

# **LORD BOTETOURT HIGH SCHOOL**

1435 Roanoke Road

Daleville, VA 24083

Phone: 540-992-1261 Fax 540-992-8381

## **WELCOME TO THE HOME OF THE CAVALIERS!**

The administration, faculty and staff welcome you to the 2017-18 school year. Lord Botetourt High School will provide a comprehensive educational experience in a safe and positive learning environment. Our goal is to prepare students to be critical thinkers, effective communicators, and responsible citizens. We hope that you will find many opportunities to be involved in our Cavalier community. Your participation as a student and your service to our school make Lord Botetourt a great place for everyone.

This handbook provides rules, guidelines and other information to help you understand your responsibilities and obligations to your school. Your understanding of the information contained in the handbook will help to ensure your success as an individual as well as the efficient operation of the school.

We take great pride in our school and hope that you will find this year to be a positive experience in your high school career. The administration, faculty and staff are here to assist you at any time.

Welcome to the Home of Cavaliers and good luck with your classes and extra-curricular activities. We look forward to a great year!



Andy Dewease  
Principal

## QUICK INFORMATION GUIDE

### **INFORMATION ABOUT:**

Accident/Insurance Form  
Admit Slip for Absence(s)  
Checking Out /Early Dismissal  
Tardy to School  
Early Dismissal Notes (NO PHONE CALLS)  
Bus Note  
Homework Request  
Illness  
DMV Verification Form  
Locker Problems  
Lost & Found  
Parking Permits  
Pre-Arranged Absence  
Transcripts  
Athletic Information  
School Website  
Parent Portal  
Twitter:

### **REPORT TO:**

School Nurse  
Attendance Clerk  
Attendance Clerk  
Attendance Clerk  
Attendance Clerk (By 9 AM)  
AP Office (Prior to 9 AM)  
Guidance Secretary  
School Nurse  
Guidance Secretary  
Main Office  
Cafeteria  
SRO  
Attendance Clerk  
Guidance Secretary  
Athletic Director  
<https://sites.google.com/a/bcps.k12.va.us/lord-botetourt/>  
<http://botetourt.powerschool.com/>  
@LBHS\_Cavaliers

### **TELEPHONE NUMBERS**

Principal	992-1261
Assistant Principals	992-2445
Athletic Director	992-5170
Guidance Office	992-5182
Attendance (24/7 Voicemail)	966-8669
Resource Officer	966-8901
Cafeteria Manager	992-1268

## BELL SCHEDULES

### Regular Bell Schedule

First Block	Second Block			Third Block	Fourth Block
		1 <sup>st</sup> Lunch	2 <sup>nd</sup> Lunch		
9:05-10:31am	10:36am-12:34pm	10:31-11:01am	11:18-11:48am	12:04 - 12:34pm	2:09 - 3:35pm

### One-Hour Delay Schedule

First Block	Second Block			Third Block	Fourth Block
		1 <sup>st</sup> Lunch	2 <sup>nd</sup> Lunch		
10:05-11:14am	11:19am-1:06pm	11:14-11:44am	11:55am - 12:25pm	12:36-1:06pm	2:25-3:35pm
<i>PM BTEC LEAVES AT 1:11pm</i>					

### Two-Hour Delay Schedule

First Block	Second Block			Third Block	Fourth Block
		1 <sup>st</sup> Lunch	2 <sup>nd</sup> Lunch		
11:05-11:51am	11:56am-1:54pm	11:51am - 12:21pm	12:38-1:08pm	1:24-1:54pm	2:49-3:35pm
<i>PM BTEC LEAVES AT 1:59PM</i>					

**One-Hour Early Dismissal Schedule**

<b>First Block</b>	<b>Second Block</b>			<b>Third Block</b>	<b>Fourth Block</b>
		<b>1<sup>st</sup> Lunch</b>	<b>2<sup>nd</sup> Lunch</b>	<b>3<sup>rd</sup> Lunch</b>	
9:05-10:11AM	10:16am-12:14pm	10:11-10:41am	10:58-11:28am	11:44am - 12:14pm	12:19-1:24pm
<i>PM BTEC STUDENTS LEAVE FOR BTEC AT 12:19PM</i>					

**2017-2018 SCHOOL CALENDAR**

**Important Dates**

**August 2017**

- 2-8 No School for Students: Teacher Work Day
- 9 First Student Day

**September 2017**

- 5 No School for Students/Teachers: Labor Day

**October 2017**

- 11 End of 1<sup>st</sup> Nine Weeks
- 16 No School for Students: Teacher Workday

**November 2017**

- 7 No School for Students: Parent/ Teacher Conferences
- 22-24 No School for Students/Teachers: Thanksgiving

**December 2017**

- 20 End of 2<sup>nd</sup> Nine Weeks / 1<sup>st</sup> Semester
- 21 No School for Students: Teacher Work Day
- 22-29 No School for Students/Teachers: Winter break

**January 2018**

- 1 No School for Students/Teachers: Winter Break
- 2-3 No School for Students: Teacher Work Day
- 15 No School for Students/Teachers: Martin Luther King, Jr. Day

**February 2018**

- 19 No School for Students: Parent/Teacher Conferences

**March 2018**

- 9 End of 3<sup>rd</sup> Nine Weeks
- 12 No School for Students: Teacher Workday
- 30 No School for Students/ Teachers: Spring Break

