

I, (Print) _____, have received a copy of the 2016-2017 Grassfield High School Student Handbook.

Student Name _____ Grade _____

Student Signature _____

Parent Name _____

Parent Signature _____



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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

| | |
|--------------------|-------------------------------------|
| Michael Perez | Principal |
| Beth Pallister | Assistant Principal for Instruction |
| Sylvester Freeman | Assistant Principal— 9th Grade |
| Kelly Kitchens | Assistant Principal— 10th Grade |
| Mathew W. Fulford | Assistant Principal—11th Grade |
| Brian Haughinberry | Assistant Principal—12th Grade |

Guidance

| | |
|-------------------|----------------------------------|
| Judy Best | Guidance Director |
| Elizabeth Creamer | 11th/12th Grade (last name: N—Z) |
| Julie Freeman | Student Assistance & STEM Academ |
| Tiffany McAndrews | 9th Grade |
| Lorri Owens | 11th/12th Grade (last name: A—M) |
| Jennifer Pettway | Career & C.C.S.T. |
| Annette Thompson | 10th Grade |

Clerical

| | |
|-----------------|----------------|
| Robin Legg | Lead Secretary |
| Pamela Chadwell | Main Office |
| Lisa Curling | Attendance |
| Christine Wynn | Guidance |
| Sandie Pieroni | Bookkeeper |

| | |
|-------------------|----------------------|
| Carol Musselwhite | Assistant Bookkeeper |
| Mary Brickhouse | Testing Clerk |
| Pam Burton | Media Clerk |

Library Media Center

| | |
|---------------|------------------|
| Dusty Gabel | Media Specialist |
| Caroline Shea | Media Specialist |

Additional Personnel

| | |
|-----------------|-----------------------------------|
| Matthew Puryear | Athletic Director |
| | Technology Integration Specialist |
| Melvin Queen | Technology Support Specialist |
| Ryan Hill | Nurse |
| Lori Roediger | Nursing Assistant |
| Cliff Thompson | Head Custodian |
| Jamie Craig | Youth Services Officer |

PTSA Executive Board

| | |
|------------------|-------------------------|
| Susan Lilley | President |
| Diana Kelly | First Vice President |
| Teresa Woodworth | Second Vice President |
| Kelly Szymborski | Treasurer |
| Rhonda Stone | Recording Secretary |
| Lynne Lowe | 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.

Grade Point Average (GPA) and Class Rank: Cumulative grade point averages and class rankings are recalculated at the end of each term. Students can obtain this information from Guidance.

Graduation Requirements, Classification, Diplomas, Course Information: The current *CPS Secondary Course Catalog* contains information regarding graduation requirements and course sequences. This booklet is available online at: <http://www.cpschools.com/departments/guidance/highschool-blue1617.pdf>

Changing and Dropping Courses: All classes are dependent on sufficient enrollment. For that reason, students will not be allowed to drop a course if doing so would bring the class enrollment below the minimum staffing requirement for that particular course (15 students for most courses). A student may not drop a course and add a new course after the first five days of each term. If a student requests to drop a course after the official drop/add period, the student will receive an “E” as a final grade for the dropped course unless extenuating circumstances are determined by the Principal.

Grading System: Marking period grades are calculated numerically and the final grade is the average of the numeric grade. The grading system used is the 4.0 alphabetical system with the quality points and numerical equivalents distributed as follows:

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

Repeating Courses: Credited courses that are repeated for a higher grade will only “count” once for graduation requirements and athletic eligibility. 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. Parents should notify the Guidance Department at least 3 days prior to their child’s withdrawal date.

