

# Charlottesville High School



*“Embrace Diversity and Inspire Dreams”*

**Principal**

Dr. Thomas W. Taylor

**Assistant Principals**

Lawrence Clarke

Jacqueline Harris

Adam Hastings

Michael Irani

**Athletic Director**

Richard Lilly

1400 Melbourne Road

Charlottesville, VA 22901

Main: 434-245-2410 Fax: 434-245-2610

<http://www.ccs.k12.va.us/schools/chs>

This book is provided to all students of Charlottesville High School. Students are expected to carry this agenda book at all times while at CHS. It is to serve as a resource for academic and administrative guidelines, as an agenda and school calendar, and as a student's hall pass. This book serves as a supplement to the Charlottesville City Schools Parent Information Guide and Student Code of Conduct, which each contain additional information involving student conduct and other administrative items. Updated and revised policies may appear in the school board policy manual and/or the Student Code of Conduct. Students enrolled at Charlottesville High School will be held accountable for the contents of this student handbook once a copy is given to them.

The Charlottesville school division does not discriminate on the basis of race, color, gender, sexual orientation, age, religion, national origin, marital or veteran's status, physical or mental disability, or any classification protected by applicable law in employment or its educational programs and activities.

## **This agenda belongs to:**

*Students are expected to carry this agenda book at all times.*

**NAME**

**ADDRESS**

**CITY/STATE/ZIP**

**PHONE**

---

---

---

---

**Replacement Agenda Book Cost is \$5.00**

## Table of Contents

Content	Page
Principal's Letter	3
School Year Calendar	4
Bell Schedule	5
My Schedule	8
School Map	9
Who's Who at CHS	10
Student Academics	11
Student Attendance	22
Student Conduct	24
Student Activities	37
General Information, Programs, and Services	47

## Principal's Message

Dear Student,

Charlottesville High School is a school that prides itself on diversity and academic excellence. We are a school that recognizes, embraces, and promotes the diversity of our student, faculty, and community population. We are a school that supports and encourages school spirit from our numerous clubs, service organizations, and athletic teams. The faculty, staff, and administration are committed to providing you a quality education and a memorable high school experience.

As with any school, there are rules and regulations which must be followed to create a safe and orderly environment so that learning can be our most treasured priority. **Our expectations are high at CHS; we expect your best attitude, your best effort, and your best behavior.** This student agenda book is an invaluable resource to you and your success at Charlottesville High School. I am requesting that you and your parent review the contents of this agenda book so that together, we can make the most of your high school experience. We expect that you will be familiar with the contents of this agenda book and that you carry it with you at all times throughout the school day.

At CHS, we expect that you will graduate on time (within four years) and that you will plan for further education after high school. To help you on that journey, our general expectations of you are simple:

- **Be prepared and successful**
- **Be here and on time**
- **Be respectful and involved**

Famous Virginian and professional tennis legend Arthur Ashe once said, "**Success is a journey, not a destination.**" Your success is our goal. Together we must form a relationship that is built on mutual trust and respect. Best wishes to you for a successful school year.

Sincerely,

Thomas W. Taylor, Ed.D.  
Principal

*All policies and regulations are subject to review and change by the Principal, Superintendent, and School Board.*

**CHARLOTTESVILLE CITY SCHOOLS**  
*"PERSONAL AND ACADEMIC SUCCESS FOR ALL!"*

**2010-2011 SCHOOL YEAR CALENDAR**

August 25	First Day of School
September 6	Labor Day – School Division Closed
September 14	Parent's Back to School Night
October 11	Professional Development Day (No School for Students)
October 29	End of the First Grading Period
November 1	Teacher Work Day (No School for Students)
November 2	Parent-Teacher Conference Day (No School for Students)
November 24 - 26	Thanksgiving Break (No School for Students)
December 20 - January 3	Winter Break (No School for Students)
January 4	Students and Staff Return from Winter Break
January 14	End of Second Grading Period and First Semester
January 17	Martin Luther King, Jr. Holiday (No School for Students)
January 18	Teacher Work Day (No School for Students)
February 21 - 22	Professional Development Days (No School for Students)
March 31	End of Third Grading Period
April 1	Teacher Work Day (No School for Students)
April 4 - 8	Spring Break (No School for Students)
April 11	Students and Staff Return from Spring Break
April 16	Prom
May 30	Memorial Day – School Division Closed
June 9	Last Day of Exams
June 10	Make-up Exams, Teacher Work Day

**Schedule of Inclement Weather Make-up Days**

Day 1	January 18
Day 2	February 22
Day 3	April 1
Day 4	February 21
Day 5	June 13

**SCHOOL SONG**  
*CHARLOTTESVILLE HIGH SCHOOL ONWARD*

Charlottesville High School

Onward to Fame.

Push on ever forward,

Keep your good name.

Forever we'll sing out,

Shout out the cry!

Forever loyal to our school,

Charlottesville High.

**BELL SCHEDULES**

**DAILY BELL SCHEDULE**

Period	Start	End	Period Length	Block Length
0	8:00 AM	8:46 AM	0:46	
1	8:55 AM	9:45 AM	0:50	1:40
2	9:49 AM	10:35 AM	0:46	1:36
3	10:39 AM	11:25 AM	0:46	1:36
4	11:29 AM	12:15 PM	0:46	1:36
5	12:19 PM	1:05 PM	0:46	1:36
6	1:09 PM	1:55 PM	0:46	1:36
7	1:59 PM	2:45 PM	0:46	1:36
8	2:49 PM	3:35 PM	0:46	
Activity	3:45 PM	4:30 PM	0:45	

## Bell Schedules for Delayed School Openings

### 1-HOUR DELAY BELL SCHEDULE

Period	Start	End	Period Length	Block Length
0	9:00 AM	9:46 AM	0:46	
1	9:55 AM	10:38 AM	0:43	1:26
2	10:42 AM	11:21 AM	0:39	1:22
3	11:25 AM	12:04 PM	0:39	1:22
4	12:08 PM	12:47 PM	0:39	1:22
5	12:51 PM	1:30 PM	0:39	1:22
6	1:34 PM	2:13 PM	0:39	1:20
7	2:17 PM	2:54 PM	0:37	1:18
8	2:58 PM	3:35 PM	0:37	
Activity	3:45 PM	4:30 PM	0:45	

### 2-HOUR DELAY BELL SCHEDULE

Period	Start	End	Period Length	Block Length
0	10:00 AM	10:46 AM	0:46	
1	10:55 AM	11:30 AM	0:35	1:10
2	11:34 AM	12:05 PM	0:31	1:06
3	12:09 PM	12:40 PM	0:31	1:06
4	12:44 PM	1:15 PM	0:31	1:06
5	1:19 PM	1:50 PM	0:31	1:06
6	1:54 PM	2:25 PM	0:31	1:06
7	2:29 PM	3:00 PM	0:31	1:06
8	3:04 PM	3:35 PM	0:31	
Activity	3:45 PM	4:30 PM	0:45	

## Bell Schedules for End-of-School-Day Events

### 1-HOUR END-OF-DAY EVENT BELL SCHEDULE

Period	Start	End	Period Length	Block Length
0	8:00 AM	8:46 AM	0:46	
1	8:55 AM	9:38 AM	0:43	1:26
2	9:42 AM	10:21 AM	0:39	1:22
3	10:25 AM	11:04 AM	0:39	1:22
4	11:08 AM	11:47 AM	0:39	1:22
5	11:51 AM	12:30 PM	0:39	1:22
6	12:34 PM	1:13 PM	0:39	1:20
7	1:17 PM	1:54 PM	0:37	1:18
8	1:58 PM	2:35 PM	0:37	
EVENT	2:35 PM	3:35 PM	1:00	
Activity	3:45 PM	4:30 PM	0:45	

### 2-HOUR END-OF-DAY EVENT BELL SCHEDULE

Period	Start	End	Period Length	Block Length
0	8:00 AM	8:46 AM	0:46	
1	8:55 AM	9:30 AM	0:35	1:10
2	9:34 AM	10:05 AM	0:31	1:06
3	10:09 AM	10:40 AM	0:31	1:06
4	10:44 AM	11:15 AM	0:31	1:06
5	11:19 AM	11:50 AM	0:31	1:06
6	11:54 AM	12:25 PM	0:31	1:06
7	12:29 PM	1:00 PM	0:31	1:06
8	1:04 PM	1:35 PM	0:31	
EVENT	1:35 PM	3:35 PM	2:00	
Activity	3:45 PM	4:30 PM	0:45	

# My Schedule

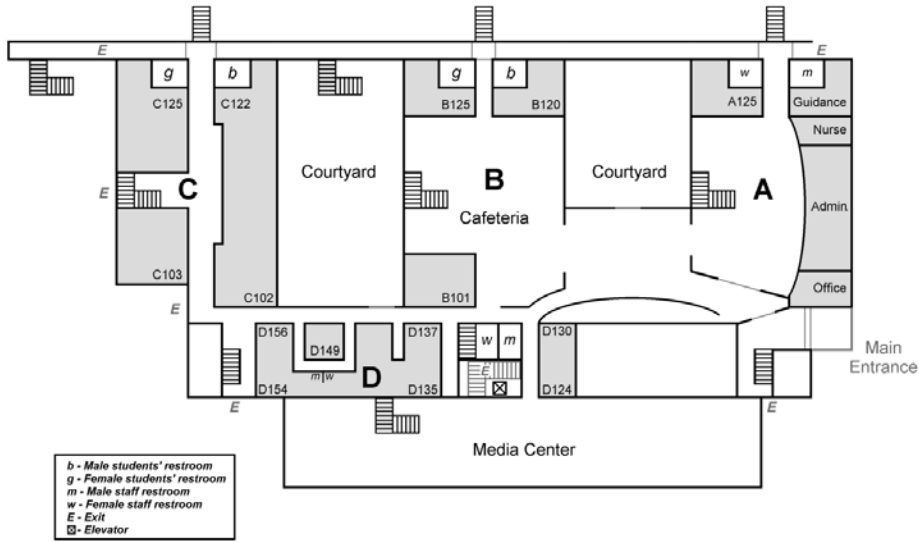
## Black Days

Period	Block or Singleton	Course Name	Teacher	Room

## Orange Days

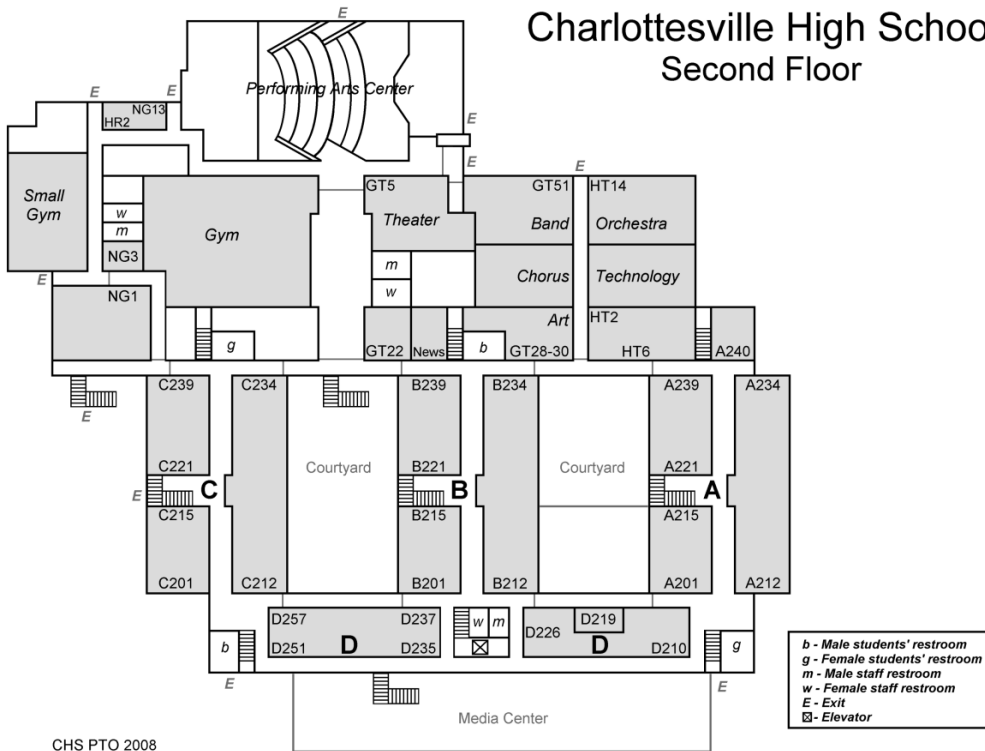
Period	Block or Singleton	Course Name	Teacher	Room

# Charlottesville High School First Floor



CHS PTO 2008

# Charlottesville High School Second Floor



CHS PTO 2008

## WHO'S WHO AT CHS

Principal	Dr. Thomas W. Taylor	245-2410
Assistant Principals	Lawrence A. Clarke	245-2679
	Jacqueline M. Harris	245-2696
	Adam M. Hastings	245-2629
	Michael C. Irani	245-2678
Athletic Director	Richard L. Lilly	245-2621
Administrative Assistants	Susan Dietlin, Registrar	245-2698
	Rita Durrer, Counseling	245-2700
	Debra Fields, Media Center	245-2702
	Monica Van Zandt, Bookkeeper & Principal's Assistant	245-2701
	Kim Perkins, Receptionist	245-2410
	Colleen Morris, Attendance	245-2697
	Dianne Ewing, Discipline	245-2699
	Ella Yates, Athletics	245-2703
Counseling Department	Lisa Morales, Chair	245-2685
	Gigi Davis-White, Careers	245-2690
	Fallon Dodson	245-2688
	Carol Easterlin	245-2689
	Adele Horwitz	245-2687
	Melanie Robak	245-2686
Testing Coordinator	Therese Titus	245-2681
School Nurses	Ann B. Sandridge & Carey Bailey	245-2631
School Resource Officers	Linwood Bundy & Will Brassfield	245-2632
Home-School Coordinator	Chuck Wood	245-2683
School Psychologist	Nancy T. Cornell	245-2650
Scholarship Office	Kay Ruffner	245-2682
Vocational Planner	Lee Davis	245-2634
College Guide	TBA	245-2791
AVID	Jeff Smith, Coordinator	245-2887
AVID	Yumeca Webb	245-2888
ISBI Coordinator	Sharon Jones	245-2640
Early Intervention Team	Mandy Baber	245-2626
Cafeteria Manager	Elizabeth Cating, Manager	245-2430
Custodial Staff	William Vest, Head Custodian	245-2627

## ACADEMICS - Be prepared and successful.

### Our expectations:

Students are expected to graduate on time. Students will come to school prepared, ready to learn, and with a successful attitude.

#### **Academic Honesty (Adopted by the SCA, PTO, and Administration)**

Students and Faculty at Charlottesville High School are expected to conduct themselves ethically and responsibly. Students are expected to follow the CHS Honor Code (below), adhering to strict academic honesty at all times. In preservation of a quality educational environment, students are to be held to the highest ethical academic standards.

