

Amelia Academy

Student Handbook

2009-10

www.ameliaacademy.com

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Alma Mater Back Inside Cover

Philosophy of Education

The philosophy of Amelia Academy is to provide quality education in a Christian atmosphere.

1. Our academy strives to meet these philosophical objectives:
 - To teach the basic fundamentals.
 - To build strong communication skills.
2. Our academy strives to be an integral part of each child's life by:
 - Encouraging close communication between the school, parents and teachers.
 - Encouraging more student participation in school and community activities.
3. Our academy emphasizes the rules of good citizenship, individual responsibilities and patriotism.

4. Our academy strives to build our students' self-confidence and positive self-image.
5. Our academy emphasizes the importance of discipline as a part of the academic program leading to improved self-confidence and self-direction.

The parents and guardians of our students are always welcome in the Academy. We also appreciate our alumni who wish to visit their Academy family. In the interest of safety and to be knowledgeable of all persons in the building, it is necessary for all visitors to stop in the front office to receive a visitor's pass before entering the Academy educational areas. Instruction is our priority and we try to keep interruptions to a minimum.

Educational Objectives

Amelia Academy exists for the purpose of instilling basic skills, both academic and personal, in young people so that they may become useful and productive citizens in our American society.

To accomplish this, certain goals have been established. The efforts of our board, administration, teachers and parents are united in the fulfillment of these objectives:

- Instill effective communication skills. Each student receives instruction in the basic means of expressing his/her thoughts and receiving messages from others. Reading, writing, speaking and listening are the vehicles used.
- Teach basic mathematical, scientific and social studies concepts. Each student develops an understanding of basic mathematical concepts and computations (including computers), a basic knowledge and appreciation of science as it influences his/her life and a grasp of the significance of social forces in past civilizations as well as America today. This knowledge is to serve not only as a basis for daily living but as a foundation for future knowledge.
- Apply knowledge using reasoning skills. Not only is basic information taught, but also all instruction is aimed at having each student apply, use examples of and understand the ramifications of the material he/she has learned.
- Use measurement programs to individualize instruction. The progress of each student is ascertained by measuring devices, both standard and local. These tools are used as teaching instruments. Tests of individuals are administered where indicated and the results are used for diagnosis to help the teachers individualize their instruction.

- Identify and expand opportunities for gifted and talented students. Students who have indicated exceptional abilities are identified and placed in higher learning programs and classes.
- Provide counseling for college preparation and personal growth. Qualified guidance personnel are available to all students. College choice and job selection, as well as personal counseling, are a part of each student's school day.
- Ensure disruption-free learning and effective discipline. Each student is assured the right to study free from disruption. Each student is taught the responsibility of being a positive influence in his/her school and to support school policies. These responsibilities are instilled in each student by both word and example.
- Provide qualified personnel. A professional teacher who is certified under the State of Virginia law conducts each class. Each teacher receives yearly in-service training and is evaluated on his/her performance. Each instructor attends seminars, clinics and classes to maintain his/her high level of teaching efficiency.
- Meet and exceed accreditation requirements. Amelia Academy, through its Board of Directors, parents and teachers, has developed measurable standards, which meet or exceed accreditation requirements of the Virginia Independent School Association. Evaluation and future planning will be made in order to continue to fulfill these requirements.

Board of Directors and Administration

Board of Directors

Amelia Educational Foundation

Mr. Kelly Anderson, President (804) 561-6269
Mrs. Eva Mae Scott (804) 561-2620
Mrs. Pam Harvie (804) 561-4510
Mr. Richard Watkins (804) 561-4183
Mr. Jay Flippin (804) 561-5772
Mr. Daryl Gough (804) 561-6978
Mr. Don Benson (804) 561-6127

League of Parents and Teachers

Executive Committee

Mrs. Kelly Steele (804) 561-0218
President
Mrs. Angela Anderson (804) 561-6269
Vice President
Mrs. Wendy McClure (804) 561-2659
Secretary
Mrs. Stacy Cundiff (804) 561-1663
Treasurer

Committee Chairman

Hospitality

Mrs. Karen Berry (804) 561-3954

School Grounds

Mr. William Scott (804) 561-2600

Maintenance

Board of Directors

2009-10 Staff Directory

Mr. James Grizzard, Headmaster
Mrs. Dallas de K. Lewis, Executive Director
Mrs. Carol Chambers, Business Manager
Mrs. Kelly Roach, Marketing and Recruiting
Director/Secretary
Mrs. Kelly Steele, LPT President

