

DEEP CREEK HIGH SCHOOL

“Home of the Hornets”

2900 Margaret Booker Drive

Chesapeake VA 23323

Telephone Numbers

Main Office	558-5302
FAX	558-5305
Attendance	558-5311
School Nurse	558-5311
Guidance	558-5300
Guidance FAX	558-5346
Athletics	494-8076
SMA (Academy)	487-7425
ACCESS Counselor	598-5313

Website: <https://www.cpschools.com/dch/>

Last updated August 24, 2018

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Hornets are expected to:

Be in school.

Be on time.

Be prepared for class.

Be respectful at all times.

Complete all assignments

Utilize Synergy.

Ask for assistance.

Get involved.

MISSION STATEMENT

The mission of Deep Creek High School is to transform diverse learners into informed, productive and civic-minded members of society by providing a safe, secure, and engaging environment where students, faculty, parents, and community work collaboratively to create a rigorous, relevant, and rewarding educational program that fulfills the needs of the constantly changing world.

PURPOSE

This agenda contains the handbook for Deep Creek High School which is designed to inform students and parents of school policies and procedures. This information is intended to help students become effective citizens of the school community. Students are encouraged to participate fully in the academic, social, and athletic activities within the school.

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

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

The Chesapeake School Board does not unlawfully discriminate on the basis of sex, race, religious ties or national origin in employment or in its educational programs and activities.

DEEP CREEK HIGH SCHOOL ALMA MATER

Hail to thee, Our Alma Mater
Loud your praise we sing
May our faculty and students
Glory to you bring.
Deep Creek High School, Loved of old
Hark upon the gale
Hear the thunder of our chorus
Alma Mater, hail.

SCHOOL COLORS

Purple and White

SCHOOL MASCOT The Hornet

PEOPLE TO KNOW

ADMINISTRATION

J. Page Bagley, Principal
Craig Daniel, Assistant Principal
Jacqueline Milteer, Assistant Principal
Christine Sperelakis-Babb, Assistant Principal for Instruction
Jason Walker, Assistant Principal

MAIN OFFICE STAFF

Christen Rouson, Lead School Secretary
Lee Cleek, Head Bookkeeper
Lisa Backer, Assistant Bookkeeper
Cindy Schipper, SOL Testing Clerk

GUIDANCE OFFICE

Maxine Carey, Guidance Director
Fred Barber, Guidance Counselor
Michael Ann Fitch, Guidance Counselor
Kathi Hite, Guidance and Academy Counselor
Ayesha Hughes, Guidance Counselor
Scott Reppert, Student Assistance Counselor
Karin Williams, Career Counselor and Truancy
Lisa Cuccurullo, Guidance Secretary

ATTENDANCE OFFICE & CLINIC

Cynthia Winslow, Attendance Secretary
Mary Dennis, Nurse
Angela Shabazz-Wiggins, Clinic Assistant

AFTER SCHOOL ENRICHMENT

Kim Woodhouse, Coordinator

ASPIRE

Michael Ann Fitch, ASPIRE Sponsor
Ayesha Hughes, 9th Grade Transition Coordinator

ATHLETICS

Benny Polk, Director

CAFETERIA

Donna McLamb, Manager

GRADUATION COACH

Lenny Carson, Coach

LIBRARY

Darla Cline, Librarian
Nikki Keegan, Librarian
, Secretary

SCIENCE & MEDICINE ACADEMY

Heather Ott, Coordinator

STUDENT ACTIVITIES

Barbara Singleton-Seals, Director

SCA ADVISORS

Mary Beith
Nikki Keegan

ADMINISTRATIVE ASSIGNMENTS

Ms. J. Page Bagley, Principal

The principal is responsible for the total school program including the instructional programs, staff utilization, discipline, community relations, financial affairs, building maintenance, the athletic program, and extra-curricular activities. Ms. Bagley will attend and observe the following departments: Business Ed, Marketing Ed, AFJROTC, Tech Ed.

All administrators handle student dress code, student behavior, extracurricular activities, teacher observations, and departmental liaisons.

Mr. Craig Daniel

Assistant Principal

504 Administrative Liaison

Attendance & Truancy

Bus Transportation (Spring)

Cafeteria Assignments (Fall)

- Cafeteria Duties
- Lunch Schedule

Dress Code (males)

Insurance Benefits Liaison

Jeans for A Cause

Safety & Security

- Emergency Drills

Social Media Coordinator

Student Activities Liaison

- Assemblies
- Clubs & Organizations
- Pep Rallies

Student Parking

Teacher of the Year

Technology—software (TIS)

Discipline: 10th & 11th Grades

Departments:

English

World Languages

Ms. Jacqueline C. Milteer

Assistant Principal

Crisis Intervention Liaison

Dress Code (females)

Extenuating Circumstances

Homebased Instruction—special education

Safety & Security

Special Education Liaison

Discipline: Special Education &

Science & Medicine Academy

Departments:

Family & Consumer Science

Special Education

Ms. Christine Sperelakis-Babb

Assistant Principal for Instruction

After School Enrichment

Curriculum & Instruction

Equity Tutoring

ESTAT

Grades

Homebound

9th Grade Transition

Scheduling

Science & Medicine Academy

Staff Development

Standardized Testing

Substitutes

Discipline: Honor Code Appeals

Departments:

Guidance

Science

Social Studies

Mr. Jason Walker

Assistant Principal

Athletic Liaison

Building Manager

Bus Transportation (Fall)

Cafeteria Assignments (Spring)

- Cafeteria Duties
- Lunch Schedule

Dress Code (males)

Federal Impact Aid Coordinator

Graduation

Safety & Security

Student Lockers

Technology—hardware (TSS)

Textbooks

Discipline: 9th & 12th Grades

Departments:

Fine Arts

- Art
- Music

Math

BELL SCHEDULE

All students are expected to be on time and prepared for class. All e-devices should be silenced during the school day and stored securely until approved for instructional use in classrooms. Administration reserves the right to designate appropriate use with faculty and students. Students should move quickly and orderly during class changes. The main hall and the technology hall offer a connection between the academic wing, gymnasium, and music hallways. Students should use good judgment in selecting a route.

Homeroom/Block 1 8:40 a.m.—10:15 a.m.			
Block 2 10:21 a.m.—11:52 a.m.			
Block 3			
1st Lunch	2nd Lunch	3rd Lunch	4th Lunch
Lunch 11:52 a.m.—12:21 p.m.	Class 11:58 a.m.—12:26 p.m.	Class 11:58 a.m.—12:59 p.m.	Class 11:58 a.m.—1:32 p.m.
Class 12:26 p.m.—2:01 p.m.	Lunch 12:26 p.m.—12:54 p.m.		
	Class 12:59 p.m.—2:01 p.m.	Class 1:32 p.m.—2:01 p.m.	
	Block 4 2:07 p.m.—3:38 p.m.		
After School Enrichment Tuesday—Wednesday—Thursday 3:50 p.m.—4:35 p.m.			

AFTER SCHOOL ENRICHMENT

These programs have been established to help students who want to reinforce classroom instruction and who are in jeopardy of failure due to academic performance and/or excessive absences. After school enrichment is designed to help students in the areas of tutoring, SOL testing preparation, making up days and/or class assignments, testing and quizzes. Class sessions begin promptly at 3:50 pm and students should be on-time. Transportation and snacks are provided.

Tutoring is available Tuesday, Wednesday and Thursday for all students who need additional help with any course. Students should report to the 700 hall at the end of fourth block to sign-in and receive direction for a tutor assignment.

Study Hall is available for all athletes in jeopardy of fall behind academically and not meeting the 2.0 eligibility requirement. Athletes who are on probation are mandated to attend in order to participate in VHSL sports.

The **Make-up Center** allows students to make up any test or quiz missed while absent. Arrangements should be made with the classroom teacher to insure that the test information is given to the make-up coordinator with a deadline for return. Students are responsible for making up all assignments promptly.

