INDIAN RIVER HIGH SCHOOL

HOME OF THE BRAVES

Student Information Guide

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Chesapeake, VA 23325
(757) 578-7000
fax (757) 578-7004
Guidance (757) 578-7009
irhpagemaster@cps.k12.va.us

This Guide belongs to:

_____
NAME

_____
ADDRESS

_____
CITY/STATE/ZIP

_____
TELEPHONE

_____
HOMEROOM NUMBER

Welcome to Indian River High School
The Home of the Braves!

Crossover to Excellence…One Brave at a Time

Welcome to the 2016–2017 school year at Indian River High School. Whether you are a rising freshman or a graduating senior, each of you is an important part of the Brave family. Because we are dedicated to building a strong community within and around our school, we encourage you to help us make this school year exciting and rewarding.

At Indian River High School, we are proud to be fully accredited by the state of Virginia. We have made great strides toward reaching this goal; therefore, we encourage you to take an active role in your education by achieving your goals and earning the required verified credits for graduation.

As stated in the Mission Statement, one of our goals is to foster mutual respect among our students, faculty, and parents. We ask that you help us achieve this goal by showing your fellow students, teachers, and parents the respect they deserve. Remember, we can achieve much more together than we can as individuals.

This Student Information Guide outlines school policies, procedures, and expectations for student conduct. Please read the information carefully. We hope you will find your guide a valuable tool for your success this year.

Sincerely,

Naomi R. Dunbar,
Principal

Indian River High School Alma Mater

In this land of sand and sun,

Our hearts will always dwell.

With memories of happy days,

In the school we love so well.

Indian River proud thy name.

Wherever we may roam;

Our loyalty and love for thee,

Will lead us ever home.

We are proud of thee, dear school,

For thou are great and good:

The days we spent within these walls

Have brought memories like they should.

Indian River great thy name.

Wherever we may be;

The knowledge we have gained from thee

Will live eternally.

STAFF

Principal	Mrs. Naomi Dunbar
Assistant Principal of Instruction	Mrs. Lisa Harding
Assistant Principal	Mr. Ed Ewing
Assistant Principal	Ms. Brenna Anderson
Assistant Principal	Mr. Derrell Joppy
Director of Guidance	Mr. Scott Cohen
Guidance Counselor	Mrs. Shirley Coltrane
Guidance Counselor	Mrs. Crystal Goodman
Guidance Counselor	Mrs. Gail Hunt
Guidance Counselor	Mrs. Katrina Peterson
Guidance Counselor	Mrs. Heidi Ross
Guidance Counselor	Mrs. Dee Winslow
Media Specialist	Mrs. Phyllis Hannon
Media Specialist	Mrs. Christina Henry
Technology Integration Specialist	Mrs. Lynn Latham
TSS	Mr. Kevin Gibbs
Lead Secretary	Mrs. Cathy Bachman
Main Office Secretary	Mrs. Cristal Spellman
Guidance Secretary	Ms. Nicole Eze
Media Secretary	Mrs. Kristina Broach
Attendance Secretary	Ms. Hailey Estes
Bookkeeper	Mrs. Connie Withers
I.S.S. Coordinator	Mrs. Robin Hines
Nurse	Mrs. Tanya Miller
Clinic Assistant	Mrs. Deborah Padgett
Security Monitor	Mr. Tony Baum
Security Monitor	Mr. James Little
Security Monitor	Mr. Shawn Vaughan
Security Monitor	Mrs. Rebecca Wood

EXTRA-CURRICULAR ACTIVITIES

Class Sponsors

Freshman Class	Mrs. Shalise Taylor
Sophomore Class	Ms. Allie Harihan
Junior Class	Ms. Donna Reich and Mr. Scott Mahl
Senior Class	Mr. Aaron Brush & Ms. Linda Finlay

Coaches

JV Baseball	Mr. Robert Bell
V Baseball	Mr. Steve West
Boys JV Basketball	
Boys V Basketball	Mr. Kirsten Overton
Girls JV Basketball	Mr. Tony Baum
Girls V Basketball	Mr. Arthur Kelly
V Cheering	Ms. Hailey Estes
JV Cheering	Ms. Brianna Askew
Cross Country	Ms. Cathy Yost
JV Field Hockey	Mr. Keith Freeman
V Field Hockey	Ms. C.J. Johnson
JV Football	Mr. Tony Baum
V Football	Mr. Glenwood Ferebee
Golf	Mr. Michael Mercado
Gymnastics	Ms. Stacey Hobbs
One Act Plays	Ms. Jeanette Schuler
Scholastic Bowl	Ms. Katie Ludwig
Boys JV Soccer	Mr. Matt Rupe
Boys V Soccer	Mr. Keith Freeman
Girls JV Soccer	Ms. Alaina Beasley
Girls V Soccer	Mr. Jimmy McCabe
JV Softball	Mr. Tony Baum
V Softball	Ms. Katie Ludwig
Swimming	Ms. Brianna McGuiness
Boys Tennis	Mr. Bill Ellis
Girls Tennis	Ms. C.J. Johnson
Boys Indoor Track	Mr. Shawn Vaughan
Girls Indoor Track	Ms. Cathy Yost
Boys Outdoor Track	Mr. Shawn Vaughan
Girls Outdoor Track	Mr. Lydell Finley
Boys Volleyball	Mr. Matt Lawrence
Girls V Volleyball	Mrs. Laura Kole
Girls JV Volleyball	Mrs. Tikia Smith
JV Wrestling	Mr. Ryan Banagan
V Wrestling	Mr. Peter Crawford

