

**2022-2023
PARENT-STUDENT
HANDBOOK**



**Sussex County Public Schools
Stony Creek, Virginia 23882**

**Sussex Central High School
21394 Sussex Drive
Stony Creek, Virginia 23882**

Phone: 434-246-6051

Fax: 434-246-5503

<http://www.sussex.k12.va.us>

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FOREWORD

The student handbook is prepared for the students of Sussex Central High School and their parents to acquaint each of them with the expectations of the school, its governing body, the School Board and the local, state and federal regulations under which each must operate. Students and parents are encouraged to study it and to adhere to the rules designed to facilitate and promote a harmonious atmosphere of academic endeavor and achievement.

The Sussex Central High School Student Handbook is to be used in conjunction with the Code of Conduct published by the County School Board. The policies are applicable totally or in part to all public schools in the county, and a copy will be distributed to each student upon the opening of school. Additionally, a copy of this handbook will be placed on the school's website as a resource for parents for the duration the school year.

Nonconformity or blatant disregard for rules and regulations will have an adverse effect on student achievement and the educational progress. The handbook serves an attempt to alleviate such detrimental problems and/or consequences thereof. Conversely, an ideal student will be constantly cognizant of his/her responsibilities as well as the rights and privileges afforded any person in attendance at Sussex Central High School.

All programs provided by the Sussex County Public Schools are open to all qualified students without regard to race, color, religion, national origin, sex or handicapping condition.

PRINCIPAL'S LETTER

Dear Students and Parents;

Welcome to the Sussex Central High School. The administration, faculty, and staff all want to extend a warm welcome to you. As we strive to overcome new challenges and increased expectations, you are a vital and active part of our Sussex Central High School family.

True education of students can be easily accomplished when there is a strong partnership between the home and school. This handbook is one method used to keep parents both informed and involved in the home-school partnership. It explains to you exactly what we expect of students and what services and benefits students may expect from this school. Please read and discuss the handbook with your child. After reading the handbook, if you have any questions, please do not hesitate to contact the school's main office.

We look forward to working hand and hand with you as we continue to successfully move forward. We have set high goals for ourselves and our students. By working together, we can provide the assistance needed to reach those goals.

Sincerely,

Belinda W. Urquhart

Belinda W. Urquhart
Principal

MISSION STATEMENT

To provide a high-quality secondary education for an ethnically diverse student body, equipping them to pursue lifelong learning and lead fulfilling, productive lives in an ever changing society.

PHILOSOPHY AND OBJECTIVES

Sussex Central High School is committed to the philosophy that all students have the right to develop their academic, physical, and social skills to the greatest extent possible. It is further believed that these skills should be directly related to those qualities that are required to become a useful and productive citizen in an increasingly complex world. We attempt to implement these goals by doing the following.

*Assisting students to achieve their full potential by exerting professional leadership and guidance.

*Providing activities that promote student leadership, cooperation, and spirit.

*Nurturing a school climate that promotes moral integrity, positive thinking, and good citizenship.

*Fostering an open attitude that encourages parents and the community to actively involve themselves in school activities and decisions.

*Providing a well-defined, flexible curriculum that meets the varying needs of individual students.

*Instilling in students the duties and responsibilities of citizenship.

NON DISCRIMINATORY STATEMENT

Sussex County Public Schools does not discriminate on the basis of race, color, national origin, sex, handicap or age in employment or in its educational programs, including Career and Technical Programs. Inquiries involving discrimination under Title IX, sex discrimination, and Section 504, handicap should be referred to the Special Education Specialist and the 504 Coordinator at (434) 246-8906.

**SUSSEX COUNTY PUBLIC SCHOOLS
ADMINISTRATION**

Dr. Arthur Jarrett, Jr. Superintendent
Ms. Alvina Matthews Director of Instruction
Mr. John Broderick. Director of Finance and Operations
Mrs. Adriene Stephenson Director of Human Resources
Dr. Lorraine Davis Director of Student Services
Mr. Morris Taylor Director of Federal Programs
Mr. Jerry Parham. Coordinator of Operations
Mr. Heath Bain. Coordinator of Technology

SUSSEX COUNTY SCHOOL BOARD

Ms. Doris Hamlin	Ms. Laurie Latham
Ms. Terry Massenburg	Mr. Freddie Stringfield
Ms. Linda Skipper	
Mr. Eddie Morris, Jr.	

**SUSSEX CENTRAL HIGH SCHOOL
ADMINISTRATION**

Mrs. Belinda W. Urquhart.....Principal
Mr. Ivin Parker Assistant Principal
Mrs. Tracey Jackson... Professional School Counselor
Mrs. Satonya Perry..... Professional School Counselor
Mr. Curtis Jefferson. Athletic Director
Officer Darrell Davis School Resource Officer

Sussex Central High School Faculty and Staff

English

Mrs. Loretta Beechaum
Mrs. Demeatrice Garrett
Ms. Danyel Lee
TBA

Math

Ms. Annabel Alicante
Ms. Jovelyn Arcadio
Mr. Froilan Balistoy
Mr. William Fike

Science

Ms. Marielle Adajar
Mrs. Felicitas Corpuz
Mrs. Sharon Dubois
Mr. Issac Linton
Mrs. Nora Reletta

Social Studies

Mr. Brandon Brown
Mrs. Rachel Lyons
Ms. Kate O'Kennon
Mr. Brandon Picha

Media Specialist

TBA

Spanish/ESL

Ms. Beatriz Sanabria
Mr. David Torres

Secretarial Staff

Ms. Ruth Holmes-School Counseling Secretary
Ms. Katrice McFarland-Reed-School Secretary
Ms. Michelle Murphy-School Bookkeeper

Attendance Officer

Mrs. Sopenia Pierce

Custodial Staff

Mr. Gerardo Alicante
Ms. Kaneka Jackson
Ms. Ruby Jones
Ms. Teresea Robinson

CTE Specialist

Mrs. Teresa Johnson

College Advisor

Ms. Jontel Armstead

Special Education

Ms. Regina Baines
Ms. Patricia Rainey
TBA
TBA

Vocational

Ms. Rosemary Durgan
Mr. Tony Irby
Ms. Doris Riddick
Mr. Ramon Torres
Ms. Shelia Trimiew-Johnson

