

STONE BRIDGE HIGH SCHOOL
Home of the Bulldogs

2017-2018

43100 Hay Road
Ashburn, Virginia 20147
<http://www.loudoun.k12.va.us/sbhs>

Matthew Wilburn, Principal

Telephone: 571-252-2200
Fax: 571-252-2201

Counseling: 571-252-2214
Counseling Fax: 571-252-2213

Absentee Line: 571-252-2202

Clinic: 571-252-2215

Athletic Director: 571-252-2210
Athletic Hotline: 571-252-2211
Athletics Fax: 571-252-2212

**Safety and Security Specialist and School Resource
Officer: 571-252-2200**

Bell Schedules

REGULAR DAY SCHEDULE

	<u>A Day</u>	<u>B Day</u>
9:09 & 9:12	Warning Bells	Warning Bells
9:15-10:47	1 st Period	5 th Period
10:53-12:22	2 nd Period	6 th Period
12:28-2:28	3 rd Period & Lunch	7 th Period & Lunch
	1 st Lunch	12:28-12:58
	Class	12:58-2:28
	Class	12:28-12:58
	2 nd Lunch	12:58-1:28
	Class	1:28-2:28
	Class	12:28-1:28
	3 rd Lunch	1:28-1:58
	Class	1:58-2:28
	Class	12:28-1:58
	4 th Lunch	1:58-2:28
2:34-4:03	4 th Period	8 th Period

ADVISORY (Friday Schedule)

9:15 – 10:32	1 st /5 th Period
10:38 – 11:18	Advisory
11:24 – 12:40	2 nd /6 th Period
12:46 – 2:40	3 rd /7 th Period
12:46 – 1:24	A Lunch
1:24 – 2:02	B Lunch
2:02 – 2:40	C Lunch
2:46 – 4:03	4 th /8 th Period

ONE HOUR DELAY

	<u>A Day</u>	<u>B Day</u>
10:09 & 10:12	Warning Bells	Warning Bells
10:15-11:27	1 st Period	5 th Period
11:31-12:43	2 nd Period	6 th Period
12:49-2:43	3 rd Period & Lunch	7 th Period & Lunch
2:49-4:03	4 th Period	8 th Period

TWO HOUR DELAY

	<u>A Day</u>	<u>B Day</u>
11:09 & 11:12	Warning Bells	Warning Bells
11:15-12:10	1 st Period	5 th Period
12:16-1:11	2 nd Period	6 th Period
1:17-3:02	3 rd Period & Lunch	7 th Period & Lunch
3:08-4:03	4 th Period	8 th Period

Office Staff Directory

Principal	Matthew Wilburn
Assistant Principals	Ms. Sheila Colbert-Alzate Ms. Stacey Huffer Mr. Kevin Tyson
Bookkeeper	Ms. Katherine Farrish
Test Coordinator	Mr. Brian Whitmore
Athletic Director	Mr. Dave Hembach
Assistant Athletic Director	Ms. Joany Windows
School Counselors	Mr. Tim Lucas—Director Mr. Diamond (A-Ct) Ms. Garrett (Cu-Hoo) Mr. Misik (Hop-Mej) Ms. McCarthy (Mek-Schn) Ms. Donovan (Scho-Z)
Activities Coordinator	Ms. Adriana Rice
Librarians	Ms. Cassandra Donahue Ms. Karen Farzin
Safety & Security Specialist	Ms. Amy Ressler
School Resource Officer	Deputy John Paul Jones

Stone Bridge Vision, Mission and Beliefs

Vision

We envision SBHS to be a community for learners who empower each other to impact a constantly changing global society.

Mission

Our mission is to provide an environment rich with opportunities and support that will encourage and challenge all students to think critically as they actively develop the character and skills necessary to succeed now and in the future.

Beliefs

- Intellectual curiosity for life-long learning (Academic)
- Every individual can make a significant difference in the lives of others (Social)
- Integrity, respect, professionalism and accountability are fundamental (Values)

Stone Bridge High School



Honor Code

The Stone Bridge community embodies a spirit of acting with integrity, honesty, accountability, and respect for others and their property. Mutual trust and intellectual honesty are essential to the nature of the school and society.

The functions of the Honor Code are to communicate the meaning and importance of academic honesty to all members of the Stone Bridge community and to maintain a high standard of conduct in academic affairs. In our environment of mutual respect, we expect that our students will make the honorable choice even when not in the presence of others. Our expectation is for our students to be successful while being trustworthy. The honor code is not intended to be punitive, but rather a guide for all students and faculty to follow. For these reasons, Stone Bridge High School will uphold the following Honor Code:

On My Honor, I have neither given nor received unauthorized aid on this test, quiz, or assignment.

Each student will read and sign the Honor Code pledge at the beginning of the school year and be held accountable. Students acknowledge that all graded assignments conform to the policies of the Honor Code. Refusal to comply with the Honor Code will result in denial of credit for the assignment.

Our expectation at Stone Bridge is that students will not engage in the following unacceptable behaviors:

A: Cheating

An honorable student understands that cheating includes the actual giving or receiving of any work other than his/her own. Such acts include, but are not limited to;

*copying from other student(s) or allowing a student to copy your work,

- * talking/signing during a test or quiz,
- *relaying test or quiz contents on to students taking the assessment at another time,
- *sharing or copying homework,
- *unauthorized use of study aids/notes/books/data/phones/electronic devices, etc.

B: Plagiarism

A student with integrity understands that plagiarism includes the copying of the language, structure, programming, ideas and/or thoughts of another and passing off the same as your own original work. Such acts include, but are not limited to;

- *having a parent or another person write an assignment (including the purchase of works on-line) or do a project which is then submitted as one's own work,
- *internet cut-and-paste,
- *summarizing, paraphrasing, or quoting without providing proper documentation,
- *fabrication of a source or citation.