CLUBS & ORGANIZATIONS

Academic Challenge Bowl	Mrs. Ludwig & Ms. Kirby
ALPHA	Ms. Estes & Mrs. Brillhart
Art Club	Mrs. Tiderman
Blue Diamond Dancers	Ms. Askew
Braves for Progress	Mrs. Henry & Mr. Swift
Chess Club	Mr. Fedorowicz
Chorus	Mr. Smeland
DECA	Mrs. Speelman
Drama Club/Theatre Society	Mrs. Schuler
E-Sports Team	Mr. Chowhan
English Honor Society	Ms. Finlay & Ms. Pope
Family Careers, Community Leaders of America	TBD
Forensics	Dr. Shabazz
French Honor Society	Mr. Trueblood
Future Business Leaders of America	Mrs. Siegel
Future Teachers of America	Mrs. Siegel
GAMMA	Mrs. Hines
Guitar Club	Ms. Pope
JROTC	Lt. Col. Holmbeck & CMSgt. Patrie
Key Club	Mr. Houston
Marching Braves	Mr. K. Smith
Model United Nations	Ms. Reich
National Honor Society	Mrs. Ellis
Orchestra	Mrs. Argiro
Project Discovery	Mr. Singleton
Riverbucks	Mrs. McCain
River Readers Book Club	Mrs. Henry
SCA	Mrs. West
Steppin Divas & Esquires	Mrs. Hines
Tri-M	Mr. K. Smith
Yearbook	Mrs. Finlay
Young Democrats & Republicans	Ms. Pope
Young Life	Mr. Blackman

INDIAN RIVER HIGH SCHOOL
BELL SCHEDULE

Block One 8:45 - 10:22

Block Two 10:27 - 11:57

Block Three 12:02 - 2:05

1st Lunch	11:57 - 12:27
2nd Lunch	12:32 - 12:58
3rd Lunch	1:03 – 1:30
4th Lunch	1:35 - 2:05

Block Four 2:10 - 3:43

MISSION STATEMENT

The mission of Indian River High School is to maximize each student's potential, to promote lifelong learning, and to produce contributing members of society by providing a globally competitive education which meets student needs and encourages innate and mutual respect among students, parents, staff, and the community in a safe, diverse environment.

GENERAL INFORMATION

CAFETERIA

The cafeteria serves breakfast (8:15 – 8:45 a.m.) and a hot lunch daily, in addition to a choice of different a la carte items. Students should become familiar with the different serving lines as quickly as possible after the start of school.

Students who wish to apply for free or reduced meals may do so during the first week of school. Forms are available in the student packets that will be distributed by first block teachers. Forms may be mailed directly to Food Services or returned to the cafeteria manager. Students who received free or reduced meals the previous year will continue to get the same service the first two weeks of school. Students who have not processed forms will not receive free or reduced lunch after this time.

Lunches are assigned according to third block classes.

CAFETERIA BEHAVIOR

While in the cafeteria, students should:

1. Remain seated in the cafeteria while eating lunch, remaining relatively quiet and displaying good manners;
2. Stay in straight lines waiting to be served;
3. Refrain from cutting in line for any reason;
4. Place all trash in the proper containers when leaving the table, and
5. Display appropriate behaviors that will not cause disturbances in the cafeteria.

Students must remain in the cafeteria during lunch. Students should not be in front of the building, in parking lots, by the tennis courts, by the lake or any other areas outside the cafeteria. Those students who do not remain in the specified areas will be subject to administrative action. Any student leaving school grounds during lunch without checking out or getting permission from an administrator will be subject administrative action, specifically suspensions. There will be no warnings.

Early release seniors *must* leave the school building through the Common's Area doors at the beginning of 4th lunch (approx. 1:30 p.m.) or the end of 3rd block (approx. 2:05 p.m.). All seniors with an excused 4th block must leave the building no later than 2:15 p.m. or be subject to disciplinary action.

CLINIC

A full-time, registered nurse is on staff. If a student becomes ill, the student must obtain a hall pass filled out and signed prior to being admitted to the clinic. Students are not to enter the clinic between classes. The clinic is for first aid only. The school staff, including the nurse, is prohibited by school board policy from dispensing medicine (including aspirin) to students unless the medication is registered with the nurse and proper arrangements have been made.

EXTRACURRICULAR ACTIVITIES

Indian River High School offers a host of varied extra-curricular activities. All students are encouraged to take advantage of them in order to feel a part of the school and to maximize the high school experience; however, academic performance should be the top priority for students.

Students will be expected to follow all school rules and regulations at extracurricular activities. Any misconduct will result in the same disciplinary action that is followed during the regular school day. Examples of these activities include, but are not limited to: athletic events, club meetings, field trips, night activities, and any other activity sponsored by the school or school division. Any student remaining at school for any extracurricular activity must be accompanied by a sponsor.

FIRE DRILLS

Fire drills will be held regularly during the school year as prescribed by state law. Whenever the fire alarm is sounded, everyone must leave the building immediately. During drills, students are expected to cooperate with the faculty and administration in every way. During a fire drill, students should:

1. Leave books in the classroom, form a single line, and proceed to the exit as posted in the classroom;
2. Walk, not run, as rapidly as possible to the exit;
3. Move a safe distance away from the building as indicated by the teacher and stay within the limits set forth by the teacher until reentry is permitted into the building (the teacher is required to take class roll so students must remain near the teacher);
4. Return directly to class when reentry is granted.

HALL PASSES

All students who are in the halls during the day (except during class changes and lunch periods) must have a hall pass. The hall pass must be completely filled out and have the teacher's signature. Teachers, administrators, and security personnel will monitor hall passes during the day.

LACTATION SUPPORT AREA

According to School Board Policy P 9-52, students of Indian River High School shall be provided a non-restroom location in which any mother may take breaks of reasonable length during the school day to express milk to feed her child until the child reaches the age of one. The designated lactation support area is located in the nurse's suite in the vision / hearing screening room.

LOCKERS

The third block teacher will assign lockers. Any student who attends the Center for Science and Technology in the afternoon will be assigned a locker through Mr. Joppy. Students should only use the lockers assigned to them unless special permission is granted.

Students should keep lockers locked at all times, and they should not give their locker combination to other students if they expect their property to remain safe.

Students are responsible for keeping their assigned locker area clean, both inside and out. Students may go to their assigned lockers before school, after school, and between classes; however, going to a locker is not an acceptable excuse for being late to class. Students should carry the needed materials for several classes at one time to avoid frequent locker stops that could lead to tardies.