Art

Mr. Joseph Elliott

Band/Choir

Mr. Joshua Cannon

JROTC

LTC Yvette Kanney
1st SGT Antonio Whitfield

Health/Physical Education

Mr. Jamal Artis
Ms. Carol Modecki

Teacher Assistants

Mr. Daryl Boykins
Mr. Emory Greene (ISS)
Mrs. Elnora Turner

School Nurse

Mrs. Brooke Love (CNA)
Mrs. Tammy Pack

Trauma Informed Coach

Ms. Gwendolyn Parham-Lewis

Cafeteria Staff

Ms. Karen Boone
Ms. Sherri Jarratt
Ms. Stephanie Yates
Mr. Victor Moyer

ITRT

Mrs. Sarah Finch

Mitigation Strategies

Classroom Setup

- Desk will be spaced in a manner to keep students socially distanced at all times.
- Desk should face the same direction and face the front of the classroom.
- Each student must remain at the desk that he/she is assigned.
- Students must take **all** textbooks/ class materials with them to other classes. These cannot be stored in class and lockers will not be issued.
- **SEATING CHARTS** must be created by each teacher and submitted to Nurse Pack and Mrs. Reed on September 9, 2022 by 2:45 pm.
- Students cannot share items while in the classroom (pencils, paper, textbooks, etc.).
- Masks are optional during regular school hours.

Class Transitions

- All individuals must walk to the **right** at all times and follow the **paw prints/arrows**. There should not be any traffic in the middle of the hallway unless an individual is in an emergency situation.
- Students are allowed to bring their water bottles to schools. Water fountains will be equipped to dispense water into bottles.
- Students traveling from **BLUE HALL to RED HALL or RED to BLUE** will use the hallway in front of the library to transition.
- Please adhere to social distancing guidelines while transitioning to class. A distance of 6ft must be maintained between persons when feasible.

Restrooms

- There will be a maximum of **two** students allowed in the restroom at one time.
- Students should be reminded that they should wash their hands for 20 seconds. Proper handwashing strategies will be placed on walls.

Masks

- ✓ Masks must be worn on the bus during the bus ride to and from school.
- ✓ Students who refuse to wear a mask after the bus driver explains the requirements and consequences will receive a disciplinary referral. (**Only one warning will be issued.**)

Lockers

Students will not be assigned lockers.

Outside time

Use of outside areas is encouraged, but teachers must inform Mrs. Reed before leaving the building. Social distancing guidelines must still be followed while outside.

Dismissal

All students will be dismissed at 2:30 pm and will report to the bus ramp. All students involved in an afterschool activity will report to their activity sponsor.

Block Class Schedule-Grade 9th-12th

During the 2022-2023 academic year, students will follow a block schedule format. The students will attend four classes during first semester and four additional classes during second semester. An example is as follows:

Semester 1

1st Block-S1	2nd Block-S1	3rd Block-S1	4th Block-S1
Algebra II	Chemistry	Culinary Arts-I	Robotic Tech-I

Semester 2

1st Block-S2	2nd Block-S2	3rd Block-S2	4th Block-S2
English 11	World History II	Business Management	Video and Media

STUDENT ABSENCES AND TARDIES

Student Absences

Students who are absent must bring a parental note on the first day the student returns to school stating the reason for the absence unless prior written or telephone notification of reason has been received from the parent/guardian. Acceptable reasons for being absent and/or tardy to school include:

- Illness.
- Appointments (doctors, dentist, professional).
- Court appearance.
- Death in the family
- Religious holidays generally observed by the religious group

- Field trips and school-related activities
- Extenuating circumstances, which are determined by the principal.

Teachers shall assign and schedule appropriate make-up work for students who are absent for legitimate reasons with verification, will be given six (6) days to make up their work. An (I) should be given until the work has been completed or until the 6th day has passed.

(See Policy JDEA for Guidelines-School Board Policies are located in each school library, public library, and the administrative office.)

School Board Policy JDEA of Sussex County Public Schools denies academic credit for the year for any student that is absent eighteen (18) days from school unless the student can produce justifiable documented reasons for his/her absenteeism.

Denial of Credit for Excessive Absences

During a grading period (nine weeks), a student who misses more than five (5) days from a class that meets daily or more than three (3) days from a class that meets on alternate days will receive a failing grade unless he/she can document that the absenteeism is justifiable.

A student may not miss more than eighteen (18) days of class that meets on a daily basis or more than nine (9) days of class that meets on alternate days.

A student may not miss more than (5) days of class for nine weeks that meets daily for a semester or (10) days of class per semester. (Sussex Central High School)

The following procedures will be implemented when any absence except those for reasons which would cause the students to be exempt from sanctions of the Standards of Student Conduct Handbook.

PARENT/GUARDIAN NOTIFICATION

- A. Following the first and second absence, principal/designee will make a reasonable effort to notify the parent/guardian of the student’s absences. Documentation will be maintained indicating methods of contact and the results thereof.
- B. Following the third absence, a warning letter will be sent to the parent/guardian and student.
- C. Upon sixth absence without Parental Awareness and Support, if a student fails to report to school for a total of six scheduled school days for the school year, and there is no indication that the student’s parent is aware of and supports the absence, and reasonable efforts to notify the parent of the absences have failed, the principal/designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation by the attendance officer to obtain an explanation for the pupil’s absence and to explain to the parent the consequences of continued nonattendance.

The attendance officer, the pupil and the pupil’s parent shall jointly develop a plan to resolve the pupil’s nonattendance. Such plan shall include documentation of the reason for the pupil’s nonattendance.

School Attendance Procedure

School attendance is significant to academic achievement. Each parent or guardian having custody of a child within the compulsory attendance age has a responsibility to ensure that the child attends school regularly and punctually as required under provisions of state law. In addition to the Code of Virginia Attendance Regulations and School Board Policy JDEA, Denial of Credit for Excessive Absences, the Sussex County Public School division is implementing regulations and procedures to encourage and emphasize the

importance of students attending school regularly and to educate parents about this necessity. Schools will enforce the school attendance procedures when students have excessive tardies to school and/or excessive early dismissals from school causing students to miss instructional time from class.

In addition to the Code of Virginia Regulations and School Board Policy JDEA, each school will follow school attendance procedures listed below.

1. Contact the parent on each occurrence of student absence.
2. Schools shall monitor the number of cumulative days students are absent.
3. Parents shall receive written notification for students absent from school five cumulative days during a semester about the number of absences for their child and the importance of attending school. Parents will be notified that the Student Assistant Team (SAT) will require a meeting with their parent upon the student's eighth absence from school. (This procedure may be waived only when the principal is aware of the student having a chronic illness or severe injury.)
4. Upon eight (8) cumulative absences within a school year, the SAT will meet with the child's parent to discuss the student's academic performance and attendance requirement. The SAT should develop an agreement with the parent for the student to attend school on a regular basis.
5. A referral will be made to the School Social Worker upon the tenth cumulative absence from school during the school year for further action.
6. Upon ten cumulative absences from school, the school will refer the student to the School Social Worker to review and referred to the Juvenile and Domestic Relations Court for a petition of a child in need of supervision.