Time Recovery is available to all students to have or who are in jeopardy of exceeding the allowable absences in any course. A student can miss up to nine (9) days prior to failing on attendance per semester. **A student may redeem a maximum of four (4) days per course during a semester.** A student may redeem one class for every two extended day periods. The periods will run in conjunction with the After School Study Hall Program on the 700 hall from 3:50 p.m. until 4:35 p.m., Tuesday, Wednesday, and Thursday.

Students may not redeem days in any other teacher's classroom other than the designated room for the Time Recovery Program without administrative approval. **If a student fails to report on time or leaves early, the time will not be counted.** Students must bring an assignment to complete or participate in study hall assignments. Transportation is provided Tuesday, Wednesday, and Thursday. **A student may not redeem a day for a class which he/she has cut or skipped.**

SOL and W!SE Remediation are available three weeks prior to the start of retesting for end-of-course tests and three weeks prior to the English writing. This help provides review of content and test taking strategies to help a student pass a standardized, end of course test needed for graduation requirements.

ATTENDANCE POLICY

TRUANCY

The Code of Virginia 22.1-254 requires all students to attend school regularly. Schools are required by 22.1-258 to refer students to truancy court after the student accumulates ten (10) unexcused absences. The court determines consequences on a case by case basis which could result in detaining the student or parent or removal of the child from the home. To ensure all excused absences enumerated in Chesapeake Public Schools Policy are properly documented, the parent/guardian should send a written note every time his/her student is absent from school within four (4) days of his/her return to school. Virginia State law requires that students be regular and punctual in attendance. Excessive and unexcused absences from school are detrimental to academic success. Attendance is a shared responsibility between home and school.

ATTENDANCE AND CREDIT FOR COURSES

Students are expected to arrive to class on time and be prepared for learning daily. A student must be in class a minimum of sixty (60) minutes to be considered in attendance. A student will not be granted credit for a course if absences (excused or unexcused) from a class period total more than nine (9) class periods for a one term, one credit course or more than eighteen (18) class periods for a two term, two credit course unless extenuating circumstances are established. Students have the opportunity to make-up classes, however advanced planning to participate in the Time Recovery program must be made prior to the end of the each semester.

ATTENDANCE PROCEDURE

A student has four (4) days from the date of return to school to provide a written parent note. The note is given to the first block teacher who will issue an Admittance Slip marked as either excused or unexcused based on acceptable excuses below. If a student does not present a valid parent/guardian note, the absence will be marked unexcused. Phone calls cannot be used as a substitute for a written note. The note should include:

Student's legal name

1. Date of the absence
2. Specific reason for the absence
3. Signature of parent or guardian
4. Phone number where parent or guardian can be reached
5. Name of the first block teacher

EXCUSED ABSENCES

In accordance with Chesapeake Public School's policy, the only legitimate excuses for absence or tardies are:

- Sickness of student or medical appointments
- Severe illness or death in immediate family
- Exposure to a contagious disease
- Religious holiday
- Subpoenaed for a court appearance
- Severe inclement weather
- Extenuating circumstance such as a fire, an accident, etc.

For planned absences of three (3) or more consecutive days, the student must obtain approval by the principal in advance of the absences. The parent/guardian will be required to state the reason and times of the pending absence(s). Vacations or family trips are not excusable absences.

A student must attend school for at least two classes 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 there are questions about an attendance problem, call the attendance office at 558-5311 or email Cynthia.Winslow@cpschools.com.

EXTENUATING CIRCUMSTANCES

Extenuating circumstances may be granted when a student exceeds the allotted number of absences. This may be granted for extended illnesses or hospitalization and an application should be made prior to the end of each semester. Normal doctor appointments, sickness, court appearances, etc. have been considered in the minimum attendance policy and will not be used to grant extenuating circumstances. Additionally, students who have earned in-school suspension (ISS), out-of school suspension (OSS), or made no attempt to attend Time Recovery may not be approved for extenuating circumstances. **Applications will be available one week prior to the following due dates: Fall semester deadline – January 18, 2019; and Spring semester deadline – May 31, 2019. The principal has the final authority in all cases.**

TARDY TO SCHOOL SIGN IN PROCEDURE

Students arriving late to school during first block (8:41 a.m. - 9:10 a.m.) will report directly to first block. After 9:10 a.m., students should report to the attendance office, present a written excuse from the parent or guardian, obtain an admittance slip, and then go directly to first block. The attendance clerk will issue an "excused or unexcused" admittance slip. Parents of students who are excessively tardy to school are in violation of the Code of Virginia 22.1-265, "Inducing children to absent themselves" and may be referred to Court Services.

TARDY TO CLASS

Instructional time is important to the academic success of every student. When a student is not in class prior to the bell, the student is considered tardy. The student's tardy will be recorded by the teacher each block as either excused, if the student presents an excused note, or unexcused. Students will receive a warning on the first three unexcused tardies. For additional unexcused tardies, students will receive the following consequences:

Fourth Tardy	Automated call home
Fifth Tardy	Letter to parent
Sixth Tardy	ISS for one block
Seventh Tardy	ISS for one day
Eighth Tardy	OSS until a parent-student-administrator conference is held
Ninth Tardy	OSS for each additional tardy

Students who are more than ten minutes late to class can be considered loitering and can be sent to an administrator. Students who miss thirty or more minutes from class are considered absent. **TARDIES WILL START OVER AT THE END OF EACH NINE (9) WEEKS.**

SIGNING OUT TO LEAVE SCHOOL EARLY

Any student who needs to leave school prior to the end of the day must bring a note from his/her parents indicating the time, reason, and means of transportation. A parent signature and phone number is required. This note must be submitted to the student's homeroom teacher at the beginning of first block. The teacher will provide the student with a **Permission to Leave School slip. Prior to leaving, the student must show the attendance secretary the permission form and sign-out before leaving the school grounds.** Students who do not submit a note from their parent/guardian will not be allowed to leave. **Students must sign-in and sign-out in the attendance office when leaving school early or entering school late**

BUS TRANSPORTATION

Bus transportation is available to students residing in designated transportation zones. Riding the bus is a privilege and proper conduct on the bus is expected at all times. Each child on a school bus must behave in a satisfactory manner in order for the driver to be alert to the many hazards of driving in heavy traffic. Because the health and safety of all children on the bus is of prime importance, a student's privilege to ride the bus may be revoked as a result of improper behavior at the discretion of the site administrator. Should children damage school vehicles, parents/guardians will be responsible for reimbursement of the damages. Students who do not ride a bus should not be on the bus ramp before or after school. Parents and guardians are encouraged to read the Regulations for Pupils Riding School Buses pamphlet. Requests for permanent bus changes will not be approved except in emergency situations. If an occasion arises for a temporary request, the student should bring a note from the parent/guardian with a phone number where the parent/guardian can be contacted during the day. The note should be presented to the site administrator in charge of buses prior to the start of homeroom.

CARE OF SCHOOL CAMPUS

Students should display pride in their school campus and building and adhere to the following:

1. Do not mark or mar furniture, equipment or windows
2. Do not place their feet on walls or lockers
3. Do not damage or destroy school property
4. Keep classrooms, halls, and the lunchroom free of paper, food, and drink trash.
5. Do not post any wall signs for any activity or notices on bulletin boards without prior approval of the administration
6. Do not graffiti the bathroom or locker room walls
7. Recycle plastic and paper in blue bins

CLINIC

The school clinic is open from 8:15 a.m. – 3:15 p.m. (3:45 p.m. for emergencies) and a registered nurse is at the school daily. If a student becomes ill, he/she should report to the clinic with a pass from the classroom teacher. Students will not be excused to go home without permission from a parent or legal guardian. In case of an emergency when medical attention is required, every effort will be made to contact authorized individuals.

School clinic provides the following services:

1. Care and first aid of sick and injured students according to school guidelines.
2. Hearing and vision screening for 10th graders, initial enrollments and those referred by parents and teachers.
3. Administration of care for students with physician identified health problems or conditions during the school day.

