

# **CHARLOTTESVILLE HIGH SCHOOL**



**2017-2018  
STUDENT HANDBOOK**

# CHS STUDENT HANDBOOK

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## Academic Policies

### Our Expectations

*Be prepared and successful.*

*Students are expected to graduate on time.*

*Students will come to school prepared, ready to learn, and with a successful attitude.*

### **Academic Honesty (Adopted by the SCA, PTO, and Administration)**

Students and Faculty at Charlottesville High School are expected to conduct themselves ethically and responsibly. Students are expected to follow the CHS Honor Code (below), adhering to strict academic honesty at all times. In preservation of a quality educational environment, students are to be held to the highest ethical academic standards.

### **CHS Honor Code**

Students are expected to follow the Honor Code at all times. When indicated by their teachers, students are to pledge assignments with the following statement: “On my honor as a student, I have neither given nor received any unauthorized aid on this assignment.”

### **ACCORDING TO THE MERRIAM-WEBSTER ONLINE DICTIONARY, TO "PLAGIARIZE" MEANS**

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

### **ALL OF THE FOLLOWING ARE CONSIDERED PLAGIARISM:**

- turning in someone else's work as your own
- sharing work through Google Drive without permission from the teacher
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit



- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism. See our section on [citation](#) for more information on how to cite sources properly.

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### **Academic Assistance**

Cheating is the unauthorized receipt or transmission of information with the intention of improving one or more individual's academic performance. As a school community, we are committed to assisting all students in maintaining academic honesty. If students are unsure about their academic honesty on an assignment, they are expected to ask their teacher, without penalty, about the appropriate parameters of the assignment. Students are expected to cite sources correctly: taking care in directly quoting another text, paraphrasing someone else's ideas, and using proprietary information or graphics from any source (this includes the internet). Students are to refuse to aid another student's dishonest behavior. Students are to refuse to provide work for copying. Students who aid another student in academic dishonesty will be considered cheating themselves.

### **Consequences for Academic Dishonesty**

Students who are found to be in violation of the honor code will face disciplinary consequences, as outlined in the Charlottesville City Schools' Code of Student Conduct.

### **School Supplies**

Students are expected to come to school prepared. All appropriate school supplies should be brought to school daily. Students will need a notebook, paper, pens, and pencils to be successful in school. Students will be expected to come prepared with their assigned Chromebook personal computer. Some math and science classes will require a graphing calculator (available upon request and issued to students). Students are responsible and financially liable for the care and safekeeping of all school supplies issued to them.



## **Make-up Work**

It is the student's responsibility to meet with the teacher to schedule make-up work on the day she/he returns to school from an absence. Students may not opt out of assigned work. Previously scheduled tests must be made up on the day the student returns to class or at a time designated by the teacher. The following are helpful guidelines for obtaining assignments before returning to school after an absence:

- Absences of one or two days – Contact the teacher in class to obtain information on work missed.
- Absences of three or more days – Call the counseling office requesting assignments. Please remember that teachers need at least one business day notice to prepare assignments. Assignments may be picked up in the counseling office the day after the request.
- It is important to be familiar with your teachers' websites or Canvas pages as they are often good places to access information, materials and assignments.

## **Summer School at CHS**

Students who fail a course during the regular school year should consult with their school counselor about summer school offerings and options. Information regarding summer school will be available during the fourth quarter of the school year. Students will not be allowed to enroll in more than one course at a time during the summer session.

## **Course Registration and Scheduling**

Pre-registration for courses takes place during the second semester, beginning in January. The student and his/her counselor meet to review the student's academic record, expressed interests, goals, career aspirations, graduation requirements, diploma choice, credits earned, and credits still required. At this point, each student is asked to draw up a schedule listing up to seven courses for the coming school year as well as listing two alternatives. This schedule includes work and educational release periods, if necessary. No student may earn more than eight (8) credits in a single school year without approval from the principal. Every attempt will be made to honor student requests; however, scheduling conflicts may require the substitution of an alternate course. In the case of a course request where no space is available or if a conflict exists, an alternate course selection must be made.

## **Standards of Learning Courses (SOL) Courses**

Students who are enrolled in SOL courses are expected to take the corresponding SOL exam or ACT WorkKeys Assessment.



## **Advanced Placement (AP) Courses**

AP Coursework requires a significant time commitment. As with the progression of grades and levels, the expectations for AP classes is higher than that of other academic classes. AP classes are also the natural extension to the CHS honors curriculum. It is recommended that 9th graders not take AP classes, 10th graders take no more than one AP class, 11th graders take no more than three AP classes, and that 12th graders take no more than four AP classes. Please meet with your school counselor for help with time management, college advising, and dealing with stress. Students who are enrolled in AP courses are expected to take the corresponding AP exam. The cost of AP exams will be paid by the Charlottesville City Schools. AP students are required to take the corresponding SOL State assessment for AP classes requiring an SOL.

## **Dual Enrollment Courses**

Students may choose to enroll in one or more Dual Enrollment courses offered at CHS. These courses are offered in conjunction with Piedmont Virginia Community College and/or other colleges and universities. These special courses offer the student college credit when completed according to dual enrollment guidelines and may lead to an Associate's Degree when required course credits are completed. All students must satisfy the appropriate PVCC placement test(s) requirement(s) in order to enroll in the course. Dual Enrollment courses will earn college level weight when computing a student's GPA. Students will be expected to take a final exam in all Dual Enrollment courses, regardless of other exam exemptions.

## **College/University Enrollment**

Students are strongly encouraged to consider all of the curricular and co-curricular offerings available at CHS before applying for permission to enroll in a course at a college or university. Details of opportunities at colleges and universities are available in the Counseling Department. Any courses taken at the College or University level will earn college level weight when computing a student's GPA. Tuition is the sole responsibility of the student and not the school unless the student is completing course work specific to the PVCC Dual Degree program.

## **Driver's Education**

To enroll in Driver's Education, a student must have taken and passed Health 9 and PE 9. The classroom portion of Driver's Education is a required component of the Health 10 curriculum. Students should contact their counselor for further information. The Behind-the-Wheel component is also required for a valid Virginia Driver's License; however, students are neither required to take Behind-the-Wheel instruction at Charlottesville High School, nor is it factored into the student's grade. There is a separate fee for students choosing to take Behind-the-Wheel through CHS; some families may prefer a private option.



## **Family Life Education**

Parents or guardians of students enrolled in Health 9, which contains material on family life education, may choose for their student not to participate. If so, the parent or guardian must submit a written request to the Principal to opt-out of the Family Life portion of the course.

## **Online or Distance Learning Courses**

Several online opportunities for learning exist at CHS. Students may take online or distance learning courses for one of four reasons: 1) To enrich their learning experience with opportunities not currently present at CHS or because of extenuating circumstances, such as insurmountable scheduling conflicts, 2) To earn additional credits at an accelerated rate, where scheduling conflicts or extenuating circumstances exist, 3) To recover credit in a course that was previously failed, or 4) To recover partial credit in a course where failing grades have been earned consistently throughout the year. Before any student is to enroll in an online course, consultation with a counselor (and the principal, when appropriate) is required. Students requesting to take courses online and off school grounds should complete a Request to Take Course for High School Credit form (available in the counseling office and online). The Principal will review all requests and inform the student within two weeks of approval or denial of the request. Extenuating circumstances will be reviewed by the Principal. The Commonwealth of Virginia now mandates that each student, starting with the graduating class of 2016, take at least one virtual course prior to graduation.

## **AVID**

Advancement Via Individual Determination ([www.avid.org](http://www.avid.org)) is a program designed to prepare students for the rigors of college life and study. Students interested in taking the AVID elective course or who would like to learn more about the AVID program should contact Bryan Kayser ([kayserb1@charlottesvilleschools.org](mailto:kayserb1@charlottesvilleschools.org)).