**April 2018**

- 2-6 No School for Students/Teachers: Spring Break

**May 2018**

- 22 End of 4<sup>th</sup> Nine Weeks/Last Student Day
- 23-24 No School for Students: Teacher Work Day

**Testing Dates:**

**Fall Semester 2017:**

- High School SOL Writing Test: Middle/High School SOL Non-Writing

**Spring Semester 2018:**

- Elem/Middle/High SOL Writing Test
- Elem/Middle/High SOL Non-Writing

**Summer Semester 2018:**

- High School Non-Writing/Writing

**Procedures for making up days missed due to inclement weather:**

Should the school year fall below the required instructional days or hours, the difference will be made up by converting the following non-school days to schools days, not necessarily in the order listed:

- December 21, 2017      March 30, 2018
- March 12, 2018      May 23, 2018

**I. STUDENT ATTENDANCE**

School attendance is critical for academic achievement and preparation of students for the world of work. School attendance is a cooperative effort and Botetourt County shall involve parents and students in accepting the responsibility for good attendance. Each parent/guardian having charge of a child within the compulsory attendance age shall be responsible for the child's regular and punctual attendance as required under provisions of the law. The BCPS attendance policy is based upon the state compulsory attendance law, accreditation standards and the belief of the administration that regular student

attendance is critical to successful progress in school. Refer to School Board Policy JED-SR1 for specific details on attendance, including information regarding excused and unexcused absences.

**A. ATTENDANCE REPORTING**

Student attendance shall be monitored and reported as required by state law and regulations. Attendance will be recorded by each individual block.

**B. ABSENCE NOTIFICATION**

Parents/guardians should notify the school when their child will be absent. Parents will be notified by an automated phone message anytime a student is marked with an unexcused absence or tardy from class.

**C. Absences**

Excused Absences:

The Following reasons shall be acceptable for absence from class:

- a. Illness of the student verified by notification from parents
- b. Medical appointments (All appointments must be verified by a doctor note)
- c. Death in the family
- d. Court appearances as evidenced by a summons or other verification
- e. Other reasons deemed acceptable by the principal

Unexcused Absences:

Parents are notified on a daily basis about student absences. The following reasons shall be unacceptable for absence from class:

- a. Car trouble
- b. Missing the bus
- c. Personal business
- d. Needed at home
- e. Working on a job
- f. Other reasons deemed unacceptable by the principal

**D. ATTENDANCE WAIVERS AND APPEAL PROCESS**

Excessive absences may result in denial of course credit as defined in School Board Policy JED-SR1. Only those students that have a passing grade in a course for which they have been denied credit may apply for an attendance waiver. The building principal or designee will notify the parent of a student who has accumulated more than 10 absences and is being denied course credit. The waiver process will be used if a student passes a class and requests course credit despite being absent more than 10 days in a semester class or full year class that meets on an A/B rotation. The waiver and appeal process is defined in School Board Policy JED-SR-1.

### **E. LATE ARRIVAL**

All students are expected to arrive to school and class on time. Students who are tardy to school are required to report to the Attendance Office and present a note that is written by his or her parent/guardian, doctor, or court official stating the reason for tardiness. After receiving an admit slip from the attendance officer, the student may report to class.

### **F. TARDINESS TO CLASS**

Each student will receive two warnings per block. After the warnings are used, if a student is tardy to class, they will be assessed a 30 minute Detention (Before or After School) for each subsequent tardy. A parent contact will be made by the assigning teacher. The student will have 5 days to make up the time with the assigning teacher. Failure to serve detention will result in a disciplinary referral to the office.

A student is tardy to class if he or she arrives to the class after the tardy bell. Five unexcused tardies will result in one (1) absence. The teacher will record this absence as an "Absence by Tardy." Each time an "Absence by Tardy" occurs, the absence will count in the ten (10) allowed absences. If a student arrives to class more than 10 minutes after the tardy bell without an excused note, the student will receive an unexcused tardy AND a discipline referral for skipping class.

### **G. LEAVING SCHOOL EARLY**

**Students will not be permitted to leave the school premises during the school day once he/she has arrived on school property except under the following conditions:**

1. When a written **note or email** from a parent or guardian is sent stating the reason for leaving, the time the student is to leave, and who will pick the student up or how the student will leave. This note must be presented to the Attendance Clerk prior to 9:00 a.m. If the note or email is considered valid, the student will receive an early dismissal slip. If a note or email is turned in after 9:00 a.m., a parent will be contacted to verify the note. The student must obtain an admit slip upon returning to school. **Students are not allowed to check out for lunch.**
2. If it becomes necessary during the school day for a student to leave, the student must secure permission from the Attendance Clerk. The Attendance Clerk will require information from the student's parents or guardians in order to be sure that those responsible for the student are aware that the student is leaving school and with whom the student is leaving.
3. A parent or guardian may, during the school day, personally come to the Attendance Clerk to sign his/her child out of school.
4. In all instances when a student leaves school during the school day, it is necessary to sign-out in the Attendance Office on the sign-out sheet (after

permission has been granted to leave). **Simply signing out does not meet the requirement for leaving school during the school day. (Failure to follow procedures for signing out will result in disciplinary action.)**

5. Students are to remain in class until the person picking them up reports to the Attendance Office and requests the student from class.