To provide the best care possible:

- Advise the clinic of any special health concerns.
- Provide current home, work, cell phone or alternate telephone numbers on the Blue Student Emergency Cards and notify the school in writing to update any changes.
- Keep sick children home. It is difficult for students to concentrate or do school work when not feeling well. An ill child can compromise the learning process for everyone and place other children at potential risk. Students with an uncontrollable cough are disruptive and can be removed from the classroom environment.
- Students who have fevers (temperature of 100.4 degrees or higher), excessive vomiting and diarrhea are not able to stay in school and will be sent home. Students must be fever free for 24 hours without the use of fever-reducing medication before returning, regardless of how they feel.

**Please note that the attendance policy restricts the number of excused absences. Do not waste excused sick days! Use excused absences wisely!

Prescription Medications

All prescription medication should be given at home whenever possible. When medication must be administered during the school day, please follow the guidelines established by Chesapeake Public Schools. ***All medication, prescription AND over-the-counter (Tylenol, Aspirin, Motrin, Tums, etc.), require a doctor's order!***

1. A Request for Administration of Medication in Hampton Roads Schools form must be completed by a physician and be signed by parent/guardian. (Forms are available in the clinic or on-line at the Chesapeake Public Schools website).
2. Parent **must** provide prescription medication in original container with current date and over-the-counter medications should be unopened or sealed. Students are not to transport medication to or from school.
3. Students that self-carry inhalers or epi-pens must have an Asthma Allergy Action Plan or a Life-Threatening Allergy Management Plan from their physician. Please contact the School Health Advisor for more information.
4. Doctor's orders must be provided for each school year. Any medication not picked up by the last day of school will be destroyed.
5. Students are not permitted to be in possession of medicine except as described above and they should never give out medication to others.

DISCIPLINE POLICIES

The administration of Deep Creek High School does not tolerate any disruption of the educational process. 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

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 are subject to three (3) days of Out of School Suspension.*

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 Deep Creek 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.*

Please refer to the policies established by Chesapeake Public Schools in the **Student Conduct Policy Guidelines 2017-2018** that was given to every student on the first day of school or to new students on the day of enrollment.

DRESS CODE

DRESS AND STUDENT APPEARANCE

School is a place of learning where the foundation of professionalism is established and a certain amount of business decorum is required. Some students are distracted by the dress and/or attire of others. Deep Creek 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 cannot be worn to school. School Board Policy 9-33 regulates student dress. Students are expected to keep themselves well-groomed and appropriately 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 then be made to contact the parent or guardian to bring appropriate clothing for the first offense. Failure to correct the dress code violation 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.**

The following guidelines have been established to assist students and parents in determining appropriate and acceptable dress for school. The administration reserves the right to determine the appropriateness of attire. This list is not designed to be all inclusive.

Students will not be allowed to wear inappropriate clothes, jewelry, or other apparel or personal belongings that advocate violence, alcohol, and other drug use and/or distribution; that represent gang activity and/or membership; that use obscenities, which includes words, pictures, flags, emblems, or symbols; or that reflect adversely on persons due to race, gender, creed, religion or intellectual abilities, or that contain inappropriate innuendos.

- Hats, caps, scarves, bandanas, forehead bands, or any other kind of head cover may not be worn in the school building. Sunglasses are not to be worn in the building.
- Dresses, skirts, and shorts should be no shorter than three inches above the knee. Fingertip test will not be used!!! This rule applies even when the student is wearing tights, leggings, or spandex under the garment. Leggings, tights are not to be worn as pants and must have a top that hangs three inches above the knee (front and back).
- Students are not permitted to wear shorts or pants with holes or rips existing above the fingertip length.
- Students **may not wear** “muscle shirts,” camisole tops, halter tops or tube tops, tube top dresses, off the shoulder tops, tops that expose the midriff, overexpose the back, or expose the chest through the underarms. Low cut shirts that expose cleavage are not permitted. All clothing must be sufficient to conceal undergarments. You must wear a jacket or sweater to cover up at all times.
- No tight fitting one piece “cat suits” can be worn (whether tight to the leg, flared at the bottom, or knee length shorts)
- **No SAGGING** of pants
- All pants must be secured at the waistline, with no undergarments showing.
- Shirts must be worn in an appropriate manner. All shirts must have finished armholes, and the armholes should not be large enough to be distracting or show the chest.
- No wallet chains or large-linked chains may be worn as jewelry or used as key chains. No collars or bracelets with protruding metal spikes will be permitted.
- Footwear must be worn at all times. Bedroom shoes are not approved footwear.
- Pajamas, loungewear, dorm pants and slippers are inappropriate for school and not allowed.
- Flip flop shoes should not be worn, however if worn they are worn at your own risk.

ELECTRONIC DEVICES

Building level administration reserves the right to determine the appropriateness of a device itself or a student's use of a device. **At Deep Creek High School, students are required to silence and secure all electronic devices and accessories at the start of the school day.** Students may possess a privately-owned electronic device(s) for the purpose of supporting and promoting the educational objectives of the Chesapeake Public Schools in accordance with policies and regulations governing when, how, and where devices may be used on school property, including school buses, and/or off school property at school-sponsored events. **However, their use is for the sole purpose of supplementing classroom instruction at the direction of the teacher.** In addition, all student users of telecommunications systems, including the Internet (Network), that are entered via equipment and access lines located in Chesapeake Public Schools shall comply with guidelines outlined in R 6-36, Acceptable Telecommunications and Internet Use for Students.

Chesapeake Public Schools assumes no responsibility in any circumstance for loss, destruction, damage, theft, or charges made on monthly statements for any device. Student will be responsible for locating any lost/stolen items and for other expenses accrued to their device accounts. Therefore, students and parent/guardian are strongly urged to insure that devices are insured and security application software is installed.

WiFi access is password protected and accessible for school employees and students ONLY. Students are permitted to access the Chesapeake Public School's WiFi by obtaining the student password from a classroom teacher or the school Technology Integration Specialist. Students are not permitted to share the access code with anyone at any time.

Disciplinary Action for Violation of Use Policy

Any action that is disruptive of the educational process will be subject to disciplinary action, up to confiscation of the device and accessories, termination of the privilege to bring a device to school, suspension and/or expulsion, and possible legal action.

Typical sequential consequences will apply for repeated offenses, which will result in the following:

- 1st Offense: Confiscated and returned at the end of the school day.
- 2nd Offense: Confiscated and returned after a parent conference.
- 3rd Offense: Confiscated and returned to the parent, and the student will be assigned to ISS.
- 4th Offense: Confiscated and returned to the parent, and the student will be assigned OSS.

Failure to comply with acceptable, appropriate use and redirection by faculty and staff will result in administrative action. Use of electronics on school property is "a privilege not a right."

EMERGENCY DRILLS

Fire drills, tornado drills, earthquake and lockdowns will be held regularly throughout the school year. Whenever the signal for a drill is sounded, everyone in the building must immediately follow the procedures. The following policy is in effect:

1. During a fire drill,
 - a. Students will leave books in the room, form a single line, and proceed to the exit posted in each classroom.
 - b. Students should walk, not run, as rapidly and quietly as possible to the exit.
 - c. All classroom lights should be turned off and all doors closed.
 - d. Once outside the building, students should move a safe distance (minimum of 50 feet) from the building and not stand in roadways or sit on or inside parked cars.
 - e. **Any person caught pulling a fire alarm causing a false alarm is in violation of state law and will be legally prosecuted.**

2. During a tornado drill/earthquake drill
 - a. students will be directed by school personnel to a safe area
 - b. when the command is given, students should get down, crouch on elbows and knees, with hands over the back of head until an all clear signal is given
3. During a lockdown
 - a. Teachers will lock all doors and cover windows to every extend possible
 - b. Students are not permitted to leave the classroom and should follow the direction of the teacher until the all clear signal is given.

Students will cooperate in every way asked by faculty members during drills.

