

# DEEP CREEK HIGH SCHOOL

*“Home of the Hornets”*

2900 Margaret Booker Drive

Chesapeake VA 23323

## Telephone Numbers

Main Office	558-5302
FAX	558-5305
Attendance	558-5311
School Nurse	558-5311
Guidance	558-5300
Guidance FAX	558-5346
Athletics	494-8076
Science & Medicine Academy	487-7425

Website: [www.cpschools.com/Schools/DCHS/dch.html](http://www.cpschools.com/Schools/DCHS/dch.html)

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## **MISSION STATEMENT**

The mission of Deep Creek High School is to transform diverse learners into informed, productive and civic-minded members of society by providing a safe, secure, and engaging environment where students, faculty, parents, and community work collaboratively to create a rigorous, relevant, and rewarding educational program that fulfills the needs of the constantly changing world.

## **PURPOSE**

This agenda contains the handbook for Deep Creek High School which is designed to inform students of school policies and procedures. This information is intended to help students become effective citizens of the school community. Students are encouraged to participate fully in the academic, social, and athletic activities within the school.

It is the policy of the Chesapeake Public Schools to encourage student conduct that will promote good health, reasonable standards of behavior, effective citizenship, and a favorable atmosphere for learning. Students on school grounds or in places under school jurisdiction are required to abide by the rules, which are established to achieve these objectives. Admission to the schools of Chesapeake requires that the student conduct himself as a responsible member of the school community. The student will obey the law, adhere to the policies of the school system, and comply with rules and regulations implementing these policies. The student is required to safeguard the property of the school and to respect the rights and privileges of others in the school community.

Each student is required to accept responsibility for his own conduct. In accord with this policy, the School Board has approved and the Administration shall implement rules, regulations, and procedures contained in this handbook. When a violation of these rules occur, the school officials are authorized and obligated to take appropriate action designed to insure more responsible behavior on the part of the student. When violations of the laws of the United States, The Commonwealth of Virginia, and the City of Chesapeake are involved, the school officials may refer such matters to parents, legal guardians, or appropriate civil authorities.

The Chesapeake School Board does not unlawfully discriminate on the basis of sex, race, religious ties or national origin in employment or in its educational programs and activities.

### **DEEP CREEK HIGH SCHOOL ALMA MATER**

Hail to thee, Our Alma Mater  
Loud your praise we sing  
May our faculty and students  
Glory to you bring.  
Deep Creek High School, Loved of old  
Hark upon the gale  
Hear the thunder of our chorus  
Alma Mater, hail.

**SCHOOL COLORS**

Purple and White

**SCHOOL MASCOT** The Hornet

# **PEOPLE TO KNOW**

## **ADMINISTRATION**

J. Page Bagley, Principal  
Robert Bolden, II, Assistant Principal  
Dwayne Godette, Assistant Principal  
Jacqueline Milteer, Assistant Principal  
Christine Sperelakis-Babb, Assistant Principal for Instruction

## **MAIN OFFICE STAFF**

Christen Rouson, Lead School Secretary  
Lee Cleek, Head Bookkeeper  
Lisa Backer, Assistant Bookkeeper  
Cindy Schipper, SOL Testing Clerk

## **GUIDANCE OFFICE**

Maxine Carey, Guidance Director  
Fred Barber, Guidance Counselor  
Valerie Firth, Guidance Counselor  
Ayesha Hughes, Guidance Counselor  
Anneke Winslow, Guidance and Academy Counselor  
Kathi Hite, Career Counselor and Truancy  
Scott Reppert, Student Assistance Counselor  
TBA, Guidance Secretary

## **ATTENDANCE OFFICE & CLINIC**

Cynthia Winslow, Attendance Secretary  
Mary Dennis, Nurse  
Courtney Crawford, Clinic Assistant

## **AFTER SCHOOL ENRICHMENT**

Kim Woodhouse, Coordinator

## **ASPIRE**

TBD, 9<sup>th</sup> Grade Transition Coordinator

## **ATHLETICS**

Benny Polk, Director

## **CAFETERIA**

Donna McLamb, Manager

## **GRADUATION COACH**

Lenny Carson, Coach

## **LIBRARY**

Tanya Breathwaite, Librarian  
Darla Cline, Librarian  
Karrin Drake, Secretary

## **SCIENCE & MEDICINE ACADEMY**

Heather Ott, Coordinator

## **STUDENT ACTIVITIES**

Barbara Singleton-Seals, Director

## **SCA ADVISOR**

Nikki Keegan

## **ADMINISTRATIVE ASSIGNMENTS**

### **Ms. J. Page Bagley, Principal**

The principal is responsible for the total school program including the instructional programs, staff utilization, discipline, community relations, financial affairs, building maintenance, the athletic program, and extra-curricular activities.

All administrators handle student dress code, student behavior, extracurricular activities, teacher observations, and departmental liaisons

### **Mr. Robert Bolden, II Assistant Principal**

Bus Transportation  
Cafeteria Assignments

- Cafeteria Duties
- Lunch Schedule

Federal Card Coordinator  
Student Activities Liaison

- Assemblies
- Graduation

Student Lockers  
Textbooks  
Discipline: 9<sup>th</sup> & 12<sup>th</sup> Grades

### **Mr. Dwayne M. Godette Assistant Principal**

504 Administrative Liaison  
Athletic Liaison  
Attendance & Truancy  
Building Manager  
Emergency Drills  
Safety & Security Coordinator  
Student Parking  
Technology—hardware (TSS)  
Discipline: 10<sup>th</sup> & 11<sup>th</sup> Grades

### **Ms. Jacqueline C. Milteer Assistant Principal**

Crisis Intervention Liaison  
Dress Code  
Extenuating Circumstances  
Homebound—special education  
Special Education Liaison  
Discipline: Special Education &  
Science & Medicine Academy

### **Ms. Christine Sperelakis-Babb Assistant Principal for Instruction**

After School Enrichment  
Curriculum & Instruction  
Equity Tutoring  
ESTAT  
Grades  
Guidance Liaison  
Homebound  
9<sup>th</sup> Grade Transition  
Scheduling  
Science & Medicine Academy  
Staff Development  
Standardized Testing  
Substitutes  
Teacher of the Year  
Technology—software (TIS)  
Discipline: Honor Code Appeals

# BELL SCHEDULE

All students are expected to be on time and prepared for class. All e-devices should be turned off at the beginning of the school day and remain off except in designated Green Zones. Students should move quickly and orderly during class changes. The main hall and the technology hall offer a connection between the academic wing, gymnasium, and music hallways. Students should use good judgment in selecting a route.

<b>Homeroom/Block 1</b> 8:40 a.m.—10:15 a.m.			
<b>Block 2</b> 10:21 a.m.—11:52 a.m.			
<b>Block 3</b>			
<b>1<sup>st</sup> Lunch</b>	<b>2<sup>nd</sup> Lunch</b>	<b>3<sup>rd</sup> Lunch</b>	<b>4<sup>th</sup> Lunch</b>
Lunch 11:52 a.m.—12:21 p.m.	Class 11:58 a.m.—12:26 p.m.	Class 11:58 a.m.—12:59 p.m.	Class 11:58 a.m.—1:32 p.m.
Class 12:26 p.m.—2:01 p.m.	Lunch 12:26 p.m.—12:54 p.m.		
	Class 12:59 p.m.—2:01 p.m.	Class 1:32 p.m.—2:01 p.m.	
		<b>Block 4</b> 2:07 p.m.—3:38 p.m.	
<b>After School Enrichment</b> Tuesday—Wednesday—Thursday 3:50 p.m.—4:35 p.m.			

## **AFTER SCHOOL ENRICHMENT**

These programs have been established to help students who want to reinforce classroom instruction and who are in jeopardy of failure due to academic performance and/or excessive absences. After school enrichment is designed to help students in the areas of tutoring, SOL testing preparation, making up days and/or class assignments, testing and quizzes. Class sessions begin promptly at 3:50 pm and students should be on-time. Transportation and snacks are provided.

**Tutoring** is available Tuesday, Wednesday and Thursday for all students who need additional help with any course. Students should report to the 700 hall at the end of fourth block to sign-in and receive direction for a tutor assignment.

