

# melia Academy

## Student Handbook

P.O. Box 106

8741 North Five Forks Road

Amelia, Virginia 23002

Phone: (804) 561-2270

Fax: (804) 561-4934

[www.AmeliaAcademy.com](http://www.AmeliaAcademy.com)

E-mail: [contactus@ameliaacademy.com](mailto:contactus@ameliaacademy.com)

# Student Handbook

All Amelia Academy students and parents are required to acknowledge that they have read, understand and agree to abide by the rules and procedures of the Student Handbook. The handbook is available on the Web at [www.AmeliaAcademy.com/handbook](http://www.AmeliaAcademy.com/handbook). Please see the office if you require a printed version of this handbook.

I have read, understand and agree to abide by the rules and procedures in this handbook.

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Student Name (Please Print)

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Student Signature

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Parent Name (Please Print, Both Parents)

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Parent Signature (both Parents please sign)

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Date

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## MESSAGE FROM THE HEAD OF SCHOOL

Dear Parents,

On behalf of the entire Amelia Academy community, we believe we are entering "the most wonderful time of the year." Despite the prevailing belief, our faculty, staff and students are eager for school to begin. It is refreshing to hear our students say they want school to start. It will not be long now. It is with great excitement and anticipation that we welcome the community back for another year of academic excellence at Amelia Academy. While some of the names and faces have changed, the goal has not: to provide a college-preparatory education to the region that fosters a lifelong desire to learn. Several of the staff and administration have been on campus throughout the summer in preparation for the upcoming year, and our patrons and students will see a difference.

Despite the continued presence of the coronavirus, Amelia Academy will open with in-person instruction, five days a week. We thought last year was an isolated occurrence; now it appears this year may mirror 2020-2021 and could be another atypical year, with changes and requirements each individual must follow. The school will carefully monitor the situation and make the necessary moves in order to safely conduct school. We are confident our students, faculty, and staff will do what is asked and remain committed to making this academic year a success, no matter the circumstances.

Many of you want to know if there is a mask mandate. Until further notice, masks are recommended but not required. Also, if your child has been vaccinated, it would be a benefit to our administration to know. A form will be on our website for you to fill out, allowing the school to "contact trace" more efficiently.

The first day of school is Tuesday, August 17. That day will be a full-day schedule. Students are expected to adhere to the dress code from Day One. Please note that the cafe will not open until September 7.

For those in the community and region who have not been to our school in a while, or wish to learn more about Amelia Academy, we invite you to visit our campus. For those of you who are looking for a new educational experience, we invite you to investigate and see what we have to offer to your student, and how we can make a difference for your family.

Sincerely,  
Rodney Taylor

# Philosophy of Education

Our purpose is to develop in each student qualities of good character, leadership, scholarship and service. Opportunities are provided for each student to learn to think critically and to make intelligent choices. Our school stresses the importance of principled behavior with emphasis on honor, integrity and personal responsibility.

We endeavor to prepare our students for all levels of education beyond secondary school so that each student will adapt to a rapidly changing world and make a worthwhile contribution to our democratic society. The Board of Directors, administration, faculty and staff believe that our students should view their youth as a time of accomplishment in which they greatly expand their knowledge of themselves, our nation and the world. We want our students to experience and cultivate an awareness of intellectual, physical, social and emotional development as important ingredients in the quality of life.

Our function is to challenge our students at all academic levels and to instill just, moral and democratic values. We believe our students need experiences in responsibility, critical thinking, intellectual curiosity, creativity, leadership, decision-making and communication skills.

Since our student population encompasses several communities, we utilize this diversity to broaden our students' horizons and help them develop an understanding of others. We also host selected foreign students who help enrich the cultural diversity of the Academy.

## Educational Objectives

Amelia Academy's purpose is to instill basic skills — both academic and personal — in young people so that they may become leading citizens in our American society. Amelia Academy, through its Board of Directors and administration, has developed measurable standards that meet or exceed accreditation requirements of the Virginia Independent School Association. To accomplish this, challenging goals have been established. The efforts of our board, administration, teachers and parents are united in the fulfillment of these objectives:

- **To instill effective communication skills.** Students are provided the skills to pursue in-depth reading of materials and develop responses in written and spoken expression. Small classes afford all students many opportunities to engage in classroom discussion. As a result,

students develop confidence in critical thinking and analysis, abilities that serve them well in all of their academic pursuits.

- **To understand mathematical, scientific and social studies concepts.** Each student develops an understanding of mathematical concepts and computations (including computers), knowledge and appreciation of science as it influences lives, and a grasp of the significance of social forces in past civilizations.
- **To use measurement programs to individualize instruction.** The progress of each student is ascertained by measuring instruments, including standardized testing. Test results are used as diagnostics to help teachers individualize their instruction.
- **To identify and expand opportunities for gifted and talented students.** Students who have indicated exceptional abilities may choose the Honors option for core Upper School Classes. Lower and Middle School student evaluations may indicate the need for higher learning opportunities as well as potential advanced grade placement.
- **To benefit from counseling for college preparation and personal growth.** Qualified guidance personnel are available to all students. Each student receives support in selecting a college or technical school that coincides with his or her goals.
- **To capitalize on disruption-free learning and effective discipline.** Each student is assured the right to study free from disruption and is taught the responsibility of being a positive influence and supporting school policies.
- **Learn from qualified personnel.** Teachers are members of a professional learning community that requires ongoing professional development.

## Alerts

### Instant Alert

Keeping parents informed and involved helps to assure student safety and improve student success. With today's on-the-go lifestyles, it has become more difficult for schools to reach families quickly and effectively.

Gradelink's communication option is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear

message to the students' parents or guardians by telephone, cell phone, or e-mail. Instant Alert can also be used to notify you of a school closing due to inclement weather. It's an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes.

**When receiving a call from the Academy, we ask that parents check their voicemail before calling the school as it may be a message from the Instant Alert system.**

## School Closings or Delays

When weather conditions or any type of emergency forces the closing or delay of school, the report will be sent out on our Instant Alert and may be seen on television channels 6, 8 and 12. It should be noted that our decision does **not** coincide with Amelia County Public Schools' decision.