Students who take physical education **must** have a combination lock for their gym lockers. Students must remove all gym items from their gym lockers after each session and put these possessions in their school lockers. Found articles should be taken to the main office where the owner can claim them. Students should properly secure the contents of their lockers. Physical education students should lock all possessions in their lockers to ensure maximum security. Students should not share lockers during physical education classes.

Combination locks may be purchased from the school bookstore before school.

PARKING

Students who drive to school must register their cars and purchase a parking permit. The first parking decal will cost $15 and a second can be purchased for $5. The permit must be displayed at all times when the car is on school property. Any student who loses a permit must purchase another one in order to drive to school.

All students will park in the parking lot between the building and the football stadium. All parking areas will be permit-controlled with signs designating the proper permit. The permit is coded for identification purposes.

Students violating parking regulations will be subject to disciplinary action. It may become necessary to revoke the driving privileges of certain individuals for the entire school year because of hazardous or frequent violations.

The following regulations will be observed:

1. Students will park in designated areas and display the proper permit for that particular parking area.

2. All vehicles must be parked in straight lines within the confines of the painted lines.
3. No vehicle may be parked in the fire lanes, along the feeder roads around the building, in the front or rear of the building, or in the teacher parking lot. Cars parked in theses areas are subject to towing at the owner's expense. Overflow parking is available in the parking lot adjacent to the stadium.
4. Students are not permitted to loiter in the parking areas before or after school. The parking areas are also off limits during lunch periods and between classes.
5. Students will not drive recklessly on school property.
6. Students will not drive in a manner that presents a threat to themselves or anyone else.
7. Students are not permitted to drive off campus during the school day without permission from the administration. Doing so will result in the revocation of a student's driving privileges.
8. The administration reserves the right to revoke a student's driving privileges for any motor vehicle misconduct, even if it is not mentioned above.

Please note that when students lose their driving privileges because of a rule violation, students must turn in their parking permit to the proper administrator until the suspension period is over. Any student who drives a car to school during the period his/her driving privileges are revoked will be subject to suspension.

RESTROOMS

Restrooms must be used exclusively for the purpose for which they were intended. Students may not loiter in restrooms.

SCHOOL CLOSING

School may be closed in an emergency situation because of inclement weather or extended power failure. The Superintendent will announce when schools will close. Parents, students, and employees are all notified by the same method. The Superintendent will announce the closing of any school on the

Chesapeake Public Schools' radio station, WFOS-FM 88.7, and the cable television station, Cox 48. Although announcements will be made on other radio and local television stations, the school-operated radio and television stations will be the most accurate and official.

SCHOOL DISMISSAL

Students are to exit the building by 3:50 p.m. each day unless they are involved in an approved afterschool activity; then, they are required to be with the sponsor of the club or activity. Walkers and those staying for an afterschool activity are not to use the bus ramp during dismissal.

STUDENT ACCIDENTS

Every accident in the school building, on school grounds, or during afterschool sports must be reported immediately to the person in charge and the school nurse. First aid will be given by the school nurse, physical therapist, or other person qualified to give first aid.

STUDENT DRESS

Students are expected to be well-groomed and neatly dressed at school and at school functions. **Any student whose dress disrupts the normal activities of the school will be removed from school or assigned to ISS until the problem is corrected.**

In establishing dress code guidelines for students, the faculty and administration do not wish to interfere with the prerogatives of students and parents regarding attire; however, in the school environment, the faculty and staff believe that modesty, health, safety, comfort, and the avoidance of distracting influences are vital to learning.

School policy on student dress states that students are expected to wear dress appropriate to the occasion. Extreme, suggestive, or ostentatious apparel or appearance is to be avoided.

GUIDELINES FOR STUDENT DRESS

The following clothing is deemed <u>inappropriate</u> for school:

- hats, caps, headbands, bandanas, head scarves (by males or females), colored or rosary beads

- revealing attire—backless dresses or tops, sleeveless shirts, see-through shirts or blouses, garments which expose cleavage, midriff or naval, tank tops, halter tops, tube tops, spaghetti tops or dresses (no shoulders visible). All tops must be long enough to fully cover the midriff and cover the shoulders. No skin should be exposed.
- brief or tight clothing—pencils skirts or dresses, leggings or yoga pants without a fingertip length over-shirt, and pants with holes above the knee that expose the skin
- short shorts (shorts should be mid-thigh) or short skirts
- sheer clothing that allows undergarments to be visible
- clothing or jewelry with symbols, slogans, obscenities, or pictures depicting gangs, tobacco, violence, alcohol, or other drugs
- clothing making suggestive or sexual statements
- pajama pants, bedroom slippers and sleepwear of any kind
- sunglasses

Additionally, undergarments and trousers must be worn at the waist with a belt. **No undergarments should show**. T-shirts must also be worn under a jersey. When a student is found in violation of these policies, a parent or guardian will be called to bring the student appropriate clothing or to take the student home. If a parent cannot be reached or the violation cannot be corrected, the student will remain in ISS for the remainder of the school day. Repeated offenses of the dress code will result in parents being contacted, in-school suspension, and out-of-school suspension.

TELEPHONES

Students will not be permitted to use the office telephone for personal calls except in an emergency with an administrator's permission. ***The office staff cannot accept calls/take messages for students.***

TRANSPORTATION

Riding a school bus is a privilege granted by the School Board. Students are expected to follow all the rules set by the driver, the school, and the School Board. Rules are set to ensure the safety of

all students. Students must promptly obey any request of a school bus driver. Violations of the rules may warrant a loss of the privilege to ride a school bus or other disciplinary action. The following behaviors are considered inappropriate: fighting; indecent or profane language; loud talking that is distracting to the driver; extending arms, legs, head, or objects from the windows or doors; throwing items out the window and vandalizing, or damaging, the bus. Students are expected to be at the proper stops prior to the arrival of the bus and must catch the bus only from their appointed bus stops. A student who wishes to take another bus must have written permission from home and approval from an administrator.