## **Schedule Changes**

Schedule changes can be made by scheduling an appointment with your school counselor by September 5, 2017. Withdrawal from a course requires the signature of a parent or guardian, the appropriate teacher, and a counselor. The student must select another course in place of the course from which he/she withdrew. Previous assignments in the new course must be completed by the student. Students need the Principal's approval to audit any course. All course level changes must be completed by September 21, 2017 the end of the first interim grading period of the course. Students are not permitted to enroll in two sequential courses simultaneously except with the permission of the content Department Chair, the School Counseling Department Chair, and the Principal. If required for graduation, students who fail a course during the regular school year are expected to repeat the course during summer school, online through credit recovery, or again during the following school year. Exemptions from this policy or requests for extenuating circumstances must be approved by the Principal.



## Grading and Exam Policies

### Grading Scales and Grade Point Average (GPA)

The grading scale for CHS is as follows:

Letter Grade	Description of Grade/Standards-Based
A	Mastery
B	High level of proficiency
C	Meets expectations for proficiency
D	Passing; does not meet expectations for proficiency
F	Failure; does not meet expectations for proficiency
NC	No Credit - due to excessive absence
I	Incomplete
S	Satisfactory Progress
U	Unsatisfactory Progress
P	Passing

\* Numerical Grade Averages may have varying weights depending on the course and instructor.

\* Not all teachers will use numerical grades averages.

### Incomplete Grades

An incomplete grade may be given to a student following a prolonged excused absence or for a lack of assigned work being handed in. If an incomplete is not resolved by the end of the year, the grade becomes an F.

### Standards-Based Grading and Average Grades

Teachers at CHS have the option to grade student performance using a variety of methods. Teachers will indicate at the beginning of the year whether the course will be graded based on mastery of standards (Standards-based grading) or by numerical averages of grades. This information will also be in the course syllabus.



## Grade Point Average (GPA)

The grade point average includes grades earned in all courses taken, whether passed or failed. When a course is repeated, both grades will be used to calculate the GPA. Grades for Dual Enrollment and Advanced Placement courses earn college-level weight. Grades for most online courses earn academic level weight. The following numerical values are used for the purpose of calculating GPA.

### Course Levels and GPA Calculation Values

Grade	Academic	Honors	College Level
A	4	4.5	5
B	3	3.5	4
C	2	2.5	3
D	1	1.5	2
F	0	0	0

## Exams

Exams are given at the end of each semester. The exam grade will count 20% of the semester grade; in standards-based graded courses the exam may carry a different weight. Students are expected to take their exam during the exam time specified for their course/period. Requests to take an exam on a different day/time must be approved by administration as this is only granted in extenuating circumstances. Students must notify an administrator prior to the exam if they will be absent from an exam, or in cases of an emergency, students should contact the attendance office. The administrator will notify the appropriate teacher that the student will be absent from the exam and whether or not the absence is excused. It is the student's responsibility to make arrangements with the teacher to make up the exam.

## Exam Exemptions

There are no exam exemptions during the first semester. Students who have earned an Out-of-School Suspension are ineligible for any exam exemption. Student averages for the purpose of exam exemptions are tabulated one week prior to the exam being given. Students who have not been suspended are eligible to exempt second semester exams per the following requirements:



## Graduation and Beyond

### Promotion Policy and Grade Classifications

All students should meet with their school counselor to discuss promotion and/or graduation requirements, including the policies on maximum number of credits and dual enrollment in sequential courses. The following table shows the requirements students must meet for each grade classification past 9th grade.

Grade classification	Requirements
10	Five (5) Credits including English 9 or equivalent
11	Ten (10) Credits including English 10 or equivalent
12	Fifteen (15) Credits including English 11 or equivalent

### Graduation Requirements and Diploma Types

For a detailed outline of the requirements for each type of diploma offered by the State of Virginia, please refer to the Charlottesville City Schools [Program of Study](#) or speak with your counselor. Students will review their graduation requirements and their progress towards them with their counselor. Charlottesville High School accepts all credits earned from accredited high schools. Acceptance from non-accredited schools is examined on a case-by-case basis, but such credit is not typically accepted.

### College Applications and Transcript Requests

It is imperative that seniors and parents of seniors read this section in its entirety. Most colleges require a complete application from students by January of a student's senior year. It is the responsibility of the students to obtain a transcript request form as soon as possible in the fall semester. Transcript applications are processed on a first-come, first-served basis. Students needing letters of recommendation from their counselor are required to request a transcript at least six (6) weeks prior to the application deadline.

A transcript is merely statistical data, which includes a history of courses taken, grades earned GPA. Additionally, many colleges/universities require teacher evaluations, counselor's letters, and other documentation that requires gathering information from many sources. Students are responsible for carefully reviewing each application for specific requirements and for informing the counselor in a timely manner of their needs.



<b>If your College Application Deadline is ...</b>	<b>Your Transcript Request Deadline is ...</b>
Early Decision	September 22nd
Regular Decision	October 27th

### **Scholarships and Awards**

Numerous scholarships and awards are available to Charlottesville High School students. Announcements of available scholarships are made through senior English or Government classes, through CHS News, on the school webpage, and on the public address system. For more information, students should check with Ms. Ruffner, the Chair of the Scholarship Committee. Ms. Ruffner's office is located in the Counseling Department and her telephone number is 434-245-2682.



## **Attendance Policy**

### **Our Expectation**

*Be here and on time.  
Students will attend every class,  
every day, on time, every time.*

### **Position Statement**

As part of Virginia's Compulsory Attendance Law, all students are expected to attend all classes each day and arrive on time. Regular attendance is essential for students to benefit from the educational program of Charlottesville High School. Teaching and learning are daily processes that occur in every class. Whenever students are absent from class, they miss out on teaching and learning. Written make-up work is an inadequate substitute for the total classroom experience. Pupil presence and participation in classroom activities improve learning opportunities for the student, increase efficiency of instruction for the teacher, and protect the academic standards of the school. Consistent pupil attendance and competent daily instruction in the classroom are major contributors to increased learning and excellence in education.

In accordance with the Commonwealth of Virginia Code § 22.1-254, youth between the ages of 5 and 18 must attend school. In order to maximize students' potential for learning, it is essential that daily attendance at school occur on a daily basis for the entire day. We acknowledge that students may have legitimate reasons for missing time from school. All missed assignments must be completed within a reasonable time (3 days) upon returning to school from an absence. Consideration will be made for longer excused absences.

### **Attendance Expectations**

Each school day, students are expected to:

- Be at school
- Be on time to school
- Get to classes on time
- Sign in when late to school
- Sign out when leaving school
- Contact teachers for work missed

### **Absence Information**

- Absences are recorded by individual classes and by school day
- The school will attempt to contact parents/guardians about absences. An automated message will be sent home every school day at 10:00 a.m. for any student who has been marked absent to a class that day.



When a student has more than fifteen (15) absences to a class, the principal may deny credit for that class. When your child is absent, please provide in writing the following information to the Attendance office upon the student's return: the student's full legal name and reason why the student is absent. Keep a record of absences for student.

If it is determined that a student has violated the attendance policy, the parent/guardian will be contacted and consequences as determined by the administration will be assigned. More detailed information related to attendance is available on our school's website. If you have any questions, please call the attendance office at 434-245-2697.

### Excused Absences

Charlottesville High School accepts the following reasons for **excused absences** from school:

- Religious observations
- Medical/dental visits (must provide documentation from medical provider)
- Legal appointments (must provide documentation from court personnel)
- Illness (parent must to confirm illness – 10 absences per year for this category\*)
- Death in the family
- Educational visits

A written statement by a physician may be required when a student misses more than 10 periods during the school year because of illness.

### Unexcused absences

Include but are not limited to

- Vacation (including family trips)
- Missed bus
- Bus suspensions

### **Class Period Tardy Expectations**

Students who are late to class will be considered TARDY/TARDY UNEXCUSED. (Students who are more than 10 minutes late to class shall be considered EXCESSIVE TARDY-see below.)

First Offense	Warning
Second Offense	Warning and teacher contacts parent
Third Offense & Fourth Offense	Teacher contacts parent; Referral for Excessive Tardy; period absence may be recorded along with administrative referral
Fifth Offense & Sixth Offense	Teacher contacts parent; Referral for Excessive Tardy;
Subsequent Offenses	All further offenses will be considered to be Defiance/Refusal to Comply

### **Excessive Tardy**

Students who are more than 10 minutes late to class are considered to be an Excessive Tardy.