Careful thought is given not only to students who ride the buses but also to the students who drive to school and to the parents who transport their children to the Academy. Safety is the foremost consideration in the decision-making process. Parents may decide that more time is needed for transportation. This decision will be honored, and no student will be penalized for tardiness or absence. Working together during times of inclement weather is just another indication of the Academy family striving to provide the best education possible for our students.

## Fire Drill Procedures

The signals for a fire drill will be short, interrupted rings of the bell. Be sure that the windows are closed and lights and fans are turned off before the last person leaves the room. The last one to leave the room will be responsible for closing the door. March out in a single file without talking. Teachers are responsible for ensuring students are escorted outside of the school buildings. Exit directions are posted in each classroom.

## Tornado Drill Procedures

The warning for a tornado drill is a long continuous ringing of the bell. If this warning sounds, teachers are instructed to move their students to the nearest interior hallway wall as far as possible from outdoor entrances. Students are instructed to kneel down and cover their heads with their arms.

# Earthquakes

Regardless of the location on campus (hallway, classroom, or outside) it is important to know what to do in an earthquake. Within the building, teachers should instruct students to “drop, cover, and hold” should an earthquake occur.

- Procedures inside building:
  - Drop- drop down to the floor.
  - Cover- take cover under a sturdy desk, table, or other furniture. If that is not possible, then seek cover against an interior wall. Protect head and neck with arms. Avoid danger spots near windows, hanging objects, mirrors, or tall furniture.
  - Hold-if you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold the position until the ground stops shaking when it is safe to move.
  - In a multi-story building and an earthquake hits, follow the drop, cover and hold procedures. In the absence of a desk or table, move against an interior wall, and protect your head with arms. Once the shaking has stopped and it is safe to move, evacuate the building as quickly as possible.
  - If you are in a wheelchair, stay in it. Move to cover if possible, lock your wheels, and protect your head with your arms.
  - Once the shaking has stopped, and if you have been injured or are trapped in a building/room by falling debris, yell for help to notify others of your situation. If a window is available, hang a piece of clothing out the window to alert others of your location.
  - Once the shaking has stopped and it is safe to move, move to your designated assembly point and await instructions from the command center.
  - Evaluate situation and implement evacuation procedures if necessary. If required, evacuate to a pre-assigned assembly area at least 100 feet from the building. Teachers should take their grade book and check class roster to immediately report any missing students to the administration.
  - If required to leave the building, teachers should accompany students to an outside designated region, an open area away from trees, buildings, walls, and power lines until the shaking stops.

- If you are on a sidewalk near a building, duck into a doorway to protect yourself from falling bricks, glass, plaster, or other debris. Once the shaking stops, move to an assigned assembly point and await instructions from the command center.

## **Earthquake Alarm**

The Earthquake Alarm consists of long rings; students and staff drop to floor, take cover under desk or table, hold on until tremors subside.



# Fundraising

## Class Fundraising

Class fundraising projects must be approved by the Head of School.

## Picture Money

Individual pictures are taken early in the school year. Money is due when pictures are taken. Make-up and Spring pictures will be scheduled as announced.

## Student Fund

In the interest of accuracy and in consideration of the local bank, student club and organization accounts have been consolidated into one central account named "The Amelia Academy Student Fund." Clubs retain complete control of monies. However, to facilitate the system, the following procedures have been set for all clubs and organizations:

- Monies received by each club will be given to the Academy's appointed treasurer; he/she will issue a receipt.
- To expend monies, a voucher, which may be secured from the office, will be properly completed and presented to the treasurer. This voucher must be signed by both the treasurer and faculty adviser.
- All monies to be deposited must be counted and totaled before being deposited. Coins must be wrapped prior to being deposited. Wrappers can be secured from the treasurer.
- Clubs can ascertain their balance at any given time from the appointed treasurer. All monies collected are to be left in the Business Office.

# Student Regulations: Positive and Productive

## Behavior Skills Program

Parents, teachers, administrators and support staff working as a team can have a significant impact on students' behavior and accomplishments. Education has to work for all stakeholders. By implementing the following strategies, we **can** combine the need for positive classrooms that support the whole child with the need for accountability and improved academic performance.

- **Make Learning Relevant and Rigorous**

Students are more engaged in learning and retain knowledge better when they see that it is relevant and vital to their own success and happiness. By discovering students' talents, learning styles, and interests, teachers can adjust teaching methods and strategies.

- **Create a Classroom Code of Conduct**

A positive and productive classroom requires a common understanding of positive and negative behaviors. To establish this understanding, teachers ask students to identify the ways they like to be treated. This discussion elicits lists of behaviors that are respectful, fair, kind, and empathetic. Together, teachers and students conclude that treating others the way you want to be treated is the best code of conduct, and they agree that this code will dictate the behaviors that are appropriate for their classroom.

- **Teach Positive Actions**

Our students will learn positive behaviors in a thorough, consistent, systematic way; we cannot assume that students just know them. The keys are as follow:

- The importance of doing positive actions to feel good about themselves.
- Positive actions for a healthy body (such as nutrition, exercise, and sleep).
- Positive actions for the intellect (such as thinking, decision-making, and problem-solving skills).
- Positive actions for self-management (such as managing time, energy, emotions, and other personal resources).

- Positive actions for getting along with others (such as treating others fairly, kindly, and respectfully).
- Positive actions for being honest with oneself and others (such as taking responsibility, admitting mistakes, and not blaming others).
- Positive actions for improving continually (such as setting and achieving goals).

- **Instill Intrinsic Motivation**

People need to feel good about themselves. In using a positive approach, teachers help students understand that people are likely to feel good about themselves when they engage in positive actions. The three-step process for choosing positive actions: First, we have a thought; second, we act consistently with the thought; third, we experience a feeling about ourselves based on the action. That feeling leads to another thought, and the cycle starts again. With practice, students learn that if they have a negative thought, they can change it to a positive one that will lead to a positive action and a positive feeling about themselves — a powerful intrinsic motivator. With repeated reinforcement by the teacher and administrator, this simple explanation helps students understand and improve their behavior in any situation.

- **Reinforce Positive Behaviors**

Teachers can strengthen intrinsic motivation by recognizing and positively reinforcing positive actions when they see them. Recognition of students doing the right thing is very effective. When students make the connection between their performance and feeling good about themselves, intrinsic motivation is enhanced and positive behaviors continue.

