

Triplett Tech Student Handbook

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Welcome

Welcome to Triplett Tech! We are proud of our school and you should be also. Several ingredients go into making an outstanding school. No school can be outstanding without students who have the desire to excel in all areas of the operation. You must have the desire to be the best!

A friendly atmosphere between students and teachers is essential if we are to work together to create a school where maximum learning can take place. Teachers are here to help you do the best you can possibly do. Be friendly and courteous to your teacher and show your desire to learn and you will be rewarded many times over.

Sometimes when large groups get together a few individuals think they can hide in the group and create disorder that reflects on us all. Because most people know how to behave in a group, those who don't only stand out as being rude and crude. Show your maturity by treating others as you wish to be treated.

The school belongs to everyone. By working together this can become the kind of place that is the envy of all others. It takes the effort of all of us all the time. Excelling in the classroom, in our trade areas, and in our human relations with each other is our goal. It may not always be easy, but it is worthy of our efforts. Let's make it happen at Triplett Tech

The Shenandoah County Public School system hereby announces that it does not deiscriminate on the basis of race, color, age, sex, religion, national origin, or handicapping condition. Requirements against discrimination extend to employment in this school system, as well as admission thereto.

Shenandoah County Public Schools is an equal Opportunity Employer.

Triplett Tech Staff

Connie Pangle Principal
Katie Rice..... CTE/STEM Supervisor
Donna Crabill.....Secretary/Bookkeeper
Jania Fravel..... Secretary/Attendance

Michelle Hepner..... Alternative Education
Lucas Long.....Auto Technology
Paje Cross..... Culinary Arts
John Davis CISCO Networking / Computer Animation and Design
Carrie Hodges..... Criminal Justice
Gary Kibler.....Masonry
David Fowler Alternative Education
Sharon Clark..... Health Care Science
John Pearson..... Carpentry
Dagan Stephens Electricity
John Grim..... Collision Repair
Roger Wilkins Industrial Cooperative Training / Government/Personal Finance
Raelyn Hamilton.....Early Childhood Education
Lindsay Wood..... Cosmetology
Sherry Wetzel.....Custodian
Edna Strickler.....Part-time Custodian
Carroll Wilkin.....School Resource Officer

2015-2016 Bell Schedules

Regular Schedule

A.M. 8:30 – 11:20

8:30 – Students report to class
8:32 – Tardy Bell
9:50 – 10:00 Break
Dismissal
11:15 – All Bus riders & SHS drivers
11:20 – All drivers

P.M. 12:30 – 2:42

12:30 – Students report to class
12:32 – Tardy Bell
1:30 – 1:40 Break
Dismissal
2:38 – All Bus riders
2:42 – All drivers

Early Release Schedule

A.M. 8:30 – 10:10

8:30 – Students report to class
8:32 – Tardy Bell
Dismissal
10:15 – All Bus riders & SHS drivers
10:10 – All drivers

P.M. 11:15 – 12:15

11:15 – Students report to class
11:17 – Tardy Bell
Dismissal
12:10 – All Bus riders
12:15 – All drivers

One Hour Delay Schedule

A.M. 9:30 – 11:40

9:30 – Students report to class
9:32 – Tardy Bell
Dismissal
11:35 – All Bus riders & SHS drivers
11:40 – All drivers

P.M. 1:05 – 2:45

1:05 – Students report to class
1:07 – Tardy Bell
Dismissal
2:38 – All Bus riders
2:45 – All drivers

Two Hour Delay Schedule

A.M. 10:30 – 12:10

10:30 – Students report to class
10:32 – Tardy Bell
Dismissal
12:05 – All Bus riders & SHS drivers
12:10 – All drivers

P.M. 1:25 – 2:45

1:25 – Students report to class
1:27 – Tardy Bell
Dismissal
2:38 – All Bus riders
2:45 – All drivers

History

Triplett Tech was named for Dr. Joseph Irvin Triplett who was born in Mt. Jackson, Virginia, on March 14, 1845. He attended Roanoke Business College from 1862 to 1863 and later served in the Civil War with McNeill's Partisan Rangers.