Teachers

Mrs. Stacy Cundiff, Pre-kindergarten
Mrs. Marsha Terry, Kindergarten
Mrs. Laura Birdsong, First Grade
Mrs. Karen Jamison, Second Grade
Mr. Walter Duncan, Third Grade
Mrs. Susan Barnard, Fourth Grade
Lower School Fine Arts Coordinator
Mrs. Dorothy Williams, Fifth Grade
Ms. Malinda Owens, Sixth Grade
Civics, English/Grammar 6, Civil War History,
History 7, Domestic Political Issues,
Political Science Prep
Mrs. Neillie Midkiff, Seventh Grade
Science 6, 7, 8 and 9, Lower School Science
Mrs. Jennifer Faeth, Eighth Grade
English 7, 8, 10 and 12, Grammar 7/8,
Upper School Fine Arts Coordinator,
AVA Representative
Mrs. Trudy Arbitelle, Ninth Grade
General Math, Pre-Algebra, English 9,
English 11, Speech and Composition, Math 7
Mr. Dennis Cooper, Tenth Grade
Assistant Headmaster, Art I and II, Lower School
Art, Shop, Journalism, Yearbook Sponsor
Mr. Harley Rakestraw, Eleventh Grade
Spanish I, II and III, Lower School Spanish,
Spanish 6 and 7, Constitution
Mr. Joseph Farnitano, Twelfth Grade
English/Literature 6, Religion, World History,
World Geography, History 6

Mrs. Karen Berry, Library Manager
Dr. William Boothe
Engineering Robotics, Biology, Physics,
Environmental Science, Chemistry
Mrs. Patti Carey
Communication Leadership Skills
Mrs. Linda Duncan
Guidance, Geometry, Algebra I and II
Mr. Paul Folliard
Criminal Justice, Psychology
Mr. William Harvie
Advanced Math
Mrs. Dallas de K. Lewis
AD, Business Law, Economics, Government,
U.S. History
Mrs. Carolyn Moseley
Drama Coach, Forensics Sponsor
Mr. Allen Queen
Lower and Upper School Computer, Computer 7
and 8, Math 6, Study Skills 6 and 7
Mr. Frank Shanaberger
Health and Physical Education, Assistant AD,
Field Day Coordinator
Mrs. Sandra Wade
Music
Mrs. Kathy Williams
Pre-kindergarten/Kindergarten Teacher's Assistant

Bus Drivers

| | |
|---------------------|---------------------------------------|
| Mr. Forest Fenner | (804) 561-7185 (804) 317-3142 Cell |
| Mrs. Mary Fenner | (804) 561-7185 (804) 317-3138 Cell |
| Mrs. Jessica Hudson | (804) 561-1294 (804) 921-1981 Cell |
| Mrs. Patsy Hughes | (804) 319-9176 Cell |
| Mr. Kermit Wood | (804) 561-4199 (804) 305-0333 Cell |

2009-10 Admission Policies and Procedures

Admission Policies

Amelia Academy admits students of any race, color, national and ethnic origin to all of the privileges, programs, and activities made available at the school.

Admission Procedures

(Grades K-12) for new students

1. Arrange for a time to visit.
2. Turn in all of the paperwork with a \$25 testing/application fee.
3. When we receive your child's transcripts from their last school, a placement testing date will be scheduled.
4. An interview with our headmaster will be scheduled for you and your child.
5. Upon acceptance, an enrollment fee of \$300 must be paid, as well as the book fee and tuition (or financial arrangements made).

2009-10 Tuition and Fee Schedule

Pre-Kindergarten

(3 days, 108 sessions) \$2,808

Pre-Kindergarten

(5 days, 180 sessions)

| | |
|----------------------|-----------|
| First Child | \$3,996 |
| Second Child | \$3,896 |
| Third Child | \$3,796 |
| Fourth Child or More | No Charge |

Kindergarten

| | |
|----------------------|-----------|
| First Child | \$4,205 |
| Second Child | \$4,105 |
| Third Child | \$3,955 |
| Fourth Child or More | No Charge |

Grades 1-12

| | |
|----------------------|-----------|
| First Child | \$5,110 |
| Second Child | \$4,830 |
| Third Child | \$4,380 |
| Fourth Child or More | No Charge |

There is no additional fee for transportation.

Tuition Payment Plan

1. Pay in full by August 31, 2009.
2. Ten monthly installments (August-May) with a finance charge.
3. Personal loan through bank of your choice – the interest rate will depend on your collateral.

2009-10 School Calendar

August

| | | |
|-----|----|---------------------------------------|
| Thu | 20 | Teacher Workday – 9 a.m. to 3 p.m. |
| Fri | 21 | Book Day – 8 a.m. to Noon |
| Mon | 24 | Students Attend – 8 a.m. to 2:54 p.m. |

September

| | | |
|-----|----|-------------------------------|
| Mon | 7 | Labor Day Holiday – No School |
| Fri | 18 | Progress Reports Home |

October

| | | |
|-----|----|---------------------------------------|
| Fri | 16 | End of First Marking Period |
| Tue | 20 | Report Cards Home |
| Tue | 27 | Parental Conferences – 3:30-6:30 p.m. |

