. If a student finds any textbooks or personal items, for which the owner is unknown, they should be brought to the office.

HALL PASSES

Except during class changes, a student must have a completed, signed pass from a teacher or administrator to be in the hall. It is the responsibility of the student to visibly carry the pass and present it to a school staff member upon request. A student found to be without a pass will be sent back to the teacher. When leaving the classroom, each student must sign out using either the QR code or bitly address. Students must also sign in using the same process upon returning to class. Teachers may require students to leave their cellphones in the classroom.

LIBRARY PASSES DURING STUDY HALL AND LUNCH

Students desiring to use the library during their study hall or lunch shift must get a pass from the classroom teacher stating why the student needs to use the library. This note must be given to the study hall teacher who will sign it before the student may leave study hall. Students are expected to present their pass to the clerk at the circulation desk and sign in upon entering. At the end of the period students will sign out, have their pass signed by a librarian and return to their study hall classroom. Students coming from lunch are expected to present their pass to the clerk at the circulation desk and sign in upon entering. Students are expected to stay in the library for the remainder of their lunch period and to sign out when the bell rings.

SCHOOL STORE

A school store, The Marketplace, will be open on Fridays before school. School supplies and spirit items are sold in The Marketplace. The Marketplace will be operated by the PTSA but other groups may also sign up to use The Marketplace for either the sale or distribution of their own items.

SCHOOL PUBLICATIONS

Yearbook: \$75 Pre-orders for the BHS Yearbook will be available until December 20, 2019. Copies may be purchased from the yearbook advisor, Mr. Bentley, in Room 209 by cash or check. Orders cannot be guaranteed after December 20, 2019, but any extra available copies can be purchased for \$85 while supplies last.

Literary Magazine: Students in the Creative Writing class collect writing and art for the literary magazine. Any student may contribute writing or art for consideration. The staff votes on the pieces submitted; students then design the pages and sell the magazine for \$5.00 per copy in May.

VISITORS

All visitors must report to the office. Visitors who have not received permission to be in the building from the administration will be subject to trespassing, and a warrant may be issued from the Sheriff's Department. Students are not allowed to bring student visitors to school during the instructional day. Adults visiting students during non-instructional time must be approved by the principal. Approval of the adult visitor must be initiated by contact from the student's parents at least one school day prior to the visit. Guests on official business are welcome, but must check into the office upon arrival. Parents are welcome to eat lunch with their student in the office conference room..

DRIVER EDUCATION COMPLETION CERTIFICATE

Students successfully completing classroom driver education are eligible for a driver education certificate provided they are in good academic standing. This certificate must be presented to the Behind-The-Wheel private school to validate the student's successful completion of the textbook driver education course. The "green certificate" is completed by the student's classroom teacher for driver education.

TRANSPORTATION

BUS TRANSPORTATION

Students are encouraged to ride the school bus each day. Students should report to their bus stop at least 5 minutes early. Once students arrive at Broadway High School, they are expected to enter the school building immediately. Students should not congregate in front of the school in the morning. Students attending RA must wait in the large commons vestibule until the MTC/RA bus arrives. This bus departs BHS at 8:00 a.m.

Students riding buses home should board the shuttle buses at the 3:00 bell. Students will ride shuttles to J. Frank Hillyard to access all buses. Students should board their shuttle bus promptly. Students must ride the shuttle to which they are assigned. Students who ride late buses will wait in the small commons or outside in front of the school until their bus arrives.

PARENT DROP-OFF/PICK-UP OF STUDENTS

Parents who drive their student(s) to and from school are to use the designated loop **behind** the school. **The bus loop at the front of the school is off-limits for student drop-off/pick-up between 7:45-8:30 a.m. and 2:15-3:30 p.m. daily.** Parents arriving prior to 3:00 pm are asked to park in the rear parking lot and wait for the 3:00 pm dismissal bell. Parents picking up students for early dismissals between 8:30 a.m. and 2:15 p.m. may park at the front of the school in an available parking spot. Please adhere to all directions given by school faculty members or members of local law enforcement when driving on school grounds. Parking in fire lanes is illegal. Driving through the school bus STOP sign is illegal. The school bus STOP sign and blinking red lights indicate students are currently loading or unloading from the school bus.

STUDENTS DRIVING TO SCHOOL

Students wishing to drive to school must abide by all school and state regulations, and operate their vehicles safely **AT ALL TIMES**. By operating a vehicle to or on school property, or in connection with any school-related activity on or off school property, consent to inspection is implicitly given. The inspection may be conducted without prior notice to anyone. There is no expectation of privacy. Driving to school is a privilege that may be revoked at **any time** by the administration. Students that drive (and their passengers) are expected to be on time. The following rules and procedures must be followed:

1. Before a student may drive to school, he/she must have parent/guardian permission, read and sign the ***BHS "Driving to School" Agreement***, and complete the registration form. Once all forms are submitted, the student may purchase a parking permit (cost is **\$30.00**). Forms and permits are available in the school office.
2. Students must properly display the parking permit in the primary vehicle (as designated on the registration form) each day. A driver may register several vehicles to the same permit. In such cases, the permit must be displayed in the vehicle being driven to school.
3. Vehicles must be parked in the designated areas and vacated immediately upon arrival to school.
4. A driver leaving school must vacate the parking lot immediately.
5. Students are not to go to any vehicle or parking area at any time during the school day without a **written pass or verbal permission** from an administrator.

6. Driving in a reckless manner, with excessive speed, or disobeying traffic signs on school grounds will result in a complaint being filed with the Broadway Police Dept. and/or the Sheriff's Office. **The speed limit while driving on school grounds is 10 MPH.** Such violations will result in the immediate loss of driving privileges.
7. Students are not permitted to leave school grounds in the bed of a pick-up truck or sitting on the hood/trunk of a car.
8. Students violating driving rules and procedures may be charged a fine and/or lose the privilege to drive to school. Such violations include, but are not limited to: failure to purchase and/or correctly display a parking permit; parking in a non-designated area, hazardous driving and/or speeding; disobeying traffic signs; loitering in the parking lot; parking in an improper manner; driving an unregistered vehicle; and riding with or transporting another student without written permission (from both parents/guardians).
9. Students that drive are expected to be on time for school - even on days when school is delayed or the bell schedule has been changed. When dealing with inclement weather, students are encouraged to ride the school bus.
10. Students owing money for a driving fine may not drive until the fine has been paid. Driving students with excessive tardies may also lose the privilege to drive to school. Students driving to school when privileges have been revoked will be suspended.

MASSANUTTEN TECHNICAL CENTER, ROCKINGHAM ACADEMY, GOVERNOR'S SCHOOL STUDENTS

It is the intent of the Rockingham County School Board to provide public transportation for all students attending Massanutten Technical Center (MTC)--located in Harrisonburg, Rockingham Academy--located in Harrisonburg, and Massanutten Regional Governor's School--located in Mt. Jackson.

1. MTC, RA, and MRGS students shall report to their Home-base school and ride a school bus to their respective Center.
2. A student may drive to MTC, RA, or MRGS provided he/she has permission from the parent/guardian, Home-base principal, and MTC/RA/MRGS principal. Student drivers are responsible for being on time at both schools – even on days when school has been delayed or the bell schedule has been changed.
3. In addition to the registration process, students must also complete and submit the ***Permission to Drive/Ride to MTC/RA/MRGS*** application. A copy of this completed form shall be on file at both schools.
4. Students who plan to ride with and/or transport other students to/from MTC/RA/MRGS must complete the appropriate section of the ***Permission to Drive/Ride to MTC/RA/MRGS*** application and have the form signed by a parent/guardian. **Both** students must submit this form **to the BHS office** and secure permission from the administration before riding with and/or transporting each other. Upon approval, students will receive a card indicating which students they may ride with and/or transport during the school year. Students must keep this card on their person **AT ALL TIMES**.
5. Violators of these policies shall be subject to disciplinary action (revocation of driving/riding privileges).
6. School and home bus stop areas are under the jurisdiction of Rockingham County Public Schools.

ATTENDANCE

COMPULSORY ATTENDANCE

State Law requires all children who have reached their fifth birthday on or before September 30 of any school year and who have not passed their eighteenth birthday to attend school or meet certain exceptions.

ROCKINGHAM COUNTY PUBLIC SCHOOLS ATTENDANCE POLICIES/PROCEDURES

All students, parents, guardians, and school administrators are expected to comply with the attendance policies and procedures mandated by the Commonwealth of Virginia. School administrators work closely with Ms. Becky Hill-Shifflett (RCPS Truancy Officer, 564.3200) and the Rockingham County Juvenile Court system. The BHS administration will review all attendance policies and procedures with students during the first week of school. These policies and procedures are listed below. They can also be found in the **Rockingham County Public Schools Parent-Student Handbook** that was given to students and parents at registration. Parents and guardians are encouraged to contact or visit their student's respective administrator when attendance concerns and/or questions arise. *Please visit Rockingham County Public School's website for the most up-to-date policy.

*Students who attend schools other than BHS or in addition to the regular BHS daytime session (i.e. Massanutten Technical Center, Rockingham Academy, Governor's School or BHS Night School) are expected to attend school at each scheduled location each day. Each location will take attendance and monitor absences. Failure to report to scheduled locations without parental permission **AND** without signing out will result in consequences for skipping school.

