

HICKORY HIGH SCHOOL



STUDENT HANDBOOK

2020-2021

SOARing to Excellence in Academics, Athletics, and Activities

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HICKORY HIGH SCHOOL ADMINISTRATION & STAFF

ADMINISTRATORS

Mrs. Weingand	Principal
Mr. Carter	Assistant Principal (Gr. 10, A-M, & Gr. 12)
Ms. Coles	Assistant Principal for Instruction
Ms. Freeman	Assistant Principal (Gr 9)
Mr. Porter	Assistant Principal (Gr. 10, N-Z, & Gr. 11)

GUIDANCE

Ms. Roland	Guidance Director
Mrs. Lennon	Academic Counselor (A-Con)
Ms. Ruth	Academic Counselor (Coo-Hal)
Ms. Stukes	Academic Counselor (Ham-Len)
Mrs. Newman	Academic Counselor (Leo-Par)
Mr. Markin	Academic Counselor (Pas-Sp)
Ms. Johnson	Academic Counselor (Sq-Z)
Mr. Williams	Access Counselor
Mrs. Uncur	Guidance Secretary

MEDIA CENTER

Ms. Banks	Media Specialist
Ms. Hiryak	Media Specialist
Mrs. Kaczmerick	Media Secretary

CLINIC

Ms. Markley	School Nurse
Mrs. Westerman	Nurse Assistant

POSITION/ASSIGNMENT

SECRETARIAL

Mrs. Hanks	Attendance
Mrs. Jennings	Main Office
Mrs. Coker	Lead Secretary
Mrs. Anderson	Bookkeeper
Mrs. Gattsek	Bookkeeper
Mrs. Thornton	SOL Testing

POSITION/ASSIGNMENT

POSITION/ASSIGNMENT

SECURITY

Mr. Gardner	Security
Mr. Hardison	Security
Mrs. Mitchell	Security
Mr. Eric Kilian	Security

POSITION/ASSIGNMENT

ATHLETICS

Mr. Troia	Athletic Director
Mrs. Gilmartin	Athletic Trainer

POSITION/ASSIGNMENT

TECHNOLOGY

Mrs. Plank	Technology Integration Specialist
Mr. McCrary	Technology Support Specialist

POSITION/ASSIGNMENT

SCHOOL CONTACT INFORMATION

MAIN OFFICE	(757) 421-4295
MAIN OFFICE FAX	(757) 421-2190
GUIDANCE OFFICE	(757) 421-7194
GUIDANCE OFFICE FAX	(757) 421-4041
ATTENDANCE OFFICE	(757) 421-7363

www.hickoryhawks.com

VIRTUAL BELL SCHEDULE

Time	Student Schedule
9:00-9:45	Scheduled, teacher-led learning (Block 1)
9:45-10:30	Attend teacher office hours (as needed) At-home, independent learning
10:30-11:15	Scheduled, teacher-led learning (Block 2)
11:15-12:00	Attend teacher office hours (as needed) At-home, independent learning
12:00-12:30	Lunch
12:30-1:15	Scheduled, teacher-led learning (Block 3)
1:15-2:30	Attend teacher office hours (as needed) At-home, independent learning
2:30-3:15	Scheduled, teacher-led learning (Block 4)
3:15-4:00	At-home, independent learning
<p>Students have flexibility with their use of time during at home independent learning time slots. Work assigned to be completed independently can be accessed and submitted in Schoology at any time of the day or night.</p>	

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INTRODUCTION

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

STATEMENT OF PURPOSE

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

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

MISSION STATEMENT

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

PARENT TEACHER STUDENT ASSOCIATION (PTSA)

The Hickory High School PTSA is an organization of parents, teachers, students and other interested people in the communities served by the school. The PTSA is interested in the welfare of all youth. Membership dues are \$7.00. Visit www.hickoryhawks.com for the 2019-2020 PTSA meeting schedule and event calendar.

ALMA MATER

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

Positive Behavior Intervention and Supports

Hickory High School has joined many other Chesapeake public schools in adopting the Positive Behavior Intervention and Supports (PBIS) initiative. The purpose of this initiative is to support positive academic and behavioral outcomes for all students.

PBIS supports the goals identified in both the Hickory High School and the Chesapeake Public Schools mission statements:

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

*The mission of the Chesapeake Public Schools is to ensure that all students attain the knowledge, skills, and **attitudes** to become lifelong learners and productive citizens by combining the efforts of students, parents, community, and staff to provide a quality education in a safe, orderly environment in which **human dignity is valued**.*

This is how we SOAR online!

	Office Hours	Synchronous Learning & Breakout Rooms Breakout Rooms	Asynchronous Learning
S Safe Communication	<ul style="list-style-type: none"> → Unmute your mic and take turns speaking. → Use appropriate school language. 	<ul style="list-style-type: none"> → Avoid interrupting teachers or your peers and only attend your scheduled sessions. → Mute your mic, unless you're speaking. → Use appropriate language. → Engage in discussions when prompted. → Stay on topic. → Use the group chat or communicate verbally. 	<ul style="list-style-type: none"> → N/A-This is student independent learning.
O Take ownership of your learning	<ul style="list-style-type: none"> → Schedule/Attend office hours if you need help. → Listen actively. → Advocate needs to help progress learning. → Arrive on-time to your scheduled meeting. 	<ul style="list-style-type: none"> → Ask questions by using the "raise your hand" feature and waiting to be called on or type your questions in the chat. → Arrive and login on-time. → Have a back-up plan if you get disconnected. → Notify the teacher that assistance is needed. → Ask a partner in the breakout room. → Stay on topic and involved in discussions. 	<ul style="list-style-type: none"> → Visit Schoology for review materials, assignments, or to communicate with your teacher. → Complete all asynchronous activities. → Set daily goals. → Contact teachers in a timely manner to address questions.
A Attitude of Positive Participation	<ul style="list-style-type: none"> → Independent learning hours or working in small groups. 	<ul style="list-style-type: none"> → Direct instruction with the teacher, be respectful. → Follow instructions. → Small group discussions, tasks, partner work, and team assignments. → Share and collaborate. 	<ul style="list-style-type: none"> → Independent tasks and assignments.
R Respect the virtual environment.	<ul style="list-style-type: none"> → Take care of personal needs off camera. → Find a suitable work space. → Camera on or appropriate avatar displayed. → Use kind words. 	<ul style="list-style-type: none"> → Take care of personal needs off camera. → Use kind words. → Find a suitable work space and wear appropriate attire. → Respect each others' perspectives. → Take turns talking. 	<ul style="list-style-type: none"> → Find a suitable work space. → Complete necessary preparation work.

