

HICKORY HIGH SCHOOL



STUDENT HANDBOOK

2011-2012

Soaring to Excellence in Academics, Athletics, and Activities

HICKORY HIGH SCHOOL ADMINISTRATION & STAFF

ADMINISTRATORS

	<u>POSITION/ASSIGNMENT</u>
Mrs. Turner	Principal
Mr. Anderson	Assistant Principal
Mr. Carter	Assistant Principal
Mr. Joppy	Assistant Principal
Dr. Richels	Assistant Principal
Mr. Wecht	Assistant Principal

GUIDANCE

	<u>POSITION/ASSIGNMENT</u>
Mrs. Culpeper	Guidance Director
Ms. Gipson	Academic Counselor (E-K)
Mrs. Holmes	Student Assistance Counselor
Mr. Markin	Vocational and Career Counselor
Ms. Drewry	Academic Counselor (Ro-Z)
Ms. Schatz	Academic Counselor (L-Ri)
Ms. Smith	Access Counselor (Mon/Tues)
Mrs. Wills	Academic Counselor (A-D)
Mrs. Newman	Guidance Secretary
Mrs. Thornton	SOL Testing

MEDIA CENTER

	<u>POSITION/ASSIGNMENT</u>
Ms. Banks	Media Specialist
Ms. McPherson	Media Specialist
Mrs. Bamonte	Media Secretary

CLINIC

	<u>POSITION/ASSIGNMENT</u>
Mrs. Young	School Nurse
Mrs. Mann-Lorenz	Clinic Assistant

SECRETARIAL

	<u>POSITION/ASSIGNMENT</u>
Mrs. Hanks	Attendance
Mrs. Mathers	Main Office
Mrs. McAndrews	Main Office
Mrs. Ziegengeist	Bookkeeper
Mrs. Uncur	Bookkeeper

SECURITY

	<u>POSITION/ASSIGNMENT</u>
Mr. Hardison	Security
Mr. Macklin	Security
Mrs. Mitchell	Security
Mrs. Turner	Security
Mr. Vandross	Security

ATHLETICS

	<u>POSITION/ASSIGNMENT</u>
Mr. Cole	Athletic Director
Mrs. Gilmartin	Athletic Trainer

TECHNOLOGY

	<u>POSITION/ASSIGNMENT</u>
Mrs. Bray	Technology Integration Specialist
Mr. Johnson	Technology Support Specialist

SCHOOL CONTACT INFORMATION			
MAIN OFFICE	421-4295	OFFICE FAX	421-2190
GUIDANCE	421-7194	GUIDANCE FAX	421-4041
ATTENDANCE	421-7363		
 <u>www.hickoryhawks.com</u> 			

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INTRODUCTION

This handbook is designed to inform students of the policies and procedures of Hickory High School. This information is intended to help students become effective citizens of the school community. Students are encouraged to participate fully in the academic, social, and athletic activities within the school. Success in school, as in life, is directly proportional to a person's effort.

STATEMENT OF PURPOSE

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

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

MISSION STATEMENT

The mission of Hickory High School is to prepare all students with the knowledge and skills needed to become productive, responsible, and innovative members of the global community by providing a quality education and extra-curricular activities within a safe learning environment through partnerships among parents, teachers, and community.

PARENT TEACHER STUDENT ASSOCIATION (PTSA)

The Hickory High School PTSA is an organization of parents, teachers, students and other interested people in the communities served by the school. The PTSA is interested in the welfare of all youth. Membership dues are \$6.00. Visit www.hickoryhawks.com for the 2011-2012 PTSA meeting schedule and event calendar.

ALMA MATER

*Singing we do implore Hickory High School evermore,
With teal, gray, black and white, Hickory High School show your might.
Our Alma Mater guide with spirit and with pride
Where mighty Hawks do soar, mighty Hawks forever more!*

GENERAL POLICIES AND PROCEDURES

ATTENDANCE

School hours for students are from 8:45 a.m. to 3:43 p.m. Students must be regular and punctual in attendance. Students may not miss more than 30 minutes of class to be counted present. A student shall not be granted credit for a course if absences from a class total more than eighteen (18) class periods for a two-term two- credit course, or more than nine (9) class periods for a one-term one-credit course.

ABSENCES: 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 an "unexcused" absence status. Phone calls cannot be used as a substitute for a written note.

WRITTEN NOTES ARE REQUIRED FOR AN ABSENCE TO BE EXCUSED and should include the following:

1. *Student's name*
2. *Reason for the absence*
3. *Signature of parent or guardian*
4. *Phone number where parent or guardian can be reached*

The homeroom teacher determines whether the absence is excused or unexcused as per School Board policy (i.e., medical, 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 slips to his/her teachers so that the status of the absence may be properly documented.