STUDENT ATTENDANCE POLICY

Student attendance is a cooperative effort and the School Board shall involve parents and students in accepting the responsibility for good attendance. Each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under the provisions of the law. When there is no indication that the student's parent is aware of and supports the absence a reasonable effort shall be made to contact a parent/guardian of each absent student every day, and to obtain an explanation for the student's absence. A log will be kept of call attempts. Students who are absent must bring a valid note within five days of the absence stating the reason for absence upon returning to school. Unexcused absences shall be handled according to regulations issued by the Superintendent. Students shall attend school for a full day unless otherwise excused. Secondary students shall be scheduled for a full school day

unless they are enrolled in a cooperative work-study program. All other exceptions to a full day schedule must be approved on an individual basis by the Superintendent or designee.

When a student has accumulated 10 unexcused/unverified absences; OR 10 unexcused/unverified tardies to school or class, OR 10 unexcused/unverified early dismissals within a semester they are considered in poor school standing. This includes a loss of driving privileges for the remainder of the semester. Students will be required to turn in their parking pass at this time. This will reset at the beginning of each semester.

*Refer to page 19 for definition of "Poor School Standing".

PERFECT ATTENDANCE

At the end of the year, students with perfect attendance will be recognized. A student is considered to have perfect attendance if he or she has been in class all day, everyday (school-sponsored activities are excused). Students will be recognized if they have no tardies (excused or unexcused), partial day absences, or excused absences.

ABSENCE PROCEDURES

Unverified/Unexcused Absences

Number of Unexcused (UN) or Unverified (UV) Absences	School Actions
1- 3 UN/UV	Attendance Clerk will contact parent/guardian. A notification letter will be sent to the parent at three UV/UN.
5 UN/UV	Attendance Improvement Plan (AIP) Part I is completed. Parent/guardian/student conference may take place in person, by phone or by other communication technology
7 UN/UV	Attendance Improvement Plan (AIP) Part II is completed. This is a school-based multi-disciplinary meeting. This must be held even if the parent/guardian is absent. The team shall monitor the student's attendance and meet again if necessary to address concerns and add additional interventions.
10 UN/UV	The school based multi-disciplinary meeting must be held within 10 days of the 10th UN/UV. The team shall monitor the student's attendance and meet again if necessary to address concerns and add additional interventions.
10 or more UN/UV OR When parent is intentionally non compliant with compulsory attendance or there is lack of progress with interventions <u>at any point</u> in this process	Referral to Attendance Officer The Attendance Officer will meet with the parent/guardian/student OR A community based Interdisciplinary Team Meeting will be scheduled at the School Board Office OR The Attendance Officer will file a petition with the Harrisonburg/Rockingham Juvenile and Domestic Relations Court alleging the child is in need of supervision (CHINS) per Code of Virginia 16.1-228.
12 absence of any kind	A letter of notification will be sent to the parent.
15 absence of any kind	Attendance Improvement Plan (AIP) Part I is completed. Parent contact may be made face-to-face, by phone or communication device. The school may implement an Attendance Plan Part II at day 17, if necessary.

Upon Additional Absence Without Parental Awareness and Support

Upon the next absence after the conference without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the Principal or designee shall notify the attendance officer or Superintendent who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in § 16.1-228 or (ii) instituting proceedings against the parent pursuant to § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses.

Parental Cooperation in Remedying Excessive Unexcused Absences

It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remedying the student's attendance problem, the Superintendent or the Superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of § 22.1-258, the attendance officer shall document the school division's compliance with this Code section.

Attendance Reporting

Student attendance shall be monitored and reported as required by state law and regulations. At the end of each school year, each public school principal shall report to the Superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The Superintendent shall compile this information and provide it annually to the Superintendent of Public Instruction.

Dismissal Precautions

Students may be dismissed early in the custody of a school employee, the parent or legal guardian, law enforcement officer, social services worker, or other persons with permission from the parent or legal guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal checkout system shall be maintained in each school.

BROADWAY HIGH SCHOOL DAILY ATTENDANCE PROCEDURES

ATTENDANCE REPORTING

On a day when a student is absent from school, the student's parent/guardian should:

- Parent(s)/guardian(s) are encouraged to email the Attendance Clerk, Kathy McKenzie, at bhsattendance@rockingham.k12.va.us to report a student's absence.
- Parent(s)/Guardian(s) may also call Mrs. Kathy McKenzie (896-7081), as soon after 7:45 a.m. as possible. The parent/guardian should state: his/her name, the student's name, and reason for the absence. If Mrs. McKenzie is unavailable, another office staff member can take the call. If a parent/guardian does not call on the day of the absence, the automated calling system will call the parent/guardian. A daily log of all of the system's successful and attempted calls is printed and filed.
- Or, if the parent/guardian is able to call before 7:45 a.m., he/she can call the Attendance Line (896-7998) and leave a voice-mail message with all of the pertinent information (name of parent/guardian calling, name of student, and reason of absence). **Only parents and guardians may use the Attendance Line. Calls will NOT be accepted from anyone else, and the message will be deleted.** The phone system mailbox will only hold a small number of messages. If the system is full, you will not be able to leave a message. If this occurs, please call the regular phone number (896-7081) and speak with either Mrs. McKenzie or another member of the office staff. The message box will be cleared at approximately 10:00 a.m. each day.

ABSENCES

If a student misses a class for any reason, it is the student's responsibility to obtain the missed assignments and make them up within the corresponding number of days missed (if they missed one day, they have one class period to make up the assignment). If an extended amount of time is missed, the student is expected to work with the teacher to make up all missing assignments by the end of the 9-week term. If a student has an incomplete at the end of the 9-weeks, they must make up all missing assignments by the interim of the following 9-weeks or these assignments will receive a grade of "zero". All assignments for semester based courses must be completed by the end of that semester, no exceptions. The student should not expect to make up the work during the class period. The student shall have full responsibility for obtaining assignments and turning in work after an absence. Deadlines for previously assigned work must be met unless other arrangements are made with the teacher.

Excused absences will be granted for the following reasons:

1. School-related activities. i.e. BIP, Clubs/Organizations, Field Trip, or approved school-sponsored activity
2. Personal illness--verification required.
3. Death of a family member (three days) or close friend (one day)
4. Medical or dental appointments--verification required.
5. Family emergency (must be specific--fire, flooding, etc.)
6. Planned absences--including one family trip, provided the student's parent/guardian has notified the school prior to the student's absence **and** the attendance administrator has given approval. The student may have only one prearranged family trip per school year for a maximum of five days. An exception to this will be made only in unusual circumstances.
7. Summons to court--verification required
8. Educational appointments/college visits for juniors or seniors who are college-bound (a total of two days may be designated school-related if approved in advance).
9. Armed services appointments for seniors who are college or armed forces bound. This must be prearranged through the student's respective counselor. (Students will not be excused for ASVAB testing because it is given at school.)
10. Participation in the school "Shadowing Program" for juniors. This is a school-related absence, but should be prearranged by the student with teachers and Mr. Eric Fitzgerald.

Unexcused absences/tardies will be given if the student misses the day or part of the day. Examples of unexcused absences/tardies include, but are not limited to, private transportation problems, no parental or guardian contact, hair appointments, off-site portrait appointments, shopping, oversleeping, missing the bus, taking the car to be serviced, skipping, and job interviews.

Note: While Out-of-School Suspension (O.S.S.) is assigned as a disciplinary measure, the days missed from school are neither recorded as excused or unexcused. While they are recorded as **suspension** dates--they are, however, treated as **excused** absences and students are permitted to make up all work missed during the time of the suspension. During the suspension, the parent/guardian is responsible for requesting the make-up work and must do so by contacting Mrs. Theresa Walton, Counseling Center Secretary.

At Broadway High School, we believe extra-curricular activities enhance the academic experiences for our students. To make sure academics remains a top priority, school attendance is expected for participation in after-school activities. Students recovering from illness must return to school for at least 1/2 day (two blocks) to participate in any after-school activity. **Note: Students will not be permitted to participate in ANY after-school activity on days in which he/she is absent for more than ½ a day due to an illness.**

Any student who returns to school after midnight from a school-sponsored activity may exercise the option to come to school the following day no later than 10:00 am. This only applies to the school day immediately following the school-sponsored activity.

Excessive absences due to illness that have been excused by a parent/guardian may require medical documentation. Parents are encouraged to submit medical documentation any time their student has a medical appointment or a medical related absence.

TARDINESS

Students are to be in class when the tardy bell rings. If not, the teacher will mark the student tardy to class in PowerSchool and provide a verbal warning to the student. If a student is tardy to 1st or 2nd block, this is considered being tardy to school only. The student should be immediately referred to the attendance clerk to check in and receive a pass to class. A student may pre-arrange with his/her teacher to be tardy to class for academic reasons; however, the student and teacher must be in agreement that the tardy be allowed.

A student who arrives to class more than 5 minutes after the tardy bell will be considered skipping. The student should immediately report to the attendance clerk to check in. At this point the attendance clerk will write a discipline referral for skipping and send the student to class with a hall pass.