**Study Hall** is available for all athletes in jeopardy of fall behind academically and not meeting the 2.0 eligibility requirement. Athletes who are on probation are mandated to attend in order to participate in VHSL sports.

The **Make-up Center** allows students to make up any test or quiz missed while absent. Arrangements should be made with the classroom teacher to insure that the test information is given to the make-up coordinator with a deadline for return. Students are responsible for making up all assignments promptly.

**Time Recovery** is available to all students to have or who are in jeopardy of exceeding the allowable absences in any course. A student can miss up to nine (9) days prior to failing on attendance per semester. **A student may redeem a maximum of four (4) days per course during a semester.** A student may redeem one class for every two extended day periods. The periods will run in conjunction with the After School Study Hall Program on the 700 hall from 3:50 p.m. until 4:35 p.m., Tuesday, Wednesday, and Thursday.

Students may not redeem days in any other teacher's classroom other than the designated room for the Time Recovery Program. **If a student fails to report on time or leaves early, the time will not be counted.** Students must bring an assignment to complete or participate in study hall assignments. Transportation is provided Tuesday, Wednesday, and Thursday. A student may not redeem a day for a class which he/she has cut or skipped.

**SOL Remediation** is available three weeks prior to the start of SOL retesting for end-of-course tests and three weeks prior to the English writing. This help provides review of content and test taking strategies to help a student pass a Standards of Learning test needed for graduation requirements.

## **ATTENDANCE POLICY**

Virginia State law requires that students be regular and punctual in attendance. Excessive and unexcused absences from school are detrimental to such development. Attendance is a shared responsibility between home and school.

### **ATTENDANCE AND CREDIT FOR COURSES**

Students are expected to arrive to class on time and be prepared for learning daily. A student must be in class a minimum of sixty (60) minutes to be considered in attendance. A student will not be granted credit for a course if absences (excused or unexcused) from a class period total more than nine (9) class periods for a one term, one credit course or more than eighteen (18) class periods for a two term, two credit course unless extenuating circumstances are established. Students have the opportunity to make-up classes, however advanced planning to participate in the Time Recovery program must be made prior to the end of the each semester.

### **ATTENDANCE PROCEDURE**

A student has four (4) days from the date of return to school to provide a written parent note. The note is given to the first block teacher who will issue an Admittance Slip marked as either excused or unexcused based on acceptable excuses below. If a student does not present a valid parent/guardian note, the absence will be marked unexcused. Phone calls cannot be used as a substitute for a written note. The note should include:

Student's legal name

1. Date of the absence
2. Specific reason for the absence
3. Signature of parent or guardian
4. Phone number where parent or guardian can be reached
5. Name of the first block teacher

### **EXCUSED ABSENCES**

In accordance with Chesapeake Public School's policy, the only legitimate excuses for absence or tardies are:

- Sickness of student or medical appointments
- Severe illness or death in immediate family
- Exposure to a contagious disease
- Religious holiday
- Subpoenaed for a court appearance
- Severe inclement weather
- Extenuating circumstance such as a fire, an accident, etc.

For planned absences of three (3) or more consecutive days, the student must obtain approval by the principal in advance of the absences. The parent/guardian will be required to state the reason and times of the pending absence(s). Vacations or family trips are not excusable absences.

A student must attend school for at least two classes if he/she plans to participate in any school-related activity after school or on the weekend, if the day in question is a Friday. If there are questions about an attendance problem, call the attendance office at 558-5311 or email Ms. Cynthia Winslow.

### **EXTENUATING CIRCUMSTANCES**

Extenuating circumstances may be granted when a student exceeds the allotted number of absences. This will be granted for extended illnesses or hospitalization and application should be made prior to the end of each semester. Normal doctor appointments, sickness, court appearances, etc. have been considered in the minimum attendance policy and will not be used to grant extenuating circumstances. Additionally, students who have earned in-school suspension (ISS), out-of school suspension (OSS), or made no attempt to attend the Extended Day Program may not be eligible to apply for extenuating circumstances. **Applications will be available one week prior to the following due dates: Fall semester deadline – January 20, 2017; and Spring semester deadline – June 2, 2017. The principal has the final authority in all cases.**

### **TARDY TO SCHOOL SIGN IN PROCEDURE**

Students arriving late to school during first block (8:41 a.m. - 9:10 a.m.) will report directly to the tardy table on the main hall. After 9:10 a.m., students should report to the attendance office, present a written excuse from the parent or guardian, obtain an admittance slip, and then go directly to first block. The attendance clerk will issue an "excused or unexcused" admittance slip.

### **TARDY/LOCKOUT POLICY**

A student is considered tardy if he/she is not in his/her seat when the tardy bell rings. Students who are tardy must report to the tardy table on the main hall. The student's tardy will be recorded and the tardy table attendant will provide the student with a pass to enter class. Students will receive a warning on the first three tardies. For additional tardies, students will receive the following consequences:



Fourth Tardy	Automated call home
Fifth Tardy	Letter to parent
Sixth Tardy	ISS for one block
Seventh Tardy	ISS for one day
Eighth Tardy	OSS until a parent-student-administrator conference is held
Ninth Tardy	OSS for each additional tardy

Students who are more than ten minutes late to the tardy table will be considered loitering and sent to an administrator. **TARDIES WILL START OVER AT THE END OF EACH NINE (9) WEEKS.**

### **SIGNING OUT TO LEAVE SCHOOL EARLY**

Any student who needs to leave school prior to the end of the day must bring a note from his/her parents indicating the time, reason, and means of transportation. A parent signature and phone number is required. This note must be submitted to the student's homeroom teacher at the beginning of first block. The teacher will provide the student with a **Permission to Leave School** slip. **Prior to leaving, the student must show the attendance secretary the permission form and sign-out before leaving the school grounds.** Students who do not submit a note from their parent/guardian will not be allowed to leave without parent's or administrator's approval. **Students must sign-in and sign-out in the attendance office when leaving school early or entering school late**

## **BUS TRANSPORTATION**

Bus transportation is available to students residing in designated transportation zones. Riding the bus is a privilege and proper conduct on the bus is expected at all times. Each child on a school bus must behave in a satisfactory manner in order for the driver to be alert to the many hazards of driving in heavy traffic. Because the health and safety of all children on the bus is of prime importance, a student's privilege to ride the bus may be revoked as a result of improper behavior at the discretion of the site administrator. Should children damage school vehicles, parents/guardians will be responsible for reimbursement of the damages. Students who do not ride a bus should not be on the bus ramp before or after school. Parents and guardians are encouraged to read the Regulations for Pupils Riding School Buses pamphlet. Requests for permanent bus changes will not be approved except in emergency situations. If an occasion arises for a temporary request, the student should bring a note from the parent/guardian with a phone number where the parent/guardian can be contacted during the day. The note should be presented to the site administrator in charge of buses prior to the start of homeroom.

## **CARE OF SCHOOL CAMPUS**

Students should display pride in their school campus and building and adhere to the following:

1. Do not mark or mar furniture, equipment or windows
2. Do not place their feet on walls or lockers
3. Do not damage or destroy school property
4. Keep classrooms and halls free of paper, food, and drink
5. Do not post any wall signs for any activity or notices on bulletin boards without prior approval of the administration
6. Do not graffiti the bathroom or locker room walls

## CLINIC

The school clinic is open from 8:15 a.m. – 3:15 p.m. (3:45 p.m. for emergencies) and a registered nurse is at the school daily. If a student becomes ill, he/she should report to the clinic with a pass from the classroom teacher. Students will not be excused to go home without permission from a parent or legal guardian. In case of an emergency when medical attention is required, every effort will be made to contact authorized individuals.

### School clinic provides the following services:

1. Care and first aid of sick and injured students according to school guidelines.
2. Hearing and vision screening for 10<sup>th</sup> graders, initial enrollments and those referred by parents and teachers.
3. Administration of care for students with physician identified health problems or conditions during the school day.