Dr. Triplett had large and numerous interests in a variety of businesses in Shenandoah County.

In a will written by Dr. J. I. Triplett in the fall of 1927, the bulk of an estate at three quarters of a million dollars was stipulated to be used to establish a business college near Mt. Jackson, Virginia, the hometown of Dr. Triplett.

Dr. Triplett died in 1930, and approximately thirty years later the estate was settled. It was decided by the courts that the school could be built. A Board of Trustees composed of Graham Stoneburner, Frank Tavenner, and Fred Frederickson was appointed. These trustees working with Dr. W. W. Robinson, Superintendent of Schools began to establish the program for a business and vocational school which would be in keeping with the changing economy of the county. The architect drew the plans, bids were collected, and the building was begun in March of 1965.

Triplett Tech officially opened on January 3, 1966, and is a living, growing monument of Dr. J. I. Triplett. In 1976, a new addition was completed that contained a cafeteria and four new shop areas.

Philosophy

Triplett Tech believes in the philosophy that liberal education and vocational education are both essential and compatible in preparing individual for living and for earning a living. The value in both liberal and vocational education must be recognized as essential for the attainment of future goals for our youth, for the county, for the state, and for the nation. This institution also believes that it is its duty to provide guidance and advanced training in one's chosen profession.

Objectives

To enlarge the potential of the individual student through education in the knowledge and skills in a chosen area which will be useful to the individual, and thus to the employer.

To be constantly responsible to the needs of present and prospective industrial employees thus sufficiently flexible, both in the curriculum and in the facilities provided, to meet those needs in accordance with the changing conditions and demands of our country.

To have clearly defined qualitative standards for each program of instruction that serves as incentive to each student to achieve in a manner and a degree meriting recognition by the school, the employer, and the student.

To supplement the regular curriculum of the high schools and complement instruction in basic fields of learning.

To provide the proper foundation, supplemented with in-service training programs as needed, so the student is able to work and progress successfully in a changing society.

To evaluate the student's practical application of knowledge through realistic training experiences.

To provide the opportunity for all students to participate in co-curricular student organizations which help develop leadership, integrity, and responsibility.

To provide the enrichment courses for adults in the community who wish to gain a working knowledge of various subject matter.

To provide educational opportunities without regard to race, color, religion, national origin, political affiliation, sex, age, or handicap.

General Regulations

Tuition and Fees

Tuition fees are paid on a semester basis and should be paid promptly the first of each semester. There is no tuition charge for Shenandoah County students still attending high school. The fees are as follows: \$200/Semester (Half Day) \$400/Year

 \$400/Semester (All Day) \$800Year

Students starting as a senior and returning as a Post-Grad: \$50/Semester (Half day) \$100/Year

Books

High school students enrolled in Shenandoah County Public Schools will be furnished books without charge. Books may be purchased if the student desires to keep them for future reference. Post high and out-of-county students will be required to purchase the necessary books. All textbooks must be obtained for the business office by the end of the first week of school.

Lockers

Lockers are considered the property of the school and are issued to students for their use. Valuables and money should NOT be kept in lockers. Any student abusing a locker will be charged with the damage. Lockers and their contents may be searched by school officials at any time. The school is not responsible for lost or stolen items.

Visitors

While most visitors are welcome to the school, there must be a valid reason for such a visit. All visitors must report to the main office and receive approval from the building administrator.

Safety Standards

Students will be expected to wear appropriate clothing and protection devices (safety glasses, hard hats, boots, etc.). Each program instructor will give specific information as it relates to that vocational program.

Illness or Injury During School

If a student becomes ill or is injured, he/she should report first to his/her instructor. The office should also be notified, and parents will be contacted if medical attention is needed.

Severe Weather – School Closing

In case of severe weather (snow, icy roads, flooding, etc.), the official announcement for school closing may be heard on the local radio stations. The announcement is made by 6 a.m. for closing schools or for delaying school opening.