- **Engage Positive Role Models**

Families and community members are encouraged to be engaged in their children's education as positive role models for all the students. Educators can integrate leaders from the community into many classroom and school activities, such as curriculum activities, assemblies, committees, after-school events, and homework.

- **Always Be Positive**

The most important strategy, yet often the most difficult to carry out, is to be positive at all times in the educational environment. There is always a positive way to respond to a situation. A positive attitude is the change agent that will create positive classrooms and schools that produce happy and successful students.

# On the Bus

The following rules for riding an Amelia Academy bus are to be in effect at all times.

- No throwing of articles permitted (inside or outside the bus).
- Students must remain seated while the bus is in motion.
- No horseplay will be permitted.
- No parts of the body may be outside of the bus.
- Aisles are to be kept clear.
- Food and drinks are not permitted on the bus.

Guidelines for student behavior problems on buses were set forth by the Board of Directors on February 15, 1984.

If a student violates "proper behavior" on a bus, the following four-part steps of action may be taken:

- **Part I – First Offense:** Student will receive a warning, and a notice will be sent home to parents stating consequence for misbehavior on the bus.
- **Part II – Second Offense:** Student will be given a one-week suspension from riding the bus.
- **Part III – Third Offense:** Student will be suspended from riding the bus for the balance of the semester.
- **Part IV – Fourth Offense:** If all of the above offenses happen during the first semester, the student will begin the second semester on Part III, meaning the next offense will result in the loss of riding privileges for the remainder of the school term.

# In the School

## Consequences of Violating School Regulations

Students violating general school regulations are subject to one or more of the following consequences:

- Warning and parental notification.
- After-school detention and parental notification.

- In-school suspension and parental notification.
- Out-of-school suspension with or without the chance to make up missed assignments and parental notification.
- Recommendation to the Board of Directors for expulsion from the Academy.

Additional consequences for violation of school regulations are noted throughout this handbook.

## General Regulations

- Electronic devices are not allowed to be used by individuals during school hours unless directed by a faculty or staff member (this includes cell phone use).
- No gambling in school.
- Students should **not** be in the parking lot during break, lunch or class time without permission.
- No profanity by students or staff at school and during school functions.
- No gum allowed.
- Students who show disrespectful and rude behavior toward persons in authority and toward each other will be subject to the discipline process.
- Reckless or irresponsible driving in the school parking lot will result in the loss of driving privileges.
- Food or drinks will not be allowed in the classrooms unless approved by administration (permitted only in the café).

All students on any school-sponsored trip are governed by the Student Code of Conduct. All rules and regulations, including the dress code, must be followed. It is the responsibility of the teachers and/or chaperones to report violations to the administration. Any changes to the dress code for field trips must be approved by the head of school **prior** to the trip.

## Attendance

### **Excused Absences**

In the interest of sound academics, absences of students should be limited to illness or deaths in the immediate family.

Students with excused absences will be permitted to make up missed assignments.

A signed note requesting early dismissal of a student must be presented at the beginning of the school day and must have a phone number where a parent may be reached.

Parents arriving to pick up their children for an early dismissal must remain in the office.

## **Unexcused Absences**

**First offense:** A student who misses school for an unacceptable reason may receive "0" for all work missed and will not be permitted to make up the assignments.

**Second offense:** The student may be assigned detention after school hours.

**Third offense:** May result in an in-school suspension for one day.

**Fourth offense:** The student may be sent home and not be permitted to return without a parental conference with the administrator. The student must be present at the conference.

## **Board Policy on All Absences**

Students in grades 9 – 12 missing in excess of ten days in a class per semester will not receive credit for that class. If an extenuating circumstance should arise, the parent, student and administration must meet to discuss that situation with the Head of School. Please note that the accreditation of Amelia Academy through the Virginia Independent School Association requires that the Academy meet the proper number of classroom hours for students to receive credit.

## **Tardiness to School**

Students who report to school after 8 a.m. must have a note at the time of arrival to be excused from being tardy. The Head of School will determine whether the tardy is excused. **If a student is tardy to school more than nine days per semester, excused or unexcused, or has three unexcused days to school tardy, the parent will be notified and a conference may be necessary with an administrator, student and parent.**

## **Tardiness to Class**

The teacher will mark a student who is late to a class tardy. This tardy will be considered unexcused unless the student has a written note signed by an administrator, teacher or office personnel. Students are expected to be seated in all classes, before the ringing of the tardy bell.

The bell signifies that the student is tardy. Parental notification will be necessary and disciplinary action taken towards students who are tardy to class more than three times during a semester.

Teachers should document and file the dates of all tardies (may be kept in attendance book). All contacts with parents should be documented and filed; documentation should include date, the person contacted and the response of the student and/or parent.

## Leaving School Grounds

Students are not permitted to leave the school grounds during the school day unless they receive permission from the office and a signed note or text/phone call from the student's parent granting permission. Failure to comply may result in parental notification and referral to administration for disciplinary action.

## Cell Phones

**Students are not allowed to use cell phones during school hours unless directed by a member of the faculty/staff. Students are to turn off cell phones upon entering the Academy. Cell phones are not to be set on silent or vibrate. It is the responsibility of the student to secure his/her cell phone in their automobile, locker, book bag/, or in a secure location determined by the instructor. These are the only locations where the phone should be secured.**

Students are not to receive phone calls or text messages on their cell phones during school hours. In case of emergency, the parent should phone the office, (804) 561-2270, and the student will be summoned quickly to the office. Students are not to use cell phones during school hours unless given permission by a teacher or administrator. This includes breaks, lunch, and class changes. Violation of this regulation will result in the confiscation of the phone for return to the parent or guardian. Repeated violations will result in greater consequences. Use of a cell phone for text messaging, photographing, videotaping, or recording during school hours is strictly prohibited.

# Dress Code

**Revised by Dress Code Committee and Adopted by the Board of Directors; June 2008; Revised July 2012; Revised August 2013. Revised August 2014. Revised 2018**

## **PreK-2 grade**

- Students are not to wear open-backed shoes. All shoes must have at least a strap to hold the shoe on the foot. It is recommended that Lower School students wear tennis shoes.
- Students may not wear clothing with holes.
- Students must have on shirts and shoes at all times.
- Students may not have haircuts such as Mohawks, rat-tails, initials cut into hair or other styles that are deemed unacceptable.
- Students will not be allowed to have tattoos (fake or real) showing in school or at school sponsored events. This includes travel on Amelia Academy buses.

