

One Of The Chesapeake Public Schools
OSCAR F. SMITH HIGH SCHOOL
1994 Tiger Drive - Chesapeake, VA 23320
Main Office (757) 548-0696 - FAX (757) 548-0531
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Student Handbook 2009-2010

MR. PAUL JOSEPH *Principal*
MR. SHAFEEQ AMEEN *Assistant Principal*
MR. BRIAN DUGAN *Assistant Principal*
MRS. SARAH RHODES *Assistant Principal for Instruction*
MR. PHILLIP WEBB *Assistant Principal*
MR. CHARLES STUKES *Administrative Assistant*

NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____

PHONE # _____

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OSCAR FROMMEL SMITH HIGH SCHOOL

Over the past fifty-three years, Oscar Frommel Smith High School has nurtured the growth of a tradition and pride which has come to be treasured by all those associated with the school. The staff and students alike have dedicated their time and energies to the development of those essential qualities which form the very foundations of the school. Though times and external attributes may change, the purpose and heart remain the same, even today... as the legacy continues.

Oscar F. Smith High School opened its doors at 2500 Rodgers Street, in the South Norfolk community, in September, 1954. From the beginning, there has been an emphasis upon academic excellence, pride in accomplishment, and a spirit of community. These things soon became synonymous with the term "*Tiger Territory*."

The Oscar F. Smith Tiger family was able to realize a dream shared by many parents and community members as it moved into its new home in September 1994 at 1994 Tiger Drive. A special school museum displays memorabilia from years past. The new facility houses two fully equipped, networked computer labs and a comprehensive technology classroom. Each classroom is equipped with a telephone and a color television monitor with a fully automated audio-visual retrieval system and electronic bulletin board. A 1,000 seat auditorium and the 350 seat Linda P. Overton Theater are equipped with state-of-the-art technology for school and community productions. In 2000, a two-story wing was added. The new wing houses twenty-two classrooms including a catering lab, orchestra room and a third computer lab.

The athletic complex provides a 3,850 seat gymnasium named in 1998 the J. William Myers Gymnasium after the long-term athletic director, and a 7,500 seat stadium. In 1996, the athletic field was named in honor of three All-American Oscar F. Smith High School graduates: Edward L. Beard, Steven C. DeLong, and Kenneth M. Easley. The Beard-DeLong-Easley Field symbolizes the essence of the motto, "*Once a Tiger, always a Tiger*." In 2002, the baseball field was named in honor of a former coach, Dr. Edward Brickell.

The latest honor to a member of the Oscar F. Smith family goes to its former principal, Dr. Janet Andrejco. In September of 2006 it was announced that the academic wing of the school would be named in her honor the "JANET M. ANDREJCO ACADEMIC WING". The formal ribbon cutting ceremony was held in January, 2007.

THE ALMA MATER

*Hail to thee our Alma Mater
Loud we sing our praises of you
Smith High School strong you stand
With all knowledge at your hand
Always loyal, faithful true
All our love we pledge to you.*

*Alma Mater stand forever
On Virginia's wondrous shores*

*From Virginia's rolling oceans
To her rising hills of blue
As we search and strive for fame
Bringing honor to your name
We will ever mindful be
Of the debt we owe to thee.*

*Alma Mater stand forever
On Virginia's wondrous shores.*

FIGHT SONG

*Onward Tigers, onward Tigers
March right down that line
Take the ball, on down the field
For a touchdown sure is fine
Rah, Rah, Rah
Onward Tigers, onward Tigers
Everybody fight
Fight, Fight, with all your might
For Smith High School
Hey*

PEOPLE TO KNOW

ADMINISTRATION

Mr. Paul Joseph	Principal
Mr. Brian Dugan	Assistant Principal
Mr. Shafeeq Ameen	Assistant Principal
Mrs. Sarah Rhodes	Assistant Principal for Instruction
Mr. Charles Stukes	Administrative Assistant
Mr. Phillip Webb	Assistant Principal

GUIDANCE

Mrs. Marie Morgan	Director
Mrs. Terri Langdon	Secretary
Mrs. Dayna Hansen	Student Assistance Counselor
Mrs. Malia Huddle	Vocational Counselor
Mrs. Audra Hyman	Mrs. Valerie Lamb
Mrs. Joanne Buonviri	Mrs. Amy Kern

OFFICE STAFF

Mrs. Lisa Mikkelson	Lead Secretary
Mrs. Mary Hayes	Secretary
Mrs. Jewel Boone	Media Secretary
Mrs. Susan Kinsey	Account Clerk
Mrs. Elinor Eiban	Account Clerk/Secretary
Mrs. Elaine Woods	Attendance Clerk
Mrs. Kim Parker	Testing Clerk

STUDENT ACTIVITIES DIRECTOR and SCA ADVISOR.....Mrs. Tina Salmon

ATHLETIC DIRECTOR

Mr. Todd Parker

COMPUTER RESOURCE

Mr. Kyle German

SCHOOL NURSE

Mrs. Susan George

Mrs. Dianne McCroskey

MEDIA SPECIALISTS

Mrs. Linda Howell

Mrs. Brenda Frank

SECURITY

Det. Cynthia Collins

Youth Services Officer

Mr. William Savoy

Monitor

Mr. Lanny McGriff

Monitor

Mr. LaVar Griffin

Monitor

Mr. Alvin Lewis

Monitor

Mr. Eric Ruth

Monitor

PARENT-TEACHER-STUDENT ASSOCIATION

Denise Robinson

President

David Slayton

First Vice-President

Lisa Freeman

Second Vice President

Becky Flom

Treasurer

Mercedes Malion

Secretary

SCHOOL MISSION

The mission of Oscar Frommel Smith High School is to inspire and empower students to realize their full potential as lifelong learners and productive citizens in a changing world by providing a variety of challenging educational opportunities in partnership with students, parents, staff, and community in a safe, encouraging environment.

BELIEFS

1. We believe that students and staff have a right to a safe learning environment.
2. We believe in the dignity and worth of every individual.
3. We believe that understanding and respect for diversity are essential.
4. We believe that every child can learn.
5. We believe that all students deserve a quality education that promotes high academic standards.
6. We believe that learning is a lifelong process.
7. We believe that staff development is essential for quality education.
8. We believe that student development and learning opportunities are a shared responsibility among students, parents, staff and community.
9. We believe that cohesiveness among school, parents, businesses, organizations, and the community enhances quality education.
10. We believe that the schools and the community mutually benefit from the exchange of resources.
11. We believe that education is a sound investment in our future and enhances our quality of life.

OBJECTIVES

- ❖ Our students will show improvement each year and meet or exceed benchmarks on state assessments.
- ❖ Our students will graduate or successfully complete program requirements.
- ❖ Our students will be prepared for further education, employment, and civic responsibility.