EMERGENCY SCHOOL CLOSING

On occasion, school will be closed due to inclement weather or extended power failure. In these cases, the Superintendent of Schools will announce the closing of schools through the Parent Alert System (PAS). Parents and school employees can find accurate information on WFOS-88.7-FM, CPS-TV (Cox 46 / Verizon 42), WCTV-48 (Cox 48 / Verizon 43), or www.cpschools.com, Chesapeake Alert, and Twitter@cpschoolsva.

In addition, when schools are closed due to weather conditions the following codes will be used by those announcing school closings.

CODE RED – Schools and offices are closed for all personnel except those employees designated as essential personnel.

CODE YELLOW – Schools are closed. Administrators and twelve-month personnel are expected to report.

CODE GREEN – Schools are closed for students only. Teachers and all other personnel are expected to report.

FEES

Fees are collected by school personnel in accordance with state law and Board of Education regulations. The school board during its annual budget process determines fees that can be charged and establishes the maximum amount. No organization (athletic booster, band booster, etc.) established to raise funds to assist in the support of a particular curricular or extra-curricular area may assess fees on students.

Fees may be charged for:

1. Optional services such as parking or locker rental
2. Student-selected extracurricular activities
3. Class dues
4. Field Trips or educationally-related programs that are not required instructional activities
5. Musical instruments, as long as the instruction in the use of the instrument is not part of the request curriculum
6. Distance learning classes for enrichment which are not necessary to meet the requirements for a diploma
7. Summer school, unless the classes are required for remediation
8. Overdue, lost or damaged library books and media
9. Lost or damaged textbooks or calculators
10. Consumable materials
11. A fee not to exceed a student's pro-rata share of the cost of transportation for voluntary extracurricular activities
12. Preparation and distribution of official paper copies of transcript; a reasonable number of copies of official paper copies must be provided for free and all electronic copies of transcripts must be provided for free.

13. AP testing
14. Dual enrollment courses.

Consequences for non-payment of Fees

Students will be responsible for the care and return of textbooks, calculators, library and media materials and other non-consumable materials and equipment. As such, students will be responsible for payment of recovery costs relative to the loss or damage of textbooks, calculators, library and media materials and other non-consumable materials and equipment.

The consequences for nonpayment of fees include, but are not limited to:

1. Exclusion from the activity associated with the fee
2. Revocation of parking privileges
3. Inability to march at graduation ceremonies
4. Exclusion from class-wide voluntary activities such as school dances.
5. Dropped from dual enrollment courses

FOOD SERVICES

The school system provides free or reduced price lunches to eligible students who apply for this program. Students are not permitted to order food deliveries outside of the cafeteria menu during lunch. Students are not permitted to go home or and it is highly discouraged to have food **brought into the school from outside restaurants** (ie. Hardees, McDonalds, Pizza Hut, Subway, etc.) **on a regular basis**. Food should not be taken from the cafeteria into other parts of the building. All outside areas are off limits and offenders are subject to disciplinary action. Lunch lines are to be in single file and no cutting in line is allowed. All trash is to be placed in receptacles. No trays or trash is to be left on tables. Teacher and administrators will monitor student conduct during all lunches. Cafeteria food costs are as follows:

Breakfast (full price): \$1.35

Breakfast (reduced price): \$0.30

Lunch (full price): \$2.70

Lunch (reduced price): \$0.40

Meal Pay is available on the Chesapeake Public Schools web site at www.cpschools.com.

FREE AND REDUCED-PRICE MEALS

Parents interested in applying for free and reduced price meals must use the **Free and Reduced Price School Meals Application**, which is available online. **Applications must be renewed every year**. Paper applications may be completed and returned using the mailing address on the application to the Food Service Office or the food service manager at your child's school.

LUNCH SCHEDULE

Deep Creek High School has four lunch periods. Students will attend lunch based on their third block class. Students may not go to lockers during lunch that will disturb classes in session. Students are expected to properly dispose of all lunch trash.

1st Lunch: 11:52 a.m. – 12:21 p.m.

2nd Lunch: 12:26 p.m. – 12:54 p.m.

3rd Lunch: 12:59 p.m. – 1:27 p.m.

4th Lunch: 1:32 p.m.—2:01 p.m.

VENDING MACHINES

Snack and drink machines are located throughout the building. Students may use the machines before school, during class change, and after school, however students are not permitted out of class to visit the vending machines without written approval of a teacher. The machines are set to turn off during all lunches when students can purchase food in the cafeteria. All proceeds from the vending machines go toward school programs.

GYMNASIUM

The gymnasium is off-limits to students during organized gym classes. Team rooms, locker rooms, and restrooms are for gym classes and athletic teams during scheduled classes and practice times. Students are to provide his/her own combination lock and all belongings should be secured in a teacher/coach assigned locker. At the end of each semester and sports season, lockers should be cleaned out and locks removed.

Gym Uniforms

Students are required to dress out for physical education and are encouraged to purchase and wear a school gym uniform for all physical education classes. Pricing is as follows (prices are subject to change at any time during the school year):

Shirts: XS, \$4.00; Sm-XL, \$5.00; and 2XL-5XL, \$6.00

Shorts: XS, \$7.00; S-XL, \$8.00; and 2XL-4XL, \$9.00

HALL PASSES

Students must not be in the hallways during classes without a hall pass. Students are required to have in their possession a hall pass from the teacher stating the date and time the student left class and their destination. Students (with or without passes) will be subject to disciplinary action for loitering, being in off-limits areas or being in areas not designated by the hall pass.

LIBRARY

Students are encouraged to use the library for both educational purposes and pleasure reading. **Students may use the Internet for approved instructional purposes before and after school, during lunch and during the day with a signed pass from their scheduled teacher.** Printing is limited to class related assignments. Any student may check out a total of 3 books for a period of two weeks, if the student has no overdue books. Students using the library during class must have a pass from a teacher, stating the time of arrival to and departure from the library and the specific purpose of the visit. Students are welcome to utilize the library from 8:00 a.m. to 8:38 a.m. and from 3:38 p.m. to 4:00 p.m. Students who wish to use the library during lunch must sign-in. Food and drink are not allowed in library and students must leave all book bags, backpacks, and other large carrying items in lockers or classrooms or stored at the front of the library. A book check may occur prior to students leaving the library. Appropriate behavior is expected of all students.

LOCKERS

Lockers will be assigned during the first two weeks of school. A designated administrator will issue lockers for those students who want a locker within the academic wing. PE lockers will be issued by PE teachers during the semester in which the student is enrolled in a PE class. All students must furnish their own combination/key lock (a key and/or combination must be provided prior to a locker being issued) unless a 700 hall locker is assigned. Students who are assigned lockers on the 700 hall will be issued a combination.

Combination locks can be purchased in the School Store before school or during lunch. Students may go to their academic wing lockers before and after school, and between classes, if time allows. Students may not place possessions in unassigned lockers. No student will be permitted at his or her locker during class time without a hall pass. A school locker is the property of the Chesapeake School Board. At any time, with just cause, any locker may be searched by the administration in accordance with accepted procedures. Lockers without combination locks will be considered vacant and cleaned out. **Students are not to share lockers.**

LOST AND FOUND

Lost items will be placed in the lost and found box in the commons area, where the owner may claim his/her property. Students should be sure their lockers are properly secured in order to protect their belongings. Students enrolled in physical education classes should lock all gym lockers. **All unclaimed items will be donated to charity one week after the conclusion of each semester.**

MOMENT OF SILENCE

Senate Bill 209 "ONE MINUTE OF SILENCE," became effective July 1, 2000. The law states: "**A daily moment of silence not to exceed one minute shall occur in every classroom in the public schools of Virginia.**" Students will participate in the Minute of Silence when an announcement is made every day. Students who are in the hallway are expected to stop and observe the moment.