GENERAL POLICIES AND PROCEDURES

ATTENDANCE DURING VIRTUAL INSTRUCTION

CPS students will engage in teacher-led, synchronous instruction daily. Attendance for teacher-led learning sessions is important to student success; however, we recognize the scheduling challenges families may face. Meaningful interaction between a teacher and a student will count as daily attendance. In order to accommodate the needs of our students and families, students may participate in any of the following meaningful interactions:

- Attendance at a synchronous teacher-led learning session.
- Collaborating with a teacher 1:1 or in a small group during teacher office hours.
- Submission of an independent learning activity, assessment, or participation in an online discussion board in Schoology.
- Two-way exchange of communication with a teacher via email, videoconferencing, or phone call.

ATTENDANCE DURING IN-PERSON INSTRUCTION

School hours for students are from 8:45 a.m. to 3:38 p.m. Students need to report to classes on time. Regular school attendance is important in the academic development of the student. Excessive and unexcused absences from school are harmful to such development. On days when it is necessary for students to be absent, parents are requested to call the school that morning. Parents are asked to write a note for their child upon their return to school. Written notes are required for an absence to be excused and should include the following: 1) Student's name, 2) Reason for the absence, 3) Signature of parent or guardian, and 4) Phone number where parent or guardian can be reached.

On the 4 x 4 block schedule, a high school student ***shall not be granted credit if absences total more than nine class periods per course per term*** (see Excessive Absences below). The principal shall be the judge of extenuating circumstances (see below). Student participation in school-sponsored field trips and athletic events are not considered absences from school.

The personal illness of a student, severe illness or death in the immediate family, exposure to contagious disease, and religious holidays shall be considered the only legitimate excuses for absences or tardiness. In all cases of absences or tardiness, parents/guardians shall provide a written excuse in writing, stating the reason for the absence or tardy.

~Chesapeake Public Schools: A Student Handbook and Course of Study Guide – High School Catalog

EXCESSIVE ABSENCES

Students may be absent only nine (9) days in a 1-credit class and eighteen (18) days in a 2-credit class, nine (9) days per semester. **These days include all unexcused and excused absences.** Absences for school events are not to be counted.

EARLY DISMISSAL

Parents/guardians must report to the attendance office to pick up a student prior to the end of the school day. Photo identification is required and the individual's name must be listed on the student's emergency card.

Student drivers requesting early dismissal must submit a parental note requesting early dismissal directly to the attendance office upon arrival at school. The attendance clerk will issue the early dismissal notice and students will pick up a departure note from attendance before leaving school.

EXTENDED DAY PROGRAM (IN-PERSON INSTRUCTION)

The Extended Day Program has been established to help students who could fail courses due to excessive absences. A student may redeem a maximum of four (4) days per course during a semester. Students will not be permitted to enter the extended day period late. In order to receive credit for the extended day, the student must remain in the session the entire time, working on pre-approved school work. Extenuating circumstances applications may not be approved for students who have excessive absences and have not attended any extended day sessions. If students are asked to leave a session for behavior concerns, they will not receive credit for extended day and may not be allowed continued participation in the program. Extended Day times will be announced during the school year.

EXTENUATING CIRCUMSTANCES

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

TARDIES

Students are to be in class **on time**. Tardiness to class disrupts the educational process of students and teachers. Sufficient time has been allocated to facilitate student movement between all classes. Teachers will record tardies in Synergy.

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

1st, 2nd, 3rd, and 4th – Verbal warning

5th and 6th – One (1) day ISS

7th and each subsequent tardy – One (1) day OSS

TRUANCY POLICY FOR NON-ATTENDANCE

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

~Chesapeake Public Schools: Student Conduct Policy Guidelines

WITHDRAWING FROM SCHOOL

The Guidance and Counseling Department will issue withdrawal forms to students only upon receipt of parental permission or upon administrative action. The withdrawing 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 and counseling office.

~Chesapeake Public Schools: A Student Handbook and Course of Study Guide – High School Catalog

BUILDING USE AND CARE

- Students must leave the building by 3:50 p.m. each day unless involved in a supervised activity.
- The gym and auditorium are off-limits to students unless they have specific authorization to be in those areas.
- All students will eat in the commons area. Food or drink is not permitted in any other part of the school building. Students are not permitted to leave school for lunch. Weekly menus are published on the Chesapeake Public Schools Nutrislice website (cpschools.nutrislice.com). Academic hallways are considered off-limits during lunch, unless students have a hall pass.
- All students should be proud of the campus and the building. In order to maintain a safe and orderly environment, students should adhere to the following rules:
 - Do not mark or mar furniture, equipment or windows
 - Do not place feet on walls or lockers
 - Do not damage or destroy school property
 - Keep classrooms and halls free of paper, food, and drink
 - Do not post any material or notices on bulletin boards without prior approval of the administration
 - Do not post any wall signs for any activity without prior approval of the administration.

BUS TRANSPORTATION (IN-PERSON INSTRUCTION)

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

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

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

CLASS DUES

Class dues are necessary to pay for class activities which extend beyond required educational services. Class dues are \$5.00 and are due and payable each year. All class dues are applied towards class expenses. Failure to pay dues may result in restriction of participation in class activities during the junior and senior years. Class sponsors will announce when dues are collected. Dues may also be paid online through the "My Payments Plus" link on the HHS or CPS websites. All students are responsible for paying class dues.