Student Records: Each student has a cumulative folder that includes 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 obtain an Appointment Request Form from the guidance secretary to see the respective counselor for any of the following services:

- Academic counseling (scheduling, testing, grades, graduation)
- Personal counseling, including substance use/abuse
- Mediation and conflict resolution
- Arranging parent-teacher-student conferences
- Career planning and exploration
- College planning, admissions, financial aid, and scholarships
- Small group counseling
- Organizing homebound instruction
- Providing NCAA (National Collegiate Athletic Association) Initial Eligibility and Clearinghouse information
- Providing student assistance and crisis intervention

Honor Roll: The students honor roll status will be automatically printed on the report card.

| Superintendent’s Honor Roll Award | Principal’s Honor Roll Award | Honor Roll Award |
|---|--|---|
| 3.85 – 4.00 GPA (with no grade lower than A) | 3.50 – 3.84 GPA (with no grade lower than B-) | 3.00 – 3.49 GPA (with no grade lower than C) |

National Honor Society: Sophomores and Juniors with at least a 3.5 grade point average are invited to apply for membership in NHS based on their scholarship, leadership, character and service. The induction is held in May. The faculty advisers are Mrs. Harris and Mrs. Fitzgerald.

Synergy: Parents and students should use Synergy to communicate with teachers and monitor course information, grades, and attendance. Synergy will simplify home-to-school and district communication for parents, offering access to near real-time information. It is strongly advised that all parents and students log in regularly. An app for ParentVue and StudentVue is available for both Apple and Android devices. Parents can elect to receive individual alerts and even set a threshold for the percentages. Students and parents can receive an activation code to log on if they do not already have one.

Report Cards: Report cards are data processed and are 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 used to determine the final term grade with a weight of twenty percent each.
- For those AP courses scheduled for two credits, a term exam will be given in January and in June. The eight quarter grades and the two exam grades will be used to determine the final grade with a weight of ten percent each.
- Grades for courses on an A/B alternating block, or at the Chesapeake Center for Science and Technology, or at the 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.
- As required by School Board Policy (6-44), all grades are subject to improvement based upon the timely completion of make-up work.

Attendance/Absences

- Students need to report to classes on times. 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. Parents will be notified of the exact procedure for reporting absences.
- On the 4 x 4 block schedule, a high school student **shall not be granted credit if absences total more than nine class periods per course per term.** The principal shall be the judge of extenuating circumstances.
- The personal illness of a student, severe illness or death in the immediate family, exposure to contagious disease, and religious holidays shall be considered the only legitimate excuses for absences or tardiness. In all cases of absences or tardiness, parents/guardians shall provide a written excuse in writing, stating the reason for the absence or tardy.

- For extended planned absences, the student must obtain administrative approval prior for **3 or more consecutive planned absences.** The student shall bring a note from the parent/guardian to the Attendance Office to obtain administrative approval.

Attendance/Makeup Work: Students shall be permitted to make up work because of excused or unexcused absences, including in-school or out-of-school suspensions (6-44 R).

1. When a student is absent for more than three (3) school days, the schoolwork should be sent home upon request of the parent. Twenty-four hours' notice for the request must be given. Students that miss one (1) to three (3) days should make up the work in a reasonable amount of time after the student is well enough to return to school.
2. When a student is absent due to personal reasons and has received prior approval from the principal, schoolwork should be sent home with the student upon request after a twenty-four hour notice has been given. Completed assignments are due upon the student's return to school.
3. When a student is absent the day of a test, but was in school the day before the test, the student will be expected to take the test upon return to school.
4. It is the student's responsibility to complete all work missed when absent. The student has three (3) school days to complete the work for full credit. Exceptions may be made for extended absences. Penalties for work turned in after the three-day make up period may be imposed.
5. In the case of an intentional absence (e.g., skipping class or school) students shall not be permitted to make-up work for credit and should receive a zero for any work assigned on the day/class period of the absence.

Attendance and Credit for Courses: A student shall not be granted credit for a course if absences (excused or unexcused) 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 returned to the main office. **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 days per course per semester. A student may redeem one class for one extended day period. **Students who have excessive absences and have not attended the extended day program may not be considered for extenuating circumstances.**

Homeroom Procedures:

- A. **Attendance:** After 3 days, any unverified student data will be considered as an unexcused absence until the student provides the proper documentation from the parent/guardian or a physician excusing the absence. The Synergy® record is utilized by the courts in dealing with truancy cases.
- B. **Early Dismissal:** Students requesting early dismissal must submit a parental note requesting early dismissal directly to the Attendance Office upon arrival at school.
- C. **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 in homeroom, during 1st 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.

