

**I, (Print) _____, have
received a copy of the 2009-2010 Grassfield High School
Student Handbook.**

Student Name _____ Grade _____

Student Signature _____

Parent Name _____

Parent Signature _____

**GRASSFIELD HIGH SCHOOL
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GRASSFIELD HIGH SCHOOL ADMINISTRATORS AND STAFF

MAIN OFFICE: (757) 558-GRIZ (4749)

ATTENDANCE: (757) 558-4503

GUIDANCE: (757) 558-4509

Administration

Carolyn Bernard	Principal
Lychellia Cheeks	Assistant Principal for Instruction
Brian Haughinberry	Assistant Principal— 9th Grade
Quentin E. Hicks	Assistant Principal— 12th Grade
K. Brian Porter	Assistant Principal—11th Grade
Grant R. Stanley	Assistant Principal—10th Grade

Guidance

Karen Whayland	Guidance Director
Judy Best	Student Assistance Counselor
Jennifer Clock	Vocational Counselor
Elizabeth Creamer	Academic Counselor - 12th Grade
Rhonda Lasko	Academic Counselor - 9th Grade
Lori Perkins	Academic Counselor - 11th Grade
Annette Thompson	Academic Counselor - 10th Grade

Clerical

Marty McDermott	Lead Secretary
Pamela Chadwell	Main Office Secretary
Robin Legg	Attendance
Terry Gilliam	Guidance
Sandie Pieroni	Bookkeeper

Carol Musselwhite	Assistant Bookkeeper
Christine Wynn	Testing Clerk
Pam Burton	Media Clerk

Library Media Center

Dusty Gabel	Media Specialist
Courtney Lett	Media Specialist

Additional Personnel

Matthew Puryear	Athletic Director
Elizabeth Everett	Tech Integration Specialist
Melvin Queen	Tech Support Specialist
Todd Smith	Tech Support Specialist
Cheryl Larmon	Nurse
Lori Roediger	Nursing Assistant
Cliff Thompson	Head Custodian
Jack Bider	Youth Services Officer

PTSA Executive Board

Lynne Corrigan	President
Lynne Lowe	First Vice President
Keith Heyward	Second Vice President
Becky Greenwald	Treasurer
Maureen Francher	Recording Secretary
Lisa Vandervort	Corresponding Secretary



GRASSFIELD HIGH SCHOOL

4X4 BELL SCHEDULE
 (with A/B classes on alternating days)
 8:40 a.m. to 3:38 p.m.



Homeroom / Block	8:40 - 10:15				
Block 2	10:21 - 11:52				
Block 3	1st Lunch	2nd Lunch	3rd Lunch	4th Lunch	
	Lunch 11:52 - 12:21	Class 11:58- 12:26	Class 11:58 -12:59	Class 11:58 - 1:32	
	Class 12:26 - 2:01	Lunch 12:26 - 12:54			Lunch 12:59 - 1:27
		Class 12:59 - 2:01	Class 1:32 - 2:01		Lunch 1:32 - 2:01
Block 4	2:07 - 3:38				

Students will have 6 minutes to change classes and are expected to move quickly and be orderly in the hallways.
 Students will not loiter in the halls during class changes.

Class Rank and Cumulative Grade Point Average (GPA): These are calculated at the end of each term. Students may obtain updates from counselors. Additional and complete information regarding class rank and cumulative grade point averaging can be secured from the student's counselor and the Secondary Student Guide.

Graduation Requirements, Classification, Diplomas, Course Information: The Secondary Student Guide contains information students need to know regarding graduation requirements and course sequences. This booklet is issued at scheduling meetings in February. Further information may be obtained through counselors.

Changing and Dropping Courses: A student may not drop a course and add a new course after the first two weeks of each term. 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 dropped course unless extenuating circumstances are established. The principal shall determine if the circumstances are extenuating.

