

PURPOSE

This handbook has been compiled to improve communication among the faculty, administration, students, and parents. We urge you to read it carefully, to comply with the rules and regulations set forth in it, and to encourage your parents to also become familiar with it. While this handbook does not address all of the rules infractions for which students may be disciplined, it does provide guidelines about student life at Tunstall High School. Parents will receive a statement outlining the Virginia Department of Education Conduct Policy for parent signature soon after the school year begins.

MISSION STATEMENT

Our mission at Tunstall High School is to provide a high quality comprehensive and optimal education for all students in a safe and positive learning environment. Each student will be encouraged to succeed within his or her own ability and according to his/her educational or occupational goals. Each student at Tunstall High School will have the opportunity to learn basic knowledge and skills, be proficient in problem solving, be competent in the use of available technology and function effectively as a productive member of society.

VISION STATEMENT

"Transforming lives, one student at a time"

ATTENDANCE

When a student is absent from school, the student will normally be excused if the reason for the absence is consistent with the guidelines listed below. Reasons that will normally be excused, except when excessive, include:

1. Illness (**parent must initiate contact with the school each day of an absence**; A doctor's note is required after seven (7) accumulated absences)
2. Quarantine
3. Death in the family
4. Medical appointments (must be confirmed with a doctor's note)
5. Court proceedings (statement from court required)
6. Religious observances
7. Educational opportunities (Must be approved one week in advance)
8. Emergencies (as determined by the principal on a case-by-case basis)

If the reason for an absence does not fall within these guidelines, the absence must be approved by the administration in advance. Students need to bring a note stating the reason for the absence and signed by the parent or guardian on the day they return. Absences not cleared within two (2) days will remain unexcused. When a student is absent due to a suspension from school, the absence is **excused. Students must be in attendance at school the day before the Prom in order to be eligible to attend.**

Additional Regulations Governing Middle and High School

Students who have unexcused absences at the middle or high school level **WILL NOT** be given an opportunity to make up the work missed in class. This includes tests, labs, and all other classwork on the day of the absence. Work done outside the classroom by all other students (i.e. homework) can be accepted.

When the absence is judged to be unexcused, the student and/or parent may request an appeal before the Student Attendance Committee. The request for an appeal must be made in writing and must be received before the end of the school day following notification of an unexcused absence. If the appeal is successful, the absence will be excused and make-up work will be allowed. Make-up work will not be given prior to the decision of the Attendance Committee. The appeal process does not apply to out-of-school suspensions.

The Student Attendance Committee will be composed of three persons from the administration and guidance department. This committee will meet within two school days of the appeal and will make an immediate decision. The decision of the committee **will be final.** Application of this policy to students with disabilities shall be consistent with federal and state laws and regulations, as well as School Board Policy.

CHECKING IN AND OUT OF SCHOOL

TARDIES

1. Students who come to school late must report directly to the Attendance Office and submit a written excuse to the attendance clerk. The administration will decide if the tardy is excused or unexcused.
2. Classes missed due to checking in or out fall under the Attendance Policy and will be excused or unexcused based on the reason given in a written note from the parent or guardian.
3. Students who ride or drive private transportation will receive one (1) excused tardy per year for car trouble. Additional excused tardies will not be granted except in extreme circumstances.
4. First and 2nd tardy = administrator warning; 3rd tardy = parent letter;
4th tardy = ASD; 5th tardy = 1 day ISS; 6th tardy = 2 days ISS;
7th tardy = 3 days ISS; 8th tardy = out of school suspension.

EARLY DISMISSALS/CHECK-OUTS

1. Students who need to leave school early must submit a written note from a parent or guardian to the Attendance Office in the morning. **Parent must also make telephone contact with the school by 9:00 a.m. for confirmation.** If illness is involved, the student must "check-out" through the school nurse.
2. Excused early dismissals are the same as in the Attendance Policy.
3. Students are not to check out and return to school on the same day without permission from an administrator.
4. Early dismissals for appointments require a follow-up note on the day the student returns to school.

GUIDELINES FOR DISCIPLINE

1. The State Code of Virginia dictates that the School Board is responsible for maintaining order in the schools.
2. The school has two main objectives:
 - a. The safety of all students;
 - b. The attainment of a quality education, free from disruption, for each student who seeks this education and who accepts the existing responsibilities.
3. Student conduct of any kind that interferes with the safety or life of other students or the orderly and efficient operation of the school is a breach of discipline.
4. Students who willfully act to impair the health, safety, or life of other students or another member of the school community; who willfully disturb or interrupt the operation of the school; who maliciously deface or destroy school property; or who take property belonging to the school or to another person, will be subject not only to severe school discipline but also to criminal prosecution by the proper authorities.