Student Organizations

SkillsUSA

We encourage all students to be active in the SkillsUSA student organization. Many activities are carried out each year by this group such as community service projects, school improvement activities, meetings, skilled contests, district, state, and national conferences, leadership activities, and many more. Representing Triplett Tech in district, state, and national competitions is an honor and should be tied into classroom performance. A student must exhibit success in his/her daily learning activities as well as exemplary attendance and behavior patterns to compete in competitions.

HOSA

Nurse Aide and Health Care Science students have an opportunity to be active with the HOSA student organization.

The purpose of the HOSA organization is to develop leadership and technical HOSA skill competencies through a program of motivation, awareness and recognition, which is an integral part of the Health Science Education instructional program.

The mission of HOSA is to enhance the delivery of compassionate, quality health care by providing opportunities for knowledge, skill and leadership development of all health science education students, therefore, helping the student meet the needs of the health care community.

Automobile Regulations

STUDENTS will be allowed to drive this year. However, buses will continue to run from the three high schools daily. Students driving are cautioned to be especially careful when driving on the school grounds. Violations of traffic regulations will be grounds for dismissal, loss of driving privileges, and/or a fine.

Driving Regulations

Students are **NOT** to park in the three handicap parking spaces or administrative designated spaces.

1. Parking lot speed limit is 15 mph.
2. **Parking is allowed only in the designated areas.**
3. Parking off school grounds will not be permitted.
4. You should not arrive at school more than 10 minutes prior to the opening of classes unless you are making up time or upon request of a teacher.
5. No one is allowed to go to her/his car during break or any other time during the day unless permission is first secured in the office.
6. **Excessive tardiness to class may result in the loss of driving privileges.**
7. Reports of improper driving to and from Triplett Tech will be grounds for loss of driving privileges.
8. Remember: Driving is a **PRIVILEGE**, so please do not abuse it!

Academic Regulations

Accreditation

Triplett Tech is under the direction of the Shenandoah County Public School System. The school is examined each year through visitation of State supervisors and by self-study evaluation. A visiting committee appointed by the Southern Association of Secondary Schools periodically visits the school and makes recommendations for improving the curriculum. The school is, therefore, fully accredited under the guidelines established by the State Department.

Credit

The school operates on the semester plan with each semester being eighteen weeks in length. Classes are held five days a week. Second-year high school students will receive two credits per semester and first-year students will receive 1 ½ credits per semester.

Guidelines for Grading Practices

1. There will be a sufficient number of assignments to endure that one very low grade on a daily classwork or homework assignment would not lower a grading-period by more than one letter.
2. Students turning in late work will receive partial or no credit for that work, as stated in the teacher's grading procedures established at the first of each year.
3. Report cards of students who fail a subject will be signed by the parent/guardian and returned to school within three days.
4. There will be a statement on the report card and/or in each student handbook indicating that an incomplete grade for the six weeks must be completed within one week after report cards are issued or the grade will reflect the actual average generated by the missing assignment.
5. Students shall not be penalized academically for any personal action, unless that action is academically related as determined by the building principal. A student's grade shall be based solely on achievement.
6. Section 7-11.3 6.2. Students under suspension, when the suspension is not related to academic matters, will not be penalized academically. Students who have been suspended will be permitted to make up work missed during such suspensions

mentioned above provided they seek make-up assignments from their teacher, and complete such make-up work within the time lines of this policy. In those instances where the principal judges that the offense is related to an academic matter, (e.g., cheating, excessive classroom misbehavior, etc.), he/she may remove the opportunity for students to make up work; hence, zeros will be assigned for assignments/work missed during the period of suspension.

Attendance Policy

In order to receive a certificate from Triplett Tech in a particular vocational program, certain requirements must be met. One of the requirements is that the student's attendance be within the guidelines of the Shenandoah County Secondary Schools procedures. Another requirement is that completion of the required competencies for that program. If this requirement is not met, a student may still receive high school credit (if grades permit), but no certificate of completion can be issued.