The school has a responsibility to maintain proper student behavior whenever students are en route to or from school property. Thus, students going to and from school grounds are under the guidelines of school conduct until they arrive at their particular destinations. Any rule infraction that occurs at the school bus stop in the morning, or afternoon, or en route to or from the bus stop will be dealt with as if the infraction occurred on school property.

ATTENDANCE

Regular attendance is essential to success in school. Missing more than nine days (excused and unexcused) in a one-credit class will result in academic failure for that class. All absences affect the total amount of learning that takes place in the classroom. Thus, students are encouraged to miss as little time from school as possible in order to ensure the greatest opportunity for success. All absences must be verified in the following ways:

1. A note, written by the parent/guardian, must be presented to the attendance clerk within 48 hours of the absence.
2. The computerized telephone calling system will notify parents of first block absences by calling home on the date of the absence.

Students who accrue seven unexcused absences will be referred to the Director of Student Services and may be referred to Truancy Court.

Absences

The following reasons for absences are considered excusable:

a. Personal illness
b. Medical or dental appointments (with a written note from a doctor)
c. Legal appointments
d. Death in student's immediate family
e. Religious holidays and extra-curricular activities approved by the administration or the school board

In cases where the student's absence is excused, teachers will assign or schedule make-up work at a time and place convenient to the teacher and within a 72-hour period after the student's absence. Make-up work assigned, but not completed in the time established, will be recorded as a failing grade.

Class cuts are considered unexcused absences, and students will not be allowed to make up work.

A student who misses 30 minutes or more from any class is considered absent. The Assistant Principal of Instruction must

approve, in advance, absences for any reason other than those stated above.

Tardy to School

Any student who is tardy to school (8:45 – 9:00 a.m.) will report to the tardy table for a late pass. Those students arriving after 9:00 a.m. will report to the attendance secretary in the main lobby. Students not checking in through the attendance office will be subject to disciplinary action. Car problems, oversleeping, and personal reasons are unacceptable reasons for being tardy to school and will be recorded as an unexcused tardy.

Tardy to Class

Students are encouraged to promptly attend all of their classes. Students arriving to class after the bell rings disrupt the class and interfere with the academic atmosphere of the school. Students have five minutes between classes, providing ample opportunity to be on time. A student who is not in the classroom when the tardy bell sounds will be considered tardy. Consequences for tardiness are:

1. First tardy—Warning
2. Second tardy—Warning
3. Third tardy—Warning
4. Fourth tardy—ISS (letter sent home)
5. Fifth tardy—ISS (letter sent home)
6. Sixth tardy—OSS (letter sent home with parent notification)
7. Every tardy past the sixth one will result in OSS and a parent conference. Tardies will reset each **nine** weeks.

To avoid tardies, students should:

1. Carry books for several classes rather than trying to go to their lockers between each class.
2. Chart a course to each class that avoids the more crowded areas of the school.
3. Avoid or curtail prolonged conversations that might cause lateness to class.

Leaving School Early

If a student must leave school early (before 3:43 p.m.) because of a medical appointment or family emergency, the student must present a written request from the parent/guardian, doctor, court services, school nurse, or a school administrator to the attendance secretary.

The following procedure will be used:

1. A student must present the written request to the attendance secretary before the school day begins. The attendance secretary will issue a permit to leave school early. The request must contain the exact reason for early dismissal and a telephone number at which the parent/guardian or doctor can be reached to confirm the written request.
2. A student who fails to checkout, presents a false note, and/or leaves school grounds without permission will be subject to disciplinary action.
3. A student who has checked out or who is excused early because of a class schedule **must leave the building and grounds immediately** or will be subject to disciplinary action.

Attendance Failures

A student who misses more than nine days of any class in one semester, regardless of the reason, can fail the class due to poor attendance. Once the student exceeds the nine-day limit, he/she can attend Saturday school (see below) to make up class time. If Saturday School attendance does not reduce the number of absences below the nine-day limit, he/she must apply for extenuating circumstances (see below).

Saturday School

Saturday School is scheduled throughout both semesters to allow students the opportunity to earn back missed class time. The sixteen Saturday School dates (eight each semester) allow students to earn back up to four days in each block. Students who miss twelve or fewer days are expected to make up the time in Saturday School and not apply for Extenuating Circumstances.

Each Saturday School, which runs from 9:00 a.m. to 12:00 p.m., allows students to earn back two blocks of class time. These two blocks can be applied to one class or they can be split between two classes. Students must complete a Saturday School Form, which is available in the Main Office, and return it to the Saturday School Coordinator—Mr. Jones—in room J-21 before the end of the school day Wednesday prior to the Saturday School date.

Extenuating Circumstances

After making up missed days in Saturday School, some students may still find that they have missed too much time and should apply for extenuating circumstances. Extenuating circumstances are usually defined as prolonged hospitalization, institutionalization for treatment, major surgery, or death in the student's immediately family. The reason will vary with each individual situation. A student must appear before the Principal's Attendance Waiver Committee to request a waiver of absences because of extenuating circumstances. A waiver request must be accompanied by written medical documentation from a physician or hospital. If the parent/guardian disagrees with the committee's findings, a final appeal may be made to the Principal. Generally, a student who has any unexcused absences, truancies, class cuts, or OSS during the school term may not have any days waived for extenuating circumstances.

Students Excused Early From School

A senior who takes only three subjects per semester and does not have a fourth-block class may also be excused early. Students in this category must have prearranged transportation away from the building and must leave by 2:10 p.m.

At the end of the school day, students should vacate the building by 3:50 p.m. unless they are involved in a school activity. Any student attending a school activity or athletic team activity must be with a club sponsor or coach.