### To provide the best care possible:

- Advise the clinic of any special health concerns.
- Provide current home, work, cell phone or alternate telephone numbers on the Blue Student Emergency Cards and notify the school in writing to update any changes.
- Keep sick children home. It is difficult for students to concentrate or do school work when not feeling well. An ill child can compromise the learning process for everyone and place other children at potential risk. Students with an uncontrollable cough are disruptive and can be removed from the classroom environment.
- Students who have fevers (temperature of 100.4 degrees or higher), excessive vomiting and diarrhea are not able to stay in school and will be sent home. Students must be fever free for 24 hours without the use of fever-reducing medication before returning, regardless of how they feel.

\*\*Please note that the attendance policy restricts the number of excused absences. Do not waste excused sick days! Not feeling well or having cramps are not good excuses for missing school. Use excused absences wisely!

### Prescription Medications

All prescription medication should be given at home whenever possible. When medication must be administered during the school day, please follow the guidelines established by Chesapeake Public Schools. ***All medication, prescription AND over-the-counter (Tylenol, Aspirin, Motrin, Tums, etc.), require a doctor's order!***

1. A Request for Administration of Medication in Hampton Roads Schools form must be completed by a physician and be signed by parent/guardian. (Forms are available in the clinic or on-line at the Chesapeake Public Schools website).
2. Parent **must** provide prescription medication in original container with current date and over-the-counter medications should be unopened or sealed. Students are not to transport medication to or from school.
3. Students that self-carry inhalers or epi-pens must have an Asthma Allergy Action Plan or a Life-Threatening Allergy Management Plan from their physician. Please contact the School Health Advisor for more information.
4. Doctor's orders must be provided for each school year. Any medication not picked up by the last day of school will be destroyed.
5. Students are not permitted to be in possession of medicine except as described above and they should never give out medication to others.

## DISCIPLINE POLICIES

The administration of Deep Creek High School does not tolerate any disruption of the educational process. Please refer to the policies established by Chesapeake Public Schools in the **Student Conduct Policy Guidelines 2016-2017** that was given to every student on the first day of school or to new students on the day of enrollment.

## DRESS CODE

School Board policy 9-33 regulates student dress. Students are expected to keep themselves well-groomed and appropriately dressed at all times. Any student whose dress is distracting to other students, disrupts the educational process, or in any way disturbs the atmosphere for learning may be removed from classes. Every effort will then be made to contact the parent or guardian to bring appropriate clothing. Students who are unable to secure acceptable alternative attire may be placed in the in-school suspension room. Repeated dress code violations and refusal to comply with the dress code policy may result in further disciplinary action.

The following guidelines have been established to assist students and parents in determining appropriate and acceptable dress for school. The administration reserves the right to determine the appropriateness of attire. This list is not designed to be all inclusive.

Students will not be allowed to wear inappropriate clothes, jewelry, or other apparel or personal belongings that advocate violence, alcohol, and other drug use and/or distribution; that represent gang activity and/or membership; that use obscenities, which includes words, pictures, flags, emblems, or symbols; or that reflect adversely on persons due to race, gender, creed, religion or intellectual abilities, or that contain inappropriate innuendos.

- Hats, caps, scarves, bandanas, forehead bands, or any other kind of head cover may not be worn in the school building. Sunglasses are not to be worn in the building.
- Dresses, skirts, and shorts should be no shorter than the longest fingertip when arms are extended down by the student's side. This rule applies even when the student is wearing tights, leggings, or spandex under the garment. Leggings, tights are not to be worn as pants and must have a top that is no shorter than the fingertip when arms are extended down by the student's side.
- Students are not permitted to wear shorts or pants with holes or rips existing above the fingertip length.
- Students *may not wear* "muscle shirts," camisole tops with straps less than three fingers wide, halter tops or tube tops, tube top dresses, off the shoulder tops, tops that expose the midriff, overexpose the back, or expose the chest through the underarms. Low cut shirts that expose cleavage are not permitted. All clothing must be sufficient to conceal undergarments.
- All pants must be secured at the waistline, with no undergarments showing.
- Shirts must be worn in an appropriate manner. All shirts must have finished armholes, and the armholes should not be large enough to be distracting or show the chest.
- No wallet chains or large-linked chains may be worn as jewelry or used as key chains. No collars or bracelets with protruding metal spikes will be permitted.
- Footwear must be worn at all times. Bedroom shoes are not approved footwear.
- Pajamas and slippers are inappropriate for school.

## ELECTRONIC DEVICES

Building level administration reserves the right to determine the appropriateness of a device itself or a student's use of a device. **At Deep Creek High School, students are required to turn off and secure all electronic devices and accessories at the start of the school day.** Students may possess a privately-owned electronic device(s) for the purpose of supporting and promoting the educational objectives of the Chesapeake Public Schools in accordance with policies and regulations governing when, how, and where devices may be used on school property, including school buses, and/or off school property at school-sponsored events. **However, their use is for the sole purpose of supplementing classroom instruction at the direction of the teacher.** In addition, all student users of telecommunications systems, including the Internet (Network), that are entered via equipment and access lines located in Chesapeake Public Schools shall comply with guidelines outlined in R 6-36, Acceptable Telecommunications and Internet Use for Students.

Chesapeake Public Schools assumes no responsibility in any circumstance for loss, destruction, damage, theft, or charges made on monthly statements for any device. Student will be responsible for locating any lost/stolen items and for other expenses accrued to their device accounts. Therefore, students and parent/guardian are strongly urged to insure that devices are insured and security application software is installed.

WiFi access is password protected and accessible for school employees and students ONLY. Students are permitted to access the Chesapeake Public School's WiFi by obtaining the student password from a classroom teacher or the school Technology Integration Specialist. Students are not permitted to share the access code with anyone at any time.

**Disciplinary Action for Violation of Use Policy**

Any action that is disruptive of the educational process will be subject to disciplinary action, up to confiscation of the device and accessories, termination of the privilege to bring a device to school, suspension and/or expulsion, and possible legal action.

Typical sequential consequences will apply for repeated offenses, which will result in the following:

- 1<sup>st</sup> Offense: Confiscated and returned at the end of the school day.
- 2<sup>nd</sup> Offense: Confiscated and returned after a parent conference.
- 3<sup>rd</sup> Offense: Confiscated and returned to the parent, and the student will be assigned to ISS.
- 4<sup>th</sup> Offense: Confiscated and returned to the parent, and the student will be assigned OSS.

**Failure to comply with acceptable, appropriate use and redirection by faculty and staff will result in administrative action. Use of electronics on school property is “a privilege not a right.”**

## **EMERGENCY DRILLS**

Fire drills, tornado drills, earthquake and lockdowns will be held regularly throughout the school year. Whenever the signal for a drill is sounded, everyone in the building must immediately follow the procedures. The following policy is in effect:

1. During a fire drill,
  - a. Students will leave books in the room, form a single line, and proceed to the exit posted in each classroom.
  - b. Students should walk, not run, as rapidly and quietly as possible to the exit.
  - c. All classroom lights should be turned off and all doors closed.
  - d. Once outside the building, students should move a safe distance (minimum of 50 feet) from the building and not stand in roadways or sit on or inside parked cars.
  - e. **Any person caught pulling a fire alarm causing a false alarm is in violation of state law and will be legally prosecuted.**
2. During a tornado drill/earthquake drill
  - a. students will be directed by school personnel to a safe area
  - b. when the command is given, students should get down, crouch on elbows and knees, with hands over the back of head until an all clear signal is given
3. During a lockdown
  - a. Teachers will lock all doors and cover windows to every extend possible
  - b. Students are not permitted to leave the classroom and should follow the direction of the teacher until the all clear signal is given.

Students will cooperate in every way asked by faculty members during drills.

## **EMERGENCY SCHOOL CLOSING**

On occasion, school will be closed due to inclement weather or extended power failure. In these cases, the Superintendent of Schools will announce the closing of schools through the Parent Alert System (PAS). Parents and school employees can find accurate information on WFOS-88.7-FM, CPS-TV (Cox 46 / Verizon 42), WCTV-48 (Cox 48 / Verizon 43), or [www.cpschools.com](http://www.cpschools.com).

In addition, when schools are closed due to weather conditions the following codes will be used by those announcing school closings.

CODE RED – Schools and offices are closed for all personnel except those employees designated as essential personnel.

CODE YELLOW – Schools are closed. Administrators and twelve-month personnel are expected to report.