Sex Offenders and Crimes Against Minors Registry: Parents and students may review records on local registered sex offenders and offenders against minors at the following website:
<http://sex-offender.vsp.virginia.gov/sor>

Media Center: The Media Center hours are from 8:15 a.m. to 3:45 p.m. Rules and regulations follow:

- Students are welcomed and encouraged to come to the Media Center before school and during lunch.
- 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 8:40 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.

Homebound Instruction: A student may be 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. **Students needing to ride an alternate bus, must have the alternate bus and stop permission slip approved. Permission slips should be dropped off in the main office before 1st block.**

http://www.cpschools.com/departments/pupil_transportation/permissionslip_alternatebus_2015.pdf

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 Parent Alert System. Information will also be announced on radio station, WFOS-FM 88.7, WCTV Channels 46 and 48, as well as other local media.

Student Use of Facilities:

- Students may enter the building at 8:00 a.m.
- Students arriving to school between 8:00 a.m. - 8:15 a.m. must report to the food court.
- Students must leave the building by 3:45 p.m. each day unless involved in an activity supervised by a teacher/coach.

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*.

Bring Your Own Device (BYOD): BYOD is a policy that allows students to bring their personal electronic devices to school in order to enhance learning and demonstrate the ethical use of technology. Students will adhere to the following school-wide guidelines.

Allowed—Green Zone

- Use until 8:40 AM
- Use during class changes
- Use to, during, and from lunch
- Classroom use for teacher directed instructional activities
- One ear bud

Not Allowed—Red Zone

- Disrupting the educational environment
- Making or receiving phone calls
- Recording, taking video or photos
- Headphones (ear bud style only)
- Use during ISS

Consequences: Violation of any of the BYOD 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.

Privately Owned Electronic Devices

Possession and Use of Devices: Upon authorization of the Superintendent or his designee, students may possess devices on school premises for specific educational purposes and may use these devices under the direct supervision of a professional staff member. Stipulations that apply to possession and use of devices can be referenced in the Chesapeake Public Schools, School Board Policy Manual **R 9-20.2**

Fiscal Responsibility: Chesapeake Public Schools assumes no responsibility in any circumstance for loss, destruction, damage, theft, or charges made on monthly statements for any device. Students will be responsible for locating any lost/stolen items and for other expenses accrued to their device accounts.

Data Responsibility: Chesapeake Public Schools assumes no responsibility for any data contained on any device.

Misuse of the Device:

- Any action that is disruptive of the educational process will be subject to disciplinary action, up to and including suspension and/or expulsion, and/or legal action.
- Any action that includes the initiation and/or passing on of threats against persons or property will be subject to disciplinary action, up to and including suspension and/or expulsion, and/or legal action.
- Violations of these guidelines may result in confiscation of the device, suspension, and/or termination of the privilege to bring a device to school.
- Violations may also result in appropriate school disciplinary action, up to and including suspension and/or expulsion, and/or legal action.

Peachjar Eflyer: With our Peachjar Eflyer program, all flyers will be posted on Grassfield High School’s website for easy access by clicking on the Peachjar Eflyer logo. Additionally, flyers may be sent directly to parents’ and guardians’ email inboxes.

Building 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, hallways, and grounds free of litter. 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.

- 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 @ <http://cpschools.nutrislice.com/>
- 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 the item. 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. 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.

Deliveries: Parents/Guardians/Students may **NOT** order food for delivery

at school from restaurants or other establishments. The office staff or faculty will not accept delivery of food items for students from outside vendors. Gifts, flowers and balloons may not be delivered or brought to the school; it is disruptive to the academic process. Any gifts, balloons, flowers brought to the school will remain in the front office until the end of the school day.