The attendance clerk will document all tardies to school. Tardies to class will be documented by the individual teacher. When a student receives his or her third tardy to a specific class, the teacher should utilize a discipline referral to warn the student. This form should be signed by both the teacher and student and kept on record by the teacher. The following chart outlines the consequences for being tardy to school and/or class.

<u>Tardy Policy</u>		
<u>Tardy #</u>	<u>Consequence</u>	<u>Teacher/Tardy Monitor/Administrator</u>
1st	Warning	Teacher
2nd	Warning	Teacher
3rd	To Class-Detention with teacher and Contact home To School-Warning and Contact home	Teacher
4th	1 Day <u>Lunch Detention</u>	Tardy Monitor
5th	1 Day <u>Lunch Detention</u>	Tardy Monitor
6th	1 Day <u>Lunch Detention</u>	Tardy Monitor
7th	1 Day <u>Lunch Detention</u>	Tardy Monitor
8th	1 Day <u>Lunch Detention</u> - 3 days PSS	Administrator
9th	1 Day <u>Lunch Detention</u> - 5 days PSS	Administrator
10th	1 Day of BIP - PSS for rest of semester	Administrator
Additional Days	BIP and AIP, if needed	Administrator

Examples of **Unexcused** Tardies:

- Missed the bus
- Overslept
- Traffic

Examples of **Excused** Tardies:

- Illness (must receive communication from parent to be considered Excused)
- Doctor/Dentist appointment
- Court appointment

The tardy policy resets each semester. Failure to serve assigned lunch detention will result in BIP placement.

A student placed on poor school standing may not attend or participate in any extracurricular activities, drive a vehicle to school, attend Homecoming/Prom, nor be on school property other than the regular school day.

Mr. Dan Sanders
Students A-G

Mrs. Jen Knick
Students H-Q

Mrs. Liza Coffman
Students R-Z

All students are required to sign in through the office when reporting to school late, as well as sign out through the office when leaving for all early dismissals.

EARLY DISMISSAL

ONCE ON SCHOOL PROPERTY, students may **not** leave the grounds at any time, for any reason, unless the student's schedule is complete or early dismissal procedures have been followed. Students may not leave the building or grounds during lunch or between classes.

Students may be dismissed early in the custody of a school employee, the parent or legal guardian, law enforcement officer, social worker, or other persons with permission from the parent or legal guardian. (Students leaving early must wait in the office and the person who is picking them up must come inside for pickup. The person picking up the student must either be on the student emergency care form, or the parent must communicate permission to the school for anyone not listed on the emergency care form to pick up the student.)

1. Excused early dismissals will be granted for illness, medical appointments, funerals, and emergency situations. A student will not be excused for routine chores, hair appointments, shopping, job interviews, etc. A student's parents retain the option to come to school and pick the student up at any time during the day. School authorities, however, will determine if it is excused or unexcused.

2. Students will not be permitted to leave early during exams and SOL testing. All students must remain in class during the entire exam and SOL testing time.
3. To receive an early dismissal for known appointments, etc., a student must present a note from the parent/guardian explaining the specific reason for the early dismissal and a telephone number for verification to the attendance office BEFORE the first class period.
4. If illness or an emergency occurs, a student should report to the office. A school secretary will contact the parent/guardian and will make arrangements for the early dismissal. A student should have an additional name on the emergency care form for contact purposes if the parent/guardian cannot be reached. (This applies to 18-year-old and over students, also.)
5. **When leaving school for an early dismissal, a student must sign out in the office. A student will be considered skipping if the student leaves before signing out in the office.**
6. When returning to school from an early dismissal, a student must sign in with the attendance clerk, Mrs. Kathy McKenzie.
7. All early dismissals count against the number of class periods a student may miss, excused or unexcused.

Note: Students will not be permitted to participate in ANY after school activity if they miss more than ½ day.

EXAM EXEMPTION AND EXAM MAKE-UP PROCEDURES

Any student that has overdue fees (including cafeteria & library charges) may not exempt exams until the fees are paid. Students will ONLY be permitted to exempt their final exam by earning an A in the course for the year or by meeting the attendance expectations. Beginning with the 2019/2020 school year, exam exemptions WILL NOT be granted for passing an SOL test, credential test or W!se test.

1. **Good Attendance** - RCPS provides an incentive plan for exam exemptions (during second semester only) for students who meet the following criteria:
 - a. If a student has 4 or fewer FULL DAY absences for the entire year, he/she may exempt 2 exams of his/her choice, **provided he/she has not missed more than 4 days in each of the classes they wish to exempt.** The record for class absences is based on the teacher's grade book (and can be checked through Mrs. McKenzie). The full day rule will be in effect through the last day of regular classes. There is no exception for double-blocked classes.
2. Students who have earned a final average of "A" in a course are exempt from taking the exam in that course; likewise, students who have earned an "A" average in a second semester course may also exempt that exam.

Notes: Students failing a class may exempt an exam provided they meet the criteria. Approved school-related activities and BIP **are not considered** absences. The official attendance record for the class is the teacher's record. Students are responsible for making sure teachers are aware of any school-related absences.

SCHOOL TRANSFER OR WITHDRAWAL

Before a student transfers to another school, books and materials, as well as other school property, must be returned. A student's locker can be emptied by office personnel three days after he/she has withdrawn or has missed 15 consecutive school days. After a parent/guardian has supplied information about the school to be attended and has signed transfer forms, the student must obtain a transfer form from the counseling department to be signed by all teachers, the librarian, an administrator, the attendance clerk (Mrs. McKenzie), and the bookkeeper (Mrs. Pence). Upon return of the completed form to the counseling department, a copy will be given to the student to present to the new school. Students who contemplate dropping out of school are encouraged to discuss concerns with a counselor. Parents/guardians of students who are expressing disinterest in school are encouraged to talk with a counselor.

CRISIS ASSISTANCE FOR STUDENTS (SUICIDE, ABUSE, DRUGS, ETC.)

Crisis referrals can be made to the school counselor by the student, a friend, a parent, a teacher, a bus driver, a coach, a secretary, or any other concerned faculty or staff member. The school counselor may follow up with a referral for assessment. The assessment determines the level of services provided by the school or outside agencies. Additionally, formal referrals for students in crisis can also occur through the student assistance program (SAP) team, student study process, or the student disciplinary process.

STUDENT REPORTING OF DISCIPLINARY OR SAFETY CONCERNS

Students are encouraged to report areas of concern to the administrative staff or School Resource Officer as soon as possible. Such concerns will be kept confidential and student names will remain anonymous. The STOP!t App can be accessed by students on cell phones or through the BHS webpage.

SCHOOL-WIDE DISCIPLINE PLAN AND EXPECTATIONS FOR CONDUCT

Broadway High School utilizes a school-wide discipline plan that is designed to clearly communicate expectations for behavior and conduct to students and staff members. Each aspect of the school-wide discipline plan is designed to assist school staff in meeting our established Vision and Mission Statement for Broadway High School. It is the intent of teachers, staff, and administrators to clearly explain and consistently enforce the expectations that are outlined below. Violations of the school-wide discipline plan will be handled in accordance with Federal, State, County, and Local

School Guidelines. In addition to the school wide discipline plan, each classroom teacher has established expectations for conduct and appropriate consequences that are outlined in their own Classroom Discipline Plan. These expectations and appropriate consequences are explained and reviewed with students and parents throughout the school year.

ABUSE

Directing hurtful comments or behaviors toward self or others that could potentially cause harm. Refer to RCPS Handbook: Student Conduct or Policy JFC.

BULLYING

Bullying involves physical and emotional behaviors that are intentional, controlling, and hurtful that create harassing, intimidating, hostile or otherwise offensive educational environments. Bullying is unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create feelings of intimidation, alienation, or humiliation which unreasonably interfere with school performance or participation of others. Refer to the RCPS Handbook: Student Conduct or Policy JFCI.

DAMAGING SCHOOL PROPERTY (VANDALISM)

Willful destruction or attempted destruction of school property. Refer to the RCPS Handbook: Fees, Fines, and Charges or policy JFC.

DISORDERLY CONDUCT

Refer to the RCPS Handbook: Student Conduct Policy or policy JFC.

DRESS CODE VIOLATION

Refer to the RCPS Handbook: Dress Code Policy or policy JFC.

FIGHTING

Any person whose actions show an intention to injure another or a fight between two persons. Self-Defense that shows an intention to injure another will also be disciplined. Refer to the RCPS Handbook: Student Conduct or policy JFC.

GANG BEHAVIORS

Refer to the RCPS Handbook: Student Conduct or policy JFC.

HARASSMENT

Refer to the RCPS Handbook: Sexual Harassment/Harassment or policy JFHA.

INCENDIARY DEVICES

Use and/or possession of fire devices, explosive material, chemical or smoke devices, or fireworks, etc. on any school property. Refer to Virginia School Law 18.2-85.

LANGUAGE, ABUSIVE

Use of language that is offensive, profane, sacrilegious, blasphemous, or vulgar. Sexual harassment comments and racial slurs, etc. will result in OSS.

PORNOGRAPHY

Refer to the RCPS handbook: Sexual Harassment or policy JFHA.

SEXUAL OFFENSE

Refer to the RCPS handbook: Sexual Harassment or policy JFHA.