First Offense	Parent Contact and referral to administrator
Second Offense	Parent Contact and referral to administrator
Third Offense & Fourth Offense	Parent Contact and referral to administrator
Fifth Offense & Sixth Offense	Parent Contact and referral to administrator
Subsequent Offenses	Will be considered to be Defiant/Refusal to Comply

### **Checking In or Out of School**

Students must check in (if arriving late) or check out (if leaving early) of school through the attendance office. In order for the absence to be excused, the student must have a note signed by a parent or guardian providing a valid reason for an excused check in and a contact number. If the reason is valid (see above), an excused check-in/check-out slip will be issued to the student and a copy will be maintained in the attendance office. If the check-in (tardy) is unexcused, the skipping policy will be enforced. Students must present their check-in/check-out slip to the teacher(s) whose class(es) is/are affected. Due to the difficulty of positively identifying a person over the telephone or e-mail, Charlottesville High School may NOT accept telephone calls for check-ins or check-outs.

Students needing to check out of school due to personal illness must get approval from the school nurse. Failure to follow the appropriate procedures for checking out of school will result in disciplinary action. All students who arrive after the start of school (9:05 AM) must check in at the attendance office. All students who leave before the end of school (3:50 PM) must check out with the attendance office; this includes educational and privileged leave from school.

### **Readmission after an Absence**

Students must bring a note to the attendance office before the school day begins, signed by the parent or legal guardian explaining the reason(s) and the date(s) of the absence. Students who do not present a note following an absence will be marked unexcused. Make-up work will be provided for any absence. Students must submit valid written documentation of absences immediately upon their return to Charlottesville High School. Any absence without written documentation will be considered unexcused.

Written documentation is required for all excused absences. The following types of documentation will be accepted for an excused absence: medical notes, letters from community organizations, court appearances, educational visits, death in the family, parent notes at the discretion of the Home School Coordinator, and other extenuating circumstances may be considered with written documentation provided to the principal or his designee for attendance.



### **Partial Attendance of a Class Period**

If a student misses more than 10 minutes from a class without an acceptable excuse (ex. excused tardy form) that student is considered Excessive Tardy. If a student misses more than half the class that student is considered to be in an Unauthorized Area.

### **Extended Absences from School**

A student who anticipates an extended period of absence from school should see the appropriate administrator prior to the absence. A note from the parent indicating the dates of the absences and the reasons for the absences should be submitted. If a student requires long-term medical care, the school counselor should be contacted by the parent/guardian to make arrangements for homebound instruction. Student must use Excused Absence/Tardy form and submit to the Attendance office.

### **Attendance Services**

Charlottesville High School provides the services of a Home-School Coordinator, a school social worker, a school nurse, an Attendance Coordinator, and an Attendance Committee to assist students and parents in finding solutions to problems that contribute to students' absences. Extenuating circumstances concerning student absences may be heard and reviewed by the Attendance Committee, Principal, or Principal's Designee.

### **Unauthorized Area**

Students who never show up to class but are in school will be subject to disciplinary actions ranging from detention to ISBI in addition to parent/teacher/administrator conferences.

### **Coaches/Sponsors of Student Clubs, Activities, and/or Organizations**

Students must attend an entire school day in order to be eligible for participation in any extra-curricular or co-curricular events. This does not apply to excused absences. This includes, but is not limited to, events such as practices, rehearsals, or competitions. It is the responsibility of the coach or sponsor to be aware of student attendance, and the responsibility of the student to inform his or her coach or sponsor in the event of an unexcused absence. Students who miss class time or the entire school day as a result of either In-School Behavioral Intervention (ISBI) or Out of School Suspension (OSS) will not be eligible to participate in any extra-curricular or co-curricular events on the same day(s) of ISBI or OSS. Students required to attend teacher detention or Lunch Detention are eligible to participate in any extra-curricular or co-curricular events after the completion of teacher detention.

### **VHSL Activities**

Students participating in Virginia High School League sanctioned activities must be present in 4 out of 7 classes (singleton days) and 3 out of 5 classes (block days) to be eligible to practice or



compete in an event that day. Exceptions may be made only in cases of an emergency and must be cleared by the principal or his designee and the Student Activities Director.

### **BKT Class Attendance**

All students are required to attend BKT (Black Knight Time). All teachers will be responsible for taking accurate attendance during BKT classes. Passes for tutoring must be issued prior to BKT and presented to the BKT teacher for dismissal. Unless there is a medical emergency, students should not leave BKT for any other reason.

### **Early Dismissal**

When a student needs to be released during the school day, a parent or guardian should notify the attendance office by sending a note with the student at the start of school or by signing the student out in person. Please include the student's full legal name and a phone number where the parent or guardian may be reached to confirm the release. Students must sign out at the attendance office before they leave. Due to the difficulty of positively identifying a person over the telephone, Charlottesville High School may NOT accept telephone calls for excused early dismissals.

### **Late Arrivals**

Any student who arrives to school after 9:10 a.m. must check in at the attendance office. Students with documentation for being tardy should present it at the attendance office to be considered an excused tardy. Due to the difficulty of positively identifying a person over the telephone, Charlottesville High School may NOT accept telephone calls for excused late arrivals.

*Loss of Credit Each time loss of credit occurs because of attendance, the student, parent or guardian and teacher will be informed in writing by the Attendance Committee. The grade that was earned will be recorded on the student transcript but NC (No Credit) will appear where credit should be listed. The grade is not included in the calculation of the GPA. Appeals Process Loss of credit may be appealed to the School Attendance Committee. The principal makes decisions regarding loss of credit. Any decision to deny credit or promotion may be appealed to the Superintendent or their designee for final disposition.*



## **Student Conduct**

### **Our Expectation**

*Be respectful and involved.  
If an adult asks you to do something and it is a  
reasonable request, you are expected to do it.*

### **Standards for Student Conduct**

Students are expected to conduct themselves in a positive and ethical manner. Students are expected to be where they are assigned at all times, follow instructions from adults in the building and on grounds, and demonstrate a high level of respect for all persons. Students are subject to disciplinary consequences for failure to meet these expectations.

### **Code of Student Conduct**

A copy of the school division's Code of Student Conduct is mailed to each student's home annually. It contains a comprehensive description of expected behaviors and explains all the various levels of disciplinary actions that can be taken by teachers and administrators. The code has been designed to support a safe and secure learning environment. Parents and students must review these rules and procedures in order to gain an understanding of its contents. All policies and regulations are subject to review and change by the principal.

### **Mutual Accountability Agreement**

As a confirmation of the partnership among students, parents, teachers, and administrators – and a succinct statement of the expectations for each – the Mutual Accountability Agreement should be signed by all parties within the first week of school. Students who fail to provide a signed mutual accountability agreement will be subject to suspension until submission of a signed agreement.

### **Athletics and Student Activities**

Students are to adhere to all school expectations while participating in student activities and athletics. The Code of Student Conduct is in effect at all school-sponsored activities. Failure to comply with the Student Code of Conduct may result in limited or no involvement in athletics or student activities.

### **Dress Code**

The school board and administration of Charlottesville City Schools understand that styles of dress are important forms of expression for students. All students are expected to dress appropriately for a K-12 educational environment. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as



the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats such as gang symbols is prohibited.

Clothing should conform to standards of safety and follow the Code of Virginia. Clothing that exposes private parts, the midriff, the breasts, the section of the back below shoulder blades, or undergarments is prohibited. Examples of prohibited clothing include but are not limited to: sagging or low-cut pants because they reveal portions of the back and buttocks which are considered a private area of the body, low-cut necklines that reveal portions of the breasts because that is considered a private part of the body for both genders for the purposes of this dress code. See-through material does not constitute covering these aforementioned private parts; they must be covered with opaque material. The head must be uncovered for optimal identification ability due to safety concerns, unless required for religious or medical purposes.

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not complying with this code will be asked to cover the non-complying clothing or wear a change of clothes provided by the student's parent or guardian or the school (when available). Repeated infractions will result in disciplinary action.