Fire Drills and Emergency Drills: Fire drills and emergency drills are held throughout the school year for safety purposes. Two lock down drills will be conducted each school year. 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 his or her 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 textbook 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: 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, the Monitor-Merrimac Conference 2, and the VHSL Region 6A South.

The *Southeastern District* member schools include:

Deep Creek Hornets

Grassfield Grizzlies

Great Bridge Wildcats
 Indian River Braves
 Lakeland Cavaliers
 Oscar Smith Tigers

Hickory Hawks
 King's Fork Bulldogs
 Nansemond River Warriors
 Western Branch Bruins

The *Monitor-Merrimac Conference 2* schools include:

Granby Comets
 Oscar Smith Tigers
 Woodside Wolverines

Grassfield Grizzlies
 Western Branch Bruins

The *Region 6A South* is comprised of 25 VHSL member schools in the Hampton Roads, Richmond, Northern Virginia, and Roanoke areas.

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.
- 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.

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 online at www.cpschools.com)

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
 Varsity and Junior Varsity Field Hockey
 Varsity and Junior Varsity Cheerleading
 Women's and Men's 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. Fees are established by the Southeastern District Principal's Council.

| | |
|------------------------|--|
| Regular Season Games | \$6 for Adults/Students \$4 for Children (grades 1-5) |
| Conference Tournaments | \$7 for Adults/Students \$5 for Children (grades 1-5) |
| Region Tournaments | \$8 General Admission |
| State Tournaments | \$10 General Admission |

Fall and Winter Season Athletic Passes

Season Passes are available for parents and students who attend multiple events. Season Passes are \$40 each and can be purchased at the office of the bookkeeper, at the first two volleyball games (fall), and at the first two basketball games (winter). Season Passes are only good for regular-season, home (GFHS) events (not playoffs/tournaments). Season Passes are non-transferable and require matching identification at the ticket gate.

Sportsmanship: Good sportsmanship is a top priority of the Virginia High School League. The manner in which Grassfield High School is represented is far more important than wins and losses. Good sportsmanship is about respect—respect for oneself, for teammates and coaches, for opponents, contest officials and the game itself. Good sports win with humility; lose with grace; and do both with dignity. The responsibility for good sportsmanship rests with each and every one of us. One person behaving inappropriately can ruin the experience for many. Cheer for your team, but respect the other team and the game officials. Be a fan, not a fanatic.

Examples of Unsportsmanlike Behavior: The following list is by no means all inclusive, but is provided to draw attention to behaviors often witnessed at athletic contests.

- Not standing attentively or displaying disrespect during the National Anthem.
- Booming, taunting or baiting.
- Singling out an opponent and yelling personal remarks.
- Making inappropriate gestures or sounds.
- Using profanity.
- Using racial, ethnic or other slurs.
- Throwing anything onto the court/field or toward others.

Prohibited Items at all Grassfield High School games/school events:

- Drugs
- Tobacco
- Alcohol
- Weapons (of any kind)
- Laser Pointers
- Coolers
- Masks or anything that would cover your face

** Body paint is allowed at outdoor events. However, shirts must be worn.

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 school division. http://www.cpschools.com/departments/student_services/health_athletic_forms.php#athletic

Student Activity Programs

SCA: The Student Council Association 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 homeroom 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, Broadcasting, Forensics, Drama, Scholastic Bowl and Literary Activities: Grassfield High School provides opportunities to engage in debate, broadcasting, 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 Ring Dance is semi-formal and open to the juniors by invitation. Eligible juniors may invite one guest.
2. The Senior Prom is formal and open to the seniors by invitation. 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 classes. An 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 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, bandanas, 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.
- 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.
- Students are not permitted to wear shorts or pants with holes or rips existing above the fingertip length.
- Students may not wear tank tops with straps less than at least 1.5 inches wide, halter tops or tube tops, off the shoulder tops, or tops that expose the midriff or overexpose the back. 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.
- 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.
- Pajamas and slippers are not permitted in 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 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.