SUBSTANCE ABUSE VIOLATION

Refer to the RCPS handbook: Drugs in Schools or policy JFCF.

THEFT

Taking or attempting to take another's personal property or money or stealing items from the school. Refer to the RCPS handbook: Student Conduct or policy JFC.

THREATS

Any action deemed to be threatening towards others, verbal threat, or written threat is taken seriously; any threat towards a faculty or staff member will receive severe consequences. Refer to the RCPS handbook: Suspension/Expulsion or policy JFHA.

TOBACCO VIOLATION

Refer to the RCPS Handbook: Tobacco-Free School or policy JFCH.

WEAPONS VIOLATION

Possession of a knife and/or any weapon, including items which look like weapons. Refer to the RCPS Handbook: Weapons in School or policy JFCD.

BUS VIOLATIONS

Students are expected to follow all bus rules, obey the bus driver's instructions, and sign a RCPS bus conduct sheet. Bus Transportation is a privilege for students and privileges can be revoked at any time for misconduct.

CELL PHONE/ELECTRONIC DEVICES

Devices are strictly allowed at the teacher's discretion and unless otherwise directed by the teacher, student-owned devices must be concealed and muted. Student use of any personally owned electronic device shall adhere to the RCPS student-owned electronic device policy.

CHEATING

Receiving or supplying unauthorized assistance on any assigned work. Plagiarism is also considered to be cheating.

CLASSROOM OR SCHOOL VIOLATION

Non-compliance with identified rules stated in the classroom, RCPS Student Code of Conduct, and/or Student Handbook. This includes academic non-compliance.

CONFLICT WITH OTHER STUDENTS

Mutual conflict between students resulting in an argument, hostility, unproductive learning environment, etc...

DAMAGING SCHOOL PROPERTY (ACCIDENTAL)

Students are charged a fine to recover funds for the loss or damage of School Board property.

DETENTION, FAILURE TO MAKE UP

Student has failed to serve an initial and subsequently scheduled make up time for a detention period.

DISHONESTY

Willfully misrepresenting any part of what you know to be true or accurate, including forgery or knowingly using forged writing or materials.

DISPLAYS OF AFFECTION, IMPROPER

Such displays of affection such as extended embracing, kissing, etc....

DISRESPECT TOWARDS ANOTHER STUDENT

Willfully engaging in behavior that disregards another person's self-esteem.

DISTURBING CLASS/OTHERS

Any action that interferes with the learning environment to the point that instruction is compromised.

INSUBORDINATION

Refusing to comply with a reasonable request from a staff member that does not place the student in immediate physical danger.

LANGUAGE, INAPPROPRIATE

Use of language that is offensive, profane, sacrilegious, blasphemous, or vulgar.

LOITERING

Unauthorized occupancy of any part of the school building or grounds, including loitering in stairwells and in parking lots.

PARKING LOT VIOLATIONS

No permit, parked in unauthorized areas, permit not displayed, speeding or reckless driving, etc...

SKIPPING

Any unauthorized absence from any part of the school day or class prior to dismissal from school, including leaving school grounds without permission.

TARDY

Students arriving to school or class after the start time of that class or school day. Any student more than 5 minutes late to class is considered to be skipping.

UNSAFE ITEMS OR ACTIONS

Use or possession of items or actions determined to be unsafe in the school environment.

CONSEQUENCES FOR VIOLATIONS OF THE BHS SCHOOL-WIDE DISCIPLINE PLAN

All students are subject to disciplinary consequences for any misconduct that occurs in school or on school property, in a school vehicle, while participating in or attending any school sponsored activity or trip, or on the way to and from school. Student behavior will be expected to enhance an appropriate learning environment. Students can expect to have an opportunity to know the rules/regulations, be told what rule/regulation has been violated, be able to present information in their defense, and be informed of any disciplinary consequence being imposed upon them. Exceptions can be made to these procedures in unusual circumstances. **Lunch Detention, Behavior Improvement Program (BIP) and After School Detention** are considered to be intermediate steps in the school-wide discipline plan. **Suspensions and/or expulsion** are possible disciplinary consequences for behaviors judged to be serious and/or chronic.

A student suspended out of school will be responsible for all missed work and will be required to complete the assignments according to the Homework policy for excused absences. A student assigned to BIP will be required to attend school on those days and complete assignments in the BIP room.

POOR SCHOOL STANDING

A student placed on poor school standing may not attend or participate in any extracurricular activities, nor be on school property other than the regular school day. A student is placed on poor school standing for infraction of school policies (OSS), excessive tardies (see attendance policy), or neglecting to pay fees/fines and will not be permitted to attend Homecoming, Prom and possibly participation in Graduation.

BEHAVIOR IMPROVEMENT PROGRAM EXPRESS (BIP-Express)

A student may be sent out of class and directly to BIP Express when they are being disruptive to the learning environment despite teacher intervention. The student will report directly to the BIP room with the teacher referral and check-in with the BIP monitor, failure to do so will result in a direct office referral. Upon arriving in BIP, the student will turn in their phone to the BIP monitor. The BIP monitor will notify the referring teacher of the student's arrival in BIP-Express. Once the bell rings for the next class the student is dismissed from BIP-Express and they should report to their next class.

BEHAVIOR IMPROVEMENT PROGRAM (BIP)

If assigned **BIP**, the student will check in with Mrs. Layman in the front office by **8:10am**. The student's cell phone will be left with Mrs. Layman (labeled with his/her name) throughout the day; the student will not have access to his/her phone while in BIP. *If caught using a phone while in BIP, further consequences will be given.* At 2:57, the BIP monitor will walk the student to the office to retrieve his/her phone and be dismissed for the day. When reporting for BIP, the student is expected to bring all textbooks, chromebook, pens, pencils and paper needed for an odd or even day. The student should be prepared to work all day until the final bell. He/She will do all assigned work. If the student is released from BIP and it is later found that he/she did not complete an assignment, the student may be returned to BIP until the assignment is satisfactorily completed. No food or drinks are allowed in the BIP room. Students who have early release may leave at their regular time. The student is required to leave school grounds immediately following dismissal.

AFTER SCHOOL DETENTION

After School Detention is an additional disciplinary measure. If assigned **after school detention**, the student will be escorted to the office prior to dismissal. The student is expected to work in silence and will not be allowed to use any electronics while in after school detention. If the student has a question, the student may raise his/her hand and the after school detention monitor will assist the student. When reporting for after school detention, please bring all materials needed to assist in completing work. Be prepared to work all evening until detention releases at **6:00pm**. Students and/or parents are responsible for transportation. Failure to attend After School Detention will result in a recommendation for out-of-school suspension.

LUNCH DETENTION

If assigned **lunch detention**, the student will report to the lecture room promptly (within five minutes of lunch starting). The student needs to check in with the lunch detention monitor; they will have a clipboard with the student's name on it. The student is expected to eat lunch in silence and will not be allowed to use any electronics while in lunch detention. If a student has a question, he/she may raise their hand and the lunch detention monitor will assist the student. When the bell rings, the student will be released to return his/her tray and go to class.

OUT-OF-SCHOOL-SUSPENSION

Out-of-School Suspension of students is recognized to be a serious form of punishment that may have grave consequences for the student. The School Board and Broadway High School recognize the rights of other persons to be safe and secure and to pursue their education in an environment conducive to learning. School administrators must enforce such regulations and policies that prescribe expected student behavior and maintain a school environment that protects the rights of all students and school personnel. Serious disciplinary consequences (OSS) may be imposed depending on the offense (i.e. School Board Policy violations).

Accumulated discipline referral numbers from the middle school will continue to the high school. As a student accumulates additional disciplinary referrals, the high school has the flexibility to initiate such disciplinary actions as: lunch detention, BIP, After School Detention, out-of-school suspension, referral to the RCPS Hearing Officer, and referral to the School Board for possible expulsion.

STUDENT INSPECTIONS OR SEARCHES

Lockers and all school-related property remain the property of the school. There is no expectation of privacy regarding lockers, other school-related property (e.g. computers, facilities, vehicles, cabinets, desks), or any articles (e.g. bookbags, briefcases, purses, folders) or vehicles brought onto school-controlled property or to a school-related event, whether on or off-campus. Any articles or items brought or placed in or on school-related property or to school-related events implies voluntary consent to have the articles or items inspected. Such items are subject to inspection at any time, without reason and prior notice. The school may also allow canine inspections with respect to school-controlled property and articles brought onto school-controlled property or to school-related events.

TEACHING AND PRACTICING APPROPRIATE BEHAVIORS

Teaching appropriate behaviors to students and allowing students an opportunity to practice appropriate behaviors can be beneficial to effective school-wide discipline. As part of our school wide focus on high expectations for all students, we will continue to educate students on the importance of good attendance, respectful relationships with staff and peers, and a high level of self-efficacy and self-esteem. It is our expectation and belief that all students will respect themselves, their classmates, and school staff members at all times. Through mutual respect and high expectations for student conduct, Broadway High School will continue its focus on high levels of academic achievement and character development.

