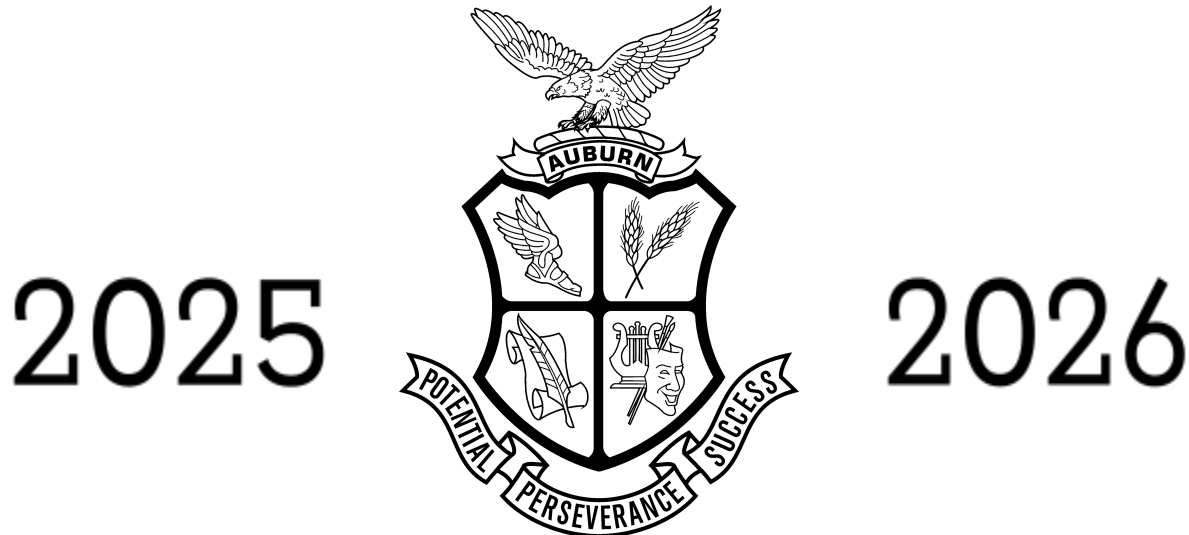


AUBURN HIGH SCHOOL

Student/Parent Handbook



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Kelly Roark, *Assistant Principal*, kroark@mcps.org

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Elizabeth Weaver, *School Counselor*, elizabethweaver@mcps.org
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Debbie Martin, *Administrative Assistant (Registrar)*, deborahmartin@mcps.org

1650 Auburn School Road, Riner, VA 24149

Office Phone: 540-382-5160 • Office Fax: 540-381-6110
School Counseling Phone: 540-382-5164 • School Counseling Fax: 540-381-6176

<https://ahs.mcps.org>

Additional revisions will take place throughout the summer, prior to the first day of school

Montgomery County Public Schools does not discriminate in its programs and activities for reasons of race, religion, color, gender, national origin, disability, age, or on any other basis prohibited by law. The following persons have been designated to handle inquiries regarding non-discrimination policies: Director of Human Resources and Director of Secondary Education, 750 Imperial Street SE, Christiansburg, VA 24073 (540)382-5100

GREETINGS FROM THE PRINCIPAL

On behalf of the entire faculty and staff, welcome to Auburn High School! We hope that everyone has had a relaxing and enjoyable summer.

We will continue to offer all of the many different courses and programs that have been introduced in recent years - College Zone (AP and Dual Enrollment Courses), a Virtual Ed Lab, a Student Assistance Programming (SAP), Project AIM to help students recover course credits and graduate on time, a comprehensive "Commitment to Graduate" (C2G) campaign in grades K-12 to ensure that all students graduate in 4 years.

The purpose of this handbook is to provide you with useful information about AHS and the operation of our school. Students and their parents/guardians should take time to read this handbook together. Understanding our policies and procedures will help us to keep our school running smoothly. You will see just a few changes in some of the policies and practices contained in this year's handbook. The complete 2025-26 AHS Student/Parent Handbook is available on our website, ahs.mcps.org.

Students and their parents/guardians are always welcomed to discuss concerns, questions, suggestions, and their ideas with me. I hope that everyone will take advantage of this sincere offer so that we can make our school comfortable for everyone. I look forward to working with those of you who are interested in continually improving our school.

At AHS, we enjoy a safe environment, a dedicated teaching and support staff, a strong school spirit, and pride in our sports teams. Parents and guardians have every reason to be very proud of the polite, mature, and respectful manner in which their children conduct themselves at school as well as their accomplishments. "Eagle Pride" is truly pervasive in all that goes on at our school. I am proud to be associated with the AHS staff and students as well as the Riner community.

A new school year provides each of us with the opportunity to have a fresh start. I trust you will resolve to help to maintain Auburn High as the very best school. The entire faculty and staff are available to assist you in whatever way we can. Please do not hesitate to call on us whenever you need help.

We are excited to begin another school year at AHS and hope that everyone has a great year.

David L. Hurd, Principal

dhurd@mcps.org

AHS HONOR CODE

Academic dishonesty (cheating) is a violation of the Student Code of Conduct (Division Policy 7-3.1). In order to maintain the integrity of our coursework and evaluation procedures, Auburn High School has developed an Honor Code. Students, at times, may be required to sign their name alongside the phrase, "Honor Code" when completing an assignment. By doing so, students pledge that their work is in accordance with the Honor Code of Auburn High School. The Honor Code is as follows: *"I have neither given nor received unauthorized assistance on this assignment."* **Whether written or not, the Honor Code applies to all assignments.** The Honor Code will be reviewed with students during the first week of school, and students will sign an acknowledgement of their receipt and understanding of the Honor Code.

Teachers will notify students of any suspected Honor Code violations and provide them with the opportunity to address the alleged violation. Cases in which the teacher and student are unable to resolve the matter, the student will be referred to an administrator for further investigation and to ensure that due process is followed.

Auburn High School Faculty and Staff 2025-2026

Administration

David Hurd, *Principal*
Kelly Roark, *Assistant Principal*
Paul Dominy, *Athletic Director*
Barry LeNoir, *Administrative Assistant*
Sheila Neuse, *Bookkeeper*

School Counseling

Elizabeth Weaver, *School Counselor*
Tammy Heft, *School Counselor*
Debbie Martin, *Administrative Assistant*
James Hannah, *Testing Coordinator*

Language Arts Department

Jerry Sauter (*English*), *Lead Teacher*
Carolyn Hash (*English*)
Ariel Hylton (*English*)
Michaela Bowling (*English*)
Shannon McClellan (*Spanish*)
Farnoosh Jafarian (*French*)

Math Department

Judi O'Connor, *Lead Teacher*
Cynthia Sparks
Alison Garst
Alana Hodge

Social Studies Department

Paul Graham, *Lead Teacher*
Jennifer Ray
Zach McClellan

Science Department

Terri Sheppard, *Lead Teacher*
Taylor Peebles
Jennifer Sharp-Knott
Rebecca Jaronski
Catherine Spachmann

Fine Arts Department

Kaitlyn Seidemann (*Choir*)
Diana Hale (*Art*),
Dawn Sechrist (*Band*)

Vocational Department

Kim Smith, *Lead Teacher*
Margie Gilmer
Ben Kratz
Meghan Dove
Nicholas Cataldo
Brandon Crosier

HPE Department

Seann Gaynor
Jamie Goubeaux

Special Education Department

Rebecca Gosney, *Lead Teacher*
Ian Cardenas
Katie Minnich
Ame Martin
Scott Mikowicz

Virtual Education

Elizabeth Nester

Instructional Assistants

Sabrina Scaggs (*ISS*)
Lisa Glover (*Special Ed*)
Janice Wildman (*Special Ed*)
Tabby Kratz (*Special Ed*)
Sherry Boike-Cruey (*Special Ed*)

Cafeteria Staff

Beverly Wimmer, *Manager*
Carol Garlick
Teresa Stover
Marlo Dean

Custodial Staff

Jessie Hinkley, *Head Custodian*
Betty Barker
Terry Kingery
Ashley Woolwine

Other

April Lester, *Librarian*
Sharon Cumbee, *School Nurse*
Nathan Brewbaker, *School Resource Officer*
Lynne Linkous, *NRVCS*
Holly Murden, *Career Coach*
Angela Smith, *Gifted Resource Teacher*
Kristin Bandy, *ESL*
Karen Peterson-Jones, *Math Coach*

Auburn High School History

The Riner community had its beginning about 1808 when a sawmill was put into operation at the forks of three roads. This intersection of wood paths gave the village its first name, Old Forks. The paths were cleared to form roads centered at the same point; hence, the name was changed to Five Forks, or Five Points. The name Auburn did not appear until the year 1850 when it was the center of the Auburn Magisterial District. Today the name is still used by the schools.

Education in Riner began with governesses who lived in homes. In 1873, the school was located in a one-room schoolhouse (The Weaver building) with one teacher. This log structure became known as the “Auburn Academy.” In 1898, a two-room school was built with contributions from members of the community. By 1912, an addition was constructed, making a four-room school. These buildings were dependent on pot bellied stoves for heat, and water was carried to the room and dispersed by a community dipper. In the early years, many students boarded in local homes while others traveled to the school by covered wagon or on horseback. Transportation by public school bus did not begin until 1920.

The school was upgraded to a state accredited high school during the 1916-17 session. The first graduating class, in 1917, had only four members. The graduates from 1917 through 1923 received their diplomas at Christiansburg High School. The graduating class of 1928 had nine members. Since then, Auburn High School has had the following student enrollment by decade:

1929	67	1969	296	2009	432
1939	104	1979	300	2019	388
1949	135	1989	300	2029	
1959	231	1999	359	2039	

In 1922, an addition was made to the school building, making a total of six rooms, six teachers, and 158 students. In 1924, the school became an agricultural high school, creating the need for more room. At this time, a new shop, four rooms, and an auditorium were added, a well was dug, and water fountains were installed. There were still no rest rooms, but there were two paths leading to outhouses. The foundations of this twice-expanded building are still present on Five Points Road.

On land purchased from A.O. Salmons, construction of a new AHS began in 1938 with W.P.A. funds, and it has remained the center of the community since that time. In 1941, a log cabin was built on the campus as a community project to serve as a Community Center. A home economics classroom and three more classrooms were completed in 1955. A cafeteria, a science laboratory, three classrooms and two locker rooms were completed during 1963-64. In 1974-75, the old gym was renovated to a library, and the auditorium, gym, and six open classrooms were completed. In 1981, a new industrial arts/agriculture wing and band wing were added, and the old agriculture building was renovated into a choral room. The new facilities served as the Auburn Combined Middle-High School until it was reorganized, with the middle school moving into the previous Riner Elementary School in the 1999-2000 school year.

The reality of building a new Auburn High School began in 2006 when the Montgomery County School Board expressed an interest in addressing facility needs at AHS and AMS. Following a feasibility study in 2007, a Project Initiation Meeting was held in December 2008 for the purpose of establishing project planning steps and a tentative schedule for proceeding. Planning work with architects continued through 2009 and much of 2010 including community meetings to collect community input guiding a master plan for an overall approach to the campus. After months of discussion and collaboration between the School Board and the Board of Supervisors, RRMM Architects made a presentation of their findings and recommendations on September 21, 2010. At their meeting on December 7, 2010, the School Board voted to move forward with a plan to build a new Auburn High School and to renovate the old AHS building to serve as the new Auburn Middle School.

The new AHS building was designed to fulfill and enhance our school’s mission, core beliefs and the learning process. The architectural style was designed to be characteristic of the region and landscape, and respectful of the original high school. Construction of the new Auburn High School building was completed in time to open for the 2013-14 school year. The new AMS building opened in January 2014.

Beginning in 1911, eleven principals served one to two-year terms until 1926. The following have served as principal since 1926:

Mr. D.M. Cloyd	1926-1930	Mr. Michael W. Callahan	1980-1981
Mr. L. E. Mosley	1930-1946	Mr. Robert K. Miller	1981-2001
Mr. Manual Reynolds	1946-1971	Mr. Carl R. Pauli	2001-2017
Mr. Sam Lucas	1972-1977	Mr. Christopher Stewart	2017-2023
Mr. Ralph Erwin, Jr.	1977-1979	Mr. David L. Hurd	2023-Present
Mr. Daniel H. Surface	1979-1980		

FAMILY SUPPORT AND COMMUNICATION

Our goal is for all of our students to enjoy successful school experiences at AHS. We hold high expectations for our students and we welcome the opportunity to work cooperatively with parents/guardians as we maintain quality programs and seek to make needed improvements. The support of family and community is important to school success, and parents/guardians are encouraged to take an active role in their children's education.

Parents/guardians are invited to participate in school functions and join our PTSO group known as *Eagle Pride*. Parents/guardians are also encouraged to participate in the variety of opportunities to volunteer in our school. These opportunities are generally coordinated through *Eagle Pride*, or may be arranged with individual teachers.

Parents/guardians are free to call teachers, school counselors, and administrators to ask questions, share concerns, and make suggestions at any time. They are also encouraged to call or schedule appointments with their child's teachers to discuss individual student progress or specific student concerns. **If a parent/guardian would like to contact an individual teacher, please call the main office and leave a message for the teacher.** Two weeks have been designated "Parent/Teacher Conference Weeks" on the MCPS calendar. The school will remain open until 7:00 PM one evening during each of these weeks as a way to provide an opportunity for parents/guardians to meet with all of their children's teachers in one evening.

The school counseling office is also able to coordinate and schedule group conferences with all of a child's teachers at the request of a student, parent/guardian, teacher, or administrator any time during the school year. Arrangements will be made for a school counselor or an administrator to be present at these conferences to facilitate the meeting. An administrator also will attend those meetings to which he can contribute something, and/or at the request of a teacher or parent/guardian. **Please call the school counseling office to request group conferences at 540-382-5164.**

ELECTRONIC COMMUNICATION

Each AHS staff member has an email address. AHS also utilizes Blackboard, a notification system designed specifically for schools, to deliver personalized voice messages and emails to parents. To receive these messages, **please make certain that your phone and email contact information is up-to-date in the office records.**

For news, announcements and updates about school events, you can also follow us on Twitter (X), Facebook, and

Instagram:  @AuburnHSEagles

You will receive by email each week the "Week at a Glance" newsletter to keep you updated on the happenings at AHS.

GOOGLE CLASSROOM

Students and their parents will have access to each teacher's Google Classroom. Google Classroom will show students and parents the syllabus, coursework, weekly schedules and assignments for each course. All courses at AHS will have a Google Classroom.

Parents/guardians will also have access to their child's school information and progress electronically through the online MCPS Student Information System (**Parent Portal**), available from the school division's webpage (**mcps.org**). Through a secure connection over the Internet, authorized parents/ guardians will be able to view and monitor their child's attendance, assignments, class schedules, grades, and disciplinary records as well standardized test results (SOLs). Email hyperlinks within Parent Portal provide parents with the means to easily contact teachers and gather additional information or address specific issues that might arise. Student information is available in "real time" for parents to view as soon as it is posted by teachers. This powerful database and communication tool increases and further enhances communication between the school and home. More immediate access to student records provides the means for teachers and parents/guardians to work together to better address the instructional needs of our students and to keep them on track for success in school. Should you have questions about what you are viewing or your child's progress, please contact your child's teacher.

[INCLEMENT WEATHER - REMOTE ASSIGNMENTS on GOOGLE CLASSROOM](#)

INVOLVEMENT OF NON-CUSTODIAL PARENTS

As specified by the Code of Virginia and the Family Education Rights Privacy Act (FERPA), non-custodial parents have the full rights as parents for access to student records and for participating in school activities, “unless otherwise ordered by the court for good cause shown.” It is the responsibility of the custodial parent to provide documentation of any restrictions on a non-custodial parent. Duplicate copies of report cards and other written communications mailed to a student’s home will be made available to non-custodial parents upon their request. If a person not known to school officials attempts to contact or pick up a child at school, a photo ID and other verification of identity/relationship to a student (including confirmation with the custodial parent) may be required before releasing the student.

STUDENT INFORMATION

A *Student Information Update* form is distributed electronically to parents and students at the beginning of each school year. Any change of address, telephone number, legal guardian information, custody status, medical information, or emergency contact information must be reported to the main office. Accurate information is essential in case of illness or emergency. **Parents/Guardians should carefully consider who they designate as “emergency contacts” for their children. By listing individuals as “emergency contacts”, parents/guardians are authorizing these individuals to pick up their children from school when a parent/guardian cannot be reached.**

Montgomery County Public Schools typically release “directory information” of students in certain school publications and to certain outside organizations per division policy 7-1.3. Military recruiters often request “directory information” of all juniors and seniors to be used by them specifically for armed services recruiting purposes and for informing students of scholarship opportunities. Division policy 7-1.3 allows us to disclose only the names and addresses of present and former students to military recruiters without prior written consent. However, federal law requires us to include telephone listings in the information provided to military recruiters, upon their request, unless a parent/guardian advises us that they do not want this information disclosed. If you do not want Auburn High School or Montgomery County Schools to disclose this information to military recruiters, you must notify the Auburn High School Counseling Office in writing.

At the beginning of each school year, parents/guardians will be asked to sign a “Directory Information Consent” form. This form will grant Montgomery County Public Schools the right to photograph your child and use their picture, silhouette, or other reproductions of your child’s physical likeness in connection with advertisements, publications, and/or videotapes of Montgomery County Public Schools. These reproductions may include an exhibition, Internet web page, incorporation into a publication, a television broadcast, school advertisement or promotion, or any other use of videotapes.

MILITARY CONNECTED STUDENTS

According to the Code of Virginia, school divisions shall identify newly enrolled uniformed services-connected students. Students who have military connections will be coded in PowerSchool accordingly:

- **Active Duty:** Student is a dependent of a member of the Active Duty Force (Army, Navy, Air Force, Marines Corps, Coast Guard, or National Guard, the Commissioned Corps of the National Oceanic and Atmospheric Administration, or the Commissioned Corps of the U.S. Public Health Services).
- **Reserve:** Student is a dependent of a member of the Reserve Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, or National Guard).

Please see the notice regarding student records and directory information in the Appendix at the end of this handbook for an explanation of parent/student rights under the Federal Educational Rights and Privacy Act (FERPA).

MEDIA RELATIONS

The Montgomery County School Board encourages the administration and individual schools to utilize media releases as a means of informing the public of educational programs, activities, and accomplishments. News and information concerning individual school events, personnel, students, and programs shall be released to the press only with the approval of the principal (or his or her designee) and in accordance with all applicable law regarding confidentiality.

The School Board permits the interviewing of students during the school day when approved by the school principal, appropriate supervisory staff and/or the division superintendent. These interviews will not disrupt the educational program or cause undue confusion and shall be conducted under conditions approved by such principal, staff member, or division superintendent. No interviews of students shall be conducted until a school staff member has contacted the student’s

parents or guardians. Representatives of the news media who wish to conduct interviews are subject to all policies and regulations governing visitors to school property.

The division superintendent may permit the broadcasting of home athletic contests by radio or television in accordance with the regulations of the Virginia High School League, provided that such broadcasting is done as a public service or the sponsor of such broadcast is appropriate. [Division Policy 2-2.5]

PTSO & ATHLETIC BOOSTERS

Eagle Pride is the joint organization of our Parent-Teacher Organization (PTSO) and Booster Club at Auburn High School. All parents/guardians are encouraged to support *Eagle Pride* through active involvement. *Eagle Pride* officers will be elected prior to the start of each new school year, and meetings are held monthly. *Eagle Pride* is the parent fundraising and education organization for our school, and has been a constant support of our academic and athletic programs.

The Eagle Gridiron Club (EGC) is the booster organization for the AHS football teams and operates independently of *Eagle Pride*. The primary purpose of the *EGC* is to provide support and assistance to the AHS football program and stimulate and sustain an enthusiastic interest in the football program among parents, football players, the AHS student body, and members of the community. Membership in the *EGC* is open to all parents of AHS football players as well as any other community members interested in supporting the AHS Football Program.

STUDENT FEES: 9th Grade (Freshman) = \$6
10th Grade (Sophomores) = \$8
11th Grade (Juniors) = \$11
12th Grade (Seniors) = \$16

Requests for fee waivers must be submitted in writing to the school principal.

Online Fee Payment (“My School Bucks”): To pay student fees online, log in to mySchoolBucks, the same online payment system parents/guardians use to put money in a student’s school lunch account, and click the tab at the top of the screen for the School Store. There is a link on the AHS homepage to www.myschoolbucks.com (under the “Students” tab). The School Store accepts Visa, Mastercard, Discover and check draft, (No American Express). There is no additional fee for using online fee payment (unlike the school nutrition side). Parents/Guardians can pay fees online at any time. Our Virtual Ed Lab is open for anyone who wants to pay those fees online with assistance during Open House. Whenever paying fees online, please print out your receipt and save a digital copy of your receipt. Students must present a receipt at school to receive locker assignments and parking passes.

Check Return Policy: Montgomery County Public Schools uses an outside vendor to process returned checks submitted to our schools. This includes all checks written to the school for any fees/payments. In the event of a returned check, all communication about the check will come directly from the outside vendor, not from the school. The vendor will contact the writer of a returned check by mail and by telephone in order to make arrangements to pay before an attempt is made to collect the check electronically. Each returned check is subject to the applicable state returned check fees.