Homebound Instruction

Homebound instruction is designed to provide a link for educational services between the classroom and home setting for students whose medical, emotional or physical needs prevents them from temporarily attending school. The parent will need to request a form from the guidance director and complete it to request homebound services and have it signed by the physician before the services can be approved.

Leaving School During The Day

Students must have permission of legal parent/guardian and school official to leave school during the school day. Students who leave school without permission from the administration are considered to be truant and may be subject to disciplinary action. Students who have been seen on school grounds before school begins and who do not return for classes will also be considered as leaving school without permission and truant from school. If a student desires to be excused from school before the end of the school day, he/she must bring a note from a parent/guardian to the main office before school. Students must sign out of school in the main office before leaving school grounds. Upon returning to school the same day, a student must sign-in at the main office.

Late Arrivals and Early Dismissals

Students arriving late to school (after 7:26 a.m.) or returning to school **AFTER** signing out must report to the main office to obtain a pass to class.

Changing Address and Phone Number

Students who change their residence, mailing address, or home and work telephone numbers must report the change promptly to the attendance office or guidance office so that the records can be corrected and kept current. This ensures that all mailings and correspondence reach the residence of the parent/guardian.

HOMEWORK GUIDELINES

Homework can provide an essential communication link between the school and the home. One measure of a program or course is the quality of the work done at home by the student. A strong home-school partnership, with many lasting benefits for the individual student and his/her family can be greatly enhanced by a sound program of homework. In addition, homework should be an important tool in developing independent thought, self-direction, and self-discipline. It can assist the student in developing good work habits and in the wise use of time.

Guidelines for homework include:

- Homework should be assigned after introduction and thorough explanation of the skills necessary to successfully complete the assignment.
- Homework should be assigned in such a manner that it would be clearly understood by all students.
- Homework should serve a valid purpose and be closely related to current classroom activities.
- A student's access to resource materials should be considered when making assignments.
- Homework should be evaluated promptly and returned to the student. Appropriate rewards should be given to those students who successfully complete assigned work. Effort should be recognized as well as competency.
- Teachers should seek to determine the student's ability to do assigned work. Teachers should not avoid giving homework because they believe students will not do the work.
- Excessive homework, like the absence of homework, should be avoided.
- Homework should not be used for disciplinary purposes.
- Teachers and administrators should take appropriate steps to communicate with parents regarding the division's homework policy and to solicit their support.

Adopted: Legal Refs. Code of Virginia, 1950, as amended, Section 22.1-78
Regulations of the Virginia State Board of Education, rev. 1993,
VR 270-01-0012 (Sec. 4.18)

IN SCHOOL SUSPENSION GUIDELINES

Responsibilities:

- Students, faculty, and administration are assigned the task of maintaining a school environment that is orderly, safe and conducive to the school's educational and extra-curricular programs.
- It is the responsibility of each student to conduct himself/herself in such a way that all laws, rules and regulations of the school and the School Board are followed. This regulation applies at any time that the student is under the supervision or authority of the school (on school buses and school activities).
- At times when an infraction of school rules is also a violation of state law, a student may face criminal charges and be referred to the court system for adjudication. This will be in addition to disciplinary action imposed by the school.
- When a student's conduct becomes so substantially disruptive that the rights of others are violated and the educational process is disrupted, a student may be removed from a class or the school.

Enforcement-Minor Rule Infractions:

- ***Warnings and Counseling-*** Should be used where appropriate to assist a student to understand that his/her conduct interferes with his/her educational process, threatens the rights of others, or is contrary to school policy, and/or regulations and needs to be corrected.
- ***Office Referral-*** Should be referred to the office on the offending student for disciplinary action when the teacher has attempted to solve a disciplinary problem within the classroom to no avail, and the conduct can no longer be dealt with at a classroom level.
- ***ISS System-***The ISS system lets a student know when his/her conduct is inappropriate and what is expected. A student will be notified by the administration when he/she has received (3) three tardies and the day of ISS is assigned. A student may be subject to OSS (Out of school Suspension) when tardiness has become excessive. Counseling and parental involvement is a key part of the tardy system. The reasons that a student may receive ISS may include, but are not limited to the following: tardiness, insubordination, failure to have a hall pass, talking in class assemblies, breaking rules and disturbing class (playing or causing a distraction).

In School Suspension Rules

- Constant working is required, you must complete all work assigned by the ISS coordinator and your regular classroom teacher.
- Report directly to homeroom in the morning, lockers are off limit. Dismissal is done by the ISS coordinator.
- You are responsible for bringing paper, pens, pencils and all books.
- No talking is allowed raise your hand to get help from the coordinator.
- No electronic devices, food, drinks or gum is allowed in ISS. You will be escorted to lunch. Be sure to bring your lunch number, money or lunch from home.
- You will receive two (2) breaks to go to the restroom during the day.
- If you are absent, the days missed must be made up.
- You are not allowed to attend or participate in school or after school activities while assigned in ISS.
- Major violations may result possible out of school suspension.
- To be reinstated to regular classes the student must:
 1. Be present in ISS for the required number of days.
 2. Comply with all request of the ISS coordinator.
 3. Complete all assigned work.
 4. Return a contract signed by you and your parent/guardian.
 5. Show improvement in attitude and behavior.
 6. Participate in a conference with your parent/ guardian and team, or administrator, if an administrator requests it.

SCHOOL DRESS CODE

The Administration recognizes the right of the student to dress according to the standards of the fashion world and to his/her own taste and personality. Proper dress must also reflect the learning atmosphere of the school. Neatly and cleanly dressed students will definitely attract favorable attention and contribute to a positive environment for the student.

A student shall not dress or appear in a fashion deemed inappropriate because it either interfere with the student's safety, health and welfare or that of other students or disrupts or directly interferes with educational process.

