



**STUDENT  
HANDBOOK  
2018–2019**

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## **PRINCIPAL'S MESSAGE**

Culpeper County High School Students and Families,

We could not be more pleased that you are part of the Blue Devil Family! High school is an exciting time to learn, grow, and prepare for the future. We offer a wide range of courses for students to develop academically. Students should work closely with their families, counselors, and teachers to choose the courses that will challenge them and best fit their needs. At Culpeper County High School, students will learn more than the curriculum in their books. Students will be given opportunities to be creative, to communicate, to collaborate, to think critically, and to be good citizens. These opportunities will help to prepare our students for life after high school. We want students to take advantage of all our school has to offer.

High school is like most aspects of life: the more you put into it, the more you get out of it. We encourage our students to come prepared to school with a positive attitude, ready to learn and contribute. One way to contribute to our school community is to be a part of our co-curricular and extracurricular activities. Culpeper County High School offers a variety of activities for students to explore their interests and talents and discover new passions. We believe there is great benefit to students joining a club, activity, fine arts group, or team. Research shows that students who are a part of extracurricular and co-curricular activities experience more academic success.

Please contact me if there is anything I can do to help our students.

Yours truly,



Daniel Soderholm  
Principal

# GENERAL INFORMATION

## Purpose of Handbook

The policies, rules and regulations found in this handbook are for informational purposes and should not be construed as the only information needed for a student to be successful. The Virginia Code of Conduct and Virginia state laws also govern the students and staff of CCHS. It is the student and parents' responsibility to be aware of graduation requirements and academic changes.

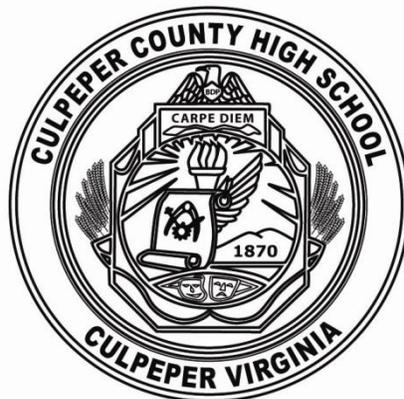
## School Mission

It is the mission of Culpeper County High School, in partnership with home and community, to empower all students to achieve their goals by:

- raising expectations;
- fostering positive relationships;
- respecting diversity;
- promoting a rigorous, relevant course of study and;
- creating a culture of lifelong learning.

## School Vision

Culpeper County High School will be the gateway to our students' futures by developing and maintaining positive relationships among students, staff and community, and promoting a rigorous, relevant course of study.



## **BELIEF STATEMENT**

We believe that...

- all students can and must learn;
- all human beings have dignity and worth;
- teaching and learning should be fun, but not necessarily easy;
- we have not yet tapped the full potential of any student;
- students must be expected to perform and apply learning;
- every student that receives a diploma from our school should have a plan for the future and be fully prepared to implement that plan;
- respect, responsibility, cooperation, and communication are essential for quality education;
- school should have a safe, secure, and positive environment in which a student can achieve and be successful;
- school personnel should serve as positive role models for students;
- while addressing different learning styles, the school should help students develop independent and critical thinking skills and utilize current technology;
- courses should be designed and taught so that students make connections between school and the outside world;
- students should be engaged in a variety of cultural activities;
- faculty, staff, administrators, parents, and the community share the responsibility for advancing student learning;
- the ultimate responsibility for a student's education lies with the student.



## SCHOOL CONTACT INFORMATION

### Principal

Daniel Soderholm                      ds9626@culpeperschools.org                      ext. 6205

### Assistant Principals

James McDaniel                      jm6928@culpeperschools.org                      ext. 6211  
Charles Toler                      ctoler@culpeperschools.org                      ext. 6207  
Virginia Wright                      vw5780@culpeperschools.org                      ext. 6213

### Director of Student Services

Lisa Walker                      lwalker@culpeperschools.org                      ext. 6214

### Activities Director

Patricia Oliver                      po5472@culpeperschools.org                      ext. 6219

### Safety & Security

Lisa Thorn                      [lthorn@culpeperschools.org](mailto:lthorn@culpeperschools.org)                      ext. 6247

### Testing Coordinator

Stacey Adams                      sa9698@culpeperschools.org                      ext. 6220

**School Address:** 14240 Achievement Drive, Culpeper, VA 22701  
**School Phone Number:** (540) 825-8310  
**School Fax Number:** (540) 829-6615

# GRADUATION REQUIREMENTS

The graduation requirements for a student are those that are in place the first time they enter high school as a freshman. Students and parents are encouraged to review the Program of Studies and keep track of the student’s progress toward graduation eligibility.

<b>Definitions</b>
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**Standard Unit of Credit:** Student earns a passing grade in course.

**Verified Unit of Credit:** Student earns a passing grade in course and passes the associated End-of-Course SOL Test, substitute assessment, student selected test, or certain professional and industry certifications and licenses.

**End-of-Course SOL Test:** Test created for the Commonwealth of Virginia. Tests are based on prescribed Standards of Learning (SOL) and are given in the following courses:

English	Math	Science	Social Studies
English 11 Writing	Algebra 1	Earth Science	World History I
English 11 Reading	Geometry	Biology	World History II
	Algebra 2	Chemistry	US/VA History

Note: There are three scoring categories on these tests: Not Proficient (0-399), Proficient (400-499), and Advanced Proficient (500-600).

**Substitute Assessments:** Tests approved by the State Board of Education that enable students to earn verified units of credit. For a complete list of these tests, visit the Student Services Office.

**Student-Selected Tests:** Tests required to pass in order to earn a standard or advanced studies diploma. Tests may come from any of the following:

- any end-of-course SOL test that is not already satisfying a required verified credit, or;
- tests in computer science, technology, or other areas as prescribed by the State Board of Education, or;
- substitute tests approved by the State Board of Education.

**Sequential Electives:** Elective courses required for a standard or modified standard diploma that are a focused sequence of elective courses leading to further education or preparation for employment developed by the school division consistent with Board of Education guidelines and as approved by the local school board.

**Expedited Retakes:** If preliminary results of SOL tests are returned to the school before the end of the school year and a student was found “Not Proficient” and scored between 375 and 399 on any test then they may be given the opportunity to retake the test.

**Remediation:** During the summer, students that are found “Not Proficient” on any End-of-Course test are invited to attend a program to review the information and retake the test.

**Virginia Alternate Assessment Program:** This program is available to students with disabilities and is for students who do not participate in the Virginia Standards of Learning testing program. Participation in the alternate assessment is decided by the IEP team upon meeting the requirements of the program as outlined by the state.

**Locally verified credit:** Seniors can earn a verified credit in science or social studies in accordance with Virginia and CCPS policy. To be eligible to earn a locally verified credit, a student must:

- pass the high school course and not pass the related Standards of Learning test;
- take the same Standards of Learning test at least twice;
- score within a 375-399 scale score on any administration of the particular Standards of Learning test, and;
- demonstrate achievement in the academic content through the appeal process.

<b>Diploma Options</b>
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The credit requirements for the Standard and Advanced Studies Diploma are listed below. Requirements to satisfy the credit requirements follow.

Number of Credits			Verified Credits#	
Subject Area	Standard	Advanced	Standard	Advanced
English	4	4	2	2
Mathematics	3	4	1	1
Lab Science	3	4	1	1
Social Studies	3	4	1	1
Health and PE	2	2		
Fine Arts or CTE	-	1		
World Language, Fine Arts, or CTE	2	-		
Economics and Personal Finance	1	1		
World Language	-	3*		
Electives	4	3		
<b>Total</b>	<b>22</b>	<b>26</b>	<b>5</b>	<b>5</b>

#To earn a verified credit a student must pass the course and the associated End-of-Course (EOC) SOL Test.

\*3 years of one language or 2 years of 2 different languages.

\*\*This verified credit can be in any area (Math, Science, Social Studies, or Alternative tests)

### ***Standard Diploma Requirements***

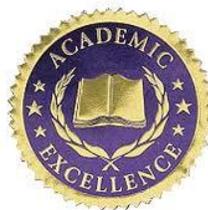
- Mathematics: Courses shall be at or above the level of Algebra and shall include at least two course selections from the following: Algebra 1, Geometry, Algebra 2, or other mathematics courses above the level of Algebra and Geometry.
- Science: Courses shall include course selections from at least two of the following science disciplines from Earth Science, Biology, Chemistry, or Physics.
- Social Studies: Courses shall include U.S. & Virginia History, U.S. & Virginia Government, and one world history/geography course. Courses that satisfy the World History/Geography requirement are: World History 1, World Geography and World History 2.
- Electives: Courses to satisfy this requirement shall include at least two sequential electives. Additionally, each student must earn a Board approved CTE credential and successfully complete a virtual course.

### ***Advanced Studies Requirements***

- Mathematics: Courses shall be at or above the level of Algebra and shall include at least three course selections from the following: Algebra 1, Geometry, Algebra 2, or other mathematics courses above the level of Algebra 2.
- Science: Courses shall include course selections from at least three of the following science disciplines from Earth Science, Biology, Chemistry, or Physics.
- Social Studies: Courses shall include U.S. and Virginia History, U.S. and Virginia Government, and two world history/geography courses. Courses that satisfy the world history/geography requirement are: World History 1, World Geography and World History 2.
- Languages: Students must complete a three-year sequence in a foreign language or take a two-year sequence of two different languages.
- Electives: Additionally, each student must earn a Board approved CTE credential and successfully complete a virtual course.

### **Certificate of Program Completion**

The Certificate of Program Completion is not a diploma. It is for students who have completed the required number of standard units of credit for the standard diploma, but have not completed the required number of verified units of credit.



## **Applied Studies Diploma**

The applied studies diploma is intended for students at the secondary level who have a disability and are unlikely to meet the credit requirements for a diploma. The student's IEP team determines eligibility and participation in the program but written consent from a parent is required. The IEP team sets goals and decides what the student needs to complete in order to earn the applied studies diploma.

## **GED Certificate (ISAEP)**

The Individualized Student Alternative Education Program is a state program that allows students to participate in the GED tests prior to their eighteenth birthday. Students must be at least sixteen and meet eligibility requirements to enter the program. Additional information about this program can be found in the Student Services Office.

## **Transfer Students**

Students that transfer into a Virginia public high school after the ninth grade may have different graduation requirements, depending on when they transferred (for the first time) into a Virginia high school. Additional information about these requirements can be found in the Student Services Office.

## **Early Graduation**

With parental permission, rising juniors who have completed at least 14 credits and all SOL requirements up to that point may request permission for early graduation. Students who are considering this option should consult with their counselor.

<b>Diploma Seals</b>
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### **Governor's Seal**

Students who complete the requirements for an Advanced Studies Diploma with an average grade of "B" or better; and successfully complete college-level coursework that will earn the student at least nine transferable college credits in Advanced Placement (AP), International Baccalaureate (IB), Cambridge or dual enrollment courses will receive the Governor's Seal on their diploma.

### **Board of Education Seal**

Students who complete the requirements for a Standard or Advanced Studies Diploma with an average grade of "A" will receive a Board of Education Seal on the diploma.

### **The Board of Education's Career and Technical Education Seal**

Students who complete the requirements for a Standard or Advanced Studies Diploma and complete a prescribed sequence of courses in a career and technical education concentration or specialization that they choose and maintain a "B" or better average in those courses; or (i) pass an examination in a career and technical education concentration or specialization that confers certification from a recognized industry, trade or professional association; or (ii) acquire a professional license in that career and technical education field from the Commonwealth of Virginia will receive the Board of Education's Career and Technical Education Seal.