#### **H. ADMIT SLIPS**

In order to receive an EXCUSED admit slip when returning from an absence, the student must bring a written excuse and reason for absence from a parent/guardian, etc. to the attendance office between 8:45 – 9:05 a.m. on the day he/she returns to school. If a student was absent and forgets his/her excuse, the student will receive an unexcused absence until a note is presented. Notes must be presented within THREE school days. Students in In-School Suspension (ISS) or Out of School Suspension (OSS) do not need an admit slip.

#### **I. MAKE-UP WORK**

Students are expected to make-up work when absent in accordance with School Board Policy JED-SR1.

The student will have one day for each day absent to turn in missed assignments. It is at the discretion of the teacher whether an extension of time will be granted. Any work assigned before the student's absence may be required on the first day of his or her return to school (i.e., projects, tests, etc.).

## **II. ACADEMIC POLICIES**

### **A. COUNSELING/GUIDANCE SERVICES**

The Guidance Counselors are available from 8:00 am to 4:00pm each day to assist students with academic counseling, career counseling, college choices, personal issues, and learning strategies. Students may request an appointment with his/her counselor by using the "Request to See Counselor Form" in the Guidance Office. Students with issues of an emergency or immediate nature may obtain a pass to Guidance from their teacher. Students are assigned a counselor based on the first letter of the last name:

**Mrs. Meyers A – F   Mrs. Chester G – N   Mrs. Garnett O – Z**

Confidentiality during counseling sessions is upheld between counselor and student, except when the *Code of Virginia* requires the counselor to alert a parent if the student indicates they are considering harm to themselves or others.



## **B. SCHEDULE ADJUSTMENT PROCEDURES**

Students are encouraged to make schedule choices carefully. Dropping or changing a course selection may necessitate a complete schedule change. Changes in initial course selections cannot be made after July 1, 2016. Students will be allowed to drop or add classes according to the following:

### **1. Change from one course to another will be made only under the following circumstances:**

- a. Failure of a course which is a prerequisite for a scheduled course or graduation requirement
- b. Human or computer error
- c. Change in program of studies
- d. Recommendation of administration
- e. No move between course levels will be made after the first five weeks of a course

### **2. Dropping a Course:**

Any student who withdraws from a credit bearing course after the Friday of the first full week of school will receive the grade of W/F (Withdraw/Failing). The W/F will be recorded and be included when determining GPA. No exceptions will be made unless approved by the building administration.

- *Note: Students enrolled in a dual enrollment course must follow the deadline dates and policies for dropping a course set by the institution in which they are enrolled. (i.e. Virginia Western or Dabney S. Lancaster Community College). If a student drops a dual enrollment course after the drop/add date, any associated costs for the late withdrawal will be the responsibility of the student. Please see the community college website for drop/add and withdrawal deadlines.*

### **3. Adding a course:**

No student request for a new course will be honored after July 1, 2017. No exception will be made unless approved by the building administration.

## **C. CUMULATIVE RECORDS**

Parents/Guardians may review their student's cumulative records by making an appointment with the guidance counselor.

#### **D. GRADING SCALE**

Letter Grade	Numerical Range	Quality Points
A	100-94	4
A-	93-90	3.7
B+	89-87	3.3
B	86-83	3
B-	82-80	2.7
C+	79-77	2.3
C	76-73	2
C-	72-70	1.7
D+	69-67	1.3
D	66-60	1
F	59-0	0

#### **E. National Honor Society**

##### FROM NATIONAL HONOR SOCIETY HANDBOOK

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. Our chapter of NHS has worked hard to bring the accomplishments of outstanding students to the attention of parents, teachers, peers, and the community. Our chapter and the more than 16,000 chapters in schools across the nation strive to give practical meaning to the Society's standards of scholarship, service, leadership, and character. These four ideals have been considered as the basis for your selection. No student is inducted simply because of a high academic average. The National Honor Society strives to recognize the total student—one who excels in all of these areas. The standards used for your selection were: scholarship (minimum 3.5 GPA) cumulative average, service, leadership, and character, as demonstrated by activities and teacher input. Membership, however, is more than an honor. It incurs a responsibility and an obligation to demonstrate those outstanding qualities that resulted in your selection. Membership also carries a responsibility to the chapter. If our chapter to the National Honor Society is to be effective and meaningful, each member must become involved. A full list of chapter obligations will be provided to all inductees at the first meeting.

##### Lord Botetourt NHS Induction Procedures

1. Grades will be reviewed in January 2018 to determine students who have qualified based on scholarship. (minimum 3.5 GPA)
2. NHS sponsors will provide applications to qualified students.
3. Students will have approximately two weeks to complete the application. A due date will be determined by the NHS sponsors.
4. Students will be required to submit two recommendations. At least one recommendation should be completed by a LBHS faculty member.

Students may also submit a recommendation from someone in the community who can speak to their leadership, service and character. All LBHS staff members will be given the opportunity to provide feedback on students who have qualified for acceptance into the NHS.