CODE GREEN – Schools are closed for students only. Teachers and all other personnel are expected to report.

## **FEES**

Fees are collected by school personnel in accordance with state law and Board of Education regulations. The school board during its annual budget process determines fees that can be charged and establishes the maximum amount. No organization (athletic booster, band booster, etc.) established to raise funds to assist in the support of a particular curricular or extra-curricular area may assess fees on students.

Fees may be charged for:

1. Optional services such as parking or locker rental
2. Student-selected extracurricular activities
3. Class dues
4. Field Trips or educationally-related programs that are not required instructional activities
5. Musical instruments, as long as the instruction in the use of the instrument is not part of the request curriculum
6. Distance learning classes for enrichment which are not necessary to meet the requirements for a diploma
7. Summer school, unless the classes are required for remediation
8. Overdue, lost or damaged library books and media
9. Lost or damaged textbooks
10. Consumable materials
11. The behind-the-wheel portion of the driver's education program
12. A fee not to exceed a student's pro-rata share of the cost of transportation for voluntary extracurricular activities
13. Preparation and distribution of official paper copies of transcript; a reasonable number of copies of official paper copies must be provided for free, and all electronic copies of transcripts must be provided for free.

### **Consequences for non-payment of Fees**

Students will be responsible for the care and return of textbooks, calculators, library and media materials and other non-consumable materials and equipment. As such, students will be responsible for payment of recovery costs relative to the loss or damage of textbooks, calculators, library and media materials and other non-consumable materials and equipment.

The consequences for nonpayment of fees include, but are not limited to:

1. Exclusion from the activity associated with the fee
2. Revocation of parking privileges
3. Inability to march at graduation ceremonies
4. Exclusion from class-wide voluntary activities such as school dances.

## **FOOD SERVICES**

The school system provides free or reduced price lunches to eligible students who apply for this program. Students are not permitted outside the cafeteria during lunch. Students are not permitted to go home or have food **brought into the school from outside restaurants** (ie. Hardees, McDonalds, Pizza Hut, Subway, etc.) **on a regular basis**. Food should not be taken from the cafeteria into other parts of the building. All outside areas are off limits and offenders are subject to disciplinary action. Lunch lines are to be in single file and no cutting in line is allowed. All trash is to be placed in receptacles. No trays or trash is to be left on tables. Teacher and administrators will monitor student conduct during all lunches. Cafeteria food costs are as follows:

Breakfast (full price): \$1.25

Breakfast (reduced price): \$0.30

Lunch (full price): \$2.50

Lunch (reduced price): \$0.40

Milk \$0.55

Meal Pay is available on the Chesapeake Public Schools web site at [www.cpschools.com](http://www.cpschools.com).

### **FREE AND REDUCED-PRICE MEALS**

Parents interested in applying for free and reduced price meals must use the **Free and Reduced Price School Meals Application**, which is available online. Applications must be renewed every year. Paper applications may be completed and returned using the mailing address on the application to the Food Service Office or the food service manager at your child's school.

### **LUNCH SCHEDULE**

Deep Creek High School has three lunch periods. Students will attend lunch based on their third block class. Students may not go to lockers during lunch that will disturb classes in session.

1<sup>st</sup> Lunch: 11:52 a.m. – 12:21 p.m.

2<sup>nd</sup> Lunch: 12:26 p.m. – 12:54 p.m.

3<sup>rd</sup> Lunch: 12:59 p.m. – 1:27 p.m.

4<sup>th</sup> Lunch: 1:32 p.m.—2:01 p.m.

## **VENDING MACHINES**

Snack and drink machines are located throughout the building. Students may use the machines before school, during class change, and after school, however students are not permitted out of class to visit the vending machines without written approval of a teacher. The machines are set to turn off during all lunches when students can purchase food in the cafeteria. All proceeds go toward school programs.

## **GYMNASIUM**

The gymnasium is off-limits to students during organized gym classes. Team rooms, locker rooms, and restrooms are for gym classes and athletic teams during scheduled classes and practice times. Students are to provide his/her own combination lock and all belongings should be secured in a teacher/coach assigned locker. At the end of each semester and sports season, lockers should be cleaned out and locks removed.

### **Gym Uniforms**

Students are required to dress out for physical education and are encouraged to purchase and wear a school gym uniform for all physical education classes. Pricing is as follows (prices are subject to change at any time during the school year):

**Shirts:** XS-XL, \$4.00; XXL-4XL, \$5.00; and 5LX, \$6.00

**Shorts:** XS, \$6.00; S-XXL, \$7.00; and 3XL, \$9.00; and 4XL, \$10.00

## **HALL PASSES**

Students are required to have in their possession a written hall pass signed by teacher stating the reason, time and destination. All students are prohibited from leaving class to use the telephone, go to the gym, the cafeteria, another teacher's class, to see another student or to see a counselor unless sent for by the office. Time out of class should be kept to a minimum to avoid loss of class instruction.

## **LOCKERS**

Lockers will be assigned during the first two weeks of school. A designated administrator will issue lockers for those students who want a locker within the academic wing. PE lockers will be issued by PE teachers during the semester in which the student is enrolled in a PE class. All students must furnish their own combination/key lock (a key and/or combination must be provided prior to a locker being issued) unless a 700 hall locker is assigned. Students who are assigned lockers on the 700 hall will be issued a combination. Combination locks can be purchased in the School Store before school or during lunch. Students may go to their academic wing lockers before and after school, and between classes, if time allows. Students may not place possessions in unassigned lockers. No student will be permitted at his or her locker during class time without a hall pass. A school locker is the property of the Chesapeake School Board. At any time, with just cause, any locker may be searched by the administration in accordance with accepted procedures. Lockers without combination locks will be considered vacant and cleaned out. **Students are not to share lockers.**

## **LOST AND FOUND**

Lost items will be placed in the lost and found box in the commons area, where the owner may claim his/her property. Students should be sure their lockers are properly secured in order to protect their belongings. Students enrolled in physical education classes should lock all gym lockers. **All unclaimed items will be donated to charity one week after the conclusion of each semester.**

## **MEDIA CENTER**

Students are encouraged to use the media center for both educational purposes and pleasure reading. Students may use the Internet for approved instructional purposes if a signed Internet Account Application is on file. Printing is limited to class related assignments. Any student may check out a total of 3 books for a period of two weeks, if the student has no overdue books. Students using the media center during class must have a pass from a teacher, stating the time of arrival to and departure from the media center and the specific purpose of the visit. Students are welcome to utilize the media center from 8:00 a.m. to 8:38 a.m. and from 3:38 p.m. to 4:00 p.m. Students who wish to use the media center during lunch must sign-in. Food and drink are not allowed in media center and students must leave all book bags, backpacks, and other large carrying items in lockers or classrooms or stored at the front of the media center. A book check may occur prior to students leaving the media center. Appropriate behavior is expected of all students.

## **MOMENT OF SILENCE**

Senate Bill 209 “ONE MINUTE OF SILENCE,” became effective July 1, 2000. The law states: “**A daily moment of silence not to exceed one minute shall occur in every classroom in the public schools of Virginia.**” Students will participate in the Minute of Silence when an announcement is made every day. Students who are in the hallway are expected to stop and observe the moment.

## **PLEDGE OF ALLEGIANCE**

Virginia Code 22.1-202 mandates that each school board require the daily recitation of the Pledge of Allegiance in each classroom of the school division. Students shall not be compelled to recite the Pledge if they or their parents/guardians object on religious, philosophical, or other grounds. Students who are thus exempt from reciting the Pledge shall stand or sit quietly at their desks while others recite the Pledge and shall make no displays that disrupts or distracts others who are reciting the Pledge. Students who cause disruption or distraction shall be subject to appropriate disciplinary action for disruptive behavior.

## **SCHOOL STORE**

The store is located in the commons areas and offers school supplies, school spirit wear, and seasonal merchandise at reasonable prices. Normal hours of operation are before school 8:15 am to 8:34 am, during all lunches, and other times as posted. Spirit wear is also sold at some athletic and special school events.