Grading System: The grading system used is the 4.0 alphabetical system with the quality points and numerical equivalents distributed as follows:

"A"	4.0	100-94
"B"	3.0	93-86
"C"	2.0	85-78
"D"	1.0	77-70
"E"	0.0	69-0

A student's final grade is determined by averaging 4 quarter grades and 1 final exam grade. Each grade represents 20% of the final course grade.

Repeating Courses: Credited courses that are repeated for a higher grade will only "count" once for graduation requirements. The lower grade will remain in the academic history, but the higher grade will be averaged as part of the cumulative grade point average. However, if an "E" is earned, it will always be computed in the GPA.

Withdrawing from School: The Guidance Department will issue withdrawal forms to students only upon receipt of parental request or administrative action. The withdrawing student must obtain signatures and clearance from subject area teachers, attendance clerk, media staff and bookkeeper. The completed forms should be returned to the Guidance Department.

Students should notify the Guidance Department at least 3 days prior to their withdrawal date.

Student Records: Each student will have a cumulative folder that will include a record of achievement, attendance, discipline, health information, standardized test results, and a personal data sheet. This folder is updated continuously to reflect the student's growth and development. It is the policy of Chesapeake Public Schools to maintain the confidentiality of student records. Information contained in these records will not be disclosed without written parental consent, except as provided by law.

Guidance Services: Students are encouraged to use the following services offered by the Guidance Department:

- Counseling for scheduling
- Counseling for personal problems including substance use/abuse
- Testing (Standardized and Advanced Placement)
- Interpreting test results
- Conducting conferences
- Providing information about occupational choices, college admissions, and scholarships
- Conducting small group counseling
- Initiating child-study procedures
- Organizing homebound instruction
- Providing NCAA (National Collegiate Athletic Association) Initial Eligibility and Clearinghouse information
- Providing Student assistance and crisis intervention

Students who want to see a counselor may obtain an appointment request form from the guidance secretary.

Honor Roll: Students who have a "B" average (3.0 GPA with no grades lower than a "C") are considered to have made the honor roll. It is computed at the end of each grading period.

National Honor Society: Juniors and Seniors are named to the National Honor Society by the faculty of Grassfield High School. Students can apply for membership and will be considered by the faculty if their grade point average is 3.4 or better (on a 4.0 scale). The criteria for selection are demonstration of scholarship, leadership, good character and service.

Report Cards: Report cards are data processed and will be distributed approximately five days after the close of each grading period.

- The school year is divided into two terms.
- Each term consists of four marking periods. The four marking period grades and the exam grade will be combined to determine the final term grade.
- Grades for annual courses (A/B alternating block, two term Advanced Placement courses, CCST, and Governor's School for the Arts) will be considered interim grades at the 01, 03, 05, and 07 reporting periods. These grades will not be used to determine the final grade.

Attendance/Absences: Students must be regular and punctual in attendance. Regular school attendance is important in the academic development of the student. Excessive and unexcused absences from school are harmful to such development. *On days when it is necessary for students to be absent, parents are requested to call the school Attendance Office that morning at (757)558-4503.* A student is required to bring a note from a parent/guardian to the homeroom teacher within two days.

The note will contain:

- Student's legal name
- Date(s) of absence(s)
- Reason for absence(s)
- Parent or guardian's name and signature
- Homeroom number
- Phone number where parent can be contacted for verification

For extended absences, known in advance, the student will need administrative approval prior to the absence. Bring a note from a parent/guardian to the Attendance Office to begin the process of excusing those absences.

Attendance/Makeup Work: Any time a student is absent, the student is responsible for requesting and completing, in a timely manner determined by his/her teacher, all work missed.

Attendance and Credit for Courses: A student shall not be granted credit for a course if absences from a class 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.

