

HIDDEN VALLEY HIGH SCHOOL

5000 Titan Trail
Roanoke, Virginia 24018
(540) 776-7320
<https://hvhs.rcps.us/>

Student Handbook
2024-2025



TITAN TRAITS
RESPECTFUL
RESPONSIBLE
SAFE

Principal: Mr. Whitlow
Assistant Principals:
Ms. Waggoner (A-K)
Mr. Jablonski (L-Z)
Dean of Students: Mrs. Coffey

For the latest school closing reports, check the RCPS webpage at <https://www.rcps.us/> OR call the RCPS Information Line at 562-6000.

STUDENT RIGHTS AND EXPECTATIONS

Students have a right to:

1. Expect a safe school environment that promotes learning
2. Expect courtesy, fairness, and respect from members of the staff and other students
3. Expect other students to respect their personal property
4. Expect an impartial hearing for alleged violation(s) of rules prior to the loss of any privileges

Students are expected to:

1. Respect the rights and property of other students
2. Abide by the rules in the Roanoke County [Student Conduct Code](#) (RCPS School Board Policy 7.11) AND the HVHS Student Handbook
3. Accept responsibility for their own behavior
4. Conduct themselves in a manner that promotes a positive atmosphere for learning
5. Demonstrate the Titan Traits

SCHOOLWIDE BEHAVIOR MATRIX

Titans	ALL Settings	Hallway	Restroom	Cafeteria	Technology	Bus
are RESPECTFUL	-are kind to all. are truthful. -use appropriate language and volume. -respect property.	-are aware of classes in progress. -respect other students and their belongings.	-respect privacy of others. -conserve supplies.	-wait our turn. -drop bag(s) off before entering line. -check out with the cafeteria staff.	-use programs authorized by RCPS only. -use for educational purposes only. -respect privacy and rights of others.	-listen to and follow instructions of the bus driver. -follow posted rules.
are RESPONSIBLE	-are where we're supposed to be. -are prompt and prepared. -are helpful and report concerns. -clean up after ourselves.	-are on time to our destination. -have permission to be in hall. look after our space.	-dispose of items appropriately.	-clean up after ourselves.	-care for equipment. -report loss, theft, or damage. use when authorized.	-know our bus number .
are SAFE	-are aware of our surroundings. -maintain personal space. -follow rules and instructions.	-watch where we are going. -walk with hands and feet to ourselves. -secure all items. -stay to the right.	-wash our hands before leaving.	-walk with eyes forward. -remain in designated area. -remain in seat until the bell.	-protect personal information. -think before we click and post.	-keep hands, feet, and property to ourselves. -remain seated while bus is moving. -keep walkway clear at all times.

Definitions of terms:

- “appropriate language and volume” = vulgar language, cursing, and slurs are NOT appropriate language
- “where we’re supposed to be” = where schedule, pass, teacher, or faculty/staff says you should be
- “prompt and prepared” = on time (physically in the classroom/where you’re supposed to be when the tardy bell rings) with materials/work for the class/activity
- “helpful and report concerns” = if you see something that you can resolve, do it (pick up a piece of trash, pick up a tipped over chair, etc.); if you see something that you cannot resolve, let the closest faculty/staff member know (no toilet paper in the restroom, a fight, a spill, etc.)
- “aware of our surroundings” = keep an eye on where you are or where you’re going, pay attention to those around you, share space; secure your belongings
- “maintain personal space” = keep your hands, feet, etc. to yourself
- “aware of classes in progress” = NOT interrupting/disturbing classes
- “respect other students and their belongings” = only touch or use what you have permission to touch or use
- “on time to your destination” = physically in the classroom when the bell rings for class to start OR to the destination 2-3 minutes from the time of your pass
- “permission to be in hall” = ask teacher for permission to leave the classroom
- “look after our space” = clean up after yourself, report needs/concerns; leave the space as good or better than you found it
- “watch where we’re going” = eyes in the direction you’re walking
- “secure all items” = large items (athletic equipment, instruments, etc.) are held and not hitting others
- “stay to the right” = walk on the right side

SCHOOL HONOR CODE

The following principles of value and the consequences for failing to uphold these principles are set forth in order to maintain a high level of integrity, to strive honestly in all endeavors, and to perpetuate an atmosphere of trust between peers, students, and faculty.

I. ACTIONS REGARDING CHEATING (Levels 1-2)

1st Offense	2nd Offense	3rd Offense
Zero on the assignment, referred to administration, parent contacted by teacher	Zero on the assignment, referred to administration, 1/2 day ISD, parent contact by administration and student is removed for all leadership positions.	Zero on assignment, referred to administration, 1/2 day ISD, parent contacted by administration.

II. STEALING (Levels 2-3)

Stealing is the deliberate act of taking dishonestly and/or secretly any property belonging to someone else. Any student caught stealing is subject to consequences afforded to school and/or local law enforcement officials.

III. VANDALISM (Levels 1-3)

Vandalism is detrimental to the appearance of our school and degrading to the reputation of our student body. Any student caught defacing or abusing school property is subject to consequences afforded to school and/or local law enforcement officials. (RCPS Policy 9.07)

IV. PROFANE, VULGAR, or ABUSIVE LANGUAGE (Levels 2-3)

Profane, vulgar, or abusive language has no place at Hidden Valley High School and will not be used out of respect for peers and teachers. Infractions may be addressed by any faculty, staff, or administrative member (in accordance with § 22.1-279.6. C. of the *Code of Virginia*).