DISCIPLINE PROCEDURES

There are circumstances under which any of the violations indicated, when considered in the context of the circumstances surrounding their occurrence and/or the student's past behavior record, can lead to a recommendation for exclusion from school by way of suspension or expulsion.

The entire Pittsylvania County Schools' Policy for Student Conduct (JFC-PC) can be found in the Policy Manual located at www.pcs.k12.va.us

1. *Public Law 22.1.277* allows the principal to suspend any student from school by oral or written notice for up to ten (10) days. Upon written notification to parent or guardian, this suspension may be extended beyond ten days, with the right to a hearing before the school board.

2. *Public Law 22.1.289* requires that student disciplinary records be included with their scholastic record as a Category II file. Whenever a student transfers to another school, this disciplinary record shall be included upon request.
3. An identified handicapped student shall not be expelled for a school infringement which is related to an identified characteristic of his/her specific handicapping conditions.

Weapons

Possession by any person of a firearm or any weapon resembling a firearm, in the building, on the grounds, or on a bus of any public school is a felony. Willfully discharging a firearm within or shooting at a school building, whether occupied or not, is also a felony. Selling, bartering, giving or furnishing a weapon to another person on school property is also illegal.

For the purpose of a definition, a weapon is any instrument which could be used to inflict bodily harm for attack or defense. A "look-alike" item is one which is used with the intent to deceive or disrupt.

Cellular Telephones, Smart Watches, Pagers, Cameras, iPods, MP3 or CD players

Any electronic device that is seen or heard, or used without authorization during the school day (8:17 a.m. to 3:11 p.m.), or on school buses at any time will be confiscated by school personnel and placed in the school vault until reclaimed by a parent or released back to the student with parent permission after the completion of the school day. This policy also applies to those students who normally leave campus early or who have an early dismissal. Disciplinary sanctions are: first offense = 3 days ISS; second offense = 1 day OSS; third offense = 3 days OSS.

Bookbags

For the protection and safety of all students, bookbags must be kept in hall lockers during the school day. No bookbags will be allowed in any classroom. In addition, large purses used in lieu of a bookbag are also prohibited in classrooms.

Laser Lights

Laser lights and similar items are not permitted on school property at any time.

Fighting, Supporting a Fight, and/or Instigating a Fight

Any student guilty of fighting on school property will be suspended from school for a period of ten (10) days. Any student involved in the instigation or encouragement of a fight, or who interferes with the safety and/or orderly operation of the school by either running to and/or gathering for a fight will also be subject to school discipline.

VANDALISM AND PROPERTY DAMAGE

Students who destroy or vandalize school property (including restrooms and lockers) will be required to pay for losses or damages, and suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, you should report it to a teacher or to an administrator immediately.

STUDENT CONDUCT

Students involved in co-curricular and extracurricular activities are representatives of the school and are expected to dress and behave in a responsible manner. When students are participating in exhibitions, competitions, or field trips, they must act according to school policy and are subject to the same discipline procedures as those in effect during any normal school day. Members of teams or squads may be suspended from participation for any inappropriate conduct.

Conduct at Athletic Events

The Virginia High School League requires that good sportsmanship be shown at all times in all athletic and extracurricular activities. Students and spectators are to treat the opposing teams, fans, and officials cordially. There is to be no (1) abusive language, (2) throwing of objects, (3) physical contact, such as pushing, hitting, etc., (4) booing, or (5) uncomplimentary signs.

Failure to abide by these regulations could cause our school to forfeit the athletic contest and to be fined, placed on probation, or dismissed from the league.

Extracurricular Activities

In order to participate in any extracurricular activity (this includes athletics, band, clubs, practice sessions, etc.) a student must be in school at least two full class periods. Only the official student representatives of a school organization shall be permitted to travel to a school-sponsored event on school transportation and they must return by the same means unless picked up by their parents at the event.

All VHSL activities are governed by VHSL rules. To participate in athletics, a student is required to have proof of insurance and to have a valid physical examination form on file. Any student staying after school must be under the direct supervision of a teacher or coach. Students are not permitted to wait after school for athletic events.

Pittsylvania County Schools requires the use of clear bags for all high school gated events. Spectators will not be permitted with purses, waist packs, or bookbags.