PLEDGE OF ALLEGIANCE

Virginia Code 22.1-202 mandates that each school board require the daily recitation of the Pledge of Allegiance in each classroom of the school division. Students shall not be compelled to recite the Pledge if they or their parents/guardians object on religious, philosophical, or other grounds. Students who are thus exempt from reciting the Pledge shall stand or sit quietly at their desks while others recite the Pledge and shall make no displays that disrupts or distracts others who are reciting the Pledge. Students who cause disruption or distraction shall be subject to appropriate disciplinary action for disruptive behavior.

SCHOOL STORE

The store is located in the commons areas and offers school supplies, school spirit wear, and seasonal merchandise at reasonable prices. Normal hours of operation are before school 8:15 am to 8:34 am, during all lunches, and other times as posted. Spirit wear is also sold at some athletic and special school events.

STUDENT PARKING

Student parking is available in designated areas. One day parking is available for emergency situations. Prior administrative approval is required. All students parking on the school grounds during regular school hours must have parking decals purchased from Accounting. Rules and regulations regarding motor vehicles follow this paragraph. Violations of these regulations may result in rescinding of privileges, towing and/or suspension. Parking privileges may also be denied as the result of poor attendance, tardiness, or improper behavior.

PARKING REGULATIONS

The following are in effect:

1. Driving a motorized vehicle to school is a privilege, not a right. Students are encouraged to utilize the Chesapeake Public Schools bus transportation.
2. Students will operate motor vehicles in a safe, careful manner at all times and in accordance with the laws of the City of Chesapeake and the Commonwealth of Virginia.
3. Students will affix a valid parking decal on the rear passenger side window. If tinted, then affix where visible.
4. Students will only park in the space designated by that tag.
5. Students will leave vehicles in the parking lot and enter the school building as soon as they arrive at school.
6. Students should lock their vehicles and set the brakes.
7. Students will not return, go to any vehicle, or enter the parking lot until they leave school unless they have written administrative permission. When returning to parking lot, students must leave promptly.
8. Students will adhere to the 10 miles per hour speed limit in all parking areas.
9. Students will obey all signs and pavement markings.
10. Students will not park in main entrance circle, driveways, crosswalks, faculty and visitor areas, bus ramps, driver education lot, grassy areas, or at Deep Creek Recreation Center
11. Students will not engage in such activities as:
 - a. Reckless driving or spinning wheels
 - b. Speeding or "Racing" engines
 - c. Blowing horns or playing loud music
 - d. Driving over curbs
 - e. Passing other vehicles in the parking lot
 - f. Displaying inappropriate, lewd, racial or sexual offensive messages, pictures, flags, emblems, or symbols
12. Students will yield the right of way to ALL school buses on Margaret Booker Drive.
13. Students will report all accidents on school property involving personal or property damage to his/her administrator.
14. Handicapped parking is available near the gymnasium area for student drivers who have been issued a handicapped permit by DMV.
15. Students may NOT leave school without prior administrative authorization.
16. Vehicles parked on Deep Creek High School property are subject to random searches by the canine units of the Chesapeake Police Fire Department and/or Virginia State Police.
17. False tag representation, counterfeited tags, photocopied tags or identification materials will be considered a serious disciplinary infraction.
18. Deep Creek High School assumes no responsibility for the care or protection of any vehicle or its contents.
19. If tags are improperly displayed, vehicle is improperly parked or the vehicle has no tag, that vehicle is subject to being towed at the owner's expense.

PARKING INFRACTION ACTION

The following are possible consequences for violation of driving/parking regulations:

1. Parents will be contacted
2. Parking pass will be rescinded
3. Cancel privilege to drive or have a vehicle on school property

4. Vehicle towed at owner's expense
5. Suspension from school (ISS/OSS)
6. Police notification

TELEPHONE

With permission of the office staff students may use the telephone in the office to contact parents. Calls should be kept to a minimum.

VISITORS

Visitors are welcome in the building for business purposes only. Returning students who wish to see former teachers should do so after school hours by appointment. All visitors must show a driver's license and secure a **VISITOR'S PASS** from the Security Desk immediately upon arrival and return the pass to the Security Desk prior to leaving. Students are not to invite visitors to spend the day with them in classes. Small children are not permitted to visit. No visitation is allowed during lunches.

ACADEMIC PROGRAM

The academic program aids each student in maturing into a concerned, responsible citizen prepared to make a unique contribution to society.

ACCREDITATION

Deep Creek High School holds accreditation with the Virginia State Department of Education, the Advanced ED Accreditation Commission and has received full Standards of Learning certification from the Commonwealth of Virginia.

DROPPING AND ADDING 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 reason for the change is valid.

A student may NOT drop a course and add a new course after the first five days of each semester. If a student requests to drop a course after this official drop/add period, the student will receive an "E" as a final grade for the course dropped unless extenuating circumstances are established. The principal shall determine the validity of the extenuating circumstances.

FINAL EXAMS

There are various exam incentive options, including SOL exam exemptions, industry credential exam exemptions, and attendance exam exemptions. The exam incentive options for 2018-2019 are as follows:

- A student has an option of taking the final exam up until the time the exam is given and will be awarded the higher of the two grades.
- A student without the signed parent form distributed at exam time will be expected to take the final exam.
- During an equating year, students will NOT be eligible for an SOL exam incentive. The information will need to be shared with the students and parents when applicable.

SOL Exam Exemption

If a student taking the SOL passes on their first attempt or in an expedited retake attempt, he/she will have the option of taking the following grade in place of the exam grade:

<u>SOL Score</u>	<u>Letter Grade</u>	<u>Exam Grade</u>
400-428	C	75
429-457	C+	78
458-486	B-	81
487-515	B	85
516-544	B+	88
545-572	A-	91
573-599	A	97
600	A	100

Industry Credential Exam Exemption

If a student passes a CTE course-specific industry credential, he/she may use their final course average as their exam grade. NOTE: Students enrolled at the Chesapeake Career Center (CCC), would use a course approved credential as identified by the CCC Program Administrator.

Attendance Exam Exemption

To encourage students to keep grades between an A and a C and to keep absences low, students may consider using the attendance exam exemption. If applicable, a student must pass the SOL to consider using the attendance exam exemption (and can use the higher of the two options). Students with a D or E must take the exam.

Qualifying student exam grades will be determined as follows:

<u>Grade</u>	<u>Number of absences (before exam day)</u>	<u>Exam Grade</u>
A or A-	5 days or less per semester	Course Average
B+, B, or B-	4 days or less per semester	Course Average
C+, C, or C-	3 days or less per semester	Course Average

GRADE CLASSIFICATION OF STUDENTS

THE FOLOWING INFORMATION SHOULD BE USED AS A GUIDE AND WILL BE UPDATED DURING THE 2018-2019 SCHOOL YEAR.

High school promotion in grades ten through twelve shall be based upon the number of standard and verified credits earned and the successful completion of certain prerequisites in English. Designation of students by class shall be based upon the criteria that follow:

1. Freshman: Recommendations of the teachers on the students' middle school team.
2. Sophomores: The successful completion of 4 standard subject-area credits including an English credit and 1 verified credit in science, social science, or mathematics.
3. Juniors: The successful completion of 10 standard subject-area credits including 2 English credits and 3 verified credits including at least 1 in science, 1 in social science, and 1 in mathematics.
4. Seniors: The successful completion of 15 standard subject-area credits including 3 English credits and 4 verified credits including at least 1 in English, 1 in science, 1 in social science, and 1 in mathematics.

Graduating seniors with a Standard Diploma must complete 22 standard subject-area credits in state prescribed areas of study, including an industry credential, virtual component and hands-on CPR, and 6 verified credits including at least 2 in English, 1 in science, 1 in social science, and 1 in mathematics.

OR

Graduating seniors with an Advanced Studies Diploma must complete 26 standard subject-area credits in state prescribed areas of study, including a virtual component and hands-on CPR, and 9 verified credits including at least 2 in English, 2 in science, 2 in social science, and 2 in mathematics.