EARLY DISMISSAL: Parents/guardians must report to the attendance office to pick up a student prior to the end of the school day. Photo identification is required and the individual's name must be listed on the student's emergency card. Student drivers requesting early dismissal must submit a parental note requesting early dismissal directly to the attendance office upon arrival at school. The attendance clerk will issue the early dismissal notice and students will pick up a departure note from attendance before leaving school.

EXTENDED DAY PROGRAM: Students may attend the extended day program to make up missed class time. A student may redeem a maximum of four (4) days per course during a term. Each extended day period will count as one class period. The extended day schedule is available

EXTENUATING CIRCUMSTANCES: Extenuating circumstances may be granted when a student exceeds the number of absences due to legitimate, documented reasons. A student request form for consideration of extenuating circumstances must be obtained from the main office secretary and returned to Mrs. Turner. The Attendance Review Committee shall be the judge of extenuating circumstances following the student's request for consideration. Students who have excessive absences and have not attended any extended day programs may not be considered for extenuating circumstances. Students with OSS may not be considered for extenuating circumstances.

TARDIES: Students are to be in class **on time**, on task, always courteous. Tardiness to class disrupts the educational process of students and teachers. 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. Students who are tardy must report to the Tardy Table for their names to be recorded and receive an admittance slip to class.

Consequences for unexcused tardies (in a nine-week period):

- 1st - Verbal warning
- 2nd- Verbal warning
- 3rd - Verbal warning
- 4th - One (1) day ISS
- 5th - One (1) day ISS
- 6th, etc. – One (1) day OSS

TRUANCY POLICY FOR NON-ATTENDANCE: The Code of Virginia 22.1-254 requires all students to attend school regularly. Schools are required by 22.1-258 to refer students to truancy court after the student accumulates seven unexcused absences. The court determines consequences on a case by case basis which could result in detaining the student or parent or removal of the child from the home.

WITHDRAWING FROM SCHOOL: The guidance department will issue withdrawal forms to students only upon receipt of parental permission or administrative action. The withdrawing student must obtain signatures and clearance from subject area teachers, attendance clerk, media staff, and bookkeeper. The completed forms should be returned to the guidance department.

BUILDING USE AND CARE

1. Students must leave the building by 3:50 p.m. each day unless involved in a supervised activity.
2. The gym and auditorium are off-limits to students unless they have specific authorization to be in those areas.
3. All students will eat in the commons area. Food or drink is not permitted in any other part of the school building at anytime. 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 a hall pass.
4. All students should be proud of the campus and the building. In order to maintain a safe and orderly environment, students should adhere to the following rules:
 - Do not mark or mar furniture, equipment or windows
 - Do not place feet on walls or lockers
 - Do not damage or destroy school property
 - Keep classrooms and halls free of paper, food, and drink

- Do not post any material or notices on bulletin boards without prior approval of the administration
- Do not post any wall signs for any activity without prior approval of the administration.

BUS TRANSPORTATION

Bus transportation is available to students residing in designated transportation zones. Riding the bus is a privilege, and proper conduct and behavior on the bus are expected at all times. Each child on a school bus must behave in a satisfactory manner in order for the driver to be alert to the many hazards of driving in heavy traffic. Because the health and safety of all children on the bus is of prime importance, a child who behaves in an unsatisfactory manner may, at the discretion of the administrator, be denied the temporary use of transportation facilities. Should children damage school vehicles; parent/guardians will be responsible for reimbursement of the damages.

A parent/guardian note is required for students riding home on a different bus. This note should be presented to the main office prior to the start of homeroom and must include the parent/guardian's contact number for confirmation purposes. The student must pick up the approved bus note from the main office before the end of the day (preferably between classes or during lunch).

There is an activity bus daily that leaves at approximately 4:30 p.m. from the front entrance. Students must have a pass from a sponsor, coach, or teacher to board the activity bus.

CLINIC

Clinic services are provided for student illness or injury. The school staff, without written parental permission, may not administer medication, including aspirin. If a student needs regular medication, the parent must contact the school so the appropriate arrangements can be made. If a student becomes ill, he should report to the clinic. A student must have a hall pass signed by the teacher of the class from which he is absent to be admitted to the clinic. Students are not to enter the clinic between classes. Students that misuse or distribute over the counter medicines are subject to disciplinary actions.

COMPUTER LABS

The goal of the computer resource labs is to give students and faculty the opportunity to use technology for enhancing education. Presently, there are four labs on the second floor. The computer labs are located in rooms 239, 241, 243, and 245. The computer labs are open daily from 8:30 a.m. until 4:00 p.m. to accommodate students and faculty.