C: Falsification/Lying/Fabrication

A student with integrity knows that dishonest communications/lies (oral, written, transmitted by any means) is a violation of the honor code. Such acts include, but are not limited to;

- *forgery of official signatures,
- *tampering with official records, passes, or any other administrative document,
- *adding/deleting/manipulating information on academic work,
- *changing an examination or other academic work after the testing period or due date of the assignment,
- *lying or failing to give complete information to a teacher,
- *feigning illness to gain extra preparation time for test, quizzes, or assignments due.

D: Stealing/Theft

Stone Bridge students will respect the personal property of others. Stealing is the intentional taking of the property (including school property) of another without the owner's consent or permission. The prohibition of theft includes personal and academic property of others. This shall also include any damage to personal or school property. If a violation occurs the following procedures will take place:

1. The infraction is reported to the administration.
2. The penalty includes up to a suspension from school.
3. The School Resource Officer is notified.
4. Depending on the value of the property/damages, criminal charges may be filed.

Teachers' Responsibilities:

1. Commit to the principles of the SB Honor Code.
2. Clearly outline and define unacceptable behaviors within the teacher's course.
3. Address the degree to which students may collaborate on the completion of assignments, making distinctions where necessary as to assignment types.
4. Clearly outline the responsibility each group member must bear for a collaborative project.
5. Address the use of study aids in course work.
6. Facilitate student discussion on honesty, integrity, and character.

Students' Responsibilities:

1. Commit to the principles of the SB Honor Code.
2. A student who has committed or witnessed an Honor Code infraction is encouraged to report that infraction to a teacher/administrator.

Honor Code violations will result in the following:

First Offense:

1. The student will receive a "0" (zero) on the assignment.
2. The teacher will inform the student's parents/guardians of the infraction and the assigning of a "0" (zero).
3. There will be an opportunity for the student to complete the assignment for partial credit. The amount of partial credit will be determined by the teacher.
4. The teacher will notify the director of guidance.
5. The director of guidance will notify the Honor Societies. In accordance with the honor societies' by-laws and national charters, a student may be removed from membership.

Second Offense:

1. The student will receive a "0" (zero) on the assignment.
2. The teacher will inform the student's parents/guardians of the infraction and the assigning of a "0" (zero).
3. There may be an opportunity for the student to complete the assignment for partial credit. Teachers will determine the amount of partial credit. The teacher will notify the director of guidance.
4. The director of guidance will notify the Honor Societies. In accordance with the honor societies' by-laws and national charters, a student may be removed from membership.

5. The guidance director will refer the incident to the administration. Upon referral to the administration, they shall...
 - a. Meet with the student.
 - b. Disciplinary action may take place by the administrator in regards to the seriousness of the infraction.
6. Student is ineligible to apply for any honor societies or run for any student offices for one academic year.

Subsequent Offenses:

1. The student will receive a “0” (zero) on the assignment.
2. The teacher will inform the student’s parents/guardians of the infraction and the assigning of a “0” (zero).
3. In extenuating circumstances, there may be an opportunity for the student to complete the assignment for partial credit.
4. The teacher will notify the director of guidance.
5. The director of guidance will notify the Honor Societies. In accordance with the honor societies’ by-laws and national charters, a student may be removed from membership.
6. The guidance director will refer the incident to the administration. Upon referral to the administration, they shall...
 - a. Meet with the student.
 - b. Other disciplinary action may take place by the administrator in regards to the seriousness of the infraction.
7. Student is ineligible to apply for any honor societies or run for any student offices.

****honor code violations are cumulative and carry over from school year to school year.**

2017-2018 SCHOOL CALENDAR for Students

August 24:	First Day of School
September 4:	Holiday (Labor Day)
October 9:	Holiday (Columbus Day)
October 23	Student Holiday (Staff Dev.)
November 3:	End of the Grading Period
November 6/7:	Student Holiday (Planning/Conference Days)
November 22-24:	Holiday (Thanksgiving)
December 18-January 1:	Winter Break
January 15:	Holiday
January 26:	End of Grading Period
January 29:	Moveable Student Holiday* (Planning/Records/Conference Day)
February 19:	Holiday (Presidents' Day)
March 26-30:	Holiday (Spring Break)
April 2:	Student Holiday (Staff Dev.)
April 6:	End of Grading Period
April 9:	Student Holiday (Planning/Conference)
May 28:	Holiday (Memorial Day)
June 13:	Last Day of School

****Parents with child-care or other weekday scheduling concerns** – The date of this MOVEABLE Planning/Records/Conference and Staff Development Day between first and second semesters may change, if the school calendar changes due to school closings for inclement weather or other emergencies. Parents with childcare or other scheduling concerns should be prepared.

Other Key Dates

August 21	Back to School Night
September 24	College Fair @BWHS
October 7	SAT (@SBHS)
October 11	PSAT
October 12-14	Homecoming Weekend
November 6/7	Parent Conferences
April 7	Prom
May 7 - May 18	AP Testing

Academics

Our primary mission is to create an environment that provides the opportunities, challenges, and reasonable supports to help each student achieve academic success and meet the challenges of life after high school.

Students must complete a variety of requirements to graduate, including the successful completion of course work in required and elective classes, accumulation of a minimum number of course credits and passing state mandated Standards of Learning (SOL) Tests to obtain the necessary verified credits.

Beginning in ninth grade students and parents will work closely with the guidance counselors to design a four-year plan to ensure that students are taking appropriate courses to meet their goals. The *LCPS Program of Studies* goes into more detail about course offerings and specific diploma and graduation requirements.

We believe that all students are capable of learning and that by working together as a partnership of parents, students, and staff, we can help students reach their potential and obtain the appropriate diploma.