November

| | | |
|---------|-------|--|
| Tue | 17 | Progress Reports Home |
| Wed | 25 | Special Chapel – Dismiss at 11:46 a.m. |
| Thu-Fri | 26-27 | Thanksgiving Holiday |

December

| | | |
|---------|-------|--|
| Mon-Thu | 14-17 | First Semester Exams |
| Friday | 18 | End of Second Marking Period |
| Friday | 18 | Special Chapel – Dismiss at 11:46 a.m. |
| Mon-Thu | 21-31 | Christmas Vacation |

January

| | | |
|-----|---|---|
| Fri | 1 | Christmas Vacation |
| Mon | 4 | Students Attend – Start Second Semester |
| Wed | 6 | Report Cards Home |

February

| | | |
|-----|----|---------------------------------------|
| Fri | 12 | Progress Reports Home |
| Thu | 18 | Parental Conferences – 3:30-6:30 p.m. |
| Fri | 19 | No School – Teacher Planning Day |

March

| | | |
|-----|----|-----------------------------|
| Wed | 10 | End of Third Marking Period |
| Fri | 12 | Report Cards Home |

April

| | | |
|---------|-----|---------------------------------------|
| Fri | 2 | Easter Chapel – Dismiss at 11:46 a.m. |
| Mon-Fri | 5-9 | Easter Break |
| Fri | 16 | Progress Reports Home |
| Fri | 30 | Academy Field Day |

May

| | | |
|---------|-------|---|
| Fri | 14 | Conference Field Day |
| Tue | 18 | Sports Banquet |
| Thu-Fri | 20-21 | Final Exams – No Early Dismissal |
| Sun | 23 | Baccalaureate 8 p.m. |
| Mon | 24 | Kindergarten Graduation |
| Mon-Tue | 24-25 | Final Exams – Dismiss 11:46 a.m. |
| Tue | 25 | Boosters Club Float Trip |
| Wed | 26 | Teacher Workday – No School |
| Thu | 27 | Academy Awards Assembly – Dismiss at 10:30 a.m. |
| Thu | 27 | End of Fourth Marking Period |
| Thu | 27 | Graduation 8 p.m. |

AA Alerts

School Closings or Delays

When weather conditions or any type of emergency forces the closing or delay of school, the report may be heard on television channels 6, 8 and 12, as well as on WRVA, WSVS and WFLO radio stations. In addition, a recording on the school answering machine will have updated information that also is placed on the Web site. It should be noted that we do **not** base our decision on what Amelia County Public Schools decide.

Careful thought is given not only to students who ride the buses but also to the numerous students who drive themselves to school and to the parents who transport their children to the Academy. Safety is the foremost driving force in the decision-making process. We would like for all parents to know that if you should decide you need more time to allow for a safe trip, your decision will be honored and your child will not be penalized. We have students from other counties and many within Amelia County are traveling long distances along secondary roads to the Academy. 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 single file without talking. Teachers are responsible ensuring students are escorted to the baseball field behind the Academy.

Main Building

Room K, 2, and 3
Room 1 and 4
Room 5, 7, 8
Room 6 and Lab
Library
Restrooms
Room 9, 12, and 14

Room 10 and 11
Café

Computer Lab

Directions for Leaving

West door to driveway
East door to playground
Left side of front entrance
Right side of front entrance
Right side of front entrance
Front entrance
Right side of East door
 towards gym
Left side of East door
Exit out of nearest
 exterior door
Left side end door

Gymnasium

Art Classroom

Pre-kindergarten
Stage

Room 15

Restrooms/Locker rooms

Gym proper

Directions for Leaving

South door of classroom
 to playground
West doors to playground
Southeast double doors
 to baseball field
Southeast double doors
 to baseball field
Northeast double
 doors-main entrance
Main entrance door

Caution: Do Not Block Any Driveways!

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.

Fundraising

Class Fundraising

Class fundraising projects must be approved by the headmaster.

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 as

previously. 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 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.

Student Activities

Student Government Organization

To the Students of Amelia Academy:

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:

| | |
|-----------------------|----------------------|
| President | Nathan Condrey |
| Vice President | Holly Steele |
| Secretary | Evie Painter |
| Treasurer | Jack Owens |
| Reporter/Photographer | Clay Scott |
| Adviser | Mrs. Trudy Arbitelle |

Homeroom Representatives to Student Council

| | |
|--------------|-----------------|
| Senior | Nathan Baker |
| Junior | Emily Chambers |
| Sophomore | Austin Anderson |
| Freshman | Paige Parks |
| Eighth Grade | Holt Morris |

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.
- Participate in Adopt-A-Highway project.

Constitution of Amelia Academy 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 eighth 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

- a. 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.
- b. 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.

ity and shall be approved by the headmaster and/or the assistant headmaster, the advisers and the executive committee of the Student Government Organization. Any ballot with a write-in vote will not be counted.