##### *CHS Honor Code*

Students are expected to follow the Honor Code at all times. When indicated by their teachers, students are to pledge assignments with the following statement: **"On my honor as a student, I have neither given nor received any unauthorized aid on this assignment."**

##### *Academic Assistance*

Cheating is the unauthorized receipt or transmission of information with the intention of improving one or more individual's academic performance. As a school community, we are committed to assisting all students in maintaining academic honesty. If students are unsure about their academic honesty on an assignment, they are expected to ask their teacher, without penalty, about the appropriate parameters of the assignment. Students are expected to cite sources correctly: taking care in directly quoting another text, paraphrasing someone else's ideas, and using propriety information or graphics from any source (this includes the internet). Students are to refuse to aid another student's dishonest behavior. Students are to refuse to provide work for copying. Students who aid another student in academic dishonesty will be considered cheating themselves.

##### *Consequences for Academic Dishonesty*

Students who are found to be in violation of the honor code will face disciplinary consequences, as outlined on page 32 of this agenda book in the section titled "Student Conduct."

#### **School Supplies**

Students are expected to come to school prepared. Students will need a notebook, paper, pens, and pencils to be successful in school. Some math and sciences classes will require a graphing calculator (available upon request and issued to students). All appropriate school supplies should be brought to school daily.

#### **Course Registration and Scheduling**

Pre-registration for courses takes place during the second semester, beginning in January. The student and his/her counselor meet to review the student's academic record, expressed interests, goals, career aspirations, graduation requirements, diploma choice, credits earned, and credits still required. At this point, each student is asked to draw up a schedule listing up to seven courses for the coming school year. This schedule includes work and educational release periods, if necessary. No student may earn more than eight (8) credits in a single school year without approval from the principal. Every attempt will be made to honor student requests; however, scheduling conflicts may require the substitution of an alternate course. In the case of a course request where no space is available or if a conflict exists, an alternate course selection must be made.

##### *Standards of Learning Courses (SOL) Courses*

Students who are enrolled in SOL courses are expected to take the corresponding SOL exam or state-approved alternative assessment.

##### *Advanced Placement (AP) Courses*

Students who are enrolled in AP courses are expected to take the corresponding AP exam. Students are expected to pay the appropriate cost and fees to the College Board.

### *Dual Enrollment Courses*

Students may choose to enroll in one or more Dual Enrollment courses offered at CHS. These courses are offered in conjunction with Piedmont Virginia Community College and/or other colleges and universities. These special courses offer the student college credit when completed according to dual enrollment guidelines. All students must satisfy the appropriate COMPASS test requirement in order to enroll in the course. Dual Enrollment courses will earn college level weight when computing a student's GPA. Students will be expected to take a final exam in all Dual Enrollment courses, regardless of other exam exemptions.

### *College/University Enrollment*

Students are strongly encouraged to consider all of the curricular and co-curricular offerings available at CHS before applying for permission to enroll in a course at a college or university. Details of opportunities at colleges and universities are available in the Counseling Department. Any courses taken at the College or University level will earn college level weight when computing a student's GPA.

### *Driver's Education*

To enroll in Driver's Education, a student must have taken and passed Health and PE 9. Students should contact their counselor for further information. A Behind the Wheel component is also required for a valid Virginia Driver's License. Behind the Wheel instruction has a separate fee for all students; the Behind the Wheel portion of driver's education is optional, as some families may prefer a private option.

### *Family Life Education*

Parents or guardians of students enrolled in Health 10, which contains material on family life education, may choose for their student not to participate. If so, the parent or guardian must submit a written request to the principal to opt out.

### *Online or Distance Learning Courses*

Several online opportunities for learning exist at CHS. Students may take online or distance learning courses for one of four reasons: 1) To enrich their learning experience with opportunities not currently present at CHS or because of extenuating circumstances, such as insurmountable scheduling conflicts, 2) To earn additional credits at an accelerated rate, where scheduling conflicts or extenuating circumstances exist, 3) To recover credit in a course that was previously failed, or 4) To recover partial credit in a course where failing grades have been earned consistently throughout the year. **Before** any student is to enroll in an online course, consultation with a counselor (and the principal, when appropriate) is required. Students requesting to take courses online and off-school grounds should complete a Request to Take Course for High School Credit form (available in the counseling office and online). The Principal will review all requests and inform the student within two weeks of approval or denial of the request. Extenuating circumstances will be reviewed by the principal.

## **Schedule Changes**

Schedule changes can be made by scheduling an appointment with your school counselor before September 15, 2010. Withdrawal from a course requires the signature of a parent or guardian, the appropriate teacher, and a counselor. This may be done only during the first three weeks of the course. The student must select another course in place of the course from which he/she withdrew. Previous assignments in the new course must be completed by the student. Students need the principal's approval to audit any course. All course level changes must be completed by the end of the first three weeks of the course. Students are not permitted to enroll in two sequential courses simultaneously except with the permission of the content Department Chair, the School Counseling Department Chair, and the Principal. If required for graduation, students who fail a course during the regular school year are expected to repeat the course during summer school, online through credit recovery, or again during the following school year. Exemptions from this policy or requests for extenuating circumstances must be approved by the principal.

## **Promotion Policy and Grade Classifications**

All students should meet with their school counselor to discuss promotion and/or graduation requirements, including the policies on maximum number of credits and dual enrollment in sequential courses. The following table shows the requirements students must meet for each grade classification past 9<sup>th</sup> grade.

Grade Classification	Requirements
10	Five (5) Credits including English 9

11	Ten (10) Credits including English 10
12	Fifteen (15) Credits including English 11

### Career and College Information Center

The Center is located in the Media Center. Information is available from a variety of sources: a computer information bank, catalogues, books, and videotapes. The center is open before school, during lunch, after school, and evenings by appointment. Each counselor has access to VirginiaMentor, an online college, career, and financial aid planning program.

### College Applications and Transcript Requests

It is imperative that seniors and parents of seniors read this section in its entirety. Most colleges require a complete application from students by January of a student's senior year. It is the responsibility of the students to obtain a transcript request form as soon as possible in the fall semester. Transcript applications are processed on a first-come, first-served basis. Students needing letters of recommendation from their counselor are required to request a transcript at least six (6) weeks prior to the application deadline. A transcript is merely statistical data, which includes a history of courses taken, grades earned, GPA, and class rank. Additionally, many colleges/universities require teacher evaluations, counselor's letters, and other documentation that requires gathering information from many sources. Students are responsible for carefully reviewing each application for specific requirements and for informing the counselor in a timely manner of their needs. One (1) transcript is forwarded free of charge. Additional transcripts will be processed at a fee of \$2.00 each. This fee should be paid before transcripts are mailed.

If your College Application Deadline is...	Your Transcript Request Deadline is ...
Early Decision	September 25 <sup>th</sup>
Regular Decision	October 30 <sup>th</sup>

### Counseling Department Services

The primary mission of the Counseling Department is to meet with students individually and in groups to assist them in meeting graduation requirements and fulfilling academic, career, and personal/social goals. In addition, counselors also coordinate and consult with administrators, teachers, parents/guardians, school psychologists, visiting teachers, and community agencies to serve the needs of students.

#### *Academic Advising*

Counselors help students and their parents/guardians to acquire knowledge of the curricula choices available, to develop an appropriate program of studies, to arrange and interpret academic testing, and to maximize academic opportunities. Counselors provide individual, classroom, and group counseling activities to help students acquire information and develop a plan of action for post-secondary educational and career opportunities. Parents may review the materials used in all guidance and counseling activities. Parents may call the counseling secretary to set up a time to meet with the counselors for this review. Parents/guardians may also call the counseling department to arrange for individual parent/teacher conferences outside of the regular parent/teacher conference opportunities.

#### *Personal, Social and Crisis Counseling*

Counselors may also assist students with personal and social issues, including those related to alcohol, drugs, depression, anxiety, trauma, grief, stress, anger, family, and friends. Counselors may refer students to other services, which may include free services in the building with Region 10 and our Student Assistance Program, if needed.

#### *College Exploration and Advising*

Counselors can be a great resource as students explore possible college and/or post-secondary educational opportunities. Counselors help students to complete applications and request teacher recommendations. In addition, the counselor will write a counselor recommendation, prepare transcripts, and prepare other materials for the student's application packet. Students may also access the Career and College Information Center before school, during lunch, after school, and in the evenings (by appointment) to review materials and use the online college, career, and financial aid search program.

#### *College Guide*

While school counselors are the primary resource for students, the College Guide can also assist students with the college search and application processes. The College Guide can help students with completing college admission test

applications, college applications, financial aid forms, and scholarship applications, and serve as a mentor throughout the process.

*Career/Post-High School Counseling*

Students wishing to discuss careers and opportunities other than post-secondary education may also consult their counselor and/or the Career Counselor for information. Counselors can provide information about local opportunities, requirements for careers, and make referrals to other community organizations to help students pursue their career goals.

*Other Services*

Counselors provide crisis intervention services, participate on child study teams, and program review committees, act as liaisons for academic enrichment programs sponsored by the University of Virginia, and manage volunteer programs in the school.

*YCAPP*

Youth Challenged and Positively Promoted, Inc. works within CHS to provide small group case management for students in need of specialized care. For more information, please see your counselor.

*Opting-out of Programs*

Parents and guardians have the option of limiting individual student participation in any program by submitting a letter to the principal.

**Counseling Department Appointments and Counselor Assignments**

Counselors see students individually by appointment or on a walk-in basis in emergencies. Students should come by the counseling office before school, after school, or during lunch to make appointments. The Counseling Department secretary will give the student a pass for the appointed time. Students should sign in/out at the counseling secretary's desk with the times of their arrival and departure. Students are assigned to school counselors according to the first letter of their last name or by group of special interest.

Counselor	Caseload	Other Responsibilities
Ms. Morales	English as a Second Language Students	Department Chair, College Board
Ms. Davis-White	Students with Disabilities	Career Counselor
Ms. Easterlin	A – D	Foreign Exchange Student Liaison
Ms. Horwitz	E – K	Assist with Career Assessment
Ms. Robak	L – R	Madison House Tutor Liaison
Ms. Dodson	S – Z	Assist with Career Assessment

**Graduation Requirements and Diploma Types**

The following shows the outline of the requirements for each type of diploma offered by the State of Virginia. Each outlines the number of credits, verified credits and specific requirements of the diploma. Students will review these requirements and their progress towards them with their counselor. Charlottesville High School accepts all credits earned from accredited high schools. Acceptance from non-accredited schools is examined on a case-by-case basis, but such credit is not typically accepted.

*Standard Diploma Course Requirements*

Discipline Area	Credits	Verified Credits
English	4	2
Mathematics <sup>1</sup>	3	1
Science <sup>2 &amp; 6</sup>	3	1
History and Social Science <sup>3 &amp; 6</sup>	3	1
Health and Physical Education	2	
Fine or Practical Arts	1	
Economics and Personal Finance <sup>4</sup>	1	
Electives <sup>5</sup>	6	
Student Selected Test <sup>6</sup>		1
Total	22	6

<sup>1</sup>*Mathematics:* Courses completed to satisfy this requirement shall be at or above the level of algebra and shall include at least two course selections from among: Algebra I, Geometry, Algebra II or other mathematics courses above the level of algebra and geometry. The Board may approve additional courses to satisfy this requirement.

<sup>2</sup>*Science:* Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines: earth sciences, biology, chemistry, or physics. The Board may approve additional courses to satisfy this requirement.

<sup>3</sup>*History and Social Sciences:* Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and one course in either world history or geography or both. The Board may approve additional courses to satisfy this requirement.

<sup>4</sup>*Economics and Personal Finance:* All students in the graduating **class of 2014** (cohort) and beyond will be expected to take and pass the course "Economics and Personal Finance" or approved substitute for one elective credit. This class has been assigned in the curriculum for the 11<sup>th</sup> grade.

<sup>5</sup>*Electives:* Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.

<sup>6</sup>*Student Selected Test:* A student may utilize additional tests for earning verified credit in computer science, technology, or other areas as prescribed by the Board in 8 VAC 20-131-110.B.

<sup>7</sup>*Career and Technical Education:* Students who complete a career and technical [education] program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential, or license for (1) the student selected verified credit and (2) either a science or history or social science verified credit when the certification, license, or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the Board of Education as an additional test to verify student achievement.

*Advanced Studies Diploma Course Requirements*

Discipline Area	Credits	Verified Credits
English	4	2
Mathematics <sup>1</sup>	4	2
Science <sup>2</sup>	4	2
History and Social Science <sup>3</sup>	4	2
World Languages <sup>4</sup>	3	
Health and Physical Education	2	
Fine or Practical Arts	1	
Economics and Personal Finance <sup>5</sup>	1	
Electives	2	
Student Selected Test <sup>6</sup>		1
Total	24	9

<sup>1</sup>*Mathematics:* Courses completed to satisfy this requirement shall be at or above the level of algebra and shall include at least three different course selections from among: Algebra I, Geometry, Algebra II or other mathematics courses above the level of Algebra II. The Board may approve additional courses to satisfy this requirement.

<sup>2</sup>*Science:* Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics. The Board may approve additional courses to satisfy this requirement.

<sup>3</sup>*History and Social Sciences:* Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and two courses in either world history or geography or both. The Board may approve additional courses to satisfy this requirement.

<sup>4</sup>*World Languages:* Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.

<sup>5</sup>*Economics and Personal Finance:* All students in the graduating **class of 2014** (cohort) and beyond will be expected to take and pass the course "Economics and Personal Finance" or approved substitute for one elective credit. This class has been assigned in the curriculum for the 11<sup>th</sup> grade.

<sup>6</sup>*Student Selected Test:* A student may utilize additional tests for earning verified credit in computer science, technology, career or technical education or other areas as prescribed by the Board in 8 VAC 20-131-110.

*Career and Technical Education Seal*

Students who earn a Standard or Advanced Studies Diploma and complete the prescribed sequence of courses in a career and technical education concentration or specialization that they choose and maintain a "B" average or better in those courses; or (i) pass an examination in a career or 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 may earn the Career and Technical Education Seal on their diploma.

*State Board of Education Seal*

The Board of Education Seal shall be awarded to students who complete the requirements for a Standard Diploma or Advanced Studies Diploma with an average grade of "A".

*Governor's Seal*

The Governor's Seal is awarded to students who complete the requirements for an Advanced Studies Diploma with an average grade of "B" or better and successfully complete at least nine transferable college credits in Advanced Placement (AP) or dual enrollment courses.

*Advanced Technical Diploma Course Requirements*

Discipline Area	Credits	Verified Credits
English	4	2
Mathematics <sup>1</sup>	4	2
Science <sup>2</sup>	4	2
History and Social Science <sup>3</sup>	4	2
World Languages <sup>4</sup>	3	
Health and Physical Education	2	
Fine or Practical Arts	1	
Economics and Personal Finance <sup>5</sup>	1	
Career & Technical Education	3	
Student Selected Test <sup>6</sup>		1
Total	24	9

<sup>1</sup>*Mathematics:* Courses completed to satisfy this requirement shall be at or above the level of algebra and shall include at least three different course selections from among: Algebra I, Geometry, Algebra II or other mathematics courses above the level of Algebra II. The Board may approve additional courses to satisfy this requirement.

<sup>2</sup>*Science:* Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics. The Board may approve additional courses to satisfy this requirement.

<sup>3</sup>*History and Social Sciences:* Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and two courses in either world history or geography or both. The Board may approve additional courses to satisfy this requirement.

<sup>4</sup>*World Languages:* Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.

<sup>5</sup>*Economics and Personal Finance:* All students in the graduating **class of 2014** (cohort) and beyond will be expected to take and pass the course "Economics and Personal Finance" or approved substitute for one elective credit. This class has been assigned in the curriculum for the 11<sup>th</sup> grade.

