



# Colonial Heights High School 2018-2019

Colonial Heights High School  
3600 Conduit Road  
Colonial Heights, VA 23834  
(804) 524-3405  
[www.colonialhts.net](http://www.colonialhts.net)

Building Hours 7:00 a.m. – 3:00 p.m.  
Student Hours 7: 35 a.m. – 2:18 p.m.  
Summer Hours will be noted on Marquee

COVER DESIGN BY DAVE COLLINS, CLASS OF 2019

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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## WELCOME

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you to adjust to our school and to become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship that will help you to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school, which will prepare you to live a better life, and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

Best wishes for a successful year!

Kristin K. Janssen,  
Principal

James D. Burnett,  
Asst. Principal

John Thomas, Jr.  
CTE Director/Asst. Principal

## COLONIAL HEIGHTS HIGH SCHOOL BELIEFS AND MISSION

Our Mission:

Colonial Heights High School, with the help of parents and community partnerships, will strive to challenge and enrich students' lives by providing them with a quality education in a safe and nurturing environment. All students will be instructed in the achievement of academic knowledge and technological skills, which will enable them to become independent, productive members of society.

## HONOR CODE

As a member of the student body of Colonial Heights High School:

I will treat every fellow student in the same manner that I expect them to treat me, having full respect for their property and rights.

I will respect the authority of all teachers.

I will make every effort to protect my school property and maintain its appearance.

I will neither give nor receive aid during an examination or test.

I will make sure that all work submitted will be honest in every respect.

I will cultivate a genuine school spirit in myself and others, promoting good sportsmanship as a spectator and a participant.

SCHOOL COLORS: Red and Blue

NICKNAME: "Colonials"

## ALMA MATER

We sing our praise to Colonial Heights

The school we call our own

We proudly tell the stories of

The glories it has known

We open now our hearts to thee

Our voices raised on high

For this our Alma Mater, thee

We'll cherish till we die.

(Tune - "Navy, Blue and Gold")

## VICTORY SONG

Forward Colonials, Forward Colonials,

Crash right through that line.

Ever glorious and victorious, down the field they go

Rah, Rah, Rah

Forward Colonials, Forward Colonials

Ever brave and true.

Fight, Fight for CHHS, the red and blue. Hey

(Tune - "On Wisconsin").

## BELL SCHEDULE

First Block 7:35 – 9:05

Second Block 9:11 – 10:41

Third Block 10:47 – 12:42

A

B

C

1st Lunch: 10:41 – 11:06

Class: 10:47 – 11:31

Class: 10:47 – 12:17

Class: 11:12 – 12:42

2nd Lunch: 11:31 – 11:58

3rd Lunch: 12:17 – 12:42

Class: 12:01 – 12:42

Fourth Block 12:48 – 2:18

## ACCEPTABLE COMPUTER SYSTEM USE

The School Board provides a computer system, including the Internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices (i.e. tablets, cellular phones, smart phones), printers, CD-ROM devices, tape or flash drives, peripherals, servers, the Internet, and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material generated using the computer system, including electronic mail, instant or text messages, tweets, or files deleted from a user's account, may be monitored, read, and/or archived by school officials.

The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system.

The procedures shall include:

1. a prohibition against use by division employees and students of the division's computer equipment and electronic communications services for sending, receiving, viewing or downloading illegal material via the Internet;
2. provisions, including the selection and operation of a technology protection measure for the division's computers to filter or block harmful or inappropriate Internet content through such computers, that seek to prevent access to
  - a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
  - b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
  - c. material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
3. provisions establishing that the technology protection measure is enforced during any use of the Division's computers;
4. provisions establishing that all usage of the computer system may be monitored;
5. provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response;
6. provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities;
7. provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
8. a component of Internet safety for students that is integrated in the division's instructional program.

Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The Division's computer system is not a public forum.

Each teacher, administrator, student, and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulations may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The school board will review, amend if necessary, and approve this policy every two years.

Adopted: May 27, 1997

Amended: June 29, 1999

Amended: August 28, 2001,

Amended: May 23, 2005

Amended: July 25, 2006

Amended: July 28, 2009

Amended: July 27, 2010

Amended: August 27, 2013

Legal Refs.: 18 U.S.C. §§ 1460, 2256.

47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1,

18.2-390, 22.1-70.2, and 22.1-78.