Extenuating Circumstances: Extenuating circumstances may be granted when a student exceeds the allotted number of absences due to legitimate, documented reasons. A student request form for consideration of extenuating circumstances must be obtained from the attendance office and re-

turned to Mr. Hicks. **Students with OSS may not be considered for extenuating circumstances.**

Extended Day Program: The Extended Day program has been established to help students who could fail courses due to absences. A student may redeem a maximum of four (4) days per course during a term. A student may redeem one class for one extended day period. **Students who have excessive absences and have not attended any extended day programs may not be considered for extenuating circumstances.**

Homeroom Procedures:

Attendance: A student has two (2) school days following any absence to submit an absentee note to the homeroom teacher. Failure to submit a parental note within two (2) days will result in "unexcused" absence status. The homeroom teacher determines whether the absence is excused or unexcused as per School Board policy (i.e., medical, family death, weather, religious, court ordered with documentation). The homeroom teacher will issue an excused or unexcused admittance slip. It is the student's responsibility to show the admittance slip to his/her teachers so that the status of the absence may be properly documented in each class missed.

Early Dismissal: Students requesting early dismissal must submit a parental note requesting early dismissal directly to the Attendance Office upon arrival at school.

Moment of Silence: A daily moment of silence shall occur in every classroom in the public schools of Virginia. At Grassfield High School the moment of silence will take place during the homeroom block.

Clinic: Services are provided for student illness or injury. If illness occurs, the student should report to the Clinic. To be admitted to the Clinic, the student must have a hall pass signed by the teacher of the class from which he/she is absent. **A student who is to be administered medication (i.e., over the counter or prescribed) at school must have on file a physician's written order as well as the parent/ guardian written consent.** The Medication Authorization form is available in the Clinic and on the cps website. Medication must be delivered to school by the parent/guardian in a container properly labeled by the pharmacy or physician. Over the counter drugs must be received in the original, unopened containers. If you have any questions, please call the school nurse at (757)558-4511.

Media Center: The Media Center hours are from 8:15 a.m. to 4:00 p.m. Rules and regulations follow:

- Students are welcomed and encouraged to come to the Media Center before school, during lunch, and after school.
- Students are required to have a pass if visiting the media center during lunch or class.
- Students may obtain a lunch pass from 8:15 until 8:43 a.m. each morning in the Media Center.
- Students should always come to the Media Center with a purpose.
- Students may check out five books for three weeks, and the books may be renewed if they are not on hold for other students.
- A five cent per day charge is applied to overdue books. Fines may be paid with non-perishable food items such as cans. One food item is equivalent to one dollar in fines.
- Reference books and magazines may be checked out over night.

Internet - Terms and Conditions: Prior to use of the Internet within the school, each student will be required to sign and return a copy of the consent form. A copy of the Chesapeake Public Schools Acceptable Telecommunications and Internet Use Policy for Students is included in the Chesapeake Public Schools Student Conduct Policy Guidelines.

Driver Education: Driver Education is offered to tenth grade students and requires a \$150.00 fee. This fee will be collected prior to the student's taking the on-the-road phase of the training. Virginia law states that in order for a student to apply for a driving license, evidence must be provided that he/she has passed Driver Education. Students needing a permit to learn to drive may obtain one from the Department of Motor Vehicles. The permit is also needed before students may participate in any behind-the-wheel activity.

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. Each case must be evaluated individually before a decision is made to permit homebound instruction. To initiate the process, a form may be obtained in the school nurse's office. Once approved, the Student Assistance Counselor will assist the student in arranging for the instruction.

Bus Transportation: Riding the school bus is a privilege. Proper conduct

and behavior are expected at all times. Improper behavior on the bus will result in the privilege being revoked, as well as possible suspension from school. Inappropriate actions of a student, from the time he/she leaves home until he/she returns home each school day (**door to door**), will be handled as school disciplinary infractions.

School Closings: 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. Parents and school employees are notified by the Chesapeake Public Schools radio station, WFOS-FM 88.7, WCTV Channels 46 and 48, as well as by other local radio and television stations.