<sup>6</sup>*Student Selected Test:* A student may utilize additional tests for earning verified credit in computer science, technology, career or technical education or other areas as prescribed by the Board in 8 VAC 20-131-110.

*Career and Technical Education*

Courses completed to satisfy this requirement must include a career concentration as approved by the board. If a career concentration includes a specific assessment approved by the board and the student is eligible to take the assessment, then the student must take this assessment. Students who earn a Standard or Advanced Studies Diploma and complete the prescribed sequence of courses in a career and technical education concentration or specialization that they choose and maintain a "B" average or better in those courses; or (i) pass an examination in a career or 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 may earn the Career and Technical Education Seal on their diploma.

*Standard Technical Diploma Course Requirements*

Discipline Area	Credits	Verified Credits
English	4	2
Mathematics <sup>1</sup>	3	1
Science <sup>2</sup>	3	1
History and Social Science <sup>3</sup>	3	1
Health and Physical Education	2	
Fine Arts or World Languages <sup>4</sup>	1	
Economics and Personal Finance <sup>5</sup>	1	
Elective	1	
Career & Technical Education	4	
Student Selected Test <sup>6</sup>		1
Total	22	6

<sup>1</sup>*Mathematics:* Courses completed to satisfy this requirement shall be at or above the level of algebra and shall include at least three different course selections from among: Algebra I, Geometry, Algebra II or other mathematics courses above the level of Algebra II. The Board may approve additional courses to satisfy this requirement.

<sup>2</sup>*Science:* Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics. The Board may approve additional courses to satisfy this requirement.

<sup>3</sup>*History and Social Sciences:* Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and two courses in either world history or geography or both. The Board may approve additional courses to satisfy this requirement.

<sup>4</sup>*World Languages or Fine Arts:* Courses completed to satisfy this requirement shall include one language or one fine art.

<sup>5</sup>*Economics and Personal Finance:* All students in the graduating **class of 2014** (cohort) and beyond will be expected to take and pass the course "Economics and Personal Finance" or approved substitute for one elective credit. This class has been assigned in the curriculum for the 11<sup>th</sup> grade.

<sup>6</sup>*Student Selected Test:* A student may utilize additional tests for earning verified credit in computer science, technology, career or technical education or other areas as prescribed by the Board in 8 VAC 20-131-110.

*Career and Technical Education*

Courses completed to satisfy this requirement must include a career concentration as approved by the board. If a career concentration includes a specific assessment approved by the board and the student is eligible to take the assessment, then the student must take this assessment. Students who earn a Standard or Advanced Studies Diploma and complete the prescribed sequence of courses in a career and technical education concentration or specialization that they choose and maintain a "B" average or better in those courses; or (i) pass an examination in a career or 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 may earn the Career and Technical Education Seal on their diploma.

*Modified Standard Diploma Course Requirements*

Discipline Area	Credits
English	4
Mathematics <sup>1</sup>	3
Science <sup>2</sup>	2
History and Social Science <sup>3</sup>	2
Health and Physical Education	2
Fine or Practical Arts	1
Electives <sup>4</sup>	6
Total	20*

\*Literacy and Numeracy SOL Tests Required

<sup>1</sup>*Mathematics*: Courses completed to satisfy this requirement shall include content from among applications of algebra, geometry, personal finance, and statistics in courses that have been approved by the Board.

<sup>2</sup>*Science*: Courses completed to satisfy this requirement shall include content from at least two of the following: applications of earth science, biology, chemistry, or physics in courses approved by the Board.

<sup>3</sup>*History and Social Sciences*: Courses completed to satisfy this requirement shall include one unit of credit in U.S. and Virginia History and one unit of credit in U.S. and Virginia Government in courses approved by the Board.

<sup>4</sup>*Electives*: Courses to satisfy this requirement shall include at least two sequential electives in the same manner required for the Standard Diploma.

*Special Diploma*

A special diploma is available to students with disabilities who complete the requirements of their IEP and who do not meet the requirement for other diplomas. Requirements for this diploma are assigned by the IEP team and follow guidelines established by the U.S. Department of Education and the Virginia Department of Education.

**Grading Scales and Grade Point Average (GPA)**

The grading scale for CHS is as follows:

Letter Grade	Numerical Grade Average in Course*	Description of Grade / Standards-Based
A	91 – 100	Mastery
B	81 – 90	High level of proficiency
C	71 – 80	Meets expectations for proficiency
D	61 – 70	Passing; does <b>not</b> meet expectations for proficiency
F	60 or below	Failure; does <b>not</b> meet expectations for proficiency
NC		No Credit – due to excessive absence
I		Incomplete
S		Satisfactory Progress
U		Unsatisfactory Progress
P		Passing

- Numerical Grade Averages may have varying weights depending on the course and instructor.
- Not all teachers will use numerical grades averages.

*Incomplete Grades*

An incomplete grade may be given to a student following a prolonged absence or for a lack of assigned work being handed in. If an incomplete is not resolved by the end of the year, the grade becomes an F.

*Standards-Based Grading and Average Grades*

Teachers at CHS have the option to grade student performance using a variety of methods. Teachers will indicate at the beginning of the year whether the course will be graded based on mastery of standards (Standards-based grading) or by numerical averages of grades. This information will also be in the course syllabus.

*Grade Point Average (GPA)*

The grade point average includes grades earned in all courses taken, whether passed or failed. When a course is repeated, both grades will be used to calculate the GPA. Grades for Dual Enrollment and Advanced Placement courses earn college-level weight. Grades for most online courses earn academic level weight. The following numerical values are used for the purpose of calculating GPA.

Grade	Course Levels and GPA Calculation Values		
	Academic	Honors	College Level
A =	4	4.5	5
B =	3	3.5	4
C =	2	2.5	3
D =	1	1.5	2
F =	0	0	0

**Exams and Exam Exemptions**

Exams are given at the end of each semester. The exam grade will count 20% of the semester grade; in standards-based graded courses the exam will carry a different weight. Students must notify an administrator prior to the exam if they will be absent from an exam or in cases of an emergency students should contact the attendance office. The administrator will notify the appropriate teacher that the student will be absent from the exam and whether or not the absence is excused. It is the student's responsibility to make arrangements with the teacher to make up the exam.

*Exam Exemptions*

There are no exam exemptions during the first semester for underclassmen (grades 9-11). Seniors (in the class of 2011) will be able to exempt one exam of their choosing in any class where their grade is a B or higher during the first semester. Student who have received an Out-of-School Suspension are ineligible for any exam exemption. Student averages for the purpose of exam exemptions are tabulated one week prior to the exam being given. All students are eligible to exempt second semester exams per the following requirements:

	Freshman-Junior	Senior
<b>AP Course</b>	<ul style="list-style-type: none"> <li>Student has an overall A or B average for the course, AND</li> <li>Student takes the AP exam.</li> </ul>	<ul style="list-style-type: none"> <li>Student has an overall A or B average for the course, AND</li> <li>Student takes the AP exam.</li> </ul>
<b>Course with End of Course SOL Test</b>	<ul style="list-style-type: none"> <li>Student passes the EOC SOL exam.</li> </ul>	<ul style="list-style-type: none"> <li>Student passes the EOC SOL exam.</li> </ul>
<b>CTE Industry Certification</b>	<ul style="list-style-type: none"> <li>Student passes NOCTI or other industry certification exam.</li> </ul>	<ul style="list-style-type: none"> <li>Student passes NOCTI or other industry certification exam.</li> </ul>
<b>Additional Exemptions</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>	May exempt <b>any</b> exam in addition to AP/ SOL exemptions if: <ul style="list-style-type: none"> <li>Student has an overall A or B average for the course, with the exception of SOL courses where</li> </ul>

Students are not eligible to exempt any exam after earning an Out of School Suspension.		

Students in AP classes who do not meet the exam exemption requirements will be required to take a second semester final exam. Students who take an AP examination are excused from attending classes on the day of the AP exam, with an excuse note from a parent/guardian. These absences are counted as a school-related activity and do not count towards the attendance limits.

### Scholarships and Awards

Numerous scholarships and awards are available to Charlottesville High School students. Announcements of available scholarships are made through senior English or government classes, through CHS News, on the school webpage and on the public address system. For more information, students should check with Ms. Ruffner, the Chair of the Scholarship Committee. Ms. Ruffner's office is located in the Media Center and her telephone number is 434-245-2682.

### Standardized Tests

There are a variety of standardized tests offered to students at Charlottesville High School. Please see your school counselor for more specific information on each of these tests.

#### *Standards of Learning End-Of-Course Tests*

Students enrolled in an SOL class will be expected to take the corresponding SOL test at the end of the course. Students must pass these tests in order to earn verified credits required for graduation.

#### *Advanced Placement (AP) Examinations*

Students enrolled in an AP course are expected to take the corresponding AP examination. AP Tests are given each May. [www.collegeboard.com](http://www.collegeboard.com)

#### *American College Testing Program (ACT)*

The ACT is a national college admission examination that consists of subject area tests in English, Mathematics, Reading and Science. [www.actstudent.org](http://www.actstudent.org)

#### *Preliminary Scholastic Aptitude Test (PSAT)*

The PSAT will be given to all students in 10<sup>th</sup> and 11<sup>th</sup> grade. This is the qualifying test for the National Merit Scholarship Competitions and serves as excellent preparation for the Scholastic Aptitude Test (SAT). Orientation for this test will be given through English classes by the counselors. This test is only given once a year. [www.collegeboard.com](http://www.collegeboard.com)

#### *Piedmont Virginia Community College Assessment Testing (COMPASS)*

These tests are required for registration in dual enrollment courses and courses at PVCC. The dates for these tests will be announced during the school year.

#### *SAT I: Reasoning Test and SAT II: Subject Tests*

The SAT is a national college admission test consisting of the SAT Reasoning Test and the SAT Subject Area Tests. The SAT Reasoning Test is made up of three subtests in Critical Reading, Mathematics and Writing. The SAT Subject Area Tests are 20 different, individual 1 hour tests in the areas of English, Mathematics, History and Social Science, Science and World Language. A student can take up to three (3) subject area tests in one testing session. Information on which subject area tests to take can be found at the College Board website listed below. SAT Registration Bulletins are available in the Counseling office. Registration deadlines are approximately 6 weeks prior to the test date. Registration is done by the student through the mail or online. [www.collegeboard.com](http://www.collegeboard.com)

#### *Armed Services Vocational Aptitude Battery (ASVAB)*

The scores in four critical areas of this test count towards the Armed Forces Qualifying Test (AFQT) score and determine whether or not the student is qualified to enlist in the military. Any student interested in entering the military should plan on taking this test. [www.military.com/ASVAB](http://www.military.com/ASVAB)

### *KUDER Skills Assessment and Career Planning System*

The KUDER Skills Assessment is a test given to assess a student's career skills, aptitudes, and interests. [www.kuder.com](http://www.kuder.com)

### **Make-up work**

It is the student's responsibility to meet with the teacher to schedule make-up work on the day she/he returns to school from an absence. Students may not opt out of assigned work. Previously scheduled tests must be made up on the day the student returns to class or at a time designated by the teacher. The following are helpful guidelines for obtaining assignments before returning to school after an absence:

- Absences of one or two days – Contact the teacher in class to obtain information on work missed.
- Absences of three or more days – Call the counseling office requesting assignments. Please remember that teachers need at least one business day's notice to prepare assignments. Assignments may be picked up in the counseling office the day after the request.

### **AVID**

Advancement Via Individual Determination ([www.avid.org](http://www.avid.org)) is a program designed to prepare students for the rigors of college life and study. Students interested in taking the AVID elective course or who would like to learn more about the AVID program should contact either Mr. Jeff Smith (AVID Coordinator), Ms. Yumeca Webb (AVID Teacher), or Ms. Carol Easterlin (in the counseling office).

### **Media Center**

The Media Center is the resource center of the school with offerings in instructional media, on-line services and print material. Students will have individually assigned bar codes for checkout. A security system sounds an alarm when materials have not been checked out. While there are no fines for late materials, students are responsible for all borrowed materials, if not returned. The Media Center is open from 8:30 a.m. to 4:00 p.m. Photocopying at \$.05 a page is available by request. Fire doors are located at each end of the Media Center for exit during a fire alarm.

#### *Media Center Passes*

All students must sign in and out from the library. Passes are not required before or after school. Passes (in agenda books only) are required to access the media center during any lunch period. All students must have a pass from one of their content area teachers or an administrator.

#### *Media Center Rules*

- The Media Center is a location for silent study
- Students are expected to follow all school expectations
- No food or drink is permitted in the media center at any time
- No games, electronic or otherwise, are permitted
- No disruptive behavior including games or cards
- Personal electronic devices may be used at the discretion of the media center staff

#### *Computer Usage Rules*

- To use computers in the Media Center or computer lab, students must have signed and adhere to the regulations in the Acceptable Use Policy.
- All access should be curriculum related. Use of the computers may not be for participation in chat rooms, email, message boards, social networking, file sharing, electronic purchasing, or accessing objectionable sites.
- Noncompliance will result in loss of computer usage.
- Free printing is limited to 5 pages. There will be a \$0.05 charge for graphics or extra printing.
- Students will receive their computer passwords upon request of library staff, or when they turn in their signed AUP form.

### **Summer School at CHS**

Students who fail a course during the regular school year are expected to repeat the course during summer school or online through the credit recovery or flex credit programs. Students will not be allowed to enroll in more than one course at a time during the summer session.

# ATTENDANCE – Be here and on time.

## Our expectation:

Students will attend every class, every day, on time, every time.

### Position Statement

As part of Virginia's Compulsory Attendance Law, all students are expected to attend all classes each day and arrive on time. Regular attendance is essential for students to benefit from the educational program of Charlottesville High School. Teaching and learning are daily processes that occur in every class. Whenever students are absent from class, they miss out on that teaching and learning. Written make-up work is an inadequate substitute for the total classroom experience. Pupil presence and participation in classroom activities improve learning opportunities for the student, increase efficiency of instruction for the teacher, and protect the academic standards of the school. Consistent pupil attendance and competent daily instruction in the classroom are major contributors to increased learning and excellence in education.

### Readmission after an Absence

Students must bring a note to the attendance secretary before the school day begins, signed by the parent/guardian explaining the reason(s) and the date(s) of the absence. Students who do not present a note following an absence will be marked unexcused. Make-up work will be provided for any excused absence. **Students must submit valid written documentation of absences immediately upon their return to Charlottesville High School. Any absence without written documentation will be considered unexcused.** Written documentation is required for all excused absences. The following types of documentation will be accepted for an excused absence: medical notes, letters from community organizations, court appearances, educational visits, death in the family, parent notes at the discretion of the Home School Coordinator, and other extenuating circumstances may be considered with written documentation provided to the principal or his designee for attendance.

### Checking In or Out of School

Students must check in (if arriving late) or check out (if leaving early) of school through the Attendance Office. In order for the absence to be excused, the student must have a note signed by a parent or guardian providing a valid reason for an excused check in and a contact number. If the reason is valid (see above), an excused check-in/check-out slip will be issued to the student and a copy will be maintained in the attendance office. If the check-in (tardy) is unexcused, the skipping policy will be enforced. Students must present their check-in/check-out slip to the teacher(s) whose class(es) is/are affected. **Due to the difficulty of positively identifying a person over the telephone or e-mail, Charlottesville High School may NOT accept telephone calls for check ins or check outs.**

Students needing to check out of school due to personal illness must get approval from the School Nurse. Failure to follow the appropriate procedures for checking out of school will result in disciplinary action.