5. As part of the application, students will be required to document two leadership characteristics and at least ten service hours that have been completed since entering the 9<sup>th</sup> grade.
6. Applications will be reviewed by a faculty council composed of five teachers. Applicants must have a (yes) vote from at least three members of the faculty council committee in order to be accepted.
7. Applicants who have been accepted and denied will be notified in writing.
8. Candidates who are denied entry into the NHS may seek clarification from the NHS sponsor(s) and submit an appeal in writing to the building Principal. The final decision will be made by the building Principal.

#### Important Dates

1. NHS Club Meetings – 2nd Tuesday of every month. 8:30am and 3:45am.
2. January/February 2018 – Grades are reviewed by NHS Sponsors
3. Beginning of March 2018 – Candidates for NHS are notified.
4. Mid-March – NHS Applications Due
5. April – Notification of New Inductees
6. End of April – NHS Induction Ceremony

Chapter Officers (President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Reported, Sergeant-at-arms.)

- All officers will be elected by a secret ballot.

#### Membership Obligations

- Each member is expected to maintain a 3.5 or higher grade point average and participate in two service projects each year.
- Grades will be reviewed at the end of every semester.
- Members should miss no more than two NHS meetings. Students who miss more than two meetings will receive a warning letter.

#### Conditions that may lead to dismissal from membership

- If a student does not remain in good standing at the school. (Grades or Discipline)
- Not participating in required NHS meetings.
- Not completing required service projects after induction.

- Any actions that may question a member's character.

#### **F. GRADUATION CEREMONY**

Only those students who have completed all requirements for a diploma under the Virginia Department of Education requirements will be allowed to participate in the graduation ceremony. Requirements must be completed twenty-four hours prior to the starting time of the ceremony.

#### **G. HOMEWORK REQUEST**

Parents or students may request homework/classwork if a student is absent. Contact the Guidance Secretary (992-5182) by 9:00 AM. If possible, assignments will be available by 9:00 AM the day following the request.

#### **H. LATE WORK POLICY**

Work turned in after the due date will be assessed as defined in School Board Policy IAA-BR.

#### **I. LOSS OF COURSE CREDIT**

Absences, in any class, in excess of ten (10) blocks of instruction may result in the denial of credit for that class. A student who is denied course credit for a class may appeal the decision. (See BCPS School Board Policy JED-SR1).

#### **J. STANDARDIZED TESTING**

Students are expected to participate in all Standards of Learning Tests.

#### **K. STUDENT ASSISTANCE PROGRAM (SAP)**

SAP is a program that provides a confidential setting for students who can benefit from education regarding: violence, substance abuse, suicide prevention, life skills such as (but not limited to) problem solving, communication, self-esteem, decision-making skills, and the effects of their own (or someone else's) use of alcohol or other drugs. Each student's contact is kept confidential, involving others only when concern for the health, safety, or welfare of the student arises. Our Student Assistance Program (SAP) team consists of in-school staff working together with community agencies and available resources to make an appointment, please call the Lord Botetourt main office at [540-992-1261](tel:540-992-1261), and ask to speak with the SAP Coordinator.

#### **L. TEXTBOOKS**

Textbooks are provided by Botetourt County Public Schools. If textbooks are lost, the student must pay the full cost of the book. If a textbook is damaged in excess of reasonable wear, the student will be fined to cover the loss or damage. Fines must be paid before the beginning of the student's next semester and senior fines must be paid prior to graduation.

### **M. TRANSCRIPTS**

Students or parents may request transcripts through their Guidance Counselor or the Guidance Clerk. Two weeks notice is required for all transcript requests.

## **III. SCHOOL POLICIES**

### **A. POSSESSION OF ALCOHOL, TOBACCO, ELECTRONIC CIGARETTES, ANABOLIC STEROIDS, AND OTHER DRUGS**

A student shall not possess, use, and/or distribute alcohol, tobacco, tobacco products, or other drugs on school property, on school buses, or during school events on or off the school property. This includes, but is not limited to, smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, electronic cigarettes, and any prescription and non-prescription drug not possessed in accordance with School Board Policy JHCD. Details regarding possession of such substances can be found in School Board Policy JRC-R, JFCF, JFCF-R, JFCF-BR, JFCF-SR1, JFCF-SR2, and JRCH.

### **B. BUS REGULATIONS**

Students are expected to comply with the following regulations while riding county school buses (including activity buses, field trips, etc.).

1. Students are not permitted to ride another bus or get off their bus at any locations other than their own stop unless they have a note from their parent, which has also been signed by an Administrator. Bus notes **MUST** be brought to the Assistant Principal's Office **BEFORE 9:00 a.m.** Notes must include the name of the student in which they are riding, the bus number and address of the stop the student will be dropped off.
2. Students must stay in their assigned seats while the bus is in motion.
3. Food, drinks, audio devices, or tobacco products are **NOT** permitted on the bus.
4. Be courteous - good behavior is required on buses at all times. Profanity in any form is not permitted.
5. Students riding Botetourt County School Buses are under the authority of the bus driver and must abide by their instructions.

**Bus referrals may result in the following disciplinary measures ranging from a warning to a bus suspension.**

### **C. CANINE DRUG/WEAPON SEARCHES**

To insure students' and faculty safety, the LBHS Administration, in conjunction

with the Botetourt County Sheriff's Department and Virginia State Police, will conduct a series of unannounced canine drug/weapons searches of the school.