We will use the attendance procedure that has been adopted by the Secondary School Administration. The procedure is as follows:

- A. Generally: Progress in school and success in daily learning activities are directly related to a student's presence in class. The major responsibility for attendance rests with the student and his/her parent or guardian. The school recognizes its responsibility to provide quality instruction on a daily basis. It is understood that one of the primary motivators for good attendance is the presentation of meaningful and relevant learning activities.
- B. Policy
 1. Students are expected to be in attendance at school each day.
 2. There will be a distinction between excused and unexcused absences.
 3. All absences will be verified by the parent/guardian in accordance with the following guidelines:
 - a. The parent/guardian will contact the school, if at all possible, prior to the absence.
 - b. The school will attempt to contact the parent by phone during the day of the absence if prior notice from parent/guardian was not made.
 - c. The parent/guardian will send a note on the first day the student returns to school if contact through the above procedures was not made.
 4. When circumstances warrant that a student be absent, the student will have the opportunity to make up work missed. The following guidelines govern make-up work:
 - a. Student should pre-arrange absences when at all possible and have work missed completed upon return to school.
 - b. Students are responsible to obtain make-up work from their teachers upon return to school.

- c. Students will complete and submit make-up work in a timely fashion (one day per one day absence).
 - d. Teachers are to construct make-up work in relation to the learning activities that are missed. It is understood that some learning activities (i.e., laboratory exercises, field trips, guest speakers, student interactive activities, etc.) cannot be replicated.
 - e. The school administration may, under conditions of suspension, deny a student the opportunity to make up work.
5. No student is to leave school during the day without permission of a school administrator or his/her designee. Students who need to leave early shall present a note from a parent or guardian stating the reason for the early release. This should be done before classes begin.
 6. Students who become ill will be permitted to go home after their parent/guardian gives verbal permission to one of the office staff.

Whenever a student is tardy, he/she needs to sign in at the office and obtain an admit slip to go to class. If there is a big discrepancy between the time on the student's admit slip and the time he/she actually gets to class, that information should be given to the office.

Whenever a student receives a 2nd tardy and all tardies thereafter during a six-week grading period, discipline measures determined by the principal will be taken.

In order for a student to leave the school grounds before dismissal time, a note from a parent requesting that the student leave early must be presented in the office and a permit slip obtained. (In emergencies a phone call from a parent will be accepted.) This permit must then be presented to the instructor, signed, and returned to the office when the student actually leaves for the day. The permit will indicate the time the student may leave class.

Students who leave from the high school in the morning and do not come to Triplett Tech in the afternoon (or who leave Triplett Tech in the morning and do not plan to return to the high school in the afternoon) should be sure to sign out in the school office before leaving. A note (or phone call) from a parent will be required for a student to sign out. Failure to sign out will automatically result in a disciplinary action.

Students will not be allowed to miss classes at the home high school for the purpose of coming to Triplett Tech to make up work due to attendance problems. If cases arise where there is a need for a student to miss high school class in order to participate in school functions or training activities here, arrangements must be cleared through the Triplett Tech administration. Triplett Tech will then notify the home high schools involved for permission to have the student(s) excused.

Student Conduct

A student is admitted with the understanding that his continuance in school, credit for courses taken, and the granting of a certificate, depends upon compliance with school regulations. Good behavior is the rule of conduct. Students who enter are expected to behave as responsible citizens. Our school desires to build traditions of conduct which will make regulations unnecessary. Therefore, few rules are made; but students must conform to those which the administration considers essential.

The student's connection with the school may be terminated whenever, in the judgment of the faculty, or administration, he/she fails to meet the standards governing scholarship and personal conduct.