- c. 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.
- d. The tally of votes and announcement of winners shall be made by the executive committee who are not running for office.
- e. 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.
- f. 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

- a. The **President** shall preside at all meetings of the council, 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-official member on the Board of Directors.
- b. 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 organizations within the SGO.
- c. The **Secretary** shall keep the minutes of all student council 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.

- d. 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 student council and student body.
- e. The **Reporter/Photographer** shall inform the students and citizens of SGO work and accomplishments through the local and school newspaper. He/she shall assist the Scrapbook Committee in obtaining pictures of SGO Sponsored events.
- f. All officers must prepare and file a yearly report.

Section IV. Vacancies

- a. In case of a vacancy in the office of President, the Vice-President would take his place.
- b. The office of Vice-President and other vacancies shall be filled either by SGO council or by the Student Body.
- c. Representatives shall be elected by their homeroom.
- d. 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 and the vice-president/assistant editors of clubs and organizations. They are entitled to one vote.

Section II. Duties of the Council

- a. It shall be their duty to keep their class informed of all council decisions.
- b. It shall be their duty to cast votes in the council meetings.
- c. 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 headmaster.

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

- a. Call to order
- b. Reading of the minutes
- c. Statements of the Treasurer
- d. Reading of communications
- e. Reports of standing committees
- f. Reports of special committees
- g. Unfinished business
- h. New business
- i. Announcements
- j. Program
- k. 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.

| | |
|----------------|----------------------|
| Adviser | Mr. Harley Rakestraw |
| President | Sarah Flippin |
| Vice President | Nathan Baker |

Junior National Honor Society

Members of the JNHS are inducted in the spring of their seventh grade year or in the eighth grade and include ninth graders.

| | |
|----------------|-------------------|
| Adviser | Ms. Malinda Owens |
| Membership | |
| Kristyn Carney | Rickylyn Cundiff |
| Melissa Eckert | Meghan Flippin |
| Calen Foster | Darlene Hall |
| Zach Lane | Holt Morris |
| TW O'Neal | Paige Parks |
| Clay Scott | Drew Williams |

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 headmaster has the right to veto any of the powers held by the Student Council.

Objectives of the Amelia Academy Student Government Organization

- I. To develop good citizenship
 - a. Sponsor assembly programs promoting good citizenship.
 - b. Give practice in democratic procedure.
 1. Request parliamentary procedure to be taught to all students.
 2. Conduct democratic student elections.
 - c. 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.
 - a. Making a yearly calendar.
 - b. Making a monthly activity schedule.
 - c. To help with the activities of the League of Parents and Teachers.
 - d. Serving as the link between the student elected officials, representatives, and faculty.
- III. To provide an orderly direction of school activities.
 - a. Posting all school notices on the SGO bulletin board.
 - b. Posting minutes of the council meeting.
 - c. Acting as a coordinator for all clubs and student organizations.
 - d. Collecting and reviewing club objectives in the fall of the year.
 - e. Evaluating activities of the clubs.
 - f. 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:

1. A member must bring forth the motion.
2. Another member must second the motion.
3. 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 risen.

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. The clubs presently functioning are as follows:

- Year Book Staff
- SGO
- National Honor Society
- Computer Club

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 Do Not Count Yearly

1. Sports (this includes girls' and boys' junior varsity and varsity sports).
2. Cheerleading, Honor Club, National Honor Society, membership only.
3. VCC Tournament Awards

VI. 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.

Student Regulations

Positive and Productive Behavior Skills Program

Parents, teachers, administrators and support staff working individually cannot have a significant impact on students' behavior. A typical child has five to ten different sets of behavioral expectations to follow at any given time. The only way to develop students' positive and productive behavior skills long-term is to establish a campus-wide and hopefully community-wide culture where the behavioral expectations become part of the life of the student.

Student Regulations

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.
- No throwing of trash or other items from the bus will be permitted.

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 will be taken:

- **Part I – First Offense:** Student will receive a warning and notice will be sent home to parents stating consequences 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.

Student Regulations

In the School

General Regulations

Consequences of Violating School Regulations

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

- Warning with parents being notified.
- 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

- Radios, stereos, walk-man/personal CD players and iPods are not allowed to be used by

individuals during school hours. No personal recording devices are allowed.

- 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.
- No food or drinks will 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 headmaster **prior** to the trip.

Cell Phones

Students are not allowed to use cell phones during school hours. 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 their cell phones 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 have the student quickly to the office. Students are not to use cell phones during school hours. 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

All Students

- No flip-flop style shoes; clogs may not be worn for grades pre-kindergarten through third
- Shorts are allowed all year – mid-thigh length (includes shorts, skorts, and culottes)
- No hats or scarves are to be worn in school or gym by boys or girls
- Shoes are required at all times

- No cut-off shirts, midriiffs, shorts or clothing with tears or holes in them, whether manufactured or not
- No T-shirts
- No stylized haircuts such as Mohawks, rat-tails, initials cut into hair or other styles that are deemed unacceptable are allowed.

