

Rappahannock High School



2024-2025

Student Handbook/Code of Conduct OVERVIEW

STATEMENT OF PHILOSOPHY/OBJECTIVES

The faculty and staff of Rappahannock High School believe that it is important to create a variety of learning experiences to accommodate the diverse needs and interests of the school and community. In keeping with this philosophy, a continuous effort is made to provide an environment which nurtures and stimulates teaching, learning, and service. The school assumes an obligation to equip each student to take his/her place in a changing society as a well-adjusted, informed individual and as a productive citizen. The maintenance of the

education environment to fulfill these purposes is an obligation shared by the school, parents, guardians, student body, and community.

It is the philosophy of the Richmond County School System and specifically Rappahannock High School to provide and promote a dynamic learning environment through which all students acquire knowledge, skills and values necessary to live as informed and productive members of society. In keeping with this philosophy, a continuous effort is made to build an atmosphere for learning which will enable each student to experience success.

Rappahannock High School is committed to building an atmosphere for learning with the following objectives in mind:

1. Foster and improve school-community relations by providing school-sponsored activities and participating in community activities
2. Encourage students to appreciate the unique characteristics of their own community and to give them exposure to different social-economic area
3. Encourage positive interchange among teachers, parents/guardians, community members, and community agencies in order to provide means of serving the student population or coping effectively with mutual difficulties
4. Make students aware of their individual strengths and weaknesses
5. Help students choose educational curriculum that is consistent with their abilities and that will enable them to advance according to their strengths and goals
6. Provide the necessary tools for students to appreciate the beauty and quality of the environment and to seek to enhance it
7. Encourage students to respond to aesthetic experiences in the arts and to gain appreciation for them.
8. Foster a voluntary student cooperation by maintaining high standards of student conduct and responsibility within the school environment
9. Foster a creative interchange of ideas within the classroom setting by encouraging students to express their personal opinions
10. Encourage critical thinking and problem solving
11. Provide students with an opportunity to participate in activities designed to foster leadership and citizenship in a democratic society
12. Help students to recognize, develop, practice and appreciate good personal habits of physical and mental health
13. Make students knowledgeable of intellectual, physical and social skills necessary to obtain employment, to seek higher education, or assume family responsibilities
14. Encourage students to participate in extra-curricular activities as an outlet for their creative talents

- 15. Encourage administration and faculty to stay abreast of current educational practices and concerns through in-service education courses
- 16. Promote changes in any area of the school's operation when it fails to meet the needs of the school population and the community
- 17. Maintain high academic standards

In summary, we are working to produce young citizens who have developed a sense of responsibility and self-discipline, who have maintained their individualities, and who feel they can successfully take their places in our democracy.

POLICY OF NON-DISCRIMINATION

The Richmond County Public School System does not discriminate against any of its employees, students, or applicants on the basis of race, color, national origin, sex, religion, age or disability or for any other reason. The Assistant Superintendent is designated as the responsible person regarding assurance of non-discrimination and may be contacted at the School Board Office.

SCHOOL CONDUCT

To ensure a good educational climate, it is important that students understand that acceptable behavior is expected at all times. Students' conduct is governed by the Richmond County Schools' *Code of Student Conduct*. All students receive a copy of this booklet which details their responsibilities and the consequences of improper behavior. Any questions or discrepancies about student behavior should be referred to the *Code of Student Conduct*.

2024-2025 BELL SCHEDULE

Regular Bell Schedule with No I/E

1st 8:15 – 9:50				
2nd 9:55 – 11:25				

3rd 11:30 - 1:30 (Lunch)	A. 11:30 - 11:55	B. 12:00 - 12:25	C. 12:30 - 12:55	
4th 1:35 – 3:15				

1:00 Dismissal Bell Schedule

1st 8:15 – 9:15				
2nd 9:20 – 10:20				
3rd 10:25 - 12:00 (Lunch)	A. 10:25 - 10:50	B. 10:45 - 11:15	C. 11:20 - 11:45	
4 th 12:05 – 1:00				

2 Hour Delay Schedule

1st 10:15 – 11:15				
2nd 11:20 - 1:00 (Lunch)	A. 11:20 - 11:45	B. 11:50 - 12:10	C. 12:15 - 12:40	
3rd 1:05 – 2:05				
4th 2:10 – 3:15				

CURRICULUM

Refer to our course manual for information on our course offerings. If you are unable to access our online listing of course offerings please contact Mrs. Brown ([lbrown@richmond county.k12.va.us](mailto:lbrown@richmondcounty.k12.va.us)) for a copy.