All students who arrive after the start of school (8:55 AM) must check in with the attendance secretary. All students who leave before the end of school (3:35 PM) must check out with the attendance secretary; this includes educational and privileged leave from school.

### Absence Types

Unexcused (UNX)	Any absence for which the school does not receive written documentation. These absences count toward truancy and attendance limits.
Excused (EXC)	Any absence for which the school receives official written documentation. Official written documentation includes medical notes, letters from community organizations, court appearances, educational visits, death in the family, parent notes at the discretion of the Home School Coordinator and other extenuating circumstances may be considered with written documentation provided to the principal or his designee. These absences do not count toward truancy.

### **Truancy**

As defined by the Code of Virginia, any student who earns five or more unexcused all-day or majority-day absences from school throughout the whole school year shall be considered truant. Students identified as truant are subject to court/legal intervention.

### **Partial Attendance of a Class Period**

Any student who does not attend at least 35 minutes of a singleton period or at least 65 minutes of a block period will be counted absent.

### **Tardies**

Tardiness to class is considered a disciplinary infraction. Refer to the student conduct section of this agenda book for further information.

### **Students Attending School but Not Class(es)**

Students are expected to be in every class, every day, on time, every time. Failure to report directly to an assigned location is considered a disciplinary infraction. Refer to the discipline section of the handbook for further information.

### **VHSL Activities**

Students participating in Virginia High School League sanctioned activities must be present in all classes to be eligible to practice or compete in an event that day. Exceptions may be made only in cases of an emergency and must be cleared by the principal and the athletic director.

### **Student Activities**

Students participating in Charlottesville High School activities must be present in all classes to be eligible to participate, practice, or compete in an event that day. Exceptions may be made only in cases of an emergency and must be cleared by the principal or his designee and the athletic director.

### **Extended Absences from School**

A student who anticipates an extended period of absences from school should see the appropriate administrator prior to the absence. A note from the parent indicating the dates of the absences and the reasons for the absences should be submitted. If a student requires long-term medical care, the school counselor should be contacted by the parent/guardian to make arrangements for homebound instruction.

# STUDENT CONDUCT – Be respectful and involved.

## Our Expectation:

If an adult asks you to do something and it is a reasonable request, you are expected to do it.

### Standards for Student Conduct

Students are expected to conduct themselves in a positive and ethical manner. Students are expected to be where they are assigned at all times, follow instructions from adults in the building and on grounds, and demonstrate a high level of respect for all persons. Students are subject to disciplinary consequences for failure to meet these expectations.

### Code of Student Conduct

A copy of the school division's Code of Student Conduct is mailed to each student's home annually. It contains a comprehensive description of expected behaviors and explains all the various levels of disciplinary actions that can be taken by teachers and administrators. The code has been designed to support a safe and secure learning environment. Parents and students must review these rules and procedures in order to gain an understanding of its contents. **All policies and regulations are subject to review and change by the principal.**

### Mutual Accountability Agreement

As a confirmation of the partnership among students, parents, teachers, and administrators – and a succinct statement of the expectations for each – the Mutual Accountability Agreement should be signed by all parties within the first week of school. Students who fail to provide a signed mutual accountability agreement will be subject to suspension until submission of a signed agreement.

### Athletics and Student Activities

Students are to adhere to all school expectations while participating in student activities and athletics. The Student Code of Student Conduct is in effect at all school sponsored activities.

### Bus Transportation and Travel to School

Students are to adhere to all school expectations en route to and from school, on field trips, and on athletic trips. School expectations and consequences are in effect from the moment students leave their residences for school until they return to their residences daily.

### Discipline by Administrator

All administrators are here to serve every student and their families at CHS. While any administrator may be called upon to handle a discipline issue, the primary area of responsibility for each administrator is indicated as follows:

Students referred from the following departments	Administrator
World Languages, Health/Physical Education, Social Studies	Mr. Clarke
Career & Technical Education, Fine Arts, Science	Mr. Hastings
English, English as a Second Language, Mathematics	Mr. Irani
Students with Disabilities, Alternative Programs	Mrs. Harris
Discipline Appeals	Dr. Taylor

### Preparedness

Students are expected to arrive on time and be present at appropriate times. Students are expected to be prepared and ready to learn with appropriate school materials.

#### *Leaving Class without Permission*

Students are expected to remain in class for the duration of the assigned period. Students must receive written permission from a teacher or administrator to leave class. Students may not choose to go to the office instead of class.

### *Dress Code Violation*

The Charlottesville City Schools Code of Student Conduct mentions certain clothing considered unacceptable and not to be worn at school. Students are expected to dress in a manner suitable for school. Students must dress in clothing that is safe and not a distraction to others. The following additional items are unacceptable dress for Charlottesville High School students:

Unacceptable due to student safety, for example but not limited to:

- hoods
- sleepwear or lingerie, including bedroom slippers
- clothing that advertises or illustrates alcohol, drugs, violence, sex, or offensive language
- anything else that the administration deems to be an impediment to school safety

Unacceptable due to distraction, for example but not limited to:

- tank tops (straps must be two fingers wide)
- sagging or low-cut pants, pants should be worn around the waist
- clothing that exposes cleavage, midriff or undergarments
- tube tops, halter tops, backless blouses, or blouses with only ties in the back, strapless clothing
- any clothing that represents gang activity or inappropriate materials
- clothing constructed of see-through materials
- short shorts or mini-skirts (fingertip length)
- sunglasses on the face
- anything else that the administration or teacher deems to be disruptive to the educational process

### *Hats and headscarves*

All students are allowed to wear hats and headscarves in the hallways of CHS. Once in an instructional area, students are to follow the specific directions of the teacher assigned to that area. As a sign of respect, if a teacher asks you to remove your hat, you are expected to follow instructions. Remember: If an adult asks you to do something and it is a reasonable request, you are expected to do it (this includes removing a hat or headscarf, if requested). Headwear that is religiously protected may be worn at all times. Hoods are not allowed at CHS for safety and identification reasons.

### *Loitering*

Students are expected to report to assigned areas at appropriate times as dictated by student schedules, daily events, and faculty/staff direction.

### *Tardy to Class*

Students are expected to attend every class, every day, on time, every time. Tardies will be calculated as a sum total for all classes. Students will be referred to the office for each accrual of five unexcused tardies.

### *No Show for After School Detention/After School behavioral Intervention/In School Behavioral Intervention/Teacher Detention*

Students are expected to report on time to all disciplinary assignments. Students are expected to bring necessary supplies and materials to keep them academically occupied for the duration of the disciplinary assignment. Students must coordinate with the Discipline Secretary or with an administrator prior to the disciplinary assignment if rescheduling is necessary.

## **Safety and Respect**

**Students are expected to respect the personal, psychological, and physical safety of all members of the school community. Students are expected to treat all members of the school community with respect.**

### *Academic Honesty - Cheating, Plagiarism and Falsification (Honor Code violations)*

Students are expected to uphold the highest level of character and honor in all their activities and interactions at CHS. Students who engage in cheating, plagiarism or forgery are damaging their own character and impeding their education. Cheating includes the actual giving, receiving, or use of any unauthorized aid or assistance, or the actual giving or receiving of unfair advantage on any form of academic work by any means, whether oral, written, or electronic, including the use of electronic devices or the Internet. Plagiarism includes copying the language, structure, idea or product created by another whether the information is written, unpublished, or found on the Internet, and representing it as one's own work without

proper citation. Falsification includes forgery or counterfeiting by any means, including verbal, written, electronic transmission or through the use of the Internet. This act also includes school forms, hall passes, permits, notes from parents and doctors, and materials obtained from the Internet.

*Alcohol use, Sale or Possession*

*Drug use, Sale or Possession*

A student may not bring, possess, use, buy, sell, manufacture, or distribute alcohol or drugs on school grounds, on school buses, or during school activities on or off school property. Alcohol and drug products include, but are not limited to, liquor, beer, wine, nonalcoholic beer, nonalcoholic wine, anabolic steroids, inhalants, stimulants, depressants, hallucinogens, marijuana, imitations or look-alike drugs, drug paraphernalia, and prescription drugs. In addition to school disciplinary consequences, any behaviors in violation of this expectation may be reported to the appropriate police department.

*Arson*

*Use, Sale, or Possession of Incendiary or Chemical Devices*

Students are expected to refrain from use, sale, or possession of any item or device that could cause a fire of any sort (incendiary or chemical). In addition to school disciplinary consequences, any behaviors in violation of this expectation may be reported to the police department.

*Auto Misuse: Reckless Driving*

Students are expected to obey all traffic and parking regulations and procedures while operating or riding in a motor vehicle at Charlottesville High School or at any CHS-sponsored event. In addition to school disciplinary consequences, any behaviors in violation of this expectation may be reported to the police department.

*Bullying*

*Threatening of a Student*

*Harassment*

Students are expected to respect the personal, psychological, and physical safety of all members of the Charlottesville High School Community. Any act that threatens, violates, or otherwise jeopardizes the safety of CHS community members is prohibited; this includes any threat or action made by a student that could cause discomfort on the basis of another student's race, gender, ethnicity, religious preference, or sexual orientation.

*Use of Electronic Devices in Instructional Settings or Areas*

Students are expected to use electronic devices ethically and responsibly, as to not disrupt or distract the learning process or jeopardize the safety of any Charlottesville High School community member. Any portable non-school electronic devices, including beepers, cell phones, electronic music devices, headphones, cameras, walkie-talkies, video cameras, video games, or other similar devices, including any equipment capable of receiving or transmitting text messages, on school property and during the school day may be used in all hallways and grounds of CHS. Once in an instructional setting, students are to follow the specific directions of the teacher assigned to that area. Students may use electronic devices in an instructional setting at the sole discretion of the teacher. Remember: If an adult asks you to do something and it is a reasonable request, you are expected to do it (this includes turning off or surrendering an electronic device, if requested). Instructional settings include, but are not limited to: classrooms, the Media Center, auditoriums, gymnasiums, and the Black Box Theater. The school and division are not responsible for the loss or theft of these personal electronic devices.

*Defiance of Authority*

*Failure to Identify*

*Refusal to Comply with Directive or Discipline*

All staff members have the authority to enforce the rules of Charlottesville High School. If a staff member instructs a student to comply with a Charlottesville High School rule or any other reasonable request, the student must act in accordance with the staff member's instructions.

*Disruption*

*Disrespect*

*Minor Insubordination*

Students are expected to act in a manner that supports learning in a safe environment. Students are expected to refrain from any behavior that may potentially cause disruption or distraction. Students are expected to act in a manner

subordinate to the reasonable expectations and requests of Charlottesville High School faculty, staff, procedures, and regulations as set forth in this handbook and the Student Code of Conduct.

*Explosive devices*

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices, hoax explosive devices, or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb other students, school personnel, or property.

*Extortion*

*Robbery*

*Larceny*

*Theft*

Consistent with expectations in this handbook and the Student Code of Conduct, students are expected to respect and uphold the rights and property of all members of the Charlottesville High School Community. In addition to school disciplinary consequences, any behaviors in violation of this expectation may be reported to the police department.

*False Alarms/Bomb Threat*

Pulling a fire alarm when there is no sign of fire or other similar emergency is illegal and may be reported to law enforcement officials. Making a bomb threat when there is no indication of a bomb is illegal and may be reported to law enforcement officials. In addition to school disciplinary consequences, any behaviors in violation of this expectation may be reported to the police department.

*Fighting*

Students are expected to respect the physical safety all members of the Charlottesville High School community. Regardless of intent, students must respect the personal space of others. Any behavior that jeopardizes the safety of other members of the school community is prohibited. Students are expected to refrain from all physical altercations, report suspected physical altercation to a faculty/staff member, and remove themselves as a participant or bystander from any physical altercation.

*Forgery*

*Misrepresentation*

Students are expected to be honest and accurate when identifying themselves. Students are expected to identify themselves immediately upon request by a faculty or staff member. In addition, all student-written communications must similarly be honest and accurately attributed to the author. No student is to sign for another student, parent/guardian, or faculty staff member for any purpose at any time.

*Gambling*

In accordance with state law, students will not engage in any behaviors which constitute or resemble games of chance or financial wager. In addition to school disciplinary consequences, any behaviors in violation of this expectation may be reported to the police department.

*Gang Activity*

A gang is defined as any group of three or more persons whose purposes or activities include the commission of illegal acts, or the initiation, advocacy or promotion of such acts, or participation in activities which threaten the safety or well-being of persons or property on or off school grounds or which disrupt the school environment. Gang-related activity will not be tolerated. Symbols of gang membership are expressly prohibited. These include but are not limited to clothing that symbolizes association, jewelry, accessory, handshakes, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior, rituals associated with, or activities by a group identified as a gang. Participation in activities or causing others to participate in activities which intimidate other students will not be allowed. Gangs or gang-related activities on school grounds, at school activities or affecting the school environment shall be subject to disciplinary action. In addition to school disciplinary consequences, any behaviors in violation of this expectation may be reported to the police department.

Students on or about school property, on the way to or from school, or at any school-related activity **shall not**:

- Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, writing, marks, drawing, painting, design, or other items that are evidence of membership or affiliation with any gang
- Commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.), that

- Use any speech, either verbal or nonverbal, or commit any act or omission in furtherance of the interest of any gang or gang activity including, but not limited to:
- Soliciting others for membership in any gangs
- Request any person to pay for protection or otherwise intimidating or threatening any person
- Act, incite, or encourage other students to act with physical violence upon any other person or property, or in a manner that presents a physical safety hazard to any other person or property
- Participate or encourage others to participate in activities, initiations, or hazings that have the potential to result in bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any person
- Commit any other act that is illegal or in violation of the Student Code of Conduct

*Gross Disobedience*

*Gross Disrespect*

*Gross Disorder*

*Major Verbal Altercation*

Students are expected to act in a manner that supports learning in a safe environment. Students are expected to refrain from any behavior that may potentially cause disruption or distraction. Students are expected to act in a manner subordinate to the reasonable expectations and requests of Charlottesville High School faculty, staff, procedures, and regulations as set forth in this handbook and the Student Code of Conduct. Violation of this expectation will be considered gross at the determination of the administration.

*Horseplay*

*Play Fighting*

Students are expected to respect the physical safety of all members of the Charlottesville High School community. Regardless of intent, students must respect the personal space of others. Any behavior resembling or indicating a physical altercation is prohibited.

*Hazing*

Students are expected to respect the physical, personal, and psychological safety all members of the Charlottesville High School community. Regardless of intent, students must respect the safety of others. Any behavior resembling or indicating hazing is prohibited.

*Leaving School without Permission*

Per Virginia law, students are expected to arrive on time and remain at school as assigned. Students who leave school, for any reason, are expected to sign out with the Attendance Secretary. Students will not be permitted to leave school without written documentation from a parent or guardian as detailed in the Attendance Policy.

*Minor Physical/Verbal Altercation*

Students are expected to respect the physical safety of all members of the Charlottesville High School community. Regardless of intent, students must respect the personal space of others. Any behavior resembling or indicating a physical or verbal altercation is prohibited.

*Physical Assault/Attack*

Students are expected to respect the physical safety of all members of the Charlottesville High School community. Regardless of intent, students must respect the personal space of others. Any behavior resembling or indicating a physical altercation is prohibited. In addition to school disciplinary consequences, any behaviors in violation of this expectation may be reported to the police department.