To help insure that we have a dignified and business-like climate in our school, the following regulations have been implemented:

1. Short skirts, split skirts, culottes and dresses that fall 2 inches above the knee will **not** be allowed at Sussex Central High School. The administration reserves the right to make the final decision regarding what's inappropriate. **SHORT-SHORTS ARE NOT ALLOWED.**
2. Boy's trousers/girls dresses, skirts, split-skirt, slacks, pantsuits, or other apparel **must** be a style, design and size to promote **decency** and **safety**. **Tears or holes in clothing above the knees will not be allowed.**
3. Hats, hoods, hair rollers, sweatbands, scarves, sunglasses and excessive headgear shall not be worn in the building by either male or female. Such apparel will be temporarily confiscated.
4. Open midriff clothing, undershirts, halters, tube tops, single or double tank tops, muscle shirts, bareback dresses, T-straps, biker's tights, mesh or see-through blouses or shirts, are **not** permitted.
5. Pajama-top style, giving the illusion of having no other pants-like garments underneath, shall **not** be worn.
6. Clothing that has a picture or printed matter involving the following subject matter is prohibited such as drugs, alcohol, tobacco, sexual connotation, violence, gang related dress, discriminatory or racial/ethnic messages, medallions, pins or jewelry with suggestive double meanings and other messages, as determined by the principal, that disrupt the safe and orderly operation of the school are **not** permissible. Violations are limited to items are messages which materially and substantially disrupt the educational process or are vulgar, lewd and plainly offensive.
7. Shoes or sandals must be worn for health and safety reasons. **No** bedroom shoes or slippers of any type, to include flip flops/ slides will not be allowed.
8. Two or three finger rings which are joined to form a brass knuckle effect are prohibited.
9. Students are reminded that the dress code is in effect through the examination period until the end of the year. If we are unable to reach a parent/guardian, student will be in **ISS** all day.
10. Students are advised to have jackets or sweaters available to wear in case of climate/room temperature change. Student will not be allowed to have blankets in class or hallways.

GENERAL RULES FOR THE LIBRARY

- The library is open from 7:00 a.m. until 2:20 p.m. each school day.
- To use the library facilities, students must have a library note signed by the classroom teacher.
- There will be no eating in the library.
- Each student must study or do leisure reading in the library and must not disturb other students with unnecessary talking or other distractions.
- Library materials should be taken from the library only if they have been properly checked out.
- Books in the general collection may be checked out for two weeks. (Reference books do not circulate; they must be used in the library.)
- If these books are needed for a longer period, they may be renewed. The books must be returned for renewal. Notices are sent to the homerooms for overdue materials. The students are expected to return the materials immediately or contact the librarian. Parents/Guardians and students are responsible for replacement cost of lost books.

ATHLETIC DEPARTMENT GUIDELINES

Sussex Central High's Athletic Program exists for any student who has met the Virginia High School League eligibility requirements and any Athletic Department regulations are set forth by the administration pertaining to all students. The Athletic Department does want people in the program who are willing to act and do those things that will make them more productive citizens, and who are willing to eliminate those behaviors that will create an unfavorable attitude toward themselves, the athletic program, and the school. Athletes should realize that standards for them in character, attitude, and discipline are the highest of any group, and it is the responsibility of the athlete to live up to these standards or lose your opportunity to participate.

- A. **VHSL** requirements (See Athletic Director or any Coach about these) General rules are:
1. No student will be allowed to participate in practice or a game who is not in school at least one classroom period that day unless an extenuating circumstance has arisen (ex. funeral, doctor appointment). See Athletic Director on questions concerning this or his designee.
 2. The head coach is the only person who can excuse a student from practice.
 3. A student cannot participate nor practice if he/she is under suspension from school.
 4. A student cannot participate in games when he does not practice because of unexcused absences.
 5. A student is expected to notify the head coach concerning all absences, excused or unexcused, prior to the start of practice, unless an extenuating circumstance has arisen.
 6. Care should be taken with all equipment. Practice equipment is to be worn for practice only. Game equipment is to be worn for games only. Each athlete is responsible for his/her own equipment.
 7. Violation of Rule 6 can be met with a one-week or more suspension from participation.
 8. All athletes are responsible for any additional regulations imposed by the head coach for his or her sport.
 9. All athletes are expected to display proper attitude, self-discipline, and effort in the classroom. Student athletes are expected to pass a minimum of 5 classes to be eligible for semester sports and other extra-curricular activities.
 - 10. STUDENTS ARE HERE FOR AN EDUCATION FIRST; ATHLETICS/ACTIVITIES COME SECOND!**

General Rules

Advertisement-No poster or advertisement may be displayed without the explicit approval of the principal.

Announcements-The daily announcements will be read over the public address system at the beginning of Block I. Announcements must be turned into the main office if you have information to be included in the daily announcements.

As required by the Code of Virginia, the Moment of Silence (22.1-203) and the Pledge of Allegiance (22.1-202 (C)) will be observed during the announcements.

There will be a daily recitation of the Pledge of Allegiance in each classroom of the school division and shall ensure that the flag of the United States is in place in each such classroom. During such Pledge of Allegiance, student shall stand and recite the Pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform; however, no student shall be compelled to recite the Pledge if he, his parent or legal guardian objects on religious, philosophical or other grounds to his participating in this exercise. Students who are thus exempt from reciting the Pledge shall remain quietly standing or sitting at their desks while others recite the Pledge and shall make no display that disrupts or distracts others who are reciting the Pledge. The school's code of conduct shall apply to disruptive behavior during the recitation of the Pledge in the same manner as provided for other circumstances of such behavior.

Assemblies, Activities, Athletic Events-Assemblies, Activities, Athletic Contest, Field Trips are considered necessary and important. Students and spectators are to conduct themselves in an orderly and respectable manner while going to, during, and returning from these gatherings.

Assemblies-Assemblies will be held periodically as part of the total educational program and for cultural enrichment. Students are required to attend assemblies at the time indicated by the principal. Students are required to attend assemblies at the time indicated by the principal. Students who leave the classroom, but do not attend the assembly will be considered cutting and will be subject to disciplinary action. When assemblies are held, teachers will attend and sit with their students. Students are asked to listen quietly and politely at all times. Good manners in our assemblies are required, and will make a positive and lasting impression on our guests. Students may show their appreciation by applause. Booing, whistling, yelling, and stomping are rude and unacceptable. When pep rallies are held, students may yell and respond to cheers.

Automobiles-Students who elect to provide their own transportation must accept the responsibility of getting to school (Rowanty and Sussex Public Schools) safely and on time, and must park their vehicle in the student parking lot. The following rules will apply:

1. The speed limit in the parking lot is ten miles per hour.
2. Student drivers should not arrive at school before 7:00 a.m.
3. Once the student brings the vehicle onto the school grounds, he must immediately get out and come into the school. Sitting in parked vehicles is strictly prohibited.
4. Firearms, alcohol, drugs, or other contraband cannot be kept in cars.
5. Violations of the above may result in revocation of the driving privilege, suspension, or expulsion. The severity of the sanction will depend on the severity of the infraction.
6. Students shall not leave school without proper authorization from the main office. If a student takes another student off the grounds without he/she having permission to leave, then all students involved will be suspended.
7. Use of private transportation in no way negates the student's responsibility to get to school and to class on time.