SCHOOL INSURANCE

All AHS students will be given the opportunity to purchase school insurance. Various levels of coverage are available at exceptionally reasonable rates. Forms will be sent home the first day of school, and insurance may be purchased within the first three weeks of the school year.

DELINQUENT DEBTS

Any student who has a delinquent or outstanding debt – library fines, charges for lost/damaged books, unpaid fees for uniforms, unresolved accounts for fundraisers, etc. – will not be allowed to participate in any extra-curricular event sponsored by the school for which there is a cost. Such activities may include sporting events, dances, prom, and some field trips. Payment of these debts should be made to the school bookkeeper. Debts incurred in the preceding school year are carried over to the current year. **Students who have any unsatisfied debt from the previous school year will receive a “Debt Slip” in the summer mailing in lieu of their class schedule. Students who wish to have a copy of their**

schedule before the first day of school, may pick up their schedule in the AHS main office only after satisfying all debts. Seniors having unresolved debts may be barred from participating in graduation ceremonies.

LOCKERS/PERSONAL PROPERTY

Individual lockers in the hall and gym locker rooms are made available to all AHS students. Hall lockers are designed to hold books, school supplies, and limited personal items. Students are discouraged from storing money or any items of value in their lockers. Students are responsible for the security of their own belongings and valuables; AHS cannot assume responsibility for any lost, stolen, or damaged personal items. Students must safeguard their own belongings by locking their lockers and keeping their combinations secret. Anyone who forgets their combination should see the Administrative Assistant in the main office. Students should close their locker doors firmly and spin the combination dial before leaving. If a locker does not lock properly, the student should report to the administrative assistant in the main office for reassignment to a different locker until theirs is repaired. **No personal padlocks are permitted on school lockers.**

Students should NOT share lockers or leave their lockers unlocked. Unlocked lockers are targets of theft, and **students are responsible for the contents of the lockers to which they have been assigned.** During PE, students should secure all personal belongings other than clothing in their hall lockers. Gym lockers are not large enough to accommodate large items (i.e. backpacks, large coats); these items should be secured elsewhere before coming to PE. **No personal items may be left unsecured in PE Locker Rooms at any time.**

Although AHS cannot assume responsibility for any lost, stolen, or damaged personal items, such incidents reported to an administrator will be thoroughly investigated, and every attempt will be made to help recover the item(s). Students may also report suspected theft to the school resource officer.

Lockers are school property and remain at all times under the control of the school, but students are responsible for the care of their locker. Lockers are not to be defaced by markers, stickers, tape, etc. or subjected to the use of excessive force. Lockers should be kept free of trash and excessive accumulations of clothing. Students will be held financially responsible for repairs needed to their locker as the result of intentional damage or negligence. School authorities also reserve the right to search lockers, bookbags, and other personal property when there is reasonable suspicion that items will be found that violate school policies, or may be harmful to the school or students. Students may be required to empty their pockets as well. School authorities may seize any illegal, unauthorized, or contraband materials discovered in a search.

SCHOOL NURSE

A school nurse is scheduled to be at AHS during regular school hours every day throughout the school year. The school nurse will assist the office staff with the administration of medications, investigate and evaluate student complaints of illness, evaluate and treat injuries, and make other health-related decisions. Students may be referred to the school nurse for a variety of health-related concerns. Students also may schedule an appointment with the school nurse to ask health-related questions.

ACCIDENTS & SAFETY

The school clinic is equipped to handle routine treatment of minor injuries (e.g., Band-Aids, daily medications, temperature checks, etc.). Contact with a parent/guardian will be attempted for injuries or emergencies of a more serious nature. It is important that a reliable daytime telephone number at which a parent/guardian may be contacted, and the name and telephone number of an emergency contact person, be on file and kept current for every student. It is the responsibility of the parent/guardian to update this and pertinent medical information as needed.

MEDICATIONS

In general, students may not have any type of medication (including cough drops, vitamins, etc.) in their possession while on school grounds (Division Policy 7-5.2).

All doctor-prescribed medications, as well as non-prescription (“over-the-counter”) medications, must be taken under the supervision of school personnel. If a student must take medication during school hours, parents/guardians are requested to deliver the medication to an administrator, school nurse, or one of the administrative assistants in the main office. A medication form should be completed according to the guidelines that follow (a copy of the form is provided in the *Appendix* or may be obtained from the main office). All medications should be in their original container and clearly

labeled with the student's name. Written permission to administer any medication must include the name of the medication, the required dosage of the medication, and the time(s) the medication is to be given. School personnel will follow procedural guidelines for the administration of medications (Division Policy 7-5.2). All medications will be stored in the clinic, and all administration of medication will be handled through the clinic.

Parents/Guardians should pick up any unused medications at the end of the school year. Medications not picked up within one week of the last day of school will be disposed of.

Prescription Medications - School personnel may give oral prescription medication to students only with a physician/dentist/licensed nurse practitioner's written order **and** written permission from the student's parent or guardian.

Non-prescription Medications - School personnel may give oral non-prescription medication to students only with written permission from the student's parent or guardian. Oral non-prescription medications will be administered for no longer than three (3) consecutive days after which time a written order from a physician/dentist/licensed nurse practitioner must be presented.

Exceptions for Certain Medications – **Prescription medications needed in a medical emergency** such as inhalers, epi-pens, or glucose tablets may be kept in the possession of a student and may be self-administered only with a physician/licensed nurse practitioner's written order **and** written parental permission that are on file with the school. Students in grades 9-12 may self-administer **non-prescription medications under the following conditions:**

- Written parental permission for self-administration of specific non-prescription medication is on file with the school
- The non-prescription medication is in the original container and appropriately labeled with manufacturer's directions
- The original container is appropriately labeled with the student's name
- The student possesses only the amount of non-prescription medicine needed for one school day/activity.

Special provisions for preparing and administering medications on field trips and other unique circumstances will be handled by the school nurse when applicable.

Students who possess any medication while at school in violation of the medications policy may face serious disciplinary action. Any student in possession of prescription drugs that are not prescribed to that student or the intentional misuse of prescription (or non-prescription) drugs to elicit an intoxicating effect will be subject to disciplinary action in accordance with the guidelines for the possession or being under the influence of alcohol and other drugs, as stated in MCPS Policy 7-3.1. Sharing, borrowing, distributing, manufacturing or selling any medication (both prescription and non-prescription "over-the-counter" medications) is prohibited and may result in a recommendation of expulsion. Under state law, students who violate this policy are subject to severe disciplinary action in accordance with the Code of Conduct and the Alcohol and Other Drugs Policy. Additionally, permission to self-administer prescription or non-prescription medications may be revoked if the student violates this policy. Referrals also may be made to law enforcement officials (see complete Alcohol and Other Drugs Policy in the Student Code of Conduct, MCPS Policy 7-3.1).

Using any medicine or an ingredient of medication for purposes other than the medication's intended purpose will be considered a violation of the Alcohol and Other Drugs Policy.

VISITORS

All exterior doors to AHS will be locked at 8:10 AM. After 8:10 AM, anyone wishing to enter AHS must do so through the front doors and will be "buzzed" into the Main Office. **Throughout the school day, all exterior doors are to remain locked at all times. Students must not open these doors for anyone they do not know.**

All visitors, including parents/guardians, must show their driver's license or other government-issued photo-identification. All visitors to the school must check in on the AHS Visitor Management System computer in the main office. Signs on exterior doors will direct all visitors to enter through the front doors and sign in with the main office. Adult visitors need a valid ID to be permitted beyond the main office area. Any minor who is at a school as a visitor must

be accompanied by an adult.

Upon their arrival, visitors will alert the main office of their arrival by pushing the call button. All visitors will be asked to state their name and purpose for their visit and should have a photo ID ready to display, if requested. Office staff will review any recent information regarding persons of interest/concern prior to allowing entry. The following individuals will **NOT** be granted entry:

- Unknown persons or those who cannot produce ID.
- Anyone whose purpose is unclear, or has no legitimate reason to visit the school. These visitors will be encouraged to call the school and make an appointment.
- Minors who are not students without an adult who has a legitimate reason for the visit.

Visitors approved for entry will come directly to the main office to check in on the AHS Visitor Management System computer. Each adult visitor in a group must check in and be approved individually, so each adult visitor in a group must have their photo identification. Also, care should be given not to hold the door for individuals not in your party. They must be buzzed in separately.

Students are not allowed to bring visitors to the school or visitors during school hours. Only parents/guardians with custodial rights, individuals listed on the student registration/update form as approved visitors, and individuals with official school business will be allowed to make contact with students at school. Parents/guardians may authorize other individuals to visit their child at school. However, such visits are subject to limitations, and will require the approval of an administrator. A photo ID and verification of identity/relationship to a student may be required of any visitor.

In the office, all visitors will check in on the AHS Visitor Management System computer (called CCSS Identi-Kid), which includes the taking of a digital photo for the printing of a visitor badge. Visitors with office business should remain in the main office while they wait for their meeting. If the visitor is requesting access to students (classroom, dining commons, etc), they must be cross-checked with student contacts as listed in PowerSchool, or be on an approved volunteer or service providers list. Parents should make the school aware in writing if anyone should have access to their student. **Note: Being an emergency contact does not provide unlimited access to a student.**

All visitors will also be subject to a Sexual Offender Auto-Check. Visitors will scan their Driver's License at the CCSS station. It does not have to be a Virginia Driver's License. Visitors without a valid ID will not be permitted beyond the Main Office, unless they are a minor accompanied by a registered adult visitor.

All visitors must receive and visibly wear a visitor's badge from the AHS Visitor Management System in the main office before proceeding to any other intended destination in the school. This visitor's badge must be visibly worn/displayed by the visitor at all times while in the school. (Keep your visitor badge for check-out at the end of your visit.) **Visitors must go to their approved destination only, and then return to the Main Office. At no time should a parent/guardian or other visitor interrupt a class to attempt contact with their child or a teacher.** Students will be called from classrooms to meet with approved visitors in the office. **All visitors must use their visitor's badge to check-out through the AHS Visitor Management System in the main office at the conclusion of their visit and leave through the main entrance.**

SEX OFFENDERS ON SCHOOL PROPERTY

Per Division Policy 2-3.6, "No adult who has been convicted of a sexually violent offense, as defined in Virginia Code Section 9.1-902, may enter or be present upon public school property, during school hours and during school-related and school-sponsored activities, unless: (i) he is a lawfully registered and qualified voter, and is coming upon such property solely for the purposes of casting his vote; (ii) he is a student enrolled at the school; or (iii) he has obtained a court order allowing him to enter and be present upon such property, and is in compliance with terms and conditions of the order."

All Montgomery County Public Schools utilize driver's license scanners with a sexual offender auto-check program for visitor registrations in their Visitor Management System. This system will run the names and birthdates of visitors through the sexual offender registry.

The Administrative Assistant will attempt to confirm the information in the database to conclusively determine if the

visitor is on the registry. **Any visitor whose name and/or birth date triggers a warning within the sexual offender registry will be denied entrance and will be asked to leave the premises.** Unfortunately, the Sexual Offender Registry is not perfect and there is a possibility that a person's name and/or birth date could trigger a "false positive." It is our practice to treat all registry alerts as valid until conclusively proven otherwise. Any alert that cannot be readily identified as a "false positive" will result in the visitor being asked to leave school premises and/or contact local law enforcement.

Any visitor who is denied entrance will be provided with the Reported Sex Offender Protocol sheet. If a visitor is uncooperative, or wishes to challenge the information on the registry, the school should contact local law enforcement for assistance.

For visitors who flag the system but leave when asked, the school must still notify local law enforcement of the incident on the day of its occurrence. Visitors who believe that there is a mistake should call the school and make an appointment to discuss the matter further with the principal and work with our local law enforcement to ensure that the situation is appropriately addressed. We appreciate everyone's cooperation, patience, and understanding in such matters. Our ultimate goal is to protect our students and uphold the law. We do this with the safety and best interest of our students in mind.

UNAUTHORIZED PERSONS ON SCHOOL PROPERTY

Unauthorized persons should not be in the school building or on school grounds at any time without the permission of the principal. Unauthorized persons include, without limitation, the following:

- Students not assigned to AHS
- Students suspended or expelled from any MCPS school
- Students advised by the principal or assistant principal to leave school grounds
- Any person who has not obtained a visitor's pass from the main office (not an approved visitor)
- Any person previously warned not to be on school grounds
- Any other person not having official business at the school
- Any person who is causing a disruption of the programs or activities

Citizens and parents/guardians whose conduct is not disruptive of the normal school operations are always welcome to observe the operations of the school, but should first obtain permission from the principal's office.

Teachers are obligated to inform the principal of any unauthorized person they find on the premises. Any unauthorized person will be asked to leave the grounds at once. An administrator may enlist the aid of law enforcement officials to remove any unauthorized person from the school grounds refusing to leave on their own or whose actions are disrupting the school's instructional or extracurricular programs.

TRESPASSING

Per Division Policy 2-3.6, "No one shall be in a school building after school hours unless he/she is on official school business, is participating in a supervised school activity, is authorized by the administration, or is a spectator at an activity open to the public. It is unlawful for any person to enter a school at nighttime without the consent of an authorized person except to attend an approved meeting or service. It is prohibited for any person, whether or not a student, to enter or remain on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual, or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen. Persons violating these provisions of state law may be prosecuted. For purposes of this policy, school principals are 'authorized individuals,' and may direct persons to leave school premises and, in appropriate circumstances, issue no trespassing directives."

SCHOOL COUNSELING SERVICES

The school counseling office is located across from the main office. Assistance is available in planning and scheduling classes, working through problems and concerns, career counseling, consultation, student appraisal, college information, educational placement, student information/records, and arranging parent conferences. Our counselor can also assist with crisis prevention and intervention as well as make individual and group counseling available to students.

Parents/guardians are invited to call/email or schedule an appointment to meet with our school counselor to discuss

concerns about their child at any time. Consultation with a school counselor concerning a variety of issues is offered to parents/guardians. Assessment and appropriate referral information about available community resources are among the services provided to parents/guardians upon request. Parents/Guardians may telephone the AHS school counseling office directly by calling 540-382-5164.

Students and their parents/guardians are encouraged to use the career center adjacent to the school counseling office. The career center has a file of catalogs and literature on numerous institutions of higher learning, information on admission to college, financial aid, and college majors. Information on specific jobs within a given career field, and which jobs are currently needed, is available to help students determine possible career choices. Computers and computer software related to colleges and careers are also available. AHS is fortunate to have a career coach available to our students. The Career Coach works for NRCC, providing career coaching services to Auburn HS students. The Career Coach is an employee of NRCC, but maintains a work space and access to students at AHS. The Career Coach's job is to work with students, parents, businesses, high school and college faculty and administration in order to provide information related to jobs, careers, training, financial aid, planning, and support for students in the 9th through 12th grades. At AHS, the Career Coach's activities have included:

- Career Assessments for all sophomores.
- Classroom presentations regarding career readiness, soft skills, financial aid, early college programs.
- One-on-one and small group meetings related to career planning activities, scholarships, applications, essays.
- Working with school counselors and faculty on Sophomore Career Day at NRCC.
- Coordinating activities for NRCC placement testing, the ACCE program, on-site NRCC registration, and NRCC orientation.

Except for emergency situations, students will not be allowed to go to the school counseling office from class without an appointment or pass. Students are encouraged to make appointments by stopping by the school counseling office before or after school or during lunch. Once in the school counseling office, students will be required to sign in and out to document the time they spent there.

HEALTH & PHYSICAL EDUCATION

All students in grades 9 and 10 are required to participate in health and physical education (HPE) unless excused by the principal. A signed statement from a physician must be filed in the principal's office stating the reason why a student is unable to participate in physical education and how long the student will be exempt.

Dressing-out and active participation are essential for physical development and success in the PE program. If a student is unable to participate in PE because of illness or injury, a note from their parent/guardian is required to excuse the student, and will be accepted for up to three (3) days per 9 weeks. A note from a physician is required if more than three days will be missed.

All PE students will be required to dress in appropriate PE attire. Students who fail to dress appropriately for PE may still be required to participate in physical activity that can be done in the clothing they are wearing and/or to complete alternative written assignments. Failure to dress appropriately for PE class repeatedly will result in a lowering of the grade and disciplinary action. Students are not required to purchase or wear a specific school PE uniform. Instead, students will be required to wear some type of athletic shorts or sweatpants, a t-shirt, athletic socks, and athletic shoes during PE activities. Shorts must not be cut-offs and they must not have any buttons, zippers, etc. All clothing worn during PE activities must be in compliance with the current school dress code. Specific guidelines regarding other restrictions and expectations in HPE will be distributed to students in writing by their HPE teachers during the first week of school.

PE clothing must be different from those clothes worn to school. PE clothing and shoes are to be kept in a locked gym locker while at school (provided to each student at no cost) and should be taken home to be laundered regularly.

Health Education is part of the PE curriculum and will be taught by the HPE staff. PE classes alternate when they meet in classrooms for health instruction. [Family Life](#) is taught as part of the Health curriculum. Parents who wish to review the FLE curriculum materials may arrange to view these materials at their child's school with the principal or at the School Board Office with the administrator responsible for the Family Life curriculum. In compliance with the Board of Education's guidelines for Family Life Education, this curriculum is offered as an "opt-out" program. Parent/Guardian

may choose to opt their child out of any or all of FLE lessons at any grade level. All students will be included in the program unless their parent/guardian has requested they opt-out using the opt-out form. Students who opt-out of the program are to be given an alternate health-related topic that is meaningful and relevant to the overall health curriculum.

DRIVER EDUCATION

A course in driver education (classroom) is included in the 10th grade PE curriculum. This course satisfies the DMV requirements for classroom instruction in driver education. In addition to meeting the goals and objectives of this course, students must also meet the number classroom instruction hours required by the DMV. Make-up instructional hours may be provided by any certified driver education teacher with the prior consent of the student's regular driver education teacher. It is the student's responsibility to make arrangements for any necessary make-up work and to provide documentation of the hours completed.

Classroom driver education may also be offered in summer school at a cost to students. MCPS does not offer Behind-the-Wheel instruction. Students who wish to take Behind-the-Wheel instruction must make arrangements with an independent driving school at an additional cost to students.

Applications for an instruction permit require certain documentation from the school. If applying for a driver's license, the applicant must furnish proof of current school enrollment with good academic standing or proof of completion of high school or other education program. Since the form requires the signature of the principal and/or the driver education teacher, requests for this form must be made at least one day in advance.

ADVANCED PLACEMENT

Advanced Placement (AP) courses are taught at AHS for those students whose academic abilities and achievement allow them to pursue areas of individual interest and strength at a higher level. AP courses currently offered at AHS include English, Calculus, History, Government, Biology and Art. Other AP courses are available on-line through the Virginia Virtual AP School. All AP courses are taught with the pacing and workload of courses taught at colleges. We encourage careful consideration regarding students' academic abilities as well as their overall readiness before pursuing one of these courses in high school.

DUAL ENROLLMENT

Dual Enrolled (DE) courses are made available to AHS juniors and seniors through an agreement between MCPS and New River Community College. By taking DE courses, students will have the opportunity to earn college credits while still in high school. These courses are provided at no cost to students. Students are encouraged to consider this opportunity whether it is to prepare for their future career, save money on college tuition, or ease their transition to college. NRCC admission requirements must be met, and students wishing to take a DE course must start this process during the previous spring in order to apply to the college and be ready to start on their first day of classes. The school counseling office provides assistance in the application process and in arranging the high school schedule to facilitate the college schedule.

VIRGINIA VIRTUAL AP SCHOOL/EARLY COLLEGE SCHOLARS PROGRAM

Students who are unable to take certain courses at AHS due to availability or scheduling conflicts may choose to participate in this program. A complete list of course offerings is available in the school counseling office. In order to participate in the Early College Scholars Program, students must meet certain criteria. This information is also available in the school counseling office.

SOUTHWEST VIRGINIA GOVERNOR'S SCHOOL (SWVGS)

The Montgomery County School Board has established funding for students from MCPS to attend the SWVGS in Dublin, VA. Students must meet established criteria and complete an application to attend the SWVGS. Selected students attend the SWVGS for a half-day to take science, math, and research classes. A complete list of course offerings and other information about SWVGS is available in the school counseling office.

SCHEDULING OF CLASSES

A Master Schedule of classes to be offered at AHS is developed based on the course registration information supplied to the school counseling office in the spring. Our first priority is to ensure the availability of courses required for graduation. Every effort is made to accommodate all course requests when developing individual student schedules; however, students

are sometimes enrolled in an elective course that they did not request due to the availability of personnel and resources. Some courses listed in our Registration Guide may not be offered due to insufficient student interest and/or the availability of personnel and resources. Some course requests cannot be honored even if a course is available due to conflicts with times when required courses are offered. Also, some students may be placed in classes designed to help them improve their SOL scores (*i.e.* Freshman Transition courses or our SOL Review elective course for juniors and seniors). All students are expected to have a full schedule of classes (5 periods). **Student Aide positions or Study Halls will NOT be options** for periods in which there are courses available that a student has not previously taken and passed. Study halls will be limited to students with 3 or more AP/DE classes and/or Chemistry, third year foreign language or an advanced Math course. Study halls can be determined by the principal's discretion.

We welcome input from parents/guardians in planning the best possible schedule for their child. While we discourage requests for specific teachers, we encourage parents/guardians to share with us their insights about their child as a learner and the type of learning environment in which their child experiences the most success. In placing students we will also consider past experiences students have had in classes and significant concerns that cannot be resolved in other ways. Extenuating circumstances will be considered on a case-by-case basis.