## **STUDENT PARKING**

Student parking is available in designated areas. One day parking is available for emergency situations. Prior administrative approval is required. All students parking on the school grounds during regular school hours must have parking decals purchased from Accounting. Rules and regulations regarding motor vehicles follow this paragraph. Violations of



these regulations may result in rescinding of privileges, towing and/or suspension. Parking privileges may also be denied as the result of poor attendance, tardiness, or improper behavior.

## **PARKING REGULATIONS**

The following are in effect:

1. Driving a motorized vehicle to school is a privilege, not a right. Students are encouraged to utilize the Chesapeake Public Schools bus transportation.
2. Students will operate motor vehicles in a safe, careful manner at all times and in accordance with the laws of the City of Chesapeake and the Commonwealth of Virginia.
3. Students will affix a valid parking decal hanging from the rearview mirror.
4. Students will only park in the space designated by that tag.
5. Students will leave vehicles in the parking lot and enter the school building as soon as they arrive at school.
6. Students should lock their vehicles and set the brakes.
7. Students will not return, go to any vehicle, or enter the parking lot until they leave school unless they have written administrative permission. When returning to parking lot, students must leave promptly.
8. Students will adhere to the 10 miles per hour speed limit in all parking areas.
9. Students will obey all signs and pavement markings.
10. Students will not park in main entrance circle, driveways, crosswalks, faculty and visitor areas, bus ramps, driver education lot, grassy areas, or at Deep Creek Recreation Center
11. Students will not engage in such activities as:
  - a. Reckless driving or spinning wheels
  - b. Speeding or "Racing" engines
  - c. Blowing horns or playing loud music
  - d. Driving over curbs
  - e. Passing other vehicles in the parking lot
  - f. Displaying inappropriate, lewd, racial or sexual offensive messages, pictures, flags, emblems, or symbols
12. Students will yield the right of way to ALL school buses on Margaret Booker Drive.
13. Students will report all accidents on school property involving personal or property damage to his/her administrator.
14. Handicapped parking is available near the gymnasium area for student drivers who have been issued a handicapped permit by DMV.
15. Students may NOT leave school without prior administrative authorization.
16. Vehicles parked on Deep Creek High School property are subject to random searches by the canine units of the Chesapeake Police Fire Department and/or Virginia State Police.
17. False tag representation, counterfeited tags, photocopied tags or identification materials will be considered a serious disciplinary infraction.
18. Deep Creek High School assumes no responsibility for the care or protection of any vehicle or its contents.
19. If tags are improperly displayed, vehicle is improperly parked or the vehicle has no tag, that vehicle is subject to being towed at the owner's expense.

## **PARKING INFRACTION ACTION**

The following are possible consequences for violation of driving/parking regulations:

1. Parents will be contacted
2. Parking pass will be rescinded
3. Cancel privilege to drive or have a vehicle on school property
4. Vehicle towed at owner's expense
5. Suspension from school (ISS/OSS)
6. Police notification

## **STUDENT OF THE MONTH**

Students can be nominated by teachers, administrators and peers. Each month a school committee composed of faculty members selects one student from grades 9-11 as the Student of the Month and one senior as Senior of the Month. Selection is based on the following criteria: Academic Performance, Effort, Character, Behavior, Social Relationships and Attendance. Announcement of the selected students will be made at the beginning of each month. The Activities Director is chairperson for the committee.

## **TELEPHONE**

With permission of the office staff students may use the telephone in the office to contact parents. Calls should be kept to a minimum.

## **VISITORS**

Visitors are welcome in the building for business purposes only. Returning students who wish to see former teachers should do so after school hours by appointment. All visitors must show a driver's license and secure a **VISITOR'S PASS** from the Security Desk immediately upon arrival and return the pass to the Security Desk prior to leaving. Students are not to invite visitors to spend the day with them in classes. Small children are not permitted to visit. No visitation is allowed during lunches.

## **ACADEMIC PROGRAM**

The academic program aids each student in maturing into a concerned, responsible citizen prepared to make a unique contribution to society.

## **ACCREDITATION**

Deep Creek High School holds accreditation with the Virginia State Department of Education, the Southern Association of Schools and Colleges and has received full Standards of Learning certification from the Commonwealth of Virginia.

## DROPPING AND ADDING COURSES

Students are expected to follow the schedule of courses for which they register. However, circumstances may arise which give valid reasons for changing a schedule or dropping a course. These adjustments will be made only when in the judgment of the principal, the reason for the change is valid.

A student may NOT drop a course and add a new course after the first five days of each semester. If a student requests to drop a course after this official drop/add period, the student will receive an "E" as a final grade for the course dropped unless extenuating circumstances are established. The principal shall determine the validity of the extenuating circumstances.

## FINAL EXAMS

### Senior

Graduating seniors are eligible to be exempt from taking final examinations who have an "A" (3.85 to 4.00) average in a course. Specifically, graduating seniors are exempt from taking examinations at the end of the first term if they have an "A" (3.85 to 4.00) average in a first term (credit) course. They are exempt from taking examinations at the end of the second term if they have an "A" average in a second term (credit) course or an "A" (3.85 to 4.00) average in an annual course. There will be no rounding of the GPA.

### SOL and W!SE Financial Literacy Industry Credential Incentives

All students are required to have a prescribed number of verified credits as part of the graduation requirements as set by the state of Virginia. In addition, the industry credential was made a graduation requirement for students who entered high school in the 2013-2014 school year and beyond. To meet the verified credit requirement, a student must pass the end of course SOL in certain core courses. During the 2013-14 school year, Chesapeake Public Schools established an incentive program to allow a student who passes the SOL on their first attempt or in an expedited retake attempt the option of taking the following grade in place of the exam grade. Likewise, students who are enrolled in the Economic and Personal Finance course will have the option of taking the following grade in place of the exam grade.

<u>SOL Score</u>	<u>W!SE Score</u>	<u>Exam Grade</u>
400-428	64-69	C 75
429-457	70-73	C+ 78
458-486	74-79	B- 81
487-515	80-83	B 85
516-544	84-89	B+ 88
545-572	90-93	A- 91
573-599	94-99	A 97
600	100	A 100

1. A student has an option of taking the final exam up until the time the exam is given and will be awarded the higher of the two grades.
2. A student without the signed parent form distributed at exam time will be expected to take the final exam.
3. During an equating year, students will NOT be eligible for an SOL exam incentive. The information will be shared with the students and parents.
4. Only high school students taking the exam exemption may opt to stay home during the exam period; however, this will be counted as an excused absence. Students MUST be within the attendance policy guidelines in order to miss the exam day. Students remaining at school will be housed in a supervised central location.
5. The appropriate SOL exam incentive form should only be sent home after the child has passed the SOL.

**This information is subject to update anytime during the school year.**

## **GRADE CLASSIFICATION OF STUDENTS**

High school promotion in grades ten through twelve shall be based upon the number of standard and verified credits earned and the successful completion of certain prerequisites in English. Designation of students by class shall be based upon the criteria that follow:

1. Freshman: Recommendations of the teachers on the students' middle school team.
2. Sophomores: The successful completion of 4 standard subject-area credits including an English credit and 1 verified credit in science, social science, or mathematics.
3. Juniors: The successful completion of 10 standard subject-area credits including 2 English credits and 3 verified credits including at least 1 in science, 1 in social science, and 1 in mathematics.
4. Seniors: The successful completion of 15 standard subject-area credits including 3 English credits and 4 verified credits including at least 1 in English, 1 in science, 1 in social science, and 1 in mathematics.

Graduating seniors with a Standard Diploma must complete 22 standard subject-area credits in state prescribed areas of study and 6 verified credits including at least 2 in English, 1 in science, 1 in social science, and 1 in mathematics.

**OR**

Graduating seniors with an Advanced Studies Diploma must complete 26 standard subject-area credits in state prescribed areas of study and 9 verified credits including at least 2 in English, 2 in science, 2 in social science, and 2 in mathematics.

**NOTE:** In order for students to participate in senior activities, they shall have met all credit requirements for that class by September of the school year they intend to graduate. Exceptions for accelerated students and for students with unusual circumstances may be made by the principal for activities only.

Please review the booklet *A Student Handbook & Course of Study Guide* for graduation requirements and Chesapeake Public Schools academic requirements. The most current revisions to this publication may be located on the Chesapeake Public Schools website at [www.cpschools.com](http://www.cpschools.com) under the handbook/guidelines tab.