SCHOOL COUNSELING

The goal of the school counseling program is to help individual students achieve the highest level of academic growth, social, and emotional development. Each student is assigned a school counselor who helps the student and his/her parent(s) or guardian(s) plan an academic program intended to meet his/her individual needs.

Mrs. Williams	A-G
Mrs. Bamber	H-N
Mrs. Laubach	O-Z
Mrs. Worrell	Life Counselor
Mrs. Nichols	Counseling Administrative Assistant

The School Counseling Office is open from 8:00am to 4:00pm each school day. The school counseling coordinator, or one of the counselors, will be present to answer questions or help with personal concerns. Counseling is offered by a well-trained staff for vocational and academic planning, employment skills development, and personal concerns. Students are urged to talk with their counselors and to use academic materials, which are available in the School Counseling Office and/or Career Center.

The **Career Center** provides materials regarding careers, occupations, technical schools, military branches, and colleges/universities. Students who wish to use the career center must be certain to acquire appropriate permission and visit at a time when the career center is open.

SCHEDULE CHANGES:

Scheduling adjustment policy (<https://www.rcps.us/parents-students/course-registration-guide>)

Changes from one course to another will be made **ONLY** under the following circumstances:

1. Failure of a course that is a prerequisite for a scheduled course or a graduation requirement
2. Human or computer error (If a student was NOT scheduled for his/her first or second choice, that is NOT an error. It means that choice did NOT fit based on his/her other course requests.)

3. Grouping adjustments and/or balancing of class size
4. Recommendation of Child Study Committee or IEP Committee
5. Acceptance or removal from an Apprenticeship
 - Any schedule change requests **MUST** go through counseling.
 - Students **MUST** follow their current schedule until the change is processed in Synergy.
 - This includes Senior Study Hall Exemption Requests.

Dropping a credit-bearing course:

Students who withdraw from a course after the drop dates described below will receive a failing grade for the course. In grades 9-12 a student must be enrolled in a minimum of five (5) credit-producing courses at all times.

COURSE TYPE	DROP DATE
Full-year course	When parents have been notified of grades at midpoint of the first nine weeks grading period.
Semester course	2 1/2 weeks after course has begun
2-3 credit block course	2 1/2 weeks after course has begun
RCPSOnline Academy	2 weeks after course has begun
Chemistry, Biology II, AP Biology, AP Chemistry, AP Physics, any mathematics course, any world languages course, any specialty center course of one or more credits, COE/Co-op portion of a CTE course	When the first report card is sent home for the first nine weeks grading period
Dual enrollment courses	Follow VWCC policy

Adding a credit-bearing course:

- No student may add a credit-bearing course after the drop period for the course.
- Exception: No student may add Chemistry, Biology II, AP Biology, AP Chemistry, AP Physics, any mathematics course*, any world languages course, or any specialty center course of one or more credits after parents have been notified of grades at **midpoint of the first nine weeks grading period.**
- *Students may add AFDA or College Algebra at the end of the first nine weeks grading period once report cards have been sent home.

- If transferring from one course to another in the same discipline, the student will have both grades counted in the nine-weeks in proportion to the time spent in each class.

ATTENDANCE (RCPS School Board Policy 7.07AR)

Absence from School

Research tells us dropout rates significantly correlate with school attendance. Those who regularly miss school are more likely to drop out. Further, learning builds from one class meeting to the next and a day of school missed can mean more than just a day of learning lost as most classes do not meet daily.

Virginia defines chronic absenteeism as missing 10% or more of the school year, regardless of the reason for the absence.

Not all absences and/or tardies are automatically excused even when a parent/guardian calls in and/or writes a note. We need each family and every student to commit to attending school. We thank you for working with us to make sure children are in school each day. Being present positively correlates to academic success and develops an *Opportunity Ready* habit of showing up to school and work on time.

Following an absence from school, students should bring a **signed** note from a parent/guardian, **within three school days**, and give it to the attendance office. A signed note from a parent/guardian should also be taken to the attendance office upon entering the building should a student report late to school. **As stated above, it is important our families understand a signed note from a parent DOES NOT automatically excuse a tardy or absence.** The signed note from a parent/guardian serves to:

1. Establish the reason for the tardy or absence.
2. Maintain quality communication between the school and families as it pertains to student attendance.
3. Assist the school in determining whether or not the tardy or absence can be deemed “excused”.

Legitimate excuses for absence, tardy, and early dismissal include, but are not limited to:

- personal illness or illness in the family which requires the student to miss school,
- death in the family,
- court appearance, and
- dental/doctor appointments.

Examples of reasons for being tardy or absent from school **NOT** deemed “excused” include, but are not limited to:

- oversleeping,
- failing to ensure the vehicle used for transport has sufficient fuel,
- picking up friends for school, and
- waiting on a slow-moving sibling who is being transported to school.

Students who are absent from school, leave early due to illness, or arrive after 11:35 am, may **NOT** participate in an after-school function on that date unless they have received prior approval.

Students should submit requests for prior approval at least **five days in advance** for the following: any

absences due to family vacations or any out-of-town functions involving an absence of a day or more

If a student becomes ill at school, he/she **MUST** go to the school nurse. If the nurse is not available, the attendance office will contact a parent/guardian or someone on the emergency card. All students **MUST** check out through the attendance office.