### **The Board of Education's Seal of Advanced Mathematics and Technology**

Students who complete the requirements for a Standard or Advanced Studies Diploma and (i) satisfy all of the mathematics requirements for the Advanced Studies Diploma (four units of credit including Algebra II); two verified units of credit with a "B" average or better; and (ii) either (a) pass an examination in a career and technical education field that confers certification from a recognized industry, or trade or professional association; (b) acquire a professional license in a career and technical education field from the Commonwealth of Virginia; or (c) pass an examination approved by the Board that confers college-level credit in a technology or computer science area will receive the Board of Education's Seal of Advanced Mathematics and Technology.

### **The Board of Education's Seal of Biliteracy**

Students who are awarded a Board of Education-approved diploma and (i) pass all required End-of-Course Assessments in English reading and writing at the proficient or higher level and (ii) demonstrate proficiency at the intermediate-mid level or higher in one or more languages other than English as demonstrated through an assessment from a list approved by the Superintendent of Public Instruction. American Sign Language qualifies as a language other than English.

### **Civics Education Seal**

Students who complete the requirements for a Standard or Advanced Studies Diploma and (i) Complete Virginia and United States History and Virginia and United States Government courses with a grade of "B" or higher ; and (ii) Complete 50 hours of voluntary participation in community service or extracurricular activities. Activities that would count include:

- Volunteering for a charitable or religious organization that provides services to the poor, sick or less fortunate;
- Participating in Boy Scouts, Girl Scouts or similar youth organizations;
- Participating in JROTC;
- Participating in political campaigns or government internships, or Boys State, Girls State, or Model General Assembly;
- Participating in school-sponsored extracurricular activities that have a civics focus.
- Any student who enlists in the United States military prior to graduation will be deemed to have met this community service requirement; and, (iii) Have good attendance and no disciplinary infractions as determined by local school board policies will be awarded the Board of Education's Civics Education Seal.

### **Governor's Senior Year Plus Early College Scholars Agreement Certificate**

Students who are pursuing an Advanced Studies Diploma and (i) have a "B" average or better; and (ii) will have completed college-level course work (Advanced Placement or Dual Enrollment) that will earn at least fifteen (15) transferable college credits, and (iii) be accepted to a college or university will receive the Board of Education's Governor's Senior Year Plus Early College Scholars Agreement Certificate.

# INSTRUCTION

## Academic Letter

Culpeper County High School will award academic letters in the fall of each year for the preceding year with the exception of seniors who will be awarded their letter at the end of their senior year. In order to qualify, students must be enrolled in at least six high school credit courses in that year. Additionally, students must meet the following criteria to receive an academic letter, lamp of knowledge pin, academic bar, or a medallion.

- **Academic Letter/Lamp of Knowledge:** Earn no grade lower than a “B” and / or “A” for a school year. These items are received only for first time honor roll recipients.
- **Academic Bar:** Earn no grade lower than a “B” for a school year. This item is received the second time honor roll is received.
- **Medallion:** Earn an “A” for the entire school year.

## Accreditation

Culpeper County High School is accredited by the Commonwealth of Virginia.

## Advanced Placement

Advanced Placement (AP) classes are offered in a variety of subjects for students who choose to register for them. The Advanced Placement program provides an opportunity for students to pursue college level courses while in high school. Students can receive high school credit and possible college credits simultaneously. Students who are enrolled in AP courses are encouraged to take the AP exam. Testing fees for these courses may be reduced or waived for students who receive free or reduced lunch.

## Alternative Education Program

An alternative education program is available for Culpeper County Public School students. Students in this program can take classes that meet graduation requirements in a variety of ways, including independent assignments and online courses. Students in this program may also work toward earning their General Equivalency Development (GED) diploma through the state designed Individualized Student Alternative Education Program (ISAEP). For additional information about alternative education programs, students should consult their school counselor.

## Conferences

School scheduled parent/teacher conferences are held once per term. Parents should contact the Student Services Office to schedule a conference time on these dates. If a parent wishes to meet with his/her child’s teacher(s) at additional times, please contact the individual teacher(s) to make arrangements.

Scheduled Parent/Teacher Conferences:

October 25, 2018 – 2pm – 7pm

## **Course Credit**

Course additions to the schedule must be made prior to the tenth class meeting. If a student withdraws from a course during that time, the course will not appear on the permanent record. If the student withdraws after that time, the permanent record will indicate a withdrawn (W). A “W” is not included in determining a student's GPA. Should a student withdraw for medical reasons, the permanent record will not indicate “W.” In this situation, the student must furnish the principal with a doctor's written recommendation.

## **Dual Enrollment**

Dual enrollment is a unique enrichment program in which high school students are given the opportunity to take college courses in their own school through Germanna Community College, J. Sergeant Reynolds Community College and Lord Fairfax Community College. While students continue to work toward high school graduation, they also earn college credit. Students in dual enrollment classes must complete the admissions process to the community college and pay applicable tuition fees. To determine how a dual enrollment course will be counted at a university, you should check with each school of interest.

## **Educational Records**

Certain student records are designated as directory information and can be disclosed to certain organizations without prior consent. Parents and students who have reached the age of eighteen may opt out of this by producing written notification to the school.

## **Email, Staff**

Each staff member at Culpeper County High School has an email address that is checked daily. Staff email should be included in the syllabus sent home at the beginning of the course. Email addresses can also be obtained through the Division website or Parent Portal. It is helpful if you include the student's name in the subject line of the email.

## **Fees**

All instructional fees will be fully disclosed at the beginning of the course. Students who qualify for free and reduced lunch may qualify for reduced or waived instructional fees.

## **Germanna Scholars**

The Germanna Scholars Program is an academic advancement program in which students can complete 62 credits and graduate with an Associate of Arts and Sciences Degree in General Studies from Germanna Community College while concurrently enrolled in high school.

Germanna Community College has partnered with Culpeper County Public Schools to offer the Germanna Scholars Program, supported by the generous financial contributions of community members.

The benefits of this program include:

- Early placement testing to improve college readiness and student success.
- Enable students to earn a transferable degree and college credit.
- Opportunity to earn an associate degree at low cost.

### **Germanna Scholars – continued**

Germanna Scholars Program participants who successfully complete the program will earn an Associate of Arts and Sciences Degree in General Studies from Germanna Community College. Participating students will take most of their college classes at the Daniel Technology Center in Culpeper. Please see your counselor for more information on this program.

### **Governor’s School, Mountain Vista**

The mission of the Mountain Vista Governor’s School is to present a research-based, technology-enhanced, integrated program in mathematics, science, and the humanities. The program will challenge students to reach their full potential as independent thinkers capable of assuming leadership roles in a constantly changing global society.

### **Grade Point Averages and Rank in Class**

Class rank is calculated twice during a student’s high school career; at the end of the junior year, and after the first term of the senior year.

<b>Grade</b>	<b>Advanced Placement MVGS Dual Enrollment Germanna Scholars</b>	<b>Honors</b>	<b>Academic</b>
A+ / A	5.0	4.5	4.0
A-	4.6	4.1	3.6
B+	4.3	3.8	3.3
B	4.0	3.5	3.0
B-	3.6	3.1	2.6
C+	3.3	2.8	2.3
C	3.0	2.5	2.0
C-	2.6	2.1	1.6
D+	2.3	1.8	1.3
D	2.0	1.5	1.0
F	0	0	0

## Grade Point Averages and Rank in Class – continued

Only the classes a student takes from 9th grade through 12th grade will be included in the calculation of GPA and class rank. If a student takes a math course at or above Algebra I, a World Language or World Geography in 7th or 8th grade, these classes will not be included in the calculation for GPA and class rank. Class rank will be reported in percentage bands—top 5%, top 10%, etc. Specific questions about particular situations should be addressed to the student’s counselor.

## Grade Reports

Culpeper County High School utilizes an **interim report** to notify parents of their student's progress in credited course work. This progress report is completed by each classroom teacher at the 4 ½ week point of each nine week grading period and are handed directly to the student.

Student academic achievement as well as student attendance data is distributed to each student in the form of a **report card** at the completion of each nine week grading period.

Parents are urged to review the information that is contained on the interim reports and report cards. Parents should contact the classroom instructor if there are questions or concerns.

Information regarding student performance in classes is also available online through our Parent Portal. For additional information, see your child’s school counselor.

Grading Period	Interims Week of . . .	Nine Weeks . . .
1st	Sept. 10, 2018	Oct. 15, 2018
2nd	November 14, 2018	Dec. 21, 2018
3rd	February 4, 2019	March 14, 2018
4th	April 15, 2019	May 21, 2018

**Dates are subject to change.**

## Grading Scale

Letter Grade	Scale	Letter Grade	Scale	Letter Grade	Scale	Letter Grade	Scale
A+	98-100	B+	87-89	C+	77-79	D+	67-69
A	93-97	B	83-86	C	73-76	D	64-66
A-	90-92	B-	80-82	C-	70-72	F	0-63

## **Honor Code**

“As a student of Culpeper County High School, I pledge on my honor not to lie, cheat, or steal in my academic life. I understand that such acts undermine the trust, of which we are all stewards, of the CCHS community.”

Students, by their participation or completion of an assignment, affirm that they have complied with this code (e.g. classwork, homework, quiz, test, or exam).

Any violation of the honor code may result in the student being assigned a grade of zero for the assignment in question, notification of parents by the teacher, and potential disciplinary action by the administration.

## **Off-Campus Course Permission Form**

Any student requesting to take a course for credit, not taught through Culpeper County Public Schools’ Program of Studies, must submit the Off-Campus Course Permission Request Form two weeks prior to the semester the course will be taken. This form is available in the Student Services Office

## **Promotion Requirements**

To advance from Grade 9 to Grade 10, a student must have earned five credits, three of which are core classes (classes in English, Math, Social Studies and Science). To advance from Grade 10 to Grade 11, a student must have earned eleven credits, six of which must be core classes. To advance from Grade 11 to Grade 12, a student must have earned enough credits to qualify them for graduation in May of that year. Grade level designations will be made on electronic student records at the end of the school year.

## **School Bulletin**

Each school day, daily announcements will be posted on the CCHS website (<http://www.culpeperschools.org>) as well as in the Parent Portal.

## **SOL Testing**

Middle and secondary schools should consider the SOL end-of-course tests when determining the end-of-year course grade(s) for students who are failing a course(s) but demonstrate a passing score on the SOL end-of-course assessment(s). Courses with SOL test (except English 11) should count the SOL as their final exam.

## **Summer School**

Students considering summer school should talk with their school counselor about courses that might be offered or other options available. If summer school is offered within the Division, students will need to register through the Student Services Office. The superintendent can require any student who has failed an SOL end-of-course test to attend summer school at the division’s expense for remediation only. All fees will be paid on the first day of summer school. The availability of summer school is contingent on budgetary factors.

## Testing Schedule

Test	First Semester	Second Semester Dates
<b>SOL Dates</b> Writing RLR 11 Science Social Studies Mathematics	October, 2018  December, 2018	March, 2019  May, 2019
<b>SAT</b>	August 25, 2018 October 6, 2018 November 3, 2018 December 1, 2018 March 9, 2019 May 4, 2019 June 1, 2019	
<b>AP</b> Chemistry Psychology Calculus AB & BC English Literature & Comp Physics 1: Algebra –based Physics 2: Algebra –based United States History World History Biology U.S. Government & Politics English Language & Comp Statistics	May 9, 2019 May 9, 2019 May 14, 2019 May 8, 2019 May 7, 2019 May 10, 2019 May 10, 2019 May 16, 2019 May 13, 2019 May 6, 2019 May 15, 2019 May 16, 2019	
<b>ASVAB</b>	September 14, 2018	
<b>PSAT</b>	October 10, 2018	

Students wishing to exclude SAT test scores from their transcript must notify their counselor.