Cafeteria-Sussex Central High School has four lunch periods scheduled into its daily school program with approximately one third of the student body in attendance at each. Accordingly, during these lunch periods, we expect all students to abide by the following rules:

1. Conduct them properly.
2. Practice good table manners.
3. Always walk when entering and leaving the cafeteria.
4. Form and keep a single line at each service area.
5. Refrain from pushing, jostling and asking neighbors for money.
6. Enjoy the conversation at your lunch tables; however loud and boisterous talking, yelling and screaming are definitely unacceptable.
7. Throwing objects of any size, at any time is prohibited.
8. Leave the table clean and suitable for use by other students.
9. Lunch trays should be disposed of in the trash receptacles provided, and never left on or under the tables.
10. Students may not leave the grounds during the lunch periods, nor should they enter any on the back hall.
11. All food items are to be consumed in the cafeteria.
12. Students are expected to cooperate with the cafeteria staff by following instructions for securing utensils and food and by waiting quietly to be served and by paying promptly.

Checks-All checks are made payable to the Sussex Central High School. The School reserves the right not to honor checks from parents who have written checks that have been returned by the bank. A fee will be charged for all returned checks.

Deliveries to Students at School-Due to the disruption of the instructional climate of the School, the delivery of flowers, balloons, food from restaurants, etc. to students during the school day is discouraged. Students receiving such gifts will be notified at an appropriate time.

Gifts will not be taken to classes. Inflated balloons are not allowed on school buses. Due to the large volume of such gifts on Valentine's Day, deliveries will not be accepted.

Field Trips/Ceremonies-Students, who have disciplinary action against them to include suspension, may be excluded from field trips, class trips, prom and other extra-curricular activities.

Fighting-Fighting or physical assault upon another student, teacher, administrator or other employees, or other persons while on school property, school buses, or while on school related activities/trips is prohibited. Any student grabbing, striking, hitting, kicking, or otherwise physically abusing a teacher or any other school personnel shall be suspended immediately pending school board action. Sanctions for fighting/assault includes: short term suspension, long term suspension, long term suspension expulsion and may be subject to criminal charges.

Food and Beverages- For safety reasons and contraband control, students may not bring into the school building coffee or other beverages in opened containers, sports bottles, travel mugs, and glass containers. Beverages in plastic or Styrofoam containers will be thrown away, and travel mugs will be confiscated for parent pick-up. In addition, all food and beverages are to be consumed in the cafeteria. No food is to be consumed in the academic wings or by student lockers. A student may store his/her cold lunch in his/her locker. No beverages can be brought onto campus, and left in lockers or consumed during the school day. Beverages are to be purchased through the cafeteria's vending machines when appropriate.

Fund-Raising-Fund-raising efforts shall be authorized under conditions that do not conflict with instructional programs. Fund-raising refers to the raising of non-appropriated money for the educational benefit of students and their schools. Fund-raising shall be permitted by students attending middle and high schools, provided such activities are approved in writing and carefully monitored and regulated by the school principal or designee.

Grade Weights/Grading Procedures for SCHS-During the 2022-2023 school year, we will adhere to the following grade weights: 1st-4th Nine Weeks (Tests-40%, Quizzes-30%, Classwork-20%, Homework-10%).

Instant Alert-Sussex County Public Schools will use a notification system called Instant Alert to notify parents regarding school closings, early dismissals, school announcements or emergencies. Parents must update their telephone and other personal information at their child's school to receive notifications. The system will notify parents by telephone, cell phone, E-mail or PDA.

Instructional-Parents are not to interrupt classroom instruction at any time without prior approval from school administration.

Interim Reports- There will be division wide days scheduled during the middle of each nine weeks for parents to come pick up their child's interim reports and meet with the teacher. Parents with additional questions about their child's interim report may schedule a conference.

Loitering-During school hours, all students are to be in class. Students approved for regular early release must leave school at their designated time.

Passes-Students **must** have a hall pass when being sent from one location to another during a class period, during lunch or study periods. All visitors **must** first report to the office to get permission from the administration to visit a staff member.

Prom-Junior & Senior-Only juniors and seniors are allowed to attend the prom. **Underclassmen cannot attend, even if they are invited.** The Principal must approve of guest attending from other school divisions. See prom sponsor for details on prom fees.

Report Cards- Report cards will be picked up by parents or mailed to the students home address at the end of each nine-week period during the school year. The report card gives a summary of all the class ¾ related conditions that have contributed to grades during the marking period. In June the final report cards will be mailed to the parents/guardians.

Requirements for Promotion- 8th Graders

Students must pass four classes, three of which must be core subjects (Science, Math, English and Social Studies). Also, students must comply with the attendance code. Performances on the SOL tests are also considered as part of the promotion criteria.

Requirements For Enrolling A New Student

From An Out Of State School

1. Copy of birth certificate
2. Immunization records
3. Virginia physical
4. Withdrawal form from previous school
5. Records from previous school(this must include attendance and discipline records)
6. Proof of residency & proof of legal custody

From A Virginia School

1. Copy of birth certificate
2. Immunization records

3. Withdrawal form from previous school
4. Records from previous school(this must include attendance and discipline records)
5. Proof of residency and proof of legal custody

Restrooms-Students are **expected** to use restrooms for the purpose intended. Students are **not** permitted to eat, drink, smoke or loiter in the restroom. Please leave the restrooms, as you would like to find them. Students acting as “look-outs” for suspected violators will be subject to disciplinary action.

Sale of or Consumption of Food-Sales, giving away of food, candy, or gum while on school property is not permitted unless approval is granted by the principal.

School Colors-The colors are red, white and blue.

School Mascot-Sussex Central High Tigers

School Pictures-Individual pictures of students are taken each year. Prices of the pictures vary and are announced when the pictures are taken.

Selling-The sale or trade of candy, gum, or other items to students is **not allowed** at school. Such items will be confiscated and turned over to the office. Parents may make arrangements to pick them up from the office.

Sleeping-Any student sleeping in class will be referred to the office. The parents will be notified to let them know that after three (3) disciplinary referrals for sleeping in class, the student will go to in-school suspension for one day. Repeat occurrences will result in further disciplinary action up to out-of-school suspension.

Snack Machines-Snack machines are not available for students to use between the hours of 7:30 a.m.-2:30 p.m. Students may use snack machines in cafeteria after 2:30 p.m.