CLINIC (IN-PERSON INSTRUCTION)

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

Students that misuse or distribute over the counter medicines are subject to disciplinary actions.

COMPUTER LABS

The goal of the computer resource labs is to give students and faculty the opportunity to use technology for enhancing education. Presently, there are four labs on the second floor. The computer labs are located in rooms 239, 241, 243, and 245. The computer labs are open daily from 8:30 a.m. until 3:50 p.m. to accommodate students and faculty.

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

CUSTOMARY FEES

The School Board approved the following fees:

Meal Prices	
School Breakfast - Adult.	\$1.90
School Breakfast - Student	\$1.30
School Lunch - Adult	\$3.60
School Lunch - Student	\$2.60

Physical Education - Gym Uniforms	
Shirt -Youth	\$4
Shirt - Adult SM-XL	\$5
Shirt -Adult 2XL-5XL	\$6
Shorts (Mini Mesh) - Youth	\$7
Shorts (Mini Mesh) - Adult S-XL	\$8
Shorts (Mini Mesh) -Adult 2XL-4XL	\$9.00

DELIVERIES

The main office staff will not accept the delivery of restaurant food, drinks, flowers, or balloons to the students of Hickory High School.

DISCIPLINE

Discipline is an integral part of the educational process as it relates to the development of personal integrity, maturity, and, ultimately, good citizenship. It is important, therefore, that it be clearly understood that propriety of conduct and good order in our schools are essential and will be maintained. Monitoring of student behavior and movement is subject to electronic surveillance. This list of school disciplinary infractions is designed to assist staff, students, and parents, **but is not intended to be all-inclusive**. Modifications will be made at the discretion of the administration. Violation of the following discipline policies may result in expulsion, out-of-school suspension (OSS), in school suspension (ISS), or revocation of student privileges or other disciplinary actions deemed appropriate by the administration:

1. Stalking, threatening bodily harm, or assaulting school personnel, students, or others.
2. Threatening to bomb or burn school buildings or school property.

3. Verbal argument.
4. Pulling fire alarm, causing a false alarm, or calling 911 without cause.
5. Destroying or damaging school buildings or property.
6. Stealing.
7. Falsifying information, or presenting forged documents to school officials.
8. Throwing any object that could cause bodily harm to students or teachers.
9. Possessing dangerous objects or weapons.
10. Inappropriate language/profanity regardless as to whom directed.
11. Disrupting the educational process, learning, or instruction.
12. Displaying a rude, defiant, or insolent attitude toward school personnel.
13. Possessing radios, tape or CD players, or any portable communication devices, e.g.: beepers, cellular telephones, etc., on one's person, although they may be kept in personal vehicles.
14. Display of verbal or physical sexual harassment.
15. Selling items other than those approved by the school.
16. Failing to sign-out (or in) and/or leaving school without administrative authorization.
17. Being in off limits areas - i.e., parking lot; out of designated lunch area, out of building during class, etc.
18. Failing to correct a problem/violation after a faculty, staff, or administrative warning.
19. Inappropriate public displays of affection.
20. Inappropriate or unauthorized use of educational equipment, such as computers, copiers, scanners, etc.
21. Inciting or instigating a fight.
22. Leaving school grounds without permission.
23. Punching or hitting another student in a fight.
24. Possession and/or use of tobacco products.
25. Possession and/or use of drugs and/or drug paraphernalia
26. Bullying, gang-related activity, or hazing.
27. Inappropriate dress.
28. Parking violations.

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

Students given In-School Suspension (ISS) are encouraged to obtain assignments from their teachers prior to serving ISS, as ISS is not considered as a school absence. Student absences from class due to Out-of-School Suspension (OSS) are considered unexcused absences. Students are responsible for missed work. Students given OSS are not to be on Chesapeake Public School property or at any school sponsored function at any time through the duration of their suspension. Suspended students who go onto Chesapeake Public School property are subject to being charged with trespassing.

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

DRESS CODE

The Chesapeake School Board expects all students to dress in a manner appropriate for the promotion of learning. Student appearance shall not be disrespectful, indecent, dangerous to the health and welfare of students, or disruptive to the school environment. **Students found in violation of the dress code will be given the opportunity to call home to secure appropriate clothing and/or be loaned a gym uniform to wear in the event that parent contact cannot be made. In cases of rips in jeans above mid-thigh, duct tape may be used to cover the rips. Continued violation of the dress code will result in ISS or OSS.**

1. Students will not be allowed to wear clothes, jewelry, or other apparel or personal belongings that advocate violence, use of alcohol, tobacco products or drug use and/or distribution; that represent gang activity and/or membership; use obscenities; or reflect adversely on persons due to race, gender, creed, religion, disability, or sexual orientation.
2. Students who wear revealing attire may be removed from school until properly dressed.
3. Students will not be allowed to wear hats, caps, or any other kind of head cover in the school building.
4. Students will not be allowed to wear items containing spikes.
5. Shirts must be worn in an appropriate manner.
6. All pants must be secured at the waistline.
7. Students may not wear revealing attire, including apparel that exposes the midriff, tube or halter tops, see-through fabrics, low-cut, backless, or spaghetti-strap garments.
8. Dresses, skirts, and shorts must be no higher than mid-thigh. Any holes, rips, or cut-outs in pants must start below mid-thigh.
9. For reasons of health and safety, all students are required to wear appropriate shoes when on school property.
10. Students whose dress is considered contrary to good hygiene or in any way disruptive to the learning process will be required to meet the school standards.

Dress Code infraction record will be maintained in the main office on the following form. Please note consequences listed on the form.

HICKORY HIGH SCHOOL DRESS CODE INFRACTION RECORD				
STUDENT: _____		PARENT: _____		PHONE: _____
INFRACTION	CONSEQUENCE	DATE	STUDENT'S SIGNATURE	PARENT CONTACT
1 st Offense	Correct Problem: Cover Holes, Change Shirt, Call Parent for Change, Etc.			Not Required
2 nd Offense	Correct Problem Parent Contact			
3 rd Offense	Correct Problem ISS (1 Day) Defiance			
4 th Offense	Correct Problem OSS (1 Day) Defiance			

ELECTRONIC DEVICES

Privately-owned electronic devices are permitted on school property for the purpose of supporting and promoting the educational objectives of the Chesapeake Public Schools at the discretion of the Superintendent and building administration and consistent with the terms of school board policy (P 9-20.2).