All testing information for CCHS may be obtained by contacting the CCHS Testing Coordinator.

# SERVICES

## Cafeteria

**Breakfast:** Students are expected to get in line as soon as they are in the cafeteria and the serving lines are opened. Breakfast service ends at 7:35 AM and students are expected to leave the cafeteria area no later than 7:40 AM.

**Lunch:** The Culpeper County High School cafeteria operates under a schedule of three lunch shifts (see bell schedule). Students must eat lunch on their assigned lunch shift in order to assure proper balance on each shift. A courtyard area is provided for seniors.

Culpeper County High School has a computerized cash register system for payment of school meals and à la Carte items. All students have an account in their name and are assigned a Personal Identification Number (PIN). He/she must remember this number to key in at the register and should not give it to anyone else. Cash is accepted at the register if you wish to pay on a daily basis. However, the student will still need to enter his/her PIN when making cash transactions to track purchasing.

For additional information about the Federal School Lunch program, contact the Food Services Department at 825-8212. Application forms for free/reduced lunches are available from the cafeteria manager in the cafeteria.

The following policies will help to promote a healthy and pleasing environment in the cafeteria:

- Seniors are allowed to go to the front of a designated line during the first 5 minutes of the lunch shift.
- No student is to break in line in front of others or to save places for friends.
- Students must not create a disturbance in the serving line.
- Students must report and remain in the cafeteria during their assigned lunch shift with the following exceptions:
  - Seniors may eat in the senior eating area or the senior courtyard, weather permitting.
  - Students may report to a classroom with a pre-approved pass from the teacher.
- Glass containers are not permitted in the school.
- Students are responsible for cleaning up their area before leaving. This includes discarding of trash on tables or floor and pushing in chairs.
- Students are responsible for completing their lunches before the end of the lunch shift. If students are late to class as a result of a cafeteria problem, a pass needs to be obtained from a school staff member.
- Students who are not scheduled for lunch are not to be in the cafeteria, including passing through.
- Students are not to sit on tables or floor.
- Students are expected to report to lunch on time.
- Students should be respectful of classes that are going on while traveling to or from lunch.

Students who misbehave in the cafeteria, including cutting in line, may be assigned duties during their lunch period. Duties may include picking up trash, straightening tables and chairs, and other general cleanup work. The administrator on duty will make assignments. Refusal or failure to complete this duty may result in other disciplinary action.

## **Outside Food Deliveries**

Students may not use personal or school phone to place food delivery orders during school hours. Items delivered by commercial businesses will not be accepted by the main office staff.

Additionally, students will not be contacted by office staff to pick-up food or beverages delivered by parents/guardians. Students may only report to the main office during their lunch shift to retrieve any items.

## **Clinic**

The school nurse will be available in the clinic during school hours. A student requiring services from the school nurse must have a pass from school personnel prior to reporting to the clinic. (Students who are having extreme emergencies may report to the nurse's station on their own.) The nurse will give students who are returning to class a pass.

An updated and complete Authorization Emergency Medical Care Form is required to be on file with the school each year. In the event of an emergency, and we are not able to reach the parent/guardian or emergency contact, the child will be taken to the Culpeper Regional Hospital Emergency Room for treatment. The parent/guardian will be responsible for medical expenses.

## **Allergies and Medication**

For a student with food allergies, a doctor's note needs to be provided to the food services coordinator and school nurse. This note must be updated yearly.

For a student to take medication at school, a medication form must be completed and updated yearly. This policy includes asthmatic students needing to carry an inhaler at school, or a student allergic to bees to self-administer epinephrine.

Students who bring prescription drugs or medicine to school must give those items to the school nurse immediately upon arrival to school with a signed parental permission form. No medication will be administered to any student until the school nurse has received the completed medication form. All medication must be in a properly labeled container.

Students are not allowed to possess non-prescription medicines at school. All medicines must be housed in the nurse's station. Sharing of prescription or over the counter medication is strictly against school policy. Any violation of this policy may result in disciplinary consequences.

## **Gifted Program**

In addition to differentiated activities provided for gifted students within the regular curriculum, a program of special studies and activities is available to those students who are identified as being eligible according to state and local guidelines. Students are screened for the program by the use of multiple criteria that includes test scores (ability and achievement) and information gathered from parents and teachers. Culpeper County offers various programs and classes to challenge and develop the abilities of these advanced students at all grade levels. Referrals from parents, community members, professional educators, peers, or self-referrals are accepted on a continuous basis. Information regarding the referral and identification process is in printed materials located in the office and the library of individual schools and in the Culpeper County Public Library. Questions may be directed to the Gifted Coordinator located at the Central Office.

## **Homebound Program**

Homebound instruction is designed to provide continuity of educational services between the classroom and home or health care facility, for students whose medical needs, both physical and psychiatric, do not allow school attendance for a limited period of time. Homebound instruction may be used to supplement the classroom program for students with health impairments whose conditions may interfere with regular school attendance (e.g., students receiving dialysis or radiation/chemotherapy; or students with other serious health conditions). Students must be enrolled in a public school in Virginia in order to receive homebound instruction.

Homebound instruction is designed to be a temporary service for students whose medical needs, both physical and psychiatric, do not allow school attendance for a limited period of time. It is not intended to supplant school services. The goals of homebound services are to sustain continuity of instruction and to facilitate the student returning to school. Homebound instructional services are not a guarantee that the student will progress in the academic program.

For students who are eligible for special education, the Individualized Education Program (IEP) team must amend the IEP to meet the special education student's temporary instructional needs based on the approved certification of need for homebound instruction. Parental consent must be obtained to amend the IEP, prior to initiation of homebound services.

Home based instruction is also provided per the IEP when students with disabilities are long-term suspended or expelled due to discipline infractions. It is also a special education placement option for students whose disability-related needs cannot be met through a less restrictive placement option.

Due to the participative nature of some classes (e.g.: drama, nutrition, classes with lab assignments, etc.) students' extended illnesses may necessitate a rescheduling of the missed class. Homebound students will take midterm and final exams.

## **Library Media Center**

The library is open before and after school Monday through Friday. Hours will be posted for scheduling purposes. The library provides space and services for research, leisure reading, studying or computer use. Students wishing to use the computers agree to abide by the "Acceptable Computer System Use" policy as outlined in the Culpeper County Code of Conduct. Photocopy and laminating services are also available.

During the instructional school day, students should bring a signed pass from their teacher or other designated staff member to visit the library. This pass will be signed by the library staff when they leave the library to document their time in the library. Every student should electronically sign-in upon arrival to the library and sign-out upon exit.

Depending upon the number of classes signed up for the library during a class period, there may be limited space available for individual student walk-ins.

## Lockers

- Lockers and school-issued locks are the property of Culpeper County High School. The administration and/or designee(s) reserve the right to periodically search the contents of lockers. Each student will be assigned a locker upon request. Students should not exchange or share combinations, locks, or lockers. Lockers should be locked at all times.
- If you have any problems with your lock or locker, you should see the secretary in the main office. Each student will be responsible for restitution for any damage to the locker.
- Locks are provided to each student by the school. Any personal key or combination lock will be cut off of the locker unless prior permission has been given by administration.
- Contents left in lockers are discarded within 48 hours after the conclusion of the school year or after a student withdraws from school.

## Locker Locations

Floor	Locker Numbers
1 <sup>st</sup> Hall	1000's
2 <sup>nd</sup> Hall	2000's
3 <sup>rd</sup> Hall	3000's
4 <sup>th</sup> Hall	4000's
5 <sup>th</sup> Hall	5000's

## Lost and Found

All articles that are found should be turned into the main office. Students may check the main office for lost items.

## Recognition of Excellence

Each year, students who have achieved academic and school-wide excellence and who meet or exceed specific departmental criteria are nominated by departments and recognized at a special program and reception. The honorees and their parents/guardians are notified by mail.

## Scholarships

Students that are interested in announced scholarship opportunities should visit the Student Services Office for additional information. Scholarship recipients are announced at Convocation prior to graduation.

## School Insurance

At the beginning of the school year, students will be provided a form allowing them the opportunity to purchase school insurance from a group not affiliated with the school system. Parents are encouraged to purchase this 24-hour school insurance. Unless found to be negligent, the school is not responsible for an injury to a student on school property.

## Student Services Office

Every student at Culpeper County High School is assigned a specific school counselor to assist in any educational, vocational, or personal concerns. Counselor assignments are as follows:

Counselor	Student Assignment	Email Address	Phone Extension
Cameron Foster	A – F	<a href="mailto:cf9781@culpeperschools.org">cf9781@culpeperschools.org</a>	6208
Kathryn Shafer	G – M	<a href="mailto:ks5782@culpeperschools.org">ks5782@culpeperschools.org</a>	6210
Erin Holland	N – V	<a href="mailto:eh9716@culpeperschools.org">eh9716@culpeperschools.org</a>	6212
Lisa Walker	W - Z	<a href="mailto:lwalker@culpeperschools.org">lwalker@culpeperschools.org</a>	6214

Counselors will arrange conferences with students during the year or students may request a conference whenever assistance is needed. The Student Services Office contains college information, scholarship information, vocational information, and reference books.

## Student Valuables

Students are encouraged to take proper care in securing their valuables. Valuables should not be left in unlocked lockers and/or unattended book bags. Additionally, students should not bring large amounts of cash or expensive items to school. Students are responsible for personal property; the school will not be held accountable for lost/stolen items or money. Students in PE are expected to lock up their belongings. If a theft occurs, notify the school security officer as soon as possible.

## Transcripts

Transcripts may be obtained by contacting the CCHS Student Services Secretary. Copies of the transcripts will be made and placed in a sealed envelope for parents to pick up from the Student Services Office or mailed to the requested colleges or schools.

## Transportation

### Code of Conduct for Bus Riders

A serious violation of the Code of Conduct (e.g. bullying or threatening behavior, disrespect to driver, horseplay) is a sufficient reason for denying students the privilege to ride the bus without a prior warning being necessary.

Less serious violations of the Code of Conduct (e.g. out of seat while bus is in motion, loud or boisterous talk, throwing objects in the bus) will be addressed by bus drivers first and only after a warning to stop is disobeyed, or if the misbehavior continues over time, will they be referred to the school administration.

The bus stop is an area where student misbehavior can lead to serious injury or death. Bus drivers observing inappropriate behavior or receiving reports of such behavior are required to take action.

More specific information about behavior on school buses and at bus stops can be found in the CCPS Student Code of Conduct.

# ACTIVITIES AND ORGANIZATIONS

## Athletic Eligibility and Participation

Students who are involved in VHSL activities will have a participation fee of \$100 per sport/activity.

In order to participate in an athletic practice or event, athletes are expected to attend school the entire day. Early dismissals the day of a game are not permitted. Students who are suspended from school are not eligible to compete or practice during their suspension. All students must have a physical on file before participating in any athletic program or activity.

For all athletic information and updates, as well as the signed acknowledgement page of the student/athlete handbook, please go to the athletic web page at <https://cchs.culpeperschools.org/athletics>.