ACADEMIC GUIDELINES

AP NATIONAL EXAMINATIONS

Students taking AP examinations must have at least a "B" average in the AP course at the end of the first semester to qualify automatically to take the AP examination. The teacher and the Assistant Principal of Instruction will consider students who have a "C" average on an individual basis. Students who have a "D" or an "E" average will not qualify to take the examination. Students are responsible for the cost of the AP exams. Students who receive free or reduced lunch qualify for a discounted price. Please see a guidance counselor for assistance.

CALCULATOR USE

Through funding provided by the Virginia Department of Education, Chesapeake Public Schools supplies graphing calculators to all students enrolled in Algebra I, Geometry, and Algebra II. Calculators have also been purchased for use in advanced math courses. Students are permitted to check out these calculators for home use.

School-owned calculators are for instructional use only. Use or loading unauthorized programs or games is not permitted. Students who misuse calculators will be subject to disciplinary action including, but not limited to, losing the privilege of using these tools outside of the classroom.

Students are responsible for the calculators issued to them. In the event a calculator is lost, stolen, or damaged, the student will either replace the calculator with a new, packaged one or pay a replacement fee.

GRADING SYSTEM

The grading system used is the 4.0 alphabetical system that is used throughout Chesapeake Public Schools. The method used by each teacher to determine a grade may differ, but the numerical equivalent will be consistent throughout the school. Numerical grades and quality points are calculated in the following manner:

Chesapeake Public Schools Grading Scale Modified 10 Point Grading Scale		
Range	Letter Grade	Points
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
64-66	D	1.0
Below 64	E	0.0

FINAL GRADES

The final grade is determined by averaging the student's four marking period grades and the final exam grade in credit-bearing courses.

1. The school year is divided into two semesters.
2. Each semester consists of four marking periods. The four marking period grades and the exam grade will be used to determine the final grade. Each carries a weight of twenty percent.
3. Grades for year-long courses (A/B alternating block and 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 for the semester.
4. CCST classes that are 1.5 credits each semester will have four marking periods and the exam grade to determine the final grade for the semester. CCST classes that are 3.0 credits and are full year classes will use all eight marking periods and two exams to determine final grades.
5. As required by School Board policy (6-44), all grades are subject to improvement based upon the timely completion of make-up work.

6. Final grades should be in the best interest of the child. Marking period/exam grades (especially "E's) need to be closely monitored to ensure that the final letter grade is accurately reflected. An electronic grading chart will be available for failing grades of an "E" to use as reference when determining final letter grades.
7. Regulations' regarding grading in Advanced Placement courses is found in a later section of this document.
8. Dual Enrollment courses will utilize the grading scale of the college or university as noted in the Dual Enrollment contract.

Special Note

Students are expected to demonstrate consistent effort and mastery of the Standards of Learning and the curriculum objectives. If there is a dramatic decline in performance and the student does not demonstrate a mastery of the Standards of Learning, the student may fail the course regardless of the numerical average. The failure would result only after notification to the parent has been provided at the midpoint of the grading period. Documentation of the parent conference and the areas of deficiency must be placed in the student's cumulative folder.

HOMEWORK

Chesapeake Public Schools considers homework to be an important component in the learning process. Parents expect homework to be a natural link between the home and the school. Appropriately planned homework assignments extend the time in which formal learning can take place. Correctly monitored, homework gives students an opportunity to learn to work independently and to be accountable. Also, it provides the teacher another option to individualize instruction to the needs of the students in the class.

The amount of homework assigned should be planned so that it is appropriate to the needs of the student. While it is recognized that homework assignments may vary in length, high school students should expect an average of **30-45 minutes of homework per class per night**; however, students in accelerated, honors, and Advanced Placement (AP) courses may require additional homework in order to meet course requirements.

MAKE UP CENTER

The Make-up Center will be open Tuesday and Thursday from 7:45 – 8:30 a.m. and 3:50 – 4:30 p.m. for students. It is located in Room G-21.

PHYSICAL EDUCATION

All students are required to complete two semesters (PE 9 and PE 10) of physical education as a requirement for graduation. All students enrolled in P.E. will be required to purchase an Indian River gym uniform ($11 - $18) and participate regularly in gym class. Students who are excused from participation for health reasons will be required to dress out and will be given a written assignment to complete to receive a grade for that day.

TEXTBOOK CARE

Textbooks will be issued to all students free of charge. It is the responsibility of students to care for their textbooks. A student who marks in, damages, or loses a textbook must pay for the damaged/lost book before another one will be issued. Only the original textbook issued by the teacher will be accepted at the end of the course. Students who have textbooks that are not assigned to them must relinquish the text and pay for the lost book. Students who have lost textbooks and find them during the course of the year will have their money refunded as long as the receipt can be furnished.

GUIDANCE DEPARTMENT

Students are encouraged to use the services of the Guidance Department for counseling (scheduling and/or personal problems); testing; interpreting test results; conducting conferences, and providing information about occupational choices, college admission, and scholarships.

To schedule a conference with a teacher and/or guidance counselor, students should leave a note in their guidance counselor's box and wait to be called. Parents can call the appropriate guidance counselor at 578-7009.

Students are assigned alphabetically to the counselors. The assignments are:

- Mrs. Goodman A-Cha
- Mrs. Winslow Che-Fel & Career Counselor
- Mrs. Ross Fem-C. Jones
- Mrs. Hunt D. Jones-Nic
- Mrs. Peterson Nid-I. Smith
- Mrs. Coltrane J.Smith-Z

Parents of students absent for several days due to illness or other excused reasons may request homework assignments from the student's counselor. Teachers are given at least 24 hours to prepare homework assignments.

CHANGING CLASSES

All students are expected to follow the schedule of courses for which they register. Circumstances may arise which give valid reasons for changing a schedule. These adjustments will be made only when, in the judgment of the principal, the reason for the change is valid. Because of the rapid pace of a 4 x 4 class, all changes must be made by the end of the first week of the semester.

COURSE LOADS

Students in grades 9-11 are expected to take a full load of four classes each semester. With parent permission, seniors may elect to take three classes and be excused early. All students should note that many colleges expect students to take full, academically challenging class loads.