Bell Schedule

Block 1 8:40 - 10:20
Block 2 10:25 - 11:55
Block 3 12:00 - 2:05
 11:55 - 12:30 Lunch A
 12:30 - 1:00 Lunch B
 12:45 - 1:15 Lunch C
 1:00 - 1:30 Lunch D
 1:30 - 2:05 Lunch E
Block 4 2:10 - 3:43

One-Hour Delay

Block 1 9:40 - 10:50
Block 2 10:55 - 11:55
Block 3 12:00 - 2:05
 11:55 - 12:30 Lunch A
 12:30 - 1:00 Lunch B
 12:45 - 1:15 Lunch C
 1:00 - 1:30 Lunch D
 1:30 - 2:05 Lunch E
Block 4 2:10 - 3:43

Two-Hour Delay

Block 1 10:40 – 11:40
Block 2 11:45 – 12:35
Block 3 12:40 – 2:45
 12:35 - 1:10 Lunch A
 1:10 - 1:40 Lunch B
 1:25 - 1:55 Lunch C
 1:40 - 2:10 Lunch D
 2:10 - 2:45 Lunch E
Block 4 2:50 - 3:43

GENERAL INFORMATION

AGENDAS

At the beginning of school year, each student is provided an Agenda by his/her First Block teacher for school and personal use. The Agenda can assist students with organization and can be used to keep track of assignments (homework, tests, quizzes, project due dates, etc.) and appointments (guidance, doctor, dentist, etc.). It is also very useful as a personal address book. The Agenda also contains other important information, such as SAT and ACT test dates. Additionally, Agendas contain the official hall pass which must be signed by a teacher, counselor, or administrator, whenever a student is in the hallway.

Each student is responsible for his/her own Agenda. Agendas **MAY NOT** be shared. Allowing someone to use your Agenda or using someone else's Agenda

will result in disciplinary

action. Student Agendas are not to be altered and all sections of the Agenda must be in order and intact

for the Agenda to be

considered valid. The student's name must be written on the inside cover and spine at the time the agenda is issued.

Students who have permission to leave early on a regular basis (CCST, work, etc) must have their Agenda properly stamped.

In the event that a student's Agenda has been lost or is no longer useable, a **one-time** replacement Agenda may be purchased for **\$5.00**.

The Agenda must be with you at all times, even at lunch.

ATTENDANCE

Students are expected to be in class and on time every day. Chesapeake Public Schools policy states that unless extenuating circumstances are established, a student shall not be granted credit for a course if absences from a class total more than 9 absences for a one (1) credit course, more than 18 absences for a two (2) credit course, or more than 9 absences for an A/B class. *Sickness of a student, medical appointments, severe illness or death in the family, exposure to contagious disease, religious holidays, or extenuating circumstances such as fire, accident, or extremely inclement weather shall be considered the only legitimate excuses for absences.* In all cases, the

parent or guardian shall give an excuse in writing, stating the cause of the absence. **Absence for any other reason must be made in advance with the permission of the principal.**

When a student is absent he/she should bring a note from the parent or guardian and turn this note in to his/her homeroom teacher. The homeroom teacher will enter the absence as excused or unexcused in the student's Agenda. It will be the responsibility of the student to show the signed Agenda to each of his/her teachers. Students who accumulate seven (7) unexcused absences from a class or school will be referred as a truant to the courts for disciplinary action.

Students are encouraged to make up time missed from classes. Oscar Smith High School offers an opportunity to make up this time before or after school. Please see the EXTENDED DAY PROGRAM section in this handbook.

A student must attend school at least two (2) blocks if he/she plans to participate in any school-related activity after school, or on the weekend, if the day in question is a Friday. If absent for part of the day, the student must have a note that meets the requirement of the School Board Policy. Additionally, students *must sign in and out* in the Attendance Office when leaving school early or when entering school late. A parent who wishes to signout his/her student will be required to show a picture ID.

There is no condoned "Senior Skip Day." Any student absent from school without an excuse authorized by the school will be considered cutting school and will face disciplinary action.

CELLULAR PHONES AND ELECTRONIC DEVICES

Students shall not possess, use or carry on their persons, cellular phones, radios, tape players, CD/DVD players, iPods, TV's, video cameras, or any other portable electronic devices on school property or at school activities. These devices will be confiscated by a school administrator. Students who are seen using a cell phone or possessing a cell phone that is in the "ON" position will receive one day of OSS. Students who are seen with an Ipod or other banned electronic devices will be requested to surrender the item to an administrator. In all cases, cell phones or other electronic devices that are confiscated will only be returned to a parent. Students will be allowed to keep cellular phones in their personal vehicles. Students may not, however, sit in vehicles on

campus to use cellular phones during a normal school day.

BUS TRANSPORTATION AND REGULATIONS

To ensure safe transportation to school, bus transportation is available to students residing in designated transportation zones. Riding the school bus is a privilege, and proper behavior and conduct are expected at all times. Improper behavior will result in the privilege to ride the bus to be revoked. Students riding a bus to school must also ride the same bus home. Parents and guardians are encouraged to read the *Regulations for Pupils Riding School Buses* pamphlet. Questions may be directed to the Director of Transportation.

Due to the large number of students riding buses, requests for bus changes will not be approved except in emergency situations. Requests for students babysitting, visiting, or staying overnight with other students cannot be approved. If an emergency arises, the student should bring a note from the parent or guardian with a phone number where the parent or guardian can be contacted during the day. The note should be given to the administrator in charge of buses upon their arrival to school.

Students who create disciplinary problems on the bus, posing a hazard to themselves, their fellow students, the bus driver, and the motoring public will have their bus riding privileges suspended.

CARE OF THE BUILDING

Students should display pride in their school campus and building. Students are not to mark or mar furniture, equipment, or windows; they are not to place their feet on walls; they are not to damage or destroy school property; and they are to keep the classrooms and halls free of paper, food, and drink. All posting of bulletins and signs for any activity must have the prior approval of the administration.

CHANGING AND 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. These adjustments will be made only when, in the judgment of the principal, the circumstances require a change.

A student *may not drop a course and add a new course after the first two weeks of each term*. If a student requests to drop a course after this official drop/add period, the student will receive an "E" as a final grade for the course dropped unless extenuating circumstances are

established. The principal shall be the judge of extenuating circumstances.

CLINIC

The clinic is located on the first floor next to the guidance suite. Except in cases of extreme emergency, a student must have a signed agenda to be admitted into the clinic. The clinic is for first aid and dispensing of prescribed medication only.

Students are not permitted to bring their medication (prescription and over-the-counter) to school. The parent, guardian or another adult designated by the parent will be responsible for delivering the medication to the nurse in a container properly labeled by the pharmacy or physician.

The school staff, including the school nurse, is prohibited by School Board Policy from giving any other medicine (including aspirin) to students.

Under new regulations, a physician's written order and parent/guardian authorization are required for administration of medicine.

If a student drives to school and becomes ill, ***the parent or guardian must give permission for the student to drive home or make arrangements for transportation. It is imperative that the nurse has emergency contact phone numbers for each student on file.***

COMPUTERS AND COMPUTER LABS

Oscar Smith High School has three (3) fully equipped networked labs for student use. **School computers and printers are limited to school related projects only.** Students are encouraged to use appropriate computer etiquette and treat the computers with respect. The computer lab is open for student use every morning and at least one (1) afternoon a week for students to complete school projects and assignments. Please check with the computer resource teacher for available lab times. **Students may not use the computer labs without supervision.** No food or drink will be permitted in the labs or near any computer in the building.