To be eligible to be a representative of CCHS at any interscholastic athletic event you must meet the following **VHSL eligibility** rules:

- Be a regular bona fide student in good standing at the school you represent.
- Be enrolled in the last four years of high school (eighth-grade students who do not qualify for varsity participation under the foregoing provision may be eligible for junior-varsity competition).
- Have enrolled in the school you represent no later than the fifteenth day of the current semester.
- Have passed at least five credit subjects the previous semester and must be currently enrolled in and remain continuously enrolled in no fewer than five credit subjects (a minimum of 3 credit subjects for block scheduling).
- Not have reached your nineteenth birthday on or before the first day of August of the current school year.
- Have been in residence at your present high school, or at junior high school from which your high school receives its students, during the last full semester, unless 1) you are transferring from a school with a corresponding move on the part of your parents into the attendance zone served by your present school, or 2) you are entering the ninth grade for the first time, or 3) you are transferring from a non-VHSL school and, at your former school, you did not participate this school year in the sport you wish to play. Not, after entering the ninth grade for the first time, have been enrolled in or have been eligible for enrollment in high school more than eight consecutive semesters
- Be an amateur as defined by the Virginia High School League: An amateur is an athlete who engages in VHSL athletics solely for the educational, physical, mental and social benefits he/she derives them from, and for whom VHSL athletics are nothing more than an avocation.
- Have submitted to your principal before practicing, trying out or becoming a member of any school athletic team or cheerleading squad an Athletic Participation/Parental Consent/Physical Examination Form, completely filled in and properly signed, attesting that you have been examined and found to be physically fit for athletic competition and that your parents' consent to your participation.

### **Athletic Eligibility and Participation – continued**

- Not accept, or have accepted, in recognition of your ability as a high school athlete any award unless presented or approved by your school or the League.
- Not, while a member of your school’s team in any sport, participate as a member of any other organized team in the same sport if such involvement conflicts with the scheduled activities of your school team.
- Not have participated in any all-star contest between teams whose players are selected from more than one high school, except seniors who have completed their eligibility in a sport may participate in one all-star game in that sports season.

Students must earn the privilege to participate in interscholastic athletics by meeting not only the above-listed standards, but also all other requirements set by your school and The Virginia High School League. The standards listed represent only a summary of all VHSL rules and regulations and you should check with your principal or activities director if you have any question regarding your eligibility or if you are in doubt about the effect an activity may have on your eligibility. By meeting the intent and spirit of League standards you will prevent your team, your school and your League from being penalized.

### **Athletic Trainers Program**

Students interested in this program should contact the Athletic Trainer for more information.

### **College-Bound Athlete (NCAA)**

Many college athletic programs are regulated by the National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has established rules on eligibility, recruiting, and financial aid. The NCAA has three membership divisions - Division I, Division II, and Division III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarship.

If a student-athlete is planning to enroll in college as a freshman and wishes to participate in Division I or Division II athletics, he/she must be certified by the NCAA Initial-Eligibility Clearinghouse. The Clearinghouse ensures consistent interpretation of NCAA initial-eligibility requirements for all prospective student-athletes at all member institutions.

The Clearinghouse is a central repository for information on high school curriculums that the NCAA maintains to conduct evaluations on incoming freshmen. The operation conducts evaluations of high school graduates’ records in light of current NCAA initial-eligibility requirements.

A prospective student-athlete needs to apply and receive a “final” certification by the Clearinghouse in order to participate in college athletics at the Division I or II levels. A student-athlete does not need to apply if he or she will attend a junior college, NAIA or NCAA Division II institution. The athlete:

- Should plan to start the certification process early - usually the end of the junior year in high school.
- Should discuss with his/her coach the NCAA Clearinghouse requirements.

### **College-Bound Athlete (NCAA) – continued**

- Should check with the athletic director/coach for NCAA regulations concerning recruitment procedures.
- Who suspects a recruitment violation is occurring or has occurred must report this to the athletic director or coach.

The National Collegiate Athletic Association (NCAA) Clearinghouse evaluates high school transcripts to determine if students may be eligible for athletic scholarships. Registering for and passing the correct classes in high school is crucial for this process to work. A list of the core classes necessary for NCAA clearance is available from the web at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

### **Dances/Prom**

Students and their guests must adhere to all expectations of student conduct at Culpeper County High School.

Students wishing to invite any outside guest (anyone who is not a Culpeper High School student in good standing) to any Culpeper County High School dance, including the Junior/Senior prom, must register and receive approval for their intended guest to attend. Guests must not have reached the age of 21 by the date of the dance.

The administration of Culpeper County High School reserves the right to deny access to any person for any school-sponsored activity if that person's presence can be reasonably expected to cause or present a disruption to the activity.

In order to attend a school dance, students must have completed and returned the school dance rules and regulation form.

### **Fees**

Students who are involved in VHSL activities will have a participation fee of \$100 per activity/sport. Fees may apply to certain clubs and organizations and will be fully disclosed by the advisor(s).

### **National Honor Society**

Membership is extended to 11<sup>th</sup> and 12<sup>th</sup> grade students selected by the Faculty Advisory Committee. Selection is made during the first semester each year and is based on no fewer than four semesters. An induction ceremony and a subsequent reception are held in the fall. Students are eligible for consideration on the basis of cumulative 3.3 grade point average, service, leadership, and character. Appeals concerning the selection process will be heard by the principal.

### **Parent-Teacher Organization (PTO)**

Parents, teachers, and any others eager to support goals and activities of Culpeper County High School are encouraged to join the Parent-Teacher Organization (PTO). Through the efforts of the PTO, families are provided common ground on which to meet and encourage one another. Activities are designed to support CCHS through volunteer programs, leadership opportunities for students and parents, organizational and manpower assistance for school functions, and other cooperative ventures. For membership information, contact any of the PTO officers by sending a note to the PTO mailbox at CCHS. The PTO is not a fund-raising organization.

## Sportsmanship

In order to respectfully represent Culpeper County High School, student-athletes and fans should be aware of the following guidelines:

- Be courteous to all
- Abide by and respect the officials' decisions
- Win with character and lose with dignity
- Display appreciation for good performance regardless of the team
- Exercise self-control and reflect positively upon yourself, team, and school

## Student Council Association (SCA)

Every student is a member of the Student Cooperative Association. The SCA strives to improve communication and cooperation between the student, faculty, and administration. The SCA fosters a belief in the democratic process and upholds the honor, integrity, and scholastic standing of our school.

## Student Publications

Publications, such as annuals, school newspaper and bulletins, are encouraged at Culpeper County High School with proper faculty sponsorship; these publications are to exist to enhance classroom instruction as well as to keep the community informed. When any publication becomes a vehicle for sensationalism, thereby destroying the worthiness of being an instructional and informing instrument, then that publication has no place in our school. All materials distributed on school property must have the explicit permission and prior approval of the Central Office.

## Ticket Prices

Northwestern District has set the following ticket prices for all interscholastic events. These prices are subject to change.

Sport	Cost	Sport	Cost
Football	\$6.00	Swimming	no charge
Girls Basketball	\$6.00	Track	\$6.00
Boys Basketball	\$6.00	Field Hockey	\$6.00
Volleyball	\$6.00	JV Football	\$6.00
Wrestling	\$6.00	Soccer	\$6.00
Softball	\$6.00	Tennis	no charge
JV Softball	\$6.00	Golf	no charge
Varsity Baseball	\$6.00	Lacrosse	\$6.00
JV Baseball	\$6.00	Cross Country	no charge

Admission cost will be charged for the entirety of the event.

<b>Ticket Prices – continued</b>
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Prices for District/Regional and State Tournaments will be announced at school. Local passes are not accepted at these events.

Special Notes on Admission Prices

- Pre-sale for all sports (regular season) at the home team’s discretion.
- Senior Citizens (60+): \$3.00 - Identification could be required.
- Preschool children when attending with parents: Free at all regular season events.

<b>VHSL Activities</b>
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Season	Boys’ Teams	Girls’ Teams	
Fall	Varsity Football	Varsity Volleyball	
	JV Football	JV Volleyball	
		Varsity Field Hockey	
		JV Field Hockey	
	Cross Country	Cross Country	
	Golf Cheerleading		
Winter	Varsity Basketball	Varsity Basketball	
	JV Basketball	JV Basketball	
	Swimming	Swimming	
	Varsity Wrestling JV Wrestling		
	Cheerleading		
	Track		
Spring	Varsity Baseball	Varsity Softball	
	JV Baseball	JV Softball	
	Tennis	Tennis	
	Varsity Track	Varsity Track	
	JV Track	JV Track	
	Varsity Soccer	Varsity Soccer	
	JV Soccer	JV Soccer	
	Varsity Lacrosse	Varsity Lacrosse	
	JV Lacrosse	JV Lacrosse	

Other VHSL Sponsored Activities Include: Academic Competition Team, Debate, Forensics, Yearbook, and Drama.

# STUDENT CONDUCT

The Code of Student Conduct of Culpeper County Public Schools (CCPS) outlines expectations for student behavior. Students will receive a copy of the Code of the Conduct at the beginning of the school year. A review of the Code will occur during the first two weeks of school. Students and parents are required to sign a form indicating they have received the Code of Student Conduct for Culpeper County Public Schools.

A student at CCHS is expected to attend school regularly, be diligent in his/her studies and conduct themselves in such a manner that the rights and privileges of others are not violated.

Parents should encourage their student(s) to assume responsibility for their actions and should maintain regular communication with school. Additionally, they are encouraged to bring to the attention of school staff any problem(s) that may affect the student or other students in the school.

All staff members are expected to ensure that the expectations of the CCPS Code of Conduct are upheld.

## Applicability of School Rules and Regulations

School rules, regulations, and due process procedures are designed to protect all members of the school community in the exercise of their rights and duties. These rules are effective during the following times and in the following places:

- En route to (including bus stops) and from school on a school bus or other school vehicle;
- On the school grounds before, during or after school hours;
- Any student participating or attending any school sponsored activity, function, or event;
- Any student on field trips or on campus of any other school;
- Certain illegal activities that occur outside of school events or activities may result in the school taking disciplinary action. (§ 22.1-277.2:1)

## Areas of Violations and Their Definitions

Culpeper County High School wishes to provide and promote a school environment and climate in which each student can learn. Culpeper County High School encourages student conduct that promotes good health, high standards of behavior, effective citizenship, and a favorable atmosphere for learning. Students on school grounds or in places under school jurisdiction are required to abide by the rules that are established to achieve these objectives.

Realizing that a student's misconduct at school can have serious, life-impacting consequences (college entrance/employment ramifications, DMV implications, school sanctions-suspension or expulsion, and imprisonment) Culpeper County High School expects every student to take personal responsibility for his/her own conduct and to follow all rules and regulations set forth under the Student Code of Conduct.

Culpeper County High School operates under the presumption that students will conduct themselves as responsible members of the school community. This presumption includes the expectation that they will obey the law, adhere to the policies of the school system, and comply with the rules and regulations of the school. Students are required to safeguard the property of the school and to respect the rights and privileges of others in the school community at all times.

The following is a list of infractions that are a violation of School Board policy. While not an all-inclusive list, it represents many of the infractions that will result in disciplinary actions.

- **Alcohol, Tobacco, and Other Drugs, Use or Possession of:** See Culpeper County Schools Code of Conduct.
- **Arson:** Setting fire to or attempting to set fire to school property or the property of another on school grounds or any school property. (Can be a reportable offense to law enforcement)
- **Assault and Battery:** Physical fighting that causes injury to another. (Must be reported to law enforcement- §22.1-280.1 (A) and (C))
- **Bullying:** Students, either individually or as a part of a group, shall not bully others. “Bullying means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim, involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma.”