Students who leave school due to illness should not return on the same school day. Students should be free of fever for 24 hours before returning to school after an illness. Students should bring a doctor’s note for absences for three or more days due to illness.

Students and, ultimately, parents should not schedule appointments, trips, etc. during final assessment and/or SOL testing time frames. Students are expected to remain in the testing area for the duration of the final assessment or SOL test.

Attendance of Students

Virginia Law requires all persons between the ages of five and eighteen to attend school. Other attendance regulations include:

1. When a student reaches the age of eighteen, he/she is eligible to legally withdraw from school.
2. All students in grades 9-12 shall maintain a full-day schedule of classes unless a waiver is granted by the superintendent of schools. Students are required to stay in school the entire day. **Students are not allowed to leave on a regular basis (even from a study hall or lunch period).**
3. Regular attendance is essential in maximizing academic progress. Schools will make every effort to encourage regular attendance. The following procedures will be followed:
 - a) On a daily basis, attempts are made to contact parents when students are not present at school.
 - b) When a student’s accumulated absences reach a concerning level, the school shall notify parent(s)/guardian(s), via letter(s) or other appropriate means, regarding the absences.
 - c) Students absent **fifteen** consecutive days are withdrawn.
 - d) Truancy from school or “skipping” school is not acceptable. Public school students are expected to attend daily unless a valid excuse is presented and must follow the assigned student schedule if the school is to assume the responsibility for their education.
 - e) Where applicable, the school social worker will work with the school, parent(s)/guardian(s), and students, to address attendance concerns.

Disciplinary Actions for Skipping Class (Levels 1-2)

1st Offense	2nd Offense	3rd Offense
1-2 ASDs	½ day ISD	1 ISD and/or 1 month loss of parking privileges

Tardiness

Being late to class and/or school frequently impacts the educational progress of many students in a negative manner. (Tardy to Class = not being in the assigned classroom when the bell rings; Tardy to School = not being in the first classroom of the day when the bell rings) The school will take appropriate steps including, but not limited to detention, loss of driving privileges, referral to the school social worker, and/or school service in an effort to encourage punctuality. Students who are tardy (any time after the bell rings) will report to the attendance clerk

- The teacher will document the tardy to class for his/her records.

- Disciplinary action(s) for unexcused tardies will be handled by the attendance clerk and appropriate administrator(s). **Tardies reset at the SEMESTER.**

1 st & 2 nd	3 rd & 4 th	5 th & 6 th	7 th & beyond
Warning	1 ASD	2 ASDs	1 day of ISD and/or 1 month loss of parking privileges

- Students who report tardy to class AND with a note from another teacher should be directed back to the attendance clerk.
- The attendance clerk will respond to tardies to school via the appropriate disciplinary protocol (administrator notification, etc.) ***For the purposes of avoiding excessive tardiness to school that results in frequent loss of instructional time, five (5) tardies to school without adequate written documentation will be considered the equivalent of one (1) absence.***

Early Dismissals

1. Students must bring a **dated** note from a parent/guardian stating **the time and the reason** the student is to be dismissed. A parent/guardian **must sign** the note. If the student is to be picked up by someone other than the parent/guardian, this must be stated in the note. The school may call to verify validity.
2. Students must take the note to the **Attendance Office** upon arrival to school in order to receive an **Early Dismissal slip**.
3. Students must present the early dismissal slip to the teacher of the class from which the students will be dismissed. The teacher will dismiss the student at the appointed time.
4. If a note is **NOT** sent with the student, the parent/guardian **WILL** be required to present an ID and check in using our security monitoring system. If someone other than the parent/guardian plans to check the student out of school, the parent/guardian **MUST** call to inform the attendance person. ID **WILL** be required for check-in using our security monitoring system. Emergency cards may be reviewed to verify the status of the person picking the student up.
5. ***Five (5) early dismissals from school without adequate written documentation will be considered the equivalent of one (1) absence.***

Disciplinary Actions for Leaving School Grounds without Permission (Level 2)

1 st Offense	2 nd Offense	3 rd Offense
1 ISD	2 ISDs	3 ISDs

Disciplinary Actions for Opening/Propping an Exterior Door (Levels 2-3)

1 st Offense	2 nd Offense	3 rd Offense
1 ISD	2 ISDs	3 ISDs

Procedures for Student Withdrawal

1. Secure a withdrawal form from the counseling office.
2. Return all books to the classroom teachers and have the teachers sign the withdrawal form indicating all materials have been returned.
3. Return laptop and all accessories to the computer technician and have the technician sign the withdrawal form indicating all materials have been returned.
4. Have the withdrawal form signed by all other required staff.

5. Return the form to the counseling secretary.

Make-up work – Make-up work should be addressed in accordance with [RCPS School Board Policy 7.07AR](#)

Students and parents may keep up with classwork/assignments via Canvas. This is also true for prior-approved absences.

DISCIPLINE (Code Level Violation):

The faculty and administration believe helping students develop self-discipline must be a team effort. If the school is to achieve its goal of preparing students to succeed and become contributing members of society, it is the responsibility of the school and the parent(s)/guardian(s) to provide the necessary guidance. Students must know the school and family are committed to working together in this endeavor. When a student displays behavior which is not acceptable, a response from the teacher or administrator involved should be expected. Several, but not necessarily all, disciplinary consequences are listed:

Detention (AM/PM/Lunch) - Morning and afternoon detention assignments are made by any staff member. AM/PM detention may be made up in the mornings from 7:30-8:15AM in the main office or after school from 3:30-4:15PM Monday-Thursday in the designated room.