AHS utilizes a Hybrid Schedule when developing a Master Schedule of Classes. The Hybrid Schedule combines the best of the two major scheduling formats. In a Hybrid Schedule, classes are offered in varied lengths of time during a semester or for the entire year. Within the school day, we have three **(75-minute) Block Periods** and two **(45-Minute) "Traditional" Periods**. The 45-minute periods meet every day for the entire school year. The 75-minute block periods meet every day for a semester; students then get new classes for the second semester. This arrangement is most common in advanced-level courses (Honors, AP, and DE). The Hybrid Schedule provides flexibility in scheduling each course into the type of format that best fits its particular instructional needs.

SCHEDULE CHANGES

Because scheduling is dependent on extensive program planning in the summer months, schedule changes are discouraged once the school year has begun. In extenuating circumstances, **requests for schedule changes may be initiated through the school counseling office, but a change requires the approval of the principal.** Once school begins, requests for schedule changes must be submitted to the school counseling office on the appropriate form within the first five (5) days of school; a parent/guardian signature is required on this form. **Schedule changes will only be considered for the following reasons:**

- If you are scheduled for a class in which you have previously earned credit (courses taken and passed in regular session or summer school).
- If you are scheduled in a duplicate class.
- If you are enrolled in a class out of sequence (you must repeat a failed course before you can advance to the next level).
- If you wish to exit a course sequence (band, chorus, part II, III or IV of a course, etc.).
- If you do not have a complete schedule (**5 classes each semester**).
- If you are a **SENIOR** and you are not enrolled in a course required for spring graduation.
- If you are assigned to a teacher with whom you have previously taken a class and failed, we will make every effort to reassign you to another class/teacher if that option is available.

Schedule changes will be approved based on the availability of courses, class sizes, and whether or not the requested change can be made to work with scheduling required courses. Making changes to student schedules may take several days after requests are received. **Students must follow their old schedule until any changes are finalized and the paperwork is processed.**

GRADE REPLACEMENT ([Please read this linked form carefully and in its entirety.](#))

Policy 6-6.2 allows students to retake any high-school credit course for any reason and allow the grade earned in the retake course to replace the previously-earned grade. Students and parents who want to discuss this can be counseled on whether or not it is wise for them to do it. The intent is for students to improve their grade, but there is the potential for the new grade to be lower. Parents and students can work with their school counselor to help make this decision.

DROPPING COURSES

Students may drop a course within the first fifteen (15) days of membership in a traditional-schedule course, and within the first eight (8) days of membership in a block-schedule course with no grade penalty. If a student drops a course after these established limits, **the course grade will be recorded on the high school transcript as a “WF” for the term/year in which the course is dropped (computed as an “F” for high school GPA).** Once the course is dropped, the student will remain in the class until an appropriate placement can be arranged. Levels in a subject (i.e. dropping to a lower level Math course) may be changed up to three (3) days after the issuance of the 9-weeks grade report. All such requests should be made in writing (with a parent/guardian signature) to the school counselor, and must be approved by the principal. (Division Policy 6-6.2.)

After the official drop/add window, any request to drop a class that requires an EOC/SOL Test must be made on the *MCPS SOL EOC Student Schedule Change Request Form*. Such requests will only be considered for approval in extenuating circumstances and will require approval of the school counselor, principal, and director of secondary education.

Requests to Omit the Grade/Credit (Division Policy 6-6.2) – Parents/Guardians may request that grades for any high school credit courses taken in middle school be omitted from the student’s transcript and the student not earn high school credit for the course. Such a request must be made (on the appropriate form) **to the high school registrar** by October 1 following the completion of eighth grade. Any high school credit course for which an F was reported will automatically be removed from the student's transcript. Additionally, when a student retakes and completes a class in high school that was taken for high school credit in middle school, the middle school grade will automatically be removed from the student's transcript. **Parents/Guardians of students who transfer to Montgomery County Public Schools at the beginning of the ninth grade year** must request that grades for high school credit courses taken in middle school be omitted from the student’s transcript within ten (10) calendar days of enrollment. Once omitted from the transcript, the credit cannot be reinstated. *Exceptions to these provisions may be granted by the principal in cases of extenuating circumstances.*

WITHDRAWAL/TRANSFER PROCESS

If a student intends to leave AHS and enroll in a different school, the student needs to complete a Withdrawal form. Withdrawal forms should be obtained in the School Counseling Office. It is the student’s responsibility to return all textbooks, library books and supplies issued to them. In addition, all outstanding charges/fees should be paid to ensure timely forwarding of student’s records and transcripts to the new school. Students should be aware that leaving school without properly notifying the School Counseling Office and providing the appropriate documentation, could reflect a “dropout” status on the student’s school record.

HOMEBOUND INSTRUCTION

The Montgomery County School Board shall provide homebound instruction for students who are confined for periods that would prevent normal school attendance based upon certification of need by a licensed physician, clinical psychologist, nurse practitioner or psychiatrist. Termination of homebound instruction shall be certified by a licensed physician, clinical psychologist, nurse practitioner or psychiatrist.

Upon request of the student's parent/guardian, and provided such request is recommended by a licensed physician, clinical psychologist, nurse practitioner or psychiatrist, the School Board shall furnish a teacher to instruct the student at home. Any grades or credits earned shall be considered a part of the student's regular school work and recorded as such at the student’s school. Grades and credit for the work shall be awarded when it is done under the supervision of a certified teacher, a person eligible to hold a Virginia certificate, or other appropriately licensed professional employed by MCPS.

The division superintendent or their designee shall approve applicants for homebound instruction. Medical forms must be maintained on file. While receiving homebound instruction, the student shall be counted as present in school. Forms are available in the AHS School Counseling Office.

GRADES & REPORT CARDS

Report cards are issued each nine weeks and are sent home with students within five days after the grading period closes ([dates can be found here](#)). The last report card is mailed home with the final course grade and advancement to the next grade level indicated. Each nine weeks’ grade will be based on various assessments such as written evaluations, homework, class participation, teacher observation and other appropriate criteria. At the beginning of each course,

teachers will advise students in writing of the relative contribution of each measure toward their calculation of the 9-weeks grade, semester exam grade, semester grade, and final course grade. Teachers are also responsible for maintaining proper documentation regarding the assignment of grades (Division Policy 6-6.2).

Per division policy 6-6.2, high school grades, including final average, will be assigned according to the following numerical scale:

- A = 90-100**
- B = 80 but less than 90**
- C = 70 but less than 80**
- D = 60 but less than 70**
- F = Below 60**

All courses will use the above numerical scale with only letter grades recorded on the report card to indicate performance. Plus and minus designation after the letter grade will not be used on report cards or permanent records. Parents/Guardians are encouraged to call the school counseling office to schedule teacher conferences if there are any questions concerning report cards

Interim Progress Reports will be provided at the midpoint of each grading period as an update to the electronic posting of grades in Parent Portal. Parents/guardians who do not have access to a computer with an Internet connection may request a hard copy of their child's progress report from each individual teacher.

The MCPS electronic gradebook is a powerful tool to assist with communication between home and school. Should you have questions about what you are viewing, please contact your child's teacher. As always, parents/guardians are encouraged to schedule a conference anytime they wish to confer with teachers about their child's progress. Our staff is committed to each student's success in school, and we greatly appreciate parental input and support.

FINAL CUMULATIVE EVALUATION

There will be no traditional final exams administered except for as required in high school Dual Enrollment courses. Students may request to take a traditional final exam; however, the exam will only count if it raises the grade for those students who choose to take the examination.

During the final weeks of each course, teachers will design and engage students in activities that allow them to evaluate student learning, skill attainment, and achievement with a meaningful, authentic assessment that reflects relevant real-world situations/experiences. These activities will include an assessment of the students' cumulative learning in a course, and will be connected to some meaningful essential question that has value outside of the class. Examples of such assessments include:

- Narrative, expository, and argumentative/persuasive essays that promote conversation and reflection with others
- Paintings
- Demonstrations
- Musical performances
- Take-Home Tests
- Portfolios
- Papers/Essays
- Individual and Group Projects (Project-Based Learning)
- Individual and Group Presentations/Demonstrations
- Inquiry-Based Labs

Teachers will identify in writing the relative weight that the evaluation of the final cumulative activities will have on the students' final course grade. Rather than a "new assignment" at the end of the course, the expectations need to be established at the beginning of the course, and ideally these experiences should be a culmination of what was learned throughout the course. For courses with an SOL End-of-Course Test, teachers may identify how passing scores will contribute to the final course grade; however, a score below 400 may not be used to lower a student's final course grade.

ENRICHMENT AND INTERVENTION

This I/E time will be referred to as SOAR. During SOAR students can meet with clubs, participate in intramurals, participate in peer tutoring, can work with teachers to complete missing assignments, can receive remediation towards SOL testing, and can work with teachers for enrichment opportunities. SOAR will take place at the end of 2nd block

before 3rd block starts and will last 40 minutes.

VIRTUAL EDUCATION LAB

The Virtual Education Lab is open during the regular school day, 5 periods/day. Students are assigned to the Virtual Education Lab to engage in a variety of virtual learning experiences. Such experiences may include individual remediation to improve SOL scores, Project AIM courses, Virtual Virginia courses, MCPS virtual courses, and online DE courses from NRCC. The Virtual Education Lab is supported by a Project AIM teacher and a Virtual Ed Aide. Students who are interested in, or believe they would benefit from, one of our virtual offerings should see the school counselor to discuss ways to utilize this resource.

PROJECT AIM

Project AIM (Academic Intervention Model) is a Montgomery County Public Schools division-wide initiative to assist students who have encountered “roadblocks” to graduation. Through Project AIM, students who have fallen behind their graduation cohort, or who are in jeopardy of not graduating from high school, are provided an opportunity to work in a virtual environment to recover or earn credits. Any high school student who is having difficulty meeting the requirements for high school graduation may be considered for Project AIM.

Students must be referred to Project AIM by the principal or the SAP Team. The MCPS On-Time Graduation Counselor screens all referrals to determine eligibility. Based on the course(s) for which a student is seeking credit(s), Project AIM teachers use PLATO Learning courseware and supplemental resources to design an appropriate individualized plan of study for each student. The On-Time Graduation Counselor will work with each student and the principal to determine the best path to graduation and develop an on-time graduation plan.

To be eligible for Project AIM, students must be enrolled in a Montgomery County high school. Project AIM students must meet the requirements of the Virginia High School League to participate in VHSL activities; the school administration will determine student eligibility based on VHSL regulations. Students are enrolled at their home school and may be afforded all of the opportunities to which other students have access. Students are accountable for all school policies and regulations while on the school campus.

STUDENT ASSISTANCE PROGRAMMING TEAM Tier 3 (SAP)

The Student Assistance Programming Team assists students with accessing the resources they need to stay in school, graduate on time, and prepare for post-secondary opportunities. The Tier 3/SAP Team meets on a regular basis to review the progress of students who are referred to the team. The team gathers data to understand the problems a student may be experiencing and to look for existing resources to help that student be successful in school. Students can be referred by school faculty and staff, parents, fellow students, community members, or the students themselves. To make a referral, contact the school counseling office to request a Tier 3/SAP Referral Form. Completed forms should be returned to the school counseling office.

HONOR SOCIETIES

AHS has two honor societies that recognize academic achievement by our students. There is the National Beta Club and the National Honor Society. Each organization has a set of academic criteria that must be reached before a student may be eligible to be inducted into the club. Below are the established requirements for the honor societies:

National Beta Club:

The National Beta Club stresses Academic Achievement, Leadership, Service, and Character. The national qualifications for membership on the part of the student are: (a) worthy, moral and ethical character, (b) good mentality, (c) creditable achievement, and (d) commendable attitude. The purpose of this organization is to select, honor, and encourage students possessing these characteristics. However, specific standards of membership (including academic requirements), the method of selection of eligible students, and their election to membership are not established at the national level. An outline of the criteria for membership and the selection process at AHS is available from the school sponsor for review by students, faculty, and parents. Students who meet the standards upheld by the National Beta Club and AHS will be invited to an induction ceremony.

Since the National Beta Club is a merit organization, members who fail to maintain a creditable record, or who give evidence of personal conduct unbecoming members of this club, may be disqualified from membership. “Personal conduct unbecoming members of this club” includes, but is not limited to, criminal activity, violation of school rules, and other conduct which falls below the moral and ethical standards of the community. However, the principal may at any time and for reasons which appear to him to be sufficient, disqualify a member from the club.

National Honor Society:

By design, the National Honor Society is more than just an honor roll. The national standards establish rules for selection and continued membership that are based upon students achieving and maintaining outstanding performance in the areas of scholarship, service, leadership, and character. Specific standards for any of the criteria may vary from one school to the next as long as they do not fall below the national standards. At AHS, we have established a set of criteria that must be reached before a student may be eligible for induction into our chapter of the National Honor Society. An outline of our criteria for membership and the selection process is available from the school sponsor for review by students, faculty, and parents. The selection process includes a review of each candidate by a Faculty Council and notification of selected students to the principal for review and approval prior to induction. Students who meet the standards upheld by the National Honor Society and AHS will be invited to an induction ceremony.

All NHS members are expected to maintain the standards that were used as the basis for their selection. Member obligations will be distributed to all chapter members. Likewise, discipline and dismissal policies will also be published and distributed to all members. According to NHS guidelines, *“When a chapter finds that one of its members has either fallen below the standards by which the member was selected, . . . it may be necessary to pursue disciplining the member.”* The national guidelines require that certain procedures be followed for discipline and dismissal of students in the NHS. The processes and procedures contained in the NHS guidelines have undergone significant review by school administrators and the courts. These are designed to establish uniform national criteria and standards and to provide procedural safeguards for students.

SOL TESTS & VERIFIED CREDITS

SOL tests will be administered during the testing windows established by the Virginia DOE at the end of each semester for semester block courses and at the end of the school-year for year-long courses. Opportunities to re-take SOL tests failed in a previous school year or term are also provided during each semester. On the high-school level, SOL tests serve two functions: (1) to determine school accreditation, and (2) to determine verified credit requirements for graduation. Eighth-grade SOL test scores are used as part of the multiple set of criteria for determining the placement of students in certain 9th grade classes. **Students must pass a certain number of SOL tests in order to graduate.** Specific information regarding the requirements for each graduating class can be found in the registration guide and course description manual. All students who are taking a course for which there is a SOL test will take the test at the end of the course (unless they have met all of their verified credit requirements for that subject area). SOL tests are administered at the end of the semester for block-schedule courses, and at the end of the school year for traditional-schedule courses. Opportunities to re-take SOL tests failed in the previous school year or term are also provided. Students must successfully pass both course requirements and selected SOL end-of-course (EOC) tests. A course credit is the standard unit of credit earned when a student passes a course; a verified credit is earned only when a student passes the EOC test for that course (Division Policy 6-4.2 & 6-4.3). EOC tests in English, math, science, and social science must be passed in order to earn verified credits.

For students who pass a course but fail the SOL test, remediation programs are available throughout the school year and in the summer. “Expedited Retakes” is an option available to those students who meet the criteria for “close to passing” as established by the state. If a student fails a course, the course must be repeated regardless of the student’s score on the SOL test. Another option for students who are unable to pass certain SOL tests after repeated attempts is “Locally Awarded Verified Credit” (LAVC). Some alternative tests are also available. Students will be advised of their eligibility for these options on an individual basis.

SOL Information and Student Impact

Virginia Department of Education regulations require students to take and pass Standards of Learning (SOL) assessments in order to graduate from high school with a Standard Diploma or an Advanced Studies Diploma. When students pass a

high school course and pass the SOL assessment associated with that course, the student earns a verified credit. **To earn a Standard Diploma or Advanced Studies Diploma**, students must earn five verified credits. These verified credits are as follows: **2 in English (Reading & Writing), 1 in History/Social Science, 1 in Mathematics, 1 in Science**

Students with an Individualized Educational Plan (IEP) pursuing the Modified Standard Diploma must meet Literacy and Numeracy requirements. To meet the Literacy requirements students must meet the cut score on the grade 8 English Reading SOL assessment. To meet the Numeracy requirements, students must meet the cut score on either the grade 8 Mathematics, Algebra I, Geometry, or Algebra II SOL assessment. Students who do not pass one of the SOL assessments at the high-school level will be considered for remediation programs and will be given the opportunity to retake the SOL assessment at each available opportunity

PROMOTION & GRADUATION REQUIREMENTS (High School)

The Montgomery County School Board has developed and implemented a program of instruction that is aligned to the Standards of Learning of the Board of Education. It awards diplomas to all secondary school students who meet the requirements prescribed by the Board of Education. Diplomas and certificates are awarded in accordance with state laws and regulations. The requirements for a student to earn a diploma and graduate from high school are those in effect when the student enters ninth grade for the first time. Requirements for specific courses and the number of credits necessary for the **Standard Diploma** and the **Advanced Studies Diploma** are outlined in the MCPS [High School Program of Studies](#) and will be updated regularly to remain current.

MCPS Policy 6-4.2 has established criteria for promotion and retention of high school students:

- To be promoted **from 9th to 10th grade**, a student must pass at least five (5) high school credit courses.
- To be promoted **from 10th to 11th grade**, a student must pass at least eleven (11) high school credit courses.
- To be promoted **from 11th to 12th grade**, a student must pass at least seventeen (17) high school credit courses.

Students are strongly encouraged to attend summer school if English is failed or if two (2) or more other academic courses are failed in an academic year.

SUMMER SCHOOL

Per division policy 6-3.14, Montgomery County offers a summer school academic program to high school students for the purpose of providing them with the opportunities to retake one (1) high school credit course that was failed. Students who lack only English 12 and U.S. and Virginia Government to graduate may take both of those courses in summer school and participate in summer graduation (See approval process below). A student is strongly encouraged to attend summer school if they fail a core course(English, Math, Science, History).

The School Board shall establish tuition fees for credit courses. Registration and tuition information will be announced through the school counseling office prior to the close of the regular school year so that families can plan summer schedules accordingly. Tuition waivers are available by contacting the school counseling office. Information regarding summer enrichment programs offered by the school division and other enrichment opportunities are also available in the school counseling office.

APPROVAL PROCESS FOR EARLY GRADUATION

Students who plan to meet all graduation requirements early, including those who lack only English 12 and U.S. and Virginia Government after their junior year to graduate and wish to take both of those courses in summer school, should initiate a meeting with a school counselor to begin the approval process. Planning to graduate early should begin in the junior year. All required paperwork and deadlines are available from our school counselor. All decisions to approve early graduation are made on a case-by-case basis. The process includes the following steps:

1. The student will submit an explanation of why they want to graduate early and information about their future plans to his or her counselor.
2. The counselor will complete the graduation check sheet, attach a transcript to the check sheet, and attach a plan for completing all graduation requirements that remain.
3. The explanation and check sheet will then go to the principal for approval.

4. The principal or counselor will then send the packet to the Coordinator of School Counseling for review. Once it is reviewed, it will then be submitted to the Director of Secondary Education. The Director of Secondary Education shall have final approval on all early graduates.

MINUTE OF SILENCE

The Montgomery County School Board has established the daily observance of one (1) minute of silence in each classroom of the school division (Division Policy 6-1.5). At AHS, this minute of silence is observed during first period every day, immediately following the Pledge of Allegiance. During this minute of silence, students must remain seated and silent and make no distracting display.

PLEDGE OF ALLEGIANCE

Per School Board Policy 6-1.5, "The Pledge of Allegiance shall be recited daily in each classroom of the Montgomery County Public Schools as part of opening exercises. During the recitation of the Pledge of Allegiance, students shall stand while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform. No student shall be compelled to recite the Pledge of Allegiance if the student, the student's parent(s), or legal guardian objects on religious, philosophical or other grounds to the student's participation in this exercise. Students who are exempt from reciting the Pledge of Allegiance shall stand quietly or sit at their desks while others recite the pledge and make no display that disrupts or distracts those who are reciting the pledge. Appropriate accommodations shall be made for students who are unable to comply with the procedures described herein due to disability."

EMERGENCY DRILLS & EVACUATIONS

Emergency drills and evacuations will be completed as required by the Virginia Department of Education. Typically, this includes fire drills, lockdown drills, earthquake drills, and bus evacuation drills. Virginia Code requires there shall be a lock-down drill at least once during the first 20 school days of each school session. Every public school shall hold at least one additional lock-down drill after the first 60 days of the school session. Pre-kindergarten and kindergarten students shall be exempt from mandatory participation in lock-down drills during the first 60 days of the school session.

Adults will teach students the processes required for each drill and will guide them throughout the exercise. Additionally, directions for evacuating the building during a drill or actual crisis situation are posted in each room.

ASSEMBLIES & PEP RALLIES

Throughout the school year, various assemblies may be scheduled to bring educational, interesting, and informative programs to the AHS student body. Pep rallies may be held for the purpose of promoting school spirit and support of our athletic and academic teams. For any assembly, students will be accompanied by their teachers to the auditorium or gym and will sit in areas designated by staff. Students who fail to report to the auditorium will be considered skipping school and will be assigned the appropriate disciplinary action.

Assemblies may be held for only a certain grade level or class, or may involve the entire student body. Programs may be presented by our own music classes/ensembles, student groups, outside groups, or special guests. Appropriate student behavior is expected at all assemblies. Being a positive, polite, and supportive audience reflects the spirit and hospitality of AHS. Applause is the courteous way to recognize and show appreciation for a performance. Misconduct will result in a removal from the assembly and referral to an administrator for further disciplinary action.