The Internet is a research tool and students must use it only for school related research. Surfing the Internet is strictly prohibited. Any student who is found on sites unrelated to school research will

have their Internet privileges revoked. Vandalism (including, but not limited to illegal access of the school network, using student or faculty accounts other than your own, and abuse of any computer) will not be tolerated and may result in suspension and/or revocation of computer use in the building and referral to the Youth Services Officer.

CONFLICTS

If, during the school year, a student finds himself/herself involved in a confrontational situation with another student, he/she should seek the mediation or conflict resolution services of the **Student Assistance Counselor**, *Mrs. Dayna Hansen*. Mrs. Hansen's office is located in the Guidance Department.

COUNSELING SERVICES

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.

The guidance office will be open from 8:00 a.m. to 4:00 p.m., Monday through Thursday and from 8:00 a.m. to 3:43 on Friday. To schedule a conference with a teacher and/or guidance counselor, please call your student's guidance counselor at 548-0992.

Students who would like to see their guidance counselors must sign up in the guidance office. Students may stop by between classes, before or after school, or during lunch and sign up. During class time, the student must have a hall pass from his/her classroom teacher or an administrator to enter the guidance office. Students are requested to sign-in on the secretary's desk when they enter and to sign-out when they leave. Failure to follow this procedure may result in disciplinary action including suspension.

Students are assigned to counselors in alpha order according to last names. Specific assignments were not available at the time of printing.

Ms. Huddle, *Vocational Counselor*, is available to answer questions concerning Tech/Prep, careers and the Center for Science and Technology. **Mrs. Hansen**, *Student Assistance Counselor*, is also available to assist with personal needs and substance abuse.

DANCES

Dances offered for students in grades 9 - 12 will have an age limit for guests. No student below the 9th grade and no person over the age of

19 will be permitted. All guests must be pre-approved, in writing, by the designated administrator. All guests must show a picture ID at the door.

Special consideration of the age limit will be given for guests at the Prom. Any guest over the age of 19 must be approved by the principal.

DELIVERIES

Due to the size of our student population and the burden that is placed on our office staff, ***NO DELIVERIES*** of restaurant food or drinks, flowers, gifts, or balloons will be accepted.

DIPLOMA OPTIONS

All students must obtain at least twenty-two (22) credits of prescribed study and six (6) verified credits to receive a General Studies Diploma. An Advanced Studies Diploma requires a minimum of twenty-four (24) credits of prescribed study and nine (9) verified credits.

Students who elect the twenty-two (22) credit diploma and graduate with an average grade of "B" or better will receive the Board of Education Seal on their diplomas. Students who elect the twenty-four (24) credit diploma, graduate with an average grade of "B" or better, and successfully complete at least one (1) Advanced Placement (AP) course or one (1) approved college level class for credit will receive a Governor's Seal on the diploma.

Any student receiving a General Studies Diploma or Advanced Studies Diploma with a GPA of 3.0 or higher will receive honor graduate status.

DIPLOMA OPTIONS DESIGNATED BY IEPs

Special Education students may receive the diplomas listed above, or, a Certificate of Attendance, a Modified Standard Diploma, or a Certificate of Achievement Diploma. To earn the Modified Standard Diploma, students must earn the prescribed twenty (20) credits and pass both the 8th grade English Literature SOL test and the 8th grade math SOL test.

Students are encouraged to check with their guidance counselors for specific diploma and graduation requirements. Planning charts are available upon request.

DISCIPLINE

A school needs to provide a safe and orderly environment for students to achieve to their utmost ability. Students who engage in activities which prove to be disruptive, destructive, dangerous, or disrespectful, not only harm their chances for a meaningful educational experience but may well keep other students from getting the most from their school.

Chesapeake Public School Policy is in effect from the time a student leaves his/her door, arrives at school, and returns to their home. This is a **door-to-door** policy. The administration and faculty at Oscar F. Smith High School will make every effort to ensure that an atmosphere necessary for learning is maintained. Our goal is to enlist the aid of parents and guardians in preventing behavioral problems before they have a chance to become an issue at school. A thorough review of the expectations for student behavior by the parents and guardians with the students may help alleviate many potential problems.

Presented below is a partial list of issues for both parents/guardians and students to review. This list is, by no means, a complete set of rules governing student behavior. The administration reserves the right to make decisions based on situations in addition to those described below.

- * Cellular phones/electronic devices/iPods/laser
- * Chewing gum
- * Computer Lab violations
- * Cutting class
- * Damaging/destroying property
- * Distribution of drugs/alcohol
- * Fighting
- * Forgery
- * Gambling
- * Hackey Sack
- * Honor code violation
- * Inappropriate displays of affection
- * Inappropriate dress
- * In hallway without valid hall pass
- * Instigating a verbal or physical confrontation
- * Leaving school property
- * Loitering with or without a valid hall pass
- * Playing cards/dice
- * Possession of drug paraphernalia

- * Possession of food/drink in unauthorized areas
- * Possession of gun, knife, bullet, dangerous weapons or objects
- * Possession of illegal drugs/alcohol
- * Possession of lighters and matches
- * Possession of tobacco products
- * Presence in an unauthorized area
- * Profanity
- * Rude and disrespectful behavior
- * Smoking
- * Stealing
- * Tardy to class
- * Threats made to faculty and staff
- * Threats made to students
- * Trespassing
- * Unexcused absences
- * Under the influence of drugs/alcohol

Students are also reminded that in the event of a physical altercation involving other students, that they **are not** to move toward the altercation. Any of these behaviors may result in suspension, alternative placement, and/or recommendation for expulsion. **NOTE: A recommendation for expulsion will be made to the Office of Pupil Discipline for any student found to have illegally brought controlled substances onto school property.**

CHESAPEAKE HAS A NO JOKES POLICY. Any threat toward students or staff will be taken seriously. Failure to follow this policy may result in a recommendation for expulsion and prosecution. Law enforcement officials will be notified.

Teachers are the primary disciplinarians in any school. Parents/guardians should work with teachers in order to help students overcome behavioral problems. Teachers are expected to make every effort to contact parents/guardians concerning behavioral problems. The guidance department is available to help with parent, teacher, student conferences before the problems reach the administration.

A. WORKING LUNCH (WL): Working Lunch is an alternative disciplinary method used for minor infractions of school policies. One intent of WL as a first line consequence is to possibly reduce the number of days out of class some students may miss if given an In-School Suspension. Students assigned to Working Lunch will report to the

Working Lunch room before the tardy bell for lunch rings and remain there until their lunch ends. Students must provide their own work for the lunch period and may bring lunch or order school lunch. If the student wants school lunch, they are responsible for reporting to the main office before 10:30 a.m. the morning of the day that they are to serve working lunch to order their lunch. *Students who fail to serve an assigned WL will be subject to ISS or OSS.*

B. IN-SCHOOL SUSPENSION (ISS): ISS may be assigned for moderate infractions and/or repeated minor infractions of school rules. While in this program the student will be assigned specific assignments under the supervision of the ISS Coordinator. Students are expected to remain on task and complete all assigned work. Satisfactory completion of all work is necessary for the student to return to class. Students must report to the ISS room with paper and pen/pencil before the bell rings to start school. Students will remain in the ISS room the entire day and will eat lunch in the ISS room. Students who choose to bring their lunches from home should bring their lunches with them when reporting. The student will be counted present at school and will be allowed to make up all work missed from the regular class. It will be the responsibility of the student to confer with all teachers regarding missed work. Students who “check out” during the day with a valid excuse are expected to complete ISS the next school day. Should student behavior result in an In-School Suspension, the student will be issued a suspension letter which is expected to be hand delivered to the parent or guardian. A copy of the suspension letter will be mailed home to the parent or guardian.