Student Dress

School attire should be appropriate for classroom instruction as determined by the building administrators. Clothing and grooming must be such that the result does not distract from the teaching/learning environment. Students will not be permitted to wear clothing to school which depicts, suggests, or endorses violations of policy and/or immoral or illegal actions including, but not limited to, drugs, alcohol, violence, pornography and gang activity. Clothing that is determined to be excessively revealing for an educational setting or degrades any person's gender, culture, religion, or occupation is not authorized. Accessories or clothing deemed unsafe will not be permitted. Building administrator's decisions will be final, and students who violate this policy will be directed to secure appropriate clothing immediately.

We take pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct, and of your school work. All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities.

By law, bizarre and indecent items of attire may be banned. Examples of such items are: short shorts, fishnet/see-through apparel, bare midriffs, and anything that makes reference to vulgarity or any illegal substance. For reasons of safety and health, footwear is required while on school property. Flip flops and sandals are not permitted in shop areas.

Students may be asked to cover or tie back hair for sanitary purposes or when the hair could become entangled in machinery in the shop.

Shirts must be worn in the lab and on a job site. Muscle tee shirts and tees that are ripped down the sides are not permitted. Caps are permitted in the labs; however, they must be worn in an appropriate manner. Bandanas are not permitted.

The building administration has the right to determine whether a student's behavior, actions, and/or attire are detrimental to the learning environment and whether or not the conduct or attire can be considered reasonable.

Assemblies

At all times the students' behavior should be courteous. An indication of the cultural level of a school is the conduct of its student body at an assembly.

Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness, and talking during a program. Wearing of hats is not allowed during assemblies.

Occasionally, students request permission to stay at their home high school for assemblies or ask to return to their home school early for an assembly. Arrangements with both the home high school administration and the Triplett Tech administration must be made at least 24 hours before the assembly is to take place.

Break

There is a 10-minute break period provided for the students. Vending machines are located in the lobby for student use.

When break ends, students should remove their drink cans/bottles and any papers from the tables and place them in the proper receptacles. Break is a privilege that is granted and may be taken away if rules are not followed.

Bus

Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.

The bus driver is an important person in the students' life. Do what she/he tells you. Your life may depend on it. Any student who continues to annoy others or break regulations will be referred to the principal.

Be at the appointed bus stop on time. The buses will not wait for you. It is your responsibility to be at the bus on time.

The use of profane language or horseplay of any kind will not be tolerated on the bus at any time. Tobacco regulations are the same as for the school.

Disruptive Conduct

Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function or process of the school or is dangerous to the health or safety of students and/or others.

Possession of beepers, Cellular Telephone, Personal Digital Assistants (PDA) or Similar Devices

Students may possess a beeper, cellular telephone, personal digital assistant (PDA) or other communications device on school property, including school buses provided that the device must remain off and out of sight during instructional time. If a student possesses such a device other than as permitted in the policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent/guardian.

Students who are permitted to wear a pager at their high school (members of fire departments and rescue squads with registered pagers) MAY DO SO AT Triplett Tech and are expected to abide by the same guidelines while at Triplett Tech.

Laser Pointers

Student shall not have in their possession laser pointers.

Acceptable Use of the Internet

Students shall abide by the Shenandoah County School Division's acceptable Computer Use Policy and Regulation.

Use and/or Possession of Alcohol, Tobacco, and Other Drugs

The administration and staff shall take all reasonable steps to prevent and eliminate drug abuse in the schools. The schools shall cooperate freely with agencies involved in such programs to the extent that the superintendent deems advisable and shall implement appropriate educational programs.

A student shall not possess, use, and/or distribute alcohol, tobacco, and/or tobacco products, or other drugs on school property, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug not possessed in accordance with policy JHCD.

A student shall not possess, procure, or purchase or attempt to possess, procure, or purchase, or be under the influence of (legal intoxication not required), or use or consume or attempt to use or consume, any of the restricted substances listed in this regulation or what is represented by or to the student to be any of the restricted substances listed in this regulation or what the student believes is any of the restricted substances in the regulation. This regulation incorporates policy JFCF.