*Pranks/Pranking*

Students are prohibited from participating in any activity that could be determined to be a mischievous trick or practical joke.

*Profanity*

*Abusive Language*

*Obscene Materials*

Students are expected to respect the personal and emotional safety of all members of the Charlottesville High School Community. Use of profanity or abusive language toward, in reference to, or in the presence of others is a violation of this expectation. Issuance or possession of statements, actions, and materials expressing obscene or inappropriate messages are in violation of this expectation.

*Rioting – Inciting or Attempting to Incite a Riot*

Any gathering of students apart from approved or assigned locations or events is subject to disciplinary response for all involved.

*Sexual Offenses*

Students are expected to respect the physical, emotional, and sexual safety of all members of the Charlottesville High School community. Regardless of intent, students must respect the safety of others. Any behavior resembling or indicating a sexual offense is prohibited.

*Stalking*

Students are expected to respect the physical, personal, and psychological safety of all members of the Charlottesville High School community. Regardless of intent, students must respect the safety of others. Any behavior resembling or indicating stalking is prohibited.

*Tardy to class*

Students who are late to class will be considered tardy. Students will be disciplined once they have earned five tardies to class. Students will be further disciplined each time an addition five tardies are earned. Tardies will be totaled for all classes.

*Threat/Intimidation against a Staff Member*

Students are expected to respect the physical, personal, and psychological safety of all members of the Charlottesville High School community. Regardless of intent, students must respect the safety of others. Any behavior resembling or indicating a threat is prohibited. Threats are determined by the perception of the victim.

*Tobacco Use, Sale or Possession*

A student may not bring, possess, use, buy, sell, manufacture, or distribute tobacco on school grounds, on school buses, or during school activities, on or off school property. Tobacco products include, but are not limited to cigarettes, cigars, pipes/pipe tobacco, smokeless tobacco, and tobacco paraphernalia. In addition to school disciplinary consequences, any behaviors in violation of this expectation may be reported to the police department.

*Trespassing while Suspended*

*Trespassing*

Students are prohibited from accessing school property during a suspension or outside of assigned, supervised events. In addition to school disciplinary consequences, any behaviors in violation of this expectation may be reported to the police department.

*Unauthorized Area*

Students are expected to be in assigned areas at appropriate times. While on school grounds, students must be under the direct supervision of a teacher, coach, sponsor, administrator, or faculty member. Student schedules provide for their supervision throughout the school day. A student being in unauthorized or unsupervised location compromises the safety of the school. Such locations include but are not limited to:

- G-line, upstairs, in stairwells and any other area of the building other than A courtyard, B courtyard, A commons or B commons during lunch.
- Parking lots during school hours except with written approval or when arriving or departing from school.
- Off campus except with appropriate permission
- On school grounds after hours except during supervised activities and events.
- **All students on grounds before, during, or after regular school hours must be under the direct supervision of a teacher, coach, or sponsor.**

*Weapons and Look-Alike Weapons*

Students who bring or are in possession of a firearm, destructive device, or other weapon on school property, to a school sponsored activity, or in a school vehicle will face disciplinary action. In addition to school disciplinary consequences, any behaviors in violation of this expectation may be reported to the police department.

Firearms include:

- Stun weapon or taser.
- Any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action of any explosion of any combustible material, including a starter gun.
- The frame or receiver of any weapon described above.
- A firearm muffler or firearm silencer, or a pneumatic gun defined as a gun that will expel a BB or a pellet by action of pneumatic pressure.
- Pellet guns, toy guns, look-alike guns or weapons.
- Any other weapon deemed a firearm by the school administration.

Destructive Devices include:

- Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge as defined in Virginia Code Section 22.1-277.07.
- Any weapons or combination of parts either designed or intended for use in converting any device into any destructive device as defined in Virginia Code Section 22.1-277.07.
- Any other weapon deemed a destructive device by the school administration.

Weapons include:

- All of the items listed above.
- Knives, regardless of the length of blade: any dirk, sword, bowie knife, switchblade knife, ballistic knife, box cutter, machete, razor, slingshot, spring stick, metal knuckles, or blackjack.
- Any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nunchaku, nun chuck, nunchaku, shuriken, or fighting chain.
- Any disc of any configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart.
- Letter openers.
- Screwdrivers, hammers, hatchets.
- Any item used to harm another student.
- Any other item deemed a weapon by the school administration.

## School Community

Students are expected to treat the school's campus, facilities, and materials in an appropriate manner.

### *Littering*

Students are expected to respect school property and the school environment. Students are responsible for the appropriate disposal or return of all items in their possession.

### *Unauthorized use of Computer Technology*

Students are expected to access and utilize technology within the school as a support for learning. Any use of technology for non-educational or non-instructional purposes is prohibited.

## Consequences of Inappropriate Student Conduct

Conferencing and/or counseling are used where appropriate; to assist a student in understanding how his/her conduct affects the educational process and the individual's success in school. Further, such discussion focuses on 1) the rights and responsibilities of students, the rights of others, and school policies and regulations governing appropriate behavior in school and 2) consequences for inappropriate behavior. Our expectations are high at CHS: we expect your best attitude, your best effort, and your best behavior. Levels of discipline are indications of severity of response and need not be sequential. All students will be granted due process with the right to appeal.

Students with more than one suspension or more than five disciplinary offenses will be placed on a behavior and attendance contract, which will require a meeting with parents/guardians.

*LEVEL 1 - Conference with Student, Parent/Teacher/Administrator Conferences*

A student may be required to meet with school personnel and/or their parent to discuss options to change inappropriate behaviors.

*LEVEL 1 – Behavior and Attendance Plan/Contract*

A student and parent may be required to sign a Behavior and/or Attendance Plan/Contract for persistent disciplinary/attendance issues.

*LEVEL 2 - Suspension from Riding the Bus*

A student's privilege to ride the school bus may be suspended for a fixed period of time if the student violates any of the Charlottesville City Schools Code of Student Conduct rules and creates an unsafe situation for the driver, passengers, and other drivers on the road. Students may also be subject to other disciplinary actions. Parents will be notified of their child's suspension of bus privileges.

*LEVEL 2 – Detention (ASD)*

A student may be detained for a period of up to one hour prior to the beginning of the school day, 45 minutes during lunch, or up to one hour after the conclusion of the school day. Students should bring their own academic work to complete during their detention. Any student failing to bring work may be required to engage in other activities that may reasonably contribute to improved behavior. Parents will be notified of their child's assignment to detention. Students may not participate in extra-curricular activities on days when detention is served.

*LEVEL 3 - In-School Behavior Intervention (ISBI)*

A student may be suspended from attending classes for violations of school policy set forth in the Code of Virginia 22.1-277 and the Code of Student Conduct. Students attending In-School Behavior Intervention will complete their academic work in the ISBI classroom. ISBI will run on CHS regular daily time (8:50 AM to 3:35 PM). Parents will be notified of their child's assignment to ISBI. Students may not participate in extra-curricular activities on days when ISBI is served.

*LEVEL 3 - Suspension from Extra-Curricular Activities*

A student's privilege to participate in all or certain extra-curricular activities, school-sponsored activities and/or VHSL activities may be suspended for a fixed period of time or until certain specified conditions have been fulfilled based on student code of conduct violations.

*LEVEL 4 - Overnight Suspension (ONS)*

An overnight suspension begins at the conclusion of the last scheduled period of the school day on which the student was suspended. Parents must meet with an administrator to readmit their child to school. Parents will be notified of their child's overnight suspension. Students may not participate in extra-curricular activities on days when overnight suspension is served. Students who arrive for readmission without a parent will be automatically sent to ISBI.

*LEVEL 5 – Short Term Out-of-School Suspension (SUS)*

A student may be suspended from school for violations of school policy set forth in the Code of Virginia 22.1-277 and the Code of Student Conduct. Parents must meet with an administrator to readmit their student to school. Students may not participate in extra-curricular activities on days when OSS is served. A short term suspension is between one and ten days. Students are NOT permitted on school premises during their suspension. Students who arrive for readmission without a parent will be automatically sent to ISBI.

*LEVEL 6 – Long Term Out-of-School Suspension (SUS)*

A student may be suspended from school for violations of school policy set forth in the Code of Virginia 22.1-277 and the Code of Student Conduct. Students will be assigned a long term suspension by an administrator from the Charlottesville City Schools. Students must meet with the Assistant Superintendent for Administrative Support Services in order to be readmitted back in school. Students may not participate in extra-curricular activities on days when OSS is served. A long term suspension is more than ten days. Students are NOT permitted on school premises during their suspension.

*LEVEL 6 – Recommendation for Alternative Placement*

A student's privilege to attend Charlottesville High School may be terminated by school administration in accordance with the Code of Virginia 22.1-277. Students who are recommended for alternative placement will be required to meet with the Assistant Superintendent for Administrative Support Services prior to their readmission to the Charlottesville City Schools. Students may not participate in extra-curricular activities after a recommendation for alternative placement is made.

Students are NOT permitted on school premises during their recommendation for placement. Parents will be notified of their student's recommendation for alternative placement.

*LEVEL 7 – Recommendation for Expulsion*

A student's privilege to attend Charlottesville High School may be terminated by school administration in accordance with the Code of Virginia 22.1-277. Students who are recommended for expulsion will be required to meet with the Assistant Superintendent for Administrative Support Services prior to their School Board hearing. Students may not participate in extra-curricular activities after a recommendation for expulsion is made. Students are NOT permitted on school premises during the recommendation hearing process. Parents will be notified of their student's recommendation for expulsion.

### Consequences for Inappropriate Student Conduct

Offense	1st offense	2nd offense	3rd offense	4th & subsequent offenses
<b>PREPAREDNESS</b>	Students are expected to arrive on time and be present at appropriate times. Students are expected to be prepared and ready to learn with appropriate school materials.			
Leaving Class without Permission	1 day ASD, Teacher contact parent	Overnight Suspension & 2 days ASD, Teacher contact parent	Overnight Suspension & 1 day ASBI, Teacher contact parent	Overnight Suspension & 2+ days ASBI, Teacher contact parent
Dress Code Violation	Opportunity to change If unable to change: ISBI for remainder of day, Teacher contact parent	Overnight Suspension & 1 day ISBI, Teacher contact parent	Overnight Suspension & 2 days ISBI, Teacher contact parent	Overnight Suspension & 2+ days OSS, Teacher contact parent
Loitering	1 day ASD, Teacher contact parent	1 day ISBI, Teacher contact parent	2 days ISBI, Teacher contact parent	1+ days OSS, Teacher contact parent
Tardy to Class (Reset each quarter, Tabulated for all classes in increments of 5)	5=1 days ASD	10=2 days ASD	15=1 day ISBI	20=2 days ISBI
No Show for ASD	Overnight Suspension & Rescheduled ASD	Overnight Suspension & 2 days ASD	1 day ISBI	2+ days ISBI
No Show for ISBI	Overnight Suspension & Rescheduled ISBI	Overnight Suspension & 2 days ISBI	1 day OSS	1+ days OSS
No Show for Teacher Detention	Teacher reassigns 1 ASD, Teacher contact parent	Teacher reassigns 2 ASD, Teacher contact parent	1 day ISBI, Teacher contact parent	2 days ISBI, Teacher contact parent
<b>SAFETY AND RESPECT</b>	Students are expected to respect the personal, psychological, and physical safety of all members of the school community. Students are expected to treat all members of the school community with respect.			
Academic Dishonesty (Honor Code violation)	Zero on the assignment, Assignment on Academic Honesty, 1 day ISBI or Community Service, Teacher contact parent	Zero on the assignment, Removal from any and all Honor Societies, 2 day ISBI or Community Service, Teacher contact parent	Zero on the assignment, Prevented from joining any Honor Society, 3 day ISBI or Community Service, Teacher contact parent	Zero on the assignment, 1 day OSS, 40 hours of Community Service, Teacher contact parent

Alcohol Use, Sale, or Possession Drug Use, Sale, or Possession	Up to 10 days OSS, possible recommendation for expulsion or alternative placement, Required counseling, Report to police	10 days OSS with recommendation for expulsion, Report to police		
Arson Use, Sale, or Possession of Firecrackers, Cherry Bombs, Stink Bombs, Incendiary, or Chemical Devices	Up to 10 days OSS, possible recommendation for expulsion or alternative placement, Report to police, Teacher contact parent	10 days OSS with recommendation for expulsion, Report to police, Teacher contact parent		
Auto Misuse: Reckless Driving	Revoke parking privileges for minimum of 30 days, Report to police	Revoke parking privileges for minimum of 1 semester, 1 day OSS, Report to police	Revoke parking privileges for remainder of school year, 3 days OSS, Report to police	Revoke parking privileges for remainder of time attending CHS, 5 days OSS, Report to police
Bullying Threatening of Student Harassment	1-5 days OSS, Counseling, Teacher contact parent	5-10 days OSS, Counseling, Teacher contact parent	10 days OSS with possible recommendation for expulsion or alternative placement, Teacher contact parent	10 days OSS with recommendation for expulsion or alternative placement, Teacher contact parent
Use of Electronic Devices in Instructional Settings or Areas	Confiscate device and submit to discipline secretary (to student at end of day), Teacher contact parent	Confiscate device and submit to discipline secretary (to parent after 24 hours), Teacher contact parent	Confiscate device and submit to discipline secretary (to parent only after 24 hours), 1 days ISBI, Teacher contact parent	Confiscate device and submit to discipline secretary (to parent only after 24 hours), 1+ days OSS, Teacher contact parent
Defiance of Authority Failure to Identify Refusal to Comply with Directive or Discipline	1 day OSS, Teacher contact parent	3 days OSS, Teacher contact parent	5-10 days OSS with possible recommendation for expulsion or alternative placement, Teacher contact parent	10 days OSS with recommendation for expulsion or alternative placement, Teacher contact parent
Disruption Disrespect Minor Insubordination	1 day ISBI, Teacher contact parent	Overnight suspension & 1-2 days ISBI, Teacher contact parent	Overnight suspension & 3 days ISBI, Behavior contract, Teacher contact parent	3-5 days OSS with possible recommendation for alternative placement, Teacher contact parent
Explosive Devices Use, Sale, or Possession of Firecrackers, Cherry Bombs, Stink Bombs, Incendiary, or Chemical Devices	10 days OSS with recommendation for expulsion, Report to police			
Extortion Robbery Larceny	Up to 10 days OSS, possible recommendation for expulsion or alternative placement, Report to police, Teacher contact parent	10 days OSS with recommendation for expulsion, Report to police, Teacher contact parent		
False Alarm/Bomb Threat	Up to 10 days OSS, possible recommendation for expulsion, Report to police			
Fighting	5-10 days OSS, Behavior Contract, Teacher contact parent	10 days OSS with recommendation for expulsion or alternative placement, Teacher contact parent		
Forgery Misrepresentation	Overnight suspension & 1 day ISBI, Teacher contact parent	Overnight suspension & 2 days ISBI, Teacher contact parent	Overnight suspension & 3 days ISBI, Behavior contract, Teacher contact parent	1+ days OSS, Teacher contact parent