Students may use computer lab 241 before and after school without a pass to work on class or club assignments. Teachers may see the Technology Integration Specialist (TIS) to arrange for a student to use the computer lab during class time for a specific purpose. Students who wish to use the computer lab during lunch for a specific purpose need to get a hall pass from the TIS or their classroom teacher prior to coming to the lab. This will enable the TIS to check the availability of the lab for that particular lunch period.

DELIVERIES

The main office staff cannot accept the delivery of restaurant food, drinks, flowers, or balloons to the students of Hickory High 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. Stalking, threatening bodily harm, or assaulting school personnel, students, or others.
2. Threatening to bomb or burn school buildings or school property.
3. Verbal argument.
4. Pulling fire alarm, causing a false alarm, or calling 911 without cause.
5. Destroying or damaging school buildings or property.
6. Stealing.
7. Falsifying information, or presenting forged documents to school officials.
8. Throwing any object that could cause bodily harm to students or teachers.
9. Possessing dangerous objects or weapons.
10. Inappropriate language/profanity regardless as to whom directed.
11. Disrupting the educational process, learning, or instruction.
12. Displaying a rude, defiant, or insolent attitude toward school personnel.
13. Possessing radios, tape or CD players, or any portable communication devices, e.g.: beepers, cellular telephones, etc., on one's person, although they may be kept in personal vehicles.
14. Display of verbal or physical sexual harassment.
15. Selling items other than those approved by the school.
16. Failing to sign-out (or in) and/or leaving school without administrative authorization.
17. Being in off limits areas - i.e., parking lot; out of designated lunch area, out of building during class, etc.
18. Failing to correct a problem/violation after a faculty, staff, or administrative warning.
19. Inappropriate public displays of affection.
20. Inappropriate or unauthorized use of educational equipment, such as computers, copiers, scanners, etc.
21. Inciting or instigating a fight.
22. Leaving school grounds without permission.

23. Punching or hitting another student in a fight.
24. Possession and/or use of tobacco products.
25. Possession and/or use of drugs and/or drug paraphernalia
26. Bullying, gang-related activity, or hazing.
27. Inappropriate dress.
28. Parking violations.

DISCIPLINE (CONTINUED)

Detailed explanations of the expectations for conduct and the sanctions for violations are available in the *Student Conduct Policy Guidelines*. A copy of this handbook is available on the Chesapeake Public School's website. Chesapeake Public School Board discipline policies apply to Hickory High School students attending any school function regardless of time, day, or location. Policies are in effect from the time a student leaves home, arrives at school, and returns home.

Student absences from class due to Out-of-School Suspension (OSS) are considered unexcused absences. Students are responsible for missed work. Students given In-School Suspension (ISS) are encouraged to obtain assignments from their teachers prior to serving ISS, as ISS is not considered as 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 onto Chesapeake Public School property are subject to being charged with trespassing.

Hickory High School may use gun dogs, drug dogs, surveillance cameras, metal detectors, security monitors, and the Chesapeake Police Department to ensure a safe and secure environment. Search of a student or personal possession shall be conducted only if there is reasonable cause to believe that the student possesses an item which violates the law, school policies or regulations.

DRESS CODE

The Chesapeake School Board expects all students to dress in a manner appropriate for the promotion of learning. Student appearance shall not be disrespectful, indecent, dangerous to the health and welfare of students, or disruptive to the school environment. The following guidelines have been established:

1. Students will not be allowed to wear clothes, jewelry, or other apparel or personal belongings that advocate violence, use of alcohol, tobacco products or drug use and/or distribution; that represent gang activity and/or membership; use obscenities; or reflect adversely on persons due to race, gender, creed, religion, disability, or sexual orientation.
2. Students who wear revealing attire may be removed from school until properly dressed.

3. Hats may not be worn in school buildings.
4. For reasons of health and safety, all students are required to wear appropriate shoes when on school property.
5. Students whose dress is considered contrary to good hygiene or in any way disruptive to the learning process will be required to meet the school standards.
6. Prior to the end of the first month of each school year, each local school will make available to parents and students school dress code standards.

Students not meeting the school dress code will be sent to the administration. Repeat offenders may be subject to disciplinary action.

ELECTRONIC DEVICES

Cellular telephones, other portable telecommunication devices, and electronic devices are permitted on school grounds for secondary students (grades 6-12). These devices must be turned off, remain off during the school day and be secured in lockers and/or automobiles. Students may not possess, have on their person, or use the devices during the school day. These devices must be secured in lockers and/or automobiles. Chesapeake Public Schools assumes no responsibility in any circumstance for loss, destruction, damage, theft, or charges made on monthly statements for a cellular telephone, portable telecommunication device, or electronic device. Students will be responsible for locating such lost/stolen items.