NOTE: *Students who do not adhere to the policies and regulations of the ISS program or refuse to serve an assigned ISS subject to three (3) days of Out of School Suspension.*

C. OUT-OF-SCHOOL SUSPENSION (OSS): OSS may be imposed for serious and/or repeated infractions of school rules or other behaviors which pose a threat to persons or school activities. OSS may be assigned by the principal or assistant principal for up to ten (10) days. Suspension of a student for more than ten (10) days may be authorized by the superintendent. OSS will start immediately following the close of the regularly scheduled school day. Should the behavior result in an Out-of-School suspension, the student will be issued a suspension letter which is expected to be hand-delivered to the parent or guardian. A copy of the suspension letter will be mailed home to the parent or guardian.

NOTE: *During the suspension period, the student may not be on the property of Oscar F. Smith High School, at designated bus stops or on any property belonging to Chesapeake Public Schools without prior authorization. All students returning from OSS will be permitted to make up all classwork. It will be the responsibility of the student to confer with all teachers regarding missed work.*

D. OUT-OF-SCHOOL SUSPENSION WITH REQUEST FOR SCHOOL HEARING WITH PRINCIPAL: Serious or repeated incidents may result in the student being issued an out-of-school suspension and a required parent and student hearing with the principal. Parents are encouraged to contact the principal to schedule appointments for these hearing. The purpose of the hearing is to review all charges concerning the incident and allow the student an opportunity explain his/her involvement. The parent/guardian will also be given the opportunity to provide additional information. **The hearing may result in the recommendation for expulsion from school for the student.**

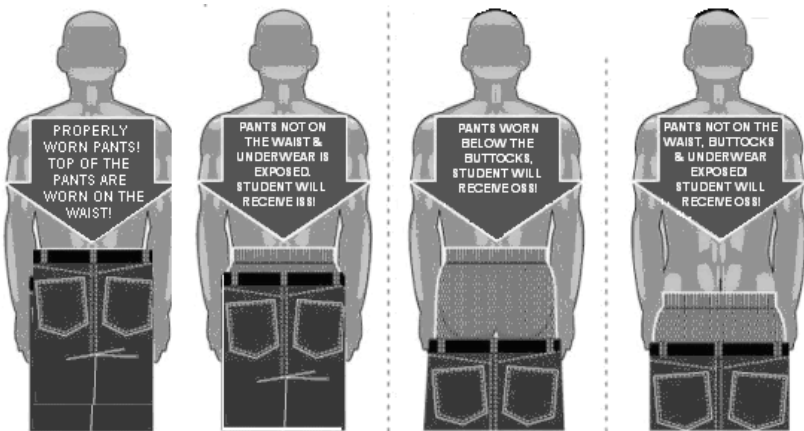
Please consult the *Student Conduct Policy Guidelines For Parents and Students 2008 - 2009* for additional information concerning student discipline.

DRESS AND STUDENT APPEARANCE

School is a place of serious business; therefore, a certain amount of business decorum is required. Some students are distracted by the dress and/or attire of others. Oscar Smith High School has an obligation to address the educational needs of all students, and since distracting and/or inappropriate dress is likely to interfere with the educational needs of some, such dress can not be worn to school. School Board Policy regulates student dress. Students will be expected to keep themselves modest, well-groomed and neatly dressed at all times. Any student whose appearance is considered contrary to good hygiene, distracting to other students or in any way disruptive to the learning environment will be removed from classes. ***Every effort will be made to contact the parent/guardian to bring appropriate clothing.*** Students will be given an opportunity to change into school shorts and shirt. Refusal to change will result in further disciplinary action including but not limited to being placed in the In-School Suspension room for the remainder of the day. Continued and repeated dress code violations may result in, but is not limited to, Out of School Suspension. Extremely brief dress will not be permitted. Dress code limits change as clothing trends and styles

change. Below is a general list to assist parents/guardians and students in determining appropriate dress. Preparation of a comprehensive list is not possible. The administration reserves the right to make decisions based on situations other than those listed below.

- No hats, caps, headbands, du-rags, goggles, or sunglasses may be worn inside.
- No bandanas are permitted in school.
- No halter tops -- no midriffs showing.
- No low necklines.
- No tank tops or spaghetti straps.
- No short shorts or skirts (shorts & skirts should not be higher than 3 inches above the knee) ***Please note that wearing leggings does not alter the required length of shorts and skirts!***
- No sheer clothing allowing undergarments to be visible.
- No flip flop shoes.
- No clothing or jewelry with symbols, slogans, or pictures depicting gangs, tobacco, violence, alcohol, or other drugs.
- No clothing making or suggesting sexual statements.
- No wallet chains or large-linked chains may be worn as jewelry or used as key chains.
- No collars or bracelets with protruding metal spikes.
- Pants must be worn at the waist. **No SAGGING of Pants and No Under Garments Should Show. *Please note that wearing an over sized t-shirt does not alter the requirement of wearing pants at the waist!***



DRIVER'S EDUCATION

Driver's education is currently offered through the 10th grade physical education curriculum. The fee for behind-the-wheel instruction is \$150.00.

EDLINE

Oscar F. Smith High School is proud to pilot the parent portion of Edline.net. All parents will receive unique activation codes to access their child's account. Once accounts have been activated, parents will be able to view individual class pages, weekly grade reports, and a calendar of news and events.

Edline Web Address: www.edline.net

EMERGENCY SCHOOL CLOSING

On occasion, school may be closed. In these cases, the Superintendent of Schools will announce the closing of schools. Parents and school employees are notified by Chesapeake Public Schools' radio station, **WFOS-FM 88.7**, the cable television channel **Cox 48**, as well as other local radio and television stations. Please check the official school calendar for the reassignment of make up days.

ENROLLMENT RESIDENCY REQUIREMENTS

Any student who transfers from one school to another within the city, without change of address, will be ineligible to participate in any Virginia High School League activity from the date of enrollment, unless permission is granted by the Superintendent or the School Board.

Any student not living within the current boundaries of a designated school zone must receive approval from the Office of Pupil Assignment.

EXTENDED DAY PROGRAM

The purpose of the Extended Day Program is to help students avoid failing a course due to excessive absences. The Extended Day Program will meet in the Cafeteria on four Tuesdays and four Thursdays from 4:00 p.m. - 5:30 p.m., and on four days classes are not in session from 9:00 a.m. -12:00 a.m. and 1:00 p.m.-4:00 p.m. during each term. Students should contact any administrator or guidance counselor for specific times and dates. Times and dates will also be posted on the electronic bulletin board and throughout various locations in the building.