<b>Gambling</b>	1 day ISBI, Report to police, Teacher contact parent	2 days ISBI, Report to police, Counseling, Teacher contact parent	1-5 days OSS, Report to police, Teacher contact parent	5-10 days OSS, Report to police, Teacher contact parent
<b>Gang Activity</b>	Up to 10 days OSS with recommendation for alternative placement or expulsion	Up to 10 days OSS with recommendation for alternative placement or expulsion	Up to 10 days OSS with recommendation for alternative placement or expulsion	Up to 10 days OSS with recommendation for alternative placement or expulsion
<b>Gross Disobedience Gross Disrespect Gross Disorder Major Verbal Altercation</b>	3-5 days OSS, Teacher contact parent	5-10 days OSS, Behavior contract, Teacher contact parent	10 days OSS with recommendation for expulsion or alternative placement, Teacher contact parent	
<b>Horseplay Play Fighting</b>	1 day ISBI, Teacher contact parent	Overnight suspension & 2 days ISBI, Teacher contact parent	1 day OSS, Teacher contact parent	1+ days OSS, Teacher contact parent
<b>Hazing</b>	10 days OSS with recommendation for expulsion			
<b>Pranks/Pranking</b>	10 days OSS with recommendation for expulsion, Report to police			
<b>Leaving School without Permission</b>	Overnight suspension & 1 day ISBI **suspend driving privileges if vehicle is involved, Teacher contact parent	Overnight suspension & 2 days ISBI, Teacher contact parent	Overnight suspension & 1 day OSS, Teacher contact parent	Overnight suspension & 2+ days OSS, Teacher contact parent
<b>Minor Physical/Verbal Altercation</b>	1-3 days ISBI, Teacher contact parent	1-3 days OSS, Teacher contact parent	5+ days OSS, Teacher contact parent	5+ days OSS, Teacher contact parent
<b>Physical Assault/Attack</b>	Up to 10 days OSS with recommendation for expulsion, Report to police, Teacher contact parent			
<b>Profanity Abusive Language Obscene Materials</b>	Overnight suspension & 1 day ISBI, Teacher contact parent	Overnight suspension & 2 days ISBI, Teacher contact parent	1-5 days OSS, Behavior contract, Teacher contact parent	5-10 days OSS, Teacher contact parent
<b>Rioting - Inciting or Attempting to Incite</b>	Up to 10 days OSS w/ possible rec for expulsion or alternative placement	10 days OSS w/ rec for expulsion or alternative placement		
<b>Sexual Offenses</b>	Up to 10 days OSS with possible recommendation for expulsion or alternative placement, Behavior contract, Counseling, Report to police, Teacher contact parent	10 days OSS with recommendation for expulsion or alternative placement, Report to police		

Stalking	10 days OSS with recommendation for expulsion or alternative placement, Report to police Required counseling			
Threat / Intimidation Against Staff Member	Up to 10 days OSS with possible recommendation for expulsion, Report to police			
Tobacco Use, Sale, Possession, and Paraphernalia	Overnight suspension & 1-3 days ISBI, Report to Police	1-3 days OSS, Behavior contract, Counseling, Report to Police	3+ days OSS, Substance Abuse Treatment Completion, Report to Police	
Trespassing while Suspended  Trespassing	2 days OSS, Report to police	5 days OSS Report to police	10 days OSS with possible recommendation for expulsion, Report to police	
Unauthorized Area	1 day ISBI, Teacher contact parent	Overnight suspension & 2 days ISBI, Teacher contact parent	Overnight suspension & 3 days ISBI, Teacher contact parent	All further offenses will be considered to be <b>Defiance/Refusal to Comply</b>
Weapons and look alike weapons	10 days OSS with recommendation for expulsion, Report to police			
<b>SCHOOL COMMUNITY</b>	<b>Students are expected to treat the school's campus, facilities, and materials in an appropriate manner.</b>			
Littering	1 day ASD, Teacher contact parent	2 days ASD, Teacher contact parent	1 day ASBI, Teacher contact parent	1+ days ASBI, Teacher contact parent
Unauthorized Use of Computer Technology (Downloading Executables)	1 day OSS Up to 30 days loss of internet privileges, Teacher contact parent	3 days OSS Up to 1 nine weeks loss of internet privileges, Teacher contact parent	5 days OSS Loss of internet privileges for remainder of year, Teacher contact parent	5 days OSS, Teacher contact parent
Unauthorized Use of Computer Technology (Downloading/Accessing Non-Instructional Materials)	2 days ISBI Up to 30 days loss of internet privileges, Teacher contact parent	1 day OSS Up to 1 nine weeks loss of internet privileges, Teacher contact parent	3 days OSS Loss of internet privileges for remainder of year, Teacher contact parent	5 days OSS, Teacher contact parent
Unauthorized Use of Computer Technology (Downloading/Viewing Obscene Materials)	2 days OSS Up to 30 days loss of internet privileges, Teacher contact parent	5 days OSS Loss of internet privileges for the remainder of year, Teacher contact parent	5-10 days OSS with possible recommendation for expulsion or alternative placement, Teacher contact parent	
Unauthorized Use of Computer Technology (Hacking)	3 days OSS Loss of privileges for remainder of year, Teacher contact parent	5-10 days OSS with possible recommendation for expulsion or alternative placement, Teacher contact parent		
Unauthorized Use of Computer Technology (Viewing/Playing Games, Facebook, Social Networking, et cetera)	2 days ISBI, Up to 30 days loss of internet privileges, Teacher contact parent	1+ days OSS, Up to 1 nine weeks loss of internet privileges, Teacher contact parent	5+ days OSS, Loss of internet privileges for remainder of year, Teacher contact parent	5+ days OSS, Teacher contact parent
Vandalism	Up to 5 days OSS, Full Restitution, Report to police, Teacher contact parent	5-10 days OSS with possible recommendation for expulsion, Behavior contract, Full Restitution, Report to police,	10 days OSS with recommendation for expulsion or alternative placement, Report to police, Teacher contact parent	

		Teacher contact parent		
--	--	------------------------	--	--

Note: Extenuating circumstances may warrant deviation from this matrix.

Note: This guide details offenses referred to the office. It does not include teacher interventions that may and are expected to exist.

## STUDENT ACTIVITIES – Be respectful and involved.

### Our Expectation:

Students are expected to be positively involved in their school community.

### **Student Leadership**

CHS students are expected to learn how to become leaders. Through student government, involvement in clubs or athletics, students can develop and hone their leadership skills. The following is a list of duly elected student leaders who represent you, the student, in all aspects of student life. Freshman officers are to be elected in September.

#### SCA

President – **Kate Kammauff (12)**  
Vice President – **Emily Thomas (12)**  
Secretary – **Charlotte Cherry (12)**

#### Senior Class

President – **Max Potter**  
Vice President – **Emily Poe**

#### Junior Class

President – **Maggie McNair**  
Vice President – **Michaela Foky**  
Secretary – **Camila Davis**  
Treasurer – **Saskia Owens**  
Historian – **Lexi Blake**

#### Sophomore Class

President – **Mary Hemenway**  
Vice President – **John Daniels**

### **Student Council Association (SCA)**

The Student Council Association is the student government organization, which is responsible for all non-athletic student activities at Charlottesville High School. In addition to overseeing student activities, the SCA sponsors blood drives, homecoming activities, a canned food drive, and class elections. The SCA representatives are elected by each class to hear the ideas and concerns of students and to work on solutions.

### **Activities**

CHS students have a wide variety of clubs, activities, and organizations in which to participate. Listen to CHS News and the PA announcements for club and activity meeting times. Below is a sampling of some of the clubs and activities offered previously at CHS.

Animé Society	Multicultural Committee
Athletic Training	National French Honor Society
Biotechnology	National German Honor Society
Chain (Yearbook)	National Honor Society
Chess Club	National Latin Honor Society
Competition Cheerleading	National Spanish Honor Society
Debate	Outdoor Club
Distributive Education Clubs of America (DECA)	Pop Quiz Team
Film Society	Science, Engineering, Communication, Mathematics Enhancement Program (SECME)
Forensics	Sideline Cheerleading
French Club	Sirens
Future Business Leaders of America (FBLA)	Spanish Club
German Club	Student Council Association (SCA)
International Club	T-Tones
Key Club	Theatre Competition Team
Knight-Time Review	Ultimate Frisbee Club
Knowledge Masters	Women's History Month Committee
Latin Club	Young Conservatives
Literary Magazine	Young Liberals
Model Rocket Club	

### **Dances**

Charlottesville High School is happy to host several student dances each school year. Traditionally, CHS has hosted a Homecoming Dances (sponsored by the SCA), a winter dance, and the Prom (sponsored by the Junior Class). Students who attend dances must purchase tickets in advance and must adhere to all dance guidelines. Guests who attend other area high schools are welcome to attend CHS dances if the appropriate forms have been completed and approved by the principal. College-age or high school graduates are not permitted at CHS dances. Students are expected to dress appropriately at all dances, with no undergarments visible and the body of the student appropriately covered. Students may not dance erotically back to front, and may not bend over and have their hands on the floor.

### **National Honor Society**

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. The National Honor Society chapter at Charlottesville High School expects all student members to maintain the standards used in their selection process. When students are inducted into the honor society, they sign a pledge to uphold the responsibilities of membership. Members who do not live up to the responsibilities agreed to upon admission into the society may have their membership status reviewed by the society's committee. The primary requirement of these societies is that of "character" and members who make bad decisions resulting in suspension from school, break the laws of our community, or cheat will have their membership status reviewed by the society's committee. Members who do not live up to the expectations of an honor society may be disciplined by that society's committee and may have their membership revoked. Violations of the CHS Honor Code will result in dismissal from the National Honor Society. The option to apply to the Charlottesville High School Chapter of the National Honor Society is by invitation only, after an application process. The invitations are given in September to those juniors and seniors who have a 3.0 GPA or higher and a clear discipline record. The committee selects students who have excelled in all four areas designated by the National Honor Society Constitution: Academics, Character, Leadership, and Service.

#### **Academics\***

- Students must have a 3.0 or higher unweighted GPA.

#### **Character\***

- The committee will consider all evidence, not just the existence of discipline referrals.
- Documented cheating may be cause for not admitting a student.
- Students are expected to be respectful (of persons, rules and laws); a history of disrespectful behavior may be cause for not admitting a student.

#### **Leadership\***

- Leadership may be evidenced through a leadership position, where the duties implied by the position are successfully performed.
  - 1) Peer elected position. . . school, church, scouts, 4-H, etc.
  - 2) Position earned through skill (band, choir, drama, etc.)
  - 3) Appointed position (e.g. committee/event chair/organizer).
- Leadership may also be exhibited through specific examples of personal initiative involving peers.
- Leadership may also be exhibited through a history of positive classroom leadership, as determined from aggregated teacher responses.

#### **Service\***

- Students must have performed significant voluntary service for the school and/or community (not for pay, grade, or as part of a contest).
- Service can be individual, or as part of a group (school or non-school); however, mere membership in a service organization does not constitute service. . . a student must actually participate in service projects.

Student Activity Sheets are distributed in September; students must fill them out, have a parent sign the form, and return them two weeks after distribution. Students should be complete and detailed in their descriptions of service and leadership, as these are the areas in which many students are the weakest. Attaching a narrative explanation is encouraged. Without an activity sheet, a student cannot be considered by the NHS Committee. In addition to the information provided in the activity sheet, the committee seeks input from all of the student's teachers, as well as coaches, church and Scout leaders (etc.) identified by the student, (with phone numbers).

### **World Language and other internationally recognized Honor Societies**

World Language National Honor Societies and other Honor Societies recognize students who study and excel in a language or other specified area (such as Mathematics). See your World Language or other content teacher for specific requirements. Violations of the CHS Honor Code will result in dismissal from any of these Honor Societies.

## Athletics

Charlottesville High School is a member of the Virginia High School League and competes in Region II and the Jefferson District. The athletic program at Charlottesville High School offers a variety of team and individual sports for males and females at the varsity, junior varsity, and freshman levels. Charlottesville High School recognizes the value of extracurricular activities and their role in facilitating the development of an engaged, dynamic, and well-balanced student body. Charlottesville High School has prescribed guidelines and regulations outlined in the *CHS Athletics Handbook*. A signed copy of the *CHS Athletics Handbook* and a signed emergency release form and physical must be on file with the Athletics department before a student athlete may join a team. The Virginia High School League has prescribed guidelines and regulations governing athletes/participants and can be found on the web at [www.vhsl.org](http://www.vhsl.org). All students are allowed to participate in the sports program provided they meet the requirements outlined in Section 28 of the VHSL handbook.

The NCAA has prescribed guidelines that student athletes must meet before they become eligible to compete in collegiate athletics. Athletes interested in participating in collegiate athletics are encouraged to meet with their athletic director and counselor to discuss the specifics of the application process. Sportsmanship is an integral part of the CHS athletic program. Students are expected to exhibit a good attitude in all endeavors. The student code of conduct is in effect at all athletic contests for participants and spectators.

CHS offers the following competitive athletic teams and activities:

### Fall Sports and Activities

Cheerleading (J.V., Varsity)  
Competition Cheerleading  
Cross Country-Boys and Girls (J.V., Varsity)  
Field Hockey (J.V., Varsity)  
Football (JV, Varsity)  
Golf (J.V., Varsity)  
Scholastic Bowl - Academic Competition  
Theater Festival  
Volleyball (J.V., Varsity)

### Winter Sports and Activities

Basketball-Boys and Girls (9th, J.V., Varsity)  
Cheerleading (J.V., Varsity)  
Indoor Track Boys and Girls (J.V., Varsity)  
Swimming and Diving-Boys and Girls (J.V Varsity)  
Wrestling (J.V., Varsity)

### Spring Sports and Activities

Baseball (J.V., Varsity)  
Creative Writing  
Debate  
Forensics  
Lacrosse Boys and Girls (J.V., Varsity)  
Girls Soccer (J.V., Varsity)  
Boys Soccer (J.V., Varsity)  
Softball (J.V., Varsity)  
Tennis Boys and Girls  
Track and Field -Boys and Girls (J.V., Varsity)

Further information regarding athletics, including banquet information, sports schedules, ticket prices, season pass information, directions, physicals, and related information can be found online <http://www.blackknightathletics.org> or by request at 434-245-2621.

Athletic Director:	Richard Lilly
Athletic Secretary:	Ella Yates
Athletic Trainer:	Joella Matheny
Athletic Phone:	434-245-2621
Athletic Fax:	434-245-2610
Athletic Hotline:	434-245-2749
Email:	<a href="mailto:Richard.Lilly@ccs.k12.va.us">Richard.Lilly@ccs.k12.va.us</a>
Website:	<a href="http://www.blackknightathletics.org">http://www.blackknightathletics.org</a>

### *The Charlottesville High School Athletics Handbook*

The Charlottesville High School Athletic Department Handbook is designed to provide basic information on the operation of the athletic department. This information will allow members of the athletic department to perform their duties according to the policies of Charlottesville High School, the Charlottesville City Schools, and the Virginia High School League, Inc. The purpose of this handbook is to outline the basic policies of the athletic department while allowing coaches the greatest possible autonomy to manage their program in the way that best suits the needs of the participants.