SEXUAL HARRASSMENT

Harassment by students or adults during the school day or during any school-related activity will not be tolerated. Any incident of sexual harassment should be reported to the administration immediately.

FOOD & BEVERAGES

1. Travel mugs are not permitted in the hallways.
2. Food and beverages purchased at school may be consumed in classrooms at the discretion of the individual teacher.
3. No food or beverages may be consumed in any computer lab.

LUNCH REGULATIONS

Students are expected to act in an orderly and courteous manner while at lunch. The following rules will be enforced:

1. Throwing food or other objects will result in immediate disciplinary action.
2. Students are to return their trays to the appropriate cafeteria location after they have finished eating. Students who continue to leave trays on cafeteria tables after they have finished eating will be subject to disciplinary action.
3. Chairs should not be moved from table and should be pushed in when students leave the cafeteria.
4. Students are to remain in the cafeteria during their assigned lunch period.
5. According to Federal guidelines, students are not permitted to consume fast food items in containers displaying company logos during lunch.

All areas of the school building and grounds are **OFF LIMITS** to students during lunches. **Students must have a note from a teacher or administrator in order to leave the cafeteria during lunch.**

PBIS BEHAVIOR MATRIX

<i>TROJAN</i>	<i>Classroom</i>	<i>Hallway</i>	<i>Cafeteria</i>	<i>Restrooms</i>
<i>Prepared Make the most of every opportunity</i>	Have materials ready and stay organized	Take all necessary materials from your locker	Have money and lunch number ready	Take care of business quickly
<i>Responsible Follow all directions</i>	Study, complete all assignments, and be resourceful	Keep the hallway clean	Clean up after yourself	Report problems
<i>Integrity Use appropriate words and volume</i>	Do your own work	Be aware of traffic flow	Be courteous of others	Throw away trash
<i>Dignity Respect others and all authority</i>	Allow teachers to teach and learners to learn	Allow others access to lockers and the hallway	Keep food, utensils, etc. to yourself	Respect school property
<i>Effort Do your best in everything you do</i>	Ask for help when needed	Get to class on time	Exit quickly	Leave it better than you found it

BEHAVIOR MANAGEMENT CENTER (BMC)

This may be assigned to students who have problems adapting to classroom behavioral expectations. This alternative placement will usually be confined to a single class period. Students will complete their regular classwork and/or a specific behavior modification packet. Students sent to BMC five (5) or more times will receive ISS.

AFTER-SCHOOL DETENTION (ASD)

ASD is assigned for certain minor infractions and will be held each Tuesday and Thursday from 3:20 to 4:15. Students must make arrangements for transportation home after ASD.

IN-SCHOOL SUSPENSION (ISS)

This is an alternative to out-of-school suspension. While in ISS, students will be expected to complete the same assignments that they would normally have had in their regular classes. Students who receive a disciplinary referral while in ISS will receive out-of-school suspension. **Their remaining time in ISS will be served when they return to school.**

OUT-OF-SCHOOL SUSPENSION (OSS)

This penalty will be imposed on students who commit serious violations or who are continually disruptive to the learning process. A parent conference may be required on each occurrence.

RESTROOMS

Students are encouraged to use the restrooms before and after school and between class periods. Permission to go to the restrooms during class time will be granted only when there are unusual circumstances, and this will be left to the discretion of the teacher.

SKIPPING CLASS

1. Students are expected to attend all classes to which they have been assigned.
2. Being absent from any class without permission is considered skipping and disciplinary measures will be taken.
3. Students must have a completed Hall Pass, included in the student planner, to be in the halls during class time. If a student does not have a pass, this time out of class will be treated as skipping.
4. Students must not remain in the restroom when they are ill. This will be treated as skipping class. If the student is ill, he/she must report to the nurse or have someone notify the office of the condition.

REGULAR BELL SCHEDULE

7:55.....Bus Duty	<u>Second Lunch</u>
8:10.....First Bell	11:31 - 12:15Third Period
8:17.....Tardy Bell	12:15 - 12:45.....Second Lunch
8:17 - 9:48.....First Period	12:51 - 1:33.....Third Period
9:55 - 11:24.....Second Period	1:39 - 3:11.....Fourth Period
<u>First Lunch</u>	<u>Third Lunch</u>
11:24 - 11:54.....First Lunch	11:31 - 1:01.....Third Period
12:01 - 1:33.....Third Period	1:01 - 1:33.....Third Lunch
1:39 - 3:11.....Fourth Period	1:39 - 3:11.....Fourth Period

MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE

As required by local policy and state legislation, we will observe a "moment of silence" at the beginning of each school day and students will be requested to recite the "PLEDGE OF ALLEGIANCE". During the "moment of silence", students are to remain seated and be silent. This time may be used for any lawful silent activity, including personal reflection, prayer, or meditation. However, students and others are prohibited from praying aloud. Students will be required to stand during the "PLEDGE OF ALLEGIANCE."