Students may attend any combination of sessions in order to earn

back missed time. A student may redeem a maximum of two (2) days per course, per term. A student in A/B classes may make up two (2) days each in each A/B class. Each 1.5 hours (90 minutes) will earn back one absence in one class. Students may attend one (1) Thursday session to make up one absence or attend one (1) Saturday session to make up two (2) class absences. Students are to provide their own transportation for the extended day program.

EXTENDED DAY SCHEDULE

Fall Term 2009-2010

Tuesday	November 10	9:00am–12:00pm	1:00pm–4:00pm
Monday	December 28	9:00am–12:00pm	(Winter Break)
Tuesday	December 29	9:00am–12:00pm	(Winter Break)
Wednesday	December 30	9:00am–12:00pm	(Winter Break)
Thursday	January 7	4:00pm–5:30pm	
Tuesday	January 12	4:00pm–5:30pm	
Thursday	January 14	4:00pm–5:30pm	
Tuesday	January 19	4:00pm–5:30pm	
Thursday	January 21	4:00pm–5:30pm	

Days missed in the months of September, October, and/or November must be made up during extended day sessions prior to January . No days missed during September, October, or November may be made up after December.

Spring Term 2010

Wednesday	April 7	9:00am–12:00pm	1:00pm–4:00pm
Thursday	April 8	9:00am–12:00pm	1:00pm–4:00pm
Monday	April 12	9:00am–12:00pm	1:00pm–4:00pm
Tuesday	May 11	4:00pm–5:30pm	
Thursday	May 13	4:00pm–5:30pm	
Tuesday	May 18	4:00pm–5:30pm	
Thursday	May 20	4:00pm–5:30pm	

Days missed in the months of January, February, and/or March must be made up during extended day sessions prior to May . No days missed during January, February, or March may be made up after April.

RULES FOR THE EXTENDED DAY PROGRAM

- The student must report to the designated area and be seated before the session begins. Starting times for the sessions are listed above. No late arrivals will be admitted to the session.
- The student must remain in the room the entire session. No early dismissals will be granted.
- The student must provide his/her own study materials and supplies for the class that he/she is making up. **Make up work must be specific to the class that the student is making up.** All students in

the sessions are expected to work on schoolwork and may not remain in the room unless they are working on schoolwork.

- No misbehavior of any type will be tolerated. Any student who misbehaves will be released and will not be permitted to enroll in any further extended-day class for the remainder of the term.
- The Extended Day Program is a voluntary program, and it is the responsibility of the student and parent to take advantage of this opportunity.

A list of completed days in the Extended Day Program will be emailed to each teacher near the end of each term. Teachers will consult the list and deduct any days listed as days earned back by their students.

EXTENUATING CIRCUMSTANCES

Students who have passed any class academically, but have failed to meet the attendance requirement may be eligible to apply for extenuating circumstances. Candidates for extenuating circumstances must be able to provide the following:

A) *Evidence of attendance for the maximum number of days possible in the Extended Day Program for each class for which extenuating circumstances is needed.* One day is earned in one class in the Extended Day Program for spending one (1) 90 minute period in the Extended-Day center. The maximum number of days that may be earned in the Extended Day Program are listed below:

- 1 credit course: 2 days earned in the extended day program
- 2 credit course: 4 days earned in the extended day program

B) AND ONE OR MORE OF THE FOLLOWING:

- Notes from a doctor to verify the reason for the extended days of absence.
- Subpoenas from court.
- Notice of a death in the immediate family.

Parents are encouraged to arrange doctors' appointments before or after school hours, when possible, or at least stagger appointments to avoid missing the same classes. ***Extenuating circumstances for medical reasons are usually granted only when the student has been absent for an extended period of time, verified by notes from a physician.*** Extenuating circumstances are generally not granted without such

documentation. If a student is in the position of missing more than ten consecutive days of school due to illness, the parent or guardian should contact the school to see if homebound instruction may be appropriate.

EMERGENCY PROCEDURES AND EVACUATIONS

For safety purposes, fire drills, tornado drills, lock down, maximum lock down and emergency evacuations are held regularly throughout the school year. Students are requested to follow teacher instructions and follow the emergency exit signs that are posted in each classroom. Students are expected to return to class after the completion of each evacuation drill.

GRADING SYSTEM

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

Four Point Conversion Numerical Conversion

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

Once letter grades have been changed to the 4.0 scale, the following conversion is used:

3.6 - 4.0	A
3.5	A or B
2.6 - 3.4	B
2.5	B or C
1.6 - 2.4	C
1.5	C or D
1.4	D
0.5	D or E
0.4 or below	E

AVERAGING CREDIT GRADES

One Credit 4 x 4 Credit Course (Single term), A/B Alternating Block, CCST and Governors School courses

First grading period	1/5	or	20%
Second grading period	1/5	or	20%
Third grading period	1/5	or	20%
Fourth grading period	1/5	or	20%
Final exam	1/5	or	20%

NOTE: Grades for annual courses (AB alternating block, CCST, Governor's School) will be considered interim grades at the 1st, 3rd, 5th.. and 7th reporting periods. These grades will not be used to determine the final grade.

Two Credit 4 x 4 Credit Course (Two term)

Semester/term grade calculation

First grading period	1/5	or	20%
Second grading period	1/5	or	20%
Third grading period	1/5	or	20%
Fourth grading period	1/5	or	20%
Exam 1	1/5	or	20%

A first semester/term grade will be assigned

Fifth grading period	1/5	or	20%
Sixth grading period	1/5	or	20%
Seventh grading period	1/5	or	20%
Eighth. grading period	1/5	or	20%
Exam 2	1/5	or	20%

A second semester/term grade will be assigned

Final grade calculation

First grading period	1/10	or	10%
Second grading period	1/10	or	10%
Third grading period	1/10	or	10%
Fourth grading period	1/10	or	10%
Exam 1	1/10	or	10%

Fifth grading period	1/10 or	10%
Sixth grading period	1/10 or	10%
Seventh grading period	1/10 or	10%
Eighth grading period	1/10 or	10%
Exam 2	1/10 or	10%

SENIOR FINAL EXAMINATION EXEMPTION

Graduating seniors who have an "A" average in a course are exempt from taking the final examination in that course. Only June graduating seniors are eligible to be exempt from final examinations. Specifically, graduating seniors are exempt from final examinations at the end of the first term if they have an "A" average in a first term course. Seniors are exempt from taking examinations at the end of the second term if they have an "A" average in a second term course. For annual classes, seniors are only exempt from the final exam if they have an "A".

GYM AND GYM SUITS

Students are expected to dress out appropriately each day for gym class. Repeated failure to not dress out will result in disciplinary action. Gym suits (t-shirt and shorts) may be purchased (separately) from the student's physical education teacher. *Students are encouraged to put their names on their gym suits.*

HALL PASSES

During class time all students **MUST** have a signed Agenda when out of the classroom for any reason. *The Student Agenda, which must be in the possession of the student at all times, is the only valid hall pass.* The hall pass must be acknowledged if questioned by any staff member. **NO EXCEPTIONS!** Any student in the hall without a signed Agenda or Replacement Hall Pass will be subject to disciplinary action including suspension. Students are reminded that they are *only* permitted to go to the location listed on their signed agenda and that a signed agenda is required to enter the clinic, main office and/or the guidance.