DRESS CODE EXPECTATIONS

In general, student dress is considered appropriate as long as it does not, or foreseeably could not, interfere with the educational process, cause disruption, including by undermining or distracting from the curriculum, threaten or cause harm, or jeopardize or damage school property. In support of these expectations, a student is prohibited from attending school in dress or presentation that is contrary to the dress code reflected in this policy.

INCLUSIONS IN DRESS CODE EXPECTATIONS

For purposes of this policy and the code reflected in it, the term "dress" includes, for example: clothing; hats; shoes; jewelry; and, any emblem, badge, depiction, symbol, sign, comment, or other items worn or displayed or presented by a student as related to bodily-related attire or accessory. "Dress" does not include any religious symbol or expressive activity by a student which otherwise would not be subject to prohibition or restriction.

In furtherance of the considerations and purpose of this policy, the following dress or attire is prohibited:

- 1) Clothing which exposes undergarments;
- 2) See-through apparel;
- 3) Clothing that exposes the midriff, lower back, cleavage, or bare chest;
- 4) Strapless tops or tops with spaghetti straps;
- 5) Dresses, skirts, pants, or shorts that are shorter than the student's mid-thigh;
- 6) Sunglasses or other obscuring glasses inside the school building, unless they are required for medical reasons;
- 7) Spiked accessories or wallet chains;
- 8) Extremely tight pants worn without clothing which covers the student to mid-thigh, including, but not limited to: yoga pants, leggings, spandex shorts, compression shorts, "jeggings," or tights.
- 9) Dress that promotes, depicts, or in any way affirms, explicitly or implicitly, drugs, tobacco, alcohol, or illegal activity, including gang activity;
- 10) Dress that promotes, depicts, threatens, or in any way affirms, explicitly or implicitly, violence, profanity, vulgarity, or sexually implicit or explicit messages; and,
- 11) Dress that promotes or depicts discriminatory messages or practices or that denigrates a particular group of people.

CONSEQUENCES

The administrators of each school shall have the discretion to decide on the consequences of a student's violation of the Dress Code. Recommended dispositions as a guideline are:

First Offense:	Warning with requested change of clothes and notification to parent.
Second Offense:	One day of in-school suspension, lunch detention, or After School Detention and notification of parent.
Third Offense:	Three days of out-of-school suspension (with required notification to parent).
Fourth Offense:	Five days out-of-school suspension (with required notification to parent)
Fifth Offense:	Ten days of out-of-school suspension with recommendation to the Division Superintendent of Schools for regular school suspension for the remainder of the semester or school year (with required notification to parent), with the opportunity to continue academic studies in an alternative setting or arrangement, as may be available.

ADMINISTRATIVE EXERCISE OF DISCRETION

The administrative leadership of each elementary, middle, and high school has the authority, within the boundaries of this policy, to construe, interpret, and apply this policy and determine the appropriateness of student school dress and any consequences, including any discipline. This authority and discretion extends also to making occasional exceptions on a school-wide basis to establish, designate, and allow spirit days and other similar celebrations, while retaining the prerogative to deal with particular items or styles that pose or likely may pose a disruption or threat of disruption, or as other circumstances warrant within the criteria of this policy.

The Division Superintendent is authorized, consistent with this policy, to promulgate or issue administrative directives to implement this policy. Such administrative directives may include pictorial depictions to illustrate and define more specifically, within the boundaries of this policy, what is expected and prohibited.

ACADEMICS

CLASSIFICATION OF STUDENTS

The minimum units needed for promotion to each grade are as follows: **9th (freshman): 0-4 Units; 10th (sophomore): 5-9 Units; 11th (junior): 10-14 Units; and 12th (senior): 15+ Units.**

Graduation Requirements

Do the graduation requirements that go into effect in the 2018-2019 school year apply only to entering freshmen or may other students choose to graduate under the revised requirements?

The graduation requirements of the revised Standards of Accreditation apply to students entering the ninth grade for the first time in the 2018-2019 school year and beyond, and can be found in 8VAC20-131-51. Graduation requirements for students entering the ninth grade (for the first time) in the 2013-2014 school year and prior to the 2018-2019 school year follow the graduation requirements in 8VAC20-131-50.

How do the graduation requirements for first-time ninth graders of 2018-2019 differ from the previous requirements for a Standard Diploma and Advanced Studies Diploma?

The number of standard units of credits remains the same for both diplomas, 22 for the Standard Diploma and 26 for the Advanced Studies Diploma. However, the number of verified credits is reduced from six to five for the Standard Diploma, and from nine to five for the Advanced Studies Diploma. Both the Standard and the Advanced Studies diplomas in the revised SOA include a new requirement that students acquire and demonstrate skills in critical thinking, creative thinking, collaboration, communication and citizenship (the Five C's). In addition, for both the Standard and Advanced diplomas, students must either complete an Advanced Placement, honors, or International Baccalaureate course or earn a career and technical education credential approved by the Board of Education. Students seeking an Advanced Studies Diploma will be required to complete two sequential electives. Currently, only students seeking a Standard Diploma must complete two sequential electives.

First Aid / CPR / AED Requirement: Students who have entered high school during the 2016-2017 school year and beyond are required to complete training in First Aid / CPR / AED. This training occurs in Health and PE courses in the 9th or 10th grade.

Standard Diploma: First-time ninth graders prior to 2018-2019

Subject Area	Standard Credits	Verified Credits
English	4	2
Mathematics	3	1
Laboratory Science	3	1
History and Social Sciences	3	1
Health and P.E.	2	0
World Language, Fine Arts or C.T.E.	2	0
Economics & Personal Finance	1	0

Electives	4	0
Student Selected Test	0	1
Total Credits	22	6

Standard Diploma: First-time ninth graders 2018-2019 and beyond

Subject Area	Standard Credits	Verified Credits
English	4	2
Mathematics	3	1
Laboratory Science	3	1
History and Social Sciences	3	1
Health and P.E.	2	0
World Language, Fine Arts or C.T.E.	2	0
Economics & Personal Finance	1	0
Electives	4	0
Student Selected Test	0	0
Total Credits	22	5

Advanced Studies Diploma: First-time ninth graders prior to 2018-2019

Subject Area	Standard Credits	Verified Credits
English	4	2
Mathematics	4	2
Laboratory Science	4	2
History and Social Sciences	4	2
Health and P.E.	2	0
World Language	3	0
Fine Arts or C.T.E.	1	0
Economics & Personal Finance	1	0
Electives	3	0
Student Selected Test	0	1

Total Credits	26	9
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Advanced Studies Diploma: First-time ninth graders 2018-2019 and beyond

Subject Area	Standard Credits	Verified Credits
English	4	2
Mathematics	4	1
Laboratory Science	4	1
History and Social Sciences	4	1
Health and P.E.	2	0
World Language	3	0
Fine Arts or C.T.E.	1	0
Economics & Personal Finance	1	0
Electives	3	0
Total Credits	26	5

How will school divisions determine whether students have met the graduation requirement of demonstrating the Five C's?

The Five C's (critical thinking, creative thinking, collaboration, communication and citizenship) are embedded in the Standards of Learning for all subject areas. Student acquisition of the Five C's is evaluated at the local level based on locally developed criteria. VDOE has launched a two-year initiative to increase the capacity of school divisions to create performance assessments, which are especially suited for evaluating mastery of the Five C's. In addition, VDOE will support the sharing of best practices among divisions.

STUDENT WITHDRAWAL FROM CLASS POLICY

When a student desires to withdraw from a class after school has begun, the request should be made within the first ten school days of school. If extenuating circumstances arise which necessitate a student withdrawing from a class after the first ten days of school, the principal will determine final approval for class withdrawal. The following descriptions will apply:

1. *WP-Withdrawal Passing:* This grade will be given to a student who withdraws and is passing a course. No credit and no "F" will be averaged in the Quality Point Average.
2. *WF-Withdrawal Failing:* This grade will be given to a student who withdraws from a class with an "F." The "F" will be averaged into the Quality Point Average with no credit in the course.
3. A high school student's transcript must show all secondary courses taken by a student. This includes all course attempts (high school, college, and correspondence courses). For example, a "WP" or "WF" cannot be removed. Grades from high school courses taken in middle school may be dropped from the transcript prior to entering the 9th grade
- 4.

GRADING SYSTEM

In any teaching-learning situation, some type of evaluation must be made to understand and report the progress of pupils. Rockingham County Public Schools use the following marking scale:

		Quality Points	Honors Classes	AP/Dual Enrollment
A - Superior Achievement	100-90	4	4.5	5
B - Above Average	80-89	3	3.5	4
C - Average	70-79	2	2.5	3
D - Below Average	60-69	1	1.5	2
F - Failure	59 and below	0	0	0

If a student has failed to complete assigned work by the end of a grading period, a temporary mark of "I" (incomplete) will be on the student's progress card. Except in unusual circumstances, incomplete work must be made up. The administration determines whether additional time is necessary for completing assignments. Teachers use a variety of ways to measure student progress which may include, but are not limited to: daily class work, projects, homework, participation, and tests. Constructive class discussion, desire to learn, initiative, and capability are also important factors when earning a grade. Each grade reflects the teacher's best professional judgment of the student's work and achievement. The "Report of Student Progress" is only one indicator of a student's total academic and social performance. The report card is sent home each nine-weeks following the end of the grading period. Supporting data, as well as conferences with the teacher, also enhance understanding of student progress.

