

Amelia Academy

Everyday Guidelines

Student/Parent Handbook

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 are not to 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 the teacher (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.

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, in their locker or in their book bag or purse. 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 we will summon the student 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 constitutes additional offenses and will reap greater consequences.

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-3rd 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 4-12

- 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 hoodies unless they have Amelia Academy printed on them.
- 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, tank tops, short tops (no midriffs showing), and clothing with holes or see through areas in classrooms or

halls. Sweat pants are appropriate in the gym when endorsed by the Athletic Director/Gym teacher for specific activities.

- Students may not have head coverings in the buildings. **NO HATS INSIDE!**
- Students who wear dresses or skirts must wear them at an appropriate length. (Your fingers when extended straight down the side must not touch skin but 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 have facial piercings. This includes wearing nose rings/studs.
- 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/Game Day for Athletes

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 a 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

Excused Absences

- In the interest of sound academics, absences of students should be limited to illness or deaths in the immediate family.
- A student must bring a signed note from a parent stating the reason for the absence on the day that he/she returns to school. Failure to comply may result in detention and/or suspension.
- 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 rather than in the classroom.

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 required to complete a two-hour work detention after school hours.

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

Fourth offense: The student will be sent home and may not be permitted to return without a parental conference with an administrator. Student(s) must be present at the conference.

Board Policy on All Absences

Students in grades 9 – 12 missing in excess of *ten (10) 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. Additional days tardy to school will lead to detention and possible suspension from classes.

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 the school consulting the student's parent(s). Failure to comply may result in parental notification and referral to administration for disciplinary action.

Smoking/Vaping

Students are not permitted to smoke, use, or be in possession of tobacco in any form including chewing tobacco, 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.

Students suspected or caught VAPING will be subject to punishment that may include out-of-school suspension or expulsion.

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 are to be aware of 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.