DROPPING CLASSES

A student may not drop a course and add a new course after the first week of the class. 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 be the judge of extenuating circumstances.

Students may not drop a class without the permission of the guidance department and the principal. Students who are struggling in a course are encouraged to seek extra help from the teacher and/or attend one or more of the free tutoring sessions held before and after school Tuesday – Thursday.

Students will not be allowed to drop a class due to attendance. Once the student exceeds the allotted absences in a class, he/she should not give up. He/She must continue attending the class, try hard, do all the course work, attend Saturday School, and apply for extenuating circumstances.

ENROLLMENT INFORMATION

To enroll a child new to Indian River High School, the parent/guardian will need to provide the following:

- immunization records;
- verification of address;
- certified birth certificate (or affidavit);
- withdrawal form from the last school attended, if applicable;
- most recent report card, if applicable;
- most recent Individual Education Plan (IEP) if the student is in Special Education;
- custody orders, if applicable.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program is designed to help students whose behavior or academic success is being affected by drug or alcohol abuse. Teachers, parents, students, or self-referrals will be used to identify students, and a program of intervention will be recommended for the student. A high degree of confidentiality is maintained throughout the program, and every effort is made to do what is in the best interest of the student. The program is a cooperative effort among teachers, counselors, administrators, and

parents to give support to students who are in need of assistance and to help students achieve their highest level of success. Any student who would like to receive further information regarding the Student Assistance Program should see a guidance counselor.

WITHDRAWING FROM SCHOOL

The Guidance Department will issue withdrawal forms to students only upon receipt of parental permission or administrative action.

After turning in books and paying outstanding fees, the withdrawing student must obtain signatures and clearance from teachers with whom the student is enrolled, the attendance clerk, the media staff, and the bookkeeper. The student will return the completed form to the Guidance Department.

MEDIA CENTER GUIDELINES

The media center is open from 8:00 a.m. until 3:45 p.m. Students may use the media center before and after school without a pass. Hall passes signed by either a teacher or an administrator are required during class time. Lunchtime hall passes may be checked out from the media center before school or between classes. Students are expected to return materials on time and in good condition. Food and drink are not permitted in the media center.

BOOK RETURNS

Books being returned should be put in the book returns located outside the library entrance or in the library entryway. Books may also be given to the person on duty at the circulation desk. Magazines should be returned to a librarian.

CHECKOUT POLICIES

All materials must be checked out through the computer located at the circulation desk. Students may check out two books in one subject area; no more than three books may be checked out at one time. Books are checked out for two weeks. Materials may be renewed unless another patron has reserved them. *No student may check out materials if he/she has an overdue book.*

FINES

Overdue book fines are not charged. If a student does not return a book in a timely manner, an invoice will be sent to the student's home requesting the immediate return of the book or payment of the replacement cost of the book. If a student has lost a book, he/she must pay for the replacement cost of the book. If a student finds a book for which he/she has paid, the cost of the book will be refunded.

INDIAN RIVER HIGH SCHOOL
HONOR CODE

"On my honor, I pledge that this work is completely from my own effort. I have not given nor received any assistance, and it has been done to the best of my ability."

Indian River High School encourages students to demonstrate high standards of personal honesty and integrity in academic work, in interpersonal relationships with other members of the school community, and in participation in all school activities. Any form of dishonesty, plagiarism, or cheating violates the Indian River High School Honor Code. The information below explains the student behaviors that are violations of the Indian River High School Honor Code, the procedures that are used to determine if a violation of the Honor Code has occurred, and the sanctions that result from violations.

HONOR OFFENSES

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
- Looking at someone else's quiz, test, examination, or allowing another student to look at his/her paper
- Using unauthorized textbooks, class notes, prepared cheat notes, or mechanical/electronic devices on a test or quiz
- 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
- Failing to turn in work at the teacher's designated time which could result in a grade advantage
- Removing a test paper from the classroom without permission
- Relaying information or accepting information concerning test items and/or format

- Plagiarizing - using or copying material or ideas from another source while submitting it as his/her own without giving proper credit to the source
- Taking a test for another student
- Planning schemes to cheat
- Changing a student's name on a printout/hardcopy

EVIDENCE

Evidence may include one or more of the following examples:

- The student's papers, whether handwritten or a printout, exhibit similarities that exceed the probability of chance
- Handwriting comparisons
- Eyewitness (must be willing to testify)
- Cheat notes
- Unauthorized possession of a test or practice sets
- The original source (books, magazines)
- Unauthorized possession of computer diskettes/thumb drives
- Duplicate copies of files from computer directories
- Duplicate copies of hardcopy

HONOR CODE VIOLATION PROCEDURES

Immediately upon the determination that an Honor Code infraction has occurred, the teacher will confront the suspected student(s).

- If the student admits guilt, the student is notified of the appropriate penalty of zero on the work in question. A referral is then sent to the API no more than three school days after the incident occurred to be recorded and maintained on file.
- If the student denies the infraction, a referral is made to the API.

After a conference with the student(s) and the teacher, the parents of the student will be notified by the API about the infraction.

HONOR CODE PENALTIES

At the discretion of the principal, Honor Code penalties are as follows:

First Offense

- A grade of zero (no credit) will be given on the assignment in question. No opportunity will be given to make up the assignment.
- Parents will be notified and a conference (in-school or by telephone) will be held.
- Any member of the National Honor Society convicted of cheating will have to forfeit membership. A student who is not a member will be ineligible to apply for membership.

Second Offense

- A grade of zero (no credit) will be given on the assignment in question. No opportunity will be given to make up the assignment.
- Parents will be notified by mail of the decisions made by the API and a copy will be placed in the cumulative record of the student. A student in an elected or representative position will be removed from his/her position.
- One day In-School Suspension will occur.

Students will be warned that further infractions will result in removal from extracurricular participation and Out of School suspension pending parent conference.

Third and subsequent offenses

- A grade of zero (no credit) will be given on the assignment in question. No opportunity will be given to make up the assignment.
- A minimum of one day Out-of-School Suspension will be assigned pending a parent conference with the API and the student.