FIELD TRIPS

Field trips within the community and to other sites provide opportunities to extend learning beyond the classroom. Through field trips, students are often able to experience things to which they otherwise might never be exposed. Teachers are encouraged to schedule field trips for their classes that are both educational and enjoyable. Individual teachers, content areas, or grade levels may plan trips related to classroom study. Every student who is part of the grade-level, course, or class for which a field trip was designed is expected to participate. Every effort will be made to meet the special needs of any students with physical or other limitations.

All students are expected to behave appropriately while representing our school and community. As with any school sponsored event, the Montgomery County Code of Conduct, as well as all school rules and regulations, apply to field trips. Violation of any of the standards of the Student Code of Conduct, violation of school rules or any rules specific to field trips, or any other unacceptable behavior that reflects negatively toward AHS or toward another AHS student

participating in the trip will result in disciplinary action. Upon return to AHS, any problems encountered during the trip will be reported to an administrator. Students who severely misbehave may be suspended from future AHS field trips.

A permission slip signed by a parent/guardian and a current Student Health Information Form will be required in order for any student to participate in the planned activities of any field trip. Students 18 years of age or older may sign their own permission forms at the discretion of the school. Contact with parents/guardians may still be required prior to taking certain field trips, especially trips outside of Montgomery County and those that involve time outside of the instructional day. These students are still bound by all school-related laws as well as policies and rules of the Montgomery County School Board and AHS.

CLUBS & STUDENT ORGANIZATIONS

AHS has a wide variety of clubs and other student organizations. Students are encouraged to participate in these organizations as a means to enrich their instructional program and to meet other students with similar interests. Students will be introduced to all clubs and student organizations at the beginning of each school year. Clubs will meet during SOAR period.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The SGA is an important component of AHS and focuses on providing more effective student representation and involvement in matters of decision-making and student life at AHS. It is the formal organization through which students may express their praise, concerns, and recommendations for change to the staff and administration. Students are encouraged to become involved by seeking an elected office and/or to speak with their SGA officers, and to use this organization as a vehicle to initiate change. **The SGA will meet during SOAR throughout the school year.** Other meetings may be scheduled after school. Class officers are required to organize class meetings once a month.

MOUNTAIN ACADEMIC COMPETITION CONFERENCE (MACC)

Auburn High School is a member of an academic competition league that competes in the months of February and March. There are five competing teams in the areas of English, Social Studies, Math, Science, and All-Around. Membership is voluntary with practices held after school and matches in the evenings. An announcement will be made concerning the start of practices soon after school begins.

INTERSCHOLASTIC ATHLETICS

AHS has interscholastic athletic programs in football, basketball, cross-country, golf, volleyball, baseball, softball, soccer, track and field, and wrestling. AHS also has varsity and JV Cheerleading squads for fall and Winter sports seasons as well as a competition cheer squad. Participation in these sports is open to all students eligible under VHSL policies. All interscholastic activities at AHS are conducted according to the policies established by the VHSL. Each individual sport will also have team rules and behavior expectations established and enforced by the coaching staff. Student-athletes are expected to abide by all team rules and VHSL policies as a condition of continued participation in interscholastic athletics.

Information on how to become a member of these school teams is available from the athletic director or individual coaches. Scheduled tryouts are announced in advance, and team members are selected by the coaching staff for each individual sport. A physical is required for participation in all interscholastic sports, including tryouts. Also, every student participating in interscholastic sports must be covered by Board-approved scholastic accident insurance or interscholastic football insurance.

FUNDRAISING GUIDELINES

- Profits from school-sponsored fundraising efforts are deposited into a school activity account and must be used for the benefit of a school program or activity.
- Teachers may keep records in order to allocate profits according to individual student effort. However, students may not be given cash for any portion of what they raised through school-sponsored fundraising efforts.
- If money has been raised for a school-sponsored trip, and the trip does not take place, or a student is unable to participate, the money they have raised will remain in the school activity account. Also, any money raised in

excess of the individual student cost of the trip will be used to help students in need of financial assistance or to decrease the total cost of the trip for everyone.

- Cash or other incentives (i.e. “prizes”) for student participation in school-sponsored fundraisers from fundraising profits are prohibited. Such incentives must be provided by the fundraising company, or can be donated from local vendors who wish to sponsor the fundraiser in this way.
- All monies raised through fundraising activities by groups associated with AHS are the property of AHS and Montgomery County Public Schools. These monies must be returned to the appropriate club/class sponsor according to the sponsor’s directions. Failure to comply with this policy and/or the sponsor’s directions may result in disciplinary as well as legal action.

PARTICIPATION IN AFTER-SCHOOL ACTIVITIES

Students who are absent from school, arrive late (more than 15 minutes after the school day begins), or check out early during the school day are not allowed to participate in any after-school activities that day, including athletic practice and/or play. Additionally, student-athletes will not be able to practice or play on days they are assigned to In-School Supervision (ISS) or Out-of-School Suspension (OSS). Students may resume practice or play on the day following the completion of the last day of their assigned ISS or OSS. Once a student returns from ISS or OSS, the level of participation in practice and games remains at the discretion of their coach. **Students who plan to attend athletic practices or other events/activities that do not begin immediately after school,** must leave the building and grounds and return closer to the practice’s/event’s/activity’s start time unless they have pre-arranged plans to be supervised by a coach or other staff member. Parents/guardians should pre-arrange transportation for their child to/from practices, events, and activities. Exceptions to this policy must be approved by an administrator.

ATHLETIC FACILITY USE

No students are allowed in the gym, practice fields, or weight room before, during, or after school without direct supervision of a staff member. Any time schools are closed due to inclement weather, all extra-curricular activities will be canceled. This applies to all weather-related early releases and school closings, regardless of the employee code. Previously scheduled athletic practices and competitions, both home and away, will be canceled unless approved by the superintendent. The superintendent makes all weather-related school closing decisions for the entire school division. Any change in weather conditions that may warrant an exception to any of the above must be discussed with the superintendent, through the principal, before a decision is made. These restrictions also apply to facility use by AAU, Parks & Rec, and any other outside group. Coaches will NOT be allowed to hold “invitational” or any other form of optional practices on weather-related early releases and school closings.

SCHOOL DANCES/PROMS

The following guidelines apply to school dances, proms, and other school-sponsored social events:

- Students and their guests must remain in the building and under adult supervision once they enter for an activity.
- Adult sponsors have the right to refuse admittance to anyone.
- If circumstances arise necessitating the removal of someone from an extracurricular activity, sponsors should involve an administrator and/or law enforcement.
- **A student who brings a guest to a dance must pre-register him/her during the week prior to the activity, and a Guest Registration form must be completed by the guest.** This form may be obtained from the Main Office or copied from the *Appendix* of this handbook. Only those guests who have been pre-registered and approved will be admitted to the dance. A list of approved guests will be available at the entrance to the dance. AHS students must remain with their guests throughout the activity.
- **Elementary and Middle school students will not be admitted to high school dances.**
- Possession or use of alcohol, drugs or tobacco products are not permitted at any school activity.
- After an activity has ended, students and their guests should leave the building and grounds as quickly as possible.
- Students and their guests are expected to dance appropriately. While the administration recognizes that dancing does involve physical contact, the school is concerned about contact that represents inappropriate public display of affection or sexual acts. Some examples of inappropriate dancing are: (A) crotch to crotch dancing, (B) prone positions, (C) grinding, (D) sandwich dancing.
- The Student Code of Conduct as well as all other MCPS policies and AHS rules apply to all school activities and inappropriate behavior may result in disciplinary action in addition to removal from the
- event and school grounds.

- The Auburn High School administration reserves the right to remove anyone from any event for inappropriate behavior **without refund of admission cost**.

COMPUTERS & COMPUTER PRIVILEGES

Students at AHS have access to their own school issued Chromebook for their class assignments and projects. Auburn High School has direct access to the Internet through both wired and wireless connectivity. Students and their parents/guardians must sign the MCPS Computer and Internet Access Agreement before using the equipment and having access to the Internet (See Division Policy 6-3.13 in the *Appendix*). All school rules and policies for computer resources apply to individual computers and activity on computer networks. **Students are subject to consequences for their actions and keystrokes. In addition to the policies and rules of Auburn High School and Montgomery County Public Schools, students are subject to local, state, federal, and international laws.** As computers and computer-related technologies evolve into new and unforeseen domains, it is appropriate for this policy to be extended and reinterpreted.

VENDING MACHINES

Water, fruit drinks, and other soft drinks are available from vending machines located throughout our school/campus. Students may purchase drinks from these vending machines before/after school and during class changes. However, certain drinks may have restricted access during regular school hours in order to be in compliance with the division Wellness Policy (7-5.5). Vending machines will not be accessible to students during both lunch periods.

CAFETERIA SERVICES AND LUNCHROOM CONDUCT

Nutrition is an integral part of the school's curriculum. Consequently, our cafeteria promotes good health by offering well-planned and nutritionally-balanced meals at reasonable prices. Students are encouraged to participate in the school nutrition program which serves breakfast and lunch.

2025-26 Meal Prices

Breakfast (full) = \$1.75** Breakfast (reduced) = \$0.30	Lunch (secondary, full) = \$3.10 Lunch (reduced) = \$0.40	Milk = \$0.75
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****For the 2025-2026 school year, MCPS is providing FREE breakfast for ALL students.**

*"Free and Reduced-Price Meal Benefits **do not** provide a free or reduced-price milk to eligible students who desire to bring a home-made lunch, or breakfast, to school. The Free and Reduced-price meal benefit only applies when the **ENTIRE MEAL** is provided by School Nutrition Programs."

The application for Free/Reduced Meals is available online at www.mcps.org/freemeals. Families can add money to their child's lunch account by visiting <https://www.myschoolbucks.com/>.

Breakfast

Breakfast will be made available in our Dining Commons 7:30-8:00 AM every day. **For the 2025-2026 school year, MCPS is providing FREE breakfast for ALL students.** Research has shown that eating breakfast at school helps children perform better in the classroom. Numerous published studies show that academic achievement among students who eat school breakfast improves, especially in vocabulary and math, and on standardized tests. **We have implemented the following breakfast options at AHS to ensure that all of our students have the opportunity to start their day with good nutrition.**

1. **Grab and Go** – All food and drink must be confined to the Dining Commons until 8:00 AM will be consumed in classrooms. After this time, students who were unable to finish their breakfast, and students who arrive to school too late to eat breakfast in the Dining Commons, can pick up a bagged breakfast and take it to their 1st Period class.
2. **Second Chance Breakfast**- Students who miss breakfast are provided with an opportunity to pick up a bagged breakfast during the class change between 1st and 2nd Block.

Students will be allowed to eat a “Grab and Go” or “Second Chance” breakfast from our cafeteria in class. If a class activity does not allow for food to be eaten in class (science lab, shop class, computer lab, etc.), the student will be given a few minutes to eat away from the area of concern or may be asked to wait until later in the class period.

Lunch

Students are permitted to be in the Dining Commons only during their assigned lunch period. Students must remain in the Dining Commons and other designated lunch-time areas until the dismissal bell. **Students from other classes will not be allowed to get food or visit other students in the Dining Commons.** Students must remain in the Dining Commons and other designated lunch-time areas until the dismissal bell. **No food or drink may be taken anywhere outside the Dining Commons without permission.**

Students may not leave the cafeteria during lunch time. Students may not eat or gather in hall areas or Student Collaboration Areas during lunch. The bathrooms located near the Auditorium (where the duty teacher is located) are the only ones available for students during their lunch period. Any students found outside of the cafeteria during their assigned lunch period will be subject to strict disciplinary action.

During the lunch period, students may go outdoors to the designated areas only with the permission and supervision of an administrator. Students may be restricted to certain areas to allow for the best supervision and their safety. Food and/or drink are allowed outside during lunch in designated areas at the discretion of an administrator; this privilege may be restricted or revoked for a period of time if the outside area is not kept clean and free of trash. All outside activities must have the approval of an administrator. Students may **not** go to the football field, track, areas that are in use by PE classes, parking lots, or other parts of the building/grounds during the lunch period. Students may go to their cars to retrieve personal items only with permission from an administrator. **If students misbehave in outside areas, they may be sent back inside to sit in the dining commons for the remainder of the lunch period. Chronic offenders may be restricted from outside areas for a designated number of days and may be subject to further disciplinary action.** All outside privileges may be restricted or revoked at the discretion of an administrator.

CAFETERIA ACCOUNTS

Students may prepay for breakfast, lunch, ala carte items, etc. as far ahead they wish. Once money is placed in a student’s cafeteria account, the computer automatically subtracts the appropriate amount as the student makes purchases from the cafeteria. While it is preferred that money be added to such accounts at the beginning of each week or month, money may be added at any time during the school year. Money in these accounts also may be designated for specific purchases (i.e. meals only, meals and ala carte items only, etc.). **Students also will not be permitted to receive cash for any portion of their account without the written authorization of their parent/guardian.**

STUDENT ATTENDANCE POLICY

POLICY 7-1.2 Compulsory Attendance

General Requirements: Every parent, guardian, or other person in Montgomery County having control or charge of any child between the ages of 5 and 18 must cause such child to attend the appropriate Montgomery County Public School in accordance with Virginia Code § 22.1-254. Principals and the division superintendent shall follow all legal requirements with regard to the compulsory school attendance reporting requirements of state law. Non-compliance with the state regulations will lead to disciplinary action, where appropriate, by the principal and the division superintendent or their designee.

As used in this policy, "attend" includes participation in educational programs and courses at a site remote from the school with the permission of the school and in conformity with applicable requirements.

General Exemptions: All students age 5 to 18 shall attend school regularly as set forth in § 22.1-254 of the Code of Virginia, except those specifically exempted.

1. The School Board may release students from school in compliance with state law and Virginia Board of Education Regulations, including but not limited to those students who:
 - a. satisfy all legal requirements for homeschooling;
 - b. are enrolled in qualified alternative programs;

- c. have received a high school diploma or its equivalent;
- d. the School Board determines, in accordance with regulations of the state Board of Education, cannot benefit from education at school;
- e. together with their parents and by reason of bona fide religious training or belief, are conscientiously opposed to attendance at school;
- f. based on a recommendation from the Montgomery County Juvenile and Domestic Relations Court, should be excused by reason of concern for the pupils' health, as verified by competent medical evidence, or by reason of the pupils' reasonable apprehension for personal safety when such concern or apprehension in those pupils' specific cases is determined by the Court to be justified; or
- g. are excused by the Montgomery County Juvenile and Domestic Relations District Court following the Court's determination that they cannot benefit from education.

2. Compulsory attendance regulations shall not apply to children under 10 years of age who live more than two miles from a Montgomery County Public School, unless public transportation is provided within one mile of the place where they live, nor to children between 10 and 17 years of age who live more than two and one-half miles from a public school, unless public transportation is provided within one and one-half miles of the place where the children live. Compulsory education distances shall be measured or determined by the nearest practical routes usable for either walking or riding from the entrance to the school grounds, or from the nearest school bus stop to the residence of the children.

3. The School Board may allow the compulsory attendance requirements to be met pursuant to an individual student alternative education plan developed in conformity with guidelines prescribed by the Board of Education under the following conditions:

- a. The student must be at least sixteen years of age.
- b. There shall be a meeting of the student, the student's parents, and the principal or his designee to develop the plan, which must include career guidance counseling; mandatory enrollment and attendance in a general educational development preparatory program or other alternative education program approved by the School Board with attendance reported to the principal or his designee; mandatory enrollment in a program to earn a Board of Education-approved career and technical education credential, such as the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, the Armed Services Vocational Aptitude Battery, or the Virginia workplace readiness skills assessment; successful completion of 2 the course in economics and personal finance required to earn a Board of Education approved high school diploma; counseling on the economic impact of failing to complete high school and procedures for re-enrollment.
- c. A student for whom such an individual student alternative education plan has been granted but who fails to comply with the conditions of the plan shall be deemed in violation of the compulsory attendance laws, and the division superintendent or attendance officer shall seek immediate compliance with the compulsory attendance laws.
- d. Any child who will not have reached his sixth birthday on or before September 30 may be exempted from school attendance until the following year if the parent notifies the School Board, or its designee, because the child, in the opinion of the parent or guardian, is not mentally, physically or emotionally prepared to attend school.

Student absences without parental awareness and support will be addressed in accordance with MCPS Truancy policies and procedures ([7-2.3](#)). Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory attendance law. It is expected that parents will cooperate with school officials to remedy the student's attendance problem. When direct contact with the parent cannot be made despite reasonable efforts, or when parents otherwise fail to cooperate in remedying the student's attendance problem, the division superintendent or their designee may seek immediate compliance with compulsory school attendance laws. The division superintendent's designee, with the knowledge and approval of the division superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. When the complaint arises out of the parent's failure to comply with the requirements of the law relating to compulsory attendance, the division superintendent's designee shall document the school division's compliance with procedures for enforcing compulsory attendance.

Student Absences – A student is counted present only when he/she is present in the classroom or other approved

designated area at the time of the tardy bell or is attending or participating in an approved school-sponsored field trip or event. A student shall be considered absent when he/she does not report to class during the assigned class period. Student absences will be recorded on a daily basis for each class period. This “period attendance” will be reported electronically to the office each period and is automatically included in individual student records. When a student is absent from school, an automated system will notify parents/guardians of their child’s absence from school. The system will begin calling home telephone numbers each morning. The system is designed to leave a message on an answering machine. If there is another telephone number other than the home number that parents wish to be called with this message, they should email AHS Administrative Assistant, Mr. Barry LeNoir at barrylenoir@mcps.org, or call 540-382-5160 to make these arrangements. The notification will be based on the student’s attendance as reported by their 1st period teacher. A reasonable effort will be made to contact a parent/guardian of each absent student every day and to obtain an explanation for the student’s absence, where there is no indication that the student’s parent is aware of and supports the absence. If your student is going to be absent for one day or if your student will need to be out of school for an extended period of time, parents/guardians must send detailed information including the dates and circumstances of the anticipated absence via email to our AHS Administrative Assistant, Mr. Barry LeNoir at barrylenoir@mcps.org, or call 540-382-5160. Absences for each grading period will be reported to the parent(s)/guardian(s) on the report card.

Per division policy [7-2.3](#), absences for any of the reasons listed below SHALL NOT contribute to a student’s total number of absences:

- State-mandated testing or other school/division testing programs
- School-sponsored field trips or activities
- All VHSL activities
- Late bus or buses which fail to run
- Conference with a school counselor, administrator, or other related staff members
- In-school suspension (ISS)
- Involuntary court appearance (copy of court order or subpoena required)
- Death in the family or household (verification may be required)
- Religious holidays (verification may be required)
- College visit or Work Based Learning opportunity (verification required) up to 3 school days
- Illness, including mental health and wellbeing (if over 3 days, the school may require verification)
- Doctor/dental appointments (verification required)
- Extenuating circumstances which are determined by the school administration

Absences for reasons other than those listed above shall contribute to a student’s total absences.

Absences for Observance of a Religious Holiday – A student may be excused from school for the observance of a religious holiday. The parent/guardian of such a student shall provide a letter to the student’s school in advance of the planned absence notifying the school of the planned absence, the dates of the planned absence and the religious holiday being observed. A student who is absent in accordance with this policy shall not be deprived of any award or eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any which he or she missed by reason of such absence. Make-up work shall be completed as described in “Make-Up Work” below.

Returning to School – On the day of their return to school from an absence, students must report to the main office before going on to classes. **A note of explanation will be required to officially document any absence.** The note must include the date(s) and cause(s)/circumstance(s) of the absence(s), and the parent’s or guardian’s signature. Per division policy [7-2.3](#), absences shall be identified as excused or unexcused. Each student should present to the school attendance office a written note which includes the date(s), cause(s), and the parent’s/guardian’s signature for daily absences, early dismissal or late arrival of the student. **Students who return to school without a note or other verification that a parent/guardian is aware of and supports the absence will be considered as skipping school and will be referred to an administrator for disciplinary action.**

The Administrative Assistant in the main office will record and preserve each student’s attendance documentation.

CONSEQUENCES FOR EXCESSIVE ABSENCES FROM SCHOOL [7-2.3](#)

It is important for parents/guardians to provide documentation for all student absences (See “Returning to School”

section above).

At **5 absences**, a school designee will contact guardians.

At **10 absences**, a student meeting will be held with parents/guardians to develop an attendance plan to prevent any further absences and possible referral to Tier 3/SAP team at AHS. At 12 total absences, Tier 3 SAP meeting will be held with student and parent.

When a student has accumulated **15 or more absences** in a course, the assistant principal will review the student's documentation on file for all absences and determine whether or not the student should lose their "Good Standing" status.

- Absences identified in division policy (7-2.3) as those that "shall not contribute to a student's total number of absences" will not be counted.
- Reasons for absences which are generally considered reasonable for missing school (i.e. documented student illness/injury, personal/family emergencies, and other extenuating circumstances) will be considered by the assistant principal as to whether or not they will be counted for purposes of determining a student's "Good Standing" status.