#### **D. CELL PHONES AND OTHER COMMUNICATION DEVICES**

Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher. Details regarding communication devices can be found in Board Policy JFC-R.

#### **E. CHEATING (SEE BCPS PLAGIARISM GUIDELINES BELOW)**

- First Offense – Student may receive a zero on the assignment (teacher's discretion), discipline a referral resulting in a conference with the administration, and parents will be notified.
- All others – Zero on the assignment and a discipline referral resulting in ISS/OSS

#### **BCPS Plagiarism Guidelines Definition:**

Botetourt County Public Schools encourages all students to conduct themselves with honesty and integrity in their work.

Based upon reviews of multiple authorities, BCPS defines plagiarism as the intentional or unintentional use of the ideas, words, and/or works of another as one's own, including visual images, music, videos, etc. This definition includes but is not limited to:

- Failure to give credit according to the style manual and **guidelines** as specified by the classroom teacher and/or instructor
- Submission of someone else's work, in part or in whole, as the student's own work

Examples include the following:

1. Failing to use quotations marks to indicate another's exact words, apt phrases, or coined phrases;
2. Changing words but maintaining the sentence structure or organization of the original source;
3. Using phrases without appropriate citation and documentation
4. Failing to paraphrase properly;
5. Giving false information about the source;
6. Using any visual image or audio in an assignment without proper citation;
7. Purchasing or using papers or assignments written by someone else;

8. Submitting the same paper or assignment to more than one teacher without the consent of both teachers;
9. Failing to make a clear correlation between in-text documentation and works cited page;
10. Copying an assignment from a peer, with or without the peer's permission, and submitting it as one's own work;
11. Copying and pasting information from an online source into an assignment without correct citation and documentation.

#### **F. DANCES/ATHLETIC & SOCIAL EVENTS**

The following guidelines will apply to all dances/athletic social activities:

1. Students and guests are expected to conduct themselves as ladies and gentlemen at all social functions.
2. Anyone leaving the activity will NOT be allowed to re-enter the building.
3. The parents of anyone possessing alcoholic beverages, or those exhibiting that they or a guest have consumed any intoxicating beverages or drugs, will be contacted and those students will be escorted off of school property or away from the school function. All disciplinary measures apply to any activity, home or away.
4. Smoking is not permitted on school grounds or during activities on school grounds at any time.
5. All students should make arrangements to have a ride home as soon as the dance/activity is over. Students shall not loiter on the school grounds after the dance/activity.
6. Students are under the jurisdiction of the school at all extra-curricular activities, including those at other schools.
7. Students serving out of school suspension are not allowed to attend extra-curricular activities (games, dances, etc., home or away).
8. Non-Lord Botetourt High School Students attending any dance must have a permission form approved by the Assistant Principal's Office. LBHS students may only invite ONE guest. The guest should be in at least in the 9<sup>th</sup> grade.

#### **LBHS – Dance Conduct Expectations**

Lord Botetourt High School has a great responsibility to provide high standards and character education during the course of the school day and during all extra-curricular activities. Behavior at all student activities is expected to follow the same standards as behavior required during the school day. Students should respect themselves and each other at all times and behave responsibly in all social settings, including school dances. Vulgar/provocative dancing, such as grinding, will not be allowed. Sexually suggestive dancing will not be allowed. Hand placements should be limited to the waist and shoulders only. Straddling and bending over will not be allowed. Students dancing front to back provocatively and/or inappropriate touching will not be allowed. The above-

mentioned behaviors and acts will not be tolerated, and individuals or couples engaging in such acts or movements will be asked to immediately stop the behavior. Continued inappropriate behavior will result in the students being asked to leave the dance area and possibly the event. School officials reserve the right to make decisions on suitable dance movements. Your cooperation is appreciated to maintain a safe, orderly, and enjoyable event.

### **Sportsmanship**

Lord Botetourt High School and the Blue Ridge District promote good sportsmanship by student athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Actions meant to demean opposing contestants, teams, spectators, and officials are not in the highest ideals of the interscholastic education. Profanity, racial or sexist comments, intimidating actions, or other inappropriate behaviors will not be tolerated and are grounds for removal from the site of competition. Additionally, inappropriate conduct by LBHS students at sporting events could be grounds for school disciplinary consequences and suspension from future sporting events.

### **G. Deliveries/Gifts**

The Main Office will not accept floral arrangements, balloons, candy or any other type of gift for delivery to students during regular school hours. The principal may grant exceptions for incentives and rewards sponsored by teachers or the school.

### **H. Messages**

Classes will not be interrupted for messages, unless it is an emergency. The school will take important messages but is not responsible if a message is not delivered or communicated. Students will be called to the main office via the intercom during class change to receive important messages.

### **I. HALL LOCKERS**

Each student will be assigned a hall locker and should use that locker exclusively. Students should not leave money or other valuables in the locker. LBHS will not accept responsibility for loss or theft of belongings from lockers. Report locker problems to the Main Office. The Assistant Principal will make any locker reassignment. Students will be held responsible for any damages, including vandalism, to their assigned locker.

*THE ADMINISTRATION RESERVES THE RIGHT TO OPEN ANY LOCKER WITH OR WITHOUT WARNING IF THERE IS SUSPICION THAT IT MAY CONTAIN HARMFUL, ILLEGAL OR POTENTIALLY DISRUPTIVE MATERIAL.*



#### **J. HALL PASSES**

**No students are allowed in the halls between classes or during lunch without a hall pass.** Also, in order for a student to access the library during lunch, students must have a lunch pass signed by an administrator from the cafeteria.