A Days: Mr. Bui	Rm 207
B Days: Mrs. Mitchell	Rm 308

Lunch detention MAY also be assigned by **administration**. It is important to note two lunch detentions equal one full detention.

Failure to serve detention within 5 days of the assignment will result in additional disciplinary action.

In-School Detention (Rm 101) – In-School Detention (ISD) assignments are made by administration. Students are removed from their regular schedule and fulfill required assignments under the supervision of the ISD teacher.

Loss of driving privileges – Student driving is a privilege and not a right. Concerns regarding regular attendance and timeliness to school are but a few of the areas where this particular consequence may be used.

Out-of-School Suspension – Out-of-School suspension is invoked by administration. Generally speaking, students who have been assigned out-of-school suspension may make up missed assignments. Exceptions include, but are not limited to, those students who received 10-day out-of-school suspension for certain drug and/or alcohol policy violations and denied/refused an offer by RCPS to participate in the RCPS SAP program and contractual agreement (if available).

Leadership Position Suspension/Removal – Any student who holds an HVHS leadership position, is suspended from school for any reason, and/or meets criteria set forth within our cheating/plagiarism policy(ies) and practice(s), is subject to a minimum of a 30-day suspension up to removal from the position.

Teacher removal of students from class

Under certain conditions, students may be permanently removed from a class for disruptive behavior. Disruptive behavior is defined as a violation of school board regulations governing student conduct that interrupts or obstructs the learning environment. (Code of Virginia, Section 22.1-276.2.) Prior to the removal of a student from class under this policy, the following criteria must be met:

- The student’s behavior is disruptive as defined above.
- Removal of the student from the class is necessary to restore a learning environment free from interruptions/obstructions caused by student behavior.
- Teacher and/or administrative interventions have been attempted and failed to end the student’s disruptive behavior.
- Notice of the student’s disruptive behavior and the opportunity to meet with the teacher and/or school administrators have been provided to the student’s parents.

Discipline Review Team (DRT) Hearing – Serious student behaviors, based on severity and/or frequency, may result in the convening of a Discipline Review Team (DRT) Hearing involving the student in question, family, school administration, and central level leadership. Results of a DRT Hearing can include, but are not limited to student behavior contract, alternate educational setting, recommendation for expulsion by the School Board.

Expulsion - Expulsion is invoked by the School Board. The school is required to refer students to the Board for possible expulsion when the violated rule involves weapons or drugs.

Criminal Activity - In addition to school penalties, violations of law may be turned over to the Roanoke County Police Department.

Crime Line - If an individual has any information about a crime, he/she may call the Roanoke Valley Crime Line at (540) 344-8500 to report the information.

Drugs and Alcohol - Students shall not use, be under the influence of or have in their possession on school property or while engaged in or attending a school-sponsored activity, alcoholic beverages, marijuana, or any controlled substance or drug paraphernalia; nor shall they give, sell, distribute, or intend to distribute alcoholic beverages, marijuana, or any controlled substance. For additional information, including potential disciplinary action(s), please review the [Student Conduct Code](#) (RCPS Policy 7.11), as well as the Student Assistance section of this handbook.

Tobacco and Nicotine Vapor Products (Vapes)- (Levels 2-3) Possession, use, or transmission of tobacco or tobacco products, including vapes, while on school property or while engaged in or attending a school-sponsored activity is prohibited. Tobacco use is prohibited by Roanoke County School Board policy inside and outside all school buildings. (**Policy 3.29 - Use of Tobacco and Nicotine Vapor Products**) Possible actions include, but are not limited to:

1st Offense	2nd Offense	3rd Offense
1 day of ISD and School Resource Officer (SRO) notification	2 days of ISD and SRO notification	1 day of OSS (day of offense), 2 days of ISD, and SRO notification

Weapons - Students shall not possess, handle, or transmit any object that can be considered a weapon or dangerous instrument on school property or while attending any school activity. This applies to any firearm, any stun gun, or explosive (including firecrackers). This also applies to any **REPLICA** of a weapon or **TOY** representing a weapon. Violation of the weapons policy will result in charges being placed by the Roanoke County Police School Resource Office and referral to the School Board for expulsion.

Portable communication devices –High school students may possess a cellular telephone or other portable communications device on school property, including school buses, provided the device be “off” during class time, unless being used as an approved part of the instructional process. High school students may use a cell phone before school, after school, during their lunch period, and in the halls during class transitions provided the phone remain in a “silent” mode and does not become disruptive. **Policy 8.01.04 - Possession or Control of Portable Communication Devices on School Property “prohibit[s] the use of cell phones in locker-room and restroom areas.” Hidden Valley High School students are not allowed to use portable communication devices, etc. within these areas as many devices possess photo, video, and/or sound recording capabilities. Such use is a violation of school procedures, school board policy, may constitute an invasion of privacy, and may prove criminal in nature.**

CODE VIOLATION LEVELS

LEVELS	Code violations may result in:
1	Classroom supports, interventions, or minor consequences
2	Minor consequences, before or after school detention, or an in-school suspension for a maximum of 5 days
3	A suspension between 1 and 5 days
4	A suspension between 1 and 10 days
5	Shall result in suspension between 11 and 45 days

SEARCHES

- **Personal Searches**

School administrators or designee may search any student’s person and/or personal effects (e.g., purse, book bag, etc.) when there is a **reasonable suspicion** to believe that the student possesses an item which violates law, school policies and regulations, or which may be harmful to the school or its students.