POSSESSION of a cellular telephone, other portable telecommunication device, or electronic device will result in the following sequential consequences:

- 1st Offense: The cellular telephone, other portable telecommunication device, or electronic device will be confiscated and returned to the student at the end of the school day.
- 2nd Offense: The cellular telephone, other portable telecommunication device, or electronic device will be confiscated and returned to a parent.
- 3rd Offense: The cellular telephone, other portable telecommunication device, or electronic device will be confiscated and returned to the parent, and the student will be assigned to ISS.
- 4th Offense: The cellular telephone, other portable telecommunication device, or electronic device will be confiscated and returned to the parent, and the student will be assigned OSS.

USE of a cellular telephone, other portable telecommunication device, or electronic device beyond simple possession will result in more severe penalties.

- 1st Offense - The cellular telephone, other portable telecommunication device, or electronic device will be confiscated and returned to a parent.
- 2nd Offense: The cellular telephone, other portable telecommunication device, or electronic device will be confiscated and returned to the parent, and the student will be assigned to ISS.

3rd Offense: The cellular telephone, other portable telecommunication device, or electronic device will be confiscated and returned to the parent, and the student will be assigned OSS.

Refusing to submit an electronic device to school personnel may result in additional disciplinary consequence, including suspension. Any action that is disruptive of the educational process and/or includes the initiation and/or passing on of threats against persons or property will be subject to disciplinary consequences.

With permission of the office staff, students may use the telephone in the office to contact parents during the school day.

HALL PASSES

Whenever a student leaves a room for any reason during class, he/she must have a hall pass from the teacher stating the time the student left the room and the destination. Students may not be in the hall during class without a hall pass. Students will be subject to disciplinary action for loitering or being in a non-designated area.

LOCKERS

Each student will be furnished with a hallway locker. The locker number and the 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 should not share lockers with other students. Lockers will be assigned via grade level. Information will be distributed in homeroom on the first day of school.

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. Students enrolled in physical education should lock all valuables in their gym lockers.

MEDIA CENTER

Rules and requirements for media center usage include:

1. The media center hours are from 8:00 a.m. to 4:00 p.m.
2. Student behavior in the media center should be conducive to quiet study and free of disruption.
3. Students may visit the media center before school, during lunch, and after school without a pass. Students may come to the media center during class time with a pass from a teacher and a specific purpose.
4. Permission must be obtained from the media specialist to leave the media center during class hours.
5. Books are checked out for two weeks and may be renewed. A five cent per day charge is applied to overdue books. No item should be removed from the media center without first checking it out to the person who is borrowing the item.
6. Magazines, encyclopedias, and reference books may not be taken out of the media center unless that item is marked for circulation.

7. Students should leave book bags, gym bags, and large purses on the floor near the circulation desk.
8. Computer usage in the media center is limited to research for educational purposes. No random surfing is allowed on the Internet. The media center provides access to a wide variety of online tools which include: the Internet, educational databases, online catalogs, and Office applications.

MOMENT OF SILENCE

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

MOTOR VEHICLES/PARKING

Student parking is available in designated areas. One-day parking is available for emergency situations. Prior administrative approval is required. All students parking on the school grounds during regular school hours must have parking permits. Students parking on school grounds are expected to secure and leave their vehicles upon arrival. Students are not allowed to return to their vehicles prior to their scheduled departure from school. Further 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.

SCHOOL CLOSINGS

On occasion, schools 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 will be notified of such closings by the Chesapeake Public Schools' Parent Alert System. Additional information will be broadcasted through radio station WFOS-FM 88.7, Channel 46, as well as by other local radio and television stations.

STUDENT RECORDS

Each student will have a cumulative folder, which will include a record of achievement, 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.

TELECOMMUNICATIONS AND INTERNET USE POLICY

Chesapeake Public Schools provides its students access to telecommunications networks to support research and education. All components of the telecommunications network shall be used in ways that are legal, respectful of the rights of others, and protective of juveniles and that promote the educational objectives of Chesapeake Public Schools. Consequences of inappropriate network behavior will result in disciplinary action in addition to suspension, termination of access privileges, or recommendation for expulsion. Parents

and students may refer to School Board Policy P-36 and subsequent regulations R 6-36, available on the Chesapeake Public Schools website and the *Student Conduct Policy Guidelines* handbook.

TEXTBOOKS

Subject teachers issue textbooks and calculators. It is the student's responsibility to return books to the issuing teacher upon completion of the course, in-school transfer, or withdrawal. The student will pay for lost or damaged books and calculators.