#### **K. LUNCH PASSES**

Students must remain in the cafeteria for the entire lunch period. The only exceptions are:

- Seniors eating in the outside senior eating area
- Any student going to the library or meeting with a teacher with a lunch pass filled out by a staff member
- Students visiting the nurse with a pass

#### **L. OFF LIMITS AREAS**

**Students are not permitted in the following areas during the school day:**

1. Outside the auditorium door/front wall
2. Outside music room door
3. Outside gym/locker room doors
4. Inside locker rooms (except during PE)
5. Parking lots
6. Garage/shop area
7. Back of school
8. Outside art room
9. Teachers' workrooms or restrooms
10. ISS area

#### **M. PHYSICAL EDUCATION**

1. **Participation:** Prior to the beginning of class, the physical education teacher must approve notes from parents requesting that a student be excused from PE because of illness, injury, etc. A doctor's note is required for students desiring not to dress out for more than one day in succession.
2. **Clothing:** All students are required to have suitable clothing, including socks and shoes, and are expected to dress for all physical education classes. Botetourt County gym uniforms are sold in all PE classes for both boys and girls. PE clothing should be laundered a minimum of once a week.
3. **Lockers:** Students are required to have a lock for their PE locker. Students should **NOT** leave valuables in gym lockers. LBHS is **NOT** responsible for stolen property that is not properly secured.

#### **N. PUBLIC AFFECTION**

Students are expected to use good judgment in their affectionate expressions in school. Consequences may result in a warning up to a school suspension.

#### **O. STUDENT DRESS CODE**

The school building is a student's work place. Student dress should reflect this. The Botetourt County Public Schools dress code for Grades 6-12 is detailed in School Board Policy JFC-SR3.

#### **PROCEDURES FOR INAPPROPRIATE DRESS**

1. First Offense – Referring Teacher will complete a discipline referral and send student to AP office. Student will be asked to change. (Students may return home to change or the parent must bring the needed clothing to school).  
If for some reason the student cannot obtain suitable clothing, he/she will report to ISS.
2. Second and Third Offenses – ISS on the day the clothing is worn
3. All other offenses – ISS/OSS

#### **P. STUDENT PARKING**

Students driving cars, motorcycles, trucks, etc. are under the supervision and authority of the school upon entry to the parking lot and are expected to follow safe driving procedures.

**STUDENTS ARE ENCOURAGED TO KEEP VEHICLES LOCKED AT ALL TIMES. LORD BOTETOURT HIGH SCHOOL WILL BE NOT RESPONSIBLE FOR ANY DAMAGE THAT OCCURS TO VEHICLES PARKED ON SCHOOL PREMISES. PARKING PRIVILIGES SHALL ALSO BE TIED TO DISCIPLINARY INFRACTIONS.**

#### **1. STUDENT DRIVING/PARKING REGULATIONS**

- a. All vehicles parked on school property **MUST** be registered in the School Resource Officer's office (\$15.00 fee for year/\$7.50 for second semester).
- b. All vehicles parked on school property **MUST** display a current parking permit.
- c. Students may park in WHITE LINED SPACES ONLY.
- d. Students may **NOT** park in the following areas at **ANY** time during the school day:
  - YELLOW lined spaces (reserved for Faculty/Staff)
  - Handicapped or visitor spaces
  - Cafeteria lot, shop/garage area, on the lawn or in front of the bus lot
  - Restricted areas as marked
  - Areas not designated as parking areas

- e. Vehicles are to be parked immediately upon entering school grounds.
- f. Students are not permitted to visit parked vehicles at any time during the school day without permission from administration.
- g. Speed limit on school property is **5 MPH**.
- h. School officials have the authority to search vehicles parked on school property.
- i. All students attending BTEC are **REQUIRED** to ride the BTEC bus unless written permission has been granted by the administration at BTEC and LBHS.
- j. Students who have been issued a parking pass for the full school year may have their parking privilege revoked in the second semester based on poor attendance from the first semester. In the event of this revocation, no refunds will be provided.

## 2. PARKING VIOLATION CONSEQUENCES

Limitations on driving privileges may come when a student demonstrates that he/she is not capable of obeying the rules of safety. Those students who do not obey the rules will face the following consequences:

- a. Loss of parking privileges
- b. Referred for other disciplinary action
- c. Vehicles may also be towed at driver's expense if illegally parked
- d. A "boot" may be placed on the vehicle which will render it inoperable

## Q. TELEPHONES

Telephones located in the offices are for students to use with permission from office staff in the event of an emergency.

## R. VISITORS

All visitors must report to the Main Office to sign in and get a visitor's pass. To keep distractions and interruptions to a minimum, **students are only allowed to have members of their immediate family visit them during lunch.**

## S. WEAPONS/FIREARMS/DANGEROUS OBJECTS/MACE/PEPPER SPRAY

Carrying, bringing, using, or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored event without the authorization of the school or the school division is prohibited. Details regarding possession and violations can be found in School Board Policy JFCD.