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: Smoking and the use of tobacco products, including electronic cigarettes, by any person in any school system facility, or in any school owned or rented vehicle under the jurisdiction of the school system, are prohibited. Additionally, smoking and use of tobacco products, including electronic cigarettes, by students or employees on school grounds including school parking lots and sidewalks adjacent to school property are prohibited. Violation shall result in suspension and/or police action.

School Pranks: A school prank is considered a "practical joke" pulled at school or a school event by a student or group of students against another student, teacher, or school property; usually while the intent to produce a humorous outcome or suffering at the expense of another student, teacher, or the school. A school prank includes the willful and malicious act to deface, damage, or destroy school property. Since the set-up or deception

usually reveals a victim, the school prank is; therefore, considered an intent to make the other student, teacher, or school appear inferior or victimized. If a prank produces sufficient emotional or physical injury, the act may be legally treated as assault. Such assault may include sexual harassment or a violent crime. Any student found to be involved in any school prank will be subjected to disciplinary action, including expulsion for up to 180 school days, criminal prosecution, and banishment from school property. **Students may also be financially liable to the fullest extent of the laws of the Commonwealth of Virginia and School Board policy for any damage incurred. Seniors are reminded that, in addition to the above possible disciplinary sanctions, eligibility for graduation from compulsory school attendance may be revoked or delayed and participation in senior activities and graduation ceremonies may be denied.**

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.

Suspensions: Student absences from class due to Out-of-School Suspension (OSS) are considered absences from school. 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 an administrator 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. When students report back to their classrooms, the teachers will collect the tardy slips and document the students' tardy.

Consequences for Unexcused Tardies:

| | |
|-----|----------------------------------|
| 1-4 | Verbal warning and pass to class |
| 5-6 | 1 Block of ISS (3rd Block) |
| 7-9 | 1 Day ISS |
| 10+ | 1 Day OSS |

At the conclusion of four marking periods (18 weeks), all tardies will be purged and students will start with a clean slate.

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.

INSTRUCTIONAL TESTING

Final Exams: Semester and final exams will be administered in all courses bearing credit. Final exams are cumulative in nature and target the curriculum's essential knowledge and skills taught throughout the course. Exams are designed to last the entire ninety minute period. Teachers will conduct reviews prior to exam administration.

Only JUNE graduating seniors who have an "A" average (**3.85-4.0 without rounding or 93-100% without rounding**) in a course are exempt from taking the final examination.

Students are not allowed to take final exams early without the permission of the Assistant Principal for Instruction. **Parents must submit their request in writing to the Assistant Principal for Instruction at least two weeks prior to the exam date.** Students who do not take the final exam will receive a zero for the exam grade.

Virginia Standards of Learning (SOL) Tests: The Virginia SOL assessments are standards-based tests designed to measure student performance on Virginia’s curriculum content. Parents and students should avoid planned absences on testing days. Once a student begins taking a SOL test, he/she must finish the test or an irregularity will have to be reported to the Virginia Department of Education.

Students who successfully complete a course and achieve a minimum passing score of 400 on an end-of-course SOL test shall be awarded verified credit. Specific information regarding verified credits required for graduation is available in the current *CPS Secondary Course Catalog*.

SOL Examination Exemption : Credit-bearing courses with an end-of-course Virginia SOL assessment will offer a SOL incentive option that may exempt a student from the final exam. If the student passes the associated SOL test, he/she will have the option of taking the following grade in place of the final exam grade. A student has an option of taking the final exam up until the exam is given and will be able to choose the higher of the two grades. If a student earns a 600, they will earn a 100%.

| | | | | | | | |
|-----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| SOL Score | 400 — 428 | 429 — 457 | 458 — 486 | 487 — 515 | 516 — 544 | 545 — 572 | 573 — 599 |
| Exam Grade Numeric Grade | C 75 | C + 78 | B - 81 | B 85 | B + 88 | A - 91 | A 97 |

W!SE Financial Testing:

If a student passes the W!SE Financial Literacy industry credential, he/she will have the option to taking the following grade in place of the final exam. If a student earns a 100, they will earn a 100%.