Exams will be given in each class at the completion of the course. Exams count **14 percent** of the semester grade.

MATH DOUBLE-BLOCKING

Rockingham County Public Schools has established double-blocking requirements for students taking Algebra I, Part I, Algebra I, Part II, and Geometry at the high school level. Students will be double-blocked if they have not earned a grade of A or B in their previous math class (sequence: Math 8, Algebra I (Algebra I, Part I and Algebra I, Part II), and Geometry) or passed the SOL test.

STUDY HALL GUIDELINES

Study Halls are open to juniors and seniors only. Students will be expected to be on time, study, use their time wisely, and maintain good behavior at all times. Students wanting to use the library during study hall must first secure a pass from the classroom teacher indicating the reason why he/she needs to use the library. The student will present this note to the study hall teacher who will sign it before the student may leave study hall. Students are expected to present their pass to the clerk at the circulation desk and sign in upon entering. At the end of the period, students will sign out, have their pass signed by a librarian, and return to their study hall classroom.

SUMMER SCHOOL

Summer School credit recovery and SOL Remediation sessions will be available at Broadway High School. At the conclusion of the remediation, students will be able to take the SOL Test(s) again. Information concerning summer school will be announced before the close of the school year. Broadway High School students desiring to do summer school work in another school division shall obtain prior approval from the administration for any courses that are to be transferred to apply toward graduation. There will be a summer school graduation ceremony.

HONOR ROLLS

The school publishes an honor roll for each 9-week grading period. For the "A" average honor roll, the student must have a Grade Point Average of at least 4.0. For the "B" honor roll, the student must have a Grade Point Average of at least 3.0 and have no grade lower than a "C". Students with incomplete grades are omitted from the Honor Roll. Any student that does not wish to have his/her name published as part of the Honor Roll in the local newspaper should notify the principal. (The *Daily News Record* only publishes the A-average Honor Roll.)

ACADEMIC LETTER AWARD

An Academic Letter Award has been established at Broadway High School to promote, encourage, and recognize academic achievement.

Criteria

1. The Academic Letter Award Program shall include students in grades 9-12.
2. All students, regardless of their curriculum, are eligible.
3. A student must be enrolled in a minimum of five subjects for which credit will be awarded.
4. Ninth, tenth, eleventh and twelfth grade students must have a grade point average of 3.5 or higher based on the average of the first three grading periods with no more than one "C" and no "D's" or "F's". These students will receive their letters in an awards assembly to be held in the Spring.
5. A transfer student must be at Broadway High School one full semester to qualify for an academic letter.

Procedure

1. The letter award will be a six-inch old English "B" letter. The color will be green with a white border. The word "academic" will be embroidered in white on the letter.
2. A student will receive a metal bar to be pinned on the letter for each succeeding year he/she qualifies.
3. All students with a 4.0 or higher for the average of the first three grading periods will receive a star to distinguish this achievement. Quality point value for AP/DE classes will be used.
4. A student with an athletic, band, choral, academic team, or other school letter may choose to receive a lamp of learning pin instead of the academic letter.

GRADUATION HONORS

Honor Graduate

A senior graduating with a 3.0 gpa or higher cumulative grade point average (Grades 9 - 11 combined with the first three grading periods of his/her senior year) is declared an honor graduate of Broadway High School. These students have the opportunity to purchase gold tassels to wear on their mortarboards (caps) at the graduation ceremony. Gold tassels and cords will be provided to National Honor Society members at no cost.

A maximum of three honor cords may be worn at graduation. A cord may be earned through membership and participation in a qualifying school sponsored club.

Effective with the graduating class of 2020, BHS will no longer recognize a Valedictorian and Salutatorian. Honor graduates will be recognized at the Graduation ceremony.

SCHOOL ACTIVITIES, ORGANIZATIONS, AND CLUBS

DANCES

Dances are a part of the extracurricular program at Broadway High School and are held several times during the school year for students and their guests. Regulations are specific for each event. Please follow the guidelines as published for each event.

CLUBS AND ORGANIZATIONS

Opportunities for participation in clubs and organizations are available. Curriculum related clubs meet during school hours; all approved non-curriculum related clubs can meet before or after school. All clubs and organizations must have the principal's approval and a faculty sponsor. Students may need written parental permission in order to join a club or organization.

Clubs will meet on the following days: August 28th and 29th, September 24th and 25th, December 5th and 6th, January 23rd and 24th, February 27th and 28th, and March 18th and 19th.

ARCHERY CLUB: Dani Lindamood

BHS Archery Club is focused on giving students the opportunity to develop basic archery skills and gain a passion for the sport of target shooting to compete in various tournaments. Potential members should already have experience with archery and must pass a safety test. The club is limited to 20 members. Member selection will be based on passing the safety test and a scoring flight.

BOOK CLUB: Katherine Jopling

Book Club strives to foster a lifelong love of reading, expand the members' personal literary experiences, strengthen and support the Standards of Learning taught in English class, provide an open forum for exchange of ideas and opinions, and promote reading within the learning community.

BROADWAY ACES: Dan Beckstrom

Broadway ACES is a student leadership development club comprised of outstanding Juniors and Seniors who have excelled in academics and have demonstrated excellent character throughout high school. ACES serve as ambassadors for BHS by giving tours and participating in various community service and leadership opportunities.

BROADWAY STUDENT ALLIANCE (BSA): Jen Madison

CHALLENGE: Tara Counts

CHESS CLUB: Joe Ford

CLASS OFFICERS: Yates Hall (9th), Becky Harris (10th), Brittany Paxton (11th), Anne Thompson (12th)

Nominations will be taken in classes. The nominations will be compiled and placed on a google form. A description of duties and responsibilities shall be stated on the ballot. Students are instructed that they may vote for four people whom they feel would make the best officers. The student with the highest number of votes will be president; the student receiving the second highest number of votes will be vice-president, etc. Adjustments as to who actually fills each position may be based on the preference of the top vote-getter(s). Class officers are usually selected in May or at the start of the new school year.

COLOR GUARD: Katie Greene

The Color Guard is a proud part of the Fighting Gobbler Marching Band, and performs with the band at all home football games and parades. Membership is open to any BHS student. Auditions are held in the month of May.

COMMUNITY INVOLVEMENT (CIC) CLUB: Emily Reedy and Kate Hollenberg

The Community Involvement Club's (CIC) purpose is to foster a desire for community service within Broadway High School and the surrounding community. We strive to provide our members with a variety of opportunities to donate their time and energy. In CIC, each member is

encouraged to find a service that they enjoy and can use to benefit those around them. We, as a club, coordinate Pink Out and other activities to support the American Cancer Society.

DEBATE CLUB: Ann Hill

The Debate club provides opportunities for informal debate. A primary focus of the club is to promote thoughtful discussion, while exchanging opposing points of view. We also encourage students who are interested in formal debate to contact Stephen O'Baugh the BHS Debate coach.

DECA: Mallory Cromer & Seth Stratford

The co-curricular organization that prepares emerging leaders and entrepreneurs through classroom activities, field trips, and competitions.

DIVERSITY CLUB: Jennifer Ennis and Emily Whistleman

The BHS Diversity Club is committed to celebrating diversity within our student population and larger Broadway community by engaging in activities that help students understand more about each other as well as by combating bullying both in our school and beyond. This is a predominantly student led club because statistics show that real change can only occur when the students themselves initiate and support the change. This is a fun club that can have a lasting difference on the lives of students, teachers, staff, and the community.

DRAMA CLUB: Amy Tewalt

Our goal is to introduce students to the world of theatre by providing workshops, viewing performances, and encouraging student's abilities to perform onstage.

EDUCATORS RISING: Mallory Cromer

The good health of our nation's schools depends on bringing the best and brightest new teachers into classrooms. Teaching needs to be viewed as a promising career option. Particularly needed in the future will be teachers from diverse backgrounds to match and be sensitive to the increasing diversity in our classrooms. FEA provides students with opportunities to explore teaching as a career option. Students gain a realistic understanding of the nature of education and the role of the teacher.

ENGLISH LEARNERS (EL) CLUB: Kathleen Leigh

ELL Club is a club for served, monitored & former ELL students. The club focuses on learning a new language, living in the United States, making the most out of high school, seeking opportunities for further education, and exploring career opportunities.

FORENSICS: Steven Konyar

Forensics is an activity that combines the art of public speaking with one's ability to interpret and perform stories without the use of props, costumes, or other supporting materials. The club was first started as a way to support the BHS Forensics Team, but has since turned into a group of its own. Open to any student who enjoys expressing themselves in a creative and artistic manner, the Forensics Club focuses on honing the skills that are necessary to get up in front of a group of people and perform without hesitation or nerves. Although we encourage all participants to consider joining the competitive team, it is certainly not a requirement for the club. The first club is open to any freshman who wishes to see what we're all about. All other students (sophomores, juniors, and seniors) must sign up and pay their dues before the first club meeting.

FUTURE BUSINESS LEADERS OF AMERICA (FBLA): Seth Stratford & Mallory Cromer

The co-curricular organization that prepares students for careers in business through competitions, leadership development, and educational programs.