Building Use and Care: Students should be proud of the campus and the building. They are prohibited from marking or marring furniture or equipment and are encouraged to keep classrooms and hallways free of paper. Students are also urged not to put their feet against walls, lockers, etc. Posters and signs will only be allowed to be put up in designated (approved) areas.

- Students may not enter the building prior to 8:00 a.m.
- Students must leave the building by 4:00 p.m. each day unless involved in an supervised adult activity.
- The Gym and Auditorium are off-limits to students unless they have specific authorization to be in those areas.
- All students will eat in the Food Court or central courtyard area. Students are **not** permitted to leave school for lunch. Weekly menus are published in the local newspaper.
- Academic hallways are considered off-limits during lunch, unless students have hall passes.

Lost and Found: Articles found should be turned in to the Main Office, where the owner may claim his/her property by identifying it. Students should be sure their lockers are properly secured in order to protect their belongings. Those enrolled in physical education should lock all valuables in their gym lockers.

Lockers: Homeroom teachers will assign each student a locker, and the locker number and combination will be filed in the Main Office. All students are responsible for personal possessions stored in the lockers, and they should be certain their lockers are secured at all times. Students are

not allowed share or trade lockers. Students found in violation of the policy will be subject to disciplinary action.

Telephones: The office telephones are not to be used by students except in an emergency situation.

Motor Vehicles: Student parking for 11th and 12th grade students is available in designated areas. One day parking is available for emergency situations, but *prior administrative approval is required*. All students parking on the school grounds during regular school hours must purchase a parking permit. Upon arrival, students are expected to secure and leave their vehicles and are not allowed to return to their vehicles prior to their scheduled departure from school. Additional rules and regulations regarding motor vehicles will be distributed to those applying for a parking permit. 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, improper behavior, or disciplinary infractions. **All obligations (class dues, fines etc) must be met before obtaining a parking pass.**

Visitors: Visitors must secure permission and a visitor's pass from the visitor's table at the entrance of the building immediately upon arrival on school property. Students from other schools (public or private) are not permitted to visit during the school day.

Fire Drills and Emergency Evacuations: Fire drills and emergency evacuations are held regularly throughout the school year for safety purposes. Students will follow teacher directions. An evacuation plan and an emergency procedures guide will be posted in each classroom.

Textbook Care: It is the student's responsibility to care for their books. Students who mark or damage their books must assume responsibility for payment of damages. Students are required to pay for lost textbooks before another text can be issued. Any student who does not resolve financial obligations is subject to having his or her final report card withheld as well as not being able to obtain a parking pass or tickets to school dances and other related events.

Selling Items for Club Fund-Raising: Individuals are not permitted to sell products on school premises during the school day on their own behalf. All items sold on school premises must be on behalf of a school related organization.

Student Insurance: Each year, the Chesapeake Public School Board endorses an insurance policy, which offers an accident policy. For a small fee, students may purchase this insurance for their own protection.

Virginia High School League: The Virginia High School League (VHSL) was created in 1913 to serve the students in Virginia's public high schools by "establishing and maintaining standards for student activities and competitions that promote education, personal growth, sportsmanship, leadership and citizenship." Annually, the VHSL publishes rules for all VHSL activities in the state, and Grassfield High School, as a member of the VHSL, complies with all of the rules and regulations set forth by the organization.

Athletics: Grassfield High School is included in the Southeastern District and the Eastern Region, which is composed of AAA high schools in the Hampton Roads area. The Southeastern District member schools include:

Deep Creek Hornets	Grassfield Grizzlies
Great Bridge Wildcats	Hickory Hawks
Indian River Braves	King's Fork Bulldogs
Lakeland Cavaliers	Nansemond River Warriors
Oscar Smith Tigers	Western Branch Bruins

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

- Pass a physical examination and secure the written permission of his/her parents/guardians.
- Attend school on the day of a sports event in which his/her team is participating.
- Not have reached the age of 19 years on or before August 1 of the school year in which he/she wishes to compete.