Students who lose their "Good Standing" status due to excessive absences from school will have the following restrictions imposed until their "Good Standing" status is reinstated:

- Loss of any "Late Arrival" or "Early Release" on their daily schedule
- Prohibited from participating in school athletics or other extra-curricular activities
- Prohibited from attending any school athletic events
- Prohibited from attending/participating in school dances/prom
- Prohibited from driving/parking on AHS campus
- Prohibited from participating in AHS Graduation Ceremony

Students may have their "Good Standing" status reinstated by fulfilling all stipulations in an "Attendance Improvement Plan" developed by the assistant principal. Students and their parents/guardians may appeal a loss of "Good Standing" status to the principal. However, loss of privileges will not be delayed while an appeal is pending.

MAKE-UP WORK

Make-up work will be provided for all absences, including absences caused by OSS. Per Division Policy 7-2.3, it is the responsibility of the students and/or parent/guardian to request make-up work for all absences and for the student to complete all assigned make-up work within one school day for every day missed (Example: If a student misses 3 days of class/school, he/she has 3 school days to make up the work).

Parents/guardians can request that their child's teachers compile work that has been missed by calling the school counseling office. A day of advance notice is preferred; however, same day collection will be attempted if the request is received by 9:00 AM. This work can be picked up in the school counseling office after 2:50 PM on the day of the request, or any time the next day. Otherwise, it is the student's responsibility to request any missed assignments, schedule make-up tests, quizzes, labs, etc. the day of their return to school.

Typically, assignments due on the date of an absence are due the first day of the student's return to school unless they did not receive advanced notice due to other legitimate absences. Likewise, students who are absent on the day of a test or quiz should be prepared to take the test or quiz on the first day of their return to school unless they did not receive advanced notice due to other legitimate absences.

ATTENDANCE, ABSENCES, LATE-ARRIVALS, EARLY DEPARTURES

The key to success is having students at school on time, all day, every day. If an enrolled student, including student drivers aged 18* or older, is going to be absent, late, or needs to check out early, a parent/guardian must send detailed information in writing (including student's full name, date(s), cause(s), and the parent's/guardian's full name/signature) and in advance via email to our AHS Administrative Assistant, Mr. Barry LeNoir at barrylenoir@mcps.org. (*See also "Student Drivers" and "Adult Rights for Students" in this handbook.)

Student absences, check-ins, check-outs, and tardies to each class will be recorded on a daily basis. Daily attendance

records, emails, documentation, and notes from parents/guardians will be kept on file in the AHS Main Office. Any **excessive** absences, check-ins, check-outs, and tardies to class will result in administrative intervention, (see *“DISCIPLINARY PROCEDURES FOR CHECK-INS/OUTS...” later in this handbook*). Likewise, all **unexcused** absences, check-ins, check-outs, and tardies to class will contribute to the total number accumulated for the purpose of disciplinary action. *Any exceptions for extenuating circumstances must have principal approval.*

ABSENT FROM SCHOOL

If a student is going to be absent from school, a parent/guardian must send detailed information (including student’s full name, date(s), cause(s)/circumstances of the anticipated absence, and the parent’s/guardian’s full name/signature) via email to our AHS Administrative Assistant, Mr. Barry LeNoir at barrylenoir@mcps.org, or call 540-382-5160. See the MCPS “STUDENT ATTENDANCE POLICY” earlier in this handbook for guidelines on absences that contribute to a student’s total number of absences.

CHECKING IN = LATE ARRIVAL TO SCHOOL

Students who arrive at school late and will not be present in their 1st Period class by 8:05 AM must report directly to the main office and check in on the AHS IdentiKid computer and obtain a printed pass for admission to class. A student who reports to school late **with** acceptable written documentation will be marked as a “Check In - Excused.” Students who arrive late and are accompanied by a parent/guardian must still have written documentation. Late arrival check-ins will be considered as “Check In - Excused” only for the following reasons and only with acceptable written documentation:

- Appointments with doctor, dentist, or other health professional
- Court appearances
- Death in the family or household
- AHS/MCPS approved “Late Arrival” for work-study or other school program (no documentation needed)
- If a student is being transported by a county bus or vehicle that arrives late to school, the student will not be counted as tardy and no documentation will be needed.

A student who arrives late **without** written documentation will be marked as “Check In - Unexcused.” Since MCPS provides bus transportation to all eligible students, problems with personal vehicles will not excuse late arrival.

CHECKING OUT = EARLY DEPARTURE FROM SCHOOL

If an enrolled student, including student drivers aged 18 and older, needs to check out early, the parent/guardian must send detailed information in writing and in advance via email to our AHS Administrative Assistant, Mr. Barry LeNoir at barrylenoir@mcps.org. Alternately, students can bring written notes to the AHS Administrative Assistant upon arrival at school for advance approval. **Parents/guardians may be called to verify emails or written notes.** (*In extenuating circumstances, parents/guardians may also request permission for their child to leave school early by talking with office staff by phone. Such arrangements will require the approval of an administrator.*)

If it is necessary for a student to leave school early, they must obtain permission to check-out from office staff and check out on the AHS IdentiKid computer in the main office before leaving school grounds. Any student who has checked-out must leave campus promptly and may not return to the grounds without officially checking back into school. Those students returning at the end of the school day to provide transportation for their peers must remain in the parking lot and may not re-enter the building.

In-person Check-Out: Parents/guardians may also check-out their student from school in person through the AHS IdentiKid computer in the main office. **Parent/guardian must present their driver’s license or other government-issued photo-identification.** Only those adults listed as authorized for student pickup in the student’s PowerSchool profile may check a student out of school. Alternatively, a custodial parent/guardian can provide written authorization (email or signed note) to allow another adult to check a student out of school.

Excused Check Out: A student who checks out of school early, with or without a parent/guardian, **and provides** acceptable written documentation will be marked as a “Check Out - Excused.” Early departure check-outs will be considered as “Check Out - Excused” only for the following reasons and only with acceptable with documentation:

- Appointments with doctor, dentist, or other health professional
- Court appearances
- Death in the family or household
- AHS/MCPS approved “Early Release” for work-study or other school program (no documentation needed)

- The AHS School Nurse recommends early departure for your student due to illness or injury (the AHS School Nurse will provide documentation)

Unexcused Check Out: A student who checks out of school early, with or without a parent/guardian, *who does not provide* acceptable written documentation will be marked as a “Check Out - Unexcused.”

- A student departing school without following Check Out procedures is considered to be skipping school.
- Students are not permitted to leave school for the purpose of eating lunch. If it is necessary for a student to check-out during the lunch period, approved written documentation must be provided, or a parent/guardian must speak with an administrator before the student is given permission to check-out.
- Students who use their vehicles to leave campus without permission, or provide transportation to another student who leaves campus without permission, will lose their parking privilege for a minimum of 10 school days.

TARDY = LATE TO CLASS

A student is counted present and on time to class only when he/she is present in the classroom, or other approved designated area, at the time of the tardy bell. A student reporting to class after the tardy bell, or after the designated starting time for the class period, will be recorded as present and tardy. Arriving late to class disrupts instruction and learning. Students are provided with sufficient time to make class changes and are expected to be in class on time. In an effort to assist students in this area a “warning tone” will sound when only one minute of transition time between classes remains.

During each semester if a student is tardy to a class the following progression of consequences shall take place:

EHALL PASS

Auburn High School students are required to complete an E Hall Pass in order to leave a classroom to use the restroom, get water, see a school counselor, etc. Students will be restricted from using the restroom during the first 10 and last 10 minutes of each class period. This will allow teachers to account for all students and provide a safe learning environment.

DISCIPLINARY PROCEDURES FOR CHECK-INS/OUTS & TARDIES TO CLASS

Students who accumulate an excessive number of check-ins, check-outs, and tardies to class will be referred to an administrator.

- **In addition to the above, any student who accumulates 6 TARDIES TO SCHOOL (CHECK-INS) in a semester may lose their campus driving/parking privileges for 10 school days.** “Tardies to School” includes being late to 1st period and checking-in to school any time after 1st period.
- After 10 days of restriction, driving/parking privileges will be reinstated. Upon reinstatement of their driving privilege, the student will lose their campus driving privilege for another 10 school days after accumulating 3 additional tardies within the same semester. **The third time that a student loses their campus driving/parking privileges in a school year, the restriction will be for the remainder of the school year.**
- **Any student found driving or parked on school grounds (during school hours) while privileges are restricted, may lose all campus driving/parking privileges for the remainder of the school year.**

ATTENDANCE AND PARTICIPATION IN AFTER-SCHOOL ACTIVITIES

Students who are absent from school, arrive late (check-in more than 15 minutes after the school day begins), or check out early during the school day are not allowed to participate in any after-school activities that day. Students will not be able to practice or play on days they are assigned to **Out-of-School Suspension (OSS)**. Students may resume practice or play following the completion of the last day of their OSS. Once a student returns from OSS, the level of participation in practice and games remains at the discretion of their coach. Students will not be able to practice or play on days they are assigned to **In-School Supervision (ISS)**. Students may resume practice or play after missing all days of practice or play due to an ISS assignment. Once a student returns to practice/play, the level of participation in practice and games remains at the discretion of their coach. Students who plan to attend **athletic practices that do not begin**

immediately after school, must leave the building and grounds and return closer to the practice's start time unless they have pre-arranged plans to be supervised by a coach or other staff member. Parents/guardians should pre-arrange transportation for their child to/from practices. Exceptions to this policy must be approved by an administrator.

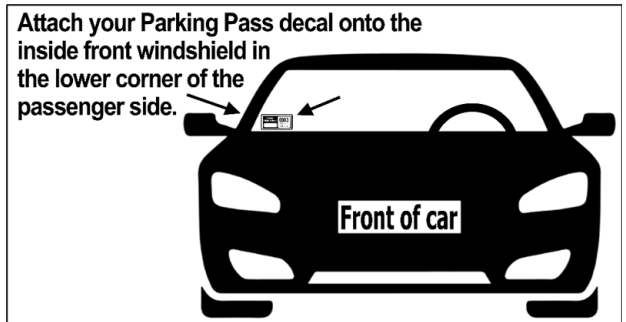
ARRIVAL & DEPARTURE

Arrival – Buses will begin arriving at AHS each morning at 7:30 AM. Bus riders will enter the building through the 2 sets of double doors under the covered entrance at the rear of the building. All other students may begin to arrive at AHS at 7:30 AM. Students are permitted in the building as they arrive but are only allowed in the Dining Commons and the Academic Wing until the first bell at 7:45 AM. Students are allowed in classrooms only under the supervision of a teacher or administrator.

STUDENT DRIVERS AND STUDENT PARKING

All students who wish to park on AHS campus will be required to register their cars by completing a [Parking Pass Application](#) and purchase an AHS Parking Pass for \$7.00.

Parking on Auburn school property is a privilege granted by AHS school administration to eligible students with a driver's license or driver privilege card and a vehicle that is licensed, registered, and insured. This privilege may be withdrawn for disciplinary reasons, violations of the Conduct Code, for excessive absences or unexcused check-ins, for committing a driving offense, exceeding the 15 MPH speed limit on campus, or driving recklessly.



1. Auburn High School is not responsible for damage to or theft from vehicles.
2. Student parking is ONLY in the main parking lot at the front of the building. Students may park in any single lined parking space except those designated otherwise (handicapped, Senior painted spot, visitor spot, etc.).
3. Students must enter the building through the front doors immediately upon arrival and in time to be in 1st period before the tardy bell rings. Students may not remain in cars or linger in the parking lot.
4. Parking Pass decal must be properly displayed at all times when parked on AHS campus during school hours. Place decal in the lower passenger side of the front windshield.
5. A new [application](#) and new fee of \$7.00 will be required for lost or damaged decals.
6. A parking pass decal may be transferred only to other cars for which another [Parking Pass Application](#) is submitted, (no additional fee required).
7. The driver is responsible for the behavior and action of all passengers in the car.
8. School authorities have the right to search any vehicle and other personal property when there is reasonable suspicion of items that violate school policies or that may harm others.
9. Students may not return to their car or the parking lot without supervision by an Administrator.
10. Students who leave grounds without permission, who are frequently absent or late, or who go to their cars without permission will have their parking privilege revoked.
11. Students who leave AHS for work release must depart school grounds immediately. They may not remain on campus, including the parking lot, unless they are supervised by an AHS staff member.
12. Parking passes are not to be used for any vehicle other than the registered vehicle(s). You may not loan or give your pass to anyone else.
13. Students who owe a debt to AHS receive no parking decal until the debt is cleared.
14. Failure to comply with policies may result in a loss of driving or parking privileges.

Requiring the registration of student vehicles and the display of parking passes will help us to maintain better control and security on our campus. Vehicles of people who are not authorized to be on our campus will be easily identified. Vehicle ownership can be easily determined without the involvement of law enforcement or interrupting class with PA announcements.

Student Drop-off / Pick-up – Students who are transported to school by car/personal vehicles, should be dropped off only at the designated area at the front of the building (parking lot side). Please help ensure the safety of our students, staff, and visitors to our campus by following the designated traffic patterns/posted signs when transporting students to/from school in personal vehicles.

- When **dropping-off** someone at the front of the building, you must **remain in the right lane** and proceed straight to **EXIT around the circle**. **Please do NOT make a U-turn or exit through the parking lot.**
- When **picking-up** someone at the front of the building, you must **remain in the right lane** and proceed straight to **EXIT around the circle**. **Please do NOT make a U-turn or exit through the parking lot.**
- We have placed “**NO THRU TRAFFIC**” signs at each entrance to the **parking lot**. At arrival and dismissal times, there are vehicles pulling in and out of parking spots as well as pedestrian traffic in the parking lot. We do not want “thru traffic” to create an unsafe situation.
- If a vehicle in front of you prevents you from moving forward in the right lane, you may proceed around them using the left lane, but only after **checking the left lane for oncoming traffic**. **When using the left lane**, you must still proceed straight to **EXIT around the circle**.
- **Traffic cones** will be evenly spaced along the broken white line to remind you to **be cautious as you move into the left lane**.
- Signs have been placed within the **crosswalks** to remind drivers that they must **STOP for pedestrians**.

Traffic cones and signs are in place to provide for the safety of students, staff, and visitors to our campus. The handling, relocation, removal, destruction, etc. of traffic cones and/or signs in our parking lot is considered a serious and chargeable offense.

Bus Transportation – Taking advantage of this privilege is the safest and most economical means of getting to/from school, and ensures students of getting to school on time. Students should be informed of their bus number and stop when they enroll. Buses drop off students beginning at 7:30 AM at the bus loading/unloading area at the rear of the school. **No cars are allowed in this area between 6:30-8:00 AM & 2:00-3:00 PM.**

Other Transportation – Students may walk or ride a bicycle to/from school. Students may not ride bicycles on any of the sidewalks around the campus. Upon arrival to campus, students should secure their bicycles outdoors.

Dismissal/Departure - The school day ends at 2:50 PM. All students are released at the 2:50 PM bell. If the dismissal bell is delayed, students must remain in their assigned classrooms until the bell is sounded. Students should leave campus without delay. Students who ride a school bus should report to the bus loading area quickly; other students should arrange to meet their ride at the student pick-up or parking area. Students who remain after school must be involved in an approved, school-related/sponsored activity such as athletics, clubs or student organizations, drama or music program practice, tutorial assistance, etc. Any students remaining on campus after regular school hours must be under the direct supervision and in the presence of a teacher or coach. All other students must leave the building and school grounds by 3:00 PM. **Students who remain in the building or on campus unsupervised after 3:00 PM will be subject to disciplinary action including a loss of the privilege to participate in after-school activities.**

Any change in the way a student normally leaves school requires written permission from a parent/guardian. Students will not be allowed to ride any school bus other than their regularly assigned bus without written permission from a parent or guardian and the authorization of an administrator. Written requests to ride a different bus and notes describing any changes in departure plans must be submitted to the main office the day of the intended change in plans. Approved bus notes will be maintained in student files and an authorization form will be given to the student. Students must present this form to the bus driver(s) involved in the change. Bus drivers will not allow students to ride a different bus or get off at a different bus stop without a properly authorized form.

Students are not permitted to return to the school building or grounds once they have left (unless for an approved after-school activity).

SCHOOL BUS ROUTES

School bus routes available on the [MCPS website](http://www.mcps.org) year-round, www.mcps.org.

VOCATIONAL TRAVEL

Montgomery County provides transportation for AHS students who must travel to Christiansburg High School or Blacksburg High School for morning and afternoon vocational (CTE) classes. Students attending vocational classes at CHS or BHS will be required to ride the school bus to/from these schools. Students wishing to drive personal automobiles must first obtain written permission from their parents/guardians and then have that permission approved by an administrator at AHS.

Morning vocational students must report to the designated classroom by 8:05 AM for attendance before leaving for CHS or BHS at the designated time. Upon their return to AHS, these students will report to the library and wait there until the current period has ended. Some morning vocational travel students will need to get their lunch immediately upon their return to AHS and take it with them to their next scheduled class. Some afternoon vocational travel students will need to get their lunch before leaving AHS to take with them on the bus. Students who drive themselves to CHS or BHS must sign out in the Main Office every day.

Students will not travel to CHS or BHS for morning vocational classes on days when there is a 2-hour delayed opening due to inclement weather. These students will remain at AHS and must report to the area designated by an administrator for the time during which they are not assigned to any classes at AHS; they are not to visit other classes or wander the building/grounds. Students who fail to follow this procedure will be considered skipping and will be referred to an administrator for disciplinary action. Students will still travel to CHS or BHS for afternoon vocational classes on days when there is a 2-hour delayed opening due to inclement weather.

Students who attend CHS and BHS for vocational classes must follow all CHS and BHS rules. While attending classes at CHS or BHS, AHS students are under that school's authority. Any misconduct by AHS students will be referred to AHS for disciplinary action. Any disciplinary action determined by CHS or BHS will be enforced by AHS.

VOCATIONAL EARLY RELEASE

For various reasons and at various times it becomes necessary to bring vocational students back to AHS early, before the normal release time. Students also may elect to stay at AHS or leave early from CHS or BHS to attend assemblies, pep rallies, etc. To do so, they must have received written permission and approval as described above. They must also present this written permission/approval to the teacher assigned to supervise vocational students at AHS. Students who receive permission to remain at AHS must report to the room designated by this teacher or an administrator for the time during which they are not assigned to any classes at AHS; they are not to visit other classes or wander the building/grounds. Students who fail to follow this procedure will be considered skipping and will be referred to an administrator for disciplinary action.

WORK RELEASE

All students enrolled in the Internship WorkFocus program and who have work release time must have a job within the first month (20 school days) of enrollment and must maintain that employment or they will be assigned to regular classes. All Co-op/work release students must sign out in the Main Office after their last scheduled class and must leave the school premises immediately. Students who do not sign out through the office are subject to disciplinary action. **Students who remain on campus after their last scheduled class without the permission of an administrator, whether they have signed out or not, are subject to disciplinary action. Students must provide their own transportation for work release. Work release students who wish to remain on campus for an approved and supervised activity must have written permission from a staff member to do so.**

WORK PERMITS FOR STUDENTS

Students age 14 & 15 must have a work permit in order to work - exemptions include 1) farms, gardens, and/or orchards, 2) work around the home for parents, 3) volunteer work, 4) non-agricultural, non-manufacturing jobs where parent owns the business, 5) page or clerk for either the House of Delegates or the Senate of Virginia, 6) occasional work around someone's home, such as yard work, 7) Work performed for any state or local government. For more information, go to: http://www.doli.virginia.gov/laborlaw/employment_certificate_instructions.html
Work permits are issued by the Virginia Department of Labor.

STUDENT CONDUCT

It is the expectation of the Montgomery County School Board that schools maintain an environment that is safe, drug free,

and conducive to learning. To that end, **the School Board seeks to direct student behavior based on clearly defined expectations, responsibilities, procedures, and consequences by publishing a current Student Code of Conduct (MCPS Policy 7-3.1) each school year. The primary purpose of these guidelines is to clarify rules specific to our school.** The purpose of these rules is to protect the rights of students who seek an educational opportunity free from disruption and harassment and to minimize the use of teacher time and energies in dealing with students who are responsible for violating the code of conduct.

Students are expected to know and comply with the Montgomery County Student Code of Conduct. The policies apply to any student who is in or on school property, in a private vehicle on school property, in attendance at a school-sponsored activity (on or off school grounds) including field trips, as well as going to/from school and waiting at bus stops. In addition to these policies, the following general rules of conduct will govern daily behavioral expectations at AHS:

- Maintain regular class attendance, and report to class on time.
- Have the materials and assignments needed for each class every day (this includes dressing out for PE)
- Participate actively in all classes, and ask questions if directions or assignments are not clear; put forth best effort.
- Show respect for staff, and comply with the reasonable requests of any school employee the first time.
- Respect the rights and differences of others.
- Be responsible for personal and school property.
- Take pride in our facility, assume ownership of it, and share responsibility in maintaining and improving it.
- Promote school spirit by supporting and contributing to school-sponsored activities and events.
- Represent our school positively through good sportsmanship and responsible behavior at school-sponsored activities and events.
- Resolve conflicts in a mature, appropriate, and non-violent manner

SENIOR PRIVILEGES

Senior Class members will be afforded a variety of privileges. These privileges may include:

- Seniors will get the opportunity to paint their parking space for \$20.
- Seniors will be released 2 minutes early from class before lunch. Teachers should only release seniors who have lunch immediately following their class. Teachers of mixed grade-level classes should release only seniors.
- Senior Class Officers may present other proposed senior privileges to the Site Based Committee for approval.
- **Seniors are NOT to be released early from 5th period classes.**

ADULT RIGHTS FOR STUDENTS

Students who have not reached the age of eighteen who wish to claim adult rights must do so through the courts and provide evidence of such to the school. All students living with parents or guardians will be required by the school to have parents/guardians provide excuses for absences, sign field trip or other permission forms, and be responsible for their other school related obligations. Students who are eighteen and living on their own (not being supported by their parents) may write their own notes, etc. only after documentation has been provided by the parents/guardians that the student is self-supporting (*See additional guidelines for students 18 years of age or older under “Checking Out” and “Field Trips”*).