All Students Grades 6 – 12

- No flesh or undergarments showing at waistline of clothing
- Any questionable attire will not be permitted
- Practice proper hygiene and grooming
- May not have piercings of body parts – only exception is girls may wear earrings
- No visible tattoos

Young Ladies

- Must wear collared shirts – no cleavage

Young Men

- Must wear collared shirts, tucked neatly inside pants buckled at the waist
- No shirt tails worn out
- No tank tops
- Hair and facial hair should be neatly trimmed and groomed. Neatly trimmed is defined as no hair below the eyebrows, no hair below the collar and earlobes are clearly visible.
- No earrings
- No body piercings

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 teacher will notify the office and call 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-school suspension
- Appearance before the Board of Directors

Drug and Alcohol Policy

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 alert for symptoms and behavioral changes indicating the use of drugs or alcohol by students.

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

Drug or alcohol use or possession of such items on the school grounds or at school-sponsored events will result in expulsion from school.

Fighting

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

Lost and Found

The office will provide a box for lost and found items. All items will be kept for a month and a notice will be placed in daily announcements. Items must be claimed within two weeks of the first notice in the daily announcements.

Medications

All medications are to be kept in, and dispensed from, the office unless otherwise arranged. There should 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, 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 to the Board 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. All textbooks are to be covered by students. This also includes accidental breakage or damage of property.

Weapons

No guns, knives or weapons of any kind will be permitted on school property at any time.

Consequences: Students may be suspended or recommended to the Board for expulsion.

Attendance

Excused Absences

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

A student is to bring a note from a parent stating the reason for the absence on the day that he/she returns to school. Failure to comply can result in detention and/or suspension.

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

A 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 are to pick up their children at the office rather than in the classroom.

Unexcused Absences

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: May result in a two-hour work detention after school hours.

Third offense: May bring about 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 administrator. 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. Please note that the accreditation of Amelia Academy through the Virginia Independent School Association requires we meet the proper number of classroom hours for the student 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. 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 notified and a conference will be necessary with the administrator, student and parent. Additional days tardy to school will lead to detention and possible suspension from classes. Continued violations after the above penalties will necessitate a meeting of the parent and student with the Board.

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. Students who are tardy to class more than three times during a semester should receive the following consequences:

- **On the fourth tardy**, teacher and student should have a conference about the problem. Teacher should call the parent about the conference and discussion with the student.
- **On the fifth tardy**, the teacher will notify the parent and request a conference with the parent and student.
- **On the sixth tardy**, the student is referred to the office and will be assigned after-school detention, and the parent will be notified.
- **On the seventh tardy**, the student is referred to the office and will be assigned in-school suspension, and the parent will be notified.
- **On the eighth tardy**, the student is referred to the office and may be assigned out-of-school suspension, and a parental conference with the administrator is required.
- **On the ninth tardy**, the student is referred to the office. The parent and student may be requested to meet with the Board to discuss the problem and necessary consequences.

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 parent. Failure to comply may result in parental notification and referral to administration for disciplinary action.

Student Regulations

In the Classroom

Curricula

Method of Grade Point Average Determination

The prior method of calculating the GPA and the grading system did not differentiate higher from lower grades when giving credit. An example of this is: an 88 received a 3.0 and a 93 received a 3.0. There was no premium for attaining grades at the upper end. The new method for figuring GPA is as follows:

GPA Average

| | |
|-----|-------------|
| 4.0 | 100, 99, 98 |
| 3.7 | 97, 96 |
| 3.5 | 95, 94 |
| 3.3 | 93, 92 |
| 3.0 | 91, 90 |
| 2.7 | 89, 88 |
| 2.3 | 87, 86 |
| 2.0 | 85, 84 |

| | |
|-----|----------------|
| 1.7 | 83, 82 |
| 1.3 | 81, 80, 79, 78 |
| 0.7 | 77, 76 |
| 0.4 | 75 |

Grading Scale

| | |
|------------|---|
| 100 – 94 | A |
| 93 – 88 | B |
| 87 – 81 | C |
| 80 – 75 | D |
| 74 – Below | F |

For honors, such as the honor roll, students will need to have attained a 2.7 (88 minimum). End-of-year academic awards will be based upon attaining an overall average of 3.0 for the academic year.

In the future, this will allow the Academy to set minimum academic standards that have to be sustained to meet enrollment requirements.

Honor Roll

The requirements for honor roll in the middle and upper schools are as follows:

- No academic grade below an 88

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. Students who earn all As and Bs, including exam grades for an entire semester, will receive one day off from school the next semester. The choice of the day must be mutually agreeable to both parents and teachers and approved by the headmaster.