- **Locker Searches**

Student desks, lockers, and other storage facilities are the property of and remain under the control of the school. The school administration has the right to search lockers, desks, and other storage facilities for items which violate law, school policies and regulations, or which may be harmful to the school or its students, and any such items which are found may be confiscated. Items which violate the law may be turned over to law enforcement officials.

- **Automobile Searches**

Students are permitted to park on school premises as a matter of **privilege**, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that it contains an item which violates law, school policies and regulations, or which may be harmful to the school or its students. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

- **Canine Searches**

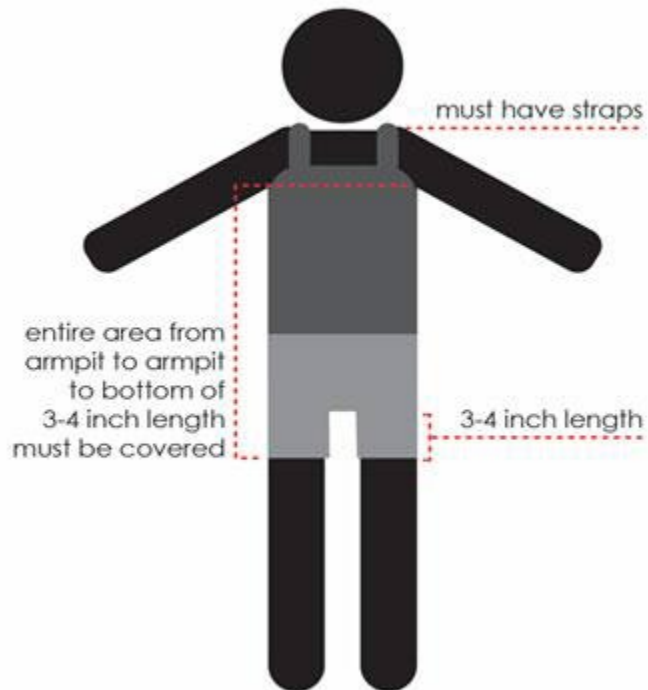
Police dogs trained to search for drugs and/or explosives may be brought onto school property to perform both classroom and parking lot searches multiple times throughout the school year. During classroom searches, students will leave the classroom and wait with the teacher in the hallway. If there is an alert on an item in the classroom, the school principal or designee will search the item. If there is an alert on a vehicle, the student will be asked to report to the vehicle and unlock the vehicle for the police to search it. The principal or designee will notify a parent/guardian as promptly as possible should a search occur. The principal or designee will also work with the school SRO where potential charges are concerned as well as assign discipline if in appropriate items are discovered not in alignment with the [Student Conduct Code](#) and/or law.

STUDENT DRESS CODE (RCPS School Board Policy 7.11)

Roanoke County Public Schools respects students’ rights to express themselves in the way they dress. All students who attend Roanoke County Public Schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs. Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason by school administration.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.



Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.

4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing. (Dress code violation – Level 2)

GRADING

Report cards will be sent home at the end of each nine weeks. At the midpoint of each grading period, electronic interim academic reports are made available for students and their parent(s)/guardian(s) via ***Synergy***. The following symbols and numerical equivalents are used for indicating achievement in each course:

A (90-100) Superior student performance in mastery of material

B (80-89) Above-average student performance in mastery of material

C (70-79) Average student performance in mastery of material

D (60-69) Below-average student performance in mastery of material

F (0-59) Unsatisfactory student performance in mastery of material within the level assigned

Homework policy - Homework may be assigned at the discretion of the teachers and shall be in accordance with [Roanoke County School Board Policy 6.14](#).

Assessment Policy – No final assessments are given at the conclusion of the first semester. This does not exclude teachers from affording assessments related to content from the first semester.

Final Assessment Exemption Policy – Final assessment exemptions are granted to students who satisfactorily meet the criteria detailed in the RCPS School Board Policy 6.16.

Promotion requirements - Students are assigned a grade level based on the number of credits they have accumulated:

- Ninth (freshman) - 0-4 credits
- Tenth (sophomore) - 5-10 credits
- Eleventh (junior) - 11-16 credits
- Twelfth (senior) - 17+ credits

E-HALL PASS

Students will use E-Hall Pass if they need to leave the classroom during the day for school business, bathroom, etc. HVHS will have limited passes during classes, so students may need to wait until a pass is available for them to leave. Students are also limited to 3 passes per day.

Student Guidelines:

1. The student **MUST** ask for and be granted permission to leave class **PRIOR** to making a pass.
 - a. If the pass is to faculty/staff, wait for THAT person to approve your pass.
 - b. If the pass is to the restroom or water fountain: you may leave once you create your pass.
Student should only be out for 7 minutes or fewer.
2. The student will turn laptop so that it faces the teacher.
3. The student is to go directly to the destination on his/her pass.
4. The student is to complete his/her task AND return directly to class.

DANCES

Scheduled Dances:

- Dances may be scheduled by school-recognized organizations and must be approved by the administration.
- All participating individuals must be in good standing to include all pertinent fees—class dues, for example—are paid in full.