| | | | | | | | |
|-----------------------------|---------|-----------|-----------|---------|-----------|-----------|---------|
| W!SE Score | 64— 69 | 70 — 73 | 74— 79 | 80 — 83 | 84— 89 | 90 — 93 | 94— 99 |
| Exam Grade Numeric Grade | C 75 | C + 78 | B - 81 | B 85 | B + 88 | A - 91 | A 97 |

Industry Certification Testing: Industry certification is verification from a recognized industry, trade, professional association, or state agency that a student has attained various levels of achievement based on industry or state standards. Students enrolled in select Career and Technical Education courses may have the opportunity to participate in certification tests to earn industry credentials. Further details may be found at http://www.doe.virginia.gov/instruction/career_technical/path_industry_certification/index.shtml.

Advanced Placement Examinations: Advanced Placement (AP) is a College Board program that offers students the opportunity to take college-level courses while they are enrolled in high school. Students may gain advanced standing and/or earn college credit through their performance on the Advanced Placement examination that are given each year in May. Dates for students to register and pay for AP exams will be announced. The national AP exam administration schedule is available at www.collegeboard.org.

PSAT: All freshmen, sophomores, and juniors are encouraged to take the Preliminary SAT (PSAT) to receive feedback on strengths and weaknesses on skills necessary for college study, enter the competition for scholarships from the National Merit Scholarship Corporation, and become familiar with the types of questions they will see on the SAT. Counselors also use this data to identify potential students for Advanced Placement courses.

SAT: It is a globally recognized college admission test that assesses academic readiness in critical reading, writing, and mathematics. Most students take the SAT during their junior or senior year of high school. Students can also take SAT Subject Tests to demonstrate a strong knowledge-base in a given area. Additional information, including how to register and testing dates, are available at www.collegeboard.org.

ASVAB: The Armed Services Vocational Aptitude Battery measures developed abilities and helps predict future academic success and occupational success in the military. The ASVAB will be administered at Grassfield High School. Students must see Mrs. Pettway in the Career Center to register.

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, interpersonal relationships, and all school activities. By promoting academic integrity, the school lays a foundation where students do not demean their character, damage their credibility, or jeopardize their future. Any form of dishonesty, plagiarism, or cheating violates the Grassfield High School Code of Academic Integrity:

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.

HONOR CODE OFFENSES

The following acts are examples of honor code violations, but are not limited to:

- Copying someone else's work or allowing someone to copy your work
- Submitting someone else's work as your own or allowing someone to submit your work as their own.
- Giving or receiving written or oral answers during an assessment
- Using unauthorized testing aids (i.e. textbook, notes, electronic devices)
- Securing a copy of an assessment prior to administration
- Removing an assessment from the classroom without permission.
- Relaying information or accepting information about assessment items or format
- Plagiarizing —using or copying material or ideas from another source while submitting it as your own without giving proper credit to the source
- Falsifying data—scientific, experimental, or biographical
- Planning schemes with others to cheat
- Collaborating on an assignment without teacher permission
- Altering a graded assignment and attempting to resubmit it for a higher grade
- Any other unauthorized action that is designed to provide a grade advantage

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 notify the parents of the student(s) of the honor code violation and the consequences.
- The teacher will report the facts to the Assistant Principal for Instruction (API) in writing within three school days of the incident.
- 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.

CONSEQUENCES FOR HONOR CODE VIOLATIONS

First Offense:

- A grade of zero will be assigned and the student will not be allowed to make up the work for credit.
- The teacher will contact the parent and the honor code violation report will be filed with the API.
- 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 Offense:

- A grade of zero will be assigned and the student will not be allowed to make up the work for credit.
- The API will meet with the student and issue one day of in-school suspension for defiant behavior. A copy will be placed in the student's discipline record.
- The API will contact the parent and review the consequences for any subsequent offenses.

Subsequent Offenses:

- A grade of zero will be assigned and the student will not be allowed to make up the work for credit.
- The API will meet with the student and issue one day of out-of-school suspension. A copy will be placed in the student's discipline record.
- A parent conference will be required before the student can be readmitted.