Cross Refs: GCPD Professional Staff Members: Contract Status and Discipline

GDPD Support Staff Members: Contract Status and Discipline JFC Student Conduct

JFC-R Standards of Student Conduct

## ADVANCED PLACEMENT

Passing grades are required for AP classes. Please refer to your signed agreements.

## ALTERNATIVE EDUCATION PROGRAM

The Alternative Education Program is specifically designed for high-risk students who would otherwise drop out of high school. The Alternative Education Program provides learning experiences that offer educational choices to meet the needs of students with varying interests and abilities. This program is designed to help students acquire the knowledge and develop the skills and attitudes reflected in the goals of education for the Colonial Heights School System.

To enroll in the Alternative Education Program, students must qualify by taking a pre-entrance test and scoring a 4 or higher. In addition, the State has changed the guidelines for the program and students must be here for a minimum of a full year before they can take the test. Students will need to complete the following, general curriculum, finance, and a CTE sequential. Students are reviewed and accepted into the program in August and must attend the entire school day. The only admittance exception to this would be if you were a transfer student and have prior enrollment in an Alternative Education Program.

The Alternative Education Program could lead to a certificate program designed for GED preparation and vocational skill development. Students in Alternative Education have an individualized program of courses. To receive a certificate of completion, students must do the above and at the end of the year, pass the GED exam should the individual score high enough on the pretest.

The Career and Technical Education Director is the main contact for this program, 804-524-3405, ext. 110. Alternative Education students are not eligible to participate in class-sponsored activities, VHSL activities, or graduation ceremonies.

## APPEARANCE AND ATTIRE

1. Shoes or sandals must be worn to insure the health and/or safety of the student. Light up shoes are not permitted. At no time are slippers considered appropriate.
2. Apparel, which is classified as undergarments, cannot be worn as outer-garments and any make of dress that blatantly exposes the under-garment of the wearer is unacceptable. Undergarments must be worn.
3. Clothing that presents an immodest appearance or that could cause a class disruption may not be worn. Examples include but are not limited to: clothes with revealing rips/holes above finger tip length (tops that expose front or back), short skirts or short shorts, to include bubble-shorts and cheer shorts (finger-tip and that remain finger-tip while walking), see-through blouses, bare midriffs/crop tops must have a top underneath, spaghetti straps under two inches in width, tops that expose undergarments, tops that are cut too low and present an immodest appearance, halters, garters, corsets, racer, tank or tube tops, tube skirts, muscle tops, pants worn below the waist so that they expose undergarments, shirts or blouses that are so short they expose the midriff, and Spandex, yoga, Jeggings and other legging-like pants. Pajamas and bathrobes are not considered appropriate clothing for school.
4. No garment that creates a safety hazard for the wearer or causes disruption of the educational process may be worn. (Includes T-shirts with unchaste or inappropriate messages with double meaning and/or advertisement of drugs, alcohol, sexual connotations, or any illegal substance). Large oversized coats and/or trench coats may be worn to or from school but may not be worn in school during the school day or during any after school events. Blankets and bathrobes are not permitted as a coat. The wearing of chains of any type, other than those specifically designed as a necklace or bracelet is prohibited. Also prohibited is the wearing of any long strap, which hangs down from the wearer's waist or pocket, which may pose a safety hazard. In addition, the wearing of studded necklaces or bracelets or other studded jewelry that poses a safety hazard is prohibited.
5. Hats, bandannas, head wraps, ear muffs, do-rags and other head apparel are not to be worn in the school building. All head apparel must be removed immediately upon entering the building and students must keep them in their locker. Head wraps may be no more than 1" wide and worn as a head band. Students not adhering to these guidelines will have their head apparel confiscated.
6. Extremes in hairstyles or makeup that cause either a health hazard or a disruption of the educational process are unacceptable.
7. Sunglasses may not be worn in school.
8. Clothing, colors or accessories which evidences membership in gangs cannot be worn in school.
9. These guidelines will be reviewed before the opening of school each year for revision. Changes and additions to clothing styles occur during the school year that requires current school year adjustments. These current-year adjustments will then be added to next year's handbook. The school dress and grooming policy is not intended to include or cover all possible clothing or grooming situations. Necessary additions or adjustments to this policy can occur during the school year.