VISITORS

Visitors here on official business must secure permission and a visitor's pass from the check-in table at the front door. Parents are encouraged to visit the school for special programs and projects, parent-teacher meetings and open houses. Students from other schools (public or private) are not permitted to visit during the school day.

ACADEMIC PROGRAM

ACCREDITATION

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

CLASS RANK/GRADE POINT AVERAGE

These are calculated at the end of each term. Students may see their counselor to obtain updates. For the purpose of representing the senior class, the determination of valedictorian and salutatorian is made based upon the weighted grade point average at the end of the second term of the senior year.

CLASSIFICATION OF STUDENTS

The number of credits completed determines a student's classification in high school. The following classification applies to all students:

- 1) Freshmen: Successfully pass 8th grade SOL tests and successful completion of a minimum of four classes.
- 2) Sophomores: 4 units, one unit of which must be English 9 and 1 verified credit.
- 3) Juniors: 10 units, one unit of which must be English 10 and 3 verified credits.
- 4) Seniors: 15 units, one unit of which must be English 11 and 4 verified credits.

COURSE INFORMATION

Chesapeake Public Schools publishes an annual Secondary Course Catalog with information regarding course offerings, graduation requirements, and special programs. This catalog can be accessed online at: <http://www.cpschools.com/student/May2010bluebook.pdf>
Paper copies of this catalog are also available in the Guidance office.

DRIVER EDUCATION

Driver Education is offered to tenth grade students and requires a fee of \$200.00. This fee will be collected during the Health and Physical Education II course. 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 and is a student in good standing with regular attendance. Students needing a permit to learn to drive may obtain a Certificate of Enrollment from their guidance counselor to take with them to the Department of Motor Vehicles.

DROPPING COURSES

Students are expected to follow the schedule of courses for which they register. However, circumstances may arise which give valid reasons for changing a schedule or dropping a course. Adjustments will be made only when, in the judgment of the principal, the reason for change is valid. **A student may not drop a course and add a new course after the first two weeks of the course's commencement.** If a student requests to drop a course after this official drop/add period, the student will receive an "E" as a final grade for the course dropped unless extenuating circumstances are established. The principal shall determine if the circumstances are extenuating.

EDLINE

Chesapeake Public Schools offers all parents and students online access to grades and course information via a web-based application called Edline. Families new to Hickory High School will receive an activation code at the beginning of the school year.

FINAL EXAMINATIONS

Final examinations will be administered for all courses bearing credit. Students are expected to take examinations, and they are expected to demonstrate at least minimal academic mastery. In those cases where students fail to take an examination or they exert little or no effort, the student may fail the course regardless of the numerical or scale average. In a class where a student has earned an "E" for the last two quarters, it is very unlikely that the student will pass the class regardless of the exam grade. Only graduating seniors who have an "A" average in a course are exempt from taking final examinations in that course.

GRADING SYSTEM

Chesapeake Public Schools will utilize the following ten-point letter grade scale:

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

The final term grade is determined by averaging the student’s four marking period grades and the final exam grade in credit-bearing courses, with a weight of twenty percent each. Grades for year-long courses (A/B alternating block, CCST, and the Governor’s School for the Arts) will be considered interim grades at the 01, 03, 05, and 07 reporting periods and will not be used to determine the final grade.

GRADUATION REQUIREMENTS

The Virginia Board of Education of the Commonwealth of Virginia establishes graduation requirements for all Virginia public schools (8 VAC 20-131-10-et.seq.). Diploma options and their corresponding requirements are available in the *Secondary Course Catalog* at: <http://www.cpschools.com/student/May2010bluebook.pdf> and the Guidance office.

Standard Diploma - 22-credit diploma that must include credits as prescribed and 6 verified credits

Advanced Studies Diploma - 24-credit diploma that must include credits as prescribed and 9 verified credits

GUIDANCE SERVICES

Students may request to see a school counselor for any of the following services offered by the guidance department:

- Counseling for scheduling and academic planning
- Conducting conference and small group counseling
- Counseling personal problems including substance use/abuse
- Providing information about occupational choices, college admission, and scholarships
- Testing (standardized and AP) and interpreting test results
- Initiating child-study procedures

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 picked up in the school nurse's office. Once approved, the guidance department will assist the student by arranging instruction.

HONOR CODE OF ACADEMIC INTEGRITY

Chesapeake City High Schools promote academic integrity by encouraging everyone in its school community to demonstrate high standards of personal honesty in academic work, in interpersonal relationships with other members of the school community, and in participation in all school activities. If it is documented that a student has cheated on an assignment, a grade of zero should be given.