~Chesapeake Public Schools: Student Conduct Policy Guidelines

Devices used on school property, including school buses, and/or off school property at school-sponsored events, are also subject to Policy 6-36, Acceptable Telecommunications and Internet Use.

~Chesapeake Public Schools: Student Conduct Policy Guidelines

Students may utilize cellular devices to listen to music in hallways and at lunch with one earbud/headphone so they are able to hear staff member directions. Music must be able to be heard by others. Network capabilities must be disabled (turned off) during the instructional day. If a device is a distraction or disruption on a school bus, the bus driver may require the device be put away. Students are responsible for knowing how to properly and effectively use their devices. The School Division will not provide any means of support for any device. Unauthorized audio or video recording is prohibited. Voice, video and image capture applications may only be used with prior teacher permission and for a specific instructional purpose.

The use of Personal Electronic Devices must adhere to the following zones which have been approved by administration:

NO ZONES Devices Prohibited	FLEX ZONES Devices Allowed as Approved	GO ZONES Devices Allowed
<ul style="list-style-type: none"> • Restrooms/Locker Rooms • Testing Areas 	<ul style="list-style-type: none"> • Classroom with teacher approval • Media Center – With teacher approval or during assigned lunch with headphones. • Instructional Areas with Administrative Approval 	<ul style="list-style-type: none"> • Before and after school in administratively approved areas • Hallways Between Classes (music only with one headphone/earbud on/in ear; no phone calls allowed) • Cafeteria and courtyard during student’s assigned lunch

Students that do not adhere to the identified zones are subject to disciplinary action, including confiscation of the device, suspension, and/or termination of the privilege to bring a device to school.

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

1st Offense: The cellular telephone, other portable telecommunication device, or electronic device will be confiscated and returned to the student at the end of the school day.

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

3rd Offense: The cellular telephone, other portable telecommunication device, or electronic device will be confiscated and returned to the parent/guardian, and the student will be assigned 1 Day OSS.

4th Offense: The cellular telephone, other portable telecommunication device, or electronic device will be confiscated and returned to the parent/guardian, and the student will be assigned 2 Days OSS.

Refusing to submit an electronic device to school personnel may result in additional disciplinary consequence, including suspension.

Any action that is disruptive of the educational process and/or includes the initiation and/or passing on of threats against persons or property will be subject to disciplinary consequences.

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

HALL PASSES

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

LOCKERS

Lockers will be assigned by request. Students who would like lockers should make the request in the main office.

LOST AND FOUND

Articles found should be turned in to the main office, where the owner may claim his/her property by identifying it. Students should be sure their lockers are properly secured in order to protect their belongings. Students enrolled in physical education should lock all valuables in their gym lockers.

MEDIA CENTER

Rules and requirements for Media Center usage include:

1. The Media Center hours are from 8:00 a.m. to 3:50 p.m.
2. Student behavior in the Media Center should be conducive to quiet study and free of disruption.
3. Students may visit the Media Center before school, during lunch, and after school without a pass. Students may come to the Media Center during class time with a pass from a teacher and a specific purpose.
4. Permission must be obtained from the media specialist to leave the Media Center during class hours.
5. Books are checked out for two weeks and may be renewed. A five cent per day charge is applied to overdue books. No item should be removed from the Media Center without first checking it out to the person who is borrowing the item.
6. Magazines, encyclopedias, and reference books may not be taken out of the Media Center unless that item is marked for circulation.
7. Students should leave book bags, gym bags, and large purses on the floor near the circulation desk.
8. Computer usage in the Media Center is limited to research for educational purposes. No random surfing is allowed on the Internet. The Media Center provides access to a wide variety of online tools which include: the Internet, educational databases, online catalogs, and Office applications.

MINUTE OF SILENCE

Daily observance of one minute of silence: In order that the right of every pupil to the free exercise of religion be guaranteed within the schools and that the freedom of each individual pupil be subject to the least possible pressure from the Commonwealth either to engage in or to refrain from religious observation on school grounds, the School Division shall establish the daily observance of one minute of silence in each classroom.

During such one-minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice.

~Chesapeake Public Schools: Student Conduct Policy Guidelines

At Hickory High School, the moment of silence will take place during the homeroom block.

MOTOR VEHICLES/PARKING

Student parking is available in designated areas. One-day parking is available for emergency situations. Prior administrative approval is required. Parking privileges are extended to licensed 10th, 11th, and 12th graders. All students parking on the school grounds during regular school hours must have parking permits. Students parking on school grounds are expected to secure and leave their vehicles upon arrival. Students are not allowed to return to their vehicles prior to their scheduled departure from school. Further rules and regulations regarding motor vehicles will be distributed to those applying for a parking permit. Violations of

these regulations may result in rescinding of privileges, towing, and/or suspension. Parking privileges may also be denied as the result of poor attendance, tardiness, improper behavior, or disciplinary infractions. Student drivers who acquire a 6th tardy to first block class during a nine-week period may lose parking passes for 30 days.

SCHOOL CLOSINGS

On occasion, schools will be closed due to inclement weather or extended power failure. In these cases, the Superintendent of Schools will announce the closing of schools. Parents and school employees will be notified of such closings by the Chesapeake Public Schools' Parent Alert System. Additional information will be broadcasted through radio station WFOS-FM 88.7, Channel 46, as well as by other local radio and television stations.

STUDENT RECORDS

Each student will have a cumulative folder, which will include a record of achievement, health information, standardized test results, and a personal data sheet. This folder is updated continuously to reflect the student's growth and development. It is the policy of Chesapeake Public Schools to maintain the confidentiality of student records which will not be disclosed without written parental consent, except as provided by law.