## ABSENCES AND ATTENDANCE

School Board Policy JED Student Absences/Excuses/Dismissals, which implements the Code of Virginia at §22.1-258 (Compulsory Attendance), will be administered as follows:

1. Each teacher will take roll daily and attendance data will be entered into the student data system.
2. The school will attempt to contact the parent/guardian via the automated phone system to notify them when the child is not in school at the beginning of the school day.

3. A parent/guardian may notify the school by phone or email when their child is absent and, if the notification is received early enough in the day, the dialer will be disabled. However, a phone call, email, or social media message will not replace the need for a written excuse.
4. A written note, from either a medical office or a parent/guardian, must be submitted to the school office or the child's homeroom teacher on the day the student returns to school. The note should include the child's full name, the date(s) of absence, reason for the absence, a valid signature, and a contact phone number. All notes will be kept on file.
5. An absence will remain "unexcused" until written documentation is received.
6. Parents are encouraged to make every effort to plan medical and dental appointments during non-school hours.
7. Parents are encouraged not to plan family vacations at a time that will conflict with regular school days.
8. Students must attend school for the full scheduled school day unless they are excused by a parent/guardian. Absences will be coded as follows:

An **excused absence** and a **parent note absence** are any absences for which the school has received written documentation to support the absence. These types of absences may include:

Medical or dental appointments;

- a. Illness;
- b. Court appearance;
- c. Religious holiday observances;
- d. Death in the family;
- e. Funeral;
- f. Extenuating circumstances that have been communicated by the parent/guardian and approved by the principal

An **unexcused absence** is any absence for which the school has not received written documentation to support it. These absences include but are not limited to:

- a. Any absence not verified by a parent/guardian or deemed invalid by the school principal/designee;
  - b. Skipping class (missing 10 minutes or more of class time);
  - c. Truancy;
  - d. Students not signed out properly through the school office or tardy station for early release;
  - e. High school students who elect to drive to school (or who ride with students who drive) and arrive late or miss school as a result of traffic conditions or problems with personal vehicles.
9. After five (5) unexcused daily absences, an attendance plan may be created with student and parent involvement.
  10. After six (6) or more unexcused daily absences, school personnel may contact the parent for an attendance conference. The Division Attendance Officer will be notified and may submit a court petition.
  11. An excessive number of unexcused absences may result in school action, community intervention, and/or possible legal action against the student and/or parent.
  12. Possible consequences for unexcused absences (truancy) and skipping class include but are not limited to:
    - a. Detention;
    - b. Prohibition from participating in extracurricular activities;
    - c. In-school suspension (ALC);
    - d. Referral to an intervention team;
    - e. Referral to Juvenile and Domestic Relations Court;
    - f. Other consequences as assigned by administration.
  13. Students are automatically withdrawn from school after fifteen (15) consecutive unexcused daily absences.
  14. High school exam exemption information is available under **EXAMINATIONS** section of this handbook.

Students are permitted to make-up missed work for credit. This includes students on suspension or recommended for expulsion. Upon the student's return to school, all make-up work must be completed within five (5) school days. Additional time may be granted by the principal due to extenuating circumstances that have been communicated and discussed by the parent/guardian and approved by the principal.

## CHHS ATTENDANCE

Regular school attendance is an integral part of academic success. Establishing good attendance habits will be beneficial both in school and eventually in the workplace. Ideally, a student should be present at least 95% of the 180-day school year, meaning a student should miss **no more than 9** days total throughout the course of an entire academic year (on average no more than one day per month). Parents will receive communications from attendance staff regarding their child's attendance status. Parents are asked to avoid planning family vacations and medical / dental appointments during school hours. Listed below are some of the guidelines used in monitoring students' attendance:

- The school will attempt to reach parents daily by an automated phone call when a student is absent.
- A parent/guardian is required to provide signed written documentation on the first day of a student's return to school from an absence, stating the specific date(s) of absence and the reason for the absence.
- After five (5) unexcused daily absences, an attendance plan may be created with student and parent involvement.
- After six (6) or more unexcused daily absences, school personnel may contact the parent for an attendance conference. The Division Attendance Officer will be notified and may submit a court petition.
- If a student is taking a two-credit class, the number of absences a student can accrue resets at the term.
- Students are automatically withdrawn from school after 15 consecutive unexcused daily absences. If a student returns to school after being dropped from the rolls, he/she must re-enroll through the school counseling office.