Grading and Assessments

Teachers use a variety of assessments to derive student grades each nine weeks. Assessments include, but are not limited to, tests and quizzes, projects, presentations, displays, reports, class participation, preparedness, and homework. At the mid-point of a nine-week grading period, an email to parents will post asking parents to check the new grading system, Phoenix, for up to date grades. **Report cards** showing student grades are sent home with the student every nine weeks. **Year grades** are an average of the first semester and second semester grades. End-of-year report cards (grades 9-11) are mailed home. Students enrolled in special education programs receive **progress reports** three times a year and an **annual report**.

Grade Scale

A+ (4.3) 98-100	B (3.0) 83-86	C- (1.7) 70-72
A (4.0) 93-97	B- (2.7) 80-82	D+ (1.3) 67-69
A- (3.7) 90-92	C+ (2.3) 77-79	D (1.0) 63-66
B+ (3.3) 87-89	C (2.0) 73-76	D- (.7) 60-62
		F (0.0) 0-59

STUDENT SERVICES – School CEEB Code: 470-139

Guidance and Counseling (571) 252-2214

Each student is assigned to one of five guidance counselors but may request to see any counselor. Guidance counselors work with students to develop their four-year high school plans; to take appropriate and challenging courses; to counsel about career, academic and life goals; and to provide information, support and assistance for students with special needs and issues. The Guidance Department works directly with students and parents in the following areas:

- ◆ **Career Center**—A Career Center Assistant supports counselors in assisting students with career opportunities, training and required education.
- ◆ **Conferences**—Parent conferences with guidance counselors and/or teachers can be arranged through the guidance department. Students may request to meet with their counselors by scheduling an appointment with a guidance secretary. Students with emergencies should report to guidance and they will be seen immediately.
- ◆ **College Applications, Recommendations, Scholarships**—The counselors work closely with students regarding college preparation, requirements, and selection. Information is available in the office regarding specific colleges and financial assistance. Various workshops are provided for students and parents.
- ◆ **Academic Assistance/Tutoring**—Counselors serve as a resource to offer suggestions to students who are struggling academically. They keep a list of names of those willing to serve as tutors. In addition, counselors provide assistance with study skills and SAT preparation workshops.
- ◆ **Homework Requests**—Students should make arrangements when possible to obtain homework assignments from other students. Students who are absent for three or more consecutive days may call the guidance office to request missed assignments. Please call by 9:00 a.m.
- ◆ **Conflict Mediation**—The guidance staff works with student conflict mediators. These students receive training to assist other students in trying to resolve disputes peacefully. The guidance staff oversees the mediation process and helps determine if student conflict mediation is sufficient. Mediators should be requested through the guidance department.
- ◆ **P.E.E.R. Counseling**—Often students can benefit from talking to a fellow student. P.E.E.R. students are trained to listen and to determine when student problems require more professional intervention. Students can refer themselves or friends who are having various problems. Contact the guidance department.
- ◆ **Group Counseling**—Certain services are provided for students having specific issues and needing ongoing support.
- ◆ **Coordination with Local Agencies**—Occasionally, there are situations which necessitate the need to work with local agencies.
- ◆ **Homebound**—In certain instances a **doctor determines** that a student has a medical condition preventing him or her from attending school for a sustained period. Please initiate referrals with medical verification through the guidance department.
- ◆ **Transfer or Withdrawal**—If a student plans to transfer or withdraw from school, a parent or guardian should write the

guidance counselor with the reason for the change. The counselor will provide necessary forms for obtaining needed information and for forwarding information to the next school. Withdrawal forms are to be returned to guidance and the textbooks are to be returned to the individual teachers.

- ◆ **Special Permission to Remain** at a school must be submitted with reasons for the permission request—usually extenuating circumstances. Forms are available in Guidance or online.
- ◆ **Extended Trips**— Students must have **prior** approval from the administration. Forms are available at the Attendance Office.
- ◆ **Special Needs/Awareness**—Often students have special needs which should be brought to the attention of school staff. There may be a crisis in the home, illness of a family member or the student, separation and divorce, or other factors which affect the student. Please bring these issues to the attention of your counselor who is prepared to assist you.
- ◆ **Special Programs and Assignments**—Students in specialized programs requiring assignments should direct questions to Guidance. This includes Douglass, ISAEP, and Homebound.

Clinic (571) 252-2215-Ms. Heim (Nurse)

The clinic is open from 8:30-4:30. **All student medications** (over the counter and prescription) must be checked into the clinic **by a parent or guardian** and must be administered in the clinic by the nurse or designee (we request that, when possible, medication be taken at home). The medical form must be completed by a doctor or parent. Except for an emergency, students who are ill or need to visit the nurse must have a pass from their teacher and they must sign in and out of the clinic. **It is important to keep emergency numbers up to date. Students who are ill must see the nurse first before leaving school.** The nurse will contact parents before sending a student home. It is the parent's responsibility to review and follow the medication at school guidelines found at www.lcps.org under the parent tab. No prescribed medication will be accepted without an Authorization for Medication Administration form completed by the prescribing doctor. Appointments must be made with the nurse prior to delivering medication to the clinic.

Driving Privileges/Parking Lot

Permission to drive is a privilege, which requires responsibility on your part to ensure safety and security. You must first apply for permission to drive and pay the required fee (\$200.00). A parking tag is required for display and is not transferable to other students. You must agree to abide by the rules that go with the privilege to drive or you may lose that privilege. The speed limit in the parking lot is **10** miles per hour. You are not permitted in the parking lot during the school day unless given permission by the office. **You are responsible for the conduct of others and the contents of your vehicle while on school grounds and while driving to and from school. Your car is subject to search under School Board policy. Violations of parking privileges can result in suspension of privileges and other disciplinary consequences. Please note that the school will not be responsible for stolen or damaged items in or on your vehicle. School insurance will not cover any liability or physical damage to your vehicle or contents of the vehicle while on school premises.**

Library/Media Center

Students may visit the library before and after school without a pass, and during lunch and study hall with a pass. Materials available for student check out include books, magazines, and reference materials. Computers are available for student use and online subscription databases may be accessed from the SBHS library home page. Passwords for these databases are needed when not at school (informational brochures with database passwords are available in the library). A coin copier is also located in the library for student use. The library welcomes all students and we look forward to assisting with any of your informational, research and reading needs.