Beginning 2018-2019 with the incoming ninth grade, students will need to meet course requirements and credentials for a state approved diplomas type and 5 verified credits: 2 in English (reading and writing), 1 in science, 1 in social science, and 1 in mathematics.

NOTE: In order for students to participate in senior activities, they shall have met all credit requirements for that class by September of the school year they intend to graduate. Exceptions for accelerated students and for students with unusual circumstances may be made by the principal for activities only.

Please review the booklet *A Student Handbook & Course of Study Guide* for graduation requirements and Chesapeake Public Schools academic requirements. The most current revisions to this publication may be located on the Chesapeake Public Schools website at www.cpschools.com under the handbook/guidelines tab.

GRADING SCALE

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

Chesapeake Public Schools Grading Scale Modified 10 Point Grading Scale			
Range	Letter Grade	Points	Range
93-100	A	4.0	3.85—4.0
90-92	A-	3.7	3.50—3.84
87-89	B+	3.3	3.15—3.49
83-86	B	3.0	2.85—3.14
80-82	B-	2.7	2.50—2.84
77-79	C+	2.3	2.15—2.49
73-76	C	2.0	1.85—2.14
70-72	C-	1.7	1.50—1.84
67-69	D+	1.3	1.15—1.49
64-66	D	1.0	0.50—1.14
Below 64	E	0.0	0.49 and less

GUIDANCE SERVICES

Students are encouraged to use the following services offered by the guidance department:

1. Counseling for scheduling
2. Counseling personal problems
3. Testing
4. Interpreting test results
5. Conducting conferences
6. Providing information about occupational choices, college admission, and scholarships
7. Student Assistance and crisis intervention

GUIDANCE STAFF

The regular Guidance Staff uses an alphabetical assignment for responsibility of students.

Ms. Maxine Carey, Guidance Director

Mrs. Michael Ann Fitch, Counselor for A-Ge

Mr. Fred Barber, Counselor for I-Rn, Transition boys

Mrs. Kathi Hite, Counselor for Science & Medicine Academy (seniors), ELL, Governor's School

Ms. Ayesha Hughes, Counselor for Gh-H, Transition girls

Mr. Scott Reppert, Counselor for Ro-Z

Mrs. Lisa Cuccurullo, Guidance Secretary

Counseling Consultants

Mr. Gabriel Hall, ACCESS (Scholarships and Financial Aid)

Dr. Carter Youmans, Tidewater Community College (Tuesday)

HOMEBOUND INSTRUCTION

A student is eligible for homebound instruction for medical reasons if he/she is unable to attend his/her regular school for an extended period of time beyond two weeks. Each case must be evaluated individually before a decision is made to permit homebound instruction. Forms for homebound instruction may be obtained from Mr. Reppert in the guidance department.

HONOR ROLL

All students who have a 3.0 or greater weighted grade point average, with no grade lower than a C, in all courses (credit-bearing or non-credit bearing classes) are given the distinction of honor roll. There are three Honor Roll distinctions.

Superintendent's Honor Roll	Principal's Honor Roll	Honor Roll
3.85—4.00 GPA (with no grade lower than A-)	3.50—3.88 GPA (with no grade lower than B-)	3.00—3.49 GPA (with no grade lower than C)

HONOR GRADUATE

The distinction of honor graduate is awarded to all students who have met the requirements for a modified standard, standard, or advanced studies diploma and who graduate with a 3.0 or greater weighted grade point average in all credit bearing classes. Credit bearing classes are those defined in the Standards of Accreditation as receiving a standard unit of credit. Determination is made by the averaging of grades after final examinations have been given and final grades have been derived in June of the senior year.

Valedictorian and Salutatorian are determined based on the weighted grade point average at the end of the 2nd semester of the senior year. The student with the highest rank at the end of the senior year will be declared the valedictorian of the graduating class. The student with the second highest rank at the end of the senior year will be declared the salutatorian. In cases where more than one student has the same numerical average, all students with that average will be given the same classification. Please refer Chesapeake Public Schools policies for revisions.

HONORS AND ADVANCED PLACEMENT COURSES

These courses are available for students who are above average learners and who wish to pursue more difficult studies. AP courses cover college level course content. Upon completion of an AP examination, college credit MAY be awarded. Weighted grades for honors and AP courses are used for college admissions purposes. Some courses may require a placement test and/or Summer assignments.

MISSING ASSIGNMENTS/MAKE UP WORK

The expectation is for all students to complete assignments on time. Students shall be permitted to make up work because of excused or unexcused absences, including in-school or out-of-school suspensions (6-44R).

1. When a student is absent for more than three consecutive school days, the school work should be sent home upon request of the parent. Twenty-four hours' notice for the request must be given. Students that miss one to three consecutive days should make up the work within five school days after the student is well enough to return to school.
2. When a student is absent due to personal reasons and has received prior approval from the principal, school work should be sent home with the student upon request after a twenty-four hour notice has been given. Assignments provided in advance are due upon the student's return to school.
3. When a student is absent the day of an assessment (a test or project due date), but was in school the day before the test or project due date, the student will be expected to take the test or turn in the project upon return to school.
4. Students who are present but fail to complete an assignment may receive a 10% deduction per day it is late.
5. It is the student's responsibility to complete all work missed when absent. The students have up to five school days to complete the work for full credit. Exceptions may be made for extended absences. Penalties for work turned in after the five school day make-up period may be imposed, but should not be more than 10% per day.
6. In the case of an intentional absence (e.g., skipping class or school) students shall not be permitted to make up work for credit and should receive a zero for any work assigned on the day/class period of the absence.
7. Teachers should use a zero in Synergy for all missing work with a comment of either "absent" or "missing." This will compute as a zero until work is made up so as to not inflate grades in ParentVue and/or StudentVue.

REPEATING COURSES

Courses which are repeated for a higher grade will only "count" once for graduation requirements. If a course was passed and repeated for a higher grade, the lower grade will remain on the historical record, but the higher grade is used to calculate the GPA. If the course was failed "E" and repeated for a higher grade, the "E" and the new passing grade will be used to calculate the GPA.

REPORT CARDS

The school system processes and distributes report cards within five school days after the close of a grading period, every 4 ½ weeks. **Four report cards are issued each semester to students through homeroom and the final report card is mailed home.** The four grading periods and the final exam each account for 20% of the final course grade. Report cards are also posted in Synergy.

STUDENT PROGRESS

Students and parents may check for homework assignments, the student progress, and additional class information online using Synergy.

SOL AND W!SE REMEDIATION

SOL and W!SE reviews are generally available three weeks prior to the start of retesting for end-of-course tests and one week prior to the English writing test. Information on times and locations will be posted in the hallways and will be available in the main office.

WEIGHTED CREDITS

Certain courses have been approved for additional quality point weight, which is added to the grade point average of the student. The courses are identified as honors, advanced placement, or SMA classes. Specialized courses such as those approved for the Science and Medicine Academy may carry an additional weight. After the student's average has been calculated, a weight of 0.025 is added to the GPA for an honors course and 0.05 is added to the GPA for an AP course.

WITHDRAWING FROM SCHOOL

The guidance department will issue withdrawal forms to students only upon receipt of parental permission or administrative action. The withdrawing student must be accompanied by a parent and the student must obtain signatures and clearance from subject area teachers, the attendance clerk, the media staff, and the bookkeeper. The student should return completed forms to the guidance office with forwarding address and new school information.

TEXTBOOKS & CALCULATORS

Textbooks will be issued from the Book Room. Students enrolling after the class distribution should see the textbook administrator. Math teachers will issue calculators during the semester when students are enrolled in a math class. Students will return books to the Book Room at the end of each semester, transfer to another school, or withdrawal from school. The student is responsible for lost or damaged books and calculators. Please see "FEES."

SCIENCE & MEDICINE ACADEMY

The Science and Medicine Academy is designed for Chesapeake students who want to pursue a career in one of the vast fields of science or medicine and/or who demonstrate a particular interest in science or medicine. Heather Ott is the Academy Coordinator and her office is located on the 700 hall at the bus ramp. Mrs. Ott can be reached by telephone at 487-7425.