Possible consequences for unexcused absences (truancy) and skipping class include but are not limited to: detention, prohibition from participating in extracurricular activities, suspension, and other consequences as assigned by administration. School personnel will also employ a variety of interventions to assist with attendance issues, including but not limited to: meetings with a school counselor, the resource officer, the attendance officer, and/or administrators, as well as referrals to community agencies, Child Study Committee, and alternative education programs. The Division Attendance Officer may also file a petition in the Juvenile and Domestic Relations Court.

Parents and students should be familiar with the following definitions concerning the attendance policy:

An **excused absence** (Code 5) is any absence for which the school has received written documentation from a doctor or court. Absences due to religious observances may also be excused upon receipt of written documentation from the parent/guardian.

A **parent note absence** (Code 6) is an absence for which the parent has provided written documentation to the school explaining the absence. It notifies the school that the parent is aware of and supports the absence. Please note that these absences **will** count towards the maximum of 5 absences for exam exemption.

An **unexcused absence** (Code 7) is any absence for which the school has **not** received written documentation to support it. These absences are considered truancy. An excessive number of unexcused absences may result in school action, community intervention, and/or possible legal action against the student and/or parent.

The attendance portion of the final exam exemption policy states, that a student must have no more than 5 absences per class (excluding doctor/court written documentation). Please note that college visits and family vacations **will** count towards the allowable 5 absences. Refer to Examinations section of this handbook for complete exam exemption policy.

Parent(s) / Guardian(s) are encouraged to use Parent Portal to track their student's attendance. It may be accessed through the school website or at <http://colonialhts.powerschool.com>

## BICYCLES

Bicycle racks are provided for a limited number of bicycles. They should be used by students who ride bicycles to school. Students are cautioned to lock their bicycles, as the school has no responsibility for their security.

## CHECKING OUT OF SCHOOL EARLY

A student may have to leave school before the end of the school day due to certain situations, medical appointments, or family emergencies. When the early dismissal is not planned, as in the case of a family emergency, or if the parent forgot to send a note, the parent/guardian must come to the tardy station in person and request the early dismissal of their child. Phoned-in or faxed early dismissal requests may not be approved.

The proper procedure for early release is as follows:

1. The student should bring a note requesting early dismissal, signed by the parent/guardian, and listing a phone number where the parent can be reached, to the tardy station before the beginning of school.
2. The note will be verified by phone before permission is granted for early release.
3. The parent/guardian or designee, as specified in the note, must report to the tardy station to sign the student out of school. The student will only be released to this adult. Students who have permission to drive must report to the tardy station to sign out. Students who leave school without permission (i.e. being signed out by a parent or with a verified parent note) will be considered truant and may face disciplinary action.
4. Should the student return to school, he/she must report to the tardy station to sign in.
5. Chronic early release requests by parents and/or students are subject to investigation by the Attendance Officer.

## CLINIC

**Clinic Hours 7:05 A.M – 2:25 P.M.**

The clinic is designed to provide only minimal first aid and emergency care. It is imperative that parents provide accurate emergency information in the event that basic first aid is not sufficient to handle the need of the student. If your daytime or emergency phone number or address changes during the year, please notify the school immediately. Students visiting the clinic must have a clinic pass from the class to which they are assigned, stating the reason for the visit. Students are not allowed to visit the clinic between class changes unless it is an emergency.

Sick/injured students will be assessed by clinic personnel to determine the course of care.

**Illness:** The Virginia Department of Health and Education provided the following guidelines that are used by CHHS to protect your child and others from becoming ill and/or transferring infectious diseases. The following guidelines are meant to serve the best interest of all students and staff. Please keep your child home with any of the following

- A fever 100 degrees Fahrenheit or higher within the past 24 hours. Children should remain fever free for a continuous 24 hours, without using Tylenol or Motrin, before returning to school.
- Diagnosed with a contagious illness and has not received medication for a continuous 24 hours. Please stay home as directed by your physician.
- Vomiting the night before or the morning of a new school day.
- Diarrhea, stomach pain, or cramping.
- Red, swollen, irritated eyes with or without discharge.
- Nasal drainage that requires constant care.
- Frequent or constant coughing.
- Head lice and/or nits.

**Injuries:** Injuries will be evaluated by clinic personnel and the course of treatment will be determined by the severity of the injury. Parents will be notified of serious injuries and the student referred to a physician/hospital for emergency care. Injuries that affect PE activities will require a physician's note stating the type of injury and the length of time the student should not participate, or the limited participation of certain sports due to the injury.