Lockers

Lockers are school property and **may be searched** by the administration if deemed appropriate. Damage to a locker may result in a fine and/or disciplinary consequences. The school is not responsible for items lost or stolen from a locker. **You should never give out your P.E., athletic, or hall locker combination to other students.** You are discouraged from bringing valuables from home.

Be sure that hall lockers close and lock and that gym lockers are secured before going into the gym. Writing is not permitted on lockers. **You are responsible for everything stored in your locker.**

Restrooms

Help us keep them clean by disposing of trash in trash cans and flushing after use. Please be considerate of others. *Students are not permitted to use faculty restrooms unless granted permission by staff.*

School Store

The *K9 Corner* is located in room 401 and operated by the Advanced Marketing Students. The store is open each morning before school and sells a variety of Bulldog clothing, spirit items and school supplies. The *K9 Corner* also sells items at each home varsity football game.

Telephones

During the school day, students must have a pass from a teacher or staff member to use the telephones in the office. Students should try to take care of personal business before or after school. Personal cell phones are able to be used for instructional purposes and at the discretion of the teacher. If students are using phones in the classroom when permission for use is not granted by the teacher, phones may be confiscated and turned into the office for parent pick up.

Valuables/Thefts—Best Advice is to Keep Valuables at Home

Large amounts of money, IPODs, cell phones, etc. should not be brought to school. If these items are brought to school, they should be kept in the locker, or in a safe place, for use before or after school only. Students should not leave valuables sitting around. The school is not responsible for lost, damaged, or stolen items. **Report thefts and vandalism to the Safety and Security Specialist in the Main Office immediately.** A report will be filed. The school SRO may also be notified and involved.

Clubs at SBHS

American Red Cross Club	Ms. Fehr
American Sign Language Club	Ms. Wells
Anime	Mr. Hansberger
Apple Federal Credit Union	Ms. Hochstein
Badminton Club	Mr. May
Band/Color Guard	Mr. Keller
Battle of the Books	Ms. Crawford
B.U.D.S	Mr. Lind
Bulldog Bok Club	Ms. Donahue, Ms. Farzin
Bulldog Film Club	Mr. Hochkeppel
Campus	Mr. Wright
Chess Club	Mr. Faraone
Chick Fil A Leader Academy	Ms. Rice, Ms. Ausel
Chorus	Mr. Jackson
Computer Programing/Robotics	Ms. Bond, Mr. Poland
Creative Writing Club	Mr. Bills
Dance Teams-Dance Squad	Mr. Hochkeppel
Debate Team	Ms. Nielsen
*DECA	Mr. Anderson, Ms. Witzig
Dedicated Men w/Vision	Mr. Tyson
Determined Strong Women	Mr. Tyson
Drama Club/Int'l Thespian Soc	Mr. Hochkeppel
Educators Rising	Ms. Hochstein
*English National Honor Society	Ms. Hunter, Mr. Winsheimer, Ms. Cimino
Environmental Club	Mr. Velasquez
Fellowship of Christian Athletes	Mr. Faul
Fishing Club	Mr. Musau
Film Analysis Club	Ms. Hayes
Forensics	Ms. Nielsen
Freshman Class	Ms. Goddard
*FBLA	Ms. Hochstein
Gender Sexuality Alliance	Ms. Stender
G.E.M.S	Ms. Davis
German Club	Ms. Hawkesworth
Harry Potter Club	Ms. Donahue
Hockey Club	Ms. LeFew
Inter Club Council	Ms. Rice
*Interact Club	Ms. Shangraw
Jazz Lab	Mr. Keller
Junior Class	Ms. Graham
*Key Club	Mr. Wilkin
Level Up Video Game Club	Mr. Winsheimer, Mr. Sarmiento
Literary Magazine	Mr. Faul
Marching Band	Mr. Keller
*Mu Alpha Theta	Ms. Linsley, Ms. Adams
Meals that Heal	Ms. Shangraw
Medical Club	Ms. Clairmont
MidStage Show Travelers	Mr. Hochkeppel
Model United Nations	Mr. Beck
Morning Announcements	Ms. Rounsley
Muslim Student Association	Mr. Beck

*National Honor Society (NHS)	Mr. Hansberger
*National Art Honor Society	Mr. Kirk
*National Technical Honor Soc	Ms. Hochstein
*Newspaper (<i>Bulldog Tribune</i>)	Ms. Sholl
Orchestra	Ms. Hawkins
Puppy Pals	Ms. Reeves
PEER	Ms. Stender, Ms. Goddard
ProLife Club	Ms. Hochstein
Psychology Club	Mr. Rutan
Random Acts of Kindness	Ms. Socia
Science Olympiad	Ms. Cascio
Scholastic Bowl	Mr. Willis
Science National Honors Society	Ms. Karandikar, Ms. Witmire
Senior Class	Mr. Rutan
Sophomore Class	Ms. Masi, Mr. Winsheimer
Social Science Honors Society	Mr. Wilkin
Student Council Association	Ms. Ausel, Ms. Cresson
T.A.G. Library Council	Ms. Donahue, Ms. Farzin
Technoloy Student Association	Mr. Collins
Tri -M Music Honor Society	Mr. Keller
We're All Human	Mr. Blakenship
World Language Honors Societies	Ms. Owens, Ms. Richard, Ms.
Hawkesworth, Ms. Newell, Ms. Goodwin	
Young Republicans	Mr. Wilkin

Athletic Program

Member of the Virginia High School League (VHSL)—Includes athletics, various drama, debate, forensics and academic competitions

- ◆ **Member of Group AAA, Northern Region, Liberty District**
- ◆ **Athletes must read, sign, and abide by the Loudoun Student Athletic Handbook's rules and procedures.**