SENIOR PRANKS

Auburn High School does not approve of “senior pranks” of any type. All students, regardless of their age or grade-level, who are involved in the carrying out of “pranks” on school grounds, do so fully understanding the risk of disciplinary action and/or criminal charges if their actions are disruptive of instruction, destructive, malicious, or harassing, especially if they target an individual. Any theft of school property will also be prosecuted.

DRESS CODE

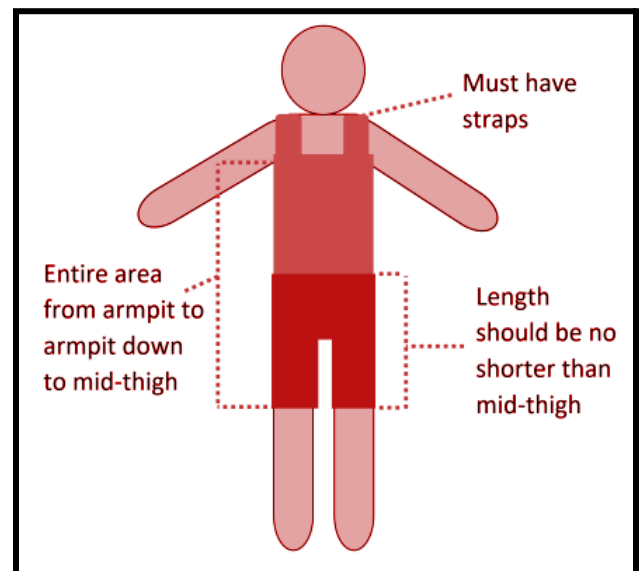
We are aware of the current clothing styles, and we have always respected the individuality of each student to dress in a way that makes them comfortable. We also recognize that clothing choices are a very personal matter and a way that our students express themselves, reflect their individual personalities, and exercise their freedom. However, we also must balance individual freedom with maintaining a learning environment that is free from distractions and comfortable for everyone. Though we have adapted to changing styles over the years, there are certain clothing items that are considered distracting or inappropriate attire for school.

In preparation for the “adult world,” we would like for our students to develop an understanding that “appropriate” attire is different for social activities/gatherings, a date, the gym, the beach/pool, work, school, etc. We believe that appropriate attire for school should more closely resemble the “workplace standard.” We are especially concerned about any attire that exposes undergarments, excessive skin, or inappropriate areas of the anatomy, and excessively tight-fitting clothing. A list of such clothing may be found in the Code of Conduct. Specific clothing items prohibited at AHS include (but are not limited to) the following:

- Sunglasses.
- Rips or tears in clothing should be lower than the upper thigh.
- Undergarments should not be visible through clothing and must be covered at all times.
- Clothing must cover areas from one armpit across to the other armpit, down to the upper thighs; stomach, midriff, chest, and back must be covered.
- Tops must have straps.
- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing that poses a risk of injury or compromise the physical and/or emotional health and safety of students and others.
- Wearing of clothes, jewelry, other apparel and/or decals that advocate violence, alcohol and other drug use and/or distribution; that represent gang activity and/or membership; that advertise obscenities; or that reflect adversely on a person’s race/ethnicity, color, gender, creed, national origin, physical, emotional, or intellectual abilities; or that would cause disruption to the learning environment at any school. Students shall not at school, on school property, or at school activities wear or have in their possession any written material that is racially divisive. Examples include clothing, articles, material or publications or any item that denotes Ku Klux Klan, Aryan Nation-White Supremacy, Neo-Nazi, or any hate group, or Confederate flags or articles. This list is not intended to be all inclusive. Students shall be subjected to the same set of rules and standards regardless of gender. MCPS Policy 7-3.1

Additionally, shoes must be worn at all times in and around the building.

Administrators and teachers have the authority and responsibility to identify and address inappropriate student attire. Students who dress inappropriately will be given the opportunity to change or cover their clothing, and students are expected to respond respectfully. Students failing to respond appropriately to the directives of their teachers will be referred to an administrator for disciplinary action. Refusal to cooperate and/or repeated offenses may result in being sent home and/or other disciplinary action. Having attended one or more classes without being addressed for inappropriate attire does not preclude a student from being referred to an administrator for disciplinary action later in the day. Any confiscated clothing items (i.e. hats, sunglasses, bandanas) may be held at the discretion of an administrator.



CELL PHONES

MCPS Cell Phone Policy

Purpose: This policy establishes comprehensive guidelines for the appropriate use of cell phones and other connected devices (e.g., earbuds, smart watches, etc.) by Montgomery County Public Schools (MCPS) students. It ensures a conducive learning environment while acknowledging the need for exceptions based on IEP/504 Plan accommodations, medical reasons, and legal compliance. For the purpose of this document, the term cell phone will encompass all connected devices.

Scope: This policy applies to all Montgomery County Public Schools students, regardless of grade level or enrollment status.

Prohibition of Cell Phone Use: Cell phone use by students during the school day, including but not limited to class time, examinations, and other educational activities, is strictly prohibited. Cell phone use is prohibited during the school day at all school-sponsored activities, both on and off school premises, unless expressly permitted by a staff member with prior permission granted from the school principal for educational or emergency purposes.

Possession of Cell Phones: While students may possess cell phones on school premises, they must be turned off and stored out of sight during the instructional day unless expressly permitted by a staff member with prior permission granted from the school principal for educational or emergency purposes.

Consequences for Violations:

- First Offense: The cell phone will be confiscated, and the student may receive a warning or counseling regarding the policy violation. The parent/guardian will be notified.
- Second Offense: The cell phone will be confiscated, and the student may receive disciplinary action, including but not limited to detention, parent/guardian conference, or referral to school administration. The parent/guardian will need to pick up the student's cell phone from the school administration. Additionally, the student may be required to complete an educational program on responsible technology use.
- Subsequent Offenses: Progressive disciplinary action will be taken, including but not limited to suspension or other appropriate consequences as outlined in the MCPS Student Code of Conduct. Repeat offenses may result in loss of privileges or alternative educational placement.

Medical: Students who require access to a cell phone for medical reasons must provide documentation from a licensed medical professional outlining the necessity of immediate access to a cell phone.

Upon approval by the school administration, students with documented medical needs may be granted permission to possess and use cell phones as necessary for their medical condition. Accommodations shall be made to ensure the student's access to necessary technology without compromising the educational environment.

The school administration will work with the student, parents/guardians, and medical professionals to establish appropriate guidelines for cell phone use in these cases.

Accommodation (504/IEP): Students who require access to a cell phone for accommodation reasons as delineated in their respective IEPs or 504 Plans must make this request to the school administration outlining the necessity of immediate access to a cell phone.

Upon approval by the school administration, students with these documented needs may be granted permission to possess and use cell phones as necessary. Student 504 Plan or IEP accommodations shall be made to ensure the student's access to necessary technology without compromising the educational environment.

The school administration will work with the student, parents/guardians, and school professionals to establish appropriate guidelines for cell phone use in these cases.

CIVIL RIGHTS POLICY

The Montgomery County Public Schools' educational programs and services shall be designed to meet the varying needs of all students and shall not discriminate against any individual for reasons of race, religion, color, gender, national origin,

disability, or on any other basis prohibited by law. Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. Home and classroom work shall be judged by ordinary academic standards of substance and relevance and other legitimate pedagogical concerns identified by the school. Further, no student shall, on the basis of gender, be excluded from participating in, be denied the benefits of, be limited in the exercise of any right, privilege or advantage, or be subjected to discrimination under any educational program or activity conducted by the school division. The School Board encourages school division employees, patrons and students to report promptly all incidents of alleged discriminatory conduct.

In furtherance of this policy, the School Board shall (i) provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons; (ii) provide a free, appropriate education, including non-academic and extracurricular services, to qualified disabled persons; (iii) not exclude qualified disabled persons, solely on the basis of their disabilities, from any preschool, daycare, adult education or vocational programs; and (iv) not discriminate against qualified disabled persons in the provision of health, welfare or social services.

GRIEVANCE PROCEDURE FOR STUDENTS WITH COMPLAINTS OF DISCRIMINATION

Montgomery County Public Schools does not discriminate in its programs and activities for reasons of race, religion, color, gender, national origin, disability, age, or on any other basis prohibited by law. Any student, employee, parent, or other person who has knowledge of conduct which may constitute prohibited discrimination shall report such conduct to the building principal. If it is not possible to resolve the matter within 5 business days, then the building principal will forward the report to one of the compliance officers designated in this policy. The complaint and identity of the complainant and alleged perpetrator shall not be disclosed except as required by law or policy, as necessary to fully investigate the complaint or as authorized by the complainant.

The Montgomery County School Board has designated the Directors of Elementary and Secondary Education, 750 Imperial Street SE, Christiansburg, VA 24073 (540)382-5100, as the Compliance Officers responsible for identifying, preventing, and remedying prohibited discrimination.

The entire written policy and grievance procedure (7-1.1) is available at <http://www.boarddocs.com/vsba/mcps/Board.nsf/goto?open&id=8TVKYG542627>

INVOLVEMENT OF LAW ENFORCEMENT

The faculty and staff work cooperatively with local law enforcement to maintain a school environment in which our students are safe. We are fortunate to have a School Resource Officer in our school daily. This officer will be available to advise, teach, and mentor students, parents/guardians, and staff as well as assist the administration in enforcing state and local laws. He/She will act as a liaison between the county sheriff's department and our school.

Throughout the school year, other local law enforcement officials may visit our school in an effort to foster positive interactions with our students. Periodically, officers and specially trained canines may also visit our school. During such visits, lockers, halls, classrooms, student vehicles, and backpacks are "sniffed" to help ensure that our school remains drug-free.

Per Division Policy 2-3.4, "When it becomes necessary for any law enforcement officer to interview a student on Montgomery County Public School premises, the principal shall be contacted immediately. The principal or their designee shall make a reasonable effort to contact the parent or guardian and have the parent or guardian in attendance for the conference. If the parent or guardian cannot be present for the conference, then the principal or their designee shall be present throughout the interview. All such interviews shall be conducted in accordance with Policy 7-3.1. However, the Montgomery County School Board encourages law enforcement officers, when possible, to make all reasonable attempts to conduct such interviews during non-school hours and off school premises to avoid disrupting the school operations and to avoid removing students from class." The Montgomery County School Board also encourages servers of legal process

on students to make all reasonable attempts to serve such documents off school premises; however, if the documents must be served on school premises, they shall be served at the principal's office of the school at which the student is in attendance.

Division policy 2-3.4 and the MCPS Student Code of Conduct also provides for the notification of law enforcement in the event of certain violations. We appreciate the support of local law enforcement whenever their assistance is needed.

POLICY 7-1.1 EQUAL EDUCATIONAL OPPORTUNITIES

The Montgomery County Public Schools' educational programs and services shall be designed to meet the varying needs of all students and shall not discriminate against any individual for reasons of race, religion, color, gender, national origin, disability, gender identity, sexual orientation, or on any other basis prohibited by law. Students may express their beliefs about religion in homework, artwork, and other written and oral assignments free from discrimination based on the religious content of their submissions. Home and classroom work shall be judged by ordinary academic standards of substance and relevance and other legitimate pedagogical concerns identified by the school. Further, no student shall, on the basis of gender, be excluded from participating in, be denied the benefits of, be limited in the exercise of any right, privilege or advantage, or be subjected to discrimination under any educational program or activity conducted by the school division. The School Board encourages school division employees, patrons and students to promptly report all incidents of alleged discriminatory conduct. In furtherance of this policy, the School Board shall (i) provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons; (ii) provide a free, appropriate education, including non-academic and extracurricular services, to qualified disabled persons; (iii) not exclude qualified disabled persons, solely on the basis of their disabilities, from any preschool, daycare, adult education or vocational programs; and (iv) not discriminate against qualified disabled persons in the provision of health, welfare or social services.

SEXUAL HARASSMENT

It is prohibited for any employee or student, male or female, to harass another employee or student by making unwelcome sexual advances or requests for sexual favors or engaging in other verbal or physical contact of a sexual nature. The School Board has adopted a grievance procedure for complaints by students of discrimination on the basis of sex or sexual harassment. The policy is located in the School Board Policy Manual section 7-1.1 located at www.mcps.org.

Generally, students (or parents) are encouraged to report incidents of sexual harassment to the building principal as soon as they become aware of the conduct forming the basis of the complaint. If the principal is the individual who is the subject of the complaint, the student (or parent) should contact the Superintendent.

Grievance Procedure for Students with Complaints of Discrimination

Reporting

Any student who believes he or she has been the victim of prohibited discrimination, or any student that has knowledge of conduct which may constitute prohibited discrimination against another person should report the alleged discrimination as soon as possible to a building principal. The building principal will attempt to resolve the complaint through informal resolution prior to initiating a formal complaint. If it is not possible to resolve the matter within 5 business days, then a formal complaint will be reported by the building principal to one of the compliance officers designated in this policy. Any student, employee, parent, or other person who has knowledge of conduct which may constitute prohibited discrimination shall report such conduct to the building principal. If it is not possible to resolve the matter within 5 business days, then the building principal will forward the report to one of the compliance officers designated in this policy. The reporting party should use the form, Report of Discrimination, to make complaints of discrimination. However, oral reports shall also be accepted. The complaint must be filed with either the building principal or one of the compliance officers designated in this policy. The principal shall immediately forward any report of alleged prohibited discrimination to a compliance officer. A complaint that involves a compliance officer shall be reported to the division superintendent.

The complaint and identity of the complainant and alleged perpetrator shall not be disclosed except as required by law or policy, as necessary to fully investigate the complaint or as authorized by the complainant.

Investigation

Upon receipt of a report of alleged prohibited discrimination, the compliance officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, but not later than fourteen (14) business days after receipt of the report by the principal or compliance officer. The investigation may consist of personal interviews with the complainant, the alleged perpetrator, and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation. Whether a particular action or incident constitutes a violation of this policy requires a case-by-case determination based on all of the facts and circumstances revealed after a complete and thorough investigation. The compliance officer shall issue a written report to the division superintendent upon completion of the investigation. If the complaint involves the division superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated, and recommendations for corrective action, if any. Within five (5) business days of receiving the compliance officer's report, the division superintendent shall issue a decision regarding (1) whether the policy was violated and (2) what action, if any, should be taken. This decision must be provided in writing to the complainant. If the division superintendent determines that prohibited discrimination occurred, the Montgomery County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge.

Appeal

If the school division determines that no prohibited discrimination occurred, the student, or parent/guardian of the student, who was allegedly subjected to discrimination may appeal this finding to the School Board within five (5) business days of receiving the decision. Notice of appeal must be filed with the division superintendent who shall forward the record to the School Board. The School Board shall make a decision within thirty (30) calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the division superintendent and any other individual the School Board deems relevant.

Retaliation

Retaliation against students or school personnel who report discrimination or participate in the related proceedings is prohibited. Montgomery County Public Schools shall take appropriate action against any student or employee who retaliates against another student or employee who reports alleged discrimination or participates in related proceedings.

Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

Compliance Officers

The Montgomery County School Board has designated the Directors of Elementary and Secondary Education, 200 Junkin Street, Christiansburg, Virginia, 24073, (540) 382-5100, as the Compliance Officers responsible for identifying, preventing, and remedying prohibited discrimination. The Compliance Officers shall: (1) receive reports or complaints of discrimination; (2) oversee the investigation of any alleged discrimination; (3) assess the training needs of the school division in connection with this policy; (4) arrange necessary training to achieve compliance with this policy; (5) insure that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal education opportunity, including the authority to protect the alleged victim and others during the investigation.

Prevention and Notice of Policy

Training to prevent discrimination should be included in employee and student orientations as well as employee in-service training. This policy shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks, and (3) sent to parents of all students within thirty (30) calendar days of the start of school. All students and their parent/guardian shall be notified

annually of the names and contact information of the Compliance Officers.

False Charges

Students or school personnel who make false charges of discrimination shall be subject to disciplinary action.

LEGAL REFERENCE: Constitution of Virginia, Art. I, generally; Code of Virginia, 1950, as amended §§22.1-213 through 22.1-221 and 22.1-203.3; Virginia Board of Education Regulations Governing Special Education Programs for Children with Disabilities in Virginia, 8 VAC 20-80-10, et seq.; Title VII of the Civil Rights Act of 1964, as amended 1972; Education Amendments of 1972, Title IX; 34 C.F.R. Part 106; 45 C.F.R. Part 81; Section 504 of the Rehabilitation Act of 1973; Americans With Disabilities Act of 1990; Individuals with Disabilities Education Act. Adopted: April 2004. Revised: June 2008, May 2011.

Health-Related Exemptions: Contagious or Infectious Diseases; Immunizations

1. Children suffering from contagious or infectious diseases shall be exempt from compulsory attendance when the physical incapacity is documented by a written statement from a physician or nurse practitioner treating the child, giving the reason(s) for the student's inability to attend school. However, a child excluded from the regular instructional program under this exemption may be eligible to apply for homebound instruction in cases where such instruction may be of benefit to the child.
2. The attendance at school of students who suffer from or are reasonably suspected of suffering from (a) a communicable disease which poses a substantial risk or danger of infection to the school community and is serious or long term, such as tuberculosis or Hepatitis A; or (b) bloodborne diseases which are infectious or contagious, such as HIV-1, Hepatitis B, and cytomegalovirus, and which may be transmitted by the exchange of body fluids or secretions, shall be determined by the division superintendent on a case-by-case basis as established elsewhere in School Board policy. The division superintendent shall seek a recommendation from a review committee to assist him in making his determination. The student may be temporarily excluded from school pending the division superintendent's decision.
3. Children whose immunizations against communicable diseases have not been completed may be excluded from school attendance unless such children have been exempted from immunization requirements. (Any parent, guardian or other person having control or charge of a child being exempted or excused from school attendance shall comply with the immunization requirement provided in § 32.1-46 of the Code of Virginia in the same manner and to the same extent as if the child has been enrolled in and is attending school.)

All other exemptions from compulsory attendance granted by the School Board shall be in accordance with state law.

Requesting Exemptions

Any request for exemption from attendance shall be presented annually in writing to the division superintendent or their designee. Applicants desiring to provide home instruction shall be referred to the division superintendent's office.

Home Instruction

Parents shall provide annual notification of intent to educate children at home to the division superintendent by August 15 prior to the opening of school. Such notification shall include evidence that he/she meets one of the four legal requirements for providing home instruction: 1) holds a high school diploma; 2) is a teacher with qualifications prescribed by the Virginia Board of Education; 3) provides the child with a program of study which, may be delivered through a correspondence course or distance learning program or in any other manner; or 4) provides evidence that the parent is able to provide an adequate education for the child. The notification shall also include a description of the curriculum, limited to a list of subjects to be studied during the coming year.

Parents who begin home instruction or who establish residence in the school division during the school year shall provide written notice of their intention to educate their children at home as soon as practicable. Within thirty (30) days of

providing such notice, the parents shall provide a description of the curriculum to be followed for the remainder of the school year and evidence of meeting one of the four legal requirements for providing home instruction listed above.

Within thirty (30) days of notification of intention to instruct at home, the division superintendent or his or her designee shall ensure that the parents have submitted evidence of having met one of the four requirements listed above. At a minimum, the following information is required:

1. child's name and date of birth;
2. a list of subjects being taught and at what grade level; and
3. the names/agency providing instruction.

Instruction in certain courses is required for a regular high school diploma should a student who has previously received home instruction return to the Montgomery County Public Schools. All graduates shall have earned the units of credit as required by the Standards of Quality and prescribed by the State Board of Education. All graduates beginning with the class of 2003-04 shall have earned the standard and verified credits as required by the Standards of Quality and prescribed by the State Board of Education.

Parents who anticipate their home-instructed child will return to the school division and proceed to graduate should include these subject areas in their home schooling curriculum and should confer annually with the director of student services to ensure compliance with the most current course requirements.

The Montgomery County Public Schools will not be required to place home instructed students who subsequently seek public school enrollment in specific grade level classes unless the required subject areas have been satisfactorily mastered, nor will the Montgomery County Public Schools be responsible for enforcing such course requirements on home-instructed students who may, at some future point, seek a regular high school diploma.

The equivalent of 180 days of instruction shall be provided each year. By August 1 following the school year in which children have received home instruction, the parents shall submit either: 1) evidence that the children have attained a composite score in or above the fourth stannine on any nationally normed standardized achievement test, or an equivalent score on the ACT, SAT, or PSAT test; or 2) an evaluation or assessment which the division superintendent determines to indicate that the children are achieving an adequate level of educational growth and progress, including but not limited to: (a) an evaluation letter from a person licensed to teach in any state, or a person with a master's degree or higher in an academic discipline, having knowledge of the child's academic progress, stating that the child is achieving an adequate level of educational growth and progress; or (b) a report card or transcript from a community college or college, college distance learning program, or home-education correspondence school.