Examples of honor code offenses include:

- Lying—stating an oral or written untruth with the intent to deceive
- Forging or using a forged signature
- Copying someone else's work by manual or electronic means
- Allowing someone to copy work by manual or electronic means
- Having someone else do a student's work
- Taking a test for another student
- Looking at someone else's quiz, test, examination, or allowing another student to look at his/her paper
- Using unauthorized textbooks, class notes, prepared notes, or having or using notes, formulas, definitions, or other course material in a programmable calculator, handheld PDA, or other electronic device without teacher approval
- Using a communication device such as a cell phone or PDA to send, receive, or share unauthorized information about an assignment
- Exchanging papers with another student during a test or quiz
- Giving or receiving written or oral answers during a test or a quiz
- Securing a copy of a test prior to taking it
- Removing a test paper from the classroom without permission
- Failing to turn in work at the teacher's designated time which could result in a grade advantage
- Relaying information or accepting information concerning test items and/or format
- Altering a graded assignment and resubmitting it for a better grade
- Working together on a take-home assignment without authorization by the teacher
- Planning schemes to cheat
- Changing a student's name on a printout/hardcopy
- Plagiarizing - using or copying material or ideas from another source while submitting it as his/her own without giving proper credit to the source. Examples include, but are not limited to:
 - Turning in, for credit, any assignment that is not based on the student's own research, including papers from a commercial term paper company and papers written by siblings or other students
 - Providing a written assignment to another student
 - Submitting the same or portions of the same academic materials for credit in more than one class without the consent of both teachers
 - Making up or falsifying data
 - Not properly citing sources of quoted or paraphrased information

HONOR GRADUATES

The distinction of honor graduate is awarded to all students who have met the requirements for the modified standard, standard, or advanced studies diploma and who graduate with a 3.0 or greater weighted grade point average in all credit bearing classes.

HONOR ROLL

Honor roll is determined at the end of each nine weeks. All students who have a 3.0 or greater weighted grade point average, with no grade lower than a C, in all courses (credit-bearing or non-credit bearing classes) are given the distinction of honor roll.

MAKEUP WORK

1. 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. If after a reasonable amount of time, a student fails to attempt an assignment, a grade of zero may be given.
2. When a student is absent for more than three (3) school days, the school work should be sent home upon request of the parent. Twenty-four hours notice for the request must be given.
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. 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.

REPORT CARDS

Report cards will be issued approximately one (1) week after the end of each grading period. Report cards will be issued four (4) times during each term. Specific dates will be announced. Parents and students are encouraged to utilize Edline to monitor a student's grades throughout the semester.

STUDY HALL/TUTORING

Students are encouraged to take advantage of the afterschool tutoring program on Tuesdays, Wednesdays, and Thursdays from 3:45-4:30 p.m. Visit <http://www.cpschools.com/Schools/HHS/tutoring.html> for a complete list of teachers and their corresponding subject areas and room numbers. Bus transportation is provided. Students will need to obtain a bus pass from the study hall teacher.

WEIGHTED CLASSES

Certain courses have been approved for additional quality point weight which is added to the grade point average. These courses are approved because they are academically demanding. The courses are identified as honors, advanced placement, or IB classes. After the students' averages have been calculated, a weight of .025 is added to the grade point average for each honors class completed successfully and a weight of .05 is added to the grade point average for each credit in an advanced placement class completed successfully.

EXTRACURRICULAR ACTIVITIES

ACADEMIC LETTERS

Academic letters are awarded for participation in Virginia High School League sanctioned activities. Students must earn a minimum of twenty-five (25) points in order to be awarded an extracurricular academic letter. Participation must be outside the regular school hours. Students earn points between grades 10 and 12 in at least two of the following activities:

- Chesapeake Challenge Team
- Debate Team
- Drama Team
- Forensics Team
- Literary/Art Magazine Staff
- Newspaper Staff
- Yearbook Staff

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

ATHLETIC PROGRAMS

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

FALL SEASON

Football (V & JV)
Girls Volleyball (V & JV)
Boys Volleyball (V)
Girls & Boys Cross Country (V)
Girls Field Hockey (V & JV)
Cheerleading (V & JV)
Golf (V)

WINTER SEASON

Boys Basketball (V & JV)
Girls Basketball (V & JV)
Wrestling (V & JV)
Gymnastics (V)
Girls & Boys Indoor Track (V)
Cheerleading (V & JV)
Girls and Boys Swim & Dive (V)

SPRING SEASON

Baseball (V & JV)
Softball (V & JV)
Boys & Girls Outdoor Track & Field (V)
Boys Soccer (V & JV)
Girls Soccer (V & JV)
Boys & Girls Tennis (V)

INSURANCE: Students who participate in any sports are encouraged to take out 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 or athletic director.