## **All Students grades 3-12**

- All students are asked to **wear collared shirts**, tucked neatly inside of pants buckled at the waist during school hours. **Girls only may have a blouse without a collar not tucked inside.**
- Students may wear official Amelia Academy clothing.
- Students are not to wear open-backed shoes without the approval of the administration. All shoes must have at least a strap to hold the shoe on the foot.
- Students must practice proper hygiene and grooming.
- Students may not wear sweatpants, leggings as pants, tank tops, short tops (no midriiffs showing), and clothing with holes or see-through areas in classrooms or halls.
- Students **may not** have head coverings in the buildings. (Any type of hat)
- Students who wear dresses or skirts must wear them at an appropriate length. (With arms extended straight down the side, fingers must touch cloth.)
- Students must wear shirts and shoes at all times. This includes practices or extra-curricular activities of any kind associated with Amelia Academy.
- Students may wear shorts that are knee length year-round.



- Students may not have haircuts such as Mohawks, rat-tails, initials cut into hair or other styles that are deemed unacceptable.
- Female students only may wear earrings during school hours or on official school trips. This includes travel on Amelia Academy buses.
- Students may not display tattoos (fake or real) in school or at school-sponsored events. This includes travel on Amelia Academy buses.

## Field Trip Attire

Students are representing our school and, as such, they will dress with collared shirts and dress pants or khaki pants; dress skirts or khaki skirts; or dress shorts or khaki shorts. **There will be no exceptions unless the planned field trip is to a site where the students may be working.**

## Consequences for Violating the Dress Code

Students are warned and allowed to amend dress to comply with Academy code. If dress cannot be altered to conform to code, the school will notify the parent. Repeat violators will face consequences that may include one or more of the following:

- Conference with administration
- Parental conference with student and administration
- Detention after school
- In-school suspension
- Out-of-school suspension
- Appearance before the Board of Directors

## Drug and Alcohol Policy

Drug and/or alcohol consumption by a minor is illegal. As a student of Amelia Academy, any social drug and/or alcohol use will not be tolerated (on-campus or off-campus). Students alleged to have consumed drugs or alcohol (on or off-campus) may face disciplinary action which could result in expulsion from the school.

Drugs and alcohol are not to be used nor be in the possession of a student on school property or at school-sponsored events.

Teachers should remain alert for any symptoms or behavioral changes indicating the potential use of drugs or alcohol by students.

Teachers are to notify the Head of School if they suspect a student is under the influence of drugs or alcohol.

## Fighting

Fighting will not be tolerated and will result in suspension or a recommendation for expulsion.

## Medications

**All medications are to be kept in, and dispensed from, the office. There will be no sharing of medication.**

## Smoking

Students are not permitted to smoke, use, or be in possession of, tobacco in any form, including chewing tobacco, vaping devices and vaping pods, in the school building, on the school grounds, or when representing the Academy at school-sponsored trips or events. The possession of tobacco products by people under the age of 18 constitutes a violation of the Virginia State Judiciary Code.

## Stealing

Stealing will not be tolerated at Amelia Academy. Any student who violates this regulation will face suspension and may be recommended for expulsion.

## Vandalism

Any destruction of school property, including textbooks, will result in the following consequences: financial restitution will be collected and possible suspension or expulsion may occur.

## Weapons

No guns, knives, or weapons of any kind will be permitted on school property at any time. Possession of such items will result in a student being suspended or recommended for expulsion.

## Lost and Found

The office will provide a box for lost and found items. All items will be kept for a minimum of one month.

# In the Classroom

## Curricula

### Method of Grade Point Average Determination

The method for figuring GPA is as follows:

<b>Number Grade</b>	<b>Letter Grade</b>	<b>Grade Points</b>	<b>Honors Points</b>
100 – 93	A	4.0	5.0*
92 – 85	B	3.0	4.0*
84 – 77	C	2.0	
76 – 70	D	1.0	
69 – Below	F	0.0	

\* An additional grade point is added to the average for students who receive an A or B in an honors course.

For honors, such as the honor roll, students will need to have attained a 3.0 (85 minimum). End-of-year academic awards will be based upon attaining an overall average of 3.0 for the academic year.

## Valedictorian/Salutatorian

The requirements for being valedictorian/salutatorian are based on the top two GPA scores of seniors who have attended Amelia Academy for three consecutive years. Other academic criteria such as Honors requirements, may be utilized to determine class rankings.

## Honor Roll

The requirements for honor roll in the Middle and Upper Schools are as follows:

- No academic grade below an 85

The requirements for honor roll in the Lower School are as follows:

- All As and Bs
- No "U" in citizenship

Students who make the honor roll for one nine-week grading period will be recognized by a "special acknowledgement reward" for their successful achievement during the next reporting period.

## Exam Grades

Students in grades 8 – 12 take exams at Amelia Academy. Exam grades make up 20% of a student's semester average.

## Progress Reports

Progress reports will be sent to parents halfway through each grading period for all students. They will be sent home via the students. Progress reports should not be the first notification to parents that there is a potential problem. Parents should check Gradelink accounts regularly to stay informed about their children's academic progress.

# Retention Policy

**K – 8:** Students will be retained if they fail two major subjects: Reading, English or Mathematics; OR one major and two minor subjects. (Teachers, guidance counselor and head of school meet to decide if retention/advancement is in order.)

**9 – 12:** Students have the option of completing a failed course in an accredited summer school.

# Class Schedules

Beginning with Grade 5, students change rooms for classes.

Schedules may be changed until the first progress reports go home, only with the written permission of the student, parents and teacher(s) and only after a conference between the student and the guidance counselor.

Amelia Academy issues a 24-, 26- and 28-credit diploma. The following are the requirements of each:

	<b>24-Credit Diploma</b>	<b>26-Credit Diploma</b> <i>2 honors credits required</i>	<b>28-Credit Diploma</b> <i>4 honors credits required</i>
English	4	4	4
Health and Physical Education	2	2	2
Social Studies	3	4	4
Foreign Language	-	3	3
Mathematics	3	4	4
Laboratory Science	3	4	4
Electives	9	5	7

Note: In addition to the completion of the credit classes, the Academy requires that every senior write and deliver a senior essay to the student body during Senior Chapel Talk. This exercise is under the direction of the English Department and is a requirement for graduation.