Many colleges and universities permanently expel students who are found guilty of Honor Code violations.

APPEALS

The student shall have the right to appeal the decision to the principal.

DISCIPLINE GUIDELINES

Student behavior is extremely important to the well-being of the school. It is the goal of Indian River High School to have an environment that is conducive to learning in order to have every student perform at optimum levels. Any student who displays disruptive behavior that is not in the best interest of the school will be referred to the administration for review.

Any student who is sent to the office for behavioral reasons should report directly to the office and wait until the appropriate administrator has intervened in the situation. The following information will list some of the reasons for student referral and outline some of the administrative actions that will occur.

BULLYING

Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or more subtle actions. Continued bullying can:

- Contribute to a negative learning environment;
- Result in students skipping school or dropping out;
- Create a feeling of being unsafe and cause students to become unfocused;
- Lead to verbal confrontations and escalate to physical altercations.

Bullying in any form, in person or via any electronic or social media (Facebook, Twitter, or text messages) will not be permitted. Students who bully other students will be subject to disciplinary action by the administration.

CARDS / DICE

The playing of cards or games of chance is not permitted on school property. Cards will be confiscated and students will be referred to the administration for disciplinary action.

CELLULAR PHONES, OTHER COMMUNICATION DEVICES, ELECTRONIC DEVICES

Cell phones, other communication devices, and electronic devices are permitted on school grounds; however, unless the devices are being used in a classroom for instructional purposes under the direct supervision of a teacher, they must remain off during the school day and be secured in lockers or cars. The following sequential consequences will be applied to violations of this policy:

1st offense:	Device will be confiscated and returned at the end of the day.
2nd offense:	Device will be confiscated and returned after parent conference.
3rd offense:	Device will be confiscated and returned to a parent; student assigned 1 day of ISS.
4th offense:	Device will be confiscated and returned to a parent; student assigned 1 day of OSS.
5th offense:	Device will be confiscated and returned to a parent; student assigned 2 days of OSS.

Confiscated devices (except 1st offense) will only be returned to a parent who comes to the main office. **Students found using devices (except as noted above) or refusing to relinquish devices will receive OSS.** Students using one of these devices during a test or quiz will be considered cheating and will be turned in to the Honor Council.

Indian River High School 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.**

COMPUTER TAMPERING

Any student who destroys or damages computer equipment or programs by inserting a virus, deleting information, or misusing the equipment will be subject to stern disciplinary action and will be asked to provide monetary compensation for damaged materials.

CUTTING CLASS

For students to be successful in the classroom, regular attendance is mandatory. Students should attend all of their classes if extenuating circumstances do not exist. If a student is out of class, there must be notification to the proper person and a legitimate reason for the absence. Please note that any student who is absent from school without the knowledge or consent of the parent/guardian will be considered cutting.

Students who miss individual classes or more than 30 minutes of a class will be considered cutting if previous permission has not been granted by a teacher or an administrator. Any student who is sick, has personal problems, or misses class for any other reason will be considered cutting if there has not been notification to a teacher or administrator. It is the responsibility of the student to be able to account for an absence if a class has been missed. Students who cut class will be assigned consequences including ISS or OSS.

DISRESPECT TO TEACHER

Disrespect to a teacher by any student will not be tolerated at Indian River High School, whether it happens in the classroom or outside the classroom setting. If disrespect is shown, teachers will refer students to the proper administrator and each case will be handled on an individual basis. Disrespect can result in suspension.

DRESS CODE VIOLATIONS

Students who are in violation of the school's dress code policy will receive the following consequences:

1st offense:	Warning; student will be required to change clothes.
2nd offense:	Parent contact; student will be required to change clothes.
3rd offense:	Student assigned 1 day of ISS; parent contact; student will be required to change clothes.
4th offense:	Student assigned 1 day of OSS; parent contact; student will be required to change clothes.

DRUGS AND ALCOHOL

Any student possessing, distributing, or using illegal drugs or drug paraphernalia on school property will be subject to immediate

suspension, and/or expulsion. The proper law enforcement agency will be notified in all cases. Section 18, 2-225, 2 of the Virginia State Law states that any student manufacturing, distributing, and/or possessing with intent to give or distribute drugs on school property, if convicted, will be imprisoned for a term of not less than one year nor more than five years and fined no more than $100,000.00.

Any student who is under the influence of illegal drugs or alcohol will be subject to suspension or possible expulsion. Any student in the immediate vicinity of illegal drugs or alcohol activity will be subject to suspension. Any student suspected of being in possession of illegal drugs will be searched by the administration.

eREADERS

Students may use e-readers in school provided a completed permission form is on file with the administration. The use of an e-reader in the classroom is at the discretion of the teacher.

FALSE FIRE DRILLS

Any student who is responsible for a false fire alarm will be subject to immediate suspension or expulsion from school and a referral to the proper law enforcement officer will be made.

FIGHTING

Because the safety of students is a primary responsibility of the school, fighting in school or at any school function will not be tolerated. Fighting of any nature will warrant an out-of-school suspension for 10 days with a possible administrative hearing and/or possible expulsion, depending on the situation and circumstances involved.

For the safety of the entire student body, the following disciplinary policy was created:

1. Any student involved in a fight may receive indefinite OSS.
2. Any student at the scene of a fight is subject to suspension.
3. Any student who refuses to obey a faculty directive at the scene of a fight will be given OSS.
4. All students must report to their assigned classes and clear the hallways. This means no telephone or bathroom privileges.

5. Any student who records and/or distributes/posts a recording of a fight will be subject to suspension.
6. Disciplinary action may be taken against a student if he or she:
   a) runs to the scene of the fight;
   b) refuses to move from the scene of a fight;
   c) leaves but returns to the scene of a fight;
   d) is verbally abusive toward a faculty member; and/or
   e) displays a belligerent attitude (e.g., refusing to tell a faculty member where he or she belongs, using foul language, walking away when approached or being spoken to, etc.).