PHYSICALS: Students wishing to tryout for any athletic program must have a valid VHSL physical on file with the athletic director. The school provides four opportunities throughout the year for students to obtain an athletic physical: July, November, February, and May (specific dates/times are announced). Physicals are only valid from May 1 of the current year to June 30 of the succeeding year.

SCHEDULES: Please visit www.highschoolsports.net for sports schedules and changes.

SEASON PASSES: The athletic department will be offering sports season passes. There are a variety of passes to fit everyone's need. By purchasing a season pass you will save an average of 65% off of the regular ticket price. Visit www.hickoryhawks.com or see the athletic director for more information.

CLUB PROGRAM

Hickory High School offers a variety of student clubs and activities. Such entities provide opportunities for students to connect with the school and peers, foster school pride, develop leadership, serve their school and community, and have fun while meeting new people. With over 50 extracurricular organizations, each student is encouraged to join at least one club and become involved in activities outside of the classroom. Students will have an opportunity to preview the variety of clubs through an annual Club Day in September. Club announcements and upcoming events are posted on the "Club Board" across from the Media Center through the school year.

NATIONAL HONOR SOCIETY (NHS)

Students are named to the National Honor Society by the faculty of Hickory High School. Students can apply for membership and will be considered by the faculty if their grade point average is 3.5 or better (on a 4.0 scale). The criteria for selection are based on the National Honor Society's pillars of scholarship, leadership, character, and service.

STUDENT COUNCIL ASSOCIATION (SCA)

The Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of school, develops high ideals of personal conduct, acts as a clearinghouse 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.

The SCA delegation is comprised of the SCA officers and the senior class, junior class, sophomore class, and freshman class officers and delegates. Various SCA committees, as well as homeroom representatives, add to student participation. Students are encouraged to become involved in student government. SCA and class elections are conducted each spring by the SCA. Officers are elected by a majority vote of the student body.

SCHOOL DANCES

The following dances are scheduled during the year:

1. The Junior Ring Dance is formal and open to juniors and their guests by invitation. It is held in February.
2. The Senior Prom is formal and open to seniors and their guests by invitation. It is held in the spring.
3. A decision is made annually regarding the Senior Social.

SPORTSMANSHIP

Hickory High School will adhere to the following protocol in handling student ejections from VHSL competitions:

1. All teams will meet with the Athletic Director prior to first scrimmage.
2. The player ejected must meet with the coach and the Athletic Director.
3. The player must meet with a sportsmanship panel. This panel can add more games to what is required by VHSL.
4. The player must complete a 100-word essay on why sportsmanship and staying in the game are important.
5. All items must be completed before an athlete can compete in the next scheduled game.

VIRGINIA HIGH SCHOOL LEAGUE (VHSL)

Hickory High School is a member of the Virginia High School League and, therefore, complies with all of the rules and regulations set forth by this organization.

A. In order for a student to participate on an athletic team, he/she must:

1. Pass a physical examination and secure the written permission of his/her parents.
2. Maintain at least a 2.0 grade point average for the semester prior to initial participation, regardless of when initial participation begins. Under this provision, a ninth-grade participant must have maintained a 2.0 for the second semester of the eighth-grade year. At any time when a student enters a VHSL activity and establishes eligibility for the first time, the student must have maintained a 2.0 GPA for the previous semester or have maintained a 2.0 cumulative GPA.

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.

3. Attend school on the day of a sports event in which his/her team is participating.
4. Meet all VHSL requirements as prescribed in the VHSL Handbook, available online at: <http://www.vhsl.org/files/pub-handbook-2010-11.pdf>