Exam Grades

Students in grades 8 – 12 take exams at Amelia Academy. Exam grades make up 20% of a student's semester and final 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. Report cards should not be the first notification to parents that there is a potential problem. Teachers are to contact parents whenever students are not meeting classroom expectations. All students who are performing below a C average in a class are to have their parents contacted by the teacher. Continued poor classroom performance necessitates a teacher/parent conference.

Retention Policy

K – 8: Retained if failed two major subjects: Reading, English or Math; OR one major and two minor subjects. (Teachers, guidance counselor and headmaster meet to decide if placement is in order.)

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

Class Schedules

1. Beginning with Grade 6, students change rooms for classes.
2. Spanish I and Pre-algebra are taken for upper school credit and students must achieve a yearly C average to advance to the next level.
3. Individual schedules are arranged beginning with Grade 9. 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 is held between the student and the guidance counselor.
4. Amelia Academy issues a 24- and 26-credit diploma. The following are the requirements of each:

| | Twenty-four Credit Diploma | Twenty-six Credit Diploma |
|--------------------|----------------------------------|---------------------------------|
| English | 4 | 4 |
| Health/PE | 2 | 2 |
| Social Studies | 3 | 4 |
| Foreign Language | - | 3 |
| Math | 3 | 4 |
| Laboratory Science | 3 | 4 |
| Electives | 9 | 5 |

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

5. In addition, Amelia Academy requires or offers the following classes if enough interest:

| | |
|---------------------------|--------------------------|
| World Geography | Religion |
| Economics | Sign Language |
| Pre-calculus or Calculus | Criminal Justice |
| Physics or Chemistry | Psychology |
| Business Law | Engineering Robotics |
| Speech/Composition | Shop |
| Computer | Environmental Science |
| Art I, II, III | Modern Political Science |
| Journalism | Constitution |
| Civil War History | |
| Domestic Political Issues | |

Please Note: Three years of the same foreign language is a state requirement for the 26-credit diploma. Amelia Academy offers Spanish I, II and III.

Bell Schedules

Academic Schedule

| | |
|---------------|-------------------------|
| 8:00 – 8:06 | Homeroom |
| 8:09 – 9:00 | First Period |
| 9:03 – 9:54 | Second Period |
| 9:54 – 10:02 | Break |
| 10:02 – 10:53 | Third Period |
| 10:56 – 11:47 | Fourth Period |
| 11:50 – 12:37 | Fifth Period for 6 – 8 |
| 12:18 – 1:06 | Fifth Period for 9 – 12 |
| 1:09 – 2:00 | Sixth Period |
| 2:03 – 2:54 | Seventh Period |

Lunch Schedule

| | |
|---------------|--------|
| 11:00 – 11:25 | K – 3 |
| 11:25 – 11:45 | 4 – 5 |
| 11:46 – 12:15 | 9 – 12 |
| 12:40 – 1:05 | 6 – 8 |

Activity Schedule

| | |
|---------------|---|
| 8:00 – 8:06 | Homeroom |
| 8:09 – 8:55 | First Period |
| 8:58 – 9:44 | Second Period |
| 9:44 – 9:49 | Break |
| 9:49 – 10:19 | Activity Period (report to Homeroom) |
| 10:22 – 11:08 | Third Period |
| 11:11 – 11:57 | Fourth Period |
| 12:00 – 12:46 | Fifth Period for 6 – 8 |
| 12:26 – 1:12 | Fifth Period for 9 – 12 |
| 1:15 – 2:01 | Sixth Period |
| 2:04 – 2:54 | Seventh Period |

Lunch Schedule

| | |
|---------------|--------|
| 11:00 – 11:25 | K – 3 |
| 11:25 – 11:50 | 4 – 5 |
| 11:57 – 12:23 | 9 – 12 |
| 12:46 – 1:12 | 6 – 8 |

Other schedules will be distributed as needed.

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 of or damage to 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. All books, purchased or rented, are to be neatly covered by the student prior to and during use. The cover is to be removed by the student only when the book is returned to the Academy for collection and inspection.

Cheating, Forgery and the Honor Code

Teachers are to report any instances of cheating, plagiarism or dishonesty to the headmaster. 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 conferences 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 detention. Failure to report for detention is a separate violation.

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

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

During the day or days of detention, students will not be allowed to attend extracurricular activities.

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.

When a student is to be placed in in-school suspension, 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.

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 headmaster. 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.

Student Regulations

In the Gym 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 will be such that will not damage the floor.

Athletics Program

The Athletics Program at Amelia Academy is an integral part of the school's educational 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. Please familiarize yourself with the rules and regulations which govern participation in our programs and do your part to support them, including attending as many athletic contests as possible.

Sports Played

| | |
|-------------------------|------------------------|
| Fall Soccer | Fall Girls Volleyball |
| Winter Girls Basketball | Winter Boys Basketball |
| Cheerleading | Softball |
| Baseball | |

All of the sports listed above 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 see 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 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 Par-

ticipation 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 assistant 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 activities director.