SOL Tests as Exam Grades-According to School Board Policy, students who have earned a verified credit may be exempt from taking exams. Students who pass an SOL, but opt to take an exam anyway will be given the exam grade that is earned on the exam and not on the SOL test. Therefore, the High School administration has adopted the following grading guidelines: Passing Score on EOC SOL Test (600-500, 499-400), Corresponding Numeric Grade (100, 92), Corresponding Letter Code (A, B).

Staying After School-In order to promote school safety, students who stay after school must be involved in a faculty supervised activity. If you are not in a supervised activity, students are expected to leave the building and school grounds within 15 minutes of conclusion of their class/school day. **Students who loiter at school without specific need or supervision will be subject to disciplinary action that can include charges of trespassing. Students who are specifically asked to leave property and fail to do so will be charged with trespassing.**

Student Parking Decal Fees- All students that drive to school **must** purchase a parking decal. The fee for the parking decal will be \$20.00. If students are going to drive more than one vehicle, the second decal will be \$5.00. Student parking decals are available in the main office. Decals must be visibly displayed on the car driven to school.

Student Records-In the Guidance Office, the school maintains student cumulative records that include the name and address of students and parents, birthdate of pupils, scholastic work completed, grades, standardized test scores, attendance, health and physical fitness data, including extra-curricular activities, summer activities, work experience, and social security number. Records are maintained and released in compliance with Virginia Management Records.

Student Traffic Inside Building-For the safe and orderly transport of handicapped students, students

and staff should stay to the right when moving through the hallways and corridors. The cafeteria, forum and designate open classrooms are to be used to sit and/or study. Horseplay and running is prohibited. Students should not loiter and block doorways, doors, or hallways. Shouting, yelling and excessive noise is prohibited.

Tardies-More than sufficient time has been allowed for students to change class. Students are **expected** to go directly from one class to the next. **Students who anticipate that they may be tardy to class because of a teacher conference, restroom stop, or other situation should have a note from their last teacher. Three unexcused tardies will result in one day of ISS (In School Suspension).**

Telephones- Personal calls and messages will not be taken on the school telephones. Emergency messages will be taken from parents or legal guardians and delivered to the students as soon as possible. In case of illness, the student is to report with a pass to the nurse's office and the nurse will make the necessary telephone calls.

Cell Phones and Electronic Devices- School Board policy prohibits student possession of cellular telephones, I-Pods, iPads, tablets, and similar communication devices in the school building, or on buses. Use of such electronic devices during the school day is grounds for disciplinary action. Students involved in extracurricular activities may not use cell phones prior to 2:30 p.m.

Textbooks-Basic textbooks are issued free to all students. **Students are required to pay for books found to be unduly damaged or lost.** Students having an outstanding debt for damaged or lost books are not issued books until settlement is made.

Visitors-All visitors entering the school grounds or building during the school day **must** check in at the main office. All authorized visitors will be given an ID tag to indicate that they are administratively approved visitors and have checked in at the office. **Failure to report to the office to obtain a visitor's pass constitutes trespassing. Visitors must sign-out and return the ID tag upon leaving.**

Unauthorized persons, including suspended students, will be requested to leave school grounds by a building administrator and may be charged with trespassing.

It shall be prohibited for any person, whether or not a student, to enter upon or remain upon any school property after being directed to vacate the property by an individual authorized to give such direction or any posted notice which contains such information, posted at a place where it reasonably may be seen.

STUDENT SERVICES

The following services are available to all students:

Bus Transportation-Transportation is provided to and from school. In addition, activity buses transport students who participate in school sponsored after school activities, including athletic practice and club meetings. The activity buses operate on an activity route only stopping at various points in the county.

Cafeteria Meals Charging Policy- Sussex County Schools has been received a Community Eligibility Provision Grant that allows all students to eat from the regular lunch line without paying for their meals. All students will receive breakfast and lunch free of charge. If students would like to purchase snack items from a la carte line, he or she will be responsible for any costs associated with these items. We suggest you put money on their personal account in advance to avoid the need to charge. Unused advance lunch payment balances can be refunded.

Emergency Closings-Inclement weather or other problems may make it necessary to close school early. As soon as this need is determined, local radio and television stations will carry closings:

- | | |
|------------|------------|
| b. WRIC TV | Channel 8 |
| c. WVEC TV | Channel 13 |
| d. WWBT TV | Channel 12 |
| e. WTVR TV | Channel 6 |
| f. WAVY TV | Channel 10 |

The Sussex Central Health Center-The Sussex Central Health Center operates during school hours for student health needs. Students are seen by appointment only, except in emergencies. To enroll in the health center, permission forms must be completed and returned before a student can be seen. For information call (434) 246-8091. Each student must have emergency numbers on file in the health center. Students needing to take medication at school must leave the medication in the original container, which is labeled by physician or pharmacy and instructions in the clinic stating type, dosage, and duration of treatment. **A written consent from a parent or licensed physician will be needed before medication will be administered to the student.**

Insurance-Low cost insurance is offered for those students who wish to subscribe. Students who travel with any school sponsored organization or groups must have school insurance or show proof of being insured.

Lockers will not be assigned to students at this time

Lockers-Only locks provided by the school system are permitted on lockers in the school. Students should keep all of their personal items secured in lockers to prevent theft or misuse. School personnel are not responsible for unsecured items. Lockers are only as secure as the security of the combination and/or lock. Students are not to share lockers and/or not to share the combination or keys to their locks with anyone. Report any broken or damaged lockers or other locker problems to the main office.

Students are expected to keep lockers neat and orderly:

- a. The School Administration reserves the right to inspect the contents when deemed necessary.
- b. Students are responsible for locker contents and condition.
- c. Students are permitted to go to lockers (3) times during the day---morning during breakfast, at lunch and p.m. dismissal. Students should not go to lockers during instructional periods unless he or she has a written pass from the teacher for that period.

Locks-Lock combinations should be kept secret

Lost and Found-Articles that are found on the school premises and the ownership cannot be determined will be kept in the Custodian Room. **If the owner has not claimed an article within thirty days, disposal of the article will be made.**

Other Services Available to Students

Family Life Education “Opt-Out” Procedure-The state mandated family life education curriculum was implemented in all grade levels during the 1989-90 school year. The Board Of Education regulation on opting-out states: An “Opt-Out” procedure shall be provided to ensure communication with the parent or guardian for students to be excused from all or part of the program”.

The “Opt-Out” procedure is as follows: Parents may exercise the “Opt-Out” procedure for any or the entire family life education curriculum by requesting an “Opt-Out” form from the school.

Lesson plans are available for all Family Life Educational Standard of Learning at each grade level. Parents are encouraged to review the lesson plans at each grade level for the Family Life Education Curriculum before exercising the “Opt-Out” procedure.