~Chesapeake Public Schools: A Student Handbook and Course of Study Guide – High School Catalog

TELECOMMUNICATIONS AND INTERNET USE POLICY

School Board Policy P 6-36 and subsequent regulations R 6-36 were approved by the School Board on June 9, 2008. This policy governs the acceptable telecommunications and Internet use for students. The policy and the specific regulations that this policy governs can be found in the student packet that is sent home by the schools or by calling your child's school and requesting a copy of the policy and regulations.

It should be understood that all use of the Internet and the telecommunications systems must be in support of education and research and consistent with the educational objectives of Chesapeake Public Schools. Use of the telecommunications systems, including the Internet, is a privilege and inappropriate use will result in a cancellation of those privileges.

All users of Chesapeake Public Schools' telecommunication and computing resources are responsible for being aware of this policy. Violations of this policy that result in inappropriate or improper use of Chesapeake Public Schools' resources are subject to disciplinary action. Offenders may be prosecuted under the terms described in the Code of Virginia 18.2.-152.4. The Virginia Computer Crimes Act authorizes sanctions that range from a misdemeanor to a Class 6 felony for computer fraud, trespass, invasion of privacy, theft of services, forgery, or damage to computer data, networks, programs, or software. In all such cases, the proper law enforcement officials shall be notified and appropriate charges shall be filed.

~Chesapeake Public Schools: Student Conduct Policy Guidelines

TEXTBOOKS

Textbooks are provided for student use free of charge. Students will be responsible for payment of recovery costs relative to the loss or damage of books. Parents who want to purchase additional textbooks for personal use are encouraged to utilize online retailers and used bookstores. Search engines such as Yahoo, Google, or websites such as Amazon.com or addall.com are among the many Internet resources used to locate new or

used textbooks. Be sure to use the textbook's ISBN number found in the front of the book to ensure you purchase the correct edition. For additional information, parents may call 547-1470.

~Chesapeake Public Schools: Student Conduct Policy Guidelines

SEARCH AND SEIZURES

School administrators have the authority to search a student, a student's personal property, a student's vehicle, and/or a student's locker when a reasonable suspicion exists that prohibited, illegal, stolen, or dangerous articles are contained on a student, in a student's property, or in the locker assigned to a student. School officials may seize any illegal or unauthorized articles discovered in the search. Unauthorized articles may be defined as any items dangerous to the health or safety of students or school personnel, disruptive of any lawful function, mission, or process of school, or any items described as unauthorized by individual schools. If illegal substances or objects are found in a search, law enforcement officers shall be notified.

Students, parents, and visitors entering a school may be subject to periodic, unannounced metal detector screening.

Student lockers, school parking lots, and classrooms, once students are removed, may be subject to periodic, unannounced searches by trained drug-detection canines.

~Chesapeake Public Schools: Student Conduct Policy Guidelines

VISITORS

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

ACADEMIC PROGRAM

ACCREDITATION

Hickory High School holds accreditation with the Virginia State Department of Education and AdvancED. The school has also received full Standards of Learning certification from the Commonwealth of Virginia.

GRADING AND CLASS RANK

High School – Averaging Credit Grades in a Four x Four Block Schedule

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

1. The school year is divided into two semesters.
2. Each semester consists of four marking periods. The four marking period grades and the exam grade will be used to determine the final grade. Each carries a weight of twenty percent.
3. Grades for year-long courses (A/B alternating block and the Governor's School for the Arts) will be considered interim grades at the 01, 03, 05, and 07 reporting periods. These grades will not be used to determine the final grade for the semester.
4. CCST classes that are 1.5 credits each semester will have four marking periods and the exam grade to determine the final grade for the semester. CCST classes that are 3.0 credits and are full year classes will use all eight marking periods and two exams to determine final grades.
5. As required by School Board policy (6-44), all grades are subject to improvement based upon the timely completion of make-up work.
6. Final grades should be in the best interest of the child. Marking period/exam grades (especially "E's") need to be closely monitored to ensure that the final letter grade is accurately reflected.
7. Regulations regarding grading in Advanced Placement courses are found in a later section of this document.
8. Dual Enrollment courses will utilize the grading scale of the college or university as noted in the Dual Enrollment contract.

Special Note

Students are expected to demonstrate consistent effort and mastery of the Standards of Learning and the curriculum objectives. If there is a dramatic decline in performance and the student does not demonstrate a mastery of the Standards of Learning, the student may fail the course regardless of the numerical average.

Weighted Credits

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

Students who transfer into the Chesapeake Public Schools will be given weighted credit for courses passed successfully in other school divisions if the specific courses are weighted in the Chesapeake Public Schools. Weighted credit will not be awarded unless courses are weighted in the Chesapeake Public Schools.

Honor Roll

High school 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 Award	Principal's Honor Roll Award	Honor Roll Award
High School	3.85 – 4.00 GPA (with no grade lower than A-)	3.50 – 3.84 GPA (with no grade lower than B-)	3.00 – 3.49 GPA (with no grade lower than C)

HONOR GRADUATES

The distinction of honor graduate is awarded to all students who have met the requirements for the modified standard, standard with credit accommodations, 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 [8 VAC 20-131-110]. 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

For the purpose of representing the senior class, the determination of valedictorian and salutatorian is made based upon the weighted grade point average at the end of the second semester of the senior year (or 8th semester). In addition, the student shall not have been enrolled in the last four years of high school for a period of more than eight consecutive terms, 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. On the student's final transcript, final class rank is calculated following graduation. The student with the highest rank at the end of the senior year will be declared the valedictorian of the graduation 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.

Determination of student involvement in graduation exercises are decisions made by the school principal.

~Chesapeake Public Schools Grading Guidelines

CLASS RANK

Class rank will be determined by assigning the student with the highest grade point average the rank of number one; the second higher, the rank of number two ; etc., with the process continuing consecutively. Final class rank is calculated when courses are complete.

In cases where more than one student has the same numerical average, all students with that average will be given the same rank. The next highest average will assume the next rank position, which will indicate the number of students having a higher rank. An example is provided below.