REST ROOM PASSES

Students will be given five minutes while out on a rest room pass, students who are out of class for longer than five minutes will be subject to disciplinary action. Students are expected to go to the nearest restroom on the same floor as the class they are in, failing to do so will result in disciplinary action.

HARASSMENT

It is a violation of School Board regulations for students or school personnel to harass students or school personnel sexually, or based on race, national origin, age, disability or religion. Further, it is a violation for school personnel to tolerate such harassment by students, school personnel, or third parties participating in, observing or otherwise engaged in school sponsored activities.

A. SEXUAL HARASSMENT: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal, visual or physical conduct or communication of a sexual nature.

Sexual harassment is a form of sexual discrimination and is prohibited according to Title VII of the Civil Rights Act of 1964. To assist parents/guardians, the following guidelines have been established:

No student, male or female, shall be permitted to harass another student by:

1. making unwelcome and disrespectful sexual advances or requests for sexual favors;
2. engaging in offensive verbal or physical conduct of a sexual nature; or
3. creating an intimidating, hostile, or threatening environment by such conduct.

Unwanted sexual behaviors that could constitute sexual harassment may include, but are not limited to the following:

- unwelcome, sexually motivated or inappropriate patting, pinching or other physical contact (other than necessary restraint of students by school personnel to avoid physical harm to people or property)
- unwelcome sexual flirtation or propositions
- sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
- verbal comments about an individual's body, or overly personal conversation of a sexual nature
- sexual jokes, notes, stories, drawings, gestures or pictures
- spreading sexual rumors
- touching an individual's body or clothes in a sexual way
- displaying sexually suggestive objects, pictures, cartoons or posters
- impeding or blocking movement

Any student who has been subjected to sexual harassment should report the alleged act immediately to his/her teacher, guidance counselor, assistant principal or principal. The local administrator and the director of pupil discipline, or designee, shall maintain confidentiality in investigating any claims of alleged harassment so that the privacy and individual rights are protected to the extent possible.

B. HARASSMENT BASED ON RACE, NATIONAL ORIGIN, AGE, DISABILITY OR RELIGION: Harassment based on race, national origin, age, disability or religion consists of physical or verbal conduct relating to an individual's race, national origin, age, disability or religion when the conduct:

- 1) has the purpose or effect of creating an intimidating, hostile or offensive working or educational environment; or
- 2) has the purpose or effect of substantially interfering with an individual's work or educational performance; or
- 3) otherwise adversely affects an individual's employment or educational opportunities.

Examples of conduct which may constitute harassment based on race, national origin, age, disability or religion include:

- graffiti containing racially offensive language
- name calling, jokes or rumors
- physical acts of aggression against a person or his property
- slurs, negative stereotypes and hostile acts
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and is intended to degrade

HOMEBOUND INSTRUCTION

Students are eligible for homebound instruction for medical reasons if they are unable to attend regular school for an extended period of time. Special Education students on long-term suspensions may also be eligible for homebound instruction. Each case must be evaluated individually before a decision is made to allow homebound instruction. Please see the school nurse or a guidance counselor immediately for an application for homebound services when you suspect you may miss school. The application must be approved before homebound services begin.

HONOR CODE VIOLATIONS

Oscar Smith High School encourages students to demonstrate the highest standards of personal honesty and integrity in their academic work, in their interpersonal relationships with other members of the school community, and in their participation in all school activities. Any form of dishonesty, plagiarism, or cheating violates the Oscar Smith High School Honor Code. Any student or teacher who believes a violation has occurred will report the incident to the Assistant Principal for Instruction. First offense violations will result in a reprimand and a zero on the assignment. For a second offense violation, students will receive a day of ISS. The administration reserves the right to make decisions based on situations in addition to those described below. Presented below is a partial list of issues for both parents/guardians and students to review. This list is, by no means, a complete set of rules governing student behavior with regards to the honor code.

- lying: to state an oral or written untruth with the intent to deceive
- copying someone else's classwork, homework, quiz, composition, or test by manual or electronic means. (Example: computer, data disk, printout or any process of duplication.)
- having someone else do his/her work by manual or electronic means
- allowing someone to copy his/her work by manual or electronic means
- looking at someone else's paper or computer screen during a quiz, test, or examination.
- allowing another student to look at your work or making a copy or printout for another person
- using a textbook, class notes, or prepared "cheat notes" on a closed-book test
- exchanging papers with another student during a test
- giving or receiving written or oral answers from another student during a test
- securing a copy of a test, answer key, or other testing materials prior to taking the test
- failing to turn in a test or quiz paper at the teacher's designated time
- removing a test paper, answer key, or other testing materials 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 and submitting it as his/her own work
- taking a test for another student
- falsifying data or information (scientific, experimental, bibliographic, etc.)
- communicating in any form to a fellow student during a test or quiz without prior permission from the classroom teacher
- changing a student's name on a printout or hard copy

Any of these behaviors may result in suspension, a failing grade on assignment(s), placement on probation in all extracurricular activities, dismissal from all extracurricular activities, dismissal from leadership positions, and referral to the Office of Student Discipline.



INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM

Oscar Smith High School was authorized to offer the International Baccalaureate Diploma Program beginning in September, 2004. The Diploma Program is a rigorous program of curriculum and service that meets the needs of highly motivated students in Grades 11-12. It is offered by 1395 schools in 114 countries on five continents and is administered by the International Baccalaureate Organization of Geneva, Switzerland. In the **IB Program**, students develop outstanding writing and critical thinking skills. Diploma candidates also learn from an international perspective, participate in activities and community service projects, and may earn the **IB Diploma** recognized by colleges and universities around the world.

Each year interested eighth graders from across Chesapeake may apply for the program by applying for the Grade 9-10 Pre-IB Academy at Oscar Smith High. The purpose of Pre-IB is to prepare students for the demands of the Diploma Program. The application deadline is January 15. Interested students in ninth and tenth grades may apply through the IB coordinator for any vacancies that may arise in the program at the end of the ninth and tenth grades. For further information, see the 'International Baccalaureate' link on the Oscar Smith High School Web site.

LOCKERS

Each student is assigned a locker with an installed combination lock at the beginning of the school year by his/her third block teacher. **A student may not use any locker except the one which has been assigned.** Third block teachers will keep a record of student locker numbers and combinations. Students attending the morning session at the Center for Science and Technology should see Ms. Huddle for locker assignments.

Lockers may be inspected at any time by the administration. In order to protect personal belongings, students should be sure that their lockers are closed completely. Do not give your locker combination to another student. Students should report any damage or mechanical problems with their lockers to an administrator. Additionally, personal items of value should not be brought to school and stored in lockers.

LOCKERS-ATHLETIC LOCKERS AND P.E. LOCKERS

Athletes and students participating in Physical Education will have an opportunity to use lockers in the gym area. Students will need to provide their own lock to secure their belongings. The school is not responsible for any lost or stolen items.