If the parent does not provide evidence of satisfactory achievement or growth, the home instruction program for that child may be placed on probation for one year. Parents shall file with the division superintendent evidence of their ability to provide an adequate education for their child in compliance with this Policy and a remediation plan for the probationary year, which indicates their program, is designed to address any educational deficiency. Upon acceptance of such evidence and plan by the division superintendent, the home instruction may continue for one probationary year. If the remediation plan and evidence are not accepted or the required evidence of progress is not provided by August 1 following the probationary year, the division superintendent shall advise the parents that home instruction shall cease and the parents shall otherwise comply with § 22.1-254 of the Code of Virginia for the education of the child. These requirements shall not apply to children who are under the age of six (6) as of September 30 of the school year.

Any parent, guardian or other person having control or charge of a child being home instructed shall comply with immunization requirements provided in §§ 32.1-46 and 22.1-271.4 of the Code of Virginia in the same manner and to the same extent as if the child has been enrolled and is attending school. Upon the request of the division superintendent, the parent shall submit to him or her documentary proof of immunization in compliance with Virginia Code §§ 32.1-46 and 22.1-271.4, and Montgomery County School Board policy.

The School Board shall make Advanced Placement (AP), Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT), and the PreACT examinations available to students receiving home instruction. The School Board shall notify such students and their parents of such registration deadlines and the availability of financial assistance to low-income and needy students to take such examinations.

Any parent aggrieved by a decision of the division superintendent may appeal his or her decision to an independent hearing officer in accordance with § 22.1-254.1(E) of the Code of Virginia.

The division superintendent and the School Board will not disclose to the Department of Education or any other person or

entity outside the local school division information that is provided by a parent or student to satisfy the requirements of this Policy regarding home instruction and religious exemption. However, the division superintendent or School Board may disclose, with the written consent of a student's parent, such information to the extent provided by the parent's consent.

Code of Virginia, 1950, as amended, §§ 22.1-3, 22.1-254, 22.1-254.1, 22.1-255, 22.1-258 through 22.1-269.1, 22.1-270 through 22.1-272, 16.1-226, 32.1-36.1, 32.1-45.1, 32.1-46, 54.1-2957.02; Virginia Board of Education Regulations Governing Pupil Accounting Records, 8 VAC 20-110-10, et seq. Adopted April 1, 2004. Last Revised June 19, 2018.

Policy 7-3.1 Code of Student Conduct Safe Schools

It is the belief of the Montgomery County School Board and staff that schools should be safe havens for students within the community. Montgomery County is fully committed to having a learning environment in all of our schools in which children and personnel are safe. To that end, the School Board supports preventative and positive approaches to discipline and systems of support that create safe, supportive, and positive schools where adults respond to student misbehavior with interventions and consequences aimed at understanding and addressing the causes of misbehavior, resolving conflicts, meeting students' needs and keeping students in school and learning.

Philosophy

The Montgomery County School Board intends for its schools to promote good citizenship and to provide an atmosphere which is safe and conducive to learning. Both good citizenship and a safe environment require that students demonstrate personal responsibility, self-discipline, self-control, and respect for themselves, for others, and for property. To reach this goal, teachers and principals will work cooperatively with children and their families.

School Climate

Montgomery County Public School is committed to equity and to creating and maintaining a positive school climate "free of disruptions and threat to persons or property and supportive of individual rights" as required in the Standards of Quality (§ 22.1-253.13.7.D.3 and Section 22.1-279.6) of the Code of Virginia, which make reference to incorporating discipline options and alternatives "to preserve a safe, non-disruptive environment for effective teaching and learning". A positive school climate will be achieved through the following ways:

Responsibilities

These guidelines promote personal and social responsibility and self-discipline on the part of all who are part of the school community: students and their families, administrators, teachers, and all others who work in or for schools to create a safe, supportive, and effective school environment. These guidelines will be in effect when going to and from school, waiting at school bus stops, riding school buses, attending school, and participating in school-sponsored activities, including field trips.

Student Responsibilities:

1. to understand and respect that everyone has a right and a responsibility to learn in a safe environment;
2. to treat everyone with respect, both physically and verbally;
3. to follow the instructions of teachers and other adult staff;
4. to come to school, unless ill, on time and prepared to work;
5. to adhere to bus rules and directions given by bus drivers;
6. to complete schoolwork on time;
7. to take care of personal property, property of others, and school property;
8. to help keep parents informed by taking information home;
9. to bring school supplies to class but leave non-academic items at home; and
10. to adhere to the law. Items such as alcohol, drugs, tobacco, electronic cigarettes, inhalant products and weapons are not allowed on school property. Violations of the laws concerning alcohol, drugs, tobacco, electronic cigarettes, inhalant products, and weapons will be reported to law enforcement officials.

Students will assume these responsibilities and will help make school a safe and positive space for everyone.

Parent or Guardian Responsibilities:

1. to partner with school authorities, participate in school level meetings, and be supportive of the educational process;
2. to be familiar with the Student Code of Conduct and discuss it with their child;
3. to notify the school of any unusual behavior pattern or medical problem;
4. to maintain regular communication with the school and provide a current daytime phone number;
5. to partner and participate with the school to address student behavior;
6. to monitor and require daily attendance;
7. to advocate for their children and be a part of the educational process;
8. to verify they have discussed the student code of conduct with their child;
9. to reinforce academic lessons, instructions and homework at home to ensure students are prepared for testing

Teacher Responsibilities:

1. to teach and model for students expectations for classroom behavior;
2. to adopt and maintain discipline that is both fair and consistent in the classroom;
3. to avoid ridiculing or making negative comparisons of students;
4. to use student support systems (PBIS, SAPT, and Restorative Practices) to find possible solutions to discipline problems;
5. to report to the parents or guardians, when appropriate, about the acceptability of a students conduct;
6. to protect the rights of other students by removing disruptive students from their class, through referral to an appropriate administrator;
7. to enforce the rules and regulations of the school and student compliance with their responsibilities set forth above;
8. to maintain regular and open communication with parents;
9. to have focused and engaged lessons and provide differentiated instruction;
10. to build a conducive learning environment where relationships are a focus every day;
11. to develop positive relationships, teach (and reteach when necessary) behavioral expectations, and reinforce positive behavior;
12. to actively listen and seek to understand people with different experiences; and
13. to use practices that promote student self-awareness, self-management, relationship skills, and responsible decision-making.

School Administrator Responsibilities:

1. to ensure that all students, parents and guardians, and school personnel are familiar with School Board student code of conduct policy;
2. to assume responsibility for student discipline in the building and on school property;
3. to involve parents and students in the development of rules and regulations not covered by this policy through student assemblies and parental involvement activities;
4. to establish and implement rules and regulations for student conduct in their school that are consistent with the student responsibilities listing;
5. to support teachers in their commitment to equity, discipline and a positive learning environment;
6. to enforce the student conduct code in a consistent, equitable, and fair manner;
7. to ensure the delivery of responsive guidance and counseling services;
8. to notify and involve parents or guardians, when appropriate, about the acceptability of a students conduct and to notify parents of disciplinary actions; and
9. to work collaboratively with school personnel, parents, school board, law enforcement officers, and service agencies to provide necessary resources that will meet the needs of all students.
10. to ensure that the administrative team and all teachers, counselors, and school staff know and follow the principles of positive behavior intervention supports (PBIS), family engagement, trauma informed instruction, and restorative practices.

By working with families to promote good citizenship, self-discipline, and personal responsibility in children, Montgomery County Public Schools will establish a supportive environment for learning.

Montgomery County School Board Responsibilities:

1. to establish student conduct policies and procedures that are fair, equitable, and consistent in content and application;
2. to adopt a discipline policy that is fair, equitable and consistent in content and in application;
3. to review the adherence to and enforcement of the Student Code of Conduct; and
4. to review and implement restorative practices prior to long-term suspensions, expulsions, and the readmission of students who have been expelled.

Coach and Sponsor Responsibilities:

1. to set additional standards concerning dress, behavior and training related to the extracurricular activity and to notify involved students, in writing, of any additional requirements;
2. to notify parents and students, in writing, that the Student Code of Conduct is in force during all school-sponsored activities, including field trips; and
3. to enforce the rules and regulations of the school and the Student Code of Conduct.

School Counselor Responsibilities:

1. to provide individual counseling for students;
2. to conduct small group sessions for students with similar concerns;
3. to serve as a resource person for classroom sessions to present factual knowledge concerning students physical and social-emotional growth;
4. to create safe spaces for students to have an open dialogue about issues and concerns they are dealing with in the school and at home; and
5. to develop programs designed to enhance skills in problem solving, assertiveness, relationship building, and communication.

School Nurse Responsibilities:

1. to establish and maintain standards of emergency care to minimize the effects of accidents and illness in school;
2. to serve as a child advocate;
3. to make home visits in regards to home-school related health problems when necessary;
4. to assist students, families, and school personnel in achieving optimal levels of wellness through health education; and
5. to provide health related in-services for students, families, and school personnel as necessary.

School Psychologist Responsibilities:

1. to confer with parents and school personnel to interpret test findings;
2. to consult with teachers and parents to explain the needs of all students;
3. to recommend to teachers and guidance counselors special activities geared to help all students;
4. to participate with other school personnel in Team Program planning; and
5. to recommend and develop alternative learning strategies for teachers.

Non-Certified School Staff Responsibilities:

All members of the school community should be engaged in and responsible for establishing a positive school climate. Every school employee is responsible for ensuring a safe, supportive, effective learning environment.

Statement of Procedures

Communication of policy to students, staff, and parents: All students, parents, and staff members will receive copies of the School Board's "standards of conduct" published in the Student Code of Conduct. Students and parents will be required to sign a statement indicating that they are aware of policy guidelines and procedures and sanctions for misconduct. This signed statement will be kept on file in the school office. Students will receive information about the policy from teachers and/or school administrators in student assemblies. Staff will be provided with an annual in-service regarding the Student Code of Conduct policy.

Within one calendar month of the opening of school, the Montgomery County School Board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student: (i) a notice of the requirements of Virginia Code § 22.1-279.3 regarding “Parental Responsibility and Involvement Requirements,” (ii) a copy of the School Board’s standards of student conduct; and (iii) a copy of the Virginia compulsory school attendance law. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth of Virginia and that a parent shall have the right to express disagreement with a school’s or the school division’s policies or decisions.

Each parent of a student shall provide an electronic signature or return to the school in which the student is enrolled a signed statement acknowledging the receipt of the School Board’s standards of student conduct, the notice of the requirements of Virginia Code § 22.1-279.3, and the Virginia compulsory school attendance law. Each Montgomery County Public school shall maintain records of such signed documents.

The school principal may request the student’s parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the School Board’s standards of student conduct and the parent’s or parents’ responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student’s compliance with Virginia’s compulsory school attendance law, and to discuss improvement of the child’s behavior, school attendance, and educational progress.

In accordance with all due process requirements in applicable Virginia law, the school principal must notify the parents of any student who violates a School Board policy or the requirements when such violation could result in the student’s suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state: (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student’s behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student is a child in need of supervision.

No suspended student shall be admitted to the regular school program until such student and their parent have met with school officials to discuss a plan for reentry, unless the school principal or their designee determines that readmission, without parent conference, is appropriate for the student. New legislation requires school boards to adopt policies containing this provision. Suspended students will be able to access and complete graded work during and after the suspension.

Upon failure of a parent to comply with the provisions of Virginia Code § 22.1-279.3, the School Board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student’s behavior or school attendance.

Prevention of misconduct:

The prevention of student misconduct will be an essential element of this policy. Decision-making skills, restorative practices and PBIS, and anger management should be modeled for students by staff members and opportunities provided for students to learn ways to solve problems in a non-violent, positive, and productive manner. To this end, staff will participate in professional learning on the practices of trauma informed instruction, social-emotional learning, Tiered Systems and PBIS, and restorative practices. Frequent contact between the school and home will be encouraged to promote home/school communication and help prevent student misconduct.

Effective handling, monitoring and documentation of student misconduct: Student misconduct will be handled as effectively and efficiently as circumstances allow and within agreed upon timelines and in accordance with a leveled system of disciplinary responses and instructional interventions matrix. Teachers and staff will monitor student conduct throughout the school building, on school grounds, and during all school activities.

Consistent enforcement: Students who violate the policy will be addressed consistently, equitably, and fairly following a

leveled system of disciplinary responses and instructional interventions matrix.

Preparation for crises: Crisis prevention, preparedness, and management will be handled with the assistance of school crisis teams and the specific legislation regarding how crises should be addressed.

Consideration for the needs of at-risk students:

Support services, counseling services, and varied education opportunities, if appropriate, will be available for students who are at-risk for using and/or possessing alcohol and other drugs, for committing violent behavior, or for dropping out.

Annual policy evaluation: An annual evaluation of the Student Code of Conduct and analysis of school discipline data will be conducted to ensure that the Code of Conduct is implemented and addresses the current needs of the school community. A large part of the evaluation will be used to assess the discipline data, pertaining to suspensions, the disproportionality of the suspensions, and the racial and ethnic makeup of the data. This annual evaluation of policy will be led by the administration and include a committee of diverse stakeholders who will determine whether the Code of Conduct requires revision by the School Board.

Student Code of Conduct 7.3-1

This policy applies to any student, PK-12, who is in or on school property, in a private vehicle on school property, in attendance at school or at a school-sponsored activity including field trips. This policy also covers students going to and from school and waiting at bus stops.

It is the expectation of the School Board that all students have the right to an environment that is safe, drug free, and conducive to learning and that all disciplinary actions are administered in a respectful, equitable and fair manner. To that end, a matrix of disciplinary responses and instructional interventions, which defines and categorizes each behavior and sets level response parameters, will be followed in response to student behaviors. The following is a list of terms and definitions addressed in the matrix.

Absenteeism: Tardiness, cutting/skipping class, truancy, or leaving school without the permission of the principal or their designee.

Acting as an Accessory: Acting as an accessory or accomplice to another person who violates any provision of the Student Code of Conduct.

Bullying/Biased-Based Behaviors: Any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. “Bullying” does not include ordinary teasing, horseplay, argument or peer conflict. Students, either individually or as part of a group, shall not harass or bully others. Behaviors associated with bullying include, but are not limited to, intimidation, taunting, name-calling, and insults. Bullying behaviors may take a variety of forms, including by electronic means such as cell phone, social media, text message and email. Bullying, threatening, intimidation, harassment, or any other activity characterized by targeted, intentionally hurtful behavior (verbal or nonverbal) that results in any physical, social/relational or emotional/psychological harm to another person is not tolerated in any form in any Montgomery County Public School. The principal shall notify the parent of any student involved in an alleged incident of bullying, as defined herein, of the status of any investigation within five school days of the allegation of bullying.

Bus Misbehavior: Any behavior that interferes with the orderly transportation of pupils on a school bus. A student is expected to cooperate with the bus driver and any other adult with School Board authority and follow the posted rules on the bus. Bus drivers are authorized to assign seats. Failure to comply with bus rules and directions of drivers or other authorized adults may result in a loss of bus privileges.

Cell Phones & Other Portable Communication Devices: Students are not freely permitted to use or display such devices during instructional time. Such devices will be considered to be “in use” if they are on (regardless of if they are on silent or set to ring), sending or receiving a call or text message or being used to take, display, or send photos/videos, etc.

However, students may have such items in their possession for use after school hours, during bus rides to and from school, and during athletic events. Students may utilize such devices during instructional time only for academic purposes and under the direction and supervision of the classroom teacher.

Cheating: Giving or receiving unauthorized assistance with schoolwork.

Creating Aggravating Circumstances in Class/School: Any behavior that impedes academic progress of the student or of other students. The following are examples, not an all-inclusive list: continual talking after being asked to cease, throwing objects not part of supervised school activities, use of CD/tape players or radios, cameras, recording devices, electronic games or other non-instructional articles during regular school hours, gambling, display of pornographic material, etc.

Dressing Inappropriately: Wearing of clothes, jewelry, other apparel and/or decals that advocate violence, alcohol and other drug use and/or distribution; that represent gang activity and/or membership; that advertise obscenities; or that reflect adversely on a person's race/ethnicity, color, gender, creed, national origin, physical, emotional, or intellectual abilities; or that would cause disruption to the learning environment at any school. Students shall not at school, on school property, or at school activities wear or have in their possession any written material that is racially divisive. Examples include clothing, articles, material or publications or any item that denotes Ku Klux Klan, Aryan Nation-White Supremacy, Neo-Nazi, or any hate group, or Confederate flags or articles of clothing, jewelry, etc. This list is not intended to be all inclusive. Any student may wear religiously and ethnically specific or significant head covering or hairstyle, including hijabs, yarmulkes, headwraps, braids, locs, and cornrows. No employee may enforce the dress code by direct physical contact with a student or a student's attire or require a student to undress in front of any other individual, including the enforcing school board employee, to comply with this dress code. Students shall be subjected to the same set of rules and standards regardless of gender.

False Alarms: Setting off false fire alarms and making false bomb threats.

Gang Activity: Any group activity that threatens, that is illegal and/or violent, or that portends the development of gang activity, which may include wearing gang-related apparel, inappropriate congregating, bullying, and harassment.

Hazing: Students shall not recklessly or intentionally endanger the health or safety of a student or students or inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. The principal of any Montgomery County Public School at which hazing causes bodily injury shall report the hazing to the local Commonwealth's Attorney. Hazing, as defined herein, is a Class I misdemeanor, which may be punished by confinement in jail for up to 12 months and a fine of up to \$2,500.00, or both, in addition to any disciplinary consequences which may be imposed under this policy. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or infants. See Virginia Code § 18.2-56.

Noncompliance: Failure to comply with the fair and reasonable directions of a teacher or other school employee. Interference with or intimidation of school authorities is unacceptable also.

Physical Assault: Any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, spitting, elbowing, aggressively touching, shoving, pushing, hitting, and fighting. Self-defense or action undertaken on the reasonable belief that it was necessary to protect oneself or some other person will be taken into consideration.

Sex Offenses: Inappropriate activities including, but not limited to, indecent exposure, sexual assault, fondling, and obscene phone calls.

Sexual Harassment: Any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.

Substance Abuse-Use and/or Possession of Alcohol, Tobacco, and Other Drugs: The possession, use, and/or distribution of alcohol, tobacco and/or tobacco products, electronic cigarettes, inhalant products and other drugs on school grounds, on school buses, or during school activities, on or off school property. (See the complete Alcohol, Tobacco and Other Drug Policy below).

Theft: Taking school property of another without right or permission.

Threats: Communicating a threat verbally or in writing, including by electronic means.

Trespassing: Being present on school property or using school facilities without proper authority and/or permission (includes students who have been suspended or expelled.)

Vandalism: Willful or malicious defacing of school property, including graffiti, and defacing of private property.

Improper or Unsafe Operation of a Vehicle: Driving on school property without a valid driver's license or reckless driving on school property. Student parking on school property is a privilege that comes under the approval of the school administration.

Verbal Abuse: Any use of profanity, obscene gesture, bullying, intimidating gestures, or language that interferes with teaching and learning or that intentionally offends or threatens another. Abusive language includes, but is not limited to, language that demeans another's race, color, religion, gender, national origin, disability, intellectual ability, sexual orientation, gender identity, or other personal characteristics.

Weapons-Possession and/or Use: Possession and use of weapons is a violation of the law as well as the Student Code of Conduct. (See the Weapons Policy below).

Corrective Actions

Except as provided under the following drug and alcohol policy and certain firearms/weapons violations, the principal or their designee will have the responsibility to determine that a matrix of disciplinary responses, instructional interventions, and disciplinary sanctions is followed in response to student behaviors. Examples of behavior responses are listed below and are not in any particular order:

1. counseling;
2. involvement of other human service agencies, as appropriate;
3. reprimand;
4. loss of school privileges;
5. loss of bus or student parking privileges;
6. parental conferences;
7. community service;
8. tasks or restrictions assigned by the principal or their designee;
9. detention before school, at lunch or after school;
10. suspension from school-sponsored activities or events prior to, during, or after the regular school day;
11. in-school supervision/suspension with behavioral instruction, interventions, and/or restorative practices with academic support;
12. short-term out-of-school suspension with a plan before returning to school;
13. reassignment to another school within the division in accordance with Board policy;
14. referral to law enforcement as required;
15. recommendation of long-term suspension (11 to 45 days);
16. recommendation of expulsion (indefinite period of time, in some instances a minimum of 365 days) and
17. Saturday School.

Multiple Incidents of Aggravated Circumstances, Fighting, and/or Other Repeated Violations of the Student Code of Conduct

Students involved in multiple incidents of aggravated circumstances, fighting, and/or repeated violations of the Student Code of Conduct other than truancy will be considered for recommendation to the School Board for long-term suspension

or expulsion. This does not preclude a recommendation by the school administration for long-term suspension or expulsion in the case of a single serious incident.

Search and Seizure

To maintain order and protect students and school personnel, school authorities (minimum of two persons) may, with reasonable suspicion, search a student or student automobile on school premises. Student lockers are school property and remain at all times under the control of the school. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search.

Notification of Law Enforcement

Local law enforcement will be contacted in the event of, but not limited to, the following violations:

- Weapons violations
- Possession, use, and/or distribution of illegal substances
- Assault and Battery
- Property crimes
- Sex offenses
- Robbery
- Bomb threats
- Threats against school personnel

Additionally, the Code of Virginia requests that courts notify school divisions of the disposition of particular offenses involving students. The division may pursue disciplinary action consistent with applicable law as a result of this notice.