Eligibility for VHSL Activities

- ◆ **Must have been enrolled in a minimum of 5 subjects and passed 5 subjects the previous semester**
- ◆ **Cannot have been enrolled in school for more than 8 consecutive semesters**
- ◆ **Athletes must not have reached the 19th birthday on or before the first day of August of the year participating.**
- ◆ **Athletes must have completed a VHSL Physical Form**

Sportsmanship—We take pride in promoting first-class athletic programs and in supporting the **VHSL Sportsmanship Code**. Student participants and spectators are expected to demonstrate good sportsmanship by following the **VHSL** sportsmanship standards. We cheer for our teammates and fellow students in a positive way and do not show negative, taunting, or disrespectful behavior in any way. Inappropriate behavior from participants or spectators will not be tolerated and will result in disciplinary action which can include removal from participation and/or attendance at events.

- The athletic handbook lists specific expectations related to athletic training rules.

- Coaches conduct preseason meetings for parents and students to review expectations, training rules, and sportsmanship.

STUDENT RECOGNITION

Efforts are made to recognize students for academic accomplishments, outstanding attendance, improvement, positive attitudes, character and citizenship, volunteerism, and leadership.

- ◆ **Honor Roll**—Recognizes students every nine weeks for academic achievement based on a county formula.
- ◆ **Academic Letters**—Given to students for being on the honor roll for the first three quarters.
- ◆ **National Honor Society (NHS)**— The National Honor Society at Stone Bridge High School is a prestigious organization that recognizes students who are accomplished in areas of **service, scholarship, character, and leadership**. The NHS requires that all interested candidates go through an application process, and then, if selected, are invited to attend an induction ceremony in the fall of their acceptance year. Once inducted, students must maintain a minimum cumulative grade point average of 3.5. In addition, to maintain their membership, NHS members are required to complete community service hours. All volunteer work is expected to be done for a recognized charity or charity event (501c). The NHS advisers reserve the right to amend this expectation. Any event or volunteer opportunity that does not meet this expectation must be approved by the NHS advisers in advance.
- ◆ Membership is an honor and privilege bestowed on students who demonstrate exemplary qualities of **scholarship, leadership, character, and service**. To be eligible, students must have been in attendance for at least the equivalent of one full semester, be a member of the junior or senior class, and have met the minimum scholarship requirement (3.25 cumulative GPA). Academically eligible students must complete an application form that addresses character, service, and leadership. After forms are turned in, a faculty council determines which students have demonstrated outstanding achievement and qualities in each of the four areas to warrant induction into the society. The school staff will make efforts to recognize this honor through written communications to parents and through announcements and an induction ceremony. There are requirements (ex. volunteer hours) for students to remain eligible.
- ◆ **Character (Bulldog Pride Award)** – Recipients are recognized for positive efforts and attitudes that reflect good character.
- ◆ **Scholar-Athlete Awards**—Recognizes athletes with a 3.5 GPA during season.
- ◆ **Other recognition and achievement awards will be announced throughout the year and often posted on The Bulldog Recognition Wall.**

STUDENT RESPONSIBILITIES

- ◆ Follow the rules.
- ◆ Turn in forms on time.
- ◆ Be sure to **update your emergency information** regularly.
- ◆ Inform the attendance secretary of address and phone changes.

- ◆ Turn in all money collected for school activities to the teacher, coach, or sponsor immediately. Under **NO** circumstances should money be taken out of the building.
- ◆ **All** soft drink containers must be stored in lockers. Glass containers are not permitted. Drink and vending machines are turned off during the day and can be used only at designated times.
- ◆ **Fire Drills/Emergency Evacuations**—Students must follow procedures by evacuating the building in an orderly manner and remaining with their class. If separated from your class, report to the nearest staff member and identify yourself.
Lockdown procedures—During a **lockdown** drill students and teachers move away from the doors and windows and the teacher locks the door. Students must vacate the halls and bathrooms and report to the nearest classroom. *We must account for you.*
- ◆ **Make-up work due to absence**
You are responsible for initiating immediate action with your teacher when you have been absent. Students are encouraged to contact teachers by e-mail for missed assignments. A reasonable amount of time is considered to be one day for each day missed. Notify the teacher as soon as possible if there are circumstances warranting special consideration. If you miss a **previously announced** test, quiz, paper, or project, you must be prepared to make up the activity or turn it in upon return unless you have made prior arrangements with the teacher.
If you are present for a portion of the day, previously announced assignments are due that day. If you do not make up the work in the allotted time, you will receive a failing grade.
- ◆ **Hall Passes**—Students will use the appropriate pass for moving about the school.
- ◆ **Unauthorized Area**—If you are in an unauthorized area, it raises suspicions and concerns related to safety and security and can result in disciplinary consequences. Students may not linger in cars or go out to parking lots or locker rooms without permission.
- ◆ **Hallways/Running/Loitering**—Students may not loiter in halls after bells have rung. Running in the halls endangers everyone, and it is **NOT** permitted.
- ◆ **Homework**—Homework is designed as a meaningful way to reinforce previous learning, to practice skills, to review, to prepare for future learning, or to enhance learning. It is not intended to be busy work or to replace important classroom instruction; therefore all students are expected to complete homework on time in preparation for class. You need to realize that failure to do homework not only hurts your preparation for class, but it also can have significant impact on your academic grade as well.

Insurance— Unfortunately, accidents do happen and the school's insurance does not include coverage for student accidents, injuries, or damaged/stolen student personal property. Students and parents are encouraged to purchase the various student insurance products available for accidental physical and dental injuries as well as student personal property brought to school. Student Accident and Dental Insurance and Student Personal Property Insurance application brochures are sent home at the beginning of the year. You can purchase coverage on a voluntary basis direct from the

insurance companies. Have your parents contact the school if they have questions.