Example of Class Rank		
	GPA	RANK
Student A	4.125	1
Student B	4.125	1
Student C	4.100	3
Student D	4.100	3
Student E	4.000	5

CLASSIFICATION OF STUDENTS

Promotion in the senior high school 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 (i.e., sophomore, junior, senior) shall be based upon the criteria that follow:

9th grade (freshman) to 10th grade – The successful completion of 4 standard subject-area credits including an English credit and 1 verified credit in EITHER science, social science OR mathematics.

10th grade (sophomore) to 11th grade – The successful completion of 10 standard subject-area credits including 2 English credits and 3 verified credits INCLUDING at least 1 in mathematics, 1 in science AND 1 in social science.

11th grade (junior) to 12th grade – 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 mathematics, 1 in science AND 1 in social science.

12th grade (senior) to graduation (Standard Diploma) – The successful completion of 22 standard subject-area credits in state prescribed areas of study and 6 verified credits INCLUDING at least 2 in English, 1 in mathematics, 1 in science, 1 in social science, AND 1 student selected.

OR

12th grade (senior) to graduation (Advanced Studies) – The successful completion of 26 standard subject-area credits in state prescribed areas of study and 9 verified credits INCLUDING at least 2 in English, 2 in mathematics, 2 in science, 2 in social science, AND 1 student selected.

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. Exceptions for handicapped students may be made on the basis of their individualized education programs.

(R 9-27.Promotion/Retention: Beginning with 9th grade entering 2004)

~Chesapeake Public Schools: A Student Handbook and Course of Study Guide – High School Catalog

HOME INSTRUCTION

Placement of Home Instruction Students in the Chesapeake Public Schools

Parents of students receiving home school instruction who wish to enroll children in Chesapeake Public Schools may do so by contacting the principal of the school in the attendance zone in which the parent resides. Grade-level placement of students will be determined by the principal in accordance with the Regulations Establishing Standards for Accrediting Public Schools in Virginia and will depend upon age-appropriateness as well as upon emotional adjustment and academic success.

To assist the principal in making the proper placement, the parent will be required to provide the following:

1. A description of course work completed (transcript)
2. Evidence of achievement in course work (report cards)
3. Documentation of hours of study
4. Standardized test scores

Awarding of Credits

Students entering a Chesapeake public high school from a non-accredited school or home school and seeking credits for previously completed course work must verify credits earned in grades nine or above by **one** of the following:

1. Presenting an official transcript from a correspondence school or other private institution approved by the Superintendent of Public Instruction; **or**
2. Successfully completing a Chesapeake Public Schools end-of-course examination in the appropriate content areas of English, history and the social sciences, mathematics, and science; **or**
3. Meeting the following requirements:
 - a. Providing evidence of attainment of a percentile rank of 80 or above on achievement tests which have been approved by the Board of Education and which have been administered in the previous twelve months; **and**
 - b. Providing evidence of successful academic performance in previous public or accredited private school experiences (e.g., report cards, school records, work samples); **and**
 - c. Successfully completing a semester (high school term) of course work in Chesapeake Public Schools.

High school credits granted will be recorded as pass/fail, and they will not be used in determining the cumulative grade point average or class rank.

If determining the appropriate placement of the student requires more than one day, the student will be placed in the grade level or in the courses that seem appropriate based on evidence available. Such placement, however, may be temporary, and parents or legal guardians should be so informed in writing by the principal.

References:

Code of Virginia: 22.1-254, 22.1-254.1, and 8 VAC 20-131-60 (A)
Approved January 2004; Revised May 22, 2008

If students are home-schooled, inquiries in reference to AP, SAT, and PSAT exams (as well as the availability of financial assistance for low-income students) may be made to the Zone High School. Home schooled students must notify the Zone High School's Counseling Department by September 15 of their desire to take the PSAT and February 1st of their desire to take AP tests.

COURSE INFORMATION

Chesapeake Public Schools publishes an annual Secondary Course Catalog with information regarding course offerings, graduation requirements, and special programs. This catalog can be accessed online at <https://cpschools.com/guidance-school-counseling/wp-content/uploads/sites/40/2017/05/catalog-highschool-20182019.pdf>. Paper copies of this catalog are also available in the Guidance office.

CHANGING AND DROPPING COURSES

Students are expected to follow the schedule of courses for which they register. However, circumstances may arise which give valid reasons for changing a schedule or dropping a course. Adjustments will be made only when, in the judgment of the principal, the reason for change is valid. **Note: If a student requests to drop a course during the drop/add period, written notice must be received by the school's counseling department within the first five days of that class. A student may not drop a course and add a new course after the first five days of a class.**

~Chesapeake Public Schools: A Student Handbook and Course of Study Guide – High School Catalog

SYNERGY

Synergy is a web portal that has enhanced our ability to communicate by providing students and their parents the availability to check homework assignments, news and class calendars in grades K through 12. This resource provides grades 3 through 12 itemized grade reports as well as such items as upcoming tests, projects, homework, and class expectations. Synergy provides parents accounts which will allow them to obtain instant and secure information concerning their child.

EXAM EXEMPTIONS

There will be no Attendance Exam Exemption for the 2020-2021 School Year. Offering SOL Exam Exemption and Industry Credential Exam Exemptions will be determined at a later time.

GRADING SYSTEM

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

Range	Letter Grade
93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
64-66	D
Below 64	E

COURSE FAILURES

Students that fail a class in the fall will not be allowed to repeat the course in the spring without principal approval. All requests must be submitted through the Assistant Principal for Instruction.

GRADUATION REQUIREMENTS

The Virginia Board of Education of the Commonwealth of Virginia establishes graduation requirements for all Virginia public schools. The Board of Education of the Chesapeake Public Schools maintains its graduation requirements based on regulations set by the Virginia Board of Education (8 VAC 20-131-10-et.seq.)