## **GRADING SCALE**

The grading scale used in the 4.0 alphabetical system with the quality points and numerical equivalents distributed as follows:

<b>Chesapeake Public Schools Grading Scale Modified 10 Point Grading Scale</b>			
Range	Letter Grade	Points	Range
93-100	A	4.0	3.85—4.0
90-92	A-	3.7	3.50—3.84
87-89	B+	3.3	3.15—3.49
83-86	B	3.0	2.85—3.14
80-82	B-	2.7	2.50—2.84
77-79	C+	2.3	2.15—2.49
73-76	C	2.0	1.85—2.14
70-72	C-	1.7	1.50—1.84
67-69	D+	1.3	1.15—1.49
64-66	D	1.0	0.50—1.14
Below 64	E	0.0	0.49 and less

### **GUIDANCE SERVICES**

Students are encouraged to use the following services offered by the guidance department:

1. Counseling for scheduling
2. Counseling personal problems
3. Testing
4. Interpreting test results
5. Conducting conferences
6. Providing information about occupational choices, college admission, and scholarships
7. Student Assistance and crisis intervention

### **GUIDANCE STAFF**

The regular Guidance Staff uses an alphabetical assignment for responsibility of students.

Ms. Maxine Carey, Guidance Director

Mr. Fred Barber, Counselor for I-R, Governor's School for the Arts, PSAT, NCCAA

Ms. Valerie Firth, Counselor for A-Ge, Res. Governor's School, ASPIRE Program

Mrs. Kathi Hite, Counselor for Career, Truancy Officer, CCST (A-Z), CCPP (A-Z)

Ms. Ayesha Hughes, Counselor for Gh-H, Transition A-Z, Scholarships, and Freshmen Seminar

Mr. Scott Reppert, Counselor for T-Z and Student Assistance, Homebound

Mrs. Anneke Winslow, Counselor for Science & Medicine Academy, ELL (A-Z), Gifted

TBA, Guidance Secretary

**Counseling Consultants**

Mr. Gabriel Hall, ACCESS (Scholarships and Financial Aid) (Wednesday – Friday)

Mrs. Sha’Ron Radford, Tidewater Community College (Tuesday)

**HOMEBOUND INSTRUCTION**

A student is eligible for homebound instruction for medical reasons if he/she is unable to attend his/her regular school for an extended period of time beyond two weeks. Each case must be evaluated individually before a decision is made to permit homebound instruction. Forms for homebound instruction may be obtained from Mr. Reppert in the guidance department.

**HONOR ROLL**

All students who have a 3.0 or greater weighted grade point average, with no grade lower than a C, in all courses (credit-bearing or non-credit bearing classes) are given the distinction of honor roll. There are three Honor Roll distinctions.

Superintendent’s Honor Roll	Principal’s Honor Roll	Honor Roll
3.85—4.00 GPA (with no grade lower than A-)	3.50—3.88 GPA (with no grade lower than B-)	3.00—3.49 GPA (with no grade lower than C)

**HONOR GRADUATE**

The distinction of honor graduate is awarded to all students who have met the requirements for a modified standard, standard, or advanced studies diploma and who graduate with a 3.0 or greater weighted grade point average in all credit bearing classes. Credit bearing classes are those defined in the Standards of Accreditation as receiving a standard unit of credit. Determination is made by the averaging of grades after final examinations have been given and final grades have been derived in June of the senior year.

**Valedictorian and Salutatorian** are determined based on the weighted grade point average at the end of the 2<sup>nd</sup> semester of the senior year. The student with the highest rank at the end of the senior year will be declared the valedictorian of the graduating class. The student with the second highest rank at the end of the senior year will be declared the salutatorian. In cases where more than one student has the same numerical average, all students with that average will be given the same classification. Please refer Chesapeake Public Schools policies for revisions.

**HONORS AND ADVANCED PLACEMENT COURSES**

These courses are available for students who are above average learners and who wish to pursue more difficult studies. AP courses cover college level course content. Upon completion of an AP examination, college credit MAY be awarded. Weighted grades for honors and AP courses are used for college admissions purposes. Some courses may require a placement test and/or Summer assignments.

**MAKE UP WORK FOR ABSENCES**

Teachers shall assign or schedule make-up work at a time and place convenient to the teacher and within the schedule established by the school. Make-up work assigned and not completed in the time established shall be recorded as a grade of "E." The make-up work schedule begins on the day the student returns to school. The timeframe for make-up work is as follows:

*One day's absence - two days to make-up*

*Two day's absence - three days to make-up*

*Three or more day's absences - a conference will be held with student to schedule make-up work*

Work missed, which cannot be made up at home (for example, laboratory experiments and direct teaching) shall be made up at the discretion of the teacher through an alternative assessment before and after school or during lunch. In extreme cases, it may be necessary to allow the work to remain ungraded and to average the student's grade based on the work submitted. In such cases, the student's grade shall reflect the degree to which the student met the goals and objectives of the course. In the case of intentional absences (skipping an individual class or the entire school day), students shall not be permitted to make up work for credit and shall receive a zero for any graded work assigned on the day of the absence.

### **REPEATING COURSES**

Courses which are repeated for a higher grade will only "count" once for graduation requirements. If a course was passed and repeated for a higher grade, the lower grade will remain on the historical record, but the higher grade is used to calculate the GPA. If the course was failed "E" and repeated for a higher grade, the "E" and the new passing grade will be used to calculate the GPA.

### **REPORT CARDS**

The school system processes and distributes report cards within five school days after the close of a grading period, every 4 ½ weeks. **Four report cards are issued each semester to students through homeroom and the final report card is mailed home.** The four grading periods and the final exam each account for 20% of the final course grade.

### **STUDENT PROGRESS**

Students and parents may check for homework assignments, the student progress, and additional class information online.

### **SOL REMEDIATION**

SOL review is available three weeks prior to the start of SOL retesting for end-of-course tests and one week prior to the English writing test. Information on times and locations will be posted in the hallways and will be available in the main office.

### **WEIGHTED CREDITS**

Certain courses have been approved for additional quality point weight, which is added to the grade point average of the student. The courses are identified as honors, advanced placement, or SMA classes. Specialized courses such as those approved for the Science and Medicine Academy may carry an additional weight. After the student's average has been calculated, a weight of 0.025 is added to the GPA for an honors course and 0.05 is added to the GPA for an AP course.

### **WITHDRAWING FROM SCHOOL**

The guidance department will issue withdrawal forms to students only upon receipt of parental permission or administrative action. The withdrawing student must be accompanied by a parent and the student must obtain signatures and clearance from subject area teachers, the attendance clerk, the media staff, and the bookkeeper. The student should return completed forms to the guidance office with forwarding address and new school information.

### **TEXTBOOKS & CALCULATORS**

Textbooks will be issued from the Book Room. Students enrolling after the class distribution should see the textbook administrator. Math teachers will issue calculators during the semester when students are enrolled in a math class. Students will return books to the Book Room at the end of each semester, transfer to another school, or withdrawal from school. The student is responsible for lost or damaged books and calculators. Please see "FEES."

## **SCIENCE & MEDICINE ACADEMY**

The Science and Medicine Academy is designed for Chesapeake students who want to pursue a career in one of the vast fields of science or medicine and/or who demonstrate a particular interest in science or medicine. Heather Ott is the Academy Coordinator and her office is located on the 700 hall at the bus ramp. Mrs. Ott can be reached by telephone at 487-7425.

- Approximately sixty freshmen are accepted annually into the Academy.
- The Academy is a four-year program that operates as a school-within-a-school.
- Academy cohort classes are designed to provide a learning environment that supports the rigorous Academy coursework.
- Academy students take a minimum of two science credit bearing courses per year and have space in their schedules for band, chorus, orchestra, art or other electives of choice.
- Chesapeake Public Schools provides transportation for all students accepted into the Science and Medicine Academy.
- Students in the Academy are full-time Deep Creek High School students, eligible to participate in all sports, clubs, and activities at Deep Creek High School. If a student withdraws to return to his/her zoned school, the VHSL transfer rule will apply for athletic participation.
- Academy students are expected to meet the standards of the academy program through the quality of work and performance as a serious learner.