## IV. STUDENT DISCIPLINE

The School Board establishes standards for student conduct. Consequences shall be determined on the basis of the facts presented in each instance of

misconduct at the reasonable discretion of the Board, its designated committees and other appropriate school officials. Details regarding student conduct can be found in School Board Policy JFC-R. School authorities may search a student, student lockers or student automobiles under the as outlined in School Board Policy JFG. Administration may seize any illegal, unauthorized, or contraband materials discovered in the search.

**Student discipline is subject to the seriousness of the offense. Appropriate measures are determined by the Administration which may include a referral to Botetourt County Sheriff's Department when necessary.**

The following types of misbehavior will NOT be tolerated at LBHS or any school sponsored activity (home or away):

1. Assault - on student/school personnel
2. Bullying/Harassment
3. Cheating/plagiarism
4. Cutting class
5. Damage/theft or possession of school or another student's property
6. Defiance of authority, rules, or regulations
7. Disrespectful behavior towards school personnel
8. Disruptive behavior - in class/hallways/cafe/assemblies
9. Excessive tardies to class
10. Failure to complete detention
11. Failure to identify oneself
12. False information/notes to administration
13. Fighting/physical abuse
14. Fire alarm violations
15. Gambling
16. Inappropriate clothing
17. Inappropriate language/comments/gestures to other students or school personnel
18. Leaving class without permission (including lunch)
19. Leaving school without permission (This includes lunch.)
20. Possession/use of alcohol
21. Possession/use of pagers, cell phones, laser pointers or any other disruptive devices
22. Possession/use drugs/inhalants/paraphernalia
23. Sale/distribution of drugs
24. Possession/use of fireworks/other explosives
25. Possession/use of tobacco
26. Possession/use of weapons/injurious objects (mace, knives, pepper spray)
27. Public displays of affection
28. Sexual harassment/assault

29. Throwing of food or other objects in the cafeteria (OSS)
30. Transportation violations: bus misconduct/missing B\*TEC bus/vehicle rule violations
31. Unauthorized use of computers, hardware/software, etc.
32. Vandalism (student/parent will be assessed damages)
33. Visiting other schools during the day (trespassing)
34. ANY OTHER CONDUCT CONSIDERED BY THE ADMINISTRATION TO BE DETRIMENTAL TO GOOD ORDER AND DISCIPLINE

**Guidelines used for administering discipline:**

Behavior Infractions

- Referral – Minimum = Conference/ Warning, Maximum = OSS
- **THE RIGHT TO ATTEND/PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES CAN BE INCLUDED IN THE DISPOSITION OF DISCIPLINARY INFRACTIONS.**

Cell Phones/ (Teachers reserve the right to collect all electronic devices before a quiz or test.)

- First Offense – Cell Phone confiscated and turned into the AP Office; student may pick up the device at the end of the day.
- Second Offense – Cell Phone confiscated and turned into the AP Office; Parent is notified and student may pick up the device at the end of the day.
- All Others – ISS/OSS; Parent is notified and student may pick up the device at the end of the day.
- Refusal of a student to hand over an electronic device will result in OSS.
- **THE SCHOOL WILL NOT BE RESPONSIBLE FOR/NOR WILL THE SCHOOL INVESTIGATE ELECTRONIC DEVICES THAT ARE STOLEN.**

Cutting Classes/ Being in Unauthorized Area

- First Offense – 1 block of ISS
- Second Offense – 2 blocks of ISS
- Third Offense – 1 day of ISS
- All Others – ISS/OSS

Failure to Dress for Physical Education

- First – Third Offense – Handled by the P.E. Teacher
- Fourth Offense – 1 block of ISS
- Fifth Offense – 2 blocks of ISS

Leaving Campus for Lunch

- First Offense – ISS during lunch
- Second Offense – 1 block of ISS

- All Others –ISS/Loss of Driving Privileges

#### Missing the BTEC Bus

- First and Second Offenses – ISS at LB during BTEC Classes.
- Third and Additional Offenses – 1 Day of ISS

#### Tardies

Unexcused tardies under 10 minutes will be handled by the classroom teacher resulting in the assignment of detention on the 3<sup>rd</sup> offense. Failure to serve detention will result in a discipline referral. Unexcused tardies over 10 minutes will result in a discipline referral.

Students assigned to ISS will not attend regular classes but will complete their assignments under the supervision of school personnel and will receive credit for such assignments if satisfactorily completed. ***Students who are in ISS for a full day will not be allowed to participate in any extra-curricular activities (this includes practices) that day***

#### ISS Rules

1. Students are to bring all books and materials to ISS. Students will not be permitted to visit their lockers while assigned to ISS.
2. Students will sit in assigned seats.
3. Students are not permitted to sleep, talk, make disruptive noises, or take part in disruptive behavior while in ISS.
4. The use of “personal” electronic devices is prohibited. All electronic devices will be turned in to the ISS teacher on duty upon entry to ISS.
5. Students should complete all assignments sent by classroom teacher.
6. Students may receive bathroom breaks and must use bathroom across from ISS room. Bathroom breaks are not permitted during class exchanges.
7. Students are required to eat lunch in the ISS room. Lunch is at 11:06am.

\*Students who violate ISS rules may be subject to OSS if the above rules are violated.