Prosecution of Juveniles as Adults

Under certain circumstances, the Code of Virginia allows the transfer of juveniles for trial as adults. The Commonwealth's Attorney makes such requests. More information is available at www.mcps.org.

Appeal Process

Before appealing a disciplinary action, parents and students are encouraged to discuss the matter with the principal. Appeals must be filed in accordance with School Board policies. Different processes may apply to different types of discipline. Corrective action will not be delayed while an appeal is pending. The disciplinary appeals process is addressed in MCPS Policy 7-3.2.

Weapons Policy

Students shall not possess, handle, transport or use weapons. The School Board shall expel students for violations of this policy unless the School Board determines, based upon the facts of the particular situation that special circumstances exist and another disciplinary action is appropriate. Any weapon possessed in violation of this policy will be confiscated and may be forfeited to the Commonwealth.

The following items, in accordance with Virginia Law, are considered weapons:

1. any pistol, revolver, shotgun or other weapon designed or intended to propel a missile of any kind;
2. any weapon of like kind as those enumerated in item 1;
3. any weapon, including a starter gun, which will or is designed or may readily be converted to expel a projectile by the action of an explosive;
4. the frame or receiver of any weapon referenced in item 3;
5. any firearm muffler or firearm silencer;
6. any destructive device. "Destructive device" is defined as (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device, and (2) any combination of parts either designed or intended for use in converting any device into any destructive device described in this subsection and from which a destructive device may be readily assembled. "Destructive device" does not include any device which is not designed or redesigned for use as a weapon, or any device originally designed for use as a weapon and which is redesigned for use as a signaling, pyrotechnic, line-throwing, safety, or similar device; or
7. any knife (Bowie, with a blade over 3 inches, switchblade, or ballistic) or razor, metal knuckles, or blackjacks.

Students who possess firearms or knives on school property, including school buses, may be expelled and not allowed to

attend school.

In addition, using a knife to threaten or to cause bodily harm will result in an automatic recommendation for expulsion.

The division superintendent or their designee is authorized to conduct a preliminary review of any violations of this policy to determine whether long-term suspension or other discipline, rather than expulsion, is appropriate to recommend to the School Board. Nothing in this section shall be construed to require a student's expulsion regardless of the facts of the particular situation.

Alcohol, Tobacco and Other Drugs

Tobacco: Students shall not possess, use, and/or distribute tobacco and/or tobacco products on school property, on school buses, or during activities on or off school property. This includes but may not be limited to any product intentionally inhaled in order to elicit an intoxicating effect such as smokeless tobacco, electronic cigarettes, inhalant products such as vapor cigarettes, liquid tobacco, or hookah pipes.

Alcohol and Drugs: Students shall not possess a controlled substance, imitation controlled substance, marijuana, or synthetic cannabinoids, any substance used as an intoxicant (including alcohol), drug paraphernalia, or any substance which is represented by or to the student, or which the student believes to be a controlled substance, marijuana, illegal drug, substance used as an intoxicant. In addition, students shall not attend school while under the influence of any of these listed substances. Possession or being under the influence of any of these substances may result in a recommendation for long-term suspension or expulsion. However, the division superintendent is authorized to determine that special circumstances exist and to implement an intervention plan that includes the following for the first offense of possession or being under the influence of any of these substances:

- A ten (10) day suspension (may be served at Montgomery Central if deemed appropriate or available);
- Meetings with the parent/guardian;
- Signing of a Substance Abuse Violation Behavior Contract;
- Counseling sessions and/or drug prevention counseling

The division superintendent or their designee is authorized to conduct a preliminary review of any violations of this policy to determine whether long-term suspension or other discipline, rather than expulsion, is appropriate to recommend.

Distribution, attempted distribution, or the purchase of any of the substances listed above requires the school administration to make a recommendation for long-term suspension or expulsion to the division superintendent. When it is determined to be necessary and appropriate, the division superintendent is authorized to conduct a Disciplinary Hearing to hear and review all evidence presented relevant to the distribution, attempted distribution, or the purchase of any of the substances listed above. Serving as the Hearing Officer, the superintendent will take all evidence under advisement before rendering a decision for the disciplinary action to be implemented. The proposed disciplinary action may include long-term suspension or a recommendation to the School Board for expulsion. The student and their parents/guardians will receive written notification of the Hearing Officer's proposed action, the reasons for the action, and the right to a hearing before the School Board. Nothing in this section shall be construed to require a student's expulsion regardless of the facts of the particular situation.

The principal will refer students who violate this policy to a substance abuse intervention program prior to readmission.

Any student in possession of prescription drugs that are not prescribed to that student or the intentional misuse of prescription drugs to elicit an intoxicating effect will be subject to disciplinary action in accordance with the guidelines for the possession or being under the influence of alcohol and other drugs above. Sharing, borrowing, distributing, manufacturing or selling any medication (both prescription and non-prescription "over-the-counter" medications) is prohibited and may result in a recommendation of expulsion.

In addition to the consequences listed in this Code of Conduct, a student who is a member of a school athletic team will be ineligible for 2 school years in interscholastic athletic competition if the school principal and the division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

*The Substance Abuse Violation Behavior Contract, available on the MCPS Web Administrative Guide, will be provided by the principal.

Alternative Education Programs

The School Board may, in accordance with the procedures set forth in applicable law, require a student to attend an alternative or regional alternative education program as provided in Virginia Code Sections 22.1-209.1:2 or 22.1-277.2:1. The principal or their designee may impose a short-term suspension upon a student who has been charged with an offense involving intentional injury, as described in subsection G of §16.1-260, to another student in the same school pending a decision as to whether to require the student to attend an alternative education program.

BookSection 7: Students Section Article 3: Code of Student Conduct Title Code of Student Conduct Code7-3.1 Status Active Legal Code of Virginia, Sec. 22.1-78, 22.1-276.01 through 22.1-280.4, 18.2-128, 18.2-308.1, 18.2-310. Adopted April 1, 2004 Last Revised August 1, 2017. Safe Schools. LEGAL REFERENCES: Code of Virginia, Sec. 22.1-78, 22.1-276.01 through 22.1-280.4, 18.2-128, 18.2-308.1, 18.2-310. Adopted: April 2004. Revised: June 2004, August 2004, August 2006, August 2007, June 2008, August 2009, June 2011, June 2012, November 2012, June 2013, June 2014, August 2015, November 2015, June 2017, August 2017, September 2020.

HATE SPEECH POLICY

The Montgomery County Public Schools Hate Speech Policy aims to proactively foster an environment where everyone feels safe and included. As used in the Policy, “hate speech” means any form of expression that threatens, abuses, bullies, disparages, or intimidates individuals or groups based on ethnicity, nationality, race, religion, gender, gender identity, sexual orientation, disability, or any other characteristic protected by law.

Reporting Procedures

1. Reporting by Students: Students who believe they have been subjected to or have witnessed hate speech should report the incident to a teacher, school counselor, or administrator as soon as possible. No student shall be punished for failing to report any hate speech incident.
2. Reporting by Staff: Staff members who witness hate speech or are informed of such must report the incident to the principal or designated school administrator immediately. Failure to do so shall result in disciplinary action as outlined in school policy.
3. Anonymous Reporting: MCPS provides an anonymous reporting system for students and staff to report hate speech without fear of retaliation.
4. Reporting by Parents: Parents of an MCPS student who believes they have been subjected to or have witnessed hate speech should report the incident to a teacher, school counselor, or administrator as soon as possible.

Investigation Procedures

1. Initial Review: Upon receiving a report of hate speech, the principal or designated administrator will conduct an initial review to determine whether the reported speech is hate speech as defined in this policy and the report's credibility.
2. Formal Investigation: If the initial review indicates a potential violation of this policy, the principal or designated administrator will conduct a formal investigation. This may include interviews with the involved parties and witnesses and a review of any relevant evidence (e.g., written statements, digital communications).
3. Confidentiality: The investigation will be conducted in a manner that respects the privacy of all parties involved to the fullest extent possible.
4. Determination: If the formal investigation determines that a student violated this policy, that student shall be subject to discipline as described below.
5. Appeal Process: When disagreement exists with the outcome of the investigation, an appeal can be brought before a three-member appeal committee established by the superintendent for said purpose. A final appeal can be brought before the superintendent.

Disciplinary Actions

MCPS employs a progressive discipline approach to address hate speech policy violations. The following outlines possible disciplinary actions, which may be adjusted based on the severity of the behavior. These disciplinary actions shall be administered according to the procedures in School Board Policy 7-3.1 (Code of Student Conduct) and Policy 7-3.2 (Student Suspension/Expulsion), as applicable.

Middle and High School Hate Speech Offenses		
First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> • Written warning and explanation of the hate speech policy. • Restorative practices, such as mediation or conflict resolution, or other means to educate and improve behavior. • Parental notification and a meeting with the student, parents/guardians, and school counselor. • Possible detention or in-school suspension (1-3 days). 	<ul style="list-style-type: none"> • Written warning and documentation of the incident. • Restorative practices, such as mediation or conflict resolution, or other means to educate and improve behavior. • Parental notification and a meeting with the student, parents/guardians, and school counselor. • In-school suspension (3-5 days). • Development of a behavior intervention plan. 	<ul style="list-style-type: none"> • Written warning and documentation of the incident. • Restorative practices, such as mediation or conflict resolution, or other means to educate and improve behavior. • Parental notification and a meeting with the student, parents/guardians, and school counselor. • In-school suspension (5-10 days). • Review and revise the behavior intervention plan. • Possible out-of-school suspension (up to 10 days).

Severe or Repeated Offenses
<p>For severe or repeated offenses, the following actions may be taken:</p> <ul style="list-style-type: none"> • Long-term suspension (more than 10 days). • Expulsion. • Referral to law enforcement if the behavior constitutes a criminal offense. • Additional interventions to include mandatory counseling or participation in a diversity and inclusion program.

Support for Affected Students

MCPS is committed to supporting students affected by hate speech. Measures that will be taken to assist these students include, but are not limited to the following:

- Providing increased access to counseling services.
- Increasing academic support to ensure their educational progress is not hindered.
- Offering safe spaces where they can discuss their experiences and receive support in a safe environment.

AHS HONOR CODE

PLAGIARISM

Plagiarism: *To steal and pass off as one's own the ideas or words of another; to use without Crediting the source, to present as new and original an idea or product derived from an existing source, to commit literary theft. (Webster's Third International Dictionary)*

AHS English teachers will define the meaning and consequences of plagiarism and review the AHS Honor Code with their students as part of their curriculum.

Plagiarism (Level II Honor Code Violations)

Language: Using the exact wording and/or phraseology of another author without clearly and specifically crediting the source. When exact wording and/or phraseology of another author is used, the words/phrases must be put in quotation marks with Credit to the source acknowledged by footnoting or identifying the source in the text of the paper.'

Thoughts and ideas: Stating an opinion, idea, or conclusion that is not one's own without clearly and specifically crediting the source. If a student has extensive knowledge in a particular field that enables him/her to state an opinion, idea, or conclusion, or if information is considered to be "common knowledge", no citation of a source is necessary. However, restating an opinion idea, or conclusion from a critic or other authority must be accompanied by a clear and specific citation of the source.²

Procured Written Work: The use of syndicated research papers, essays, work copied from any electronic or other source.³

Failure to Follow Teacher's Requirements/Expectations (Teacher Established Consequences)

In teaching about how to write research papers, AHS English teachers will emphasize proper attribution of sources used and the difference between paraphrasing, summarizing, and directly quoting from a source. The AHS English department will instruct students in the use of the most current MLA format for citations/documentation and bibliography.

Expectations for the number and types of sources as well as the desired format for citations/documentation and bibliography may vary among the different teachers in other departments.

Documentation Style/Format: Individual teachers will establish the requirements for research-based written work assigned in their class. Requirements and expectations must be made clear to students (in writing) for the following:

- Number and types of sources required
- The desired format for citations/documentation and bibliography when directly quoting from a source (i.e. internal citations, footnotes, etc.)
- Specific expectations for how students are to identify thoughts and ideas that are paraphrased or summarized, and what facts require documentation (i.e. "common knowledge" vs. researched fact).

Other Requirements/Expectations: Any other requirements/expectations such as length of paper, font size/style, due dates, etc. must be made clear to students (in writing). Any rubric that will be used to grade the assignment must also be provided to students.

^{1,2,3} *New River Community College and Virginia Tech*

NOTICE TO ALL PARENTS OF STUDENTS ATTENDING THE MONTGOMERY COUNTY PUBLIC SCHOOLS AND ALL STUDENTS CURRENTLY ATTENDING THE MONTGOMERY COUNTY PUBLIC SCHOOLS WHO HAVE REACHED THE AGE OF 18

STUDENT RECORDS

The **Family Educational Rights and Privacy Act (FERPA)** is a federal law that governs the maintenance of student records. Under the law, parents of students, or students if they are 18 years of age or older ("eligible students"), have the following rights:

The right to inspect and review the student's education records within 45 days of the day the school division receives a request for access. Parents or eligible students should submit to the relevant school principal or other appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for

access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record they believe is inaccurate or misleading. They should write to the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Several exceptions exist to the rule requiring consent before release of personally identifiable information. One exception permits disclosure to school officials with legitimate educational interests in the information. For the purposes of this exception, a school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. A second notable exception to the consent rule relates to the disclosure of education records to officials of another school district in which a student seeks or intends to enroll. The Montgomery County Public Schools disclose such records without prior consent. A third exception to the consent rule relates to the disclosure of "directory information." Please see the discussion below regarding Montgomery County Public Schools' policy regarding directory information.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C.
20202-46052**

DIRECTORY INFORMATION

As is discussed above, FERPA requires the Montgomery County Public Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school district may disclose appropriately designated "directory information" without written consent, unless you have advised the school district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications, such as: a playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets (e.g., for wrestling events, and which show weight and height of team members).

Directory information is generally not considered harmful or an invasion of privacy if released. FERPA permits the school district to disclose directory information to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local school districts that receive federal money under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with information from three directory information categories - names, addresses and telephone listings - unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent. The Montgomery County Public Schools receive assistance under ESEA.

The School Board has designated the following categories of information as "directory information" subject to disclosure without parental consent: the student's name, address and telephone number; date and place of birth; participation in officially recognized sports and activities; weight and height of members of athletic teams; degrees, honors and awards received; school and dates of attendance; grade in school and program of study. School officials may release this information without the consent of the parents or student. The Montgomery County Public Schools release student information related to awards and participation in activities for recognition purposes, consistent with FERPA's requirements. The school district also releases names and addresses of students to permit students to receive educational

and occupational information.

Any parents or eligible students who object to the release of any or all of this information without their consent must notify, in writing, the principal of the school where the records are kept. The objection must state what information the parent or eligible student does not want released. If no objection is received, directory information may be released until the beginning of the next school year. The Montgomery County School Board has adopted a written policy regarding rights of parents and students under FERPA. Copies of the policy may be found in the Superintendent's Office, in the principal's office at each school, and in your local public library.

For additional information regarding the student records policy, contact either the principal of the School your child attends or the Superintendent at 382-5104.

TECHNOLOGY PROGRAMS POLICY 6-3.13

The responsible use of computers and computer networks is a powerful tool in support of the instructional program. The Montgomery County Public Schools' computer network is a wide-area network linking the schools and the administrative office to the Internet.

Liability

The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system including loss of data, non-delivery or missed delivery of information, or service interruptions. The school division shall not be responsible for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of this policy.

Internet Privacy Statement - Montgomery County Public Schools

The Montgomery County School Board maintains and operates a Website (www.mcps.org) for the dissemination of information about the School division. The School Board does not collect any information from persons who access its Website, including personally identifiable information. The School Board Website does not automatically place a computer file - commonly known as a "cookie" - on any person's computer who accesses the Website.

Acceptable Internet Use and Internet Safety Policy

Generally

The Montgomery County School Board adopts this Acceptable Use Policy, which outlines appropriate uses, ethics and protocol for the School Board's computer network.

1. The division superintendent or their designee shall select and operate technology that protects against, filters or blocks access through school division computers to visual depictions that are -
 - a. child pornography, as set out in Virginia Code S 18.2-374.1:1 or as defined in 18 U.S.C. S 2256;
 - b. obscenity, as defined in Virginia Code S 18.2-372 or 18 U.S.C. S 1460, and
 - c. material that Montgomery County Public Schools deems to be harmful to juveniles, as defined in Virginia Code S 18.2-390, material that is harmful to minors, as defined in 47 U.S.C. S. 254(h)(7)(G), and material that is otherwise inappropriate for minors.
2. The technology protection measure shall be utilized and enforced during any use of the division's computers by minors.
3. The school administration shall monitor online activities of minors.
4. The division superintendent or their designee shall select and operate technology and take administrative measures to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
5. The division superintendent or their designee shall ensure that the Montgomery County Public Schools include a component on Internet safety for students that is integrated in the division's instructional program and that is consistent with the guidelines for instructional programs related to Internet Safety issued by the Superintendent of Public Instruction.

The failure of any student, teacher or administrator to follow the terms of this Policy may result in the loss of Montgomery Public Schools' computer network privileges, disciplinary action and/or appropriate legal action.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT

Positive Behavioral Interventions and Supports (PBIS) is a nationally-recognized approach to support positive academic and behavioral outcomes for all students. **In Virginia schools, PBIS is the behavioral component of the Virginia Tiered Systems of Supports (VTSS).**

Ultimately, it is a positive, proactive approach to discipline

The Virginia Tiered Systems of Supports (VTSS) is a data-driven decision making framework for establishing the academic, behavioral and social-emotional supports needed for a school to be an effective learning environment for all students.

The VTSS systemic approach allows divisions, schools and communities to provide multiple levels of support to students in a more effective and efficient, clearly defined process. Implementing the VTSS framework requires the use of evidence-based, system-wide practices with fidelity to provide a quick response to academic, behavioral, social and emotional needs. The practices are progress-monitored frequently to enable educators to make sound, data-based instructional decisions for students.

VTSS functions under the anchor process of integrating data, practices and systems to affect outcomes. The essential elements of an effective VTSS framework are: Data Informed Decision-Making, Evidence-Based Practices, Family, School and Community Partnerships, Monitoring Student Progress (including universal screening), and Evaluation (outcomes and fidelity)

For more information regarding PBIS please click on the following links:

http://www.mcps.org/departments/student_services/virginia_tiered_systems_of_supports_in_mcps

<https://www.pbis.org/school>

http://www.doe.virginia.gov/support/virginia_tiered_system_supports/positive_behavior/index.shtml

Student Assistance Programming Tier 3 (SAP) Parent Notification

Our school has a Student Assistance Programming (SAP) Team that helps students who are struggling with their academics, behavior, attendance, and/or emotional wellness by working together with YOU. **You are the expert on the needs of your child** and your voice matters. If your child is referred, you will be notified and invited to participate in this ongoing process. The SAP Team will gather, review, and document information important to your child's learning and monitor their progress. The following activities **may be** completed as part of the SAP Team process: Vision Screening, Classroom observations, academic assessments, hearing screening, develop/review intervention plan, work with school counselor, records review, anecdotal/written notes.

Auburn High School 2025-2026 Bell Schedule

Regular Day Bell Schedule			
Period/Block	Start Time	End Time	Length
1st Period	8:05	8:51	46 min
2nd Block	8:56	10:11	75
SOAR / Home Room	10:15	10:53	38
3rd Block - A Lunch	10:53	11:23	30
	11:27	12:42	75
3rd Block - B Lunch	10:57	12:12	75
	12:12	12:42	30
4th Block	12:46	2:01	75
5th Period	2:05	2:50	45

1 Hour Delay Schedule			
Period/Block	Start Time	End Time	Length
1st Period	9:05	9:51	46 min
2nd Block	9:56	11:04	68
NO SOAR	--	--	--
3rd Block - A Lunch	11:04	11:34	30
	11:38	12:48	70
3rd Block - B Lunch	11:08	12:18	70
	12:18	12:48	30
4th Block	12:52	2:02	70
5th Period	2:06	2:50	44

Assembly Day Bell Schedule			
Period/Block	Start Time	End Time	Length
1st Period	8:05	8:51	46 min
2nd Block	8:56	10:11	75
5th Period	10:13	10:53	40
3rd Block - A Lunch	10:53	11:23	30
	11:27	12:42	75
3rd Block - B Lunch	10:57	12:12	75
	12:12	12:42	30
4th Block	12:46	2:01	75
Assembly Period	2:05	2:50	45

2 Hour Delay Schedule			
Period/Block	Start Time	End Time	Length
1st Period	10:05	10:35	30 min
2nd Block	10:39	11:39	60
NO SOAR	--	--	--
3rd Block - A Lunch	11:39	12:09	30
	12:13	1:13	60
3rd Block - B Lunch	11:43	12:43	60
	12:43	1:13	30
4th Block	1:17	2:17	60
5th Period	2:21	2:50	29

Early Release Bell Schedule			
Period/Block	Start Time	End Time	Length
1st Period	8:05	8:35	30 min
2nd Block	8:39	9:29	50
3rd Block - A Lunch	9:29	9:59	30
	10:03	10:50	47
3rd Block - B Lunch	9:33	10:20	47
	10:18	10:50	30
4th Block	10:54	11:44	50
5th Period	11:48	12:20	32