- Approximately sixty freshmen are accepted annually into the Academy.
- The Academy is a four-year program that operates as a school-within-a-school.
- Academy cohort classes are designed to provide a learning environment that supports the rigorous Academy coursework.
- Academy students take a minimum of two science credit bearing courses per year and have space in their schedules for band, chorus, orchestra, art or other electives of choice.
- Chesapeake Public Schools provides transportation for all students accepted into the Science and Medicine Academy.
- Students in the Academy are full-time Deep Creek High School students, eligible to participate in all sports, clubs, and activities at Deep Creek High School. If a student withdraws to return to his/her zoned school, the VHSL transfer rule will apply for athletic participation.
- Academy students are expected to meet the standards of the academy program through the quality of work and performance as a serious learner.

CODE OF ACADEMIC INTEGRITY

Chesapeake City High Schools promote academic integrity by encouraging everyone in its school community to demonstrate high standards of personal honesty in academic work, in interpersonal relationships with other members of the school community, and in participation in all school activities. Lying, stealing, or any form of academic dishonesty, plagiarism, or cheating violates this code. By promoting academic integrity the school lays a foundation where students do not demean their character, damage their credibility, or jeopardize their future by engaging in any form of dishonest behavior. The classroom teacher is responsible for creating an environment that is unfavorable to academic dishonesty as well as for specifying the conditions under which assignments are to be completed in order to minimize the possibility of cheating. The following Code of Academic Integrity governs our entire school community.

ACADEMIC INTEGRITY OFFENSES

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

- Providing a written assignment to another student
- Submitting the same or portions of the same academic materials for credit in more than one class without the consent of both teachers
- Making up or falsifying data
- Not properly citing sources of quoted or paraphrased information
- Citing nonexistent sources

ACADEMIC INTEGRITY VIOLATION PROCEDURES

- Any student or teacher who believes a violation has occurred will report the facts to the appropriate teacher assigning the work.
- A teacher who finds reasonable cause to believe a violation has occurred will report the facts to the Honor Council Advisor on a referral form.
- The advisor will review the facts presented by the student or teacher and conduct a thorough investigation providing due process to all parties involved, decide on guilt or innocence, and notify all parties of the decision.
- If any party (teacher, student, or parent) wishes to appeal the decision of the Honor Council, a written notice of appeal must be presented to the Assistant Principal of Instruction within five school days.
- Upon review of the evidence and the decision of the Honor Council and after meeting with the parties involved, the API will render a final decision concerning appropriate disciplinary action.

ACADEMIC INTEGRITY PENALTIES

Any student found to be in violation of this Code of Academic Integrity will receive a grade of zero and the student will not be allowed to make up the work for credit. (School Board Regulation R6-44 C)

ATHLETIC PROGRAM

Deep Creek High School is a member of the Virginia High School League and, therefore, is governed by its rules and regulations in addition to policies set forth by the Chesapeake Public Schools and the school's athletic department. The school's Athletic Council is composed of the principal, assistant principal, athletic director, and selected coaches who direct the athletic philosophy and set goals for the athletic programs. The Athletic Director is Mr. Benny Polk and his office is located in the foyer of the gymnasium. He can be reached at 494-8076.

VHSL publishes rules for all VHSL activities in the state, and as a member of VHSL, Deep Creek High School complies with all the rules and regulations set forth by the organization. We are included in the Southeastern District and Class 4, Region A.

POLICIES FOR STUDENT ATHLETIC PARTICIPATION

In addition to the VHSL rules, the Chesapeake School Board has established the following rules. In order for a student to participate on an athletic team, he/she must:

1. Pass a physical examination and secure the written permission of his/her parents/guardians.
2. Attend school on the day of a sports event in which his/her team is participating.
3. Not have reached the age of 19 years on or before August 1 or the school year in which he/she wishes to compete.
4. Be enrolled in a minimum of three classes and pass three classes to be eligible for participation. None of the three can be a course being repeated for a higher grade.
5. Be in good standing with the school in regard to discipline
6. Have at least a 2.0 cumulative grade point average

ATHLETIC TEAMS

The school maintains a well-rounded athletic program with teams in all major sports including the following:

<u>Fall Sports</u>	<u>Head Coach</u>	<u>Winter Sports</u>	<u>Head Coach</u>	
Cross Country	Jim McGrath	Boys Basketball	V: Leroy Ricks	JV: Reggie Epps
Sideline Cheer	Angela Hollowell	Girls Basketball	V: William Sutton	JV: Darrell Smith
Competition Cheer	Tristan Pogue & Stephanie Cheek	Indoor Track	B:	G:
Field Hockey	Raven Brown	Swimming	Maggie Lamay	
Football	V: Andre Twine	Wrestling	V: TBA	JV: John Adams
Golf	Matt Barker			
Boys Volleyball	Rikki Salazar			
Girls Volleyball	V: Jessica Britt			
	JV: Kelsey Deporto			
		<u>Spring Sports</u>	<u>Head Coach</u>	
		Baseball	V: Bill Partain	JV: Greg Forrest
		Boys Soccer	V: Eric Dillinger	JV: Paul Sanger
		Gils Soccer	V: Henry Lee	JV: David Jones
		Softball	V: Mark Rutherford	JV: Lindsey Inzana
		Tennis	B: Reggie Epps	G:
		Outdoor Track	B:	G:

STUDENT INSURANCE

Each year, the Chesapeake Public School Board endorses an insurance policy, which offers an accident policy. For a fee, students may purchase this insurance for their own protection. In addition, the Commonwealth of Virginia offers affordable health insurance through FAMIS for qualifying children. More information is available at www.coverva.org or by calling toll-free 1-855-242-8282.

SPORTSMANSHIP

A primary goal of the Chesapeake Public Schools' extracurricular and co-curricular programs is the promotion of good sportsmanship, ethical behavior, and integrity. All participants in extra- and co-curricular activities, including athletes and other support groups, fans, coaches, and administrators, shall be guided at all times by a philosophy of good sportsmanship, sound ethics, and high integrity. This philosophy emphasizes that extracurricular activities are a part of the total educational process and that the same level of responsibility and behavior is expected at practice and competitions as is expected in the classroom. The school administration supports this philosophy by maintaining positive attitudes that promote good sportsmanship. All high schools and middle schools are required to conduct all their relations with other schools in a spirit of good sportsmanship. The School Board further encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups, and support/boosters.

STUDENT ACTIVITIES

A variety of activities are offered at Deep Creek High School. Students are encouraged to participate according to his/her interests. All SCA officers, Homecoming Court participants, class officers, and participants in the Mr. and Miss Deep Creek Pageant must be students in good standing and must meet the eligibility requirements of the citywide 2.0 policy. The Activities Director is Mrs. Barbara Singleton-Seals and she is located in room 708.