## **CODE OF ACADEMIC INTEGRITY**

Chesapeake City High Schools promote academic integrity by encouraging everyone in its school community to demonstrate high standards of personal honesty in academic work, in interpersonal relationships with other members of the school community, and in participation in all school activities. Lying, stealing, or any form of academic dishonesty, plagiarism, or cheating violates this code. By promoting academic integrity the school lays a foundation where students do not demean their character, damage their credibility, or jeopardize their future by engaging in any form of dishonest behavior. The classroom teacher is responsible for creating an environment that is unfavorable to academic dishonesty as well as for specifying the conditions under which assignments are to be completed in order to minimize the possibility of cheating. The following Code of Academic Integrity governs our entire school community.

### **ACADEMIC INTEGRITY OFFENSES**

- Lying—stating an oral or written untruth with the intent to deceive
- Forging or using a forged signature
- Copying someone else's work by manual or electronic means
- Allowing someone to copy work by manual or electronic means
- Having someone else do a student's work
- Taking a test for another student
- Looking at someone else's quiz, test, examination, or allowing another student to look at his/her paper
- Using unauthorized textbooks, class notes, prepared notes, or having or using notes, formulas, definitions, or other course material in a programmable calculator, handheld PDA, or other electronic device without teacher approval
- Using a communication device such as a cell phone or PDA to send, receive, or share unauthorized information about an assignment



- Exchanging papers with another student during a test or quiz
- Giving or receiving written or oral answers during a test or a quiz
- Securing a copy of a test prior to taking it
- Removing a test paper from the classroom without permission
- Failing to turn in work at the teacher’s designated time which could result in a grade advantage
- Relaying information or accepting information concerning test items and/or format
- Altering a graded assignment and resubmitting it for a better grade
- Working together on a take-home assignment without authorization by the teacher
- Planning schemes to cheat
- Changing a student’s name on a printout/hardcopy
- Plagiarizing - using or copying material or ideas from another source while submitting it as his/her own without giving proper credit to the source. Examples include, but are not limited to:
  - Turning in, for credit, any assignment that is not based on the student’s own research, including papers from a commercial term paper company and papers written by siblings or other students
  - Providing a written assignment to another student
  - Submitting the same or portions of the same academic materials for credit in more than one class without the consent of both teachers
  - Making up or falsifying data
  - Not properly citing sources of quoted or paraphrased information
  - Citing nonexistent sources

**ACADEMIC INTEGRITY VIOLATION PROCEDURES**

- Any student or teacher who believes a violation has occurred will report the facts to the appropriate teacher assigning the work.
- A teacher who finds reasonable cause to believe a violation has occurred will report the facts to the Honor Council Advisor on a referral form.
- The advisor will review the facts presented by the student or teacher and conduct a thorough investigation providing due process to all parties involved, decide on guilt or innocence, and notify all parties of the decision.
- If any party (teacher, student, or parent) wishes to appeal the decision of the Honor Council, a written notice of appeal must be presented to the Assistant Principal of Instruction within five school days.
- Upon review of the evidence and the decision of the Honor Council and after meeting with the parties involved, the API will render a final decision concerning appropriate disciplinary action.

**ACADEMIC INTEGRITY PENALTIES**

Any student found to be in violation of this Code of Academic Integrity will receive a grade of zero and the student will not be allowed to make up the work for credit. (School Board Regulation R6-44 C)

# ATHLETIC PROGRAM

Deep Creek High School is a member of the Virginia High School League and, therefore, is governed by its rules and regulations in addition to policies set forth by the Chesapeake Public Schools and the school's athletic department. The school's Athletic Council is composed of the principal, assistant principal, athletic director, and selected coaches who direct the athletic philosophy and set goals for the athletic programs. The Athletic Director is Mr. Benny Polk and his office is located in the foyer of the gymnasium. He can be reached at 494-8076.

VHSL publishes rules for all VHSL activities in the state, and as a member of VHSL, Deep Creek High School complies with all the rules and regulations set forth by the organization. We are included in the Southeastern District, Conference 17, and Region 4A East.

## POLICIES FOR STUDENT ATHLETIC PARTICIPATION

In addition to the VHSL rules, the Chesapeake School Board has established the following rules. In order for a student to participate on an athletic team, he/she must:

1. Pass a physical examination and secure the written permission of his/her parents/guardians.
2. Attend school on the day of a sports event in which his/her team is participating.
3. Not have reached the age of 19 years on or before August 1 or the school year in which he/she wishes to compete.
4. Be enrolled in a minimum of three classes and pass three classes to be eligible for participation. None of the three can be a course being repeated for a higher grade.
5. Be in good standing with the school in regard to discipline
6. Have at least a 2.0 cumulative grade point average

## ATHLETIC TEAMS

The school maintains a well-rounded athletic program with teams in all major sports including the following:

<u>Fall Sports</u>	<u>Head Coach</u>		<u>Winter Sports</u>	<u>Head Coach</u>	
Cross Country	Aaron Dudley		Boys Basketball	V: Leroy Ricks	JV: Reggie Epps
Sideline Cheer	V: Edie Bryant	JV:	Girls Basketball	V: William Sutton	JV: Taromba Smith
Competition Cheer	Nicole Hyman		Indoor Track	B: Randy Luedeke	G: Chris Brumm
Field Hockey	V: Chelsea Dailey	JV:	Swimming	Maggie Lamay	
Football	V: Calvin Copeland	JV: Andre Twine	Wrestling	V: Tony Leonard	JV: John Adams
Golf	Matt Barker				
Boys Volleyball	Rikki Salazar		<u>Spring Sports</u>	<u>Head Coach</u>	
Girls Volleyball	V: Jessica Britt	JV: Lela Insull	Baseball	V: Bill Partain	JV: Greg Forrest
			Boys Soccer	V: Eric Dillinger	JV: Paul Sanger
			Gils Soccer	V: Henry Lee	JV: David Jones
			Softball	V: Mark Rutherford	JV: Candace Hudgins
			Tennis	B: Reggie Epps	G: Leroy Ricks
			Outdoor Track	B: Randy Luedeke	G: Chris Brumm

## ATHLETIC INSURANCE

Enrollment information for student accident insurance will be sent home in the opening school packet. The School Time plan provides coverage while an insured student is in or on school premises during the days and months when school is in session; traveling directly to or from their residence and school in a vehicle supplied by the school; and participating in or attending activities sponsored solely by the school that are continuously supervised by a school official or employee. For online information, go to [http://www.cpschools.com/health\\_athletic\\_forms.php](http://www.cpschools.com/health_athletic_forms.php) or call 877-444-5014.

## SPORTSMANSHIP

A primary goal of the Chesapeake Public Schools' extracurricular and co-curricular programs is the promotion of good sportsmanship, ethical behavior, and integrity. All participants in extra- and co-curricular activities, including athletes and other support groups, fans, coaches, and administrators, shall be guided at all times by a philosophy of good sportsmanship, sound ethics, and high integrity. This philosophy emphasizes that extracurricular activities are a part of the total educational process and that the same level of responsibility and behavior is expected at practice and competitions as is expected in the classroom. The school administration supports this philosophy by maintaining positive attitudes that promote good sportsmanship. All high schools and middle schools are required to conduct all their relations with other schools in a spirit of good sportsmanship. The School Board further encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups, and support/boosters.

## STUDENT ACTIVITIES

A variety of activities are offered at Deep Creek High School. Students are encouraged to participate according to his/her interests. All SCA officers, Homecoming Court participants, class officers, and participants in the Mr. and Miss Deep Creek Pageant must be students in good standing and must meet the eligibility requirements of the citywide 2.0 policy. The Activities Director is Mrs. Barbara Singleton-Seals and she is located in room 708.