Restricted substances include alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below, as well as any abusable glue, paint and similar materials, anabolic steroids and both prescription and not-prescription drugs if they are not taken according to the prescription or directions on the package, and includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete 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.

Distribution or Sale of Illegal Drugs or Possession or Distribution with Intent to Sell

Students shall not manufacture, give, sell, distribute or possess with the intent to give, sell, or distribute marijuana or other controlled substances as defined in the Drug Control Act, Chapter 15.1 or Title 54 of the Code of Virginia.

Threats or Intimidation

Students shall not make any verbal or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason.

Bullying

A student, either individually or as part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to, physical intimidation, taunting, name-calling, and insults verbal conduct consisting of comments regarding the race, gender, religion, physical abilities or characteristics or associates of the targeted person.

Harassment

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions in violation of policy JFHA/GBA Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion.

Hazing

Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on the 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 school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney. Hazing, as defined above, is a Class 1 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 Va. Code 18.2-56.

Assault and Battery

A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery.

Physical assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting, and fighting. Battery is the unlawful application of force to the person of another.

Gambling

A student shall not bet money or other things of value, knowingly play or participate in any game involving such a bet, on school property or during any school related activity.

Vandalism

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus, or at school-sponsored events.

Defiance of the Authority of School Personnel

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by board policies and regulations.

Theft

A student shall not intentionally take the personal property of another person without consent under duress, threat or otherwise.

Trespass

The student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

Gang Activity

A student shall not engage in gang activities as defined in policy JFCE, incorporated by reference.

Cheating

Students shall not cheat, plagiarize or knowingly make false statements with respect to any assigned school work or tests.

Bomb Threats

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.

Possession or Use of Weapons or Other Dangerous Articles

Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such. This regulation incorporates policy JFCD.

A. Definitions

1. Any stun weapon or laser.
2. Any pistol, revolver, or other weapon designed or intended to propel a missile of any kind.
3. Any dirk, Bowie knife, switchblade knife, ballistic knife, razor, slingshot, spring stick, metal knucks, or blackjack.
4. Any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain.
5. Any disc, or whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart.
6. Any weapon of like kind as those enumerated in items 1 through 5.
7. 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.
8. The frame or receiver of any weapon referenced in item 7.
9. Any firearm muffler or firearm silencer.

10. Any destructive device. "Destructive device" is defined as (i) 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; (ii) any weapon, except a shotgun or a shotgun shell generally recognized as particularly suitable for sporting purposes, by whatever name known which will, or may readily be converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and (iii) 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 uses as a signaling, pyrotechnic, line-throwing, safety, or similar device.

B. Restrictions

Students shall not possess, use or transport weapons and/or explosives on school property or when going to and returning from school. Violators will be subject to a 365 day mandatory suspension and/or prosecution as provided by state law.

C. Exemptions

The provisions of this policy shall not apply to students who carry such weapons or explosives as part of the school curriculum or community sponsored programs approved by the board.

Other Conduct

In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the on ongoing educational process or which is otherwise a violation of federal, state or local law.

Non-Discrimination Notice

In accordance with the requirements of the Civil Rights Act, Shenandoah County Public School System hereby announces that it does not discriminate on the basis of race, color, age,

sex, religion, national origin or handicapping condition. For more information, please see the SCPS policy manual.

Sexual Harassment/Harassment based on race, national origin, disability and religion

Please see the SCPS policy manual.

Management of Student Records

Shenandoah County Public Schools maintain scholastic records on all students enrolled. It is our desire that you have a clear understanding of the content of the record, how the record is being managed, and your rights with regard to the record.

It is the responsibility of the principal of the student's school to ensure that scholastic records are developed, maintained, and stored in a confidential manner in a secure location. Every student enrolled has a scholastic record which is located at the school he/she attends. These records are limited to data needed by the school system to assist the student in his personal, social, educational, career development and his educational and vocational placement. In addition, certain specialized information may be collected as for students with special needs who require differentiated programs and/or special services such as Gifted, Title I, Special Education, or other resource programs as well as drug/alcohol records. These files may be located at the school the child attends and/or at the School Board Office.