The following conduct is illustrative of bullying:

- Physical intimidation, taunting, name calling, insults, excluding or ostracizing behaviors;
- Comments regarding the race, gender, religion, national origin, physical abilities or characteristics of the of the targeted person or his or her associates;
- Falsifying statements about other persons or spreading rumors; or
- “Bullying includes cyber-bullying which is the use of technology...to defame or threaten others.”
- **Cheating/Lying:** To knowingly make false statements; to cheat or plagiarize with respect to school assignments, tests, etc.
- **Classroom or Other Disruption:** Any behavior as determined by the classroom teacher or other school staff that interrupts or disrupts the learning environment.
- **Defiance:** Refusal to comply with a reasonable request made by an adult employee.
- **Electronic Tampering:** The unauthorized use of or access to any network files or documents.
- **Extortion:** Obtaining property from another by use of force, fear, threat, or intimidation.
- **Firearms, Possession and/or Use of:** See Culpeper County Public Schools Code of Conduct.
- **Forgery:** Falsely making or altering a writing by which the legal rights or obligations of another person are apparently affected; simulated signing of another person's name to any such writing whether or not it is also the forger's name.
- **Gambling:** Playing games of chance for money or valuables on school property or during any school-related activity. This extends keeping score for later settlement.
- **Gang Activity:** Any group activity that threatens, that is illegal or violent, or that supports the development of gang activity, which may include wearing gang-related apparel, inappropriate congregating, bullying, and harassment of others.

- **Harassment:** Any intentionally hurtful, demeaning or disparaging acts, words, symbolic representations or behavior used by a student against another student that is disruptive of the educational process. This includes, but is not limited to, verbal, physical, visual, or graphic actions such as name-calling, taunting, mocking, slandering, humiliating, defaming, teasing, pestering; and making derogatory remarks, demeaning jokes, disparaging drawings or notes.
- **Hazing:** recklessly or intentionally endangering the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.
- **Inappropriate Dress:** Wearing of clothes, jewelry, or other apparel or personal belongings that advocate violence, use of alcohol and other drugs or distribution; that represent gang activity or membership; that advertise obscenities; or that reflect adversely on persons due to race, gender, creed, national origin, physical, emotional, or intellectual abilities; or that are considered by the school to be inappropriate attire. (see Dress Code)
- **Off Limits Areas:** Areas where students are prohibited as defined in “Policies and Procedures.”
- **Physical Assault:** Any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting, and fighting. (Must be reported to law enforcement- §22.1-280.1 (A) and (C))
- **Public Display of Affection:** the physical demonstration of affection for another person while in the view of others. For example, holding hands, embracing or kissing in public.
- **Sexual Harassment:** Any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.
- **Sexting:** the transmission (text, post or email) of pornographic material via electronic devices.
- **Stalking:** Intentionally pursuing another person with the intent to cause fear of harm, bodily injury, or death.
- **Theft:** Unlawful seizure of school property or personal property of school staff or students.
- **Threats:** Making threats to do bodily injury or to harm other students at school, on the school bus, or at school-related activities; making threats against school personnel while on the school bus, on school property, or at school-related activities. (Must be reported to law enforcement- §22.1-280.1 (A) and (C))
- **Trespassing:** Being present on school property or using school facilities without proper authority or permission. Includes students who have been suspended or expelled.
- **Vandalism:** Willful or malicious defacing of school property, including graffiti, and willful or malicious defacing of private property.
- **Verbal Abuse, Profane or Abusive Language:** Any use of profanity, obscene gesture, bullying, or other language that interferes with teaching and learning or that offends another’s race, religion, gender, national origin, disability, or intellectual ability.

### **Additional Infractions That May Result In Disciplinary Action**

- Refusing to permit a valid search that is based upon reasonable suspicion.
- Consuming or selling food, candy, or beverages in unauthorized areas.
- Possessing or creating inappropriate literature and illustrations- the possession of literature or illustrations which significantly disrupt the educational process or which are obscene.
- Skateboarding and rollerblading on school property during school hours or during school events are prohibited.
- Inciting a fight.
- Students convicted or adjudicated delinquent of an offense listed in the Code of Virginia, 1950 as amended, §16.1-305.1, may be suspended, placed in an alternative setting, or expelled.
- Opening secured doors for non-school employees (ID required).

### **Consequences for Violating Standards of Student Conduct**

The discipline programs of Culpeper County High School are designed to deter negative school behaviors, to promote student/staff safety, and to obtain necessary resources for helping troubled students. While discipline is ultimately the responsibility of the individual, the implementation of an effective discipline program requires a cooperative effort on the part of students, parents, and school personnel. Whenever possible, a preventive approach to discipline shall be taken in an effort to clarify standards of conduct, effectively assess a student's individual needs, and identify any significant factors that may be contributing to a student's misconduct.

It is recognized, however, that there may be an occasional case when all efforts seem to fail to produce acceptable behavior whereby one or more forms of the following enforcement procedures may be used:

- Counseling or mediation
- Reprimand/Admonition/Warning
- Loss of privileges, including access to school division's computer system
- Parental notification
- Parental conferences
- Tasks or restrictions assigned by the principal or his/her designee
- Detention- Lunch or After School
- Overnight Suspension - A student may be suspended overnight with a mandatory parent conference before the student is allowed to return to class
- Suspension from school-sponsored activities or events prior to, during, or after the regular day school (see Social Probation)
- Behavior Contract (Disciplinary and Academic): issued to the student stating the specific parameters of the probation period
- School Stay Away Order
- In-School Suspension
- Out-of-School Suspension: Students while on suspension are not permitted on any Culpeper County Public School property including extracurricular activities.
- Bus Suspension
- Social Probation: Students are to report to school to complete their course work and must leave school promptly at the end of their class day. They may not attend or participate in after school or evening activities.

- Alternative Education Program - The administration or school board may assign a student to the Alternative Education School Program for violations of student conduct, school attendance, or extenuating circumstances.
- Notify legal authority where appropriate
- Recommendation for expulsion
- Mandatory expulsion for firearm possession, as defined in Chapter 34 of Title 54.1 and 18.2-247 of the Code of Virginia, on school property or at a school sponsored activity. While § 18.2-308.1 addresses the criminal aspect of have a firearm in the trunk of your car at school, this is still a violation of school board policy and punishable in accordance to said policy.
- Evaluation for alcohol or drug abuse
- Participation in a drug, alcohol, anger management, or violence intervention, prevention or treatment program

<b>Due Process</b>
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Students are not subject to arbitrary decisions and are guaranteed individual rights within the limits of the high school environment and the code of conduct. The method for providing for these individual rights and to ensure fair judgment for the student is called due process. This process provides for:

1. notification of the allegations against the student;
2. notification of the facts on which the allegation is based;
3. the opportunity for the student to be heard and to present his/her position;
4. an impartial decision maker;
5. the student to be informed of the decision, and;
6. the right to appeal to the next highest authority.

# POLICIES AND PROCEDURES

## Announcements

The daily announcements will be broadcasted at the beginning of 1<sup>st</sup> block. Individuals wishing to have information included in the daily announcements must pick up the appropriate announcement form on the counter in the main office. Completed forms must be returned to the secretary in the main office the day prior to the announcement, and must be signed by the submitting teacher/staff member.

As required by the Code of Virginia, the Minute of Silence (§22.1-203) and the Pledge of Allegiance (§ 22.1-202 (C)) will be observed during the announcements.

There will be a daily recitation of the Pledge of Allegiance in each classroom of the school division. The division shall ensure that the flag of the United States is in place in each classroom. During such Pledge of Allegiance, students should stand and recite the Pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform; however, no student shall be compelled to stand or recite the Pledge if he, his parent or legal guardian objects on religious, philosophical or other grounds to his participating in this exercise. Students who are thus exempt from reciting the Pledge shall remain quietly standing or sitting at their desks while others recite the Pledge and shall make no display that disrupts or distracts others who are reciting the Pledge.

The school's code of conduct shall apply to disruptive behavior during the recitation of the Pledge in the same manner as provided for other circumstances of such behavior.

## Appeals

Appeal of individual decisions within the school may be made through the principal's office. For information regarding appeals of individual school decisions, see regulations in the CCPS Code of Student Conduct.

## Assemblies

Assemblies of general interest to the school are held throughout the year. At all times the student's behavior should be courteous. Courteous behavior includes: facing forward and attentively listening to the presenter(s), clapping at appropriate times, and cleaning up the area in which you were sitting.

## Attendance

### Absences

Attendance at school is directly related to student's academic success. The expectation is that he/she come to school every day that school is in session. In the event that a student must miss school, the following procedures should be followed:

1. Parents should contact the attendance office at Culpeper County High School at 540-825-8310 on the morning of the absence. If a call is not received from a parent, the automated school messaging system will contact phone numbers that are on record.

## Attendance – continued

2. Upon returning to school, the parent should send a note with the student that should include:
  - Student's full name (not nickname)
  - Reason for absence
  - Date of note
  - Date of absence
  - Phone number of parent
  - Grade level of student
  - Parent signature
3. Notes should be turned in within three (3) days of the student's return to school.
4. Acceptable reasons for an excused absence, tardy to school and/or early dismissal include:
  - Doctor verified illness
  - Appointments (doctor, dentist, professional)
  - Court appearance
  - Death in the immediate family
  - Religious holidays
  - Field trips and school-related activities
  - Pre-arranged college visits (3 per school year)
  - Extenuating circumstances, which are determined by the school administration
5. Students that are absent from school may not attend or participate in afternoon or evening activities on the same day unless approved by administration.
6. Students suspended or expelled from regular school attendance, or on social probation are prohibited from being on school grounds unless granted permission by administration.
7. Students who are eighteen years of age and older will be required to follow the attendance policy and procedures unless they are a court documented emancipated minor not living in their parent's home.
8. Parents may be required to provide documentation from a physician or school nurse once a student has accumulated 10 non-medically verified excused absences (e.g. parent call).

### Class Cuts

Once a student arrives on campus, he/she is expected to remain on campus and in class unless approved to leave by a designated school official. Once a student is on campus, they should enter the building. If a student needs to leave the building for any reason, they should request permission from school administration. If a student does not have permission to leave or does not follow proper sign-out procedures, it is considered a class cut.

## Closed Campus

Culpeper County High School is a closed campus. A closed campus means that once students come on school grounds, they must remain on school grounds until their regular dismissal time. Students are to report to the appropriate assigned locations once they are on school property. Leaving school grounds at any time without permission is a violation of discipline policy. Students who leave campus without permission may have their parking privileges suspended.

## Early Dismissal

Students should present their early dismissal notes to the attendance office before the day begins at 8:00 AM. A parent will be contacted to verify early dismissals and a student may be denied an early dismissal if the parent can not be contacted. Parents who come to the school to pick up their child for an early dismissal should report to the attendance office to sign out their child. If an unforeseen early dismissal is necessary, a parent may contact the attendance office at 540-825-8310 to make the necessary arrangements.

## Make-Up Work

When a student has been absent from school (excused or unexcused), it is his/her responsibility to make arrangements with teacher(s) to schedule make-up work. The following are guidelines to be used in carrying out this regulation:

1. It is the responsibility of the student to obtain and complete make-up work.
2. A teacher may determine that the best way for the student to make-up the missed work with an alternate assignment.
3. It is the responsibility of the student to schedule make-up tests with the teacher.
4. All students suspended are expected to make up missed work. If a student is suspended, a request for assignments from the parent/guardian must be made to the school administration or the school counseling office.
5. The student must complete all missed assignments within the allotted length of time as indicated in the timetable below.

Absences	Allotted Make up Days
1	2
2	4
3	6
4	8
After 4 consecutive days of absences, the students and/or parents should contact the teacher about creating a plan for making up the missed work.	

Teachers may extend the number of days for make-up work to be completed for certain assignments. Students missing only one class period should make-up the work within two (2) days. If an extension is needed an appeal can be made to the principal or his designee.

Students should select a 'buddy' in each class to inform them of homework and / or class work assignments they have missed during an absence. When a student misses two or more consecutive days of school, parents may contact the Student Services Office by 9:30 a.m. to request classroom assignments. Parents may pick up assignments 24 hours after request.

Due to the nature of some assignments (e.g.: labs, tests, projects, etc.), special arrangements may need to be made with individual teachers.