Students placed on OSS are allowed to make up assignments or tests while on suspension. They are not allowed to participate in or attend any school- related activities (home or away). Students while on OSS are NOT permitted on school property and may be charged with trespassing. If a student is on suspension and school is cancelled, the suspension shall be served the next school day(s).

## **IV. SCHOOL SERVICES**

### **A. ATHLETICS/EXTRACURRICULAR ACTIVITIES**

Lord Botetourt High School is a member of the Group 3A, Region D, Blue Ridge District, with 20 inter-scholastic athletic teams. To be eligible to participate in any VHSL activity, students must have passed the equivalent of **three** block courses the previous semester and must be currently taking no fewer than **three** credit subjects in the current semester. Also, athletes are required to attend school a minimum of three blocks in order to practice or participate in a VHSL Activity. More information can be obtained about LBHS athletic teams in the Athletic Director's office. In addition to athletics, LBHS offers participation in various clubs and extracurricular activities.

All parents and athletes will be required to attend a meeting with the Athletic Director and Athletic Trainer before participating on an athletic team.

All athletes are subject to random drug testing.

### **B. CAFETERIA**

The cafeteria will offer a regular plate lunch, an a la carte line, a soup and salad bar, and pizza bar. Applications for free or reduced lunch will be provided at the beginning of the school year. The following rules apply to students using the cafeteria:

1. All food and drink purchased in the cafeteria **MUST** be consumed in the cafeteria. (Exception: Seniors may eat in the senior eating area).
2. Breaking line, throwing food or leaving trays, wrappers or food at the table will not be tolerated in the cafeteria. Throwing food or other objects in the cafeteria will result in ISS/OSS.
3. **Students are to stay in the cafeteria during their lunch unless they have a completed lunch pass signed by a teacher or administrator.**
4. Personal checks will be accepted in the cafeteria **ONLY** for lunch accounts.
5. **No food deliveries from outside vendors will be allowed during school time.**

### **C. ELEVATOR**

Students may use the elevator if they have a physical injury requiring assistance in moving from one floor to another. Elevator keys are issued through the Assistant Principal's Office. A \$3.00 refundable deposit is required, and it will be returned when the key is turned back into the office.

### **D. INSURANCE**

Accident insurance for students is offered through VACORP. Forms are available from the Main Office.

### **E. INTERNET POLICY/COMPUTER USE POLICY**

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart telephones, the internet and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material generated using the computer system, including electronic mail, instant or text messages, tweets, or other files deleted from a user's account, may be monitored, read, and/or archived by school officials. Details regarding acceptable usage can be found in School Board Policy IIBEA/GAB and IIBEA/GAB-R.

#### **G. MEDIA CENTER**

The Media Center provides both materials for instructional purposes and for pleasure. The collection includes magazines, newspapers, and a large collection of books (fiction and non-fiction). Also, the Media Center contains 60 computers for student and teacher use. The Librarian and Media Center Clerk are available to assist in the location and use of materials. Orientation will be provided for all freshmen. Media Center hours are usually 8:15 a.m. to 3:45 p.m. If using the Media Center during lunch, students are **REQUIRED** to have a completed Lunch Pass from a teacher. No food or drinks are allowed in the Media Center. Fees for overdue or lost books must be paid by the end of the school year.

#### **H. NURSE/CLINIC/ILLNESS**

Students who take prescription medication during the school day must check in and keep their medication in the school clinic with instructions on file with the school nurse. The clinic hours are 9:00 AM – 3:30 PM. All students who become sick or injured are to report to the school clinic. If the school nurse is unavailable, the student is to report to the Main Office. A Teacher/Nurse Referral Form must be completed prior to visiting the school nurse.

#### **I. SCHOOL RESOURCE OFFICER**

The School Resource Officer is a Botetourt County Sheriff's deputy. Students are encouraged to contact the officer for any concerns involving safety, the court system, or other concerns.



**THE BOTETOURT COUNTY SCHOOLS BOARD RESERVES THE RIGHT TO ADD TO OR DELETE ANY ABOVE POLICIES AS THEY DEEM NECESSARY.**

**LBHS SCHOOL ADMINISTRATION RESERVES THE RIGHT TO ADD, DELETE, OR REVISE ANY ABOVE SCHOOL RULES AND/OR GUIDELINES AS THEY DEEM NECESSARY.**

**NOTICE: Equal Employment Opportunity/Non-Discrimination**

The Botetourt County School Board is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, political affiliation, gender, age, marital status, or disability is prohibited. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

Students see School Board [Policy JB](#)

Employees see School Board [Policy GB](#)

**Sexual Harassment/Harassment Based on Race, National Origin, Disability, and Religion**

Botetourt County Public Schools is committed to maintaining a learning/working environment free from sexual harassment based on race, national origin, disability or religion. Therefore, Botetourt County School Division prohibits sexual harassment and harassment based on race, national origin, disability, or religion of any student or school personnel at school or any school sponsored activity.

Students see School Board [Policy JFHA/GBA](#)

Employees see School Board Policy GBA/JFHA

The following persons have been designated to handle inquiries regarding the above:

**Ms. Jill Green**  
**143 Poor Farm Road, Fincastle, VA**  
**24090**  
**540-473-8263**  
[jgreen@bcps.k12.va.us](mailto:jgreen@bcps.k12.va.us)