ATTENDANCE POLICIES AND PROCEDURES (See Student Rights and Responsibilities Handbook)

Regular daily attendance, interaction with teachers and active participation in class are critical to each student's academic success. In preparing students to be responsible adults and in preparation for the work world, all students are expected to be punctual, to attend school daily, and to remain for the entire day. Students with excessive absences will not be granted permission to attend field trips. The **Compulsory Attendance Law** of Virginia requires students who are under 18 years of age to attend school daily. The law holds parents accountable for ensuring that students attend school. The school is required to contact parents about absenteeism and will work with the attendance officer, as well as the court system, for students who are not in compliance.

Adult students who are 18 or older are expected to attend school regularly. Adult students desiring to write their own notes are expected to have a letter signed by their parents on file. **Adult students are expected to obtain staff permission prior to signing out of school.** Adult students who do not comply with attendance procedures and expectations may be dropped from the rolls.

Daily Early Release

In certain cases students may be granted a waiver to attend school less than a full day (eight periods). Such a waiver must be initiated through the guidance department and must be approved in advance by the principal and superintendent. Typically, this is reserved for seniors who have met various state and school board criteria or students enrolled in co-op programs. **If an early release student is assigned to In-School Restriction, he or she is expected to remain for the entire school day. If for some reason the school day is altered for weather or other reasons, the students is expected to remain through the entirety of their last scheduled class.**

Excused Absences and Early Dismissals—Call (571) 252-2202

Excused absences include personal illness, death in family, medical or dental appointments, court, and religious holidays. When appropriate, principals may excuse absences due to family illness, family emergencies, or trips that extend or enhance a student's education. Whenever a student is absent, the parent **must** call the **absentee phone-in line at (571) 252-2202** listing the **date(s) of absence, reason for absence and number to contact a parent.** For **early dismissals**, parents **must** send a note on the day of dismissal with the same information. The attendance secretary or a staff member will call to confirm the dismissal or absence. **Early dismissals, for any reason, must be approved by the attendance office or administration before a student is authorized to leave school** or disciplinary action will be taken. This includes eighteen-year old students.

Tardy Policy

Students are expected to be on time to school and to their classes. The school will work closely with students and parents, particularly

when emergencies arise. Continuing tardy patterns are disruptive to the educational process for individuals and entire classes. Punctuality is a valued trait in the workplace and at school. **Students tardy to school due to a doctor, dental or judicial appointment must report to the attendance office with a note from their doctor, dentist or have a court letter.** Otherwise, it will count as an unexcused tardy and may result in disciplinary action. **Excessive tardies will be referred to administration.**

Tardies—Impact on Athletes and VHSL Participation and Other Extracurricular Activities and Events--In order to participate in the day's activities, athletes or students in other extracurricular activities who arrive **after 9:30 a.m.** must have a doctor, dental, or court appointment notice or approval of the principal (given only for very extenuating circumstances). This includes Fine Arts productions and concerts.

Consequences for Unexcused Tardies to School (after 9:20 a.m.)

Semester Time Frame:

1st Offense – Verbal warning

2nd Offense – Verbal warning

3rd Offense – Detention (AM or PM)

4th Offense – Friday School (4:03-6:00)

5th Offense – Administrative options including loss of parking privileges and In School Restriction

Consequences for Unexcused Tardies to Class and Tardies to School from 9:15-9:20 a.m. Quarter Time Frame:

1st Tardy – Warning from teacher

2nd Tardy – Warning from teacher

3rd Tardy – Detention assigned by the teacher. Parents or Guardians of student will be notified by teacher.

4th Tardy Detention assigned by the teacher. Parents or Guardians of student will be notified by teacher.

5th Tardy – Immediate referral to the office for administrative options.

Note: Administrators reserve the right to revoke driving privileges, loss of other privileges or employ other consequences, which might be more effective for dealing with tardiness.

Leaving School Without Permission/Cutting Class/Unexcused Absence to School/ Truancy

1st Offense – Friday School

2nd Offense – In School Restriction (ISR)

3rd Offense – In School Restriction (ISR), parent conference

4th Offense – Administrative Options

Note: Parking and other privileges may be rescinded as deemed appropriate by the administration at any point.

DISCIPLINE OPTIONS

Administrative Options—Administrators have a range of discretionary options including removal of various privileges such as parking or eating lunch with classmates. **Other options** include placing students temporarily in other settings, assigning work tasks (e.g. school beautification projects), excluding students from

extracurricular or other school-sanctioned activities, and any option deemed necessary to change, correct, and improve behavior. **More specific information about School Board expectations, policies, and rules and regulations can be found in the *Student Rights and Responsibilities* booklet given to students and in the LCPS School Board Policy Manual.**

Our expectations are reviewed with students at the beginning of the school year and are updated or revised if necessary. It is your responsibility to know and follow the rules and guidelines.

- **Lunch Detention**—In certain cases, usually related to attendance and tardy issues, the administration or teacher will assign students to lunch detention in a designated, supervised area.
- **Detention Hall** (8:25 AM – 9:05 AM, or 4:10 PM - 4:45 PM)—Students must report to a designated location for quiet study. They are supervised by a staff member. Generally, students will be given written notification and/or parents will be called. Transportation is the student’s responsibility.
- **Friday School** (4:03 pm – 6:00 pm in guidance)—This is usually assigned for infractions in lieu of ISR or suspension. It may be assigned for other reasons as deemed appropriate by an administrator and may include required tasks.
- **In-School Restriction** (9:15 am-4:05 pm) **The entire school day, even for early release students**--Students are assigned to a structured, supervised, isolated classroom away from their classmates. Students are expected to complete **all** class assignments. Students must abide by the terms of a contract which they are expected to sign.
- ◆ **Assigned Work Sessions** with School Probation Officer or assigned staff at times to be determined.
- ◆ **Suspension**—Students can be suspended out of school from one to ten days by the administration for serious or habitual offenses. . During any period of suspension, students **are not** permitted on any LCPS school grounds, nor are they allowed to participate in or attend extracurricular activities.
- ◆ **Involuntary Transfer**—Students are removed from one school and assigned to another for adjustment purposes. This usually occurs after other consequences have failed to correct behavior or in cases deemed appropriate by the principal. The principal makes a recommendation to the superintendent.
- ◆ **Long term suspension** is for a period of more than ten days but less than 365 calendar days as deemed appropriate by the superintendent. During any period of suspension, students **are not** permitted on any LCPS school grounds, nor are they allowed to participate in or attend extracurricular activities.