Amelia Academy requires or offers (if interest exists) the following classes:

Algebra I, II	Health and Physical Education/Drivers Education
American Politics	History 6, 7
Anatomy and Physiology	Journalism
Art I, II	Physical Science
Bible	Physics
Biology	Pre-Algebra
Business Law	Pre-Calculus
Calculus	Psychology

Chemistry  
Civics  
Computer  
Early U.S. History and Constitution  
Earth Science  
Economics  
English 6, 7, 8, 9, 10, 11, 12  
Environmental Science  
General Mathematics  
Geometry  
Government

Religion  
Shop  
Sign Language  
French I, II, III  
Speech/Composition  
United States History: 20th Century to Present  
World Geography  
World History  
World Religion  
Yearbook

Note: Three years of the same foreign language is a state requirement for the 26-credit and 28-credit diploma.

## Bell Schedule

8:00 – 8:05	Homeroom
8:10 – 9:00	First Period
9:05 – 9:55	Second Period
10:00 – 10:50	Third Period
10:55 – 11:45	Fourth Period
10:45 – 12:10	Lunch
12:15 – 1:05	Fifth Period
1:10 – 2:00	Sixth Period
2:05 – 2:54	Seventh Period

## Book Rental and Sales

Amelia Academy has a rental system for most books. The books are rented for one year for approximately one-third of the original cost. Loss or damage of rented books will be billed to the student at the end of the school year.

Some books, mainly those which would be unsuitable for reuse, are to be purchased by the individual student.

# Cheating, Forgery and the Honor Code

Teachers are to report any instances of cheating, plagiarism or dishonesty to the head of school. Dishonesty by students may result in a zero on the assignment. The student violating this rule may be suspended. Repeated incidents will result in a letter of recommendation to the Board for expulsion.

Teachers in grades 6 – 12 are expected to have their students write and sign the following Honor Code pledge at the end of tests and exams: **"I have neither given nor received any information on this examination nor am I aware of anyone who has."**

## Discipline Procedures for Violating School Regulations

- **First offense:** Teacher has a conference with the student.
- **Second offense:** Teacher contacts the parent.
- **Third offense:** Teacher arranges conference with the parent and student.
- **Fourth offense:** Teacher refers the student to administration for disciplinary action.
- **Fifth offense:** Violations deemed severe by the teacher may be referred directly to administration. The administration will arrange a conference with the parent, teacher and student.

## Detention

Detention will consist of one or two hours of work to be done after school and will be used in varying degrees for both minor and major infractions.

Because of our transportation situation, the student will be assigned the day(s) within **one** week of the problem for his/her detention. Failure to report for detention is a separate violation.

Teachers will not supervise this work. The student will be told what to do, will be given the materials and told that if it is not done correctly, another two-hour stint will be given. Tasks will consist of anything that needs to be done around our school: washing windows, painting, touch-up cleaning, cutting grass, trimming work on the playground and athletic fields.

The student may leave when he/she has completed the assigned tasks and/or is dismissed by the staff member monitoring their detention.

During the day or days of detention, students will not be allowed to attend extracurricular activities either before or after completion of work assigned.

### **Suspension – In-school**

In-school suspension is an opportunity for a student who has a problem with behavior, tardiness, or unexcused absences to be disciplined without having his/her academic work suffer. Parents will be notified, and the following occurs:

- The student is placed in a room alone and is not permitted any contact at all with any of the other students. For example: he/she eats lunch alone.
- The student's teachers will provide assignments to be done for that day. A "0" will be given on all work not completed during that day.
- The student must leave school at dismissal and cannot stay for any activity or attend any school-sponsored activity that afternoon or evening.

### **Suspension – Out-of-school**

Out-of-school suspension results in the student being placed in isolation for the remainder of the school day or sent home immediately. The student may receive a "0" on all work missed or may be given assignments to be completed and turned in upon returning to the Academy.

The student cannot attend any school functions until reinstated. Parents will be notified of the out-of-school suspension. The parents must accompany the student back to school for a conference before reinstatement.

## **Student Assistants**

The use of student assistants in certain teaching areas of the school allows:

- the student an opportunity to experience working in these areas as a possible vocational choice.
- the student to learn to use his/her time more prudently in school.

Student assistants must demonstrate a need for the experience and receive approval from the head of school. Students will receive a credit for the class time spent as an assistant and be held accountable for the achievement of specified objectives.



The teachers are to plan carefully for the use of these students in instructional programs including lesson planning, presentation, supervision, and evaluation.

## In the Gymnasium and on the Field

# Athletics Rules and Regulations

### Gymnasium Use

The gym may be used only for school functions and benefits. For activities not related to the school, permission to use the gym must be granted by the Board of Directors.

Student groups using the gym must be properly supervised by adults with prior permission from the Board of Directors.

As an aid to maintaining the floor, activities and footwear must be appropriate to avoid damage to the floor.

### Athletics Program

Interscholastic competition provides students with physical, mental, and emotional experiences, which benefit not only the individual but also the school and community. Participants have an opportunity to acquire qualities of total fitness, self-discipline, loyalty, and a sincere devotion to a cause greater than themselves.

Winning will always be kept in the proper perspective at Amelia Academy.

Participation in the athletics program is a privilege granted students in return for compliance with rules and conditions. Students should familiarize themselves with the rules and regulations which govern participation in our programs.

#### **Sports Played**

Fall Cross Country

Fall Girls Volleyball

Winter Girls Basketball

Spring Golf

Spring Softball

Spring Baseball

All sports may be subject to team try-outs if the number of athletes is greater than 15 or the number of athletes on a team may cause unsafe conditions.