GRADUATION REQUIREMENTS

(Students who entered the 9th grade during or after 2018-19 School year)

Standard Diploma Advanced Studies Diploma

****Additional Requirements for Graduation**

Subject Area	Standard Credits	Verified Credits
English	4	2
Mathematics	3	1
Laboratory Science	3	1
History and Social Sciences	3	1
Health and Physical Education	2	0
World Language, Fine Arts or Career and Technical Education	2	0
Economics & Personal Finance	1	0
Electives	4	0
Total Credits	22	5

Subject Area	Standard Credits	Verified Credits
English	4	2
Mathematics	4	1
Laboratory Science	4	1
History and Social Sciences	4	1
World Language	3	0
Health and Physical Education	2	0
Fine Arts or Career and Technical Ed	1	0
Economics & Personal Finance	1	0
Electives	3	0
Total Credits	26	5

➤ **Advanced Placement, Honors, or International Baccalaureate Course or Career and Technical Education Credential** – In accordance with the Standards of Quality, students shall either (i) complete an Advanced Placement, honors, or International Baccalaureate course, or (ii) earn a career and technical education credential approved by the board, except when a career and technical education credential in a

particular subject area is not readily available or appropriate or does not adequately measure student

competency, in which case the student shall receive satisfactory competency-based instruction in the subject area to satisfy the standard diploma requirements. The career and technical education credential, when required, could include the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness assessment.

- **Virtual Course** – Students shall successfully complete one virtual course, which may be a non-credit-bearing course or a required or elective credit-bearing course that is offered online.
- **Training in emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED)** – Students shall be trained in emergency first aid, CPR, and the use of AED, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation. Students with an IEP or 504 Plan that documents that they cannot successfully complete this training shall be granted a waiver from this graduation requirement, as provided in [8VAC20-131-420 B](#).
- **Demonstration of the five Cs** – Students shall acquire and demonstrate foundational skills in critical thinking, creative thinking, collaboration, communication, and citizenship in accordance with the Profile of a Virginia Graduate approved by the board.
- **Career & Technical Completers** - A variety of Career & Technical (CTE) classes are offered at Rappahannock High School. To complete a vocational program, students must take 2 or more courses although some offerings only require one year. When course work is complete, students may be prepared for entry level jobs and to take State Board exams when required.
 - Rappahannock High School CTE Completers (must complete course with a “B” or higher)
 - I. Agriculture and Natural Resources: Plant Systems, Agribusiness Systems and Power, Structure and Technical Systems – A student must take two or more landscaping, agriculture, or horticulture classes
 - II. Business - A student must take two business classes to complete a business program.
 - III. Government and Public Administration: National Security – A student must take two or more consecutive years of JROTC.
 - IV. Information Technology: Web and Digital Communications - A student must take at least two business/technology courses
 - Northern Neck Regional Technical Center Completers
 - Auto Body Technology ▪ Culinary Arts ▪ Electricity ▪ Horticulture ▪ Auto Technology ▪ Technology ▪ Cosmetology ▪ Nursing Assistant ▪ Marine Trades ▪ Carpentry ▪ Computer Systems ▪ Engineering

Profile of a Virginia Graduate

In Virginia, the Life Ready Individual Will
During His or Her K-12 Experience:



GENERAL NOTES ON SCHEDULING AND PROMOTION

1. To be promoted to the next grade, a student must earn the following credits:
 - 10th Grade: have 5 credits, one of which is English 9
 - 11th Grade: have 10 credits, one of which is English 10
 - 12th Grade: have 15 credits, one of which is English 11
 - One credit will be received for each class successfully completed with a grade of 75 or above.
2. Most subjects are worth one credit each. Courses taken at the Northern Neck Technical Center are worth three credits.
3. To participate in any VHSL sponsored event (sports and other), students must successfully complete 5 classes the preceding year of school.
4. ELECTIVE courses required as part of the Standard and the Advanced Studies diploma (see page 5). 7
5. Students may only add/drop a course prior to 3:15 pm on Friday, August 23, 2024. It is necessary to bring documented parental/guardian's permission for any schedule changes to be granted.
6. All schedules are arranged based on student requests and requirements for graduation as assigned by the

Commonwealth of Virginia expected to acquaint themselves with graduation requirements for completing certain courses of study.

7. Only regulation high school credits will be accepted without question from transfer students. Credit from non-accredited schools will be evaluated on an individual basis. No correspondence work will be accepted under any condition.

DIPLOMA SEALS

Rappahannock is currently offering the following Diploma Seals:

- **The Governor's Seal** shall be awarded to students who complete the requirements for an Advanced Studies Diploma with an average grade of "B" or better, and successfully complete college-level coursework that will earn the student at least nine transferable college credits in Advanced Placement (AP), International Baccalaureate (IB), Cambridge, or dual enrollment courses.
- **The Board of Education Seal** is awarded to students who complete the requirements for a Standard Diploma or Advanced Studies Diploma with an average grade of "A" beginning with the ninth-grade class of 2006-2007 and beyond.
- **The Board of Education's Career & Technical Education Seal** is awarded to students who:
 - earn a Standard or Advanced Studies Diploma and complete a prescribed sequence of courses in a career and technical education concentration or specialization that they choose and maintain a "B" or better average in those courses
 - OR pass an examination or an occupational competency assessment in a career and technical education concentration or specialization that confers certification or occupational competency credential from a recognized industry, trade or professional association
 - OR acquire a professional license in that career and technical education field from the Commonwealth of Virginia.
- **The Board of Education's Advanced Mathematics & Technology Seal** is awarded to students who earn either a Standard or Advanced Studies Diploma and satisfy all of the mathematics requirements for the Advanced Studies Diploma (four units of credit including Algebra II; two verified units of credit) with a "B" average or better; and either
 - pass an examination in a career and technical education field that confers certification from a recognized industry, or trade or professional association o OR acquire a professional license in a career and technical education field from the Commonwealth of Virginia
 - OR pass an examination approved by the board that confers college-level credit in a technology or computer science area.
- **The Board of Education's Excellence in Civics Education Seal** is awarded to students who meet each of the following four criteria:

- Satisfy the requirement to earn a Modified Standard Diploma, a Standard Diploma or an Advanced Studies Diploma
 - Complete Virginia & United States History and Virginia & United States Government courses with a grade of "B" or higher
 - Complete 50 hours of voluntary participation in community service or extracurricular activities, such as volunteering for a charitable or religious organization that provides services to the poor, sick or less fortunate; participating in Boy Scouts, Girl Scouts or similar youth organizations; participating in Junior Reserve Officer Training Corps (JROTC); participating in political campaigns, government internships, Boys State, Girls State or Model General Assembly; and participating in school-sponsored extracurricular activities that have a civics focus. Any student who enlists in the United States military prior to graduation will be deemed to have met this community service requirement.
 - Have good attendance and no disciplinary infractions as determined by local school board policies.
- **The Board of Education’s Seal for Excellence in Science and the Environment** is awarded to students who meet each of the following criteria:
- Earn either a Standard or Advanced Studies Diploma
 - Complete at least three different first-level board-approved laboratory science courses and at least one rigorous advanced-level or postsecondary-level laboratory science course, each with a grade of “B” or higher
 - Complete laboratory or field-science research and present that research in a formal, juried setting
 - Complete at least 50 hours of voluntary participation in community service or extracurricular activities that involve the application of science such as environmental monitoring, protection, management, or restoration.

GRADING SCALE

Richmond County operates on a nine-week grading period. The grading scale is as follows:

- A = 90 - 100 Superior ● C = 70 - 79 Average

<ul style="list-style-type: none"> ● B = 80 - 89 above Average ● F = Below 60 Failure
<ul style="list-style-type: none"> ● D = 60 - 69 below Average

Weighted classes offered at RHS are given weight according to the established policy that each student receives at the beginning of the school year.

HONOR ROLL

Students on the Principal’s List must have no grade below an "A" for the nine-week period. Students on the Raider List must have no grade below a "B" for the nine-week period. Honorees may be recognized in local publications. The media consent form implies consent for this recognition

MAKEUP WORK

Students are expected to make up missed work when they are absent from school. In general, students are given the same number of days to make up work as the number of days they were out of school for approved reasons. (For example: If a student misses three days, he/she is given three days in which to complete the assignments.) For excused absences, students will receive the number of days missed plus one additional day for full credit.

Academic Recovery: An opportunity that may be available for students who need additional time to complete missed/incomplete work. This time must be allocated by administration. Academic Recovery will be supervised by the ISS coordinator or afterschool makeup coordinators.

MEDIA CENTER

The media center is open daily from 8:15 a.m. to 3:15 p.m. The media center may be available at other times by making arrangements with the librarian or the principal. Books may be checked out for a period of two weeks and may be renewed for successive weeks.

The media center provides a full range of technical services including electronic card catalog, online databases, and electronic research sources. Reference books and periodicals are to remain in the media center at all times.

REPORT CARDS

Richmond County operates on a nine-week grading period and a report card will be issued to each student at the end of the grading period. Student academic information is accessible by the use of PowerSchool.

SCHOOL COUNSELING

The School Counseling Office is available for students to provide assistance and information about

personal, educational, and career decisions. Students are welcome to use the materials provided by the School Counseling office for career and educational exploration. Students are encouraged to meet with a counselor if problems should arise during the course of the school year. Mrs. Lexi Brown (Grades 10-12) may be contacted at lbrown@richmond-county.k12.va.us. Ms. Ashley Berry (Grades 8-9) may be contacted at aberry@richmond-county.k12.va.us. The college advisor for the 2024-2025 school year is Ms. Sydney DeShazo (college.advisor@richmond-county.k12.va.us). The GRASP (Great Aspirations Scholarship Program) Advisor is Mrs. Wanda Folk (wfolk@richmond-county.k12.va.us). Brittany Stephens is our RCC Career Navigator.

TEXTBOOKS

Students are responsible for any textbooks that are assigned to them. Books should be kept neat, clean, and free from any writing. Writing of any kind in the book, including highlighting, or underlining, will be considered vandalism and the student will be expected to pay for the book. Books must be returned to the teacher before final grades are issued. Failure to pay for books that are not returned (or returned damaged) may result in the loss of privileges.

1:1/LAPTOPS

Computer use in the 21st Century, and particularly in the classroom, has become an important part of our schools' instructional program. To prepare our students to live and work in the 21st Century and to provide them with the necessary tools to improve their future, Richmond County Public Schools is pleased to continue to offer Rappahannock High School students a school issued laptop for the upcoming 2024-2025 school year. Our program will be for all students in grades 8-12.