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

Any student athlete who received either a failing grade or an in-danger of failing notice on his/her report card or interim report must report for extra help until the grade improves to a C. If a student athlete does not receive extra help or grades do not improve, he/she may be deemed ineligible to participate in athletics.

Travel

Student athletes are required to travel to and from contests on the team bus under the supervision of a coaching staff member unless given permission by the headmaster due to specific circumstances.

If a parent wishes to take a student home from an athletic contest, parents must sign his/her child out with the coach after each contest.

Appeals Process

All student athletes may appeal issues through the chain of command:

- coach
- activities director
- headmaster

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 the total educational institution, 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.

No athlete will be permitted to practice with any team until there is a signed parental slip and current physical examination on file.

Directions to Competing Schools

We would like to invite you to follow the teams each season as we travel around Virginia. Following are directions to most of the schools we play.

Banner Christian School | 1501 South Providence Road, Richmond, Virginia 23236 | (804) 276-5200. Take 360 East to 288 North. Take 76 North, Powhite Parkway, toward Richmond. Take the Courthouse Road Exit and turn right on Courthouse Road. Take the first left onto West Providence Road. The school is on the right.

Blessed Sacrament Huguenot Catholic School | 2501 Academy Road, Powhatan, Virginia 23139 | (804) 598-4211. Take 609. Turn left at Pine Grove (stop sign at the substation). Turn right at Pine Grove Church. At the stop sign turn right and continue to Route 60. Take a right on Route 60. Turn left onto Academy Road. The school will be located on the left.

Brunswick Academy | 2100 Planters Road, Lawrenceville, Virginia 23868 | (434) 848-2220 | Brunswick Academy is located near Lawrenceville. Take 38 out of Amelia to 153. Take 153 to Blackstone. Take a left onto 46, just past Walmart, and stay on 46 until you get to Route 1 at Southside Community College. Take a left on Route 1, then take the first right (sign to Dolphin, Route 634). Stay on that road until it forks. At the fork bear to the right on Route 743, then take the second left (about 1.4 miles from fork) onto Route 641. Go about 2 miles. At the intersection of Route 641 and 606, you will see the school diagonally across the road to your

right. Cross Route 606 at the stop sign. Then turn right into the schools driveway parking lot.

Christchurch School | 79 Seahorse Lane, Christchurch, Virginia 23031 | (804) 758-2306. Go 360 East to 288 South toward Chesterfield. Take 895 toward I-64 East. Take I-64 East to Exit 220 toward West Point Route 33. Continue on Route 33 until you get to Route 17. Make a left onto Route 17 Northbound. Follow Route 17 to Saluda. Turn right just before the Hardees to go into the town of Saluda. When you get to the light in town make a right and follow Route 33 East for approximately 2.6 miles. The school is on left.

Fuqua School | 605 Fuqua Drive, P.O. Drawer 328, Farmville, Virginia 23901 | (434) 392-4131. Go west on Highway 360. Follow Farmville sign directions to Route 307 West. Exit right onto Route 307 West. Follow until it intersects with Highway 460. Turn right onto Highway 460 and follow signs for Farmville. Take the first Farmville exit off Highway 460 and go to the first stoplight (intersection of Persimmon Tree and Milnwood Road with Highway 460). Proceed through the stoplight and on the left you will see the office for Dominion Virginia Power and on the right the entrance to Sunchase Apartments. Turn left onto Longwood Avenue. Follow Longwood Avenue until you see the Fuqua School sign on your left. Turn left onto Barber Street.

Heritage Christian School | 10500 Newbys Bridge Road, Chesterfield, Virginia 23832 | (804) 745-2387. Take 360 to Courthouse Road (take a left onto Courthouse). Go 2.5 miles and take a left onto Providence at the second light. Turn right onto Condrey Ridge Drive then turn right onto Bethany. Turn left at the stop sign onto Academy Drive and follow to the end of the road.

Isle of Wight Academy | 17111 Courthouse Highway, Isle of Wight, Virginia 23397 | 757-357-3866. Take 360 East to Route 288 South to I-95 South to Petersburg. Take the Wagner Road East exit. Go to stop light and turn right at light. You are now on Route 460. Continue on Route 460 until you get to

Windsor. Turn left at the light onto Route 258. Go 8 miles. The school is on the right.

Kenston Forest School | 75 Ridge Road, Blackstone, Virginia 23824 | (434) 292-7218. Take Route 38 to Route 153. Turn right onto 153. Take Route 460 West to Blackstone. Turn left onto Route 609. This will become Main Street once you enter town, follow Main Street. Turn left at the light onto West Entrance. Turn right onto Ridge Road.

Millwood School | 15100 Millwood School Lane, Midlothian, Virginia 23112 | (804)639-3200. Take 360 East to Fox Club Parkway (the first stoplight on 360 at Hampton Park subdivision). Turn left at the stoplight. Go past Cosby High School (on the left) and turn right at the four-way stop sign at Village Square Parkway. Millwood School is on the left.