- **28-1-1 Bona Fide Student Rule** - The student shall be a regular bona fide student in good standing of the school which he represents.
- **28-2-1 Grade Rule** - The student shall be enrolled in the last four years of high school.
- **28-3-1 Enrollment Rule** - The student shall have been regularly enrolled in the school which he represents not later than the fifteenth school day of the semester.
- **28-4-1 Scholarship Rule** - The student shall:
 - a. For the first semester be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year or the immediately preceding semester for schools that certify credit on a semester basis; and
 - b. For the second semester be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester. Note: Credit for courses must be recognized by the State Department of Education. Such credit is to be awarded for the semester in which the work is scheduled to be completed. Credit for summer school work must be applied on the immediately preceding semester of the year.
- **28-5-1 Age Rule** - The student shall not have reached the age of 19 on or before the first day of August of the school year in which he wishes to compete. This rule may not be appealed.
- **28-6-1 Transfer Rule** - The student shall not have enrolled in one high school and subsequently transferred to and enrolled in another high school without a corresponding change of residence of his parents, parent or guardian.
- **28-7-1 Semester Rule** - The student shall not have been enrolled in the last four years of high school for a period of more than eight consecutive semesters, beginning with the semester in which he was enrolled the first time in the ninth grade. The eight consecutive semesters shall be counted continuously from that point, regardless of whether or not he remains continuously enrolled in school.
- **28-8-1 Amateur Rule** - The student shall be an amateur. An amateur is an athlete who engages in VHSL athletics solely for the educational, physical, mental and social benefits he derives there from, and whom VHSL athletics are nothing more than an avocation.
- **28-9-1 Athletic Participation/Parental Consent/Physical Examination Rule** - The student shall have submitted to the principal of his school, prior to becoming a member of any school athletic squad or team, League Form No. 2 (Athletic Participation/Parental Consent/Physical Examination Form), completely filled in and properly signed, attesting that he has been examined and found to be physically fit for athletic competition, and that his parents consent to his participation.
- **28-10-1 Awards Rule** - The student shall not have accepted nor accept from any source whatsoever, in recognition of or as a reward for his athletic skill, any award other than letters, medals, charms, cups, plaques, letter sweaters, or similar trophies, or any award of value other than of intrinsic value. These listed awards may be accepted only when presented or approved by his school, or when earned in VHSL sanctioned meets or tournaments.
- **28-11-1 Independent Team Rule** - The following law has been passed by the General Assembly of Virginia: The Code of Virginia is amended by adding a section numbered 22.1-275.1 as follows: Student responsibility for sports participation during the sports season for the relevant sport, a student may, while a member of a school squad or team engaged in interscholastic

sports become a member of or participate with an organized team in the same sport which is independent of the school's control during the sports season for the relevant sport.

- **28-12-1 All-Star Participation Rule** - The student shall not have participated in an all-star contest. (See also 27-91 & 27-9-2)
- **28-13-1 Sportsmanship Rule** - (1) Member schools are required to conduct all their relations with other schools in a spirit of good sportsmanship. (27-13-9) (2) Any athlete who in protest lays hands or attempts to lay hands on an official may be declared ineligible for up to one year. Any athlete who strikes an opponent, a coach or spectator during or following an athletic event may be declared ineligible for up to one year.

B. The following regulations were passed by the Hickory Athletic Council and will be final unless the individual desires to appeal to the body:

1. The Athletic Council has as its main function the responsibility of determining that athletic problems are handled fairly.
2. In addition to Virginia High School Leagues rules, the following regulations as approved by the Athletic Council also apply:
 - a. Any player dismissed from a team by the coach for any of the following reasons may be ineligible to complete in all sports for up to one year beginning on the date of dismissal.
 - 1) Conduct detrimental to the school, sport, or team.
 - 2) Poor sportsmanship
 - 3) Training violations
 - b. Any student dismissed from a team after the first scheduled game may clarify his eligibility by appearing before the Athletic Council.
 - c. If a student quits a team without notifying the coach of his intentions, he may become ineligible for one year. The athlete has the right, however, to appeal to the Athletic Council.
 - d. Students should file a notice of appeal to the Athletic Director within ten (10) days of dismissal from a team.
3. All appeals shall be heard by the Athletic Council whose decision will be final in all cases. The council will be composed of the following members, to be named by the principal:
 - a. Assistant Principal
 - b. Athletic Director (not a voting member; operates as a spokesman for the student and articulates both sides).
 - c. Selected teachers and coaches.
 - d. The Principal will serve as an ex-officio member of the Athletic Council.
4. Any student who accumulates three unexcused absences during a semester risks not being permitted to participate during the remainder of the semester.
5. Athletes have one day to make up missed work due to an athletic event.

BLOCK ONE 8:45 - 10:20			
BLOCK TWO 10:26 - 11:56			
1st LUNCH 11:56 - 12:26	3rd BLOCK CLASS 12:02 - 12:29	3rd BLOCK CLASS 12:02 - 1:01	3rd BLOCK CLASS 12:02 - 1:35
3rd BLOCK CLASS 12:29 - 2:05	2nd LUNCH 12:29 - 12:59		
	3rd BLOCK CLASS 1:01 - 2:05	3rd BLOCK CLASS 1:35 - 2:05	4th LUNCH 1:35 - 2:05
BLOCK FOUR 2:11 - 3:43			

HICKORY HIGH SCHOOL
4X4 BELL SCHEDULE
(A/B classes alternate days)

8:45 a.m. to 3:43 p.m.

1 st lunch	2 nd lunch	3 rd lunch	4 th lunch
Math	English	Business	Art
Resource	Foreign Language	Marketing	Health/PE
		Music	Family / Consumer Science
		Social Studies	Science
			Technology

The lunch schedule is subject to change

All students are expected to move quickly and orderly when changing classes. Students should not loiter, use profanity, or engage in public affection in the halls during class changes.