FUTURE FARMERS OF AMERICA (FFA) CLUB: Herbert Hoffeditz & Janae Pettit

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

FUTURE FILM CRITICS CLUB: TBD

Future Film Critics Club strives to foster a love of film and film study, expose students to film criticism, strengthen and support the Standards of Learning taught in English class, provide an open forum for exchange of ideas and opinions, and promote thoughtful approaches to film within the learning community.

FAMILY, CAREER, AND COMMUNITY LEADERS OF AMERICA (FCCLA) CLUB: Donna Martz

Family, Career, and Community Leaders of America is a national Career and Technical Student Organization that provides personal growth, leadership development, and career preparation opportunities for students in Family and Consumer Sciences education.

GIRLS UNITED: Brandy Somers

LATIN CLUB: Steven Konyar

The Latin Club is an academic club that promotes awareness and appreciation for the ancient civilizations of Greece and Rome. We learn about different parts of Roman and Greek culture, encourage the study of Latin and meet as a group to learn and play ancient games. Our chapter is part of the Virginia Junior Classical League and the National Junior Classical League.

LITERARY MAGAZINE: Katherine Jopling

The literary magazine club is open to all student writers in grades nine through twelve. The club members engage in creative writing workshops and serve on selection committees for the school literary magazine in cooperation with the NAHS. The publication is called out of ink.

MODEL GENERAL ASSEMBLY: Corey Hostetler

The Model General Assembly occurs in Richmond, Virginia each spring and gives students a chance to actually sit and work where their Virginia legislators spend their days. The students work together to create a bill to change or improve a law or regulation within the state, and then they actually present their bills to the committee and to the Senate and House floor. It is an awesome experience for anyone interested in how government works. It also looks great on college applications. For more information contact Mr. Hostetler in the Social Studies department.

NATIONAL ART HONOR SOCIETY (NAHS): Martha Maddox

Inspiring and recognizing students who have shown outstanding ability in art. NAHS strives to aid members in working together towards higher art achievements.

NATIONAL HONOR SOCIETY (NHS): Robert Bowers and Kevin Turner

Our chapter is part of a national organization. The National Honor Society recognizes those students who excel academically, distinguish themselves as leaders both inside and outside of school, demonstrate high character, and provide voluntary service to their communities.

SCHOLASTIC BOWL: Joe Ford

Any student wishing to participate in interscholastic academic competition is eligible. Meets are held with other Valley District high schools. Competitions are similar to those held in athletics. VHSL rules govern the VDSB.

SCIENCE CLUB: Brad Erney and Cristy Jones

We, as The Science Club, want to promote the learning experiences that can be gained through science and technology, and open students eyes to understanding that science and technology are an important aspect of society affecting the everyday lives of people.

STUDENT COUNCIL ASSOCIATION (SCA) CLUB: Ann Hill and Katherine Jopling

Stimulate school spirit and provide various activities throughout the year.

TECHNOLOGY STUDENTS ASSOCIATION (TSA) CLUB: Jim Peters

TSA, Technology Student Association, fosters personal growth, leadership, and opportunities in Science, Technology, Engineering, and Mathematics (STEM); members apply and integrate these concepts through co-curricular activities, competitions, and related programs. The club motto is: Learning To Live In A Technical World

TRI-M MUSIC HONOR SOCIETY: Kaitlyn Townsend and Becky Ford

TriM is a music honor society whose purpose is to inspire music participation, create enthusiasm for scholarship, stimulate a desire to render service, and promote leadership in music students.

WBTV CLUB: Ann Hill

The WBTV club creates, writes, performs, produces, and edits a weekly news show for and about the Broadway High School community. We welcome members who would like to gain experience in front of and behind the camera.

WORLD LANGUAGES HONOR SOCIETY (WLHS): Neil Fencer

WLHS seeks to build understanding and connections between people by participating in community events that teach us about cultures. We are committed to learning about the people of the world as a way to diminish fear, intolerance and hate. We are open to new experiences. Join us to try something new and learn about other places and people who teach us about the world. We are connecting, experiencing and learning.

YOUTH ALCOHOL AND DRUG ABUSE PREVENTION PROJECT (YADAPP) CLUB: Dani Lindamood

Young people need a safe and drug-free environment to achieve personal success and build strong communities. As primary influences on their peers, high school students have the capacity to become both positive influences and leaders in the ongoing efforts to prevent violence and the use of alcohol, tobacco, drugs, and other risky behavior. YADAPP empowers high school students and adult sponsors to assume positive peer leadership roles towards the goal of safe and drug-free schools and communities. The BHS YADAPP Chapter provides numerous activities throughout the school year to promote this goal.

YOUTH-IN-GOVERNMENT CLUB: Corey Hostetler and Jennifer Ennis

The Youth In Government program is to prepare students for moral and political citizenship in local, state, or national government roles. YMCA Youth and Government provides guidance, training and experience in the American democratic process through the forms of town, county and state governments. It is crucial for students to understand the importance of becoming involved in society and government. Only involved citizens can improve that society and all citizens must be educated in the process of policymaking where emotions and feelings are tempered by reason and by fact. For anyone interested in social studies or politics, this is an ideal club!

INTERSCHOLASTIC ATHLETIC PROGRAMS AND ACTIVITIES

The interscholastic athletic program at Broadway High School is provided for all interested students who meet the Virginia High School League eligibility requirements. Interscholastic athletics emphasizes the physical, mental, and social development of the student athlete, along with the lifelong emphasis on sportsmanship, teamwork, and commitment. The following is a list of athletic teams (and activities) and their head coaches:

FALL SEASON		WINTER SEASON		SPRING SEASON	
Football (V)	Mr. Danny Grogg	B Basketball (V)	Mr. Dwight Walton	Baseball (V)	Mr. Tim Turner
Football (JV)	Mr. William Herndon	B Basketball (JV)	Mr. Scott Harlow	Baseball (JV)	Mr. Jacob Russo
Golf	Mr. Reid Laughlin	G Basketball (V)	Mr. Scott Martin	B Soccer (V)	TBD
Cross Country	Mr. Darrell Zook	G Basketball (JV)	Mr. Steve Sviatko	B Soccer (JV)	Mr. Sultan Alsulaiman
Cheerleading (V)	Ms. Shawn Conley	Sideline Cheer (V)	TBD	G Soccer (V)	Ms. Amy Cerelli
Cheerleading (JV)	TBD	Sideline Cheer (JV)	TBD	G Soccer (JV)	Mr. Phillip Ewell
Competition Cheer	Ms. Hannah Grogg	Indoor Track	Ms. Brittany Paxtonl	Softball (V)	Ms. Becky Cantrell
Volleyball (V)	Ms. Emily Thomas	Gymnastics	Ms. Amanda Dainis	Softball (JV)	Mrs. Tiffany Moxley
Volleyball (JV)	Ms. Janeea Tusing	Swimming	Ms. Kajsja Svarfvar	Track-Boys	Mr. Darrell Zook
Scholastic Bowl	Mr. Joe Ford	Wrestling	Mr. Brian Phillips	Track-Girls	TBD
One Act	Ms. Claire Covington	Forensics	Mr. Steven Konyar	Tennis -Boys	Mr. Joe Ford
		Debate	Mr. Steve O'Baugh	Tennis -Girls	Mr. Neil Summers
<i>Our Head Athletic Trainer (Chuck Wenger) will have approximately 15 student athletic training assistants during the school year.</i>					

The rewards of athletics are watching the students of BHS compete and perform to the best of their ability. Athletes, students, parents and fans are expected to cheer for good play, respect all players, coaches, and officials on the field, and conduct themselves in a manner that will represent our school in a positive manner. Fans attending events are asked to sit in the designated areas. Broadway High School is a drug-free zone, and there should be no use of alcohol, tobacco (including vaping devices), or drugs on school grounds or within the school facility.

The Valley District, Region C, and the VHSL predetermine ticket prices. Ticket prices are \$5.00. Ticket prices for Varsity Football will be \$6.00 for all spectators. A Rockingham County Employee Pass is only good for the employee at any Rockingham County School. Once you have entered the contest, and choose to leave, you must pay to re-enter. BHS is offering discounted-rate passes for adults and students for the current school year. Please see Mr. Ryan Ritter, BHS Activities/Athletic Director, for more information.

Each student athlete is required to have a completed physical examination each year (dated May 1 or later of the year the athlete participates) some form of health insurance (family or school insurance), and turn in a completed signature form from the Parent and Athlete handbook which includes required concussion education. Student athletes and parents are required to sign a pledge of understanding that the use of alcohol, tobacco, or drugs during the sports season will not be permitted. Athletes that violate this pledge will be suspended for a period of time as outlined in the BHS Student Athlete Handbook. Further infractions will result in more serious consequences by the school administration. Any substance taken to enhance athletic performance in the weight room or on the field of play is considered an "ergogenic aid". Most of these supplements are not thoroughly researched and can pose a health risk to the individual consuming them. Also, any student athlete determined to have used an anabolic steroid during the training period immediately preceding or during the sport season of the athletic team, is subject to suspension from Virginia High School League activities for two years.