Please contact Mr. Chris Trader, Director of Technology, at ctrader@richmond-county.k12.va.us for any questions related to technology.

GENERAL INFORMATION

ABSENCES

All absences must first be reported to the office.

The following are types of absences:

- **Pre-excused:** Requests for prearranged absences must be presented and approved by the office staff prior to the first day of absence. The student must provide the office with a written note from the parents/guardians stating the reason for the absence. Examples of pre-excused absences are doctor's visits, funeral of friends, or educational absence (up to two (2) days per school calendar year). Proof of any educational visit must be submitted the day the student returns to school (admission ticket stub, program or brochure). If a student knows in advance about the absence and fails to obtain approval for the absence, then the student will be given an unexcused absence.
- **Excused:** Students must submit a doctor's note to the main office to support the absence on the first day

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of returning to school. Students will be allowed to make up work when the absence is excused. All

arrangements to make up work is the responsibility of the student. Other excused absences that are non-health related can be approved by administration.

- **Unexcused:** No note from parent/guardians or doctor. Phone calls are not an acceptable excuse for absence. Examples of unexcused absences are shopping or pleasure trips, oversleeping or missing the bus, work away from home or any non-emergency not pre-excused.
- **Unverified Absence:** A note from the parent/guardians can be faxed, e-mailed, written or typed, but must be at school on the day that the student returns. The note must include: 1) Student’s first and last name, 2) Date(s) of the absence, 3) Date the child is allowed to return to school, 4) Reason for the absence, 5) Parent/Guardian's signature.

ATTENDANCE

All students are expected to attend school regularly. All absences from school **MUST** be supported by a written excuse signed by the parent/guardian on the day he/she returns to school. Failure to bring a note will result in an **UNEXCUSED** absence.

According to the School Board policy, a student who misses more than 10 days a semester, will not receive credit for his/her classes unless certain criteria are met. A conference must be held with the principal to discuss the absences and establish conditions in order to receive credit. If a student fails to meet the established conditions, he/she will receive a failing grade for the semester for the class(es). Students may only make up time for excused absences that impact their credit.

In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 10 or more unexcused absences from school per semester, the principal or principal designee will notify the juvenile and domestic relations court.

Revisions reflect amendment of Va. Code § 46.2-323 and enactment of Va. Code § 46.2-334.001 by HB 1826.

BULLYING

Instances of bullying should be reported. If the student does not feel comfortable reporting the situation in person, please use the app Anonymous Reports or the website www.anonymoualerts.com/richmondcps.

Please refer to the following chart to identify bullying:

CONFLICT	RUDE	MEAN	BULLYING
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtlessness, poor manners or rudeness	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Each person accepts responsibility	Behavior often regretted	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior; the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed; should NOT be ignored	CANNOT be resolved through mediation

Source: www.thebully.com, Social Facilitation, January 2004, 70-80(8)

BUS REGULATIONS

Guidelines for students riding school buses are detailed in the [Code of Student Conduct](#). There are

specific procedures that need to be followed when riding a school bus and students are encouraged to consult the [Code of Student Conduct](#) for any questions they may have.

CAFETERIA

All students must report to the cafeteria for lunch. During their lunch period, students are expected to remain in the cafeteria. No one is allowed to leave the cafeteria without permission from the supervisory staff; however, the Red and Gray Café is available for any Junior or Senior that is in good standing both academically and behaviorally.

Students are to conduct themselves in a proper manner in the cafeteria. This conduct includes not leaving trash on the table or on the floor. They should take their trays back, put silverware and dishes in the places provided, and toss paper in the trash cans. All trays should be stacked to assist the cafeteria workers.

CLINIC

The clinic is available to students cleared by the office for one class period at a time. If a student is thought to be too ill to remain at school, their parent/guardian or emergency contact will be contacted for permission to be picked up or to go home. The school nurse must talk with the parent/guardians before a student is permitted to leave the school grounds. If a student does not go home after spending one period in the clinic, he/she must return to class. The School Nurse is Nurse Belcher and her contact information is gbelcher@richmond-county.k12.va.us.

CTE NON-DISCRIMINATION

Richmond County Public Schools Career and Technical Education program offers a variety of career and technical programs to all students at the middle and high school levels. The program areas include: agriculture education; business and information technology; and JROTC. The regional career and technical education program offered at the Northern Neck Technical Center offers numerous programs to RCPS students in grades 10 through 12 in the areas of: agriculture education; trade and Industrial education; technology education; and health and medical sciences.