## Athletics Goals and Objectives

The ultimate goal of athletics is to help each participant become an effective citizen in society through the accomplishment of specific objectives:

- Learn teamwork and develop self-discipline, respect for authority, and the spirit of hard work; place the team and its objectives higher than personal desires.
- Strive for success and learn to accept defeat by striving to win through earnest dedication; develop a desire to strive to the best of one's ability.
- Display good sportsmanship by learning to treat others as one would wish to be treated, developing emotional control, honesty, cooperation and dependability. Good sportsmanship shows good representation of self and school.
- Continue to improve and reach toward goals by diligently practicing skills and consistently adhering to desirable habits and characteristics.
- Enjoy athletics by acknowledging the personal rewards derived from sports and giving sufficiently in order to preserve and improve the athletic program.
- Educate the student body to enjoy sports while maintaining good sportsmanship.
- Promote morale, school spirit, and loyalty by providing activities, which the whole community can support.

## Rules and Regulations for Student Athletes

A student athlete must receive an adequate health examination from a doctor and **may not practice or participate without the approval of a doctor**. A new physical is required for each new school year. The last year's physical will not be accepted for the new school year.

A student athlete must turn in an Information Emergency Sheet, Health Examination, and a Participation Pledge before he/she is allowed to practice or participate in games.

A student athlete must participate/practice seven days before being allowed to participate in a game.

A student athlete is responsible for turning in the following forms:

- Physical Examination
- Emergency Information

These forms may be turned in at the beginning of each sport season or to the athletic director at the start of the school year. Forms are available in the office.

## **Attendance**

A student athlete who has been absent from school all day may not practice or participate in a game after school. Extenuating circumstances may be given special consideration by the administration.

A student athlete must be in attendance for at least a half day on game days.

A student athlete who misses five consecutive days of practice and/or games due to injury or illness must be recertified by a note from his/her doctor before returning to competition.

## **Academic Eligibility**

Amelia Academy will follow the VCC standards established for "Bona Fide Student Athletes." While the VCC has mandated minimum criteria to be attained in order to be a student athlete, AA will impose more stringent standards for students in order to play athletics. Students will need to have an overall GPA of 2.0 and cannot have more than two (2) "F's" on any Progress Report or Report Card. The status of any student who is unable to gain the minimum benchmark will be reviewed by the administration.

## **Travel**

Student athletes are required to travel to and from competitions on the team bus under the supervision of a coaching staff member unless given permission by the head of school because of specific circumstances. If a parent wishes to take a student home from an athletic competition, parents must sign his/her child out with the coach after each contest.

## **Equipment/Uniform**

Student athletes are responsible for returning all equipment/uniforms issued during their sports season. The student athlete will be financially responsible for any lost, stolen, or damaged

equipment/uniforms. No student athlete will receive an athletic award, nor will further equipment/uniforms be issued, until all outstanding equipment has been returned and all financial obligations have been met.

All equipment/uniforms must be returned to the coach within one week of the completion of the sports season. If not returned within one week, the student may be financially responsible.

## **Conduct of an Athlete**

The conduct of an athlete is closely observed. An athlete's conduct is a reflection of Amelia Academy. It is important that behavior be above reproach both on and off the field/court. Athletes are not to use profanity or unsportsmanlike tactics. The student athlete is always courteous and congratulates the opponent on a well-played game whether winning or losing. All complaints or observations of improper conduct will be handled by the coaching staff and/or administration.

## **In the Classroom**

In the academic area, a good athlete becomes a good student. If an athlete is unmotivated in the classroom, the same result will occur on the field/court, and he/she may never reach his/her full potential. Refer to this handbook for disciplinary action that may keep students from participation.

## **In School**

The way athletes conduct themselves in school is of great importance. Athletes are being observed and therefore must be good leaders. Refer to this handbook for disciplinary action that may keep students from participation.

# Computer Lab Rules and Regulations

- No food or drinks around the computers.
- Permission for students to use computers will be granted only by authorized persons and only at times agreed upon by the computer teacher and approved by the head of school.
- Students must abide by the "Code of Conduct: Appropriate Use of Computers, the Internet and E-mail." Student computer privilege may be revoked if the student violates any of these guidelines.
- Additional rules may be posted as needed.

## Appropriate Use of Computers, the Internet and E-mail

Amelia Academy recognizes that a code of conduct for our students includes student postings, interactions, and exchanges on internet websites, web pages, personal blogs, and e-mail. Threats made toward any member of the school community violate the behavior we expect of our students. Posting comments or pictures that harass, intimidate, or ridicule another is unacceptable behavior in our community. This code is in effect regardless of where the posting originated--school, home, or elsewhere.

The school reserves the right to limit access to specific websites through the school's network that it deems offensive or disruptive to the school environment. The overriding spirit of Amelia Academy is to show respect and support for all members of our community.

Students agree that they will:

- not use a computer without permission from a teacher.
- not access the Internet without a teacher present.
- not damage a computer or harm other people or their work.
- not install shareware, freeware, or any other type of software.
- not view, send or display offensive messages or pictures.
- not waste limited resources such as disk space or printing capacity.
- not trespass into another persons' folder, work, or files.

- notify a teacher immediately if, by accident, he/she encounters materials that violate these rules.
- not use a school computer to check personal email and/or personal Web sites.

Violating these rules will result in possible loss of computer/Internet privileges, payment for damages to computer equipment and/or consequences by the administration.

## In the Library – Library Policies

### Loan Policy for General Collection

The loan period for books in the general collection is two weeks for Middle and Upper School students. The loan period may be extended an additional two weeks by renewal. **No book may be checked out longer than four weeks** unless arrangements are made with the librarian. Lower School students return and/or renew their books weekly.

### Renewal of Books When Librarian Is Not Present

- For Lower School students, pull the original loan card from the date due file box (arranged by grades pre-kindergarten through fifth). For Middle and Upper School students, pull a card from the appropriate folder on the librarian's desk.
- With pencil, complete the book card with the name of the student and the new due date.
- Students should sign their name and grade on the book card.
- Place the card in the appropriate folder (K-5, Middle School, Upper School) on the librarian's desk.

Students are responsible for books checked out in their name. Books should not be loaned to other students as the student will be responsible for any overdue fines and lost or damaged books.

# Overdue Books

There will be overdue fines for books not returned on time. The student has the responsibility of returning the books on time, renewing the book, or paying the fine. This policy will be enforced. If books have not been returned or the fines not paid, report cards will be held.

## **Fines**

- \$.05 a day up to two weeks after due date
- \$.25 a day after two weeks overdue
- Cost of book for books not returned within a month of due date.