2.0 GPA Requirements: In addition to Virginia High School League (VHSL) eligibility rules, Chesapeake Schools' focus on academics has led to the adoption of a 2.0 GPA requirement for all students participating in VHSL activities. Students must maintain at least a 2.0 cumulative grade point average in order to participate. Under this provision, a ninth-grade fall/winter sports participant must have maintained a 2.0 for the second semester of the eighth-grade year. Following that, a student must maintain a cumulative GPA of 2.0 or above for grades 9-12.

A 2.0 average is calculated on a grade scale where a mark of “A” earns 4 points, a “B” earns 3 points, a “C” earns 2 points, a “D” earns 1 point, and a failing grade earns zero points. In determining whether or not a student meets the 2.0 GPA requirement, weighted grades may be used.

In determining if a participant has met the 2.0 requirement, grades from the previous semester will be evaluated first. If the participant did not maintain a 2.0 for the previous semester, then the cumulative GPA of the student may be used to determine whether or not that individual has met the 2.0 requirement.

Probationary Semester: After meeting the 2.0 GPA requirement for initial participation, the student may have one probationary semester during the period of high school eligibility (grades 9-12). This means that once participation has begun, the student must meet the 2.0 requirement for all except one of the semesters of eligibility.

The probationary period is defined as the semester following a semester in which a participant fails to meet the 2.0 GPA requirement. A student who does not comply with the VHSL Scholarship Rule or other rules found in Section 28 of the Virginia High School League Handbook will be ineligible to participate during the probationary semester.

To help all students maintain their GPAs, an Academic Study Hall is available after school. Further details can be found in the Chesapeake Public Schools 2.0 Eligibility Requirement for Participants in Virginia High School League Activities brochure (available in the Guidance Office).

Athletic Programs: Grassfield High School maintains a well-rounded athletic program with teams in all major sports, including the following:

Fall

Varsity and Junior Varsity Football *
 Women's Varsity and Junior Varsity Volleyball*
 Men's Varsity Volleyball *
 Golf
 Field Hockey
 Varsity and Junior Varsity Cheerleading
 Cross Country

Winter

Women's and Men's Varsity and Junior Varsity Basketball *
 Varsity and Junior Varsity Wrestling *
 Gymnastics *

Women's and Men's Indoor Track *
 Women's and Men's Swimming *
 Varsity and Junior Varsity Cheerleading

Spring

Women's and Men's Track
 Women's and Men's Varsity and Junior Varsity Soccer
 Varsity and Junior Varsity Baseball
 Varsity and Junior Varsity Softball
 Women's and Men's Tennis

* *There is a spectator fee for these athletic events*

Varsity Events

Adult—\$6.00
Child (Grades 1-5) - \$4.00
Under Five—Free

Junior Varsity Events

Adult—\$5.00
Child (Grades 1-5) - \$3.00
Under Five—Free

Athletic Insurance: Students who participate in any sport are required to have accident insurance. Students will not be allowed to participate in any sport unless they are insured or unless a waiver signed by parents or legal guardians is on file with the coach and athletic director. Football insurance is available through the Chesapeake Public Schools.

Student Activity Programs

SCA: The SCA delegation is comprised of the SCA officers and the senior, junior, sophomore and freshman class officers and delegates. Students may also participate by joining SCA committees or being chosen as home-room representatives. SCA and class elections are conducted by the SCA. Students are encouraged to become involved in student government.

Student Council: The Student Council provides for student activities, offers opportunities for leadership, promotes the common good, gives students a share in the management of school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs, and helps solve problems that may arise. Members of the council are your representatives and have direct access to the school administration.

Debate, Forensics, Drama, Scholastic Bowl and Literary Activities:

Grassfield High School provides opportunities to engage in debate, forensics, drama and literary activities. Competition is at the district, regional, and state levels. These activities are open to all interested students in grades 9 through 12 who meet VHSL eligibility standards and CPS 2.0 policy.