Parents who wish to review the record of their child or eligible students who wish to review their own records should make the request to the principal of their school. Parents or eligible students may inspect and review scholastic records within fourteen (14) days or less of the request. Eligible students are those who are 18 years of age or older, an emancipated minor, attending an institution of post-secondary education, or under the age of 18 and have written consent of their parent or legal guardian. A supervisor, principal or designee will be present for the interpretation and explanation of the record.

If the parents or eligible student believe that information in the scholastic record is inaccurate or misleading or violates the privacy or other rights of the student, they may request that the record be amended or expunged. The supervisor, principal, or designee will decide whether to amend or expunge the record within 15 administrative working days after written receipt of the request. If he/she agrees to do so, acknowledgement will be made in writing and placed into the student's scholastic record. If he/she disagrees, he/she shall notify the parents and advise the parent of the right to a hearing within 45 calendar days of the written request.

The hearing will be conducted by a hearing officer who is a disinterested party. The parent or eligible student may be assisted or represented by individuals of his/her choice at his/her expense, including an attorney. The evidence shall become a permanent part of the student's scholastic record. Parents or eligible students have the right to file a complaint with the United States Department of Education, Family Policy and Regulation Office concerning alleged failure to comply with the Family Educational Rights and Privacy Act (FERPA).

Upon request by another school division or educational agency, information in a student's scholastic record will be released without parental consent when the student transfers to another school division unless prohibited by other applicable law protecting the confidentiality of that information. Without prior parental consent, scholastic records may be released to state or local law enforcement officers, and agencies responsible for protective services to children or students who are involved with these agencies. Parental consent must be obtained before personal identifiable information is released to any other public or private agency or individual making such a request. Unless the school division is provided with a copy of legal documentation stating otherwise, both parents will be allowed to inspect and review the scholastic record.

Directory Information means information contained in an educational record of a student which would not be generally considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the following data: name of student, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended. If the parent, guardian or eligible student wishes that this information not be made public or released to others, please notify the principal of the school, in writing, within fifteen administrative days of the annual publication of this notice and/or the distribution of student handbooks where this annual notice is provided.

Most of the scholastic record is destroyed when no longer educationally useful, or five years after the student graduates or leaves school. Scholastic records may be needed by the student or parents for social security benefits or other purposes. Eligible students or parents have a right to be provided a copy of any records being destroyed. The following information will be kept permanently in the scholastic record: record data disclosure form; name and address of student, parent or guardian; birth date and birth certificate number; program of studies plan; scholastic work completed; level of achievement, including grades, grade point average, and class rank; type of diploma (or certificate); attendance; test data; certificate of immunization; social security number (unless waiver is granted); and citizenship status if other than United States.

If a copy of the record is requested, the principal may charge \$0.10 per page for duplication. No charge is made for a copy of the Individualized Education Program or the search and retrieval of records. The fee for reproduction of student records may be waived if the student is eligible for free or reduced price lunch.

A document entitled, "Management of the Student's Scholastic Record," and School Board Policy File: "Student Records", explain the collection, maintenance, security, use, disclosure, and content of scholastic records. These documents are located in all schools and are available, upon request, by contacting either the building principal or the Pupil Personnel Services Supervisor, School Board Office, Woodstock, Virginia

Emergency Exit Procedures

The signal to exit the building will be continuously sounding horn. When this signal is heard, the procedures listed below are to be followed:

1. Students will exit the building according to the emergency exit plan posted in each classroom. Teachers will check the class roll once students have exited the building.
2. Students are to exit the building in single file. They must conduct themselves in an orderly manner.
3. Responsible students should close windows, turn off equipment and lights, and close the door.
4. A bell will ring as a signal to return to the building. Students are to move quickly and roll should be taken after students are in the room.

The same procedure will be used in all situations that require students and staff to exit the school building.

Acceptable Computer System Use

All use of the Shenandoah County School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the Internet and any other internal or external network.