## Tardy to School and Class

The tardy policy was developed to encourage the prompt arrival of students in the classroom and to promote immediate instructional involvement. Tardiness at the very minimum is defined as not being in class at the time the tardy bell rings.

* Tardy #	Consequence
1	Warning by teacher
2	30 minute teacher consequence and parental contact by teacher
3	One hour administrative consequence
4	Two hour administrative consequence
5	In-School Suspension (ISS)
6+	In-School Suspension (ISS) or Parent Conference

\*(Per 9 weeks, per teacher, per block)

In addition, students that are tardy to school must report to the attendance office to sign in and receive a pass to class. This pass should be presented to your teacher upon arrival.

Student parking privileges may be suspended once a student accumulates 3 tardies.

## Truancy

Students who have not reached their eighteenth birthday on or before September 30 of any school year shall attend school every day that school is in session. § 22.1-254.1

Students who have accumulated five (5) or more unverified absences from school will be required to attend an attendance conference with a school administrator, school counselor and the student's parent to jointly develop a plan to resolve the student's non-attendance.

Upon the next unverified absence, the student will be referred to the truancy officer for further assistance to resolve the student's non-attendance. Continued non-attendance will result in a referral to the juvenile court system.

Students who have entered the truancy program prior to their eighteenth birthday will remain under its provisions unless otherwise removed by the juvenile court judge.

For more information on attendance and truancy policies please refer to: <http://www.culpeperschools.org/policy/JED.pdf>.

## Work Release

Students who have work release as part of their instructional day are required to attend their full schedule each day. If school is delayed and the release time for a student is later than usual, the student is required to attend the full amount of time for their schedule. (Example: If a student usually is released at the end of 2<sup>nd</sup> block, and the school's opening is delayed one hour due to weather, the student will be released to go to work following his/her 2<sup>nd</sup> block class on the early dismissal schedule. This includes assembly schedules and any other deviations that require class dismissal times to be altered).

## Automobiles and Parking

### Eligibility

1. In order to be eligible for parking privileges, a student must:
  - complete and return a parking permit application which is signed by a parent or guardian, and;
  - possess and produce a copy of a valid Driver's License and a copy of the vehicle registration(s), proof of insurance, and;
  - Students must not have any outstanding class fees, library fines and/or non-returned textbooks.
2. The CCHS administration reserves the right to deny, suspend, or revoke parking and/or driving privileges or grant probation periods.
3. Parking permits will be issued to students who have completed and returned the required paperwork on a first come first served basis for Juniors and Seniors. Sophomores are eligible for a parking permit for the second semester based on availability.

Please be advised that due to space restrictions, every student who applies for a CCHS parking permit may not receive one. The CCHS parking permits will be mailed to students and they must display the permit on their vehicle on the first day of school.

The cost of a CCHS parking permit is \$100.00 per school year.

### Parking Rules and Regulations

1. All Culpeper County School Board policies, regulations, and school rules apply to parking areas at all times.
2. Student parking is allowed only in designated areas and only in assigned and numbered spaces. Parking permits are non-transferable. (e.g. can't sell, give away, or share)
3. Cars parked on school grounds must be registered with the school and have a current decal displayed. All vehicles must display a valid parking permit decal on the lower right corner of the rear window. The number of the parking permit decal should be clearly visible at all times.
4. Student's vehicles are subject to search if reasonable suspicion exists that a violation of the Culpeper County Public Schools Code of Behavior has occurred.
5. Unauthorized vehicles parked on school grounds or school property may be ticketed, booted, and/or towed away at owner's expense.
6. The vehicle of any student driving with a suspended parking permit may be ticketed, booted, and/or towed away at owner's expense. Any student driving with a suspended parking permit will lose his or her parking privileges for the remainder of the school year.
7. Culpeper County High School is not responsible for accidents, loss, or damage to vehicles or any vehicular contents.
8. Upon arriving on school grounds, students must immediately exit the vehicle and enter the school building. Upon leaving school at an approved dismissal time, students must leave the parking area immediately and not loiter in the parking lots.
9. During the school day, students may not return to their vehicle without permission from an administrator or designee. (e.g. a pass from the main office)

### **Automobiles and Parking – continued**

10. Any student who leaves school grounds and/or transports another student off of school property without permission is subject to the loss or suspension of parking/driving privileges, in-school suspension, out-of-school suspension, and civil and/or criminal charges.
11. All rules of the road apply while on school property. (e.g. no speeding, no reckless driving)
12. If a vehicle is parked in your parking space, you should park in one of the visitor spaces and immediately notify the personnel in the CCHS Main Office.
13. If a parking boot is placed on your vehicle for a parking violation, do not attempt to remove or damage the parking boot in any way. Contact the Main Office immediately. Attempting to remove the parking boot, may result in the loss or suspension of parking/driving privileges, in-school suspension, out-of-school suspension, and civil and/or criminal charges.
14. Students that have excessive unexcused tardies to school (more than three (3) unexcused tardies to school per nine-weeks) may have their parking privileges suspended.

Parking expectations are provided to promote the safety and well-being of all students. Failure to meet these expectations may result in consequences that include, but not be limited to, loss of privilege, fines, booting, and towing.

### **Parking Fines**

Students who park illegally at CCHS are subject to the following consequences:

- 1<sup>st</sup> offense - Warning
- 2<sup>nd</sup> offense - \$10.00 fine
- 3<sup>rd</sup> offense - \$20.00 fine
- 4<sup>th</sup> offense - Car immobilization and \$20.00 fine

### **Computer Use**

Students who have turned in their computer use agreement form and who have not previously violated that policy may use the Culpeper County Public School division's computers for the purposes of education or research. Usage that is considered unacceptable may be found in the Code of Conduct booklet.

### **Contact Information Changes**

Students whose residence, mailing address, or home/work telephone numbers have changed after enrolling in the school division are required to report the change promptly to the Counseling Office so that records can be corrected and kept current.

## Dress Code

### STANDARDS OF DRESS (9 - 12)

Culpeper County Public Schools seek to maintain an orderly environment for the education of students. To accomplish this goal, the Division has established a standard of student dress that is conducive to a proper educational climate, while reasonable enough to allow students to be expressive in their clothing selection.

The following are examples of the standards of dress that will be enforced at school:

- Clothing must cover the entire body between the neckline and mid-thigh.
- The display of any portion of underwear with the exception of appropriate undershirts is prohibited.
- Underwear appropriate for the body is to be worn at all times (Undershirts are optional).
- or
- Items that cover any portion of the head are prohibited. (Appropriate hair adornments are permitted.)
- Any items that advertise tobacco, drugs, or alcohol are prohibited.
- Any items associated with or suggestive of support for or membership in a criminal street gang are prohibited.
- Any items pornographic, obscene, or sexually suggestive in nature are prohibited.
- Items that in the opinion of school officials are reasonably probable to disrupt the operation of the school or endanger the wearer or others are prohibited.

The principal or designee has the authority to decide whether or not an item of clothing or adornment is appropriate.

Students in grades 6 -12 who violate the dress code will have to immediately remedy the dress code violation and are subject to the following disciplinary actions.

**First Offense** - The Student shall be required to immediately remedy the dress code violation and a verbal warning shall be issued.

**Second Offense** - The Student shall be required to immediately remedy the dress code violation and the parent/guardian shall be notified.

**Third Offense** - The Student shall be required to immediately remedy the dress code violation, up to a 30 minute detention shall be required, and the parent/guardian shall be notified.

**Fourth Offense** - The Student shall be required to immediately remedy the dress code violation, 1/2 day in-school suspension shall be required, and the parent/guardian shall be notified.

**Fifth Offense** - The Student shall be required to immediately remedy the dress code violation, a 1 day in-school suspension shall be required, and the parent/guardian shall be notified.

**Sixth Offense & thereafter** - The Student shall be required to immediately remedy the dress code violation, a 1 day out-of-school suspension shall be required, and a parent/guardian conference shall be required.

The discipline of students at the elementary level (Grades Pre K – 5) shall be at the discretion of the principal and shall depend upon the age of the student and the type of violation.

## **Drug Free (Including Alcohol and Tobacco) and Weapon Free Zone**

Culpeper County High School is in accordance with Drug Free and Weapon Free Zones as established by the State of Virginia and/or school board.

## **Electronic Devices**

### **PORTABLE ELECTRONIC DEVICES**

The Culpeper County School Board recognizes that Portable Electronic Devices (PED) such as cell phones, computers, and audio/video devices may be used for valid purposes, such as communication, information, and entertainment, while at school or at school-sponsored events; however, the possession and use of a PED on school property is a privilege both subject to strict regulation and revocable for reasonable cause. Students with parent permission may possess and use PEDs on school property but only when such use is in strict compliance with the following restrictions:

- Student use of a PED at any permitted time and location shall not distract the student or others from learning or participating in the educational process, interfere with the work of school employees, create any safety concern or hazard, and/or violate any other provision of the code of conduct.
- Students in grades 9 through 12 may use PEDs before the morning tardy bell, after the dismissal bell, during lunch in the commons areas of the school, or at other times when explicitly permitted by a school employee.

The School Board, its employees or agents are not responsible for any loss, theft, damage to, or safety of any PED brought onto school property at any time. The student or parent who brings or allows such a PED to be brought to school assumes the risk of all such damage or losses.

Students and parents who use or consent to the use of a PED at school and in compliance with the rules for use established by this policy expressly understand that no PED will be configured for use on the CCPS computer network and, therefore, any student use of a PED to access the internet while at school will not be subject to or affected in any way by CCPS network filters. Accordingly, students and parents who use or consent to the use of a PED at school assume all risk that student use may expose the student to inappropriate, obscene, or harmful content and that it shall not be the responsibility of the School Board or its employees to monitor student use of the internet when using a PED at school or to protect or prevent students from accessing inappropriate or harmful internet content.

If a cell phone or other electronic device is confiscated to investigate other possible violations of the Code of Conduct (e.g., bullying) or violations of law (e.g., possession of child pornography), then school officials and/or law enforcement shall keep the device until the investigation is complete.

**First Offense** -Warning issued and device to be turned off and removed from sight. (If this directive was previously stated as a general direction to all students present; second offense applies.)

**Second Offense**- Device confiscated by school employee and securely held until the end of class, activity, or bus ride and conference is held with student.

**Third Offense** -Device confiscated by school employee, securely held, and given to principal or designee until an administrator is able to have a conference with student.

**Fourth Offense and thereafter** - Device confiscated by school employee, securely held, and given to principal or designee until an administrator is able to have a conference with student and parent or guardian.

The refusal of a student to relinquish possession of a device upon request by a school employee will result in a suspension from school pending a conference with a parent or guardian. Any student suspended on three separate occasions in a school year for violation of this policy will lose the privilege of possessing the device(s) for the remainder of the current school year.

### Elevator Use

Culpeper County High School is equipped with elevators. These elevators are for the sole purpose of providing students and staff members who are physically unable to climb steps the access to other floors in our buildings.

### Examinations and Exemptions

Semester courses will have a midterm exam or activity that is administered uniformly at the discretion of the department; administered under a normal, daily operating schedule and; will be given at approximately the midpoint of the course.

All students in semester classes, except those noted below as exemptions, will have a final exam or activity during the appropriate exam schedule (January or June).

Yearlong courses (A/B and double blocked) will have a midterm exam or activity during the January exam schedule and a final exam or activity during the June exam schedule.

Other Policy Notes:

- Exams or activities will be given on the days specified in the school calendar.
- No student is to be dismissed or excused from an exam day unless they meet the exemptions listed.
- Students exempt from an exam, but still in attendance for the exam period must report to their class.