The Richmond County School Division does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities; and if applicable, provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Title IX and Section 504:
Dr. Sarah M. Schmidt, Assistant Superintendent
P.O. Box 1507, Warsaw, VA 22572
804-333-3681
sschmidt@richmond-county.k12.va.us

DRESS REGULATIONS

- Clothing cannot be excessively loose or excessively tight fitting.
- All clothing must be free of holes, cuts, tears and/or rips that expose undergarments and/or the region of the body traditionally covered by undergarments.
- ***Offensive symbols and messages:*** Any article of clothing with a printed message, may not contain profanity, obscenity, or the promotion of any illegal activity or violence. This includes advertising tobacco, alcohol, or weapons and sexually suggestive writing/images. Any article of clothing that is deemed inappropriate, offensive or a distraction to the educational environment is unacceptable.
- ***Knees and Shoulders***
 - All straps must be at least two (2) fingertips wide. Muscle shirts, halter tops, tube tops and/or spaghetti strap tops are not permitted.
 - Skirts and Dresses must be no more than 4" above the middle of the kneecap.
 - Loose fitting athletic shorts are permitted
- ***Head and Face***
 - Hats, hoods, and sunglasses may not be worn during the school day or indoors during school sponsored activities.
 - Any headwear worn must have a necessary function and be approved in advance by administration.
 - If a student wishes to wear a protective face covering in regards to health concerns, they may wear a mask that covers the nasal and mouth areas, but not the entire head. Protective face masks may be provided by the school for students.
- ***Flags and Blankets*** may not be worn.
- ***Shirts and Tops***
 - No half shirts, halter tops, strapless shirts.
 - Tops that expose the back or parts of undergarments, including razor back tops or similar articles, are not permitted.
 - Shirts must not reveal undergarments, whether due to the transparency, length, or lack of coverage.
 - Burnout and sheer fabrics are not sufficient coverage of the chest, back and shoulders. No exposed midriffs, low-cut necklines, exposed cleavage, or spaghetti straps
- ***Pants and Bottoms***
 - Pants may not be worn as to expose underwear or skin around the midsection and must completely cover the buttocks area
 - No loose design destroyed cut style pants or jeans, short-shorts, miniskirts, fishnet stockings, pajamas or sleepwear may be worn.
- ***Footwear***
 - Footwear must be worn and no house slippers.
 - Safety considerations may dictate the type of footwear worn in specific classes or school settings. Only closed-toed shoes are allowed in CTE shops.

DRILLS

The fire drill bell is different from the regular school bell. Teachers and staff will inform you of emergency protocol and evacuation maps are located in each classroom with a primary and secondary evacuation route.

Doors to be used:

100 - 102 and Science Rm East End
105, Health Rm Front, Right Side
104, Business Rm, Library, Front
103, Shop Back Shop
106, Office Tech Back, Boys' Locker Rm
All Gym classes Back Locker Rm
109-114 Back Gym Corridor
Auditorium Auditorium Front
Office, Guidance, Clinic Front, Left Side
All Music classes Music Rm
Art classes Art Corridor
107 & 108 Back Cafeteria

In addition to fire drills, students will participate in lock down drills and other drills as

mandated. 15

EARLY RELEASE FROM SCHOOL

If a student needs to leave school early during the school day, please send a note in the morning. The note should contain the student's name, date, time and reason for the early release. The name of the person(s) picking up the student should also be included, as well as the parent/guardian's signature and telephone numbers.

If someone other than a parent/guardian is picking up a student early, this person must be listed on the "Early Release Authorization" which is completed by the parent/guardian at the beginning of the school year. If a person's name does not appear on the Early Release Authorization List and/or proper verification can not be obtained from the parents/guardians, the student will not be released early from school.

When a parent/guardian or designated person comes to pick up the student, they must go to the office to sign out the student and he/she will be called from class. Proper identification will be required of any person picking up a student from school.

ELECTRONIC DEVICES/CELL PHONES

Electronic devices may be on during school hours in the cafeteria during lunch and during class transitions. During instructional time in class, all students will place their cell phone and electronic devices (including ipods or other bluetooth-connected devices), other than a school-issued laptop in a classroom caddy. The students will have the opportunity to charge their items. The items will be placed in the caddy at the start of class and then retrieved during the final five minutes of class. Cell phones and electronic devices may not go into the restrooms on Richmond County Public Schools property. Violators will be corrected according to school policy.

First offense, student warning and item placed in caddy.

Second offense, the teacher takes the phone and returns it to the student at the end of the day.

Third offense, phone confiscated turned into administration and returned to students at the end of the school day.

Fourth offense, phone confiscated turned into administration and returned to parent/guardian with a conference at the end of the school day.

Fifth offense, in-school suspension.

Sixth offense, a student is prohibited from bringing the phone into school for one month.

Seventh offense, a student is prohibited from bringing the phone into school for the remainder of the semester.

Eighth offense, referral to meet with superintendent.

FINANCES

All school money must be handled through the office on a daily basis. A receipt is given for all money collected.

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GYM PROCEDURES

Students are expected to wear appropriate attire during physical education classes per the teacher's syllabus. Students may bring their own lock or rent a lock in the locker rooms and students are expected to pay for any lost or damaged locks. Valuables should be left at home, but if a student has items of value, phones, money, then it is the student's responsibility to properly secure these items with a lock on their locker. Rappahannock High School is not responsible for any lost or stolen items. Valuable personal property should not be brought to school.