LOCKER CLEAN OUTS

Locker clean-outs will be conducted at the end of each term. During locker clean-outs all items must be removed from lockers. Trash should be placed in the bags provided. ***All textbooks should be returned to the teacher who issued the textbook, to avoid lost textbook fees. It is the responsibility of the student to return textbooks to their teachers.***

LOST AND FOUND

Lost articles may be turned into the Media Center.

MAKE-UP WORK POLICY

Students will be permitted to make up work because of excused and unexcused absences, including in-school and/or out-of-school suspensions. In the case of an intentional absence (e.g. skipping class or school), a student **shall not be permitted** to make up work for credit and will receive a zero for any work assigned on the day/bell of the absence. When a student is absent more than three (3) school days due to illness, field trip (or other school event), ***or vacation which has received prior approval from the principal***, homework will be sent home at the request of the parent/guardian. Twenty-four (24) hours notice for this request

must be given. Please contact the assigned guidance counselor for this request. ***Completed assignments are due upon the student's return to school.***

When a student is absent the day of a test, but in school the day before the test, the student is expected to take the test upon his/her return to school. Generally, the student has two (2) days to complete the work for full credit. It is the responsibility of the student to secure and complete all work missed when absent. ***Work turned in after the two (2) day make-up period may be subject to a penalty.***

MEDIA CENTER

The Media Center is located on the second floor and is open daily from 8:00 a.m. until 4:00 p.m. Books are checked out at the desk by the media specialist for a period of two (2) weeks. Students entering the media center must have a signed Agenda. All book bags, gym bags and backpacks must be checked in with the media specialist upon entering the Media Center. Students will be issued a fine for any overdue books and will be responsible for any books not returned.

PARENTS' BULLETIN

Due to the high cost of postage, the Parents' Bulletin will **now only** be available online on the school's website www.cpschools.com/Schools/OSH .

PARKING

Juniors and Seniors may apply for permission to drive to school and park in the student parking area. Applications are available in the main office. All applications must be filled out completely and signed by the parent/guardian . The application should be returned to the main office. A \$5.00 fee is charged and must be paid at the time of application. Once an application has been approved, a designated parking space will be assigned along with a parking decal. The decal must be visibly displayed on the front windshield. Students may park only in their designated space. Students are not permitted to park in the visitor parking lot, faculty parking lot, or the driving range. ***Failure to follow procedures will result in disciplinary action. Driving to school is a privilege and the privilege may be revoked by the administration at any time.***

Violations will result in the following actions:

- A. First Violation: Written warning
- B. Second Violation: Parent Conference
- C. Third Violation: Driving privileges revoked for 10 school days.
Students must turn in parking pass.
- D. Fourth Violation: Driving privileges revoked for 45 days.
Student must turn in parking pass.
- E. Fifth Violation: Vehicle towed at student's expense. Driving privileges revoked and will not be reissued.
Student must turn in parking pass.

PROMOTION STANDARDS

Promotion from one secondary grade level to another is based on successful completion of a specified number of courses or credits. The general criteria are as follows:

*** Promotion From Ninth Grade to Tenth Grade**

successful completion of four (4) credits including English and 1 verified credit in either science, social science or mathematics

***Promotion From Tenth Grade to Eleventh Grade**

successful completion of ten (10) credits including two (2) units of English and 3 verified credits including at least 1 in mathematics, 1 in science, AND 1 in social science

***Promotion From Eleventh Grade to Twelfth Grade**

successful completion of fifteen (15) credits including three (3) units of English and 4 verified credits including at least 1 in English, 1 in mathematics, 1 in science AND 1 in social science.



PUBLIC DISPLAYS OF AFFECTION

Students should remember that the school campus is a public environment and a public facility. Students and staff members are offended when exposed to certain behaviors.

Students are to refrain from any public display of affection that would offend others. **A student committee determined that the following actions are unacceptable:**

- Kissing on the lips
- Sitting on another's lap
- Licking
- Hugging/holding from behind (front to back)

Consequences may range from a parent contact, detention, suspension, or referral to the Office of Pupil Discipline.

REPORT CARDS

Report cards will be issued approximately one (1) week after the end of the grading period. Report Cards will be issued 4 times during each term. Specific dates will be announced.

SEARCH AND SEIZURE

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

NOTE: Law-enforcement officers shall be allowed to question students while they are under the school's authority provided that an attempt to contact the parent/guardian has taken place and permission has been given for questioning. *If the parent/guardian cannot be contacted, the rights of the student shall be protected by the presence of the principal or designee in a private room.

SELLING OF PRODUCTS BY CLUBS

Clubs and organizations interested in selling products to raise funds for various projects must obtain proper identification cards for each member. Sales must first be cleared through the main office. Individuals are not permitted to sell products during the school day on their own behalf. **Students must not collect any money before the product has been given to the buyer.**

SNACK MACHINES

Snack machines are located in the Student Dining Area and at the end of “A-hall” and “B-hall”. Students may go to the drink/snack machines before school, during the change of classes, and after school. Water and other drinks with twist on tops, purchased from the drink machines are allowed in classrooms (exceptions: Media Center; Gymnasium, Auditorium, Theater, Computer Labs). Food is not allowed to be eaten in classrooms, however, a snack may be purchased to be eaten later.

SPECIAL EDUCATION SELF-CONTAINED

The Special Education Self-Contained program is based on a functional curriculum with emphasis on life skills in math, reading, language, consumer economics, health, community resources, government and law, occupational knowledge, interpersonal relationships, and vocational offerings. The major goal for this student is to secure gainful employment and to become as independent as possible.

STUDENT INSURANCE

Student accident applications will be distributed to students through the Educational Resource Center at the beginning of school. This year there will be two (2) companies. *Each company has different benefit options. Please study the applications carefully before making a selection.*

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 which will not be disclosed without parental consent, except as provided by law.

STUDENT DINING AREA

Students will have thirty (30) minutes to eat lunch. Students will need to know their student identification number if they wish to purchase free or reduced school lunches. (Students are encouraged not to share their number with any other students.) **Food Services Applications for free and reduced lunch (breakfast and lunch) must be updated each year.** Applications are mailed home to parents during the summer to be

filled out for the upcoming school year. A ten (10) day grace period is given to students who received these services during the previous school year. Students new to the school system should check the beginning-of-the-year packets for information concerning school lunches. Students are expected to leave the student dining area free of trash. Failure to dispose of trash will result in disciplinary action.

The student will:

- be in the student dining area when the bell rings for lunch.
- dispose of all trash in the appropriate container.
- remain in the dining area seated in a chair at a table and relatively quiet.
- use designated restrooms.
- secure permission for any other use of the student dining area with the principal.
- memorize his/her student identification number. This number is necessary in order to purchase lunch.

The student will not:

- leave the building or school grounds during the lunch bell
- be in an unauthorized area without permission from an administrator.
- take food out of the student dining area.
- go to his/her locker during the lunch bell or loiter or congregate in the restrooms.
- stand in a chair or on a table
- play cards.

STUDY HALL

Oscar Smith High School provides a study hall, Monday through Thursday, from 3:45 to 4:20. The study hall provides an environment where students can study and complete academic assignments. Free nutritional snacks are also available to students who attend study hall.