Club Programs: The club program is composed primarily of nationally affiliated organizations. Meeting dates and schedules are set by the individual clubs and sponsors. A wide variety of clubs exist at Grassfield High School. All students are encouraged to participate.

Assemblies: Assemblies include a variety of programs which are educational and entertaining. Attendance at assemblies is a privilege. Because the behavior of the student body as an audience plays a great role in establishing the school's reputation, students should be well behaved and courteous. Unacceptable conduct includes whistling, unnecessary clapping, and talking during a program. Students who disturb and/or disrupt will be removed from the assembly and will be subject to disciplinary action.

School Dances: The following dances are scheduled during the year:

1. The annual Homecoming Dance is sponsored by the SCA and is held after the Homecoming football game. Only current Grassfield High School students may attend this dance.
2. The Ring Dance is semi-formal and open to the juniors by invitation. It is held in November. Eligible juniors may invite one guest.
3. The Senior Prom is formal and open to the seniors by invitation. It is held in the spring. Eligible seniors may invite one guest.

Dance Rules:

1. School dances are open to Grassfield students. When guests are allowed, the Grassfield student must obtain written approval for the guest to attend.
2. No one will be permitted to re-enter a dance after leaving the premises.
3. All school discipline policies and rules are enforced at dances.

Student Dress: School Board policy 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 school.

The following guidelines have been established to assist students and parents in determining what is appropriate and acceptable dress at Grassfield High School. The administration of Grassfield High School 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; or that reflect adversely on persons due to race, gender, creed, religion or intellectual abilities, or that contain inappropriate innuendos.
- Hats, caps, scarves, 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. "Short, Shorts" and mini-skirts are not allowed.
- Dresses, skirts, and shorts must be sufficient length to avoid distraction. Bermuda shorts are an example of appropriate length for student garments.
- Students may not wear revealing attire (apparel that exposes the midriff, tube or halter tops, see-through fabrics, low-cut, backless, or spaghetti strap garments).
- 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.
- Spandex or extremely thin/tight pants are not to be worn without an appropriate long top cover.
- Footwear must be worn at all times
- Pajamas and slippers are inappropriate for school

Discipline: Discipline is an integral part of the educational process as it relates to the development of personal integrity, maturity, and, ultimately, good citizenship. It is important, therefore, that it be clearly understood that propriety of conduct and good order in our schools are essential and will be maintained. Monitoring of student behavior and movement is subject to electronic surveillance. This list of school disciplinary infractions is designed to assist staff, students and parents, but is not intended to be all-inclusive. Modifications will be made at the discretion of the administration. Violation of the following discipline policies may result in expulsion,

out-of-school suspension (OSS), in-school-suspension (ISS), or revocation of student privileges or other disciplinary actions deemed appropriate by the administration:

1. Being profane or rude, intimidating, bullying*, hazing*, stalking, harassing*, being involved in gang-related activity*, threatening bodily harm or assaulting school personnel, students, or others.
2. Threatening to bomb or burn school buildings or school property.
3. Pulling the fire alarm causing a false alarm.
4. Vandalizing school property, either buildings or grounds.
5. Stealing.
6. Forging notes from parents, teachers and/or forging other items the student may submit to school officials.
7. Cheating/dishonesty in any form.
8. Throwing any object that could cause bodily harm to students or teachers.
9. Possessing dangerous objects or weapons.
10. Using inappropriate language/profanity regardless of to whom it is directed.
11. Behaving in a way which disrupts the educational process.
12. Displaying a defiant or insolent attitude toward school personnel.
13. Participating in verbal or physical sexual harassment.
14. Selling items other than those approved by the school.
15. Cutting Class
16. Failing to sign-out (or in) and/or leaving school without administrative authorization. (See also Parking Regulations/Student Use Of Motor Vehicles).
17. Being in off-limits areas - i.e., parking lot; areas that are inconsistent with student's individual schedule; out of designated lunch area; out of building without authorization; etc.
18. Failing to correct a problem/violation after a faculty, staff, or administrative warning.
19. Using inappropriate public displays of affection.
20. Failing to follow other policies set forth in this handbook, or the Chesapeake Public Schools Handbook.