## CLUBS AND ORGANIZATIONS

Citywide guidelines are established for the organization and oversight of school clubs and organizations. The school offers clubs and organizations to meet the interests of students and to provide a well-rounded experience which maintain a close relationship with the school program. Some organizations are co-curricular (\*) and a class enrollment may be required for membership. The following clubs are currently organized and available for membership:

<b>Club/Organization</b>	<b>Sponsor(s)</b>	<b>Room #</b>
Art Club/Art Honor Society	Mrs. Winn-Griffin	705
Bible Club	Dr. Jewette, Ms. Didio	511/507
Book Club	Mrs. Breathwaite	Library
Buzz Crew	Miss Lamay, Mrs. Panasky	719/606
Catering*	Mrs. Dedra Blount	701
Chess Club	Mr. Mealy	711
Chorus*	Mrs. Robertson	085
Debate		
DECA*	Mr. Gresham, Dr. Jewette	508/511
Dramatics	Mrs. Keegan	414
Forensics	Ms. Cline	Library
French Club/French Honor Society	Mrs. Nash	611
Future Business Leaders of America*	Ms. Pretlow, Mrs. Harmon	509/504

Educators Rising	Dr. Jewette	511
FCCLA*		
German Club	Mrs. Henricks	619
Guitar and Music Club	Mr. Smith, Mr. Barbarise	308/501
KEY Club	Mrs. Johnston, Mr. Mealy	403/711
Latin Club	Mrs. Burke	413/619
Literary Arts Magazine	Mrs. Requizo	310
Marching Band	Ms. Beck	086
Miss Deep Creek	Ms. Cline	Library
Mr. Deep Creek	Mrs. Edwards	712
Model UN	Mr. Mealy, Mrs. Johnston	711/403
National Honor Society	Mrs. Singleton-Seals	708
Operation Smile Club	Mrs. LaRoche	720
Orchestra*	Mrs. Davidson	840
Junior Air Force ROTC*	Maj. Pearman, CMSgt. Pabon	101
Ruriteens	Mrs. Keegan	414
SADD Club	Mr. Reppert	Guidance
Science Club (Vespidae Society)	Mrs. E. Carey	103
Spanish Club	Mrs. Sanchez	617
Stage Crew	Mrs. Keegan	414
Student Council Association	Mrs. Keegan	414
Student Welcome Committee	Ms. Carey	Guidance
Scholastic Bowl	Mrs. R. Moore, Mr. C. Smith	409/308
Step Team	Mrs. Stevenson	105
Table Tennis	Mrs. Capua	Gym
Technology Students of America*	Mr. Hoover	082
Yearbook Staff*	Mrs. Neal	309

All school clubs and organizations must follow the guidelines developed from School Board Policy 9-35.

### **STUDENT COUNCIL ASSOCIATION**

The Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the interests of the students, gives students a share in the management of the school, develop personal ideals of conduct, seeks to interest students in school affairs, and helps solve problems that may arise. Students are encouraged to become involved in student government. SCA and class elections are conducted each spring, with the exception of freshman class, which is held in the fall. Officers are elected by a majority vote of the student body.

### **ACADEMIC LETTER AWARDS PROGRAM**

Academic letters are awarded for participation in Virginia High School League sanctioned activities. Students must earn a minimum of twenty-five (25) points in order to be awarded an extracurricular academic letter. Participation must be outside the regular school hours. Students earn points between grades 9 and 12, at the varsity level in at least two of the following activities: Debate Team, Drama Team, Forensics Team, Literary Art Magazine, Newspaper, Scholastic Bowl, and Yearbook .

Students should consult the sponsor of the particular areas of interest for further information.

### **EXCELLENCE IN CIVICS EDUCATION SEAL**

Students who participate in volunteer activities and maintain high academic standards maybe eligible for a diploma seal to recognize his or her achievement. Accumulation of community service activities begins in high school. No community service activities are counted toward the Civic Seal in middle school.

The **Board of Education's Excellence in Civics Education Seal** is awarded to students who meet each of the following four criteria:

1. Satisfy the requirement to earn a Standard Diploma or an Advanced Studies Diploma
2. Complete Virginia & United States History and Virginia & United States Government courses with a grade of a B or higher
3. Complete 50 hours of voluntary participation in community service or extracurricular activities, such as volunteering for a charitable or religious organization that provides services to the poor, sick or less fortunate; participating in Boy Scouts, Girl Scouts or similar youth organizations; participating in Junior Reserve Officer Training Corps (JROTC); participating in political campaigns, government internships, Boys State, Girls State or Model General Assembly; and participating in school-sponsored extracurricular activities that have a civics focus. Any student who enlists in the United States military prior to graduation will be deemed to have met this community service requirement.
4. Have good attendance and no disciplinary infractions as determined by local school board policies.

Documentation of service activities are to be kept on a volunteer log and hours are to be verified by the event sponsor that denotes the event, date, and hours served. The volunteer log should be submitted to the Social Studies Department Chair by June 1 of each school year.

### **SCHOOL DANCES**

Scheduled dances include the Homecoming and Junior/Senior Prom. Students enrolled in grades 9-12 at Deep Creek High School may attend a school sponsored dance if they are a student in good standing and observe the following rules:

No one will be permitted to re-enter the dance after leaving the building

The use of alcoholic beverages and illegal drugs is prohibited.

Such use is a violation of School Board Policy 9-24 and 9-35, as well as Chesapeake City Ordinances prohibiting consumption of alcohol or possession of alcohol/drugs on school property.

All discipline policies and rules are enforced at dances. Dance technique and style is expected to be school appropriate.

Metal detectors may be used for students entering a dance at DCHS.

### **CLASS DUES AND EVENTS**

Class dues are \$5.00 and will be collected by the class sponsors for students to participate in any class activities. Class event pricing is arrived from the costs of each individual activity by class sponsors and class officers. For example, class socials, ice cream parties, Ring Ceremony, Junior/Senior Prom, Senior Banquet, tailgates, and homecoming.

Students should read the announcements and check class bulletin boards for additional information or see the following class sponsors:

<u>Class</u>	<u>Sponsor(s)</u>	<u>Room</u>
Freshmen	Mrs. Rau	710
Sophomores		
Juniors	Mrs. Stevenson	105
Seniors	Mrs. Glasgow/Miss Porzel	610/707

## **SCHOOL FUND RAISING**

All organizations--clubs, activity groups, sports teams, classes, PTSA, and athletic boosters-- must obtain the approval of the principal and director of student activities prior to the sale of any item. Students may not sell candy or other items for their own profits or for outside organizations.

## **DELIVERIES**

Deep Creek High School is committed to protecting instructional time and we will not accept balloons, flowers, candy or other deliveries for students. Parents and delivery drivers may be turned away to avoid the disruption of class.

## **PTSA**

The PTSA is committed to serving the students of Deep Creek High School through its efforts to represent and assist all who nurture and educate children. Membership dues are \$6.00 and they can be paid through homeroom. The Reflections theme for 2016-17 is *What is Your Story?* and students can submit entries to the school coordinator Miss Porzel. Further information is available from English, Art and Music teachers in the fall of each year.

## **AMERICANS WITH DISABILITIES ACT NOTICE**

It is the policy of Chesapeake Public Schools to afford individuals with disabilities opportunities for full participation in its programs, services, or activities. In accordance with the requirements of the Americans with Disabilities Act (ADA), the school system will provide auxiliary aids and services, upon request, to qualified individuals with disabilities. Individuals who need to request reasonable accommodations should contact the principal of the school providing the programs, services, or activities at least one week in advance.

## **WHERE TO FIND ANSWERS**

Should you have questions or need to find additional information, please look for:

1. The Parent Bulletin is mailed three (3) times per year—August, January, and June.
2. PAS calls are made nightly for student absences and tardies. Additional calls are made as special event reminders and school alerts.
3. The School marquee posts special events and announcements weekly.
4. Peachjar eflyer program. All flyers, newsletters, and PTA updates are sent through Peachjar. To view these eflyers and to sign up to receive flyers to your email inbox electronically, click on the Peachjar logo that has been placed on the school's website homepage.
5. The School website at [www.cpschools.com/Schools/DCHS/dch.html](http://www.cpschools.com/Schools/DCHS/dch.html).

## **QUESTIONS**

Questions regarding any of these procedures can be directed to the school administration. All policies and procedures addressed in the Deep Creek Handbook are a supplement to the Chesapeake Public Schools' **Student Conduct Policy Guidelines 2016-2017**, which is given to every student or can be found online at [www.cpschools.com](http://www.cpschools.com).