# Reference Books and Overnight Loans

## **Reference Books**

Books having a pink overnight card in the book pocket may be checked out overnight. Overnight book cards should be signed, dated, and placed in the appropriate folder by grade. Overnight books are due by 8 a.m. the next morning before the first class of the day.

## **Fine**

A fine of \$.50 per day will be due for overnight books not returned on time.

## **Magazines**

New magazines on the rack are to be read in the library. Back issues of magazines are kept primarily for use by students doing reports; however, they may be borrowed overnight for general reading.

## **Checking out magazines**

Each magazine has a pink title card in the folder labeled magazines on the librarian's desk. Students must sign the card and write the issue date of the magazine in the first column. The card is then placed in the file labeled magazines.

## Returning magazines

Students should pull the title card and line through their name. Place magazines on the librarian's desk. Return title card to the folder on the librarian's desk.

## Audiovisuals

Audiovisuals and materials stored in the audiovisuals room are for teachers' use only. There are **no exceptions** to this rule.

## Conduct and Behavior

The purpose of the library is for studying, research and checking out books. The following rules of conduct will apply:

- Conversation should be kept to a minimum. The library should be quiet at all times.
- **No** running or playing in the library.
- Each student is responsible for keeping the library neat. Chairs should be under the table and magazines returned to shelves.
- Students are **not** allowed to sit on the tables.
- **No** food allowed in the library except for scheduled meetings. Drink cans and paper wrappers must be disposed of, and tables cleaned off before leaving the library following a meeting.
- Library shelves should be kept neat and in order.
- Students should not use or disturb materials in or on the librarian's desk except for items used in checking out books.

## Appropriate Use of Computers, the Internet and E-mail

Students are reminded that they are required to follow the [\*\*Code of Conduct for Appropriate Use of Computers, the Internet and E-mail\*\*](#) while using any computers or electronic devices at Amelia Academy.

## In the Café – Café Policies



Our café will offer items for sale at lunch, game concessions, and during the morning break. Menus will be posted at school and on the [Academy Website](#).

Any group wanting to use the café for a fundraiser outside of school hours should contact the Head of School for approval and scheduling.

## Café Rules

- No pushing, shoving, or horseplay in the café.
- All food and drinks brought to or served at school will be consumed in the café unless special permission is granted by the Head of School.
- Students will be dismissed from their tables by the teacher(s) on duty at the end of lunch. They will not be allowed to leave until their table and surrounding area is clean.
- The noise level in the café is expected to be kept at a reasonable level as determined by the teacher(s).
- All students are expected to remain in the café during their lunch period, whether they are eating or not, unless given permission to attend another supervised activity.
- All trash should be carried to and placed into the trash receptacles.
- No throwing of anything in the café.

## Student Activities

A variety of clubs and organizations are available for students. For more information, contact the office at (804) 561-2270 or [contactus@ameliaacademy.com](mailto:contactus@ameliaacademy.com).

# Student Government Organization – To the Students of AA

You are the Amelia Academy Student Government Organization. A progressive SGO can only come with your help and cooperation. You have elected the following officers to help guide you throughout the year:

The aims of the SGO are:

- To serve as the link between the student body and the administration through student-elected officials, representatives, and faculty advisers.
- To serve as the coordinating agent for all major activities desired by the student body.
- To improve parliamentary procedure throughout the school.
- To participate in the Adopt-A-Highway project.

## Constitution of the AA Student Government Organization

### **Article I. Name**

**Section I.** The name of the organization shall be the Amelia Academy Student Government Organization.

### **Article II. Affiliation**

**Section I.** The purpose of this organization shall be to develop good citizenship, promote harmonious relations throughout the school, provide a forum for student expression, provide orderly direction of school activities, and promote the general welfare of the school.

### **Article III. Membership**

**Section I.** This organization shall consist of all the bona-fide pupils of ninth through twelfth grades.

### **Article IV. Dues**

**Section I.** The amount of dues for this organization shall be decided each year by the executive committee or council. There shall be no payment of dues required in order to vote or hold office.

## **Article V. Officers**

**Section I.** The officers of the organization shall be a president, vice-president, secretary, treasurer, and reporter/photographer.

**Section II.** Nomination and Election.

- In the spring, two candidates for each office shall be nominated by the student council and presented to the student body. At that time, additional nominations may be made from the floor.
- Candidates must be a bona-fide student of Amelia Academy in eighth through twelfth grade. The candidate shall have shown maturity and initiative in accepting responsibility and shall be approved by the head of school and/or the assistant head of school, the advisers and the executive committee of the Student Government Organization. Any ballot with a write-in vote will not be counted.
- There shall be a definite time for campaigning under the direction of the student council. Voting shall be made by secret ballot in the homeroom or in a special voting booth set up by the student council.
- The tally of votes and announcement of winners shall be made by the executive committee who are not running for office.
- In case of a tie, the winner will be selected by vote of the student council after the student body has been notified of the tie and sufficient time has elapsed for the students to contact their representatives.
- Whenever the vote between the candidates are within 10 votes or less, the candidates will be informed of this and given the right to request a recount.

**Section III.** Duties of the Officers

- The President shall preside at all meetings, call special meetings when necessary, and assume such other duties as are generally associated with this office. The President shall also serve as an ex-officio member on the Board of Directors.
- The Vice-President shall perform the duties of the President in his/her absence, serve as program chairman, keep an account of committee reports, and shall be in charge of the objectives and evaluations of each organization. In addition, he/she will also be in charge of reviewing all clubs, constitutions, and subcommittees within the SGO.

- The Secretary shall keep the minutes of all SGO assemblies, executive committee meetings, handle all of the official correspondence, keep a file of all correspondence of the student council, and keep a record of committee reports.
- The Treasurer shall have charge of all SGO funds, both collection and disbursement, and shall maintain an accurate record of all such funds. He/she shall make a monthly report on the SGO financial condition to the SGO council and student body.
- All officers must prepare and file a yearly report.

#### **Section IV. Vacancies**

- In case of a vacancy in the office of President, the Vice-President would take his place.
- The office of Vice-President and other vacancies shall be filled either by SGO officers or by the Student Body.
- Representatives shall be elected by their homeroom.
- Committee Chairpersons shall be appointed by the President.