### **Cell Phones and Other Personal Devices**

Cell phones, headphones, and other personal devices should be kept out of sight and used only with staff authorization during class time. In the common areas of the building, students must adhere to the "one in, one out" policy. For safety reasons, headphones should not be worn covering both ears simultaneously. The CHS and the school district are not responsible for theft or loss, and devices that pose a distraction may be confiscated by school officials and returned only to the student's parent or guardian following a disciplinary process.

### **Bus Transportation and Travel to School**

Students are to adhere to all school expectations in route to and from school, on field trips, and on athletic trips. School expectations and consequences are in effect from the moment students leave their residences for school until they return to their residences daily.

### **Discipline by Administrator**

All administrators are here to serve every student and their families at CHS. While any administrator may be called upon to handle a discipline issue, the primary area of responsibility for each administrator is by grade level.



## **Consequences of Inappropriate Student Conduct**

Inappropriate behavior in school, at school functions, on school vehicles and on school property may range from impoliteness to flagrant disregard of the rights of others. The consequences that follow inappropriate behavior must involve counseling and monitoring of subsequent behavior if self-control is to develop. Consequently, nearly all discipline begins with student/teacher conversation. Depending upon the seriousness of the inappropriate behavior and the frequency with which it occurs, the following additional consequences may take place:

- Teacher/student conference
- Removal of student from class or activity
- Parent or guardian contact
- Student/school administrator conference
- Student/parent/teacher conference
- Student/parent/school administrator conference
- Referral to support personnel and/or outside professionals
- Detention before or after school
- ISBI (in-school behavioral intervention)
- Assignment to an alternative program
- Referral to juvenile court services
- Involvement with city police
- Suspension
- Expulsion

It is not implied that all consequences listed above must occur or that a specific sequence of consequences must occur. It is essential that the student be made aware of inappropriate behavior and that an effort be made by school personnel, parent or guardian, and the student to prevent re-occurrence of such behavior.

Depending on the severity and/or frequency of offenses committed by a student, the principal or administrative designee may suspend or recommend expulsion.

To protect student rights, certain procedures are followed with regard to major disciplinary actions. These procedures are developed in compliance with law or regulation. Parents and guardians will be notified of disciplinary action as soon as it is practical.



## Student Activities

### Our Expectation

*Be respectful and involved. Students are expected to be positively involved in their school community.*

### Student Leadership

CHS students are expected to learn how to become leaders. Through student government, involvement in clubs or athletics, students can develop and hone their leadership skills.

### Student Council Association (SCA)

The Student Council Association is the student government organization, which is responsible for most non-athletic student activities at Charlottesville High School. In addition to overseeing student activities, the SCA sponsors blood drives, homecoming activities, a canned food drive, and class elections. The SCA representatives are elected by each class to hear the ideas and concerns of students and commit to collaborate toward solutions. Freshman officers are elected during Buford Move-Up Day.

## Athletics

### Athletics

Charlottesville High School is a member of the Virginia High School League and competes in Region II and the Jefferson District. The athletic program at Charlottesville High School offers a variety of team and individual sports for males and females at the varsity, junior varsity, and freshman levels. Charlottesville High School recognizes the value of extracurricular activities and their role in facilitating the development of an engaged, dynamic, and well-balanced student body. Charlottesville High School has prescribed guidelines and regulations outlined in the CHS Athletics Handbook. A signed emergency release form and physical must be on file with the Athletics department before a student athlete may join a team to practice or compete.

The Virginia High School League has prescribed guidelines and regulations governing athletes/participants and can be found on the web at [www.vhsl.org](http://www.vhsl.org). All students are allowed to participate in the sports program provided they meet the requirements outlined in Section 28 of the VHSL handbook.

The NCAA has prescribed guidelines that student athletes must meet before they become eligible to compete in collegiate athletics. Athletes interested in participating in collegiate athletics are



encouraged to meet with their athletic director and counselor to discuss the specifics of the application process. Sportsmanship is an integral part of the CHS athletic program. Students are expected to exhibit a good attitude in all endeavors. The student code of conduct is in effect at all athletic contests for participants and spectators.

CHS offers the following competitive athletic teams and activities:

#### Fall Sports and Activities

Cheerleading (J.V., Varsity)  
Competition Cheerleading  
Cross Country-Boys and Girls (J.V., Varsity)  
Field Hockey (J.V., Varsity)  
Football (J.V., Varsity)  
Golf (J.V., Varsity)  
Scholastic Bowl - Academic Competition  
Theater Festival  
Volleyball (J.V., Varsity)

#### Winter Sports and Activities

Basketball-Boys and Girls (9th, J.V., Varsity)  
Cheerleading (J.V., Varsity)  
Indoor Track Boys and Girls (J.V., Varsity)  
Swimming and Diving-Boys and Girls (J.V., Varsity)  
Wrestling (J.V., Varsity)

#### Spring Sports and Activities

Baseball (J.V., Varsity)  
Creative Writing  
Debate



Forensics

Lacrosse Boys and Girls (J.V., Varsity)

Girls Soccer (J.V., Varsity)

Boys Soccer (J.V., Varsity)

Softball (J.V., Varsity)

Tennis Boys and Girls

Track and Field -Boys and Girls (J.V., Varsity)

Further information regarding athletics, including enrollment, banquet information, sports schedules, ticket prices, season pass information, directions, physicals, and related information can be found online at <http://gocville.org/> or by calling the Student Activities office at 434-245-2699.

### **CHS Athletics Handbook**

Director of Student Activities: Mr. Redd

Athletic Trainer: Ms. Matheny

Athletic Phone: 434-245-2621

Athletic Fax: 434-245-2610

Email: [redr1@charlottesvilleschools.org](mailto:redr1@charlottesvilleschools.org)

Website: <http://gocville.org>

### **The Charlottesville High School Athletics Handbook**

The Charlottesville High School Athletic Department Handbook is designed to provide basic information on the operation of the athletic department. This information will allow members of the athletic department to perform their duties according to the policies of Charlottesville High School, the Charlottesville City Schools, and the Virginia High School League, Inc. The purpose of this handbook is to outline the basic policies of the athletic department while allowing coaches the greatest possible autonomy to manage their program in the way that best suits the needs of the participants.



## Code of Student Conduct for Athletes

Please refer to the Charlottesville High School student handbook for all applicable rules.

- Please specifically reference the attendance and discipline section of the student handbook. There are important details that apply to participation in VHSL activities. Timely attendance is expected every day in every class.

The most important component of involvement in extracurricular activities is to broaden and develop strength of character. It is ultimately the individual that will be held accountable in school and in society. Thus, the athletic department expects student athletes to adhere to all school rules while in and out of competition. The athletic department will use all resources available to identify the needs of our students and positively support them in our quest for academic excellence.

- If a student is identified with unacceptable behavior in school, she/he will be identified and targeted for appropriate behavior intervention in the class in question.
  - If the problem persists, there will be a meeting of teachers, parents, coaches and administration where further corrective action will be agreed upon.
  - Persistent inappropriate behavior in school can result in the removal of the student from school activities.
- Consistent with VHS rule 28-1-1 (2), any student who is under penalty of suspension, or whose character or conduct is such as to reflect discredit upon his/her school, is not considered in good standing.
  - Suspension includes In School Behavior Intervention (ISBI).
- Student athletes are expected to conduct themselves as ambassadors of the Charlottesville City Schools and to behave with this standard in mind. Students who show appropriate behavior will not only benefit themselves, but also the school system and the perceptions of our school in the community.

Academic achievement is an expectation for CHS students. Thus, daily attendance, punctuality, and academic accomplishment will be the centerpiece of CHS athletes.

- Consistent with VHSL rule 28-4-1, students will be required to pass at least five classes in the previous semester to be academically eligible.
  - See below for specific information regarding VHSL eligibility.
- If a student receives a grade below a C in a class, she/he will be identified and targeted for appropriate remediation in the content area in question.
  - If the problem persists, there will be a meeting of teachers, parents, coaches, and administration where further corrective action will be agreed upon.
- Eligibility information can be found on the CHS athletics website.

Sportsmanship is a trademark of CHS athletics. Any athlete, coach, parents, or spectator in violation of VHSL rule 27-13-1 will be subject to disciplinary action by the school.