FIREWORKS AND SMOKE BOMBS

Any student who is in possession of and/or responsible for discharging fireworks or smoke bombs of any kind on school property will be subject to immediate suspension or expulsion. Legal action may be taken depending on the device that is discharged.

INAPPROPRIATE LANGUAGE & BEHAVIOR

Students are expected to use appropriate language at all times while on school property or at school functions. Students are expected to use language that is not vulgar or inappropriate in the classroom, hallway, cafeteria, or any other area of the school. Teachers who are aware of students using language that is inappropriate will refer students to the office. All cases will be dealt with on an individual basis by the administration.

Students should conduct themselves in a manner that is appropriate to the school environment. Each teacher will have specific classroom guidelines for which students will be held accountable. Students are to adhere to the guidelines or be subject to disciplinary action by the teacher or the appropriate administrator. Acceptable conduct is expected of students outside the classroom in areas such as the cafeteria, hallway, restroom, and parking lot.

LEAVING SCHOOL GROUNDS

Once students arrive at school, they must remain on school property until they are dismissed at the end of the school day or check out through the attendance secretary. Students must also

remain in designated areas. Students who leave school property or are found in areas not authorized by the administration will be subject to disciplinary action.

PARKING LOTS

All parking lots are off-limits to students during class periods, homerooms, lunches, and changes of class period. Students who are found in parking lots during these times are subject to suspension.

SEARCH AND SEIZURE

The school administration may conduct a search if they believe a student has drugs, weapons, alcohol, or other materials in violation of school rules or state law. The search may include inspection of clothing, purse, wallet, backpack, and other personal property. The search may also include an inspection of school property, including student lockers, desks, and other areas, where items may be kept.

SEXUAL HARASSMENT

Sexual harassment is defined as any unwelcome sexual conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Students who harass other students in this manner will be subject to disciplinary action by the administration.

SMOKING OR POSSESSION OF TOBACCO PRODUCTS

Smoking or possession of tobacco products, including e-cigarettes, on school property is prohibited by school board policy. An administrator will search any student who is suspected of smoking or possessing tobacco products. Any student who is caught smoking or possessing tobacco products or paraphernalia (matches, lighters, e-cigarettes) will receive one or more days of ISS or OSS.

THEFT OR VANDALISM

Any student who willingly takes another person's property or is involved in the destruction of school property will be subject to

immediate suspension or expulsion. Students are asked to bring items that have been misplaced by other students to the office where items may be claimed. Students who destroy or damage school property will be required to reimburse the school for all damages incurred.

WEAPONS

Weapons and/or look-alike weapons of any kind will not be permitted on school property. Students found with weapons on their person on school property or en route to and from school will be subject to suspension resulting in expulsion. Expulsion will be the only consideration by the School Board in such matters. The school will also take legal action.

CONSEQUENCES

IN SCHOOL SUSPENSION (ISS)

In-school suspension will be assigned by the administration when appropriate. While attending in-school suspension, students will be required to complete a packet of work that the in-school suspension monitor assigns. Students who do not complete the assignments will return the following day or class period until the work is completed. In-school suspension is not considered an absence from class. The teacher may assign work for the student to complete in ISS in order to fulfill the requirements for returning to regular classes. In this case, a student's classwork takes priority over work packets assigned by the ISS coordinator. A student who is tardy to the ISS room will be given an additional bell to serve. Once a student is dismissed from ISS, the monitor will give the student a class admittance slip that indicates all requirements have been fulfilled. Students are encouraged to make-up all classwork missed while serving ISS.

If a student exhibits inappropriate or disruptive behavior in ISS, he/she will be referred to an administrator for additional consequences. These consequences include parent notification and two days of out-of-school suspension.

OUT OF SCHOOL SUSPENSION (OSS)

The administration will sometimes be required to give students suspension out of school. Students who are suspended out of school are forbidden to come on school property for any reason. They may not be in the building or attend any school-sponsored activity. Any student who is suspended and is on school grounds without permission can be charged with trespassing. Students are encouraged to make-up all classwork missed due to serving OSS.

INDIAN RIVER HIGH SCHOOL

HOME OF THE BRAVES

This Guide belongs to:

_____
PRINTED NAME

_____
GRADE

I have received a copy of the Student Information Guide and acknowledge that I am responsible for following the policies and procedures described in this guide.

_____
SIGNED NAME

_____
DATE

SCHOOL CALENDAR

School Open	Sept. 6
End of Term I - First Grading Period	Oct. 5
Report Cards Issued	Oct. 14
End of Term I- Second Grading Period	Nov. 4
Teacher Work Day/ In-Service Day	Nov. 7
Teacher Workday	Nov. 8
Veterans Day (Schools Closed)	Nov. 11
Report Cards Issued	Nov. 16
Early Release Day	Nov. 23
Thanksgiving Holidays	Nov. 24-25
End of Term I - Third Grading Period	Dec. 14
Last Day before Winter Break	Dec. 22-Jan. 2
School Reopens	Jan. 3
Report Cards Issued	Jan. 4
Martin Luther King, Jr. Day-Holiday	Jan. 16
Exams	Jan. 25-27
Early Release for students if last day of exams	Jan. 27
Term I - Fourth Grading Period	Jan. 27
Teacher Workday / In-Service Day	Jan. 30-31
Term II begins	Feb. 1
Report Cards Issued	Feb. 3
President's Day - Holiday	Feb. 20
End of Term II - Fifth Grading Period	Mar. 6
Report Cards Issued	Mar. 15
End of Term II - Sixth Grading Period	Apr. 7
Early Release	Apr. 7
Spring Holidays (Schools Closed)	Apr. 10-14
Report Cards Issued	Apr. 25
End of Term II - Seventh Grading Period	May 15
Report Cards Issued	May 24
Memorial Day- Holiday	May 29
Exams	June 13-15
Exams-Early Release for students if last day of exams	June 15
Graduation - IRHS (Friday, 4:15 p.m.)	June 16
Report Cards Mailed	June 21