If a parent elects for his/her child not to participate, an “Opt-Out” form (available in each school office) should be completed and returned to the school within ten days of the first day of the school year. Parents who wish to add to, modify or withdraw an “Opt-Out” request during the school year should secure and submit a new “Opt-Out” form or notify the school in writing of their desire to withdraw the “Opt-Out” request.

Gifted Program-In addition to differentiated activities provided for gifted students within the regular curriculum, a program of special studies and activities is available to those students who are identified as being eligible according to state and local guidelines. Students are screened for the program by the use of multiple criteria that includes test scores (ability and achievement) and information gathered from parents and teachers. Students who are not presently in the program may nominate themselves for the program or may be nominated by school personnel, community members, parents, or peers. Students accepted into the program are expected to participate in planned activities. Participation will be recorded on the student’s permanent record.

Guidance-The School Counselor will assist in any educational, vocational, personal concern. The Counselor will arrange conferences with students during the year or students may request a conference whenever assistance is needed. The guidance office contains college catalogs, vocational information, reference books and the Guidance Information System (GIS), and access to the Career Scope program for student use. For information call (434) 246-8181.

Project Discovery-Project Discovery helps prepare students for college or vocational skill training beyond high school. Students groups visit college campuses and attend workshops on how to choose a college, requirements for admission, course selection, study skills, goals setting, life planning and college life. They stay in dorms, eat in cafeteria, talk to college students, and attend social and cultural events. Through these experiences, students learn that they too can succeed, if they’re willing to take the right courses in high school, budget their time wisely and work hard.

In order to be selected for Project Discovery, students must meet one or more of the following criteria:

- a. Department of Education Income Guidelines
- b. First-generation college student
- c. Receive free or reduced lunch and book

Project Discovery is sponsored by the Sussex-Surry-Greenville County Improvement Association, Inc.

Talent Search (Virginia State University)-Educational Talent Search is a pre-college educational support program designed to encourage academic success and the pursuit of higher education.

Tutorial Classes-Any student enrolled at Sussex Central High is eligible to participate in the remediation tutorial program. The tutorial program is designed to help students who are having trouble in core content courses. Transportation is provided by the county for any student who stays after school to participate in the program.

Summer R.I.S.E.-Remedial Intervention and Student Enrichment (R.I.S.E.) is designed to provide students with remediation in English/Reading, Geometry, Algebra, Biology, Earth Science, Chemistry, US & VA History, and World History. Students may retake the SOL test at the conclusion of the remediation.

Upward Bound Project (Virginia State University)- Upward Bound is a federally funded program to help motivate and provide individual and small group instruction to high school students with unfilled potential. Students receive extra help in their schoolwork by attending Saturday tutorial sessions and mid-week sessions. Students also participate in field trips to colleges and universities, cultural events and you will live on the campus of Virginia State University for six weeks during the summer.

Work Permits-Work permits for students fourteen and fifteen years old are issued in the main office in accordance with regulations of the Virginia Department Of Labor. The student must have a specific job for a work permit to be issued. No physical examination or fee is required. Please contact the department of labor for more information at <http://www.doli.virginia.gov/>

CLUBS AND ORGANIZATIONS

Academic Challenge-The Academic Challenge Team is available for interested students in grades 9-12. The team competes against other schools at the district and regional levels.

Beta Club-Jr. Beta Club-The Jr. Beta Club is a non-profit, leadership-service organization for middle school students. Membership in the Jr. Beta Club is an honor given to middle school students who demonstrate worthy character, commendable attitude, and creditable academic achievement (overall 3.0 semester average at the time being asked to join). The purpose of this club is to encourage and promote leadership, good character and high academic standards

Drama Club-This club is organized to give interested students a chance to express themselves in role interpretations. Along with this, students learn what goes on “behind the scenes,” with such concepts as blocking, staging, sound effects, settings, scenery, props, lighting and cueing.

Future Business Leaders of America-The primary purpose of Future Business Leaders of America is to provide as an integral part of the instructional program, additional opportunities for secondary students in business and office education to develop vocational and career supportive competencies and to promote civic and personal responsibilities. It is intended that classroom and FBLA activities be integrated in the business courses to meet the needs of all student enrolled. Student must maintain a “C” average in all subjects and be currently enrolled in a business class to join the organization.

Family Career Community Leaders of America-The Sussex Central Chapter of FCCLA is a local unit of Virginia Association of FCCLA, which is chartered by the National Organization of Family Career Community Leaders of America. The general objectives of FCCLA will be to help youth assume their roles in society through Family Consumer Science in areas of personal growth, family life, and vocational preparation and community involvement

All students enrolled in Family Consumer Science are members of the vocational organization, which

functions as an integral part of the Family Consumer Science Curriculum. The dues for the Sussex Central High School organization are paid by the Sussex County School Board.

Marching Band-The Sussex Central High Marching Tigers will provide music for half-time at all football games and will be an additional source of school spirit in support of our team. The Marching Band will also be appearing in many of the parades being held throughout our area during the homecoming and Christmas season.

Parent-Teacher-Student Organization-The Parent-Teacher-Student Organization objectives are to promote greater involvement of parents and other citizens of the community in the lives of the students. To promote greater student achievement, contribute to culturally enriching activities and to inform the community about students, staff, and activities at Sussex Central High School.

Student Council Association-The Student Council Association will provide opportunities for students to learn about planning, executing, evaluating activities, to understand the rationale for administrative decisions and to provide opportunities for students to see the SCA in its proper perspective-not as a “panacea” for all problems, but as a student organization, which is sensitive to the needs of the school and community.

Students who become members of this organization must have and maintain at least a 2.0 average. They must also show evidence of their being able to work cooperatively and harmoniously with students, teachers and administrators.

Yearbook-The yearbook is published annually and contains photographs and write-ups on the school, its students and its various activities. Those who work on the yearbook staff are involved in choosing the cover, soliciting ads, designing the individual pages and selling and distributing the book to students and to faculty.

FIRE DRILL RULES

- A. The signal for a fire drill is a loud continuous blast on the fire horn. The “all clear” signal will be a prolonged ringing of the bell system.
- B. Each room will post a fire evacuation plan for that particular room beside door.
- C. Each teacher should know and instruct his/her students about the proper way to exit the room during the fire drill.
- D. The following steps must be followed during a fire drill:
 1. Lights should be turned off, windows closed, and doors shut. Electrical appliance should be disconnected. The teacher should take the roll book with him or her.
 2. The teacher should leave the room last, making sure that no student is left in the room.
 3. Students should walk single file, staying as close to the right-hand wall as possible.
 4. Teachers should take their students a safe distance from the building and take roll. The teacher should report to the administrator in charge of any student who is missing or that all students are present.
 5. No teacher or student should enter the building until the “all clear” bell is sounded.