Chesapeake Public Schools - Contact List

- Adult Education.....(757) 482 - 5680
- Art.....(757) 547 - 0153
- Assessment and Accountability.....(757) 436 - 3316
- Athletics/Student Services.....(757) 547 - 1340
- Career and Technical Education.....(757) 547 - 1098
- Chesapeake Juvenile Services.....(757) 382 - 6788
- Chesapeake PTA.....(757) 487 - 2700
- Chesapeake Public Schools Educational Foundation... (757) 842 - 4081
- Clerk of the Board.....(757) 547 - 1047
- Discipline.....(757) 547 - 1318
- Emergency Preparedness.....(757) 382 - 6504
- English.....(757) 547 - 0153
- Enrollment.....(757) 547 - 0545
- Family Life Education.....(757) 547 - 0153
- Federal Program.....(757) 547 - 1183
- Foreign Language.....(757) 547 - 0153
- Gifted Education.....(757) 547 - 0153
- Guidance/School Counseling.....(757) 547 - 0153
- Health Services.....(757) 494 - 7628
- Human Resources.....(757) 547 - 0001
- Information Technology.....(757) 482 - 5635
- Math.....(757) 547 - 0153
- Music.....(757) 547 - 0153
- Parent Resource Center.....(757) 482 - 5923
- Physical Education/Health.....(757) 547 - 0153
- Planetarium.....(757) 547 - 0153
- Public Information.....(757) 547 - 1033
- Pupil Transportation.....(757) 547 - 1617
- School Board.....(757) 547 - 1047
- School Libraries.....(757) 547 - 0153
- School Nutrition Services.....(757) 547 - 1470
- School Plants.....(757) 547 - 0139
- Science.....(757) 547 - 0153
- Social Studies.....(757) 547 - 0153
- Student Activities.....(757) 547 - 1340
- Student Services.....(757) 547 - 0585
- Superintendent.....(757) 547 - 0165

Grassfield High School - Contact List

| Ms. Pallister A.P. for Instruction | Mr. Freeman 9th Grade A.P. | Ms. Kitchens 10th Grade A.P. | Mr. Fulford 11th Grade A.P. | Mr. Haugh- inberry 12th Grade A.P. |
|--|--|--|---|--|
| <ul style="list-style-type: none"> • Advanced Placement • Honor Code • Promotion/Retention • SOL Remediation • Student Dress Code • Synergy • English Dept. | <ul style="list-style-type: none"> • Attendance/Truancy • Buses • Lockdown Drills • I.S.S. • Lockers • Tardy Table • Math Dept. • P.E. Dept. | <ul style="list-style-type: none"> • C.C.S.T. • 504 Plans • G.E.D. • Industry Certifications • S.E.C.E.P. • Impact Aid Cards • STEM Academy • Student Dress Code • Business & Marketing Dept. • C.T.E. Dept. | <ul style="list-style-type: none"> • Academic Awards • Assemblies • Building Use • Cameras • Field Trips • School Calendar • Textbooks • Science Dept. • Social Studies Depts. | <ul style="list-style-type: none"> • Athletics • Clinic • Custodians • Extended Day • Extenuating Circumstances • Graduation • Homebound • Student Parking • Student Activities • World Language Dept. • Fine Arts Dept. • Special Ed. Dept. |

| Department | Department Chair |
|---------------------|-------------------------|
| Business/Marketing | David Thaw |
| Career & Technology | Thomas Spencer |
| English | Kathi Fitzgerald |
| Fine Arts | Steve Vutsinas |
| Guidance | Judy Best |
| Health & P.E. | Bret Lieberman |
| Mathematics | Joy Squicciarini |
| Media | Dusty Gabel |
| Science | Ramie Strunc |
| Social Studies | Elizabeth Harris |
| Special Education | Ress Walker |
| Technology Academy | Karen Black |
| World Language | Ursula Sauter |