ILLNESSES AND INJURIES

At the beginning of the school year, each student will complete an emergency card to be kept on file in the school office. When a student becomes ill during the school day, he/she should obtain permission from the teacher to report to the office. The school nurse shall then notify the student's parents/guardians to come and get the student or grant permission for the student to leave with someone else. In the event that the parents/guardians cannot be reached, only those persons listed only authorized emergency contacts will be called. At no time will a student be allowed to leave school without first notifying the parents/guardians or the emergency contact.

All accidents should be reported to the office immediately. Students are expected to file an accident report with the office whether they are injured or not. The school nurse will provide forms for the insurance company; however, the school is not responsible for payments of claims.

INSURANCE

At the beginning of each school year information concerning different school insurance policies will be given to each student. Parents/guardians and students desiring further information regarding insurance coverage should contact the Nurse Belcher directly.

LOCKERS

Students can request to be assigned a locker at the beginning of the school year. Any changes in the locker assignment must be approved by the principal. Lockers are considered school property and are subject to search. School locks may be rented from the office for the school year. Non school locks may be used on the lockers, but students will comply with opening the locker for RCPS administration if requested. Books, instructional materials and personal clothing are the only items to be secured in the lockers. Rappahannock High School is not responsible for any lost or stolen items. Valuable personal property should not be brought to school.

LOST AND FOUND

All lost articles should be reported to the office secretary. If any items are found, turn them into the office staff. Found articles kept until the end of each month.

PARKING

Students are permitted to drive their cars and park them in the student parking lot if the cars are registered with the office. At the time of registration, a \$32 fee is charged for a parking spot. Cars are subject to search by the administration and/or law enforcement officers, if cause is given. Student drivers should refer to

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the tardy policy located on page 18.

REGISTRATION OF MEDICATIONS

All approved medications must remain in the clinic and administered by the school nurse or trained office staff members. A student requiring medication for treatment of an illness must bring a note to the office from his/her parents or guardians and physician granting permission to take the medication and stating the length of time to be taken. Permission must be registered for each new medication needed.

TARDINESS

The tardy bell rings 5 minutes after the regular bell and after lunch. Doors are closed and locked when the tardy bell rings. Anyone not inside is considered tardy. If a teacher keeps a student overtime in the classroom, the teacher will provide an E-hallpass explaining the lateness for the next period teacher.

Discipline for Tardiness

Consequences for tardiness to class:

- 1st & 2nd tardy: Warning/Phone call home
- 3rd & 4th tardy: Lunch Detention/Phone call home
- 5th tardy: 1-day of ISS

Consequences for student driver include the same as above and includes:

- 4th tardy: Parking privileges revoked for 10 days
- 5th tardy: Parking privileges revoked for 15 days
- 6th tardy: Parking privileges revoked for remainder of the semester
- 7th tardy: Referral to superintendent and possible suspension of parking privileges for remainder of school year

Students who are late to school should come directly to the office to receive a tardy slip. Only office staff may prepare an admittance slip to class. Most tardies are considered unexcused. Late buses, medical/dental appointments are examples of EXCUSED tardies. All other reasons will be considered UNEXCUSED. The school may accept a limited number of notes from parents or guardians (my son/daughter wasn't feeling well or we had a family emergency) that will be counted as EXCUSED.

TELEPHONE

The telephone in the school office is for school business only. Students can use the phone in each classroom for local calls with teacher approval and supervision.

VISITORS

All visitors are required to report to the school office upon entering the school building. Under no circumstances are visitors allowed in the hallway or in a classroom without the permission of the principal or his/her designee. If a visitor desires to speak to a student, permission must be obtained from the principal or his/her designee.

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STUDENT ACTIVITIES

ATHLETICS

Rappahannock High School provides VHSL Sanctioned athletic teams for boys and girls. There are varsity and junior varsity teams for baseball, basketball, cheerleading, cross-country, football, golf, soccer, softball, tennis, track and field, and volleyball.

For more info about athletics, please contact our Athletic Director, Mr. Ryan Patterson at rpatterson@richmond-county.k12.va.us

CLASS OFFICERS

Class officers shall be as follows: President, Vice-President, Secretary, Treasurer, and Reporter. Candidates for office can have no grade below a "C" the second semester of the preceding year.

EXTRACURRICULAR ACTIVITIES

Concert and Marching Band

The Concert and Marching Band is open to all students in grades 8 through 12 who have had formal training on musical instruments. (This training is supplied through instrumental music classes offered by the school.) The band performs at athletic events at home and participates in several parades. Students desiring to become band members must agree to attend all practices unless unusual circumstances arise. Practices begin approximately three weeks prior to the beginning of school, usually lasting two hours a day for four or five days a week. When school begins, practices are after school for two hours.

Beta Club

The purpose of the National BETA Club is to promote the ideas of honesty, service, and leadership among the students to regard meritorious achievement, and to encourage students to continue their education after high school. Members who are academically eligible for membership will be notified at the beginning of the second semester. Students who fulfill the steps to accept membership will receive an information package detailing the requirements they must meet to maintain good standing.

Cheerleading (VHSL)

A cheerleader must pass at least five classes each semester and continue to pass at least five classes while cheerleading. A cheerleader is expected to attend all practices and abide by all rules established by the coach. The cheerleaders organize a Spirit Week early in the school year to boost interest and enthusiasm for

Rappahannock's athletic program.