### Exemptions

Senior Exam Exemptions to teacher-made final exams are limited to seniors who have at least a “90 (A-) average in the course being exempted and have met these high school attendance provisions:

- five or fewer absences from class during the semester, prior to the administration of the exam
- two unexcused tardies to class will be counted as one unexcused absence from that class for exam purposes.

In order for a student to be exempt from any final exam, he/she must be clear of all obligations with athletics, library, departments, and bookkeeper. These personnel verifying the student is clear of all obligations will sign the exam exemption form. A parent signature of approval is required on the exemption form.

There are no exemptions from any exam for non-seniors.

### **Fire Drill / Emergency Procedures**

Fire Drills are required by state law. Schools must conduct two drills during the first month of school and one drill per semester for the remainder of the year. Fire drills are conducted for two reasons: (1) to train students to leave the building in an orderly manner and as quickly as possible during an emergency alarm and (2) to teach self-control during emergency situations. Fire drill instructions are posted in each classroom.

- The fire alarm is a continuous sounding of the alarm. If the alarm becomes inoperative, the assigned personnel will deliver the signal.
- Stop work immediately upon hearing fire signal.
- Windows and doors should be closed and lights turned off. Leave doors unlocked.
- Stay with your class and walk briskly to the exit assigned for that particular classroom. Do not run, push, or shove.
- If your assigned exit is blocked, proceed in the same orderly fashion to your alternate exit.
- Keep quiet. A direction not heard may cost a life.
- Upon leaving the building, keep moving until you are away from the building. Stay in the group.
- Once safely outside the building, classroom instructors should take a roll count to insure that all students are present.
- Teachers are required to maintain a roll of students and to make sure that the students adhere to procedures such as staying out of roadway areas.
- Students will be informed when to return to the building, either by verbal instructions or by a sign.

Each classroom has fire exit directions posted.

### **Fundraising**

Fundraising efforts shall be authorized under conditions that do not conflict with instructional programs. Fundraising refers to the raising of non-appropriated money for the educational benefit of students and their schools. Fundraising shall be permitted by students attending middle and high schools, provided such activities are approved in writing and carefully monitored and regulated by the school principal or designee. The principal shall develop and maintain a list of all fundraising activities pursuant to procedures adopted by the superintendent. No fundraising shall be approved for any school activity until the activity has been approved.

### **Fundraising – continued**

All organizations (school and non-school related) having fundraising sales can place sales information in the mailroom to access faculty sales. Students may not approach individual staff members to solicit sales while at school.

The proceeds of all sales of candy or other food items made during lunch shifts must be turned over to the cafeteria in accordance with 8 VAC 20-290-10(4).

### **Information Posting/Distribution**

Students may only place items on the walls/lockers of the school with permission of the principal. The principal will also designate the locations for such items. Unauthorized items will be removed and discipline may follow. All signs must be removed within 24 hours of the completion of the activity. Items need to be placed on portions of the wall that will not damage the paint.

### **Non Discrimination Policy**

The Culpeper County Public Schools does not discriminate on the basis of age, sex, race, religion, national origin, or handicapping conditions in its educational programs, activities, or employment policies. Matters relating to this policy may be addressed to the Superintendent's Office, Culpeper County Public Schools, (540) 825-3677.

### **Off-Limits Areas (include, but are not limited to)**

- All mechanical, loading dock and storage areas.
- All neighboring properties. Students caught propping open exit doors without administrative approval are subject to suspension.
- Stairways, hallways, corridors (loitering between or during classes).
- Auditorium (unless under direct teacher/sponsor supervision).
- Gym, weight room, training room and multipurpose rooms (unless under direct teacher/sponsor supervision).
- Elevator (see Elevator Use).
- Parking lot (during school day without permission).
- Behind counters (workspace) in all offices.
- Other non-supervised or specifically posted off-limit areas.
- Computers not designated for student use.
- Traffic lane and surrounding area behind the school.
- Athletic fields and surrounding buildings unless under direct supervision by teacher/staff.
- Courtyard area, except during lunch shifts (seniors only) or under direct supervision.

### **Removal of Students from Class**

Teachers may remove students from class, in extreme cases, for disruptive behavior. Disruptive behavior is defined as a violation of school board regulations governing student conduct that interrupts or obstructs the learning environment. Students who are sent out of class for any reason are expected to go directly to the main office and report to a secretary.

## **Schedule/Class Changes**

Course registration data provided by students and their parents is used to make decisions about what courses we offer and how many sections of a course are required to meet the need. We seek to limit the number of schedule changes to avoid an imbalance in class size that may be instructionally detrimental to your student and others.

If extenuating circumstances exist, and you would like to request a schedule change, you will need to complete a schedule appeal form to be completed and returned to the Student Services Office. See Student Services' secretary for specific dates and times. (Please note that schedule request will not be considered to accommodate lunch shifts, teacher requests or athletic schedules.) Consideration of appeals will not be considered beyond the established deadline. If a student drops a course after the deadline, it will remain on their transcript as a withdrawal. Since the purpose of a transcript is to reflect the history of a student's academic career, requests to change a transcript, even if a course is dropped, will not be considered.

Schedule appeal requests will be considered on a case-by-case basis by a committee of counselors and administrators in the order they are received. The following are acceptable reasons to request a change:

1. your schedule is unbalanced with too many academic courses in the same semester
2. an alternate was used in your schedule and you would like to have a different alternate listed from your registration form
3. you would like to challenge yourself to another level (e.g. general class to honors)

Students will be notified that their request has been approved/denied once the committee has considered the request.

## **School Closing Due to Inclement Weather**

The decision to close school or open late due to snow or inclement weather will be made as near to 6:00 a.m. as possible. The announcement will be made over the local radio stations, TV stations, and an automated phone call from the school division. When no information is given about the Culpeper County Public Schools, school will be open.

## **Seizure of Illegal Materials**

To maintain order and discipline in the school and to protect the health, safety, and welfare of the students and school personnel, school authorities may search a student, student lockers, backpacks, purses, student vehicles, or student computer files if there exists reasonable suspicion that a law or school rule has been broken. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

## **Senior Privileges**

- Courtyard and designated dining area
- Senior seating at some assemblies
- Senior Exam Exemptions
- Senior Activity Day

In order to be eligible for the end-of-year senior trip and activity day, the student must be in good academic standing as determined by their teachers and school counselor.

## **Staying After School**

Students not in a supervised activity are expected to leave the building and school grounds within 15 minutes of concluding their class/school day. Students who loiter at school without specific need or supervision may be subject to disciplinary action that can include charges of trespassing.

## **Student Petitions and Demonstrations**

Students may participate in petitions and demonstrations in a manner consistent with First Amendment speech principles and consistent with the following regulations that shall govern all such activities.

1. School Administration may restrict or prohibit student organization and participation in petition or demonstration related activities that (i) interfere with or cause disruption to instruction, learning or school directed activities; (ii) pose a risk of harm to students or staff or that cause reasonable apprehension of such harm; (iii) may result in the harassment and intimidation of students and/or staff; or (iv) are otherwise reasonable restrictions consistent with First Amendment jurisprudence and principles.
2. Any student who wishes to initiate a petition or demonstration must notify the principal (or designee) of the school at least twenty-four hours in advance of initiating a petition or demonstration.
3. The principal will evaluate the request and approve the time and place of the petition activities or demonstration that ensures such activities are consistent with the criteria identified in paragraph 1 above.
4. Any student participating in petition or demonstration activity must exhibit conduct at all times that adheres to the Student Code of Conduct.
5. The principal will provide a student petitioner with a time and space in the school to set-up and occupy a petition table in a manner that ensures such activities are consistent with the criteria identified in paragraph 1 above.
6. The petitioner may advertise the opportunity to sign the petition by creating a sign to be displayed on or near the petition table. The sign may be no larger than a 3' x 5' poster.

## **Suspensions**

When a student is suspended from school an administrator will send a letter home notifying the parent/guardian of the suspension and the events that caused the suspension. A conference with a parent/guardian may be necessary before the student returns to school. The student is not permitted to participate in or attend any school function during the time of the suspension or to be on any Culpeper County Public School property. Additional disciplinary consequences may result in the event of a trespassing violation. A student's parent has the right to appeal the suspension. The student is expected to make up work missed during the suspension and must contact the Counseling Office to secure this make up work. When the student returns to school he/she must check with teachers to coordinate the completion of make-up work.

## **Telephone**

A phone is available in the main office for student use in case of an emergency. Permission must be obtained from the secretary prior to making a call. Student cell phones should not be used during the school day except at times designated in the division's Portable Electronic Device Policy. A parent / guardian who needs to contact his/her child should do so through the main office as cell phones may be confiscated per School Board policy even if communicating with a parent / guardian.

## **Visitors**

All visitors entering the school grounds or buildings during the school day must check in at the receptionist's desk. All authorized visitors will be given a visitor's pass. Failure to obtain a visitor's pass constitutes trespassing. Students that do not attend CCHS are not permitted in the school building during school hours.

Unauthorized persons, including suspended students, will be requested to leave school grounds by a building administrator and may be charged with trespassing. It shall be prohibited for any person, whether or not a student, to enter upon or remain upon any school property after (1) being directed to vacate the property by an individual authorized to give such direction or (2) any posted notice which contains such information, posted at a place where it reasonably may be seen.

## **Work Permits and Student Employment**

Students under 16 years of age who are employed for any type of work at any time are required by State Law to secure a work permit. Applications for permits may be obtained at [http://www.doli.virginia.gov/laborlaw/employment\\_certificate\\_instructions.html](http://www.doli.virginia.gov/laborlaw/employment_certificate_instructions.html).

# APPENDIX

## ALMA MATER

CULPEPER HIGH SCHOOL  
PRAISE IS YOUR NAME  
OUR ALMA MATER  
LOVED BY ALL THE SAME  
UPHELD BY STANDARDS  
FOR HIGHER GOALS  
CULPEPER HIGH SCHOOL  
MEMORIES OF YOU WE'LL HOLD

RAH! RAH! RAH!

CULPEPER HIGH SCHOOL  
FORWARD YOU'LL GO  
UPWARD AND ONWARD  
LET YOUR BANNER SHOW  
LOYALTY IN SERVICE  
TO YOU WE'LL GIVE  
CULPEPER HIGH SCHOOL  
FOREVER MORE YOU'LL LIVE.

RAH! RAH! RAH!

## FIGHT SONG

LET'S GIVE A CHEER FOR THE BIG BLUE DEVILS  
OF CULPEPER COUNTY HIGH  
THEY'RE THE BEST TEAM IN THE COUNTRY  
RAISE YOUR BANNERS HIGH  
RAH! RAH! RAH!  
BLUE AND GOLD FOREVER  
WE'RE THE TEAM THAT'S NUMBER ONE  
WE'LL FIGHT FOR HONOR AND GLORY UNTIL THE BATTLES WON  
HEY!