Chesapeake Public School Board discipline policies apply to Grassfield High School students attending any school function regardless of time, day or location.

*Please refer to the "Expectations of Conduct..." in the Chesapeake Public

Schools' *STUDENT CONDUCT AND POLICY GUIDELINES FOR PARENTS AND STUDENTS* for further details on these and other infractions, issues, and concerns. **GRASSFIELD HIGH SCHOOL'S POLICY ON VIOLENCE IS VERY CLEAR:**

- Fighting / Physical Confrontation

1st incident 5 days OSS
2nd incident 10 days OSS

- Inciting or Instigating Fights (not physically involved), running to a fight scene, impeding a staff member from intervening

1st incident 3 days OSS
2nd incident 5 days OSS
3rd incident 10 days OSS

- Verbal Argument / Non- Physical Confrontation

1st incident 3 days OSS
2nd incident 5 days OSS
3rd incident 10 days OSS

- Assault on Another Student - fight involving serious injury, sucker punches, group or gang fight, premeditated fight, bringing outsiders (non-GFHS students) into or on school grounds, failure to break up a fight or argument upon intervention by a staff member, instigating a confrontation following a conference or meeting with a staff person
10 days OSS, recommendation for expulsion and possible police action.

- Assault on a Staff Member

10 days OSS and referral to the office of Pupil Discipline for expulsion. In such cases, the proper law enforcement officials shall be notified and appropriate charges filed.

- Possession or Use of Weapons

10 days OSS and referral to the office of Pupil Discipline for expulsion. In such cases, the proper law enforcement officials shall be notified and appropriate charges filed.

Cellular Telephones/Portable Telecommunication and Electronic Devices:

Cellular telephones, other portable telecommunication devices, and electronic

devices (personal laptops, digital cameras, iPods, etc) must be turned off when students enter the school building and must remain off during the school day. These devices must be secured in lockers and/or automobiles. Students may not possess, have on their person, or use the devices during the school day. The following consequences will be applied to violations of this policy:

1st Offense: The electronic device will be confiscated and returned at the end of the school day.

2nd Offense: The electronic device will be confiscated and returned after a parent conference.

3rd Offense: The electronic device will be confiscated and returned to the parent, and the student will be assigned to ISS.

4th Offense: The electronic device will be confiscated and returned to the parent, and the student will be assigned OSS.

Drugs/Alcohol Products: The illegal use, possession, or distribution of drugs, drug paraphernalia, imitation controlled substances, or alcohol on school property or at any school activity is prohibited by School Board policy, as well as by the laws of the state of Virginia. Students using alcohol or drugs prior to coming on school property are also in violation of School Board policy. Violation shall result in suspension, expulsion and/or police action.

Tobacco Products: The use or possession of tobacco or tobacco products by students on school grounds is prohibited and will be punishable by suspension from school.

First occurrence - 3 days OSS

Second occurrence - 5 days OSS

Third occurrence - 10 days OSS

Suspensions: Student absences from class due to Out-of-School Suspension (OSS) are considered unexcused absences. Students given In-School Suspension (ISS) are encouraged to obtain assignments from their teachers prior to serving ISS, as ISS is not considered to be a school absence. *Students given OSS are not to be on Chesapeake Public School property or at any school sponsored function at any time through the duration of their suspension.* Suspended students who go on Chesapeake Public School property are subject to being charged with trespassing.

Tardies: Students are encouraged to promptly attend all of their classes since tardiness to class disrupts the educational process. Sufficient time

has been allocated to facilitate student movement between all classes. At each tardy bell during the school day, the classroom doors will be closed. No students are to be admitted to the classrooms after the tardy bell, unless they have an admittance slip from a teacher/Assistant Principal or his/her designee.