TARDIES

A student who arrives late to class or lunch without a valid excuse is considered tardy. Arriving late means not being in the classroom and seated when the tardy bell rings to begin class, or in the student dining area when the tardy bell rings. Valid excuses include:

- Student providing a note from the parent/guardian to verify illness.
- Documented appointment with a doctor or dentist.

- Court dates where the student is required to appear as a witness with a subpoena.
- Extremely inclement weather.
- School system transportation arrives late to school.

NOTE: If you are a passenger or driver of a private vehicle which arrives late to school, you will not receive an excused tardy for traffic, vehicular problems, etc.

Students who report late to class will not be admitted without first receiving a “lockout” or an excused pass in their Agenda from the duty administrator at the Lockout Table which is located on the back hallway, near the portables. *If a student is more than thirty (30) minutes late for class he/she will be counted as absent (cut) unless a pass from an administrator or guidance counselor has been issued.*

Each student's tardy record will be purged at the end of the First Semester. Tardies are cumulative throughout the school day and grading period. Unexcused tardies will result in the following disciplinary action:

TARDY	CONSEQUENCE
First Tardy	Warning by administrator
Second Tardy	Warning by administrator
Third Tardy	Warning by administrator
Fourth Tardy	3 Days of <i>Working Lunch</i>
Fifth and Subsequent Tardies	3 Days of <i>Working Lunch, In-School Suspension, or Out-of-School Suspension</i>

TEXTBOOKS

Textbooks are issued to students free of charge. It is the responsibility of the students to take care of their books. Payment for a lost/damaged textbook must be receipted with the bookkeeper before a second textbook will be issued. If a lost textbook is found, the student will receive a refund. Students are encouraged to make sure that their names are printed in the appropriate spaces and that the names of the

teachers who issued the textbooks are also listed.

For personal use, parents may purchase from the School Division, textbooks used by their children, at the cost of the textbooks. For specific information, parents may contact the Educational Resource Center at 547-1440.

TIGER SCHOOL STORE

The award winning Tiger Store offers a wide variety of student supplies and gift items including embroidered shirts and Tiger paraphernalia. Students, parents and alumni may order articles by contacting the marketing department. The Tiger Store is open before school and during lunches. The school store is located in the student dining area.

The online school store offers a fine online shopping experience. Through the help of cafepress.com, OSHS offers about 35 different products to prepare your tiger for the school year. Shirts, hats, book bags, sweatshirts, and even a lunch box. Visit the store, click on the shop smith link located on our home page at www.cpschools.com/Schools/OSH.

TIP LINE

In an effort to increase school safety and security the administration has created 'The Oscar Smith Tip Line', a confidential way for students, parents, and community members to share tips directly with the administration. The tip line can be accessed by visiting the school's website (www.cpschools.com/Schools/OSH) and click on 'Tip Line' on the side menu.

TRUANCY

The Code of Virginia requires that schools follow certain procedures to address violations of the truancy and compulsory attendance laws. In an effort to comply with these laws and improve attendance in the public schools, the Chesapeake Public School System in conjunction with the Juvenile and Domestic Relations Court, will be monitoring truancy and reporting this to the court. **A student who has accumulated seven unexcused absences within the school year** (excluding suspensions) will be referred to Truancy Court through the Office of Student Services. The documentation will be reviewed and forwarded to court services for action. There will be a pre-trial meeting of the Interdisciplinary Team (ID Team) concerning this student. The

team will meet with the school administrator and evaluate each case. The team will make recommendations to the judge concerning measures that can be applied to correct the non-attendance problem. The court may then hold that student or parent in violation of the Code of Virginia, §22.1-258.

TUTORING

Tutoring is available. Students in need of a tutor should see the Assistant Principal for Instruction (API).

VIRGINIA HIGH SCHOOL LEAGUE/ CHESAPEAKE 2.0 ELIGIBILITY

The 2.0 eligibility requirement was implemented during the first semester of the 1998-1999 school year when all ninth, tenth, eleventh, and twelfth grade students were eligible if they met the VHSL/Chesapeake eligibility rules. Beginning with the second semester of the 1998-1999 school year and thereafter, a VHSL/Chesapeake activity participant must maintain a 2.0 grade point average prior to initial participation, regardless of when initial participation begins.

Under this provision, in order to be eligible for the first semester, a ninth grade participant must have maintained a 2.0 GPA for either the second semester of the eighth grade year or the entire eighth grade year. Also, under this provision, an eighth grade student competing at the sub-varsity level must have maintained a 2.0 GPA for the semester or the year prior to participation. After the first semester of the 1998-1999 school year, any student entering a VHSL/Chesapeake activity and establishing eligibility for the first time must have maintained a 2.0 GPA for the previous semester or have maintained a 2.0 cumulative GPA. *A student is allowed only one probationary semester after initial participation to not meet the 2.0 GPA.* As well as meeting the requirements established by the Chesapeake School Board, all participants in VHSL-sanctioned activities must also meet eligibility requirements as set forth by the VHSL and found in Section 28 of the Virginia High School League Handbook.

Activities covered under Chesapeake Public Schools/VHSL include: Baseball, Basketball, Cheerleading, Creative Writing, Cross Country, Debate, Field Hockey, Football, Forensics, Golf, Gymnastics, One Act Play, Publications (Newspaper, Yearbook), Scholastic Bowl, Soccer, Softball, Swimming, Tennis, Track, Volleyball, and Wrestling.

CHESAPEAKE STUDY HALL REQUIREMENT

An activity participant who is in a probationary semester will be required to attend the study hall. The study hall will meet after school a

minimum of 135 minutes per week. Emphasis in the study hall will be placed on providing an environment where students can study and complete work assigned and on providing tutoring assistance. Students should check with coaches on the study hall schedule. ***Probationary students who fail to attend the required study hall will not be allowed to participate in any Chesapeake/ VHSL activities.***

OSCAR SMITH HIGH SCHOOL
ATHLETIC MISSION STATEMENT

The Oscar F. Smith High School Athletic program is considered an integral part of the secondary education experience. Its purpose is to provide student athletes with the opportunity to participate in a wide variety of athletic activities emphasizing teamwork, sportsmanship, pride, self-worth and success while helping coaches and other athletes achieve to their fullest potential.

VISITORS

Approved visitors are issued a blue and white visitor's badge bearing the name of the visitor or they must wear Chesapeake Public School employee badges. Students should report any visitors who are not wearing badges to staff members or administrators.

WEBSITES

Visit Oscar Smith High School at our web site:

www.cpschools.com/Schools/OSH

For all other schedules visit:

www.viewmyschedule.com

For Edline:

www.edline.net

Visit Chesapeake Public Schools at our web site:

www.cpschools.com

WITHDRAWING FROM SCHOOL

Students who are withdrawing from school must contact their guidance counselor to secure the necessary forms. Students must secure signatures and clearance from all teachers, the attendance secretary, a media specialist, the bookkeeper and the grade level administrator. Only after all signatures are obtained and financial obligations have been met will the student be officially withdrawn. *All forms must be returned to the guidance counselor.*

The Chesapeake Public School System is an equal educational opportunity school system. The School Board also adheres to the principles of equal opportunity in employment and prohibits discrimination based on race, sex, national origin, color, religion, age, or disability.