- Flagrant violations of this rule, including physical altercations and other violations that result in ejections per VHSL rules, may result in dismissal from CHS athletic teams and events as deemed appropriate by the CHS athletic department and administration.
- Our goal is that members of the CHS athletic community will be modest in victory and gracious in defeat.

Failure to comply with the CODE OF STUDENT CONDUCT FOR ATHLETES may result in one or more of the following:

- Disciplinary Action;
- Athletic Participation Contract;
- Loss of participation for season; and,
- Loss of participation for year.

### **College Planning for Athletes**

The process of selecting a college is one of the most difficult and rewarding experiences that a student goes through in high school. This process works best when the student, parents or guardians, guidance counselors, teachers, coaches, and administrators all work together in this process. It is a long, complicated process that is best when it is started early. The following information can assist in the process of selecting a college or university and preparing for college athletic participation. This is only a basic guide for navigating the process; a meeting should be held with the student's school counselor to discuss the entire process. A student athlete interested in attending college and participating in NCAA athletics should obtain a copy of NCAA Guide for the College Bound Student athlete from the Guidance office.

### **Grades 9 and 10**

- Pursue academic and behavioral excellence. Make sure you are aware of NCAA sliding scale with regard to eligibility requirements and that your classes are consistent with NCAA guidelines. Meet with your school counselor to assure your classes are NCAA approved.
- Develop a sports resume of athletic achievements including stats, news clippings, etc...
- Attend sports camps to increase exposure, improve skills, and to gain contest experience.
- Participate on high school teams year round, if possible, to gain a wider perspective, increase strength and conditioning, and create a more impressive resume.

### **Grade 11**

- Continue your hard work in the classroom. Make your best effort in school and get the highest grade point average (GPA) possible. Take a strong academic load that is not only challenging, but also meets the NCAA requirements.
- Meet with your counselor regarding your interests and the recruitment process. Develop a list of schools with the help of your school counselor, coach, and Director of Student Activities.



- Take required standardized tests (SAT or ACT). Make sure you are aware of the NCAA sliding scale and eligibility requirements.
- Continue to develop your athletic resume.
- Obtain literature and visit colleges you may be interested in attending.
- Work with your coach to evaluate your athletic skills to determine a realistic level of competition.
- Attend sports camps during the summer.
- Attend financial aid seminars and fill out appropriate financial aid forms in consultation with your school counselor.

## **Grade 12**

- Continue to pursue excellence in the classroom.
- Request and return college applications as early as possible. Pay attention to application deadlines. Work closely with school counselor to be familiar with the application process.
- Complete and return financial aid forms, paying close attention to deadlines.
- Continue to keep your athletic resume updated.
- Re-take SAT or ACT tests if necessary.
- Contact college coaches to express interest in their school athletic program. Include your athletic resume and other pertinent information.
- Request that your teachers and/or high school coaches write letters of recommendation to the colleges to which you have applied.
- Be familiar with the NCAA eligibility requirements and the NCAA Clearinghouse. Meet with your school counselor to make sure you have filled out all appropriate paperwork.

## **NCAA Clearinghouse**

If a student athlete is planning to enroll in a college as a freshman and wishes to participate in Division I or Division II athletics, he/she must be certified by the NCAA Initial-Eligibility Clearinghouse. To be certified by the Clearinghouse, you must:

- Fill out an NCAA Clearinghouse student release form (available in the guidance office) and mail or fax the form, along with the appropriate fee, to the clearinghouse.
- Graduate from high school.
- Have a core-course grade-point average (based on a maximum of 4.0) and a combined score on the SAT verbal and math sections or a sum score on the ACT based on the qualifier index scale. The qualifier index scale is available in the guidance office.

## **Collection of Uniforms and Athletic Materials**

Students will be responsible for all uniforms, equipment, and materials issued to them through the Athletics Department. Students will be financially obliged to pay for any undue damage or loss.



## **Injuries and the Training Room for Athletes**

All athletes will be required to have a completed VHSL physical form on file in the athletic office prior to any team tryout period. Unfortunately, injuries are a reality during interscholastic athletics at all levels regardless of the amount of precautions taken; such as safe playing conditions, proper coaching techniques, appropriate safety equipment, and the warnings of possible injury. As a result of this reality, Charlottesville High School provides for a certified athletic trainer (ATC) to cover practice sessions and interscholastic athletic events. The athletic trainer shall have the responsibility of administering care to injured athletes and making the proper recommendations. When the athletic trainer is not available, the coach will have to assume the responsibility of dealing with injured athletes. Athletes that have been instructed to not participate in athletics by a physician will need a note from a doctor to return to practice. All medical documentation must be turned in to the athletic trainer. The athletic training room will be open after school prior to practice. Athletes reporting to the athletic training room should report immediately after school and sign in. No athlete is allowed in the athletic training room without the athletic trainer or an athletic training student aide. Basic athletic training room rules are as follows:

- Report for treatment/rehab/taping immediately after school unless told otherwise by the athletic training room (ATR).
- Sign in before being seen by the athletic trainer. It is a first-come first-serve basis at the discretion of the athletic trainer.
- Respect all persons in the Athletic Training Room (ATR).
- NO swearing, yelling, arguing or unpleasant gestures.
- NO cleats in the ATR, no shoes on the treatment/taping tables.
- DO not touch any supplies or equipment (tape, modalities, ice, etc.) in the ATR without permission from the ATC.
- If you are not injured or are done with treatment please leave the ATR.
- NO horseplay.
- The ATC reserves the right to refuse treatment to any athlete due to non-compliance or disrespectful attitude. The head coach and Director of Student Activities will be notified of such.
- Ultimately, the athletic trainer is the immediate supervisor of the athletic training room and will be responsible for actions taken in the athletic training room. The athletic trainer will notify the Head Coach and Director of Student Activities when a student athlete has violated the rules and is at risk of losing the training room services.

## **Insurance for Athletes**

Parents are advised to thoroughly research and investigate their insurance plans and the related coverage for school athletics. Health insurance should be provided by the parent or legal guardian through a personal policy. Students who do not have a valid physical on file are not covered by the school's emergency VHSL policy. Charlottesville High School and the School



Board of the City of Charlottesville will not accept responsibility for payment of treatment for injuries resulting from a student involved in interscholastic sports.

### **Locker Rooms for Athletes**

No participant should be in the locker room unsupervised. Each coach is responsible for the action of team members in the locker rooms. Coaches must provide supervision in the locker room before and after practice sessions and athletic contests. The following rules apply to the use of the locker room by student athletes:

- Valuable items and money should not be kept in the athletic locker rooms. Students should avoid bringing these items to school and practice. It is the responsibility of the individual to secure these items. The school will not be held liable for lost or stolen items.
- Rough-housing, throwing of towels or other objects, and hazing (in any form) of other students is not permitted.
- All showers should be turned off after use.
- Shoes with spikes or cleats may not be worn inside the school. Shoes with spikes or cleats should be removed and cleaned before entering the building.
- No glass objects are allowed in the locker room.
- Equipment is the responsibility of the student to whom it was issued and she/he will be responsible for that equipment until it is turned in to the head coach. Equipment should be sanitized and stored in locked lockers before leaving the locker room.
- Athletes may not share a locker with another student. Students should never leave items lying on the locker room floor or benches.
- Locker rooms should be left orderly at the end of practice. Clothes and equipment should be picked up, sanitized and stored properly.
- Only team members of in-season activities are permitted to use the locker rooms. Students found in the locker rooms without permission to be there will be subject to Unauthorized Area disciplinary action per school rules.
- Lockers must be cleaned out following the last game of each season.
- Team locker rooms should not be used to store your gym equipment nor as a dressing area for physical education classes.
- Equipment cannot be used out-of-season.

### **Practice Information**

- All participants must have a current physical on file before they start practice. There are no exceptions to this rule. Coaches and athletes will be strictly held to this standard.
- Practice sessions are scheduled after school and may also be held on Saturdays. Practice sessions may not conflict with the regular academic school day.
- No practice or meetings of any kind may be conducted with student athletes on Sundays.
- Daily attendance is expected, unless absent from school or personally excused by the coach.