Chorus

The RHS Chorus is open to interested students who feel they possess talent in singing. The Chorus participates in concerts of various kinds and events of community interest. Practices are held either before or after school.

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Performance Arts Club

The Performance Arts Club offers the opportunity for students to practice and improve on their public speaking skills through sharing original work, published literature, spoken word, lyrics, songs, rap, and much more.

Future Farmers of America (FFA)

The Future Farmers of America organization is an integral part of agricultural education classes. Its purpose is to develop leadership, cooperation, and citizenship. The FFA is national in scope and through its contests, meetings, and awards, provides practical experiences and worthy recognition to members. The FFA motto expresses the philosophy of the organization, "Learning to do, doing to learn, earning to live, and living to earn."

Student Council Association (SCA)

The Student Council Association promotes school spirit among the student body and staff and encourages participation in service projects that benefit our school and community. The Student Council provides students with many opportunities for leadership. SCA is responsible for *Homecoming* and pep rallies and also helps other school organizations as needed.

Yearbook

The yearbook is published each year by a student staff from the yearbook elective class for the various phases of production. Students can make partial payments for their yearbook at certain times during the year and the remainder when the yearbook shipment arrives during the summer.

Theatre (VHSL One Act Play/Class)

The purpose of Theatre is to increase students' understanding, appreciation, and critical perceptions of the theatrical event. Readings and lectures will focus on the elements of theatrical practice; artists and innovators of theatre throughout history; and on the theatre's development as an art form and a social phenomenon. Students will be required to attend practices, and performances after school and on performance weekends.

JUNIOR-SENIOR PROM

Each year the Junior Class presents a student prom at which the Senior Class and faculty are the guests of honor. This is a much anticipated festive occasion which is a highlight of the last two high school years. Students must attend school for the complete day prior to prom in order to attend.

Outside dates are permitted; however, they must be approved by the administration, proper paperwork completed and **they must be between the ages of 14 and 20.** Junior class officers are expected to set up before the prom and clean up after the prom. No eighth grade students may attend prom.

All outside dates must be listed with the office on Thursday preceding the event. Anyone not in the junior or senior class is considered an outside date at the Junior-Senior Prom. Elementary and middle school students are not allowed to attend the Prom or any other school dances. The 2025 Prom will be held at RHS from 7 pm-11 pm on TBD. Tickets will be sold prior to the event for \$25 each or \$50 for a couple.

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SCHOOL PARTIES AND FUNCTIONS

School parties are usually held between the hours of 7:00 and 11:00 p.m. on the school grounds with at least two faculty members present. Students are not permitted to leave school parties and then return. All parties must be approved and placed on the official school calendar at the beginning of the year.

No student may attend a school function if he/she has been absent that day and did not have a pre-excused absence. A student must also be in good standing to attend school related events. Any student with a suspension must get permission from the principal to attend.

SENIOR PORTRAITS

Seniors may have special portraits of themselves made for the school yearbook and for friends and relatives during the summer prior to the start of their senior year. A fee is charged for proofs, when an actual selection of pose and type of picture is made, a deposit of at least one-half of the total cost must be returned with the order. Only students who are officially seniors are permitted to have their pictures made with the senior class. Our vendor is Charles Lawson with Keepsake Images, and his number is (804) 436-9999.

SENIOR RINGS

School rings are ordered during the Junior year by students who are enrolled, are in good standing in school, and are progressing well enough to be classified as seniors the following fall. A deposit must be paid when the orders are placed. This will be partial payment towards the full cost of the rings. Herff Jones is our vendor and their contact information is hmgodfrey@herffjones.com.

SENIOR TRIP

Each year the senior class is given an opportunity to take a trip together as a group. This is a student-financed trip. The student must be in good standing with the school. Students who have been suspended during the school year for any reason and/or are failing more than one class may not be eligible to participate in the senior trip unless granted by the principal. Discipline problems on the senior trip may result in a loss of privileges and/or the inability to participate in the graduation ceremonies. Ms. Knight serves as the Senior Class Sponsor and may be contacted at lknight@richmond-county.k12.va.us. The senior trip dates are TBD.

VIRGINIA HIGH SCHOOL LEAGUE

Rappahannock High School is a member of the Virginia High School League (VHSL), an organization of public high schools that seeks to encourage student participation in desirable school activities by conducting or supporting programs of interscholastic activities in all fields. The VHSL sets forth specific eligibility requirements for all students participating in athletics and interscholastic activities representing Rappahannock High School.

Athletes must have a VHSL physical form on file with the athletic director before beginning practice. This form must be complete or the athlete may not practice. An athlete must take a minimum of five classes and must have passed five classes at the end of the school year or first semester, whichever one precedes the sport's season. Other rules are listed on the physical form, which may be secured in the office.