Non-HVHS Attend Dances:

- Students may attend dances as guests of HVHS students
- Provided each guest is registered with HVHS and approved in advance, to include the completion and acceptance of a dance attendance application.
- No students in the 8th grade or lower may attend dances.
- All school rules are in effect at school dances.

Dance regulations:

- Students are reminded the use, possession, distribution and/or being under the influence of alcohol and/or drugs at a dance will not be tolerated.
- The ramifications of such actions may include but are not limited to disallowance of participation in graduation commencement exercises and/or other end-of-year activities.

Library / Computer Depot

Library Website: <https://hvhs.reps.us/departments/library/about-the-library>

What - A collection of resources from online services, books, magazines and newspapers. Books are checked out for two weeks. Reference materials and magazines are checked out on an overnight basis.

When - During school hours and, occasionally, just prior to the start of the first class of the day.

Where - Located under the skylight near the main entrance.

How - Students have access to the Library Media Center through their classes, before school, and study halls.

Laptops

- 9th through 12th grade students will be issued a laptop computer for instructional use.
- Printers are located near the library for student educational use
- Student laptops that need repair can go to the Computer Depot
 - o Located in room 202.
 - o **Inappropriate use or misuse of the laptop may result in disciplinary action. [RCPS Policy 6.42dAR Acceptable Use Policy for Mobile Devices](#)**

Lockers

- Hall lockers are issued to students in grades nine through 12 upon request.
- PE lockers are assigned as needed.
 - o Lockers are the property of Roanoke County Schools and may be inspected at any time per Roanoke County School Board policy.
- Students will not be given the opportunity to switch lockers and may not switch lockers with other students.
- Exceptions are approved by administration on a case-by-case basis.

MEDICATION POLICY (RCPS Policy 7.13)

Prescription Medication – Certain school personnel may administer medication to students when all of the following conditions are met:

1. Parent(s)/Guardian(s) must complete a Medication Permission Form.
2. Parent(s)/Guardian(s) must bring the medication to school. Transportation of medication by students is not permitted.
3. The medication must be stored in the container issued by the pharmacy, with the name of the student, prescribing physician or dentist, name of medication, and time/dosage to be given.
4. After receiving appropriate permission, students should report to the nurse's office to request individually specific medications. Students are not called to the nurse's office, in advance, for individually specific medications. Students **MAY NOT** keep prescription medications with them at school.
5. All other criteria identified within the Student Code of Conduct and School Board policy guidelines are adhered.

Non-Prescription Medication – Written permission must be provided indicating the following: name of the medication, dosage, time to be given, and the reason for taking the medicine and the parent/guardian's signature on the Medication Permission Form.

A handwritten note is acceptable if it provides the aforementioned information

OR: Parents who feel their child may self-administer non-prescription medication on their own must: Indicate on the Medication Permission Form the student has permission from the parent to transport and take medication AND allow the student to bring only the dosage to be used at school for that day.

Nurse's hours –

- The nurse's hours are typically 8:10am to 3:30pm, Monday through Friday.
- Students seeking medical attention should report to the attendance office when the clinic is closed.
- The Attendance Office may administer student medications present in the nurse's office but may not administer over-the-counter medication.

GENERAL RULES

Personal entertainment/electronic devices –

- All personal entertainment/electronic devices are solely the responsibility of the individual to whom they belong.
- Please refer to the Student Code of Conduct and School Board policy guidelines for specific directions in terms of their use.
- Such items may be confiscated if used out of context with the Student Code of Conduct and School Board policy guidelines.

Displays of Affection -

- Displays of affection are not appropriate for students during school/school-sponsored events and activities. Disciplinary measures may be taken for violations.

Posting signs in hallways -

- No signs may be posted in the hallways without first obtaining permission from administration and the appropriate school club sponsor (when applicable) of the involved organization.

Telephones -

- In general, all school telephones are for official school business only. Should an emergency situation arise, students are to see a school counselor or an administrator. **Using the telephone is not an excuse for tardiness.**

Valuables -

- Items of value should be left at home.
- The school cannot be responsible for items lost or stolen.
- Students should check ***“Lost and Found”*** in the attendance office for missing items.

Student Conduct Code (Roanoke County Policy 7.11)

- Each student will receive a copy of the Student Code of Conduct.
- The parents/guardian of each student **MUST** sign and return the corresponding form indicating the guidelines contained within the Student Code of Conduct have been read and are understood.

Emergency Evacuation and Retention Plans -

Evacuation drills:

- Will be held weekly for the first month of school and once each month thereafter.
- After hearing an appropriate audio announcement and a continuous alarm, each class will evacuate the building and proceed to the area designated by the instructions posted in each room.

Retention drills:

- Will be held multiple times throughout the school year.
- Upon hearing an intermittent alarm sound and/or appropriate audio announcement, each class will proceed to the designated area in the building.

Violent/Threatening Behavior –

- In the event that a student witnesses a violent or threatening behavior, the student should report it to a faculty or staff immediately so that administration may assess the situation and follow procedures as outlined in RCPS Policy 7.28AR.