Computer System Use-Terms and Conditions

1. **Acceptable Use:** Access to the division's computer system shall be (1) for the purposes of education of research and be consistent with the educational objectives of the division or (2) for legitimate school business.
2. **Privilege:** The use of the division's computer system is a privilege, not a right.
3. **Unacceptable Use:** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state, or local law.
 - b. Unauthorized downloading of software.
 - c. Using the computer system for private financial or commercial gain.
 - d. Wastefully using resources, such as file space
 - e. Gaining unauthorized access to resource entities
 - f. Posting material authorized or created by another without his or her consent.
 - g. Submitting, posting, publishing or displaying any obscene, profane, threatening, illegal or other inappropriate material.
 - h. Using the computer system while access privileges are suspended or revoked.
 - i. Vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
4. **Work Etiquette:** Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - a. Be polite
 - b. Users shall not forge, intercept or interfere with electronic mail messages.
 - c. Use appropriate language. The use of obscene, lewd, profane, threatening, or disrespectful language is prohibited.
 - d. Users shall not post personal contact information, including names, home, school or work addresses, telephone numbers or photographs about themselves or others.
 - e. Users shall respect the computer system's resource limits.
 - f. Users shall not post chain letters or download large files.
 - g. Users shall not use the computer system to disrupt others.
 - h. Users shall not read, modify, or delete data owned by others.

5. **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 denies any responsibility 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 these procedures.
6. **Security:** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
7. **Vandalism:** Intentional destruction of any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
8. **Charges:** The school division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long distance charges.
9. **Electronic Mail:** The school division's electronic mail system is owned and controlled by the school division. The school division may provide electronic mail to aid students and staff in fulfilling their duties and as an educational tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the school division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
10. **Enforcement:** Software will be installed on the division's computers having Internet access to filter or block Internet access through such computers to child pornography and obscenity. The online activities of minors may also be monitored manually.

Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action as determined by the School Board policy, or legal action.

Internet Acceptable Use Agreement

Student's Agreement:

I have read the policy on Acceptable Use and I understand fully and agree to abide by the principles and guidelines it contains. In addition, I agree to abide by the items listed in the policy.

Student Signature

Date

Parent's Agreement:

As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. I also recognize that employees of the school or school system may not be able to restrict access to all controversial materials on the Internet. I will not hold them responsible for materials my student acquires as a result of the use of the Internet from school facilities. I accept full responsibility for supervision if and when my child's use of the Internet from school facilities. I accept full responsibility for supervision if and when my child's use of the Internet is conducted outside the school setting. I hereby give my permission to Shenandoah County Public School System to permit my child to access the Internet.

Signature of Parent of Guardian

Date

Please read and complete the student safety pledge form by filling in the blank spaces.

Student Safety Pledge Form

_____, who is enrolled in the _____ course, will operate and use machinery/equipment as a part of the laboratory experience, providing that the parent or guardian gives written permission.

It is understood that each student will be given proper instruction, both in the use of the equipment and correct safety procedures concerning it, before being allowed to operate the machinery/equipment. The student must assume responsibility for following safe practices; therefore, we ask that the student subscribe to the following safety pledge:

1. I promise to follow all safety rules for the laboratory.
2. I promise never to use a machine without first having permission from the instructor.
3. I will not ask permission to use a particular machine unless I have been instructed in its use.
4. I will report any accident or injury to the instructor.
5. I will report any safety hazard or unsafe activity I see to the instructor immediately.

Date: _____ Student's Signature: _____

I hereby give my consent to allow my son/daughter to operate all machines/equipment necessary in carrying out the requirements of the course in which he/she is enrolled.

Date: _____ Parent's Signature: _____

Parents are cordially invited to visit the laboratory to inspect the machines/equipment and see them in operation.

I/We have read the student handbook and agree to abide by the rules and regulations stated. I also understand that I am responsible for my actions and the consequences which may occur

Student Signature: _____

Parent/Guardian Signature: _____