To receive a high school diploma, students must meet the requirements for the Advanced Studies Diploma or the Standard Diploma beginning with the ninth grade class of 2013-2014. An Applied Studies Diploma is awarded to students with disabilities who complete the requirements of their individualized education plan (IEP). A Certificate of Program Completion is awarded to students who successfully complete all academic coursework (standard units of credit) required for either the advanced studies or standard diploma, but who need to continue to take a Standards of Learning (SOL) test(s) for the required verified credits. Through elective choices, students have the opportunity to design a course of study that best prepares them for different goals. Students are encouraged to consider both educational and career goals in selecting courses. An unofficial transcript will be made available to all students during the scheduling process each year. With the help of this record, students, parents or guardians, and counselors can provide assistance in the course selections process to ensure specific graduation requirements are met.

Students must fulfill the following requirements in order to receive a diploma and graduate from a Chesapeake City Public School:

- Earn the required units of credit by passing required course work.
- Earn verified units of credits based on SOL tests.
- Successfully complete one virtual course, which may be non-credit bearing.
- Earn a board-approved career and technical education credential (Standard Diploma only)
- Receive training in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation. (Beginning with first-time ninth grade students in the 2016-2017 school year)

~Chesapeake Public Schools: A Student Handbook and Course of Study Guide - Secondary Catalog

SCHOOL COUNSELING SERVICES

The Virginia Board of Education has implemented state standards of learning for students to ensure that all graduates of Virginia high schools can compete in a global economy. In accordance with the State Standards, effective school counseling and guidance programs are designed to ensure that all students, grades Pre-K through 12, have the opportunity for support in academic, career, and personal/social development to meet the demands of these standards. Professional school counselors join with parents, teachers, administrators, and other school and community members, to foster, promote, and improve student success and achievement in schools.

Regulations of the Virginia Board of Education state “school guidance and counseling are support services designed to promote the academic mission of public education and exist primarily to aid the student’s academic achievement in elementary and secondary education.”

School counseling is a process of helping people by assisting them in making decisions and changing self-defeating behavior. School counselors work with all students, school staff, families, and members of the community as an integral part of the education program. School counseling programs promote school success through a focus on academic achievement, prevention and intervention activities, advocacy and social, emotional, and career development.

The purpose of the school counseling program is to impart specific skills and learning opportunities in a proactive and preventive manner which ensures that all students can achieve school success through academic, career, and personal/social development experiences. All students benefit from the services of a credited or certified school counselor who delivers a school counseling program that is comprehensive in scope and developmental in nature (American School Counselor Association, 1997).

Pursuant to the Standards of Quality, guidance and counseling services will be made available to all students enrolled in Chesapeake Public Schools. Descriptions of services include the following:

- **Academic Guidance:** Academic guidance helps students and their parents to acquire knowledge of the curricular choices available to students, to plan a program of studies, to schedule and interpret academic testing, and to seek post-secondary academic opportunities.
- **Career Guidance:** Career guidance helps students and their parents to acquire information and to plan work, jobs, apprenticeships, and post-secondary educational and career opportunities.
- **Personal/Social Counseling:** Personal/social counseling helps students (1) to develop an understanding of themselves as well as the rights and needs of others, and (2) to resolve conflicts in a positive (nonviolent) manner. Such counseling will assist students to define individual goals, which reflect their interests, abilities, and aptitudes.

The guidance and counseling program of Chesapeake Public Schools is a collaborative effort by parents,

teachers, counselors, support personnel, and administrators. The program is a planned, sequential program offering academic and career counseling, and personal/social counseling services to all students. Emphasis is placed on helping students deal effectively with problems that may impact learning.

The program objectives are designed to assist students in accomplishing the following:

- Resolving problems which interfere with learning;
- Acquiring positive attitudes toward learning;
- Developing effective study skills;
- Understanding self and others;
- Acquiring problem-solving skills and decision making skills;
- Becoming increasingly responsible for personal behavior; and
- Developing an understanding of the world of work.

School counselors also provide:

- Consultation with parents, teachers, and staff;
- Informational programs and activities;
- Identification and support of students with special needs;
- Crisis intervention and crisis management;
- Referrals and partnerships with school/community agencies;
- Support

~Chesapeake Public Schools: A Student Handbook and Course of Study Guide - Secondary Catalog

HONOR CODE OF ACADEMIC INTEGRITY

In compliance with Chesapeake Public Schools Board policy, our students are expected to do their own work within the guidelines established by the school and our teachers. The classroom teacher is **responsible for creating environments that are unfavorable to cheating (e.g., adequate spacing of desks, multiple forms of tests, adequate monitoring during test administration, etc.)**.

Examples of honor code violations include but not limited to the following:

- Copying someone else's work.
- Allowing someone to copy work.
- Having someone else do his/her work.
- Looking at someone else's quiz, test, examination, or allowing another student to look at his or her paper.
- Using a textbook, class notes, prepared cheat notes or mechanical/electronic devices on a test or quiz, unless authorized.
- Exchanging papers with another student during the test or quiz.
- Giving or receiving written or oral answers during a test.
- Securing a copy of a test prior to taking it.
- Purposely failing to turn in work at the teacher's designated time.
- Relaying information or accepting information concerning test items and/or format.
- Plagiarizing--using or copying material or ideas from another source while submitting it as his/her own without giving proper credit to the source.
- Taking a test for another student.
- Falsifying data--scientific, experimental, or bibliographical.
- Planning schemes with others to cheat.
- Any other action that is designed to provide a grade advantage.

All honor code violations MUST be reported by teachers within three school days of the incident to the Assistant Principal for Instruction.

Consequences of Violating Stated Cheating Acts

The following actions shall be applied by the API for violations of the HHS Honor Code:

After the first violation of the HHS Honor Code:

1. The student will receive a failing grade on the assignment(s);
2. Parental contact will be made by the referring teacher
3. Subsequent to teacher contact with the student's parent, the API will arrange a parent/student conference;
4. The student will be notified that the violation will be reported to club sponsors and athletic coaches. Sponsors and coaches will determine continued participation according to their stated bylaws and regulations
5. Students will be warned that further infractions may result in suspension of participation in extracurricular events, including athletics.