Mr. Winfield will serve as the Faculty Athletics Representative in assisting our student-athletes fulfill their academic endeavors to truly be a student-athlete. He may be contacted via email at

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gwinfield@richmond-county.k12.va.us

All questions involving the Virginia High School League and questions regarding athletics participation can be directed to Mr. Patterson, athletic director, rpatteron@ricmond county.k12.va.us

Grievance Procedure for Sexual and Disability Harassment/Discrimination

This Grievance Procedure is established to meet the requirements of Title IX, the Americans with Disabilities Act of 1990 ("ADA") and Section 504 of the Rehabilitation Act of 1973. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of gender or disability in the provision of services, activities, programs, or benefits by the Richmond County School Board (Also referred to in this grievance procedure as the "School Board" or "Richmond County Public Schools"). The School Board's Personnel Policy governs employment-related complaints of sexual and disability discrimination.

A. Reporting

The complaint should be reported as soon as possible but generally within fifteen (15) days of the occurrence. Complaint Form JB-F should be used for a report of discrimination and Complaint Form JFHA-F(Students) and Complaint Form GBA- F (Employees) for a report of harassment. However, oral or other written reports will be accepted. Reports must contain information about the alleged discrimination such as name, address, phone number of the complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to the building principal or: **Compliance Officer Alternate** **Compliance Officer** Assistant Superintendent Rappahannock High School Principal P.O. Box 1507, Warsaw VA, 22572 6914 Richmond Road, Warsaw, VA 22572 804-333-3681 804-333-3551

Any complaint that involves the Compliance Officer(s) or Principal should be reported to the Superintendent.

B. Investigation

An investigation will be completed as soon as possible but generally not later than fourteen (14) school days after receipt of the complaint. Upon completion of the investigation, the Compliance Officer will issue a written report to the Superintendent.

C. Action by the Superintendent

Within five (5) school days of receiving the report, the Superintendent will issue a decision regarding (1) whether policy was violated and (2) what action, if any, should be taken.

D. Appeal

If the Superintendent determines no prohibited discrimination or harassment occurred, the finding may be appealed to the School Board within five (5) school days of receipt of the decision. The School Board will make a decision within thirty (30) calendar days.

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E. Retaliation against students or school personnel who report discrimination is prohibited.

The full version of policies for sexual and disability harassment/discrimination can be found in the following documents, available on the Richmond County Public Schools' website at www.richmond-county.k12.va.us.

- School Board Policies: GBA/JFHA and JB
- Complaint Forms can be found in the following locations:
 - School Board Policy JFHA-F (for students): Report of Harassment
 - School Board Policy GBA-F (for employees): Report of Harassment
 - School Board Policy JB-F: Report of Discrimination

Rappahannock High School Fees

Class Fees

Junior Class Fees:

- \$60-\$75 class trip to Washington D.C. Cost varies due to the number of students and cost of the bus and dinner.

Senior Class Fees:

- Senior trip – cost varies due to destination and number of students
- \$25.00 Honor stole for honor graduates

Computer Fees

- \$26.00 to replace charger if lost or damaged
- \$416.00 if computer is lost to replace

Club Fees

BETA Dues:

- \$21.00 joining fee
- \$6.00 annual fee
- \$16.00 t-shirt fee

- \$104.00 optional BETA convention fee

Fellowship of Christian Athletes (FCA):

- \$6.00 annual fee

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Other Fees

Parking pass (required by all student drivers parking on campus):

- \$32.00/year or \$16/semester

Drivers Education In Car Fee:

- \$150.00 for students entering 10th grade Driver's Education for the 2024-2025 School Year.

\$5.00 *Lock fee* (*students may use their own lock)

\$5.00 *Gym Lock fee*

\$99.00 *AP Exams* (if grade is below a C)

DE classes at RCC – Determined by RCC tuition – ½ of class cost is refunded if a final grade is C or better

\$11.00 *Theatre – Script fee*

\$16.00 *Art Class fee*

\$16.00 *Shop Class fee*

\$16.00 *Choral Music fee* /\$55.00 for *concert dress* (subject to change)

\$78.00 *Virtual Virginia Class fee* (if class is dropped after 21st day)

\$52.00 *Yearbook* (before spirit week; \$58.00 until spring break; \$63.00 after spring

break) \$6.00 per cadet *JROTC Holiday Ball* (JROTC cadets only)

\$6.00 per student *Homecoming dance ticket*

Athletic Family Pass

➤ \$338 Family Pass to Athletic Events (home events only)

Textbook/Calculators/Sports Uniforms: Student pays replacement cost if lost/damaged 24

Additional fees will occur for special trips and activities that may occur

****Please note replacement costs and fees could change due to vendor price costs.**

RHS ALMA MATER

Our favor'd school, all hail to thee, Rappahannock, Rappahannock; Our
truth and love and loyalty, Rappahannock, Rappahannock.

We're here to learn that truth and right, Will lead us through the
darkest night; We'll look to thee for strength and light, Rappahannock,
Rappahannock.

When all our days in thee are through, Rappahannock, Rappahannock;
We'll always hold fond mem-or-ies, Of you dear Rappahannock.

When all our friends from here are gone, And we are in the world alone - -
Thy name will bring us thoughts of home, Rappahannock, Rappahannock.

Tune: "Virginia Our Virginia"

Lyrics: Nancy O'Dell Latta