SAFETY PRECAUTIONS

Because of strict fire regulations, the following rules must be followed by all students and school personnel:

1. Corridors and stairways are never to be blocked. No one is to be seated on the stairways before school, during lunch, or after school.
2. Carefully follow all instructions given pertaining to "Fire Drills." Move quietly swiftly and in an orderly manner, with no talking or other unnecessary noise.
3. Respect any teacher giving directions or instructions.
4. Always keep to the right when moving in the halls, on the stairways, or when entering or leaving a classroom.
5. Never run or shove while moving through the halls or while on school grounds.
6. There should be no whistling, loud talking, yelling, or singing when moving through the corridors.

STUDENTS TAKING MEDICATION

If a student needs to take any form of medication while at school, the parent must bring the medication to school with a completed "Medication Permission Form." All medication will be sent to the school nurse. Permission will be granted for the student to leave class, if necessary, to take the medication.

PROBLEMS BETWEEN STUDENTS

1. Faculty members are to settle all disputes or misunderstandings arising between students. Students are never to attempt to settle disputes or misunderstandings by fighting, using improper language, etc. Students should report any incident to the office or ask for a conference with one of the guidance counselors.
2. The first period teacher is the student's general counselor in school problems.
3. Student initiations involving any kind of physical abuse or intimidation will not be tolerated. This type of behavior may be classified as "hazing," which violates state law and may lead to prosecution.
4. Students who engage in fighting or assault or who disturb the orderly operation of the school shall not only be suspended from school, but may also be prosecuted in court.

PCS DRESS CODE FOR MIDDLE AND HIGH SCHOOLS

The Administration reserves the right to determine appropriateness of dress.

The following dress code guidelines will apply to all students:

- ❖ Shoes must be worn at all times on school grounds. Bedroom slippers are prohibited. For safety, teachers may require a particular type of shoe for lab, shop, or gym activities.
- ❖ Students shall be permitted to wear a head covering and/or hairstyle that is religiously and/or ethnically specific or significant in school. All other types of head coverings shall be placed in lockers upon arriving at school. Hats, hoods and bandanas cannot be worn in the building.
- ❖ Headbands or headwraps are permitted but may not exceed a width of 2 inches.
- ❖ Apparel, jewelry, accessories, visible tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang or advocates an illegal or disruptive behavior is prohibited.
- ❖ Garments and accessories which are disruptive, pose a risk of injury, or compromise the safety of the student or others are prohibited.
- ❖ Sunglasses cannot be worn in the building.
- ❖ Headphones/earbuds shall be placed out of sight upon entering the building.
- ❖ Pajamas or sleepwear, costumes, and blankets are prohibited in the school building and on buses.
- ❖ Large or bulky coats/jackets shall be placed in lockers during the school day.
- ❖ Athletes shall not be in full uniform during the school day; uniform tops meeting the dress code may be worn.
- ❖ All apparel must be opaque (not see-through) with no visible skin showing and cover at least two (2) inches of each shoulder and all areas from one armpit across to the other armpit down to 4 inches above the knee, both in the front and back. Shoulder straps shall be at least two inches in width.
- ❖ Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct; nudity; weapons; or the use of alcohol, tobacco, marijuana or other controlled substances.
- ❖ Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- ❖ Clothing may not display, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- ❖ Rips, tears, or sheer sections in clothing must be in areas other than those required to be covered in opaque (not see-through) material or be worn over opaque fabric.
- ❖ If leggings, compression or yoga pants are worn, opaque (not see-through) apparel that is fingertip length using the longest finger on the hand of the student, both in the front and back, must also be worn.
- ❖ Pants must be worn at the waist. No undergarments shall be visible at any time.
- ❖ Weapon-related attire is prohibited unless it is part of a school-sponsored club or activity.

VISITORS

All visitors entering the school grounds or building during the school day must secure a visitor's pass from the Main Office and must display this pass at all times. Parents must

have prior approval from the administration before visiting classrooms. No lunch visits will be permitted.