***Expulsion**—Expulsion is the removal, for a minimum of one year, from all Loudoun County Public Schools. It is based on the recommendation of the principal to the Superintendent and is approved by the School Board. This is the most severe disciplinary action and denies access to school facilities, programs, and activities.

THE BULLDOG CODE OF CONDUCT

Stone Bridge students are expected to conduct themselves appropriately at all times. Treat others as you want to be treated. Know that everything you do at school and away from school, reflects on every

one of us. If you represent our school as a participant or spectator, you are accountable for your actions. In addition, you are held accountable for your actions from the time you leave home until you return home (including bus stops, walking or in a vehicle). Under Virginia law, certain illegal behaviors in the community, particularly if they result in criminal charges, can affect your status as a student at SBHS.

BULLDOG CHARACTER

Trustworthiness: Be honest • Don't deceive, cheat or steal • Be reliable, do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal –family, friends, school

Respect: Treat others with respect • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

Caring: Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Responsibility: Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act, consider the consequences • Be accountable for your choices

Fairness: Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

Citizenship: Do your share to make your school and community better • Cooperate • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

EXPECTATIONS, GUIDELINES, POLICIES

Acceptable Use Policy-Telecommunications

Students must agree to follow the *LCPS Acceptable Use Practices* which is printed in the *Student Rights and Responsibilities* booklet. They must acknowledge these practices by returning a signed agreement before being allowed use of telecommunication services. Failure to follow the policy can result in losing the privilege of access, disciplinary action, and possible legal action.

Bus Expectations

Bus safety is everyone's responsibility. Students are expected to behave appropriately on buses and at bus stops at all times. Failure to act responsibly will result in disciplinary consequences which can include denial of the privilege to ride school transportation.

Dress and Grooming

STUDENT DRESS CODE

All students who attend Loudoun County Public Schools are expected to dress appropriately for a K-12 educational environment. A student's attire should facilitate the participation in learning as well as the health and safety of students. This policy is intended to provide guidance for students, staff and parents.

A. Appropriate Student Attire. Students must wear clothing that is appropriate to a K-12 educational environment and that does not or is not likely to cause a substantial disruption that includes the following attire:

1. Clothing must cover the midriff.
2. Tops with straps greater than one inch wide.
3. Clothing that covers private areas should be opaque and appropriate undergarments must be worn.
4. Clothing that does not reveal undergarments and/or private areas.
5. Clothing should be suitable for all scheduled classroom activities where unique hazards exist.
6. Clothing that is required in specialized courses, such as sports uniforms or safety gear.
7. Clothing that includes head covering if worn for religious purposes, as a matter of safety, medical condition, or in connection with a school-sponsored program, activity, or event.
8. Faces should be clearly visible by other students and staff, as a reasonable measure of safety and security.
9. Clothing free from language that is profane or images that depict, advertise or advocate illegal, violent or lewd conduct, the unlawful possession or use of weapons, drugs, drug paraphernalia, alcohol, tobacco, marijuana or other controlled substances or are discriminatory.
10. Clothing and/or head coverings free from gang related or associated symbols, such as words or drawings that could pose a reasonable threat to the health or safety of any other student or staff.

B. Responsibilities

1. Student Responsibility. Students are responsible for complying with the division dress code during school hours and school sponsored activities.
2. Staff Responsibility. Staff are responsible for communicating and equitably enforcing the division dress code during school hours and school-sponsored activities.
3. Parent Responsibility. Parents or guardians are responsible for ensuring student compliance with the division dress code. Parents or guardians of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal or principal's designee.

C. Enforcement

1. Enforcement of this policy is the responsibility of the school administration.
2. Enforcement must be reasonably discreet, equitable, and gender neutral in implementation.
3. Enforcement should include options for reasonable remediation of the infraction that demonstrates respect and where possible, minimizes loss of instructional time.
4. Enforcement may include disciplinary actions that are consistent with other discipline policies and sufficiently escalatory to encourage compliance.

D. Appeals. In accordance with policy §8-26 parents or guardians may appeal a disciplinary action by notifying the office of the appropriate person to whom the appeal is

Distribution of Literature or Other Materials

Anyone wishing to distribute literature, information, or other materials on school property must first have permission of the principal.

Inappropriate /Unacceptable Behaviors Include...

Defiance

Students are expected to conduct themselves in a civil, respectful manner. We **cannot and will not** tolerate defiance of any sort, particularly if a staff member directs a student to do what can be reasonably expected. Defiant acts can result in a range of consequences.

Disruptive Behavior

Any behavior which threatens the orderly, safe operation of a class or the school is prohibited. This includes physical and verbal disruption. **Costumes of any kind including costume make-up are not permitted unless it is directly related to instructional purposes as designated by a classroom teacher.**

Display of Affection and Sexual Behaviors

Embracing, kissing, and sexual behaviors will not be tolerated and may result in disciplinary action up to and including suspension from school.

Electronic Devices (School Board Policy 8-34)

Students are prohibited from using cell phones or any other communication devices during school hours while in class unless given permission by the classroom teacher. If students use an electronic device in class during the school day without permission, it may be confiscated and secured in the main office until a parent or guardian retrieves it. Students may operate these devices during lunch while in the cafeteria. Students are prohibited from possessing laser pointers while on school property, under school control or attending any school function or activity. Repeated or multiple violations of the electronic devices policy may result in disciplinary action.