After the second violation:

1. The student will be assigned one day of ISS;
2. The student will receive a failing grade on the assignment(s);
3. Parental contact will be made by the referring teacher
4. Subsequent to teacher contact with the student's parent, the API will arrange a parent/student conference;
5. The student will be dismissed from all leadership positions in student activities (clubs, classes, SCA, sports, etc.) for the remainder of the school year;
6. Students will be warned that further infractions may result in long-term suspension or removal from extracurricular participation and OSS.

After the third and all subsequent violations:

1. The student will be assigned one day of OSS;
2. The student will receive a failing grade on the assignment(s); and
3. The student will receive a suspension or removal from extracurricular events, including athletics.

Notes:

- The cheating violations file is a restricted file and access is granted only on a need-to-know basis to school personnel including the sponsors of organizations such as the National Honor Society, Student Ambassadors, and the Scholarship Committee.
- All cheating violation reports will be destroyed upon the student's graduation, although records of disciplinary actions for multiple offences are contained within the student's file and our bound by state records retention laws.
- Decisions can be appealed.
 - The order of appeals is as follows:
 - ❖ The first level of appeal, if one is desired, is to the Assistant Principal for Instruction, who will hear from the student and the teacher, and a decision is rendered.
 - ❖ The second level of appeal, if one is desired, is to the principal where the student is heard, the teacher is heard, the API, and the principal renders a decision. The annual review of the Hickory High School Honor Code will be conducted during the first nine weeks of school. The students will be asked to sign a form indicating that they have been informed of the policy and given an opportunity to ask questions to clarify both the policy and the consequences.

The Hickory High School Honor Code

On my honor, I pledge that this work is completely from my own effort and, to the best of my knowledge, I have not helped another student break the Hickory Honor Code.

MAKEUP 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). Families should communicate with their student's teachers regarding any attendance issues.

1. It is the student's responsibility to access and submit all completed work missed when absent. Students absent between 1-3 consecutive days have up to 5 school days to submit the work for full credit. All missing assignments must be turned in before the end of the marking period. Exceptions must be presented and approved by administration.
2. When a student is absent the day of an assessment, the student should be prepared to make up the assessment as soon as possible as agreed upon with the teacher.
3. Typically, students who are present but fail to submit an assignment will receive a 20% deduction per day that the assignment is late. We understand there may be extenuating circumstances to consider. Please be sure to communicate with the teacher.
4. In the case of an intentional absence (e.g., skipping class or school) students shall not be permitted to make up work for credit and should receive a zero for any work assigned on the day/class period of the absence
5. 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.

~Chesapeake Public Schools: Grading Guidelines revised August, 2020

ASSIGNING A GRADE OF ZERO

Realizing the importance of students completing all assignments, a grade of zero should only be assigned in the following situations:

1. 1. If it is documented that a student has cheated on an assignment, a grade of zero should be given.
2. 2. 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.
3. 3. If a student fails to submit an assignment within the makeup work guidelines, a grade of zero may be given.
4. 4. NOTE: In grades 3-5, a grade of less than 50 may only be given if there are extenuating circumstances.
5. 5. The building principal/administrative designee will make the final decision to determine if extenuating circumstances exist.

REPORT CARDS

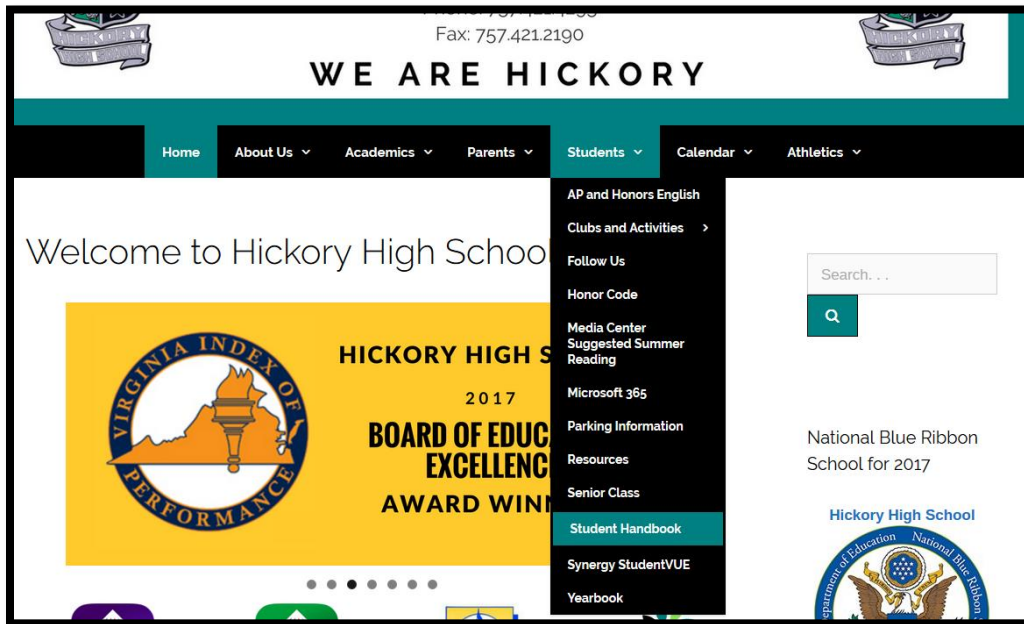
Report cards will be issued approximately one (1) week after the end of each grading period. Report cards will be issued four (4) times during each term. Specific dates will be announced. Parents and students are encouraged to utilize Synergy to monitor a student's grades throughout the semester.

STUDY HALL/TUTORING (IN-PERSON INSTRUCTION)

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

Acknowledgement of Receipt of Student Handbook

My signature below indicates that I have read the Hickory High School 2019-2020 Student Handbook located on the HHS Website (<https://cpschools.com/hhs>) and have reviewed its contents with my son or daughter.



Student Name (Print)

Grade

Homeroom

Parent/Guardian Signature

Date

Student Signature

Date

Student must return this signed page to his/her homeroom teacher OR complete the teacher's Google form by Friday, September 11, 2020.