An Assistant Principal or his/her designee will be at the tardy table to record the names of those students who are tardy and issue admittance slips, so that students may enter their classes. When the students report back to their classrooms, the teachers will collect the tardy slips and document the students tardy.

Consequences for Unexcused Tardies (by marking periods):

- First tardy – verbal warning and printed pass to class
- Second tardy – verbal warning and printed pass to class
- Third tardy – verbal warning and printed pass to class
- Fourth tardy – One (1) day ISS
- Fifth tardy – One (1) day ISS
- Sixth and subsequent tardies – OSS

At the conclusion of two marking periods (nine weeks), all tardies will be purged and students will start with a clean slate.

Hall Passes: When a student leaves a room for any reason during class, he/she must have a hall pass from the teacher stating the date and time the student left the room and the destination. Students must not be in the hallways during classes without hall passes. Students (with or without passes) will be subject to disciplinary action for loitering, being in off-limits areas, or being in areas not designated by the hall pass.

Search and Seizure: The school administration will at all times protect students' rights to be free from unreasonable searches. Search of a student or a student's personal possessions shall be conducted only if there is reasonable suspicion to believe that the student possesses an item which violates the law, school policies, or school regulations.

CODE OF ACADEMIC INTEGRITY

Grassfield High School promotes academic integrity by encouraging everyone in its school community to demonstrate high standards of personal honesty in academic work, in interpersonal relationships with other mem-

bers 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 following Code of Academic Integrity governs our school community.

HONOR CODE OFFENSES

- Lying—stating an oral or written untruth with the intent to deceive
- Forging or using a forged signature
- Copying someone else’s work or allowing someone to copy your work by manual or electronic means.
- Using notes or textbook without authorization of teacher on test or quiz.
- 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
- 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

EXAMPLES OF EVIDENCE

Evidence may include one or more of the following examples: Student’s assignments, handwritten or printout, where similarities exceed the probability of chance

- Handwriting comparisons
- Eyewitness (must be willing to testify to an administrator)
- Cheat notes
- Unauthorized possession of a test or practice sets
- The original source (books, magazines)
- Unauthorized possession of computer CDs, diskettes, memory sticks
- Duplicate copies of files from computer directories
- Duplicate copies of hardcopy

HONOR CODE VIOLATION PROCEDURES

- Any student who believes a violation has occurred will report the facts to the appropriate teacher.
- A teacher who finds reasonable cause to believe a violation has occurred will inform the student(s) of the violation.
- The teacher will report the facts to the Assistant Principal for Instruction (API) in writing.
- The teacher will notify the parents of the student(s) of the honor code violation and the consequences.

- If the student and his/her parents wish to appeal the teacher's decision, he/she should contact the API to complete an appeal form.
- The API will review the facts presented by the student, his/her parents, and the teacher and conduct a thorough investigation providing due process to all parties involved, decide on guilt or innocence, and assign appropriate disciplinary action.

HONOR CODE PENALTIES

First Offense

- ⇒ A grade of zero (no credit) will be given on the assignment in question. No opportunity will be given to make up the assignment.
- ⇒ The student will be warned that further infractions may result in failing the marking period.
- ⇒ Any member of the National Honor Society found in violation of the honor code may forfeit membership for one school year. A student who is not a member may not be eligible to petition for membership for one school year.

Second and Subsequent Offenses

- ⇒ A grade of zero (no credit) will be given on the assignment in question. No opportunity will be given to make up the assignment
- ⇒ The student may fail the marking period.
- ⇒ Any member of the National Honor Society found in violation of the honor code may forfeit membership for one school year. A student who is not a member may not be eligible to petition for membership for one school year.

On my honor, I pledge that this work is completely from my own effort, and to the best of my knowledge, I have not contributed to helping another student break the Code of Academic Integrity.