Early closing of school -

- On occasion, it becomes necessary to close school early.
- This may be necessary due to weather conditions, electrical failure, etc.
- Students and parents should discuss the plan to be followed when schools are dismissed prior to the scheduled time.
- Appropriate school protocol with regards to early dismissals, absences, etc. should be adhered to where applicable.
- Once an early school closing has been announced, it is not logistically possible for students to call parents for directions.
- Parents can call the **Roanoke County Information Hotline - 562-6000** – for more information regarding the dismissal.
- Automated messages may also be used by the school and/or school system to relay information related to an emergency early dismissal.
- Additionally, information will very likely be posted on the Roanoke County Public Schools and/or Hidden Valley High School web site(s).

Transportation to School/Parking Regulations - *Since bus service is provided by taxpayers for all students who live over .6 miles from school, the driving of cars to school is unnecessary.* Qualifying student drivers who wish to use school parking facilities must observe these regulations:

1. Decals:

- a. A current school parking decal must be displayed. Students may not park on school grounds without purchasing a school parking decal. **Decals must be displayed on the lower left rear of the back windshield.**
- b. Decals will be issued from the bookkeeper’s office for **\$40.00** each. **STUDENTS MAY REGISTER ONLY ONE VEHICLE.**
- c. If a student drives a different car to school on a particular day, they must come to the office and sign-in the alternate vehicle.
- d. If a decal is lost or destroyed, students must purchase a replacement at a cost of **\$2.00**.

2. Parking locations:

- a. Students are to park only in designated spaces.
- b. **Students shall not park in the yellow faculty/staff spaces or in visitor parking.**
- c. Students without vehicle decals and/or those who park improperly may be subject to disciplinary action, car immobilization using a tire/vehicle-immobilization system, and/or vehicle towing.
- d. Students with more than one parking violation may have their parking privileges revoked.

3. Parking privileges and responsibilities:

- a. Students are expected to arrive on time, students who are tardy to school **five** times during a semester are subject to **revocation of their parking privileges**. Tardiness due to car problems will not be excused.
- b. The driver is responsible for the behavior and action of all students in their car while on school grounds.
- c. The driver of the car is responsible for the car **and its contents**, and the car is subject to search at the discretion of administration.
- d. **All speed limits must be observed: 15 mph in the parking lot and 25 mph in a school zone.** Reckless driving may cause the loss of parking privileges. The Roanoke County Police Department has jurisdiction over all school grounds.

- e. Students who fail to comply with these regulations will be subject to disciplinary action and/or revocation of parking privileges.
- 4. **Upon arriving at school:**
 - a. Students are to come into the building and not remain in cars or in the parking lot. Students may not go to their cars during the school day without a pass from the front office.
- 5. **BCAT/Governor’s School:**
 - a. Students who drive are required to have a Hidden Valley High School parking decal.

Loss of parking privileges - Violations of school rules or failure to make up detention time could result in loss of parking privilege.

Student Assistance Program – Roanoke County Schools established a Student Assistance Program to provide support for students affected by their own or others' drug and alcohol-related problems. The Student Assistance Program provides:

1. Prevention services which enhance student resiliency in making the choice to refrain from tobacco, alcohol and other drug use and aggressive acts toward self and/or others.
2. Intervention services for students concerned about their own or another’s drug and/or alcohol-related problems and for those who violate the [Student Conduct Code](#) regarding tobacco, alcohol, and other violations which place them or others at risk for not benefiting from the educational opportunity.
3. Please contact Monique Worrell, Life Counselor, at 776-7320 should you have any questions regarding the Student Assistance Program.

Clubs and Organizations - The following Student Organizations have been available at HVHS in past years and/or may be available in coming years:

BETA	Amateur Radio Club	Archery Club
Debate	Art Club	Chess Club
DECA	Cancer Awareness	FCA
Drama	Diversity Club	Intl. Thespian Society
FBLA	FCCLA (FACS)	Oral History Club
Forensics	Film Society	Prevention Club
French Club	Fine Arts/Theatre	RC Club
Key Club	Guild	Table Tennis/Badminton
Latin Club	Math Club	Science Club
Spanish Club	SADD	Titan Force
	Spanish Honor Society	

New clubs may be established with the approval of HVHS administration. A willing faculty member **MUST** serve as a sponsor, complete, and submit a Club Proposal Form.

ATHLETICS

Sports by seasons - HVHS sponsors the following sports in the seasons indicated:

Fall	Winter	Spring
Cheer Competition	Basketball *	Baseball
Cross Country *	Forensics	Debate
Esports	Indoor Track *	Lacrosse*
Football	Scholastic Bowl	Outdoor Track *
Golf	Swim/Dive *	Soccer *

One-Act Play Competition Volleyball	Wrestling	Softball Tennis *
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* Indicates sponsorship of *separate* Men's and Women's teams.

Eligibility For Interscholastic Athletics- Participation in interscholastic athletics is a privilege earned by meeting the eligibility rules listed below including other standards set by the Virginia High School League (VHSL), district, and school. If a student or parent has a question regarding eligibility or is in doubt about the effect an activity might have on eligibility, check with the athletic director (AD) for interpretations and exceptions provided under VHSL rules. Meeting the intent and spirit of VHSL standards may prevent the individual, team, school, and community from being penalized.