- Absences will be grounds for probationary action or dismissal from the team after parents have been properly notified of the issue. Individual athletes must communicate with the coaches about their attendance.
- Coaches should be notified in advance when students will be absent or late because of academic work, appointments, vacation, or visiting colleges.
- Student athletes are expected to be at practice from the beginning of the season unless there are special circumstances that have been communicated in advance to the coach. A student may not quit one team and then go out for another in the same season.
  - Exceptions:

A student who is cut from one team after a few days may ask permission of the “receiving” coach to try out.

The student and parent have conferred with both coaches and the Director of Student Activities prior to the movement and been granted permission to do so.
- Games are customarily scheduled during our winter and spring break vacations. It is impossible to not schedule games during this period. It is the responsibility of the athlete to notify the coach in advance of any absences during these periods. As an athletic department, we value family and recognize that this is an important time for families. With advance written notification, absences due to family travel will be excused.
- Conflicts with other school functions will inevitably happen. We expect the participant to communicate these conflicts as early as possible and notify the coaches as to how this will affect their participation in all involved events.
- Students who are suspended will resume practice once they have fulfilled their suspension requirements.
  - The return to practice will be at the discretion of the coach and/or Director of Student Activities in accordance with standard school policies, and may not necessarily result in automatic reinstatement to the level of participation prior to the suspension.
  - Students In School Behavior Intervention (ISBI) may not participate in VHSL sanctioned events. See the section on VHSL eligibility for specifics.

### **Team Selection**

A student who owes a financial obligation to Charlottesville High School must take care of this obligation prior to trying out for an athletic team. In addition, students who owe book, library, or other fees to the school may be prohibited from participating in interscholastic athletics and other school activities. It is the responsibility of the coaching staff of an athletic team to choose the members of that team. Junior varsity and 9th grade coaches should take into consideration the policies established by the head varsity coach of the team. Prior to the tryout period, the head coach will provide the following information to all candidates for the team:

- Length of the tryout period,
- Criteria used to select a team,



- Number of team members to be selected,
- Practice commitment if they make the team,
- Game commitment.

When a team cut becomes necessary, a coach should remember the following:

- All squad members should have completed a minimum number of practice sessions.
- Do not post a cut list. The coach should personally contact all students cut from a team and provide a reason for the action.
- Coaches should discuss alternative possibilities for participation in the sport or other opportunities in the athletic program.
- If a coach foresees difficulties arising as a result of a squad cut, he/she should discuss the situation with the Director of Student Activities prior to making the cut.

The VHSL calendar has the first day of practice for winter and spring season beginning prior to the end of the previous season. This may create an attendance issue for an athlete who participates in sports in consecutive seasons. It may also create an issue for the coach of a team for the upcoming season when conducting a tryout and selecting team members. The following guidelines should be followed in these situations:

- An athlete must complete the season she/he is currently involved in prior to trying out for a team in the next season. The current season will continue until the team finishes all play, including post-season, and all equipment issued has been returned.
- If a coach schedules a preseason meeting with prospective athletes, the meeting should be scheduled so as not to interfere with a practice session of a team currently in season.
- The coach of a team for the upcoming season should exercise good judgment when selecting team members. In the event a prospective team member is participating on a team which is in season, the coach should consider the following:
  - Previous experience
  - Prior participation and recognition
  - The abilities and talents of the prospective athlete.
  - The coach should talk with the athlete, a previous coach, the coach of the team on which the athlete is presently participating and the Director of Student Activities.
  - The coach may also attend an athletic contest to observe the athlete. If a video of a previous season is available, the coach may use this as well.
- At no time should an athlete be penalized because he/she is presently participating on another team during a prior season and is unable to attend tryouts and team meetings. It is not considered a penalty if an athlete does not immediately earn a starting role on the team because he/she was not available due to previous athletic participation.
- In rare instances, athletes may possess the ability to participate in more than one sport in the same season. Coaches should attempt to work out practice and event schedules in



such cases. Communication will be vital in these rare circumstances. The student should submit the form to request to play multiple sports in a single season. This form can be found in the athletic department and in the coach's handbook.

## **Transportation**

Transportation is provided for all away games. Coaches may not transport athletes without pre-approval by the Director of Student Activities. Departure times are determined by the head coach and Director of Student Activities. Departure times are set so that they interfere with instructional time as little as possible. The principal's and Director of Student Activities's approval are required if teams are to be dismissed from classes early. Neither coaches nor students shall ask teachers to dismiss students early.

- Only team members on the master eligibility list, bona fide scorekeepers, managers, and student-trainers are permitted on the bus to and from the contest. No other people may ride the bus with the team.
- Participants should also return to school with the team on the bus unless there are special circumstances in which case a participant may return from an away contest with his/her parents, and no one else. In that event, the parent must directly request such permission from the head coach in person. A participant may not return with any other person, unless written permission, signed by the principal, is given to the head coach. See the coach or Director of Student Activities for the specific form.
- Members of athletic teams are not permitted to drive their personal vehicles to an away CHS contest in which they are to participate without written permission from their parents that is also signed by the principal. The official form must be obtained in the Athletic office or on the CHS athletics webpage.
- Participants must provide their own transportation from CHS to their residence after games. Each participant and his/her guardian must make arrangements for transportation home so that the participant leaves the high school property promptly after a home contest and promptly after the team's arrival at CHS after an away contest.
- Transportation after practice is provided to general home communities each weekday. The activity buses will leave the high school at 6:00 or 6:30 p.m. (depending on the season) Monday – Thursday and at 5:30 on Friday.
- If students do not use the bus, they must leave schools grounds promptly. Students are not permitted to remain on school grounds after practices or games unless they are in a supervised activity. Unsupervised students are subject to disciplinary action for Unauthorized Area per the Code of Student Conduct.
- Transportation information for each season can be found on the CHS athletics website under the Fall/Winter/Spring Sports Info heading.( <http://gocville.org>)



## Virginia High School League Information

### Eligibility Requirements

Charlottesville High School is a member of the Virginia High School League, (VHSL), a nonprofit organization created in 1913 that is composed of public high schools throughout Virginia. The VHSL seeks to encourage student participation in sanctioned interscholastic activities. CHS strictly adheres to all VHSL rules and regulations establishing a codified set of rules that guide the interscholastic athletics and activities. To participate for CHS, students will demonstrate appropriate behavior in and out of the classroom, and meet the VHSL requirements listed below.

- 1) 28-1-1 Bona Fide Student Rule: The student shall be a regular bona fide student in good standing of the school which he/she represents.
- 2) 28-2-1 Grade Rule: The student shall be enrolled in the last four years of high school. Eighth-grade students who passed five 8th grade subjects the past school year and reached the age of fifteen on or before the first day of August may compete on the varsity level.
- 3) 28-3-1 Enrollment Rule: The student shall have been regularly enrolled in the school which he/she represents not later than the fifteenth school day of the semester.
- 4) 28-4-1: Scholarship Rule: The student shall:
  - a. For the first semester be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year of the immediately preceding semester for schools that certify credit on a semester basis.
  - b. For the second semester be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester.
- 5) 28-5-1 Age Rule: The student shall not have reached the age of 19 on or before the first day of August of the school year in which he/she wishes to compete.
- 6) 28-6-1 Transfer Rule: The student shall not have enrolled in one high school and subsequently transferred to and enrolled in another high school without a corresponding change in the residence of his/her parents, parent, or guardian.
- 7) 28-7-1 Semester Rule: The student shall not have been enrolled in the last four years of high school for a period of more than eight consecutive semesters, beginning with the semester in which he/she was enrolled for the first time in the ninth grade. The eight consecutive semesters shall be counted continuously from that point, regardless of whether or not he/she remains continuously enrolled in school.



8) 28-9-1 Athletic Participation/Parental Consent/Physical Examination Rule: The student shall have submitted to the principal of his/her school, prior to becoming a member of any school athletic squad or team, League Form No. 2 (Athletic Participation/Parental Consent/Physical Examination Form), completely filled in and properly signed, attesting that he/she has been examined and found to be physically fit for athletic competition, and that his/her parents consent to his/her participation.

9) 28-10-1 Awards Rule: The student shall not have accepted nor accept from any source whatsoever, in recognition of or as a reward for his/her athletic skill, any award other than letters, medals, charms, cups, plaques, letter sweaters, or similar trophies, or any award of value other than intrinsic value. These listed awards may be accepted only when presented or approved by his/her school, or when earned in VHSL sanctioned meets or tournaments.