Fighting/Assaults

Under no circumstances should students threaten or physically strike other students or staff. Behaviors which involve fights or serious threats can result in major consequences ranging from suspension to expulsion and possible legal action.

Gangs

Under no circumstances are students permitted to reflect any behaviors which are tied to gang activity. **This pertains to dress, signs, headgear (including head bands) and tattoos.** The school works closely with the School Resource Officer and School Safety and Security Specialist regarding trends and activities. (See “Dress and Grooming”).

Gambling and Card Playing

Gambling and card playing are prohibited.

Horseplay and Hazing

Horseplay, such as slap fighting, can lead to serious injury and is not tolerated. No type of hazing, such as “birthday punches”, is allowed. Disciplinary consequences will be administered.

Inappropriate Literature, Pictures, Drawings

Students are not permitted to possess or distribute literature, pictures, or drawings which are potentially disruptive to the educational process or which can be considered obscene.

Initiating a Disruption or Riot

Students are not to engage in behavior which initiates, encourages, or creates the potential for violence or disorder (including food fights). Students who are part of a crowd which refuses to disperse will be held accountable and may be administered serious disciplinary consequences.

Language: Obscenity/Profanity/Slurs/Demeaning Comments/”Put Downs”

Cursing and abusive language will not be tolerated. Language that demeans another student or adult, including slurs and remarks which can be considered racist or against someone’s religion, sex, national origin, handicap, or abilities will not be tolerated. A range of disciplinary options will be considered.

Threats/Harassment/Bullying/Intimidation/Hazing

SBHS will not tolerate any type of behavior that is threatening, harassing, bullying, or intimidating in nature. Under no circumstances should a student make threats to or about someone. This includes implied threats. Threatening comments result in a LCPS Threat Assessment being implemented to determine the level of threat and type of consequences. Harassment may include physical, psychological, or verbal abuse or behaviors designed to intimidate others (such as bullying, hazing or put downs). Actions such as “flagging” and “panting” are not tolerated and result in very serious consequences. **Students are expected to report such behaviors to a counselor, administrator, or security officer or other adult staff members.** Depending on the type of behavior and cooperation, administrators can consider a range of consequences, including removal from school, legal action, or clinical evaluation. Law enforcement and other agencies may be notified.

Vandalism

Students are expected to respect the school. Pranks are discouraged as they can go awry and lead to serious damage and injury. Defacing or destroying school property is extremely costly in time and money and will result in serious consequences, typically ranging from suspension to expulsion. In addition, students face legal charges and financial restitution.

SEE PAGES 22 and 23 for SPECIFIC SCHOOL BOARD POLICIES WITH MAJOR CONSEQUENCES

Specific School Board Policies With Major Consequences Include...

Alcohol Abuse (School Board Policy 8-35)

- ◆ 7 days suspension for the first offense, **plus** an additional 3 days attendance at the Substance Abuse Education Program at Douglass School (=10 days out of the home school)
- ◆ Students are required to undergo evaluation for drug or alcohol use, or both, by a licensed professional with expertise in substance abuse treatment and students may be recommended to participate in a treatment program.
- ◆ Referral to Insight Program
- ◆ Subsequent violations result in more serious consequences

Drugs (School Board Policy 8-36)

- ◆ The School Board Drug Policy and Alert is reviewed with students and information is mailed home to parents.
- ◆ Simply put, drugs are not permitted on school property, nor should students be under the influence, possess paraphernalia or distribute any drugs.
- ◆ Violation of the Drug Policy results in immediate suspension and referral to the principal and superintendent for further disciplinary consequences as defined in the School Board Policies and Regulations.

Medications (School Board Policy 8-53)

- ◆ Students who have prescriptions to take medications must follow specific procedures listed under the School Board Policy on medications (8-53). Distribution of medications is strictly prohibited.

Tobacco (School Board Policy 8-37)

- ◆ Students are not permitted to have or use tobacco products of any kind on school property or at school activities. This includes on buses and in private vehicles on school grounds. Use or possession of tobacco products or paraphernalia by minors is against the law.
- ◆ First time **possession** will result in confiscation of the product and the student is assigned to **in-school restriction cessation program** for three days. Subsequent possession can result suspension.

Use of tobacco for first time offenders results in the student being suspended for three days. Subsequent use results in five days suspension.

- ◆ Students may be referred to School Resource Officer and a referral to the smoking cessation program may result.

Weapons (School Board Policy 8-32)

LCPS has a strict policy, much of which is guided by state laws designed to make our schools safe and secure. Students are given a copy of this policy and consequences. Simply put, **NO WEAPONS OF ANY KIND ARE PERMITTED ON SCHOOL PROPERTY, INCLUDING IN YOUR VEHICLES.** Should you inadvertently bring an object which can be construed as a weapon, you should notify the administration, school resource officer, or safety and security specialist, or other adult staff **immediately** to avoid major consequences. Violations of the policy while on school property or while under the control or supervision of school system personnel will result in immediate suspension and the possibility of much stronger consequences up to and including expulsion and legal action. Students and parents are expected to read, review and understand this policy.

Note that infractions of various policies that occur at the end of the year and do not allow sufficient time to carry out the consequence at the end of the year, may lead to consequences that can include inability to participate in the graduation ceremony or other appropriate consequences. When deemed appropriate certain consequences may be carried over to the following year. Be smart, be thoughtful, and be honest.

***On My Honor, I have neither given nor received
unauthorized aid on this test, quiz, or assignment.***

I have read the Honor Code and by signing below
understand that I will be held accountable and responsible
for my actions.

Student Name: (Print)

Student Signature:

Date: _____

Input on this honor code came from the following schools:
Briar Woods HS, Langley HS, The Landon School, Broad
Run HS, Thomas Jefferson HS, Madeira School, and Rice
University.