Eligibility rules - To be eligible to represent the school in which the student attends in any VHSL interscholastic athletic contest, the student must:

1. Be a regular bona fide student in good standing of the school represented.
2. Must be enrolled in the last four years of high school. Eighth-grade students may be eligible for junior varsity.
3. Must have enrolled not later than the fifteenth day of the current semester.
4. **For the first semester:** must be currently enrolled in not fewer than five new subjects, or their equivalent, offered for credit and which may be used for graduation and have **passed five** subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year or the immediately preceding semester for schools that certify credits on a semester basis. Check with the AD for equivalent requirements.
5. **For the second semester:** must be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have **passed five** subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester. Check with the AD for equivalent requirements.
6. Must sit out all VHSL competition for 365 consecutive calendar days following a school transfer unless the transfer corresponded with a family move. Check with the AD for exceptions.
7. Must not have reached his/her nineteenth birthday on or before the first day of August of the current school year.
8. Must not, after entering the ninth grade for the first time, have been enrolled in or been eligible for enrollment in high school more than eight consecutive semesters.
9. Must have submitted to the principal and before any kind of participation, including tryouts or practice as a member of any school athletic or cheerleading team, an ***Athletic Participation/Parental Consent/Physical Examination Form***, completely filled in and properly signed attesting the student has been examined during this school year and found to be physically fit for athletic competition and indicating the student's parents' consent to athletic participation.
10. Must not be in violation of VHSL Amateur, Awards, All-Star or College Team Rules. This section does not apply to cheerleaders. (Check with the principal for clarification.)

Insurance - Any participant in the athletic program, whether engaging in practice or interscholastic contests, must be properly covered for accidents that could occur in participation or in travel to and from contests. Participants in all activities must be covered by the student accident policy offered by the school or have on file a form, properly signed by the parent/guardian, stating that his/her son/daughter has sufficient insurance coverage and the insurance policy offered by the school is not desired.

Hidden Valley High School Athletic/Academic Training Rule
For Out-of-Season Athletes and Academic Team Participants

Potential Athletic/Academic Team Member and Parent/Guardian Pledge Card

Out of season athletic and academic team members who are planning to participate in a school sponsored sport or academic activity, must follow the Roanoke County Public School Board Substance Use Policy 3.22. Failure to follow these policies will lead to the following disciplinary action set forth by the Hidden Valley High School Administration:

The potential athletic/academic team member will have a 30-day suspension beginning the first day of the next activity season for the member. The potential athletic/academic team member will be allowed to participate in all practices, scrimmages, and team activities, but will not be allowed to attend any of his/her team contests during the 30-day period.

By signing this Pledge card, I acknowledge I have read and accepted the terms of the Hidden Valley High School Out-of-Season Training Rule.

As a potential Hidden Valley athletic/academic team member, I pledge not to use or possess alcohol or illegal drugs as outlined by Policy 3.22. I understand all consequences should I choose to break this pledge.

Participant Signature

Activity

As a parent of a potential Hidden Valley athletic/academic team member, I pledge to support the terms of the Hidden Valley High School Out-of-Season Training Rule. I understand all consequences, as stated in this policy, should my son/daughter break this pledge.

Parent/Guardian Signature

Activity

BELL SCHEDULE

<u>Period A/B Day</u>	<u>Regular</u>	<u>1-Hour Delay</u>	<u>2-Hour Delay</u>	<u>1-hour Early Dismissal</u>	<u>1-Hour 30 Minute Dismissal</u>	<u>2-Hours Early Dismissal</u>
A1/B2	8:20-9:55	9:20-10:40	10:20-11:20	8:20-9:40	8:20-9:35	8:20-9:25
A3/B4	10:00-11:35	10:45-12:05	11:25-12:30	9:45-11:05	9:40-10:50	9:30-10:35
1 st lunch	11:35-12:05	12:05-12:35	12:30-1:00	11:05-11:35	10:50-11:20	10:35-11:05
A5/B6 (1 st lunch)	12:10-1:45	12:40-2:00	1:05-2:15	11:40-1:00	11:25-12:35	11:10-12:15
Split A5/B6 P1	11:40-12:25	12:10-12:50	12:35-1:10	11:10-11:50	10:55-11:30	10:40-11:10
2 nd lunch	12:25-12:55	12:50-1:20	1:10-1:40	11:50-12:20	11:30-12:00	11:10-11:40
Split A5/B6 P2	12:55-1:45	1:20-2:00	1:40-2:15	12:20-1:00	12:00-12:35	11:40-12:15
A5/B6 (3 rd lunch)	11:40-1:15	12:10-1:30	12:35-1:45	11:10-12:30	10:55-12:05	10:40-11:45
3 rd lunch	1:15-1:45	1:30-2:00	1:45-2:15	12:30-1:00	12:05-12:35	11:45-12:15
A7/B8	1:50-3:25	2:05-3:25	2:20-3:25	1:05-2:25	12:40-1:55	12:20-1:25

3-HOUR DELAY AND 3-HOUR EARLY DISMISSAL BELL SCHEDULES

Period A/B Day	3 Hours Delay – No Lunches	3-Hours Early Dismissal- No Lunches
A1/B2	11:20 – 12:20	8:20 - 9:20
A3/B4	12:25 - 1:20	9:25 – 10:20
A5/B6	1:25 - 2:20	10:25 – 11:20
A7/B8	2:25 - 3:25	11:25 – 12:25

Roanoke County Public Schools does not discriminate with regard to race, color, national origin, sex, or handicapping condition in an educational and/or employment policy or practice. Questions and/or complaints should be addressed to the Assistant Superintendent of Administration/Title IX Coordinator at (540) 562-3900 extension 10121 or the Director of Pupil Personnel Services/504 Coordinator at (540) 562-3900 ext. 10181.