Charlottesville High School is a member of the Jefferson District, Region II, and Group AA of the Virginia High School League, Inc. Region II is composed of four districts that consist of the following schools:

Dulles District	Jefferson District	Northwest District	Evergreen
Briarwood	Charlottesville	John Handley	Brentsville
Broad Run	Fluvanna County	Millbrook	Faquier
Dominion	Goochland	Sherando	Kettle Run
Freedom	Louisa County	Skyline	Liberty (Bealeton)
Loudoun County	Monticello	James Wood	Warren County
Park View	Orange County		
Potomac Falls	Western Albemarle		
Tuscarora	William Monroe		
Wood Grove			

*Code of Student Conduct for Athletes*

- 1) Please refer to the Charlottesville High School student handbook for all applicable rules.
  - a. Please specifically reference the attendance and discipline section of the student handbook. There are important details that apply to participation in VHSL activities. Attendance is expected every day in every class.
- 2) The most important component of involvement in extracurricular activities is to broaden and develop strength of character. It is ultimately the individual that will be held accountable in school and in society. Thus, the athletic department expects student athletes to adhere to all school rules while in and out of competition. The athletic department will use all resources available to identify the needs of our students and positively support them in our quest for academic excellence.
  - a. If a student is identified with unacceptable behavior in school, she/he will be identified and targeted for appropriate behavior intervention in the class in question.
    - i. If the problem persists, there will be a meeting of teachers, parents, coaches and administration where further corrective action will be agreed upon.
    - ii. Persistent inappropriate behavior in school can result in the removal of the student from school activities.
  - b. Consistent with VHS rule 28-1-1 (2), any student who is under penalty of suspension, or whose character or conduct is such as to reflect discredit upon his/her school, is not considered in good standing.
    - i. Suspension includes In School Behavior Intervention (ISBI).
  - c. Student athletes are expected to conduct themselves as ambassadors of the Charlottesville City Schools and to behave with this standard in mind. Students who show appropriate behavior will not only benefit themselves, but also the school system and the perceptions of our school in the community.
- 3) Academic achievement is an expectation for CHS students. Thus, daily attendance, punctuality, and academic accomplishment will be the centerpiece of CHS athletes.
  - a. Consistent with VHSL rule 28-4-1, students will be required to pass at least five classes in the previous semester to be academically eligible.
    - i. See below for specific information regarding VHSL eligibility.
  - b. If a student receives a grade below a C in a class, she/he will be identified and targeted for appropriate remediation in the content area in question.
    - i. If the problem persists, there will be a meeting of teachers, parents, coaches, and administration where further corrective action will be agreed upon.
  - c. Eligibility information can be found on the CHS athletics website at the following link:
    - i. <http://www.ccs.k12.va.us/schools/chs/athletics/eligibility-requirements.html>
- 4) Sportsmanship is a trademark of CHS athletics. Any athlete, coach, parents, or spectator in violation of VHSL rule 27-13-1 will be subject to disciplinary action by the school.
  - a. Flagrant violations of this rule, including physical altercations and other violations that result in ejections per VHSL rules, may result in dismissal from CHS athletic teams and events as deemed appropriate by the CHS athletic department and administration.
  - b. Our goal is that members of the CHS athletic community will be modest in victory and gracious in defeat.

*College Planning for Athletes*

The process of selecting a college is one of the most difficult and rewarding experiences that a student goes through in high school. This process works best when the student, parents or guardians, guidance counselors, teachers, coaches, and administrators all work together in this process. It is a long, complicated process that is best when it is started early. The following information can assist in the process of selecting a college or university and preparing for college athletic participation. This is only a basic guide for navigating the process; a meeting should be held with the student's school counselor to discuss the entire process. A student athlete interested in attending college and participating in NCAA athletics should obtain a copy of NCAA Guide for the College Bound Student athlete from the Guidance office.

<http://www.ncaa.org/wps/ncaa?key=/ncaa/ncaa/legislation+and+governance/eligibility+and+recruiting>

#### Grades 9 and 10

- 1) Pursue academic and behavioral excellence. Make sure you are aware of NCAA sliding scale with regard to eligibility requirements and that your classes are consistent with NCAA guidelines.
  - a. Meet with your school counselor to assure your classes are NCAA approved.
  - b. <http://www.ncaa.org/wps/ncaa?key=/ncaa/ncaa/legislation+and+governance/eligibility+and+recruiting>
- 2) Develop a sports resume of athletic achievements including stats, news clippings, etc...
- 3) Attend sports camps to increase exposure, improve skills, and to gain contest experience.
- 4) Participate on high school teams year round, if possible, to gain a wider perspective, increase strength and conditioning, and create a more impressive resume.

#### Grade 11

- 1) Continue your hard work in the classroom. Make your best effort in school and get the highest grade point average (GPA) possible. Take a strong academic load that is not only challenging, but also meets the NCAA requirements.
  - a. <http://www.ncaa.org/wps/ncaa?key=/ncaa/ncaa/legislation+and+governance/eligibility+and+recruiting>
- 2) Meet with your guidance counselor regarding your interests and the recruitment process. Develop a list of schools with the help of your school counselor, coach, and athletic director.
- 3) Take required standardized tests (SAT or ACT).
  - a. <http://www.collegeboard.com/student/index.html?student>
  - b. Make sure you are aware of the NCAA sliding scale and eligibility requirements.
    - i. <http://www.ncaa.org/wps/ncaa?key=/ncaa/ncaa/legislation+and+governance/eligibility+and+recruiting>
- 4) Continue to develop your athletic resume.
- 5) Obtain literature and visit colleges you may be interested in attending.
- 6) Work with your coach to evaluate your athletic skills to determine a realistic level of competition.
- 7) Attend sports camps during the summer.
- 8) Attend financial aid seminars and fill out appropriate financial aid forms in consultation with your school counselor.

#### Grade 12

- 1) Continue to pursue excellence in the classroom.
- 2) Request and return college applications as early as possible. Pay attention to application deadlines. Work closely with school counselor to be familiar with the application process.
- 3) Complete and return financial aid forms, paying close attention to deadlines.
- 4) Continue to keep your athletic resume updated.
- 5) Re-take SAT or ACT tests if necessary.
  - a. <http://www.collegeboard.com/student/index.html?student>
- 6) Contact college coaches to express interest in their school athletic program. Include your athletic resume and other pertinent information.
- 7) Request that your teachers and/or high school coaches write letters of recommendation to the colleges to which you have applied.
- 8) Be familiar with the NCAA eligibility requirements and the NCAA Clearinghouse.
  - a. <https://web1.ncaa.org/eligibilitycenter/common/>
  - b. Meet with your school counselor to make sure you have filled out all appropriate paper work.

#### *NCAA Clearinghouse*

If a student athlete is planning to enroll in a 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. To be certified by the Clearinghouse, you must:

- 1) Fill out an NCAA Clearinghouse student release form (available in the guidance office) and mail or fax the form, along with the appropriate fee, to the clearinghouse.
- 2) Graduate from high school.
- 3) Have a core-course grade-point average (based on a maximum of 4.0) and a combined score on the SAT verbal and math sections or a sum score on the ACT based on the qualifier index scale. The qualifier index scale is available in the guidance office.

#### *Collection of Uniforms and Athletic Materials*

Student will be responsible for all uniforms, equipment, and materials issued to them through the Athletics Department. Students will be financially obliged to pay for any undue damage or loss.

#### *Injuries and the Training Room for Athletes*

All athletes will be required to have a completed VHSL physical form on file in the athletic office prior to any team tryout period. Unfortunately, injuries are a reality during interscholastic athletics at all levels regardless of the amount of precautions taken: such as safe playing conditions, proper coaching techniques, appropriate safety equipment, and the warnings of possible injury. As a result of this reality, Charlottesville High School provides for a certified athletic trainer (ATC) to cover practice sessions and interscholastic athletic events. The athletic trainer shall have the responsibility of administering care to injured athletes and making the proper recommendations. When the athletic trainer is not available, the coach will have to assume the responsibility of dealing with injured athletes. Athletes that have been instructed to not participate in athletics by a physician will need a note from a doctor to return to practice. All medical documentation must be turned in to the athletic trainer. The athletic training room will be open after school prior to practice. Athletes reporting to the athletic training room should report immediately after school and sign in. No athlete is allowed in the athletic training room without the athletic trainer or an athletic training student aide. Basic athletic training room rules are as follows:

- 1) Report for treatment/rehab/taping immediately after school unless told otherwise by the athletic training room (ATR).
- 2) Sign in before being seen by the athletic trainer. It is a first-come first-serve basis at the discretion of the athletic trainer.
- 3) Respect all persons in the Athletic Training Room (ATR).
- 4) NO swearing, yelling, arguing or unpleasant gestures.
- 5) NO cleats in the ATR, no shoes on the treatment/taping tables.
- 6) DO not touch any supplies or equipment (tape, modalities, ice, etc.) in the ATR without permission from the ATC.
- 7) If you are not injured or are done with treatment please leave the ATR.
- 8) NO horseplay.
- 9) The ATC reserves the right to refuse treatment to any athlete due to non-compliance or disrespectful attitude.
  1. The head coach and athletic director will be notified.
- 10) Ultimately, the athletic trainer is the immediate supervisor of the athletic training room and will be responsible for actions taken in the athletic training room. The athletic trainer will notify the Head Coach and Athletic director when a student athlete has violated the rules and is at risk of losing the training room services.

#### *Insurance for Athletes*

Parents are advised to thoroughly research and investigate their insurance plans and the related coverage for school athletics. Health insurance should be provided by the legal guardian through a personal policy. Students who do not have a valid physical are not covered by the school's emergency VHSL policy. Charlottesville High School and the School Board of the City of Charlottesville will not accept responsibility for payment of treatment for injuries resulting from a student involved in interscholastic sports.

#### *Locker Rooms for Athletes*

Each coach is responsible for the action of team members in the locker rooms. Coaches must provide supervision in the locker room before and after practice sessions and athletic contests. No participant should be in the locker room unsupervised. The following rules apply to the use of the locker room by student athletes:

- 1) Valuable items and money should not be kept in the athletic locker rooms. Students should avoid bringing these items to school and practice. It is the responsibility of the individual to secure these items.
  - a. The school will not be held liable for lost or stolen items.
- 2) Rough-housing, throwing of towels or other objects, and hazing of other students is not permitted.
- 3) All showers should be turned off after use.

- 4) Shoes with spikes or cleats may not be worn inside the school. Shoes with spikes or cleats should be removed and cleaned before entering the building.
- 5) No glass objects are allowed in the locker room.
- 6) Equipment should be stored in lockers and locked before leaving the locker room.
  - a. Equipment is the responsibility of the student to whom it was issued and she/he will be responsible for that equipment until it is turned in to the head coach.
- 7) Athletes may not share a locker with another student. Students should never leave items lying on the locker room floor or benches.
- 8) Locker rooms should be left orderly at the end of practice. Clothes and equipment should be picked up and stored properly.
- 9) Only team members of in-season activities are permitted to use the locker rooms.
  - a. Students found in the locker rooms without permission to be there will be subject to disciplinary action per school rules.
- 10) Lockers must be cleaned out following the last game of each season.
- 11) Team locker rooms should not be used to store your gym equipment nor as a dressing area for physical education classes.
- 12) Equipment cannot be used out-of-season.

#### *Practice Information*

- 1) All participants must have a current physical on file before they start practice. There are no exceptions to this rule. Coaches and athletes will be strictly held to this standard.
- 2) Practice sessions are scheduled after school and may also be held on Saturdays. Practice sessions may not conflict with the regular academic school day.
- 3) No practice or meetings of any kind may be conducted with student athletes on Sundays.
- 4) Daily attendance is expected, unless absent from school or personally excused by the coach.
  - a. Absences will be grounds for probationary action or dismissal from the team after parents have been properly notified of the issue. Individual athletes must communicate with the coaches about their attendance.
  - b. Coaches should be notified in advance when students will be absent or late because of academic work, appointments, vacation, or visiting colleges.
- 5) Student athletes are expected to be at practice from the beginning of the season unless there are special circumstances that have been communicated in advance to the coach. A student may not quit one team and then go out for another in the same season.
  - a. Exception:
    - i. A student who is cut from one team after a few days may ask permission of the "receiving" coach to try out.
    - ii. The student and parent have conferred with both coaches and the athletic director prior to the movement and been granted permission to do so.
- 6) Games are customarily scheduled during our winter and spring break vacations. It is impossible to not schedule games during this period. It is the responsibility of the athlete to notify the coach in advance of any absences during these periods. As an athletic department, we value family and recognize that this is an important time for families. With advance written notification, absences due to family travel will be excused.
- 7) Conflicts with other school functions will inevitably happen. We expect the participant to communicate these conflicts as early as possible and notify the coaches as to how this will affect their participation in all involved events.
- 8) Students who are suspended will resume practice once they have fulfilled their suspension requirements.
  - a. The return to practice will be at the discretion of the coach and/or Athletic director in accordance with standard school policies, and may not necessarily result in automatic reinstatement to the level of participation prior to the suspension.
  - b. Students In School Behavior Intervention (ISBI) may not participate in VHSL sanctions events. See the section on VHSL eligibility for specifics.

#### *Team Selection*

A student who owes a financial obligation to Charlottesville High School must take care of this obligation prior to trying out for an athletic team. In addition, students who owe book, library, or other fees to the school may be prohibited from participating in interscholastic athletics and other school activities. It is the responsibility of the coaching staff of an athletic team to choose the members of that team. Junior varsity and 9th grade coaches should take into consideration the policies

established by the head varsity coach of the team. Prior to the tryout period, the head coach will provide the following information to all candidates for the team:

- 1) Length of the tryout period,
- 2) Criteria used to select a team,
- 3) Number of team members to be selected,
- 4) Practice commitment if they make the team,
- 5) Game commitment.

When a team cut becomes necessary, a coach should remember the following:

- 1) All squad members should have completed a minimum number of practice sessions.
- 2) Do not post a cut list.
  - a. The coach should personally contact all students cut from a team and provide a reason for the action.
- 3) Coaches should discuss alternative possibilities for participation in the sport or other opportunities in the athletic program.
- 4) If a coach foresees difficulties arising as a result of a squad cut, he/she should discuss the situation with the Athletic director prior to making the cut.

The VHSL calendar has the first day of practice for winter and spring season beginning prior to the end of the previous season. This may create an attendance issue for an athlete who participates in sports in consecutive seasons. It may also create an issue for the coach of a team for the upcoming season when conducting a tryout and selecting team members.

The following guidelines should be followed in these situations:

- 1) An athlete must complete the season she/he is currently involved in prior to trying out for a team in the next season. The current season will continue until the team finishes all play, including post-season, and all equipment issued has been returned.
- 2) If a coach schedules a preseason meeting with prospective athletes, the meeting should be scheduled so as not to interfere with a practice session of a team currently in season.
- 3) The coach of a team for the upcoming season should exercise good judgment when selecting team members. In the event a prospective team member is participating on a team which is in season, the coach should consider the following:
  - a. Previous experience
  - b. Prior participation and recognition
  - c. The abilities and talents of the prospective athlete.
  - d. The coach should talk with the athlete, a previous coach, the coach of the team on which the athlete is presently participating, and the Athletic director.
  - e. The coach may also attend an athletic contest to observe the athlete. If a video of a previous season is available, the coach may use this as well.
- 4) At no time should an athlete be penalized because he/she is presently participating on another team during a prior season and is unable to attend tryouts and team meetings.
  - a. It is not considered a penalty if an athlete does not immediately earn a starting role on the team because he/she was not available due to previous athletic participation.
- 5) In rare instances, athletes may possess the ability to participate in more than one sport in the same season. Coaches should attempt to work out practice and event schedules in such cases. Communication will be vital in these rare circumstances. The student should submit the form to request to play multiple sports in a single season. This form can be found in the athletic department and in the coach's handbook.