### **Article VI. SGO Council**

**Section I.** There shall be an SGO Council composed of the officers of the SGO, one representative from each homeroom. They are entitled to one vote.

#### **Section II. Duties of the Council**

- It shall be their duty to keep their class informed of all council decisions.
- It shall be their duty to cast votes in the council meetings.
- It shall be their duty to take his class opinion to the council. It shall be their duty to attend all council meetings.

### **Article VII. Advisers**

**Section I.** The faculty adviser/advisers shall be chosen, by the Head of School.

**Section II.** The adviser does not vote.

### **Article VIII. Meetings**

**Section I.** There shall be a student council meeting at least once a month.

**Section II.** Special meetings of the student council or the entire membership may be called by the President and Adviser or three of the council members.

**Section III.** Committee meetings may be held once a month or at least four times per year.

#### **Section IV.** Order of business for a meeting of the entire student body

- Call to order
- Reading of the minutes
- Statements of the Treasurer
- Reading of communications
- Reports of standing committees
- Reports of special committees
- Unfinished business
- New business
- Announcements
- Program
- Adjournment

#### **Article IX. Parliamentary Procedures**

**Section I.** The parliamentary procedure shall be under Robert's Rules.

#### **Article X. Amendments**

**Section I.** A proposed change must be submitted in writing at a regular meeting. The homeroom representatives will vote according to the majority vote of their homeroom. This constitution may be amended by a two-thirds majority vote of the SGO Council.

#### **Article XI. Committees**

**Section I.** Standing committees should always be created on the basis of need for the committee. The committees shall be Special Projects and Scrapbook.

**National Honor Society:** The objective of this organization shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of all students. Membership is based on grades as well as scholarship, leadership, service, citizenship and character. A minimum of a 3.0 grade-point average is required. The NHS includes juniors and seniors.

**Junior National Honor Society:** Members of the JNHS are inducted in the spring of their seventh grade year or in the eighth grade.

## **Article XII. Clubs and Organizations**

**Section I.** Clubs and organizations within the school shall be under the sponsorship of the SGO.

**Section II.** All powers of the Student Council are delegated to it by the school administration.

Therefore, the Head of School has the right to veto any of the powers held by the Student Council.

## Objectives of the AA Student Government Organization

### **I. To develop good citizenship**

- Sponsor assembly programs promoting good citizenship.
- Give practice in democratic procedure.
  - Request parliamentary procedure to be taught to all students.
  - Conduct democratic student elections.
- By encouraging individual and group participation in a more orderly process in carrying out school functions and activities.

### **II. To promote harmonious relations throughout the school.**

- Making a yearly calendar.
- Making a monthly activity schedule.
- To help with the activities of the League of Parents and Teachers.
- Serving as the link between the student elected officials, representatives, and faculty.

### **III. To provide an orderly direction of school activities.**

- Posting all school notices on the SGO information center.
- Posting minutes of the council meeting.
- Acting as a coordinator for all clubs and student organizations.
- Collecting and reviewing club objectives in the fall of the year.
- Evaluating activities of the clubs.
- Posting of a yearly activity sheet.

## **IV. Supply physical needs of school through recommendation to the Special Projects Committee.**

### **Robert's Rules of Order**

To help our student government to become more efficient and effective, we have included in our handbook some very basic parts of Robert's Rules of Order.

Robert's Rules of Order is a set group of procedures used by organizations and assemblies to provide its members with organized and orderly ways in which to debate or make decisions in accordance with the entire group.

#### **Making Motions**

A motion is a response, suggestion, or idea from any member of the assembly. There are three steps involved in making a motion. They are as follows:

- A member must bring forth the motion.
- Another member must second the motion.
- The chairman or presiding person puts the motion to question before the entire assembly to discuss. After discussion, the assembly votes to pass or reject the motion.

#### **Amendments**

An amendment is the changing or modifying of the working of the constitution or other written material in the handbook. Homeroom representatives must vote according to the majority vote of their homerooms. A two-thirds majority vote is needed in the council to amend the constitution.

#### **Lay on the Table**

To "lay on the table" is a motion that allows the assembly to lay the pending question aside temporarily when something more urgent has arisen.

#### **Division of the Assembly**

The division of the Assembly is when a member is in doubt of a voice vote: thus, a standing vote is called for a precise count. The raising of a hand is usually acceptable in small assemblies.

# The Point System

## I. Purpose

The purpose of the point system is to award students for participation in student activities, thus encouraging more students to participate.

## II. Club Membership

The membership for an individual is not limited to any number of clubs.

## III. Offices

During the year, an individual can hold no more than two major offices, or one major office and two minor offices, or three minor offices.

## IV. Number of Points

There is no yearly limit of points that can be accumulated by an individual. An award will be given to any senior who has accumulated 60 points or more during his/her high school (No more than 50% of the individual's total, may be acquired by points that do not count yearly).

## V. Points that count towards the 20-point limit are distributed as follows:

### Major Offices

1. President of SGO*	10
2. SGO officers below president*	8
3. President of any club*	6
4. Class President*	6
5. President of NHS*	6

### Minor Offices

1. Club officers below president*	4
2. Class officers below president*	4
3. NHS officers below president*	4
4. Homeroom representatives to SGO council	3



**Other**

1. Chairperson to SGO standing committee	2
2. NHS member	3
3. Scholastic bowl team	
First place	4
Second place	3
Third place	2
Participant (non-placing)	1
4. Forensics	
First place	4
Second place	3
Third place	2
Participant (non-placing)	1
5. Drama Club	
Lead role	4
Minor role	3
Chairperson of Tech Crew	2
Member of club or crew	1
6. Member (only) of a club	1

**Sport Participation**

1. Varsity team member	3
2. JV team member	2
3. Score keeper, manager, clock keeper	2
4. Captain of a team	1
5. Varsity cheerleader	3
6. JV cheerleader	2
7. Winner in VCC tournament/competition	
First place	4
Second place	3
Third place	2
Fourth place	1
8. VCC All Conference Team	2
9. VCC MVP (includes points given for membership of all conference team)	3
10. VCC Honorable Mention	1
11. VCC All-Academic Team	2
12. Winner in State VCC tournament	
First place	4
Second place	3
Third place	2
Honorable Mention	1

\* Points for officers of clubs include points already given for membership.