ANNOUNCEMENTS

It is the student's responsibility to hear all announcements pertaining to school life. All announcements made by clubs must be approved by the club sponsor and an administrator.

FEES

Class and club fees will be announced and collected by individual classroom teachers and club sponsors. **Class dues for juniors and seniors must be paid before students can participate in the prom and/or graduation.**

Whenever a personal check is used, it must include the full name of the person to whom the account is registered, their street address, and telephone number. By paying by check, they are authorizing the collection of a fee if the check is returned unpaid. This fee can range from \$35.00 to \$50.00 per check and is collected and kept by an outside collection company.

PROCEDURES FOR EMERGENCIES AND FIRE DRILLS

The signal for emergencies will be a loud continuous buzz. Students will leave the classrooms and walk quietly and quickly to the designated exit without stopping to take books or belongings. Details of the procedure are posted in each classroom and each student should be familiar with this procedure at all times for any building location.

Each teacher will be sure that all students are out of the room and that all doors and windows are closed. Teachers will accompany their groups and maintain order. In the event that the bells are inoperative, an announcement of evacuation will be made over the PA system.

INSURANCE CLAIMS

The following procedures must be followed when filing an insurance claim:

1. The injured student should report the injury to the teacher in charge at the time of the injury. If the injury occurs on the way to school or while returning home from school, the student should inform an administrator.
2. The student should secure an insurance claim form from the Main Office and take it to the doctor or hospital. If an emergency occurs and the student cannot get the claim form prior to going to the doctor, he should notify the Main Office upon return and the form will be mailed to the doctor.

LIBRARY

The Tunstall High School library is open daily during the school year from 8:00 a.m. until 3:30 p.m. During the school day, passes must be issued by the classroom teacher before a student can be admitted to the library. No pass will be required in the morning before classes begin or after school. Students may also use the library during their lunch period if they have a valid pass from their teacher or an administrator.

Students are responsible for books and other materials that are checked out from the library desk. Books are issued for two (2) weeks and must be reissued if the borrower wants to use them longer. Overdue books are fined at the rate of 5 cents per day. Students are expected to pay for any materials that are lost and/or damaged.

LOCKERS

1. Lockers assigned to students remain the property of the school.
2. **Students are not to share lockers or give their combination to anyone.**
3. The principal and/or other persons designated by the school board may search a student's locker under the following circumstances:
 - a. When the students have been informed in advance that, under school board regulations, such areas contain materials which would be injurious.
 - b. When facts give the administration reasonable belief that articles and materials exist that are likely to pose a threat to the maintenance of discipline and order in the school.

LOST AND FOUND

Many articles are lost during the course of the school year. If a student finds an article, it should be taken immediately to the main office. Items will be held for 14 days and then donated to a charitable organization after that period if not claimed.

SCHOOL BUS BEHAVIOR

It is the responsibility of every student to obey all school bus regulations. If students need to get off their regular bus at a different location or ride a different bus, they must bring a signed note from a parent or guardian. This note should be given to their first period teacher or directly to an administrator. An administrator will issue a valid pass which is to be given to the bus driver upon boarding.

All disciplinary action concerning a student's improper conduct on a school bus is the responsibility of the school administration.

TEXTBOOKS

1. Each student will be issued textbooks by their classroom teachers.
2. All lost books must be paid for by the student losing the book.
3. All books misused or abused must be paid for in proportion to the original condition of the book when it was issued.

CHROMEBOOKS

1. Students are responsible for the general care of the Chromebook they have been issued. Chromebooks that are broken, damaged, lost, or stolen must be reported to the administration and/or the media specialist immediately.
2. Students are responsible for the cost of any accidental damage/loss.
Parents have the option to purchase device insurance that will cover your student's device if the device is accidentally damaged, lost, or stolen.
3. Students are expected to have a Chromebook in hand each day for school.
This is a division-wide initiative and it is the responsibility of each student to be prepared for class.
4. Penalties will apply to all students who are unprepared for class (no device).

DRIVING AND PARKING

Permission must be obtained from the administration before any student will be allowed to drive to school. Students will be required to complete a Parking Permit Application and purchase a 2022-2023 parking decal for \$30. The following regulations will be enforced:

1. All students will park in the **FRONT PARKING LOTS**.
2. Parking decals must be on display.
3. **There will be NO sitting in cars or congregating in the parking lots before or after school or during the school day.**
4. Students are not to go to their cars for any reason during the school day unless permission is granted by the administration.
5. Students may not leave the school grounds without permission once they have arrived.
6. Students are not to park in the yellow NO PARKING zones or in reserved or visitor parking spaces.
7. Students are not to park behind the school at any time. Including after the school day.
8. Students are to observe safe driving practices at all times.