#### *Transportation*

Transportation is provided for all away games. Coaches may not transport athletes without pre-approval by the athletic director. Departure times are determined by the head coach and Athletic director. Departure times are set so that they interfere with instructional time as little as possible. The principal's and athletic director's approval are required if teams are to be dismissed from classes early. Neither coaches nor students shall ask teachers to dismiss students early.

- 1) Only team members on the master eligibility list, bona fide scorekeepers, managers, and student-trainers are permitted on the bus to and from the contest.
  - a. No other people may ride the bus with the team.
- 2) Participants should also return to school with the team on the bus unless there are special circumstances in which case a participant may return from an away contest with his/her parents, and no one else. In that event,

- a. See the coach or athletic director for the specific form.
- 3) Members of athletic teams are not permitted to drive their personal vehicles to an away CHS contest in which they are to participate without written permission from their parents that is also signed by the principal.
  - a. The official form must be obtained in the Athletic Department or on the CHS athletics webpage: <http://www.blackknightathletics.org>
- 4) Participants must provide their own transportation from CHS to their residence after games. Each participant and his/her guardian must make arrangements for transportation home so that the participant leaves the high school property promptly after a home contest and promptly after the team's arrival at CHS after an away contest.
- 5) Transportation after practice is provided to general home communities each weekday. The activity buses will leave the high school at 6:00 or 6:30 p.m. (depending on the season) Monday – Thursday and at 5:30 on Friday.
- 6) If students do not use the bus, they must leave school grounds promptly. Students are not permitted to remain on school grounds after practices or games unless they are in a supervised activity.
  - a. Unsupervised students are subject to disciplinary action per the Student Code of Conduct.
- 7) Transportation information for each season can be found on the CHS athletics website under the Fall/Winter/Spring Sports Info heading: <http://www.blackknightathletics.org> .

#### *Virginia High School League Information*

##### Eligibility Requirements

Charlottesville High School is a member of the Virginia High School League, (VHSL), a nonprofit organization created in 1913 that is composed of public high schools throughout Virginia. The VHSL seeks to encourage student participation in sanctioned interscholastic activities. CHS strictly adheres to all VHSL rules and regulations establishing a codified set of rules that guide the interscholastic athletics and activities. To participate for CHS, students will demonstrate appropriate behavior in and out of the classroom, and meet the VHSL requirements listed below.

- 1) 28-1-1 *Bona Fide* Student Rule: The student shall be a regular *bona fide* student in good standing of the school which he/she represents.
- 2) 28-2-1 Grade Rule: The student shall be enrolled in the last four years of high school. Eighth-grade students who passed five 8th grade subjects the past school year and reached the age of fifteen on or before the first day of August may compete on the varsity level.
- 3) 28-3-1 Enrollment Rule: The student shall have been regularly enrolled in the school which he/she represents not later than the fifteenth school day of the semester.
- 4) 28-4-1: Scholarship Rule: The student shall:
  - a. For the first semester be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year of the immediately preceding semester for schools that certify credit on a semester basis.
  - b. For the second semester be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester.
- 5) 28-5-1 Age Rule: The student shall not have reached the age of 19 on or before the first day of August of the school year in which he/she wishes to compete.
- 6) 28-6-1 Transfer Rule: The student shall not have enrolled in one high school and subsequently transferred to and enrolled in another high school without a corresponding change in the residence of his/her parents, parent, or guardian.
- 7) 28-7-1 Semester Rule: The student shall not have been enrolled in the last four years of high school for a period of more than eight consecutive semesters, beginning with the semester in which he/she was enrolled for the first time in the ninth grade. The eight consecutive semesters shall be counted continuously from that point, regardless of whether or not he/she remains continuously enrolled in school.
- 8) 28-9-1 Athletic Participation/Parental Consent/Physical Examination Rule: The student shall have submitted to the principal of his/her school, prior to becoming a member of any school athletic squad or team, League Form No. 2 (Athletic Participation/Parental Consent/Physical Examination Form), completely filled in and properly signed, attesting that he/she has been examined and found to be physically fit for athletic competition, and that his/her parents consent to his/her participation.

- 9) 28-10-1 Awards Rule: The student shall not have accepted nor accept from any source whatsoever, in recognition of or as a reward for his/her athletic skill, any award other than letters, medals, charms, cups, plaques, letter sweaters, or similar trophies, or any award of value other than intrinsic value. These listed awards may be accepted only when presented or approved by his/her school, or when earned in VHSL sanctioned meets or tournaments.
- 10) 28-11-1 Independent Team Rule: During the sports season for the relevant sport, a student may, while a member of a school squad or team engaged in interscholastic sports, become a member of or participate with an organized team in the same sport which is independent of the school's control as long as such participation does not conflict with the scheduled activities of the school squad or team.
- 11) 27-13-1 Sportsmanship Rule: Member schools are required to conduct all their relations with other schools in a spirit of good sportsmanship. Acts which are *prima facie* evidence of failure to abide by this rule as those which are noted below and others of a similar nature which transgress the usually accepted code for good sportsmanship.
- 12) 27-13-4 Harassment Rule: harassment of game officials.
- 13) 27-13-5 Sportsmanship Rule 2: failure of a school to use every means at its disposal to impress upon its faculty, student body, team members, coaching staff and officials the values of sportsmanship in the preparation for, and the conduct and management of interscholastic contests.

PENALTY: Athlete – any athlete who in protest lays hands on or attempts to lay hands on an official may be declared ineligible by the League or by his/her principal for up to one year. Any athlete who strikes an opponent, a coach, or a spectator during or following an athletic event may be declared ineligible by the League or his/her principal for a specified period of time up to one year depending on the seriousness of the act. The basis for this policy statement is that a member school shall not be represented by any student whose conduct reflects discredit upon his school.

*Athletic Ticket Prices and Season Passes*

Season passes may be purchased at a savings for all events. Charlottesville High School season passes are only good at home athletic contests; prices are established by the Jefferson District. Season passes will not be accepted at away games. **Annual Passes** (Good for all CHS home regular season athletic contests throughout the year), Adults - \$75, Students - \$35; **Seasonal Passes**- Fall, Winter or Spring (Good for all CHS home regular season athletic contests that season), Adults - \$35, Students - \$15; **Family Passes** – All Seasons, 2 adults and 2 children - \$150.

# STUDENT RESOURCES AND INFORMATION

## Our Expectation:

Students are expected to know the policies outlined in this handbook.

### **Fees**

Charlottesville High School firmly believes in providing a free and appropriate public education for all. Students are only charged fees for a few selected courses. The following fees have been approved by the School Board: parking, instrument rental for band and orchestra, field trips upon approval by the principal, and physical education uniforms. In all cases, CHS will assist students who cannot afford the cost of student fees. There are no other fees at Charlottesville High School. All other charges that students accrue will be the result of lost or broken school property, or from optional student activities.

### **Financial Obligations**

It is expected that students will pay all financial obligations. Students with financial obligations may not be cleared for graduation.

### **Student Entrances and Exits**

Students are expected to enter CHS through the main entrance. All other doors to CHS are for emergency exit or event exit only. Students are not permitted to exit CHS during school hours unless it is for check out (through attendance), educational release, or senior lunch – all students for those reasons listed should leave via the main entrance. Students are permitted to leave from alternative exits during emergencies, emergency drills, dismissal at the end of the day, during after school events, and through PE classes only.

### **Graduation**

It is expected that students will graduate on time (within four years). Graduation information will be provided to students throughout the year. Please see Ms. Deb Howard for further information. Graduation caps and gowns will be provided (at the student's expense) by Jostens, Inc. Students may participate in graduation if they have met the requirements for their diploma and if they have cleared through the Senior Clearance process at the end of the year. Students must meet all requirements in order to be cleared for graduation. Graduation tickets will be provided at graduation rehearsal. Additional graduation tickets are available upon request.

### **Health Services, School Nurse, and Medications**

Student Health Services is located within the administrative suite. A school nurse is assigned to maintain student health and immunization records, conduct screenings, assist with emergency health problems, and health concerns. Students are not allowed to carry or to self-administer medication. In cases where it is necessary for students to take medication, a school medication form which includes mandatory parent and physician signatures is required. Medication must have the original label, including student name, prescribing physician, directions, and dosage. Physician required non-prescription medication will need to be in a new and sealed package, and will require the school medication form appropriately completed. All medication will be stored and administered from the nurse's office. Medication guidelines also apply to all student field trips. Parents and/or legal guardians are the only persons allowed to bring medications to school.

### **Lockers**

If a student wants to be assigned a locker, she/he must fill out a Locker Request Form and submit it to the library secretary. Locker requests should be made as soon as possible, preferably during the first week of school. Lockers are considered property of Charlottesville High School and are subject to search under reasonable suspicion. Students in physical education and on athletic teams are issued a clothes storage locker. Each student must provide his/her own lock. Valuables are to be given to the physical education teacher or coach for safe storage during each session or period. The school is not responsible for items lost or stolen during physical education class or athletic activities.

### **Lost and Found**

Lost and found articles are to be turned in to Ms. Sandridge in Student Health Services/Nurse's Office.

## Lunch

Lunch and breakfast will be available in the school cafeteria. **For information regarding lunch prices and free and reduced price lunch, see School Nutrition Program.** Food and drink are to be consumed ONLY in the B Commons or "A" and "B" courtyards. Students are to remain in the cafeteria or courtyards during their lunch period. Students are not to leave trash or food on the cafeteria tables or in the lunch courtyards. Any student who does not properly dispose of his/her trash or food will be subject to disciplinary action.

During lunch, students may only be in the "A Courtyard," "B Courtyard," "B Commons," and the Media Center. Students found in any other area of the building must have written permission to be in that location. The "G Line," upstairs, and all stairwells are **off limits** during lunchtime. **Leaving school grounds at lunch time is not allowed**, except for seniors with a signed permission slip on file with the principal. Seniors must sign in and sign out with the Attendance Secretary when leaving to and arriving from off-campus lunch and must exit through the main entrance.

## Minute of Silence and Pledge of Allegiance

The Virginia General Assembly has mandated a daily minute of silence and the recitation of the Pledge of Allegiance. While students are not required to stand and/or recite the pledge, all students not wishing to say the pledge should remain silent. Everyone in the hall during the minute of silence and/or pledge should stop where they are and remain there and silent until the minute is completed.

## Office Telephone Usage

Students may use the phone with permission of an administrator.

## PowerSchool Parent Portal to Student Grades and Attendance

Charlottesville High School will open its new PowerSchool web-based Parent Portal for the 2010-2011 school year. Students, Parents, and Guardians will be able to monitor student assignments, grades, and attendance using the parent portal. The parent portal website is: <http://sis.ccs.k12.va.us> (do not use "www" anywhere in the URL). Parent portal login names and passwords, as well as additional information, will be mailed to all parents/guardians at the beginning of the 2010-2011 school year. A training session for parents and students will be available in the fall.

## Prospective Out-of-District Student Visits

Prospective out-of-district students and/or private school city residents are allowed to shadow a CHS student on Mondays. All prospective visits must be made prior to May 1<sup>st</sup>. Arrangements should be made a week prior to the intended visit. Only one visit per student will be permitted. Please contact the Counseling Department to arrange a visit.

## School Nutrition Program – Free and Reduced Price Lunch

The School Nutrition Program is proud to offer nutritious and affordable breakfast and lunch each day. Each student is given a personalized pin number to access his or her account. Parents/Guardians may pay by check, made out to CCS Nutrition for \$5.00 or more, in advance to put money in their child's account, or the child can pay for lunch each day. Free and/or reduced-price lunches are available to qualifying students. Applications are available from the administrative office and are distributed to all students on the first day of school. Students who are approved for free or reduced price lunch are also approved for breakfast. Parents/Guardians must fill out a new application each year their student is enrolled unless automatically approved by Social Services. A grace period of 30 days is given to students who were in the Charlottesville City Schools last year and were approved then. Students without a new application on file by October 1<sup>st</sup> are dropped from the program. For questions, contact the Nutrition Manager.

## Senior Privileges

Students who meet the criteria for senior status may have certain privileges. Any student who is in good standing may have senior privileges if he/she is enrolled in courses during the 2010–2011 school year. Seniors in good standing have passed all of their required SOL tests, have demonstrated passing grades, have satisfactory attendance, and have not been suspended from school. These privileges may be revoked by the administration at any time if the student demonstrates that he/she is not responsible enough to have the established senior privileges. Suggestions for Senior Privileges are encouraged and will be entertained by the principal. Please visit the main office to set up an appointment. No senior privileges exist until directed by the principal.

The class of 2011 has requested and earned the following privileges:

- Special senior pictures for the yearbook.
- One mid-term exam exemption of choice for seniors with an A/B average in the class of choice.
- Senior release and senior off-campus lunch release, as scheduled and at the discretion of the principal.
- Participation in graduation exercises, once requirements are complete.

### Technology Acceptable Use Policy

Many technology resources in various formats, including computers, access to the Internet and audio and video equipment are available to the students of Charlottesville High School. Each student must sign a Technology Acceptable Use Policy in order to access those materials and resources. Students will not be issued a password unless this document has been signed and returned. Each student is expected to adhere to Internet safety guidelines. For complete guidelines, please see School Board Policy GAB/IIBEA.

### Textbooks, Calculators, and Laptop Computers

Textbooks and graphing calculators are issued at no cost to students by their classroom teachers. The name of the student and the teacher are to be placed on the inventory sticker or marked on the inside cover of each textbook. The student must return the book or calculator checked out to the same teacher who issued the book or calculator in the fall. Students who withdraw from a class or switch sections must return the textbook and/or calculator to the teacher who issued it before a new textbook and/or calculator will be issued. Students will be expected to pay for any damages beyond normal usage and for lost textbooks and/or calculators. Students are permitted to use laptop computers at CHS and may request wireless internet access through the Media Center. Like textbooks, students who are issued a school laptop are responsible for the computer at all times and will be expected to pay replacement costs if the laptop is lost or stolen.

### Vehicles and Parking on Grounds

Students are permitted to drive on school grounds provided they follow traffic rules and the following school rules and regulations:

- Students are not permitted to park in the PAC parking lot during school hours; students must park in the student parking lot, adjacent to Melbourne Road.
- Students must park in designated student parking areas and must display CHS parking permits on their cars.
- Decals must be purchased from the main office for \$10 (fees defray the cost of cleaning and maintaining the parking lots).
- Passing a school bus when its lights are flashing is prohibited by state law. Violators will be prosecuted.
- Driving on school grounds in excess of 15 miles per hour is a violation of state law.
- Any student reported for speeding (dragging) or passing illegally in the immediate area (Grove and Melbourne Roads) coming to or leaving school may be reported to the police.
- Students may not have more than one other person in their vehicle at any given time, unless over the age of 18.
- The school is not responsible for any automobile or its contents on school grounds. Students should lock their cars and not lend their keys to others.

Violators of the above expectations will be subject to towing (at the owner's expense) or may have their wheels booted. Wheel boots may be removed at a \$25 cost to the owner.

### Visitors and Guests

All visitors and guests must check in with the receptionist at the main entrance for Charlottesville High School. After checking in, all visitors and guests must display a **visitor's pass at all times** while at CHS. No student visitors will be allowed at C.H.S. during the regular school day (including the lunch periods) without prior administrative approval. For health and safety reasons, students are not allowed to bring infants and toddlers to CHS at any time during the regular school day, including the lunch periods.

### Work Permits

See Mrs. Rita Durrer in the Counseling Office to obtain a work permit.