Athletic schedules and updated information are available on the
 BHS Athletic Department website – www.broadwaysports.org
 BHS Athletic Department Twitter feed - [www.twitter.com/bwayathletics](https://twitter.com/bwayathletics)
 BHS Athletic Department Facebook page - www.facebook.com/broadwayathletics

Athletic Training Student Aide Program

Athletic Training Student Aides experience the opportunity to observe and work directly with the Certified Athletic Trainer at Broadway High School. Each student has specific duties he or she is expected to perform daily. Daily tasks include those specific to the Athletic Training Room and may also include an assignment to work directly with a specific BHS athletic team. Athletic Training Student Aides may perform tasks which include guiding athletes through rehabilitation programs, hands on work with medical documentation, assisting with the hydration needs of teams, accompanying teams to practices and games, keeping a watchful eye for injuries. Athletic Training Student Aides are restricted from performing some tasks that may cause injury to an athlete including certain treatments. Athletic Training Student Aides enjoy a great opportunity to be exposed to the world of sports medicine and BHS athletic program. Students who are interested will need to complete an application, write a one page essay, acquire three letters of reference, and interview with the Athletic Trainer.

**Broadway High School School Wide and Classroom Discipline Plan
"Gobbler Pride"**

Teacher: _____

Room: _____

SCHOOL WIDE DISCIPLINE PLAN:

Be Seated on time

Have Materials

Show Respect

Teacher expectations for student conduct in the classroom include:

1. Listen and follow instructions the first time they are given.
2. Participate and contribute to a positive learning environment.
3. Show integrity and abide by the BHS Honor Code.
4. Turn off personal electronic devices and keep them out of sight during class unless otherwise instructed by the teacher.
- 5.
- 6.

If you choose to break a rule:

1st Time: _____

2nd Time: _____

3rd Time: _____

4th Time: **Referral to the office.**

Severe Disruption: *(fighting, use of profanity, destruction of school property, disrespect shown towards adults, insubordination, honor code violation, etc...)* ***Student will be automatically be sent to the office.***

REWARDS:

STUDENT: I have read this classroom discipline plan, understand it, and will honor it.

Signature: _____ Date: _____

PARENT: My child has discussed the classroom discipline plan with me. I understand it and will support it.

Signature: _____ Date: _____

TEACHER: I will be fair and consistent in administering the classroom discipline plan for my classroom.

Signature: _____ Date: _____

Broadway High School Honor Code

Students are expected to abide by the Code of Honor:

I have neither given nor received unauthorized aid on this piece of work, nor have I knowingly tolerated any violation of the honor code.

Definitions

Academic dishonesty is defined as knowingly giving or receiving information or assistance on any graded work that is understood to be an example of individual effort. **Cheating/academic dishonesty** will be considered to include these activities or overt attempts at these activities:

1. Coercing a student to provide aid or access to that student's test, quiz, research paper, homework assignments, or any other assignments;
2. Theft of another student's work;
3. Copying another student's work;
4. Deliberately allowing copying of any work by another student;
5. Giving or receiving test or quiz questions and answers;
6. Unauthorized talking between students during a test;
7. Use or possession of unauthorized study aids during a test;
8. Having in your immediate possession unauthorized materials that could be of assistance during testing or another form of evaluation. It is the student's responsibility to remove all such material from his/her proximity during a test or another form of evaluation;
9. Possessing or accessing written or electronic information that is considered to be of assistance in completing a graded assignment.

The individual teacher will determine cheating on homework.

It is the student's responsibility to make sure he/she understands whether or not collaboration is permitted on an assignment.

Fraud is the falsification or misrepresentation of data. This includes the misuse of computer files.

Stealing is the act of taking something that does not belong to you.

Lying is knowingly telling an untruth or falsifying information.

Plagiarism encompasses, but is not limited to, the following:

- a. Presenting as one's own the works or the opinions of someone else without proper acknowledgement.
- b. Borrowing the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.

Some examples of plagiarism are

- using sentences from a work or the internet and only changing a few words or using synonyms;
- having a parent or another person write an essay or do a project which is then submitted as one's own work;
- using the Internet to locate prepared essays or papers to submit as original work;
- AND/OR failing to use proper documentation and bibliography.

You can avoid plagiarism on short assignments and limited research by reading without taking notes for 20 to 30 minutes, then summarizing your ideas in your own words, checking statistics, and giving credit to the sources.

Consequences

First Offense: Zero for the graded work involved; call to the student's parent/guardian.
After School Detention assigned.

Second Offense: Zero for the graded work involved; call to the student's parent/guardian;
Two (2) After School Detentions assigned.

Third Offense: Zero for the graded work involved; call to the student's parent/guardian;
Three (3) day suspension.

Fourth Offense: Zero for the graded work involved; call to the student's parent/guardian;
Five (5) day suspension.

Note: Partial credit may be awarded at the discretion of the teacher and administrator, based on the weight of the assignment.

I, _____, a student at Broadway High School, acknowledge the importance of honorable behavior. I understand the expectations for appropriate behavior and the consequences for inappropriate behavior.

For every assignment I turn in this year, I promise I will neither give nor received unauthorized aid on a piece of work, nor will I knowingly commit or tolerate any form of Academic Dishonesty.

(Student signature)

(Date)

(Parent signature)

(Date)



Rockingham County Public Schools Digital Conversion



Mobile Device Agreement Form

Dear student and parent(s):

Rockingham County Public Schools is providing a mobile device to students to promote anytime, anywhere learning. This mobile device is an important part of your school's curriculum. You can also take the device home when you and your parent/guardian read and agree to the terms on this form. If you and your parent/guardian do not agree, you will use the device in school, but you will leave the device at school at the end of the school day.

Terms of Student Usage Agreement

- Students will abide by all policies outlined in the Code of Responsible Student Conduct (School Board policy JFC) and the Acceptable Computer System Use policy (School Board policy IBEA). You and your parents receive and sign this document at the start of each school year.
- Students acknowledge that any issued device is the property of Rockingham County Public Schools. It is yours to use, but it is owned by the school division. You will return the device to Rockingham County Public Schools upon your withdrawal from the school division, at announced collection times, or immediately upon the request of a teacher, administrator or other school division official. Failure to return the Chromebook, for any reason, when requested to do so, or when withdrawing from Rockingham County Public Schools will result in a \$280 charge. Students will not be issued a new Chromebook until the fine is paid or the original Chromebook is returned.
- Students will adhere to these terms each time the device is used, including when not on school grounds.
- Students will make available for inspection by any school administrator or teacher any messages or files sent or received on their RCPS-issued device.
- Students will report to responsible school personnel any incidents of inappropriate electronic communications transmitted in any form using RCPS-owned technology.
- Students will not, in any way, deface the device, mark the device, or adhere any non-RCPS issued stickers. It is acceptable to personalize the RCPS-issued label (e.g. place stickers on top of the label).
- Middle school students agree to transport their RCPS-issued device in the provided protective carrying case. Protective cases are optional for high school students.
- Students will bring their RCPS-issued device, fully charged, with them to school each day.

- Students will not disassemble any part of the Chromebook or attempt any repairs. All repairs must be done via the school Help Desk.

If loss or damage occurs, students and their parent or guardian agree to any applicable charges outlined below. The charges are intended to promote good habits and responsible handling of RCPS-issued mobile devices. Devices reported as stolen outside of school require that parents notify police and send an official police report to their school administration.

- I. First incident: No charge for accidental damage to mobile device; letter to parents. Full price of repair or replacement for an intentionally damaged or lost mobile device and a parent/guardian meeting with administrator required. No charge for stolen mobile device, provided a police report has been filed, and a parent/guardian meeting with principal required. Charge of \$25 for lost, stolen or damaged AC adapter. Replacement adapters must be obtained through the school Help Desk. Charge of \$15 for lost, stolen or damaged protective case or stylus. Replacement cases or styluses must be obtained through the school Help Desk.
- II. Second and subsequent incidents: Charges as above. Multiple incidents of damage may result in loss of right to take home the mobile device.

I acknowledge

- receipt of this Mobile Device Agreement Form. I understand and agree that if I do not honor all the terms in this agreement, I may be denied access to the internet and other electronic media, I may be subject to disciplinary action and my RCPS-issued mobile device may be confiscated.
- receipt of the Rockingham County School Board's Code of Responsible Student Conduct (School Board policy JFC) and the Acceptable Computer System Use policy (School Board policy IBEA) - you received and signed these as part of the student handbook at the beginning of the school year.
- that signing below only signifies receipt and review of the documents and furthermore that by signing this statement of receipt, I am not waiving but expressly reserving my rights protected by the Constitution or laws of the United States or commonwealth of Virginia and my right to express disagreement with the school's or school division's policies or decisions.

Print full name of student _____ Grade _____

Student signature _____ Date _____

Print name of parent/guardian _____

Parent/guardian signature _____ Date _____

This form must be completed and returned annually by middle and high school students.

2019-2020 Academic Year

Broadway High School

Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
E-mail: _____



Class Schedule

Period	Class	Teacher	Room
Early Bird			
1			
2			
3			
4			
5			
6			
7			
8			

269 Gobbler Drive, Broadway, VA 22815
(540) 896-7081 phone/(540) 896-2640 fax/(540) 896-7998 attendance line
<http://bhs.rockingham.k12.va.us/>
bhsattendace@rockingham.k12.va.us (attendance email)