New Community School | 4211 Hermitage Road, Richmond, Virginia 23227 | (804) 266-2494. Take 288 North to I-95 Powhite to 95 North. Get off on the first Lakeside Exit. Stay to the Right. Make a left at the traffic light onto Heritage Road. The school is on the left.

Piedmont Christian School | 2382 Bethany Church Road, Bumpass, Virginia 23024 | (540) 872-3543. Take 360 West and turn right on Grub Hill Church Road, Route 609. Turn left on Genito and take the first right onto Royalton Road (still 609). Turn right on Old Buckingham Road (VA-13). Continue onto Emanuel Church Road (State Route 1002). Continue onto Maidens Road (522 North). Turn left at River Road West. Turn right at Sandy Hook Road (still 522 North). Turn right at Paynes Mill Road (Route 601). Turn right at Jefferson Davis Highway. Turn left at Bethany Church Road. School will be on the right.

Richmond Christian School | 6511 Belmont Road, Chesterfield, Virginia 23832 | (804) 276-3193. Take 360 East to Turner Road. Turn right onto Turner and go to second stop light to Belmont. Turn right onto Belmont. The school is located about one-half mile on the left.

Southampton Academy | 26495 Old Plank Road, Courtland, Virginia 23837 | (757) 653-2512. Go 360 East to 288 South toward Chesterfield. Take 95 South toward Petersburg. Take the Courtland Exit (Route 35) and stay on that road until you get to Courtland. Make a right at the 7-Eleven and then go through a residential area until you come to the school.

Steward School | 11600 Gayton Road, Richmond, Virginia 23238 | (804) 740-3394. Take I-288 North. Take the Patterson Avenue exit. Turn right (east) on Patterson Avenue toward Richmond. At second stoplight turn left onto Pump Road. At next stoplight, turn left on Gayton Road. Go one mile, Steward School will be on the right.

Tidewater Academy | 217 Church Street, P.O. Box 1000, Wakefield, Virginia 23888 | (757) 899-5401. Take 460 East out of Petersburg. Once you get into Wakefield, the school is about 100 yards past the Virginia Diner on the right.

Student Regulations

In the Computer Lab

Computer Lab Rules and Regulations

- No food or drinks around the computers at any time.
- 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 headmaster.
- Each student in grades 6-12 who uses a computer at school must read and sign the "Rules for Appropriate Use of Computer and Internet". (A copy of this form is shown below). Forms will be kept on file in the computer lab, by the computer teacher.
- Additional rules may be posted as needed.

Code of Conduct: 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 Web sites, Web pages, personal blogs and e-mail. Threats

made toward any member of the school community violate the behavior we expect of our students. As well, 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 was originated, school, home or elsewhere.

The school reserves the right to limit access to specific Web sites 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, including cyberspace.

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 which violate these rules.
- not use a school computer to check personal e-mail and/or personal Web sites.

Students will sign the code of conduct understanding that violating these rules will result in possible loss of computer/Internet privileges, payment for damages to the computer equipment and/or punishment by the headmaster.

Student Regulations

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 for a special need through arrangements 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.

- Sign your 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 and/or the student may be required to work in the library during lunch or break.

Fines

- \$.05 a day up to two weeks after due date
- \$.25 a day after two weeks over due

- Cost of book for books not returned within a month of due date.

Reference Books and Overnight Loans

Encyclopedia

No encyclopedia is to leave the library. Faculty may see the librarian concerning the personal use of encyclopedias.

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.
- Sign your name on the card. Write the issue date of the magazine in the first column.
- Place the card back in the file labeled magazines.

Returning magazines

- Pull the title card and line through your name.
- Place magazines on the librarian's desk.
- Return title card to the folder on the librarian's desk.

Loan period for magazines

- Magazines that are borrowed for general reading should be returned the next morning.
- Magazines for school reports may be borrowed for two weeks.
- Please return all magazines borrowed so that other students may use the material.

Audiovisuals

Audiovisuals and materials stored in 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 which includes chairs under the table, magazine returned to shelves and trash disposed of properly.
- Students are **not** allowed to write or 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.

Student Regulations

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, on the Web site and sent home on a monthly basis. Vending machines are available to students in grades 6 – 12.

Any group wanting to use the café for a fundraiser outside of school hours is welcome to do so. In order to reserve the café, contact Linda Benson 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 headmaster.
- 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 the 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.

Amelia Academy Alma Mater

This great and glorious school we praise,
It is to you this song we raise.
You grew with love, you grew with pride,
Your friends and patrons by your side.
We shall raise your standard high
And cherish you as years go by.

Chorus

Maroon and white
Maroon and white
On a field of navy blue
You are our pride, our faith, our might
Our school forever true.

SGO Colors

Blue and Gold

School Colors

Navy, Maroon and White

Nickname

Patriots