CLUBS AND ORGANIZATIONS

Citywide guidelines are established for the organization and oversight of school clubs and organizations. The school offers clubs and organizations to meet the interests of students and to provide a well-rounded experience which maintain a close relationship with the school program. Some organizations are co-curricular (*) and a class enrollment may be required for membership. The following clubs are currently organized and available for membership:

Club/Organization	Sponsor(s)	Room #
Art Club/Art Honor Society	Mrs. Winn-Griffin	705
Bible Club	Dr. Jewette	511
Book Club		Library
Buzz Crew	Miss Lamay, Mrs. Panasky	719/606
Catering*	Mrs. Blount	701
Chess Club	Mr. Mealy	711
Chorus*	Mrs. Robertson	085
Debate		
DECA*	Mr. Gresham, Dr. Jewette	508/511
Dramatics	Ms. Beith	414
Forensics		
French Club/French Honor Society	Mrs. Nash	611
Future Business Leaders of America*	Ms. Pretflow, Mrs. Harmon	509/504
Educators Rising	Dr. Jewette	511
FCCLA*	Mrs. Wheeler	505
German Club	Mrs. Henricks	619
Guitar and Music Club	Mr. Smith, Mr. Barbarise	308/501
Health Occupations Students of America (HOSA)	Mrs. Cottrell	724
KEY Club	Mrs. Johnston, Mr. Mealy	403/711
Ladies of Distinction	Dr. Jewette	511
Latin Club	Mr. Graniez	
Literary Arts Magazine		
Marching Band	Ms. Beck	086
Men of Excellence	Ms. Hughes	Guidance
Model UN	Mr. Mealy, Mrs. Johnston	711/403
National Honor Society	Mrs. Cottrell	724
Operation Smile Club	Mrs. LaRoche	720
Orchestra*	Mrs. Davidson	840
Photography	Mr. Pollock	081
Physics	Mr. Barnhart	103
Junior Air Force ROTC*	Maj. Pearman, CMSgt. Pabon	101
Ruriteens		
SADD Club	Mr. Reppert	Guidance
Science Club (Vespidae Society)		
Spanish Club		
Stage Crew		
Student Council Association	Mrs. Keegan/Ms. Beith	Library/414
Student Welcome Committee	Ms. Carey	Guidance
Scholastic Bowl	Mrs. R. Moore, Mr. C. Smith	409/308
Step Team	Mrs. Stevenson	105

Table Tennis
Technology Students of America*
Yearbook Staff*

Mrs. Capua
Mr. Hoover

Gym
082

All school clubs and organizations must follow the guidelines developed from School Board Policy 9-35.

STUDENT COUNCIL ASSOCIATION

The Student Council provides for student activities, serves as a training experience for both leaders and followers, promotes the interests of the students, gives students a share in the management of the school, develop personal ideals of conduct, seeks to interest students in school affairs, and helps solve problems that may arise. Students are encouraged to become involved in student government. SCA and class elections are conducted each spring, with the exception of freshman class, which is held in the fall. Officers are elected by a majority vote of the student body.

ACADEMIC LETTER AWARDS PROGRAM

Academic letters are awarded for participation in Virginia High School League sanctioned activities. Students must earn a minimum of twenty-five (25) points in order to be awarded an extracurricular academic letter. Participation must be outside the regular school hours. Students earn points between grades 9 and 12, at the varsity level in at least two of the following activities: Debate Team, Drama Team, Forensics Team, Literary Art Magazine, Newspaper, Scholastic Bowl, and Yearbook.

Students should consult the sponsor of the particular areas of interest for further information or Mrs. Singleton-Seals for information on how to start a new club or organization.

EXCELLENCE IN CIVICS EDUCATION SEAL

Students who participate in volunteer activities and maintain high academic standards maybe eligible for a diploma seal to recognize his or her achievement. Accumulation of community service activities begins in high school. No community service activities are counted toward the Civic Seal in middle school.

The **Board of Education's Excellence in Civics Education Seal** is awarded to students who meet each of the following four criteria:

1. Satisfy the requirement to earn a Standard Diploma or an Advanced Studies Diploma
2. Complete Virginia & United States History and Virginia & United States Government courses with a grade of a B or higher
3. Complete 50 hours of voluntary participation in community service or extracurricular activities, such as volunteering for a charitable or religious organization that provides services to the poor, sick or less fortunate; participating in Boy Scouts, Girl Scouts or similar youth organizations; participating in Junior Reserve Officer Training Corps (JROTC); participating in political campaigns, government internships, Boys State, Girls State or Model General Assembly; and participating in school-sponsored extracurricular activities that have a civics focus. Any student who enlists in the United States military prior to graduation will be deemed to have met this community service requirement.
4. Have good attendance and no disciplinary infractions as determined by local school board policies.

Other Diploma Seals are listed in the Secondary Course Catalog.

Documentation of service activities are to be kept on a volunteer log and hours are to be verified by the event sponsor that denotes the event, date, and hours served. The volunteer log should be submitted to the Social Studies Department Chair by June 1 of each school year.

SCHOOL DANCES

Scheduled dances include the Homecoming and Junior/Senior Prom. Students enrolled in grades 9-12 at Deep Creek High School may attend a school sponsored dance if they are a student in good standing and observe the following rules:

- Guests, when permitted, must be under 21 years of age
- No one will be permitted to re-enter the dance after leaving the building
- The use of alcoholic beverages and illegal drugs is prohibited.

- Such use is a violation of School Board Policy 9-24 and 9-35, as well as Chesapeake City Ordinances prohibiting consumption of alcohol or possession of alcohol/drugs on school property.
- All discipline policies and rules are enforced at dances. Dance technique and style is expected to be school appropriate.
- Metal detectors may be used for students entering a dance at DCHS.

CLASS DUES AND EVENTS

Class dues are \$5.00 and will be collected by the class sponsors for students to participate in any class activities. Class event pricing is arrived from the costs of each individual activity by class sponsors and class officers. For example, class socials, ice cream parties, Ring Ceremony, Junior/Senior Prom, Senior Banquet, tailgates, and homecoming. Students should read the announcements and check class bulletin boards for additional information or see the following class sponsors:

<u>Class</u>	<u>Sponsor(s)</u>	<u>Room</u>
Freshmen	Mrs. Rau	710
Sophomores		
Juniors	Mrs. Stevenson	105
Seniors	Ms. Weston/Mrs. Ely	203/411

SCHOOL FUND RAISING

All organizations--clubs, activity groups, sports teams, classes, PTSA, and athletic boosters-- must obtain the approval of the principal and director of student activities prior to the sale of any item. Students may not sell candy or other items for their own profits or for outside organizations.

DELIVERIES

Deep Creek High School is committed to protecting instructional time and we will not accept balloons, flowers, candy or other deliveries for students. Parents and delivery drivers may be turned away to avoid the disruption of class.

PTSA

The PTSA is committed to serving the students of Deep Creek High School through its efforts to represent and assist all who nurture and educate children. Membership dues are \$7.00. The Reflections Theme for 2018-2019 is “Hero’s Around Me” and the Citizenship Essay Theme will be publicized when announced. Students may submit *Reflections* entries to the school coordinator. Further information is available from English, Art and Music teachers in the fall of each year.

AMERICANS WITH DISABILITIES ACT NOTICE

It is the policy of Chesapeake Public Schools to afford individuals with disabilities opportunities for full participation in its programs, services, or activities. In accordance with the requirements of the Americans with Disabilities Act (ADA), the school system will provide auxiliary aids and services, upon request, to qualified individuals with disabilities. Individuals who need to request reasonable accommodations should contact the principal of the school providing the programs, services, or activities at least one week in advance.

WHERE TO FIND ANSWERS

Should you have questions or need to find additional information, please look for:

1. The Parent Newsletter is posted in Peachjar three (3) times per year—August, January, and June.
2. PAS calls are made nightly for student absences and tardies. Additional calls are made as special event reminders and school alerts.
3. The School marquee posts special events and announcements weekly.
4. Peachjar eflyer program. All flyers, newsletters, and PTSA updates are sent through Peachjar. To view these eflyers and to sign up to receive flyers to your email inbox electronically, click on the Peachjar logo that has been placed on the school's website homepage.
5. The School website at <https://www.cpschools.com/dch/>.

QUESTIONS

All policies and procedures addressed in the Deep Creek Handbook are a supplement to the Chesapeake Public Schools' **Student Conduct Policy Guidelines 2018-2019**, which is given to every student or can be found online at www.cpschools.com. Parents and students should contact the teacher for grading and assignment questions. Synergy is a vital online communication tool for parents and students to monitor course information, grades, and attendance, and it will simplify home-to-school and district communication for parents, offering access to near real-time information. It is strongly advised that all parents and students log in regularly. An app for ParentVue and StudentVue is available for both Apple and Android devices. Parents can elect to receive individual alerts and even set a threshold for the percentages. Students and parents can receive an activation code to log on if they do not already have one by contacting the student's guidance counselor. Questions regarding any of these procedures can be directed to the main office.