10) 28-11-1 Independent Team Rule: During the sports season for the relevant sport, a student may, while a member of a school squad or team engaged in interscholastic sports, become a member of or participate with an organized team in the same sport which is independent of the school's control as long as such participation does not conflict with the scheduled activities of the school squad or team.

11) 27-13-1 Sportsmanship Rule: Member schools are required to conduct all their relations with other schools in a spirit of good sportsmanship. Acts which are prima facie evidence of failure to abide by this rule as those which are noted below and others of a similar nature which transgress the usually accepted code for good sportsmanship.

12) 27-13-4 Harassment Rule: harassment of game officials.

13) 27-13-5 Sportsmanship Rule 2: failure of a school to use every means at its disposal to impress upon its faculty, student body, team members, coaching staff and officials the values of sportsmanship in the preparation for, and the conduct and management of interscholastic contests.

**PENALTY:** Athlete – any athlete who in protest lays hands on or attempts to lay hands on an official may be declared ineligible by the League or by his/her principal for up to one year. Any athlete who strikes an opponent, a coach, or a spectator during or following an athletic event may be declared ineligible by the League or his/her principal for a specified period of time up to one year depending on the seriousness of the act. The basis for this policy statement is that a member school shall not be represented by any student whose conduct reflects discredit upon his school.

### **Athletic Ticket Prices and Season Passes**

Season passes may be purchased at a savings for all events. Charlottesville High School season passes are only good at home athletic contests; prices are established by the Jefferson District. Season passes will not be accepted at away games.



## Student Resources & Information

### Our Expectation

*Students are expected to know and comply with the policies outlined in this handbook.*

### Building Level Contacts

GRADE	ADMINISTRATOR
12	Mr. Devlin
11	Ms. Heltz
10	Ms. Bryant
9	Mr. Morgan

### Materials and Fees

#### Equipment

Students are responsible for equipment issued to them. No equipment will be issued over the summer.

#### Fees

Charlottesville High School firmly believes in providing a free and appropriate public education for all. Students are only charged fees for a few selected courses. The following fees have been approved by the School Board: student parking, instrument rental for band and orchestra, field trips upon approval by the principal. Contact the principal for information regarding available assistance for students who cannot afford the cost of student fees. All other charges that students accrue will be the result of lost or broken school property, or from optional student activities.

#### Financial Obligations

It is expected that students will pay all financial obligations. Students with financial obligations may not be cleared for graduation.

#### Lockers

If a student wants to be assigned a locker, she/he must fill out a Locker Request Form and submit it to the library secretary. Locker requests should be made as soon as possible, preferably during the first week of school. Lockers are considered property of Charlottesville High School and are subject to search under reasonable suspicion. Students in physical education and on athletic teams are issued a clothes storage locker. Each student must provide his/her own lock. Valuables are to be given to the physical education teacher or coach for safe storage during each session or period. The school is not responsible at any time for lost or stolen items.



## **Office Telephone Usage**

Students may use the phone with permission of an administrator.

## **School Nutrition Program – Free and Reduced Price Lunch**

The School Nutrition Program is proud to offer nutritious and affordable breakfast and lunch each day. Each student is given a personalized pin number to access his or her account. Parents/Guardians may pay by check, made out to CCS Nutrition for \$5.00 or more, in advance, to put money in their student's account, or the student can pay cash for lunch each day. Free and/or reduced-price lunches are available to qualifying students. Applications are available from the administrative office and are distributed to all students on the first day of school. Students who are approved for free or reduced price lunch are also approved for breakfast.

Parents/Guardians must fill out a new application each year their student is enrolled unless automatically approved by Social Services. A grace period of 30 days is given to students who were in the Charlottesville City Schools last year and were approved then. Students without a new application on file by October 1st are dropped from the program. For questions, contact the Nutrition Manager.

## **Textbooks, Calculators, Tablets, and Laptop Computers**

Textbooks and graphing calculators are issued at no cost to students by their classroom teachers. The name of the student and the teacher are to be placed on the inventory sticker or marked on the inside cover of each textbook. The student must return the book or calculator checked out to the same teacher who issued the book or calculator in the fall. Students who withdraw from a class or switch sections must return the textbook and/or calculator to the teacher who issued it before a new textbook and/or calculator will be issued. Students will be expected to pay for any damages beyond normal usage and for lost textbooks and/or calculators. Students are permitted to use laptop computers at CHS. Wireless internet access is available throughout the building. Like textbooks, students who are issued school technology are responsible for the device at all times and will be expected to pay replacement costs if the technology is lost, stolen or damaged.

## **Procedures and Expectations**

### **Graduation**

It is expected that students will graduate on time (within four years). Graduation information will be provided to students throughout the year. Please see Ms. Ewing for further information.

Graduation caps and gowns will be provided, at the student's expense, by Jostens, Inc. Students may participate in graduation if they have met the requirements for their diploma and if they have cleared through the Senior Clearance process at the end of the year. Students must meet all requirements in order to be cleared for graduation. Graduation tickets are awarded to students as they complete the Senior Clearance process.



## **Student Entrances and Exits**

Students are expected to enter CHS through the main entrance. All other doors to CHS are for emergency exit or event exit only. Students are not permitted to exit CHS during school hours unless it is for check out (through attendance), educational release, or senior lunch privilege – all students for those reasons listed should leave via the main entrance only. Students are permitted to leave from alternative exits during emergencies, emergency drills, dismissal at the end of the day, at after school events, and with PE classes only.

## **Minute of Silence and Pledge of Allegiance**

The Virginia General Assembly has mandated a daily minute of silence and the recitation of the Pledge of Allegiance. While students are not required to stand and/or recite the pledge, all students not wishing to say the pledge must remain still and silent. Everyone in the hall during the minute of silence and/or pledge should stop where they are and remain still and silent until the minute and pledge are completed.

## **Morning Announcements/Black Knight News**

Each morning at the beginning of the school day, announcements will be made via the intercom system. All announcements must be submitted in writing to the office from the club sponsor, coach or supervising adult.

## **Office Telephone Usage**

Students may use the phone with permission of an administrator.

## **Lunch**

Lunch and breakfast will be available in the school cafeteria. For information regarding lunch prices and free and reduced price lunch, see School Nutrition Program. Food and drink are to be consumed ONLY in the A or B Commons or the courtyards. Students are to remain in the cafeteria or courtyards during their lunch period. Students are not to leave trash or food on the cafeteria tables, floor, or in the courtyards. Any student who does not properly dispose of his/her trash or food will be subject to disciplinary action. During lunch, students may only be in the A or B Commons, the courtyards, or the Media Center. Students found in any other area of the building must have written permission to be in that location. The “G-Line,” upstairs, and all stairwells are off limits during lunchtime. Leaving school grounds at lunch time is not allowed, except for seniors with a signed permission slip on file with the principal. Seniors, when leaving to and arriving from off-campus lunch must use through the main entrance of the building.

## **Deliveries to School**

Students may not receive deliveries at school, unless it is delivered personally by the student’s parent or guardian.



## **Off-Campus Student Release and Passes**

Students who have earned off-campus release privileges must possess an off-campus identification pass and present it to staff as they exit the school. Students without a pass may not leave for lunch.

## **Senior Privileges**

Students who meet the criteria for senior status may have certain privileges. To become a bona fide senior, a student must be a 12th grader in good standing. Seniors in good standing have passed all of their required SOL tests, have met all health and physical education requirements, have demonstrated passing grades, have satisfactory attendance, and have not been suspended from school. These privileges may be revoked by the administration at any time if the student demonstrates that he/she is not responsible enough to have the established senior privileges. Suggestions for Senior Privileges are encouraged and will be considered by the principal. All students are welcome visit the main office to set up an appointment. No senior privileges exist until directed by the principal.

The following privileges are in effect this school year:

- Special senior pictures for the yearbook.
- Unlimited end-of-year exemptions with an A/B average in the corresponding classes.
- Senior release and senior off-campus lunch release, as scheduled and at the discretion of the principal after a face-to-face meeting.
- Participation in graduation exercises, once requirements are complete.