# Culpeper County Public Schools

Office of the Division Superintendent

[www.culpeperschools.org](http://www.culpeperschools.org)

450 Radio Lane · Culpeper, Virginia 22701 Tel./TTY: (540) 825-3677 · Fax (540) 829-2111

Calendar  
School Year  
2018-2019

## July 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**July 2018**  
July 30-31

New Teacher Induction

**August 2018**

August 1 10 month Employee Start  
August 1-3 Teacher/Staff Workday  
August 6-8 Teacher/Staff Workday/Professional Development  
August 9 Student and Parent School Visit Day 1pm - 6pm  
August 10 BIE Chamber of Commerce Event 8am - 11am Teacher/Staff Workday  
August 13 First Day of School for Students

## August 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**September 2018**  
September 3

No School for Students and Staff - Holiday - Labor Day

**October 2018**

October 15 End of 1st Grading Period  
October 16 Begin 2nd Grading Period  
October 19 No School for Students - Teacher Workday  
October 25 Early Dismissal (Time TBD)  
October 25 Parent Teacher Conferences 2pm - 7pm

## September 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

**November 2018**  
November 21-23

No School for Students and Staff - Thanksgiving Holiday

**December 2018**

December 21 End 2nd Grading Period  
December 21 Early Dismissal (Time TBD)  
December 24-31 No School for Students and Staff - Winter Break

**January 2019**

January 1-2 No School for Students and Staff - Winter Break  
January 3 No School for Students - Teacher/Staff Workday  
January 4 No School for Students - Professional Development  
January 7 Return to School from Winter Break - Begin 3rd Grading Period  
January 21 No School for Students and Staff - MLK Holiday

## October 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**March 2019**  
March 14 End of 3rd Grading Period  
March 15 No School for Students - Teacher Workday  
March 18 Begin 4th Grading Period

**April 2019**  
April 22-26

No School for Students and Staff - Spring Break

**May 2019**

May 17 Early Dismissal (Time TBD)  
May 17 Graduation - Eastern View High School (Evening)  
May 18 Graduation - Culpeper County High School (Morning)  
May 20-21 Early Dismissal (Time TBD)  
May 21 Earliest Possible Last Day of School-End 4th Grading Period  
May 22 Teacher/Staff Workday  
May 22-24 Possible Make Up Days if Needed  
May 27 No School for Students and Staff - Memorial Day  
May 28-29 Possible Make Up Days if Needed  
May 29 Latest Possible Last Day of School  
May 30 Teacher/Staff Workday (Make Up - If Needed)

## November 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## December 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Regular School Day
- Holiday for All / Offices Closed
- No School for Students —Teacher Workdays
- Early Dismissals — (Time TBD)
- Possible Make Up Day

★ Graduation—Eastern View—Evening      ☆ Graduation—Culpeper County—Morning

Approved by Culpeper County School Board March 12, 2018

## January 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## February 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

## March 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## April 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## May 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	★	☆
19	20	21	22	23	24	25
26	27	28	29	30	31	

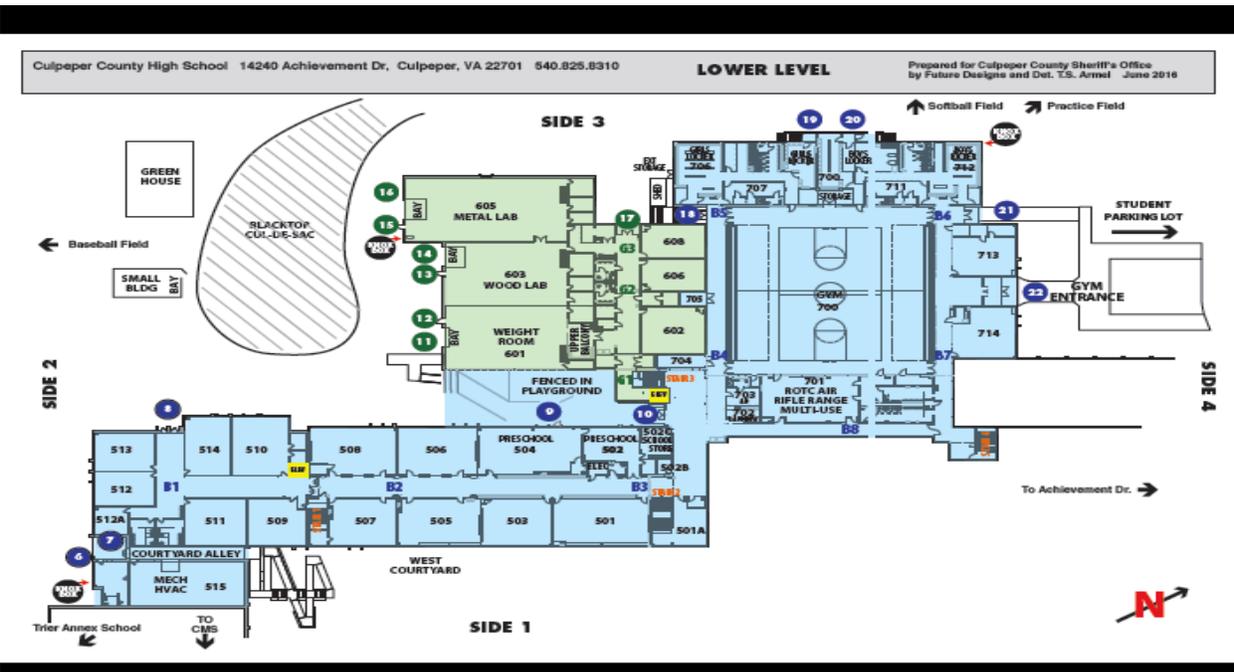
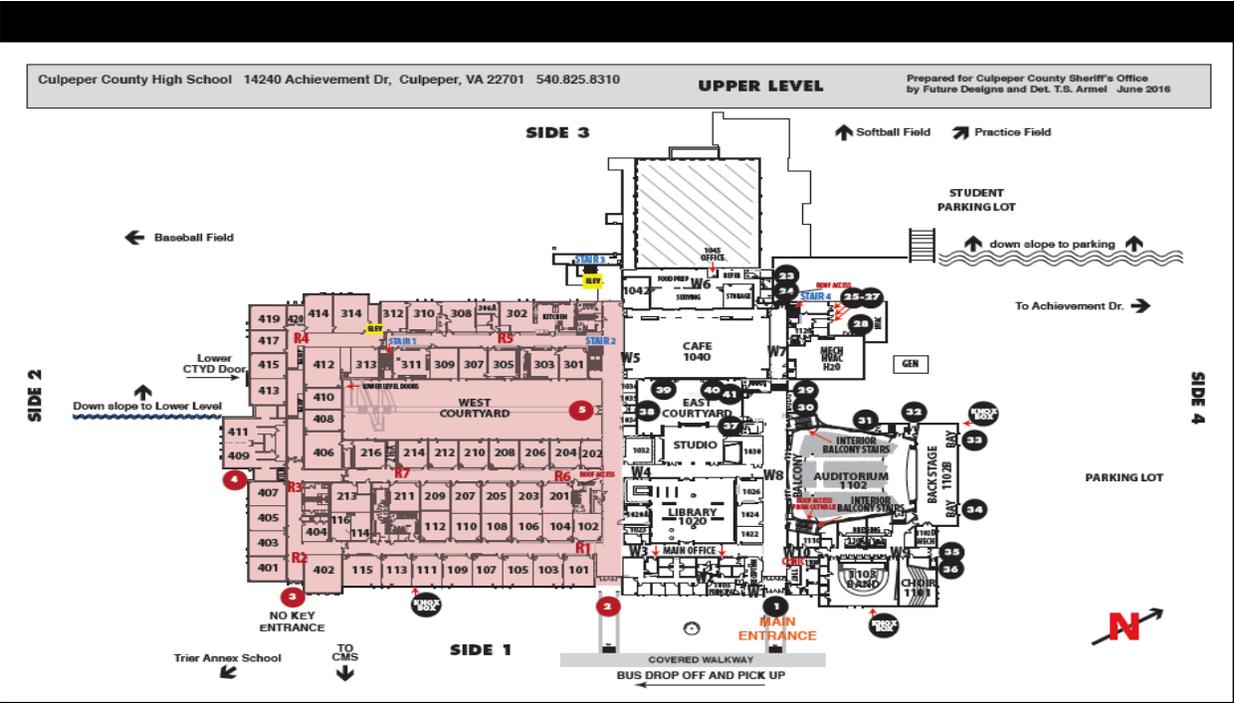
**SCHOOL CLOSING MAKE - UP PLAN**  
In the event of unanticipated school closings, days will be made up in the following order: May 22, 23, 24, 28, and 29 with May 29th being the latest possible last day. After that, time will be added to the instructional day. The last 3 days of school will be early dismissal.

**BELL SCHEDULE  
2018-2019 SCHOOL YEAR**

	<b>REGULAR</b>	<b>1-HOUR DELAY</b>	<b>2-HOUR DELAY</b>	<b>EARLY DISMISSAL</b>
WARNING BELL	7:35	8:35	9:35	7:35
BLOCK 1	7:45 - 9:20	8:45 - 9:55	9:45 - 10:40	7:45 - 8:45
BLOCK 2	9:25 - 10:50	10:00 - 11:10	10:45 - 11:40	8:50 - 9:50
<b>FIRST LUNCH</b>				
LUNCH 1	10:50 - 11:15	11:15 - 11:40	11:45 - 12:10	9:55 - 10:20
BLOCK 3 CLASS	11:18 - 12:45	11:43 - 1:00	12:13 - 1:10	10:23 - 11:35
<b>SECOND LUNCH</b>				
BLOCK 3 CLASS	10:55 - 11:35	11:15 - 11:55	11:45 - 12:15	9:55 - 10:35
LUNCH 2	11:35 - 12:00	11:55 - 12:20	12:15 - 12:40	10:35 - 11:00
BLOCK 3 CLASS	12:03 - 12:45	12:23 - 1:00	12:43 - 1:10	11:03 - 11:35
<b>THIRD LUNCH</b>				
BLOCK 3 CLASS	10:55 - 12:20	11:15 - 12:35	11:45 - 12:45	9:55 - 11:10
LUNCH 3	12:20 - 12:45	12:35 - 1:00	12:45 - 1:10	11:10 - 1:35
BLOCK 4	12:50 - 2:15	1:05 - 2:15	1:15 - 2:15	11:40 - 12:40

<b>ACTIVITY BLOCKS</b>	<b>BEFORE 1ST</b>	<b>AFTER 1ST</b>	<b>AFTER 2ND (FRIDAYS)</b>	<b>AFTER 3RD</b>	<b>AFTER 4TH</b>
WARNING BELL	7:35	7:35	7:35	7:35	7:35
ACTIVITY BLOCK	7:45 - 8:30				
BLOCK 1	8:35 - 9:40	7:45 - 9:00	7:45 - 9:00	7:45 - 9:00	7:45 - 9:00
ACTIVITY BLOCK		9:05 - 9:50			
BLOCK 2	9:45 - 11:10	9:55 - 11:10	9:05 - 10:25	9:05 - 10:25	9:05 - 10:25
ACTIVITY BLOCK			10:30 - 11:15		
<b>FIRST LUNCH</b>					
LUNCH 1	11:15 - 11:40	11:15 - 11:40	11:15 - 11:40	10:30 - 10:55	10:30 - 10:55
BLOCK 3 CLASS	11:43 - 12:55	11:43 - 12:55	11:43 - 12:55	10:58 - 12:05	10:58 - 12:05
<b>SECOND LUNCH</b>					
BLOCK 3 CLASS	11:15 - 11:50	11:15 - 11:50	11:20 - 11:50	10:30 - 11:00	10:30 - 11:00
LUNCH 2	11:50 - 12:15	11:50 - 12:15	11:50 - 12:15	11:05 - 11:30	11:05 - 11:30
BLOCK 3 CLASS	12:18 - 12:55	12:18 - 12:55	12:18 - 12:55	11:33 - 12:05	11:33 - 12:05
<b>THIRD LUNCH</b>					
BLOCK 3 CLASS	11:15 - 12:30	11:15 - 12:30	11:20 - 12:30	10:30 - 11:40	10:30 - 11:40
LUNCH 3	12:30 - 12:55	12:30 - 12:55	12:30 - 12:55	11:40 - 12:05	11:40 - 12:05
ACTIVITY BLOCK				12:10 - 12:55	
BLOCK 4	1:00 - 2:15	1:00 - 2:15	1:00 - 2:15	1:00 - 2:15	12:10 - 1:25
ACTIVITY BLOCK					1:30 - 2:15

# FLOOR PLANS



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