FIRE DRILL & EMERGENCY EVACUATION PLAN

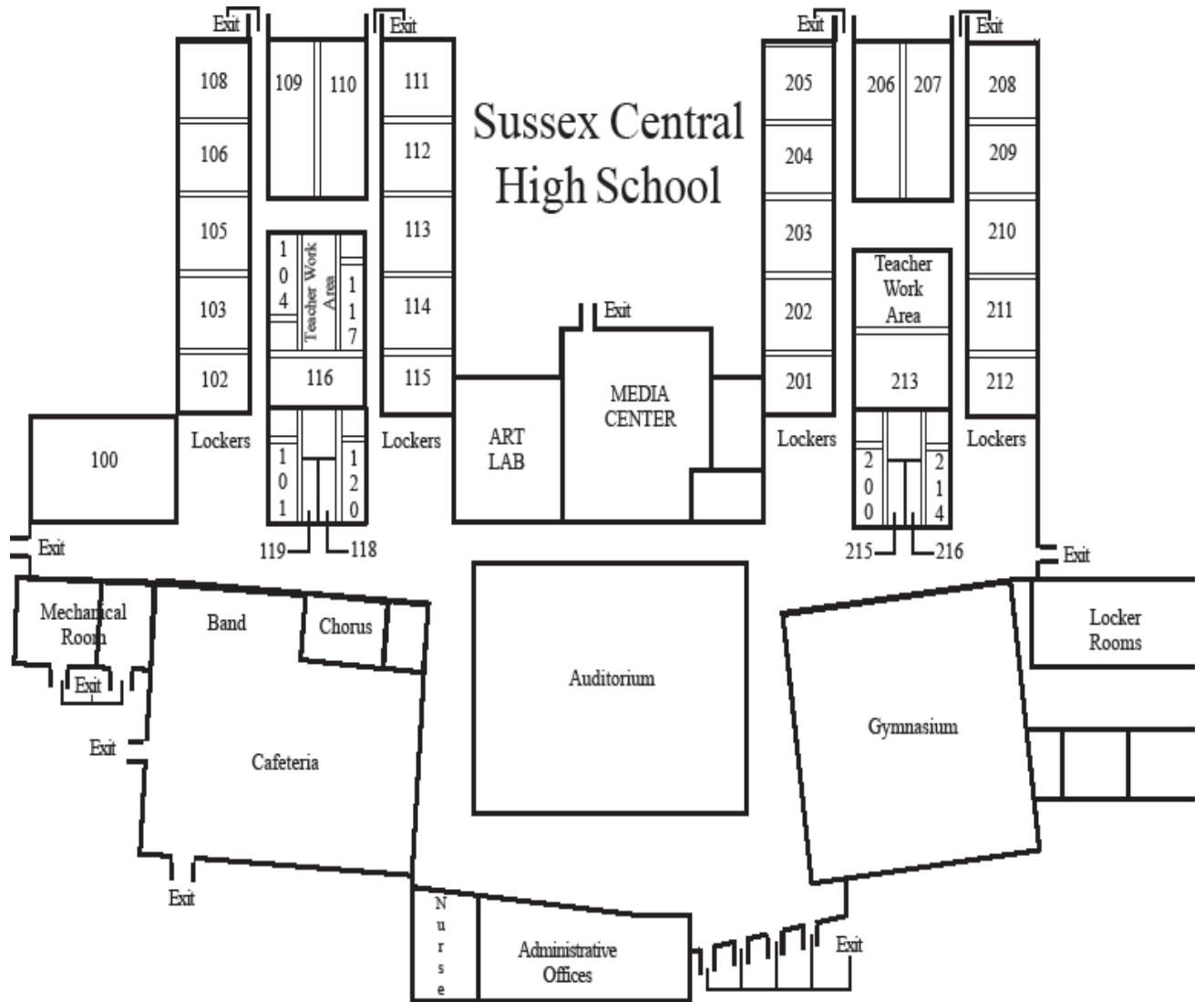
The following procedures will be used in case of a fire or fire drill. All persons in the building must participate. The pattern must not be altered as this plan has been studied and approved by the school and county officials:

1. Front office complex, auditorium, and gymnasium will use the main entrance and exit to parking lot.
2. Locker rooms, wrestling, and weight rooms will use their West exit and go to the staff parking lot.
3. Rooms 207, 208, 209, 210, 211, 212, 213 and teacher work area will use Southwest **B** exit to the Bus Parking Lot.
4. Rooms 201, 202, 203, 204, 205, and 206 will use the Southwest **A** exit to the Bus Parking Lot.
5. 215, 216 will use the West exit to the tennis courts.
6. Rooms 110, 111, 112, 113, 114, 115, 116, 117 and teacher work area will use Southeast **B**.
7. Rooms 102, 103, 104, 105, 106, 108, 109 will use Southeast **A**.
8. Art, band, chorus, janitors room, rooms 100, 118, 119, will use the East exit to the service road. Library exit out of their own back doors.
9. Cafeteria dining area will use the front outside exit of the cafeteria to the student parking lot.
10. Cafeteria workers will use the front outside exit of the cafeteria to the student parking lot.

TORNADO SAFETY PLAN

The following rules will be observed:

1. Administrative offices, I.S.S. and Clinic will use the hall in front of their offices.
2. Auditorium will use the hall on the West side of the auditorium.
3. Gymnasium will use the hall leading to the Locker Rooms.
4. 201, 202, 211, 212, 213, 215, 216 will use the hall beside their rooms and locker area.
5. 203, 204, 205, 206, 207, 208, 209, 210 will use the hall beside their classrooms.
6. Art and library will use the band and choral rooms.
7. 102, 103, 104, 105, 106, 108, 109,110,111,112,113,114,115,116,117 will use the hall beside their classroom.
8. 100, band, chorus, 118, 119 will use the Band Room.
9. Cafeteria will use the hall between the cafeteria and auditorium.



PARENTAL STATEMENT OF RECEIPT
2022-2023

I am the parent/guardian of the below named child, and by my signature, I acknowledge that I have received a copy of Sussex Central High School Parent/Student Handbook.

Signature of Parent _____ Date _____

Name of student _____

AGREEMENT BY THE STUDENT

I have read the Parent Student Handbook and agree to abide by the rules and regulations stated in it as well as all other expectations of good behavior and attendance.

Signature of the student _____ Date _____