The Administration reserves the right to revoke/deny parking privileges for students with disciplinary issues, excessive absences/tardies, and other infractions outlined in the parking application.

The principal and/or other persons designated by the school board may search a student's automobile upon reasonable suspicion while it is on school property.

SENIOR INFORMATION

This handbook does not contain all the information regarding requirements for graduation. Each senior is responsible for knowing these regulations. If there are any questions concerning graduation requirements, they should be discussed with the guidance counselors in early September.

Seniors should note the following privileges and obligations:

1. **RINGS** - Class rings may be received in the Junior year; however, any senior who wishes to order a ring at a later date may do so.
2. **GRADUATION** - All seniors are required to purchase caps and gowns in order to participate in graduation exercises.
3. **LUNCH** - After the first full week of school, seniors will be permitted to go to lunch three (3) minutes early.

PROM

All juniors and seniors who are deemed to be in good standing by the Tunstall High School Administration may attend the prom if they purchase a ticket. The administration determines what constitutes good standing. Students who have excessive disciplinary infractions, excessive tardies, or poor attendance may not be allowed to attend the prom. Students who have not paid all class dues, and/or students who have other indebtedness will not be allowed to purchase tickets. Underclassmen may only attend the prom if they are in good standing and if they are the guest of a junior or senior in good standing.

EMERGENCY WEATHER

During cases of hazardous weather, announcements concerning the closing of Pittsylvania County Schools will be made on radio stations WBTV, WDVA, WILA, and WYPR and on television stations WLVA, WDBJ, and WSET. This information will also be posted on the Pittsylvania County Schools website (www.pcs.k12.va.us).

GUIDANCE SERVICES

Guidance services are a personalized part of the school program. Counselors recognize the importance of planning programs of study early in each student's high school career. They will introduce students to all required and elective courses for each program of study. Students will also receive information about post high school training and financial assistance for college education. Placement and testing services are provided to meet the individual needs of each student.

GRADING SYSTEM

The grading system is both numerical and alphabetical, with alphabetical being used on report cards:

A = 90-100
B = 80-89
C = 70-79

D = 60-69
F = Below 60

Conduct: S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

HONOR ROLL

Qualifications for honor roll are a grade point average of 3.2 on the total number of units for which the student was evaluated and a grade of Satisfactory on conduct. Students will be recognized if they make the honor roll for each of the first five grading periods during the school year.

HONOR GRADUATES

To qualify as an honor graduate, a student must acquire a 3.2 average on all units of credit attempted for subjects that are designated as ninth grade or above, and must have a good conduct record with the school. The quality point average shall not be rounded in order to achieve the 3.2 average. Honor graduates shall be published in school and public news media according to their alphabetical order—not by rank.

The students ranked number one and number two in their graduating class shall be recognized as the valedictorian and the salutatorian, respectively. **Class rank will be solely based on grade point averages.** In the case of a tie for the top ranking, co-valedictorians shall be declared with NO salutatorian. In the case of a tie for the second highest ranking, co-salutatorians shall be declared.

Grade point values will be weighted for classes designated as Advanced Placement or college level. Refer to the Course Selection Guide for a listing of specific courses. These courses may be offered on the high school campus and taught by high school teachers, or may be taught by college personnel as off-campus courses for college credit. Weighted grade point values for these classes are as follows:

A = 5.0 B = 4.0 C = 3.0 D = 2.0 F = 0

CREDITS REQUIRED FOR PROMOTION

Grade 9 to Grade 10	6 credits + 1 verified
Grade 10 to Grade 11	12 credits + 2 verified
Grade 11 to Grade 12	Eligible to graduate at conclusion of school year

REPORT CARDS

Report cards will be issued to students at the end of each six weeks marking period. Final grades at the conclusion of the school year will be mailed to parents.

GRADUATE OF MERIT

Graduates who attain a specified point total qualify as Pittsylvania County Graduates of Merit. Points are earned throughout the time students are enrolled in grades 9-12. Evaluation extends beyond academic performance and includes accomplishments in other areas perceived to be related to life success:

- | | |
|------------------------|----------------------|
| 1. Grade Point Average | 5. Conduct |
| 2. Total Courses | 6. Community Service |
| 3. Course Work | 7. School Activities |
| 4. Attendance | |

Students must speak to their School Counselor to address questions about applying.