## **Vehicles and Parking on Grounds**

Properly licensed students are permitted to park registered vehicles on school grounds in the student designated parking lot provided they do the following: follow traffic rules, school rules and regulations, and lease an authorized parking privilege hang tag for a nominal fee.

Additionally, students will be obligated to the following privilege rules:

- Students must park in the designated student parking lot during the school day.
- Students are not permitted to park in other areas of the campus during school hours.
- Vehicles must display the CHS parking tag on their rear view mirrors. Hang tags must be purchased from the main office for \$20 each.
- Passing a school bus when its lights are flashing is prohibited by state law. Violators will be prosecuted.
- Driving on school grounds in excess of 10 miles per hour is a violation of state law.
- Any student reported for speeding (dragging) or passing illegally in the immediate area (Grove and Melbourne Roads) coming to or leaving school may be reported to the police and lose on-campus parking privileges.
- Students may not have more than one other person in their vehicle at any given time, unless over the age of 18.



- The school is not responsible for any automobile or its contents on school grounds. Students should lock their cars and not lend their keys to others.

Violators of the above expectations will be subject to towing (at the owner's expense) or may have their wheels booted. Wheel boots will be removed at cost to the vehicle owner.

### **Prospective Out-of-District Student Visits**

Prospective out-of-district students and/or private school city residents are allowed to shadow a CHS student by appointment only. Only one visit per student will be permitted. All prospective visits must be made prior to May 1st. Please contact the Counseling Department to arrange a visit.

### **Visitors and Guests**

All visitors and guests must check in with the receptionist at the main entrance for Charlottesville High School. After checking in with a valid id, all visitors and guests must display a visitor's pass at all times while at CHS. No student visitors will be allowed at C.H.S. during the regular school day (including the lunch periods) without prior administrative approval. For health and safety reasons, students are not allowed to bring infants and toddlers to CHS at any time during the regular school day, including the lunch periods.

### **Services**

#### **Work Permits**

Work permits are no longer distributed at the high school. Visit [www.doli.virginia.gov](http://www.doli.virginia.gov) to obtain a work permit.

#### **Lost and Found**

Lost and found articles are to be turned in to an adult in the main office.

#### **Health Services, School Nurse, and Medications**

Student Health Services is located within the administrative suite. A school nurse is assigned to maintain student health and immunization records, conduct screenings, assist with emergency health problems, and health concerns. **Only students with a prescribed epi pen or inhaler and have approval from a parent and nurse may carry and self-administer their medicine.**



In cases where it is necessary for students to take medication, a school medication form which includes mandatory parent and physician signatures is required. Medication must have the original label, including student name, prescribing physician, directions, and dosage. Physician required non-prescription medication will need to be in a new and sealed package, and will require the school medication form appropriately completed. All medication will be stored and administered from the nurse's office. Medication guidelines also apply to all student field trips. Parents and/or legal guardians are the only persons allowed to bring medications to school.

### **PowerSchool Parent Portal to Student Grades and Attendance**

Charlottesville High School uses PowerSchool Parent Portal for students and parents to access student records online. Students, Parents, and Guardians will be able to monitor student assignments, grades, and attendance using the parent portal.

### **Technology Standards and Acceptable Use Policy**

#### **Technology Standards for Students**

Students are expected to become strong learners that are prepared for a global workforce. To become a more proficient technological learner, students will master the following standards.

1. Creativity and Innovation - Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. Students will:

- apply existing knowledge to generate new ideas, products, or processes.
- create original works as a means of personal or group expression.
- use models and simulations to explore complex systems and issues.
- identify trends and forecast possibilities.

2. Communication and Collaboration - Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. Students will:

- interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media.
- communicate information and ideas effectively to multiple audiences using a variety of media and formats.
- develop cultural understanding and global awareness by engaging with learners of other cultures.
- contribute to project teams to produce original works or solve problems.

3. Research and Information Fluency - Students apply digital tools to gather, evaluate, and use information. Students will:



- plan strategies to guide inquiry.
- locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.
- evaluate and select information sources and digital tools based on the appropriateness to specific tasks.
- process data and report results.

4. Critical Thinking, Problem Solving, and Decision Making - Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources. Students will:

- identify and define authentic problems and significant questions for investigation.
- plan and manage activities to develop a solution or complete a project.
- collect and analyze data to identify solutions and/or make informed decisions.
- use multiple processes and diverse perspectives to explore alternative solutions.

5. Digital Citizenship - Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. Students will:

- advocate and practice safe, legal, and responsible use of information and technology.
- exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
- demonstrate personal responsibility for lifelong learning.
- exhibit leadership for digital citizenship.

6. Technology Operations and Concepts - Students demonstrate a sound understanding of technology concepts, systems, and operations. Students will:

- understand and use technology systems.
- select and use applications effectively and productively.
- troubleshoot systems and applications.
- transfer current knowledge to learning of new technologies.

### **Technology Acceptable Use Policy**

Many technology resources in various formats, including computers, access to the Internet and audio and video equipment are available to the students of Charlottesville High School. Each student must sign a Technology Acceptable Use Policy in order to access those materials and resources. Students will not be issued a password unless this document has been signed and returned. Each student is expected to adhere to Internet safety guidelines. For complete guidelines, please see School Board Policy GAB/IIBEA.



# 2017-2018 BELL SCHEDULE

## CHARLOTTEVILLE HIGH SCHOOL

### BLACK KNIGHTS

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Early Morning 8:00a - 8:50a				
1 <sup>st</sup> Class 9:05a - 9:59a	1 <sup>st</sup> Class 9:05a - 10:36a	2 <sup>nd</sup> Class 9:05a - 10:36a	1 <sup>st</sup> Class 9:05a - 9:59a	1 <sup>st</sup> Class 9:05a - 9:59a
2 <sup>nd</sup> Class 10:03a - 10:51a	3 <sup>rd</sup> Class 10:40a - 12:10p	4 <sup>th</sup> Class 10:40a - 12:10p	2 <sup>nd</sup> Class 10:03a - 10:51a	2 <sup>nd</sup> Class 10:03a - 10:51a
3 <sup>rd</sup> Class 10:55a - 11:43a	1 <sup>st</sup> Lunch 12:14p - 12:44p	1 <sup>st</sup> Lunch 12:14p - 12:44p	3 <sup>rd</sup> Class 10:55a - 11:43a	3 <sup>rd</sup> Class 10:55a - 11:43a
4 <sup>th</sup> Class 11:47a - 12:35p	5A Class 12:14p - 1:02p	5A Class 12:14p - 1:02p	4 <sup>th</sup> Class 11:47a - 12:35p	4 <sup>th</sup> Class 11:47a - 12:35p
1 <sup>st</sup> Lunch 12:39p - 1:09p	2 <sup>nd</sup> Lunch 1:06p - 1:36p	2 <sup>nd</sup> Lunch 1:06p - 1:36p	1 <sup>st</sup> Lunch 12:39p - 1:09p	1 <sup>st</sup> Lunch 12:39p - 1:09p
5A Class 12:39p - 1:27p	5B Class 12:48p - 1:36p	5B Class 12:48p - 1:36p	5A Class 12:39p - 1:27p	5A Class 12:39p - 1:27p
2 <sup>nd</sup> Lunch 1:31p - 2:01p	Black Knight Time 1:40p - 2:15p	Black Knight Time 1:40p - 2:15p	2 <sup>nd</sup> Lunch 1:31p - 2:01p	2 <sup>nd</sup> Lunch 1:31p - 2:01p
5B Class 1:13p - 2:01p	7 <sup>th</sup> Class 2:19p - 3:50p	6 <sup>th</sup> Class 2:19p - 3:50p	5B Class 1:13p - 2:01p	5B Class 1:13p - 2:01p
6 <sup>th</sup> Class 2:05p - 2:53p			6 <sup>th</sup> Class 2:05p - 2:53p	6 <sup>th</sup> Class 2:05p - 2:53p
7 <sup>th</sup> Class 2:57p - 3:50p			7 <sup>th</sup> Class 2:57p - 3:50p	7 <sup>th</sup> Class 2:57p - 3:50p