**Post Injury:** A physician's note is required for an injured student to return to any/all normal PE activities.

**Medication Regulation and Procedure:** Whenever possible, parents are requested to administer needed medication at home. When necessary, students taking prescription medication may take it at school under the supervision of designated school personnel. In addition to the parent's written permission, any medication which must be taken by the student at school must be prescribed/authorized by a doctor/licensed prescriber. If more than one medication is prescribed for a student, a separate medication form is required for each medication. Parent's and physician's/licensed provider's authorization must be renewed each school year

The physician will write the following instructions on the medication form (provided by the school)

1. Name of medication
2. Exact dosage
3. Reason for medication
4. If more than one medication is prescribed, state clearly in which order they should be given.
5. Time medication to be administered
6. Clear, simple, lay terminology should be used and not medical abbreviations
7. "Repeat as necessary" is unacceptable. If medicine needs to be repeated, the exact conditions for this must be specified.

**All prescription medications are to be delivered to school by parent or guardian. Prescription medication WILL NOT be allowed to be transported back and forth by students.**

The prescription label must match the physician's order. The parent/guardian will sign a permission form and a release of responsibility statement. No school employee shall proceed with the administration of any medicine or treatment until the employee determines that all written clearances have been reviewed and are on file in the school clinic. For safety of the student, the first dose of any new medication should be administered at home with supervision of parent.

Each school should keep a log book with consecutively numbered pages in which the administration of medicine is recorded in black ink showing the date and time of administration, the name of the student, the kind and quantity of medicine, the name of the prescribing physician and the signature of the school employee administering the preparation. Amount of medication delivered to school by parent is to be documented by school employee and witnessed by parent.

**STUDENTS WITH ASTHMA/DIABETES/LIFE-THREATENING ALLERGIES:** Each enrolled High School and Middle School student who is diagnosed with asthma/diabetes/life-threatening allergies, with parental consent and written approval from the prescriber, is permitted to carry with him/her and use supplies, including an auto-injectable epinephrine, a reasonable and appropriate short-term supply of carbohydrates, an insulin pump, and equipment for immediate treatment of high and low blood glucose levels, and self-check his/her own blood glucose levels on school buses, on school property, and at school-sponsored activities.



**SELF-ADMINISTRATION OF NON-PRESCRIPTION MEDICATION:** Students in grades 6-12 may be allowed to carry and self-administer his/her own non-prescription medication when the following conditions are met:

- \*Written parental permission for self-administration of specific non-prescription medication is on file with the school
- \*The non-prescription medication is in the original container and appropriately labeled with the manufacturer's directions.
- \*The student's name is affixed to the container.
- \*The student possesses only the amount of non-prescription medication needed for one school day/activity.
- \*Non-prescription medication should be taken/administered in the clinic.
- \*All after school activities will follow the same procedures for non-prescription medication with the exception of nonprescription medication being taken in the presence of a coach or advisor.

Parents are notified at the end of school year of the clinic closing date. Any remaining medications/supplies that are not picked up by the parent/guardian by the date given will be delivered to the Colonial Heights Health Dept. for appropriate disposal. (OSHA) : Bloodborne Pathogens Regulation: Due to the regulation for Occupational Safety and Health 1910.1030, a parent is required to pick up their child's soiled clothing if he/she has become sick (vomit) or has blood on their clothing. If the child is able to stay in school, then parents are required to bring a clean set of clothing to school. Parents are to pick up any soiled clothing the day of the incident since it cannot remain at school and students are not permitted to transport soiled clothing on the bus. Any soiled clothing that is left in the clinic on the day of the incident will be discarded at the end of the day. The clinic closes each day at 2:25 P.M.

### **COMMUNITY DAY SCHOOL**

Colonial Heights Community Day School will be available for students at Colonial Heights High School and Colonial Heights Middle School upon School Board recommendation.

### **CONCURRENT EDUCATION**

Concurrent Education is a program in which seniors may enroll in college courses. In some cases, both high school and college credit may be awarded for these courses. Students interested in this program should contact their school counselor for more information.

### **DAILY ANNOUNCEMENTS/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE**

All faculty-approved announcements will be posted online each day on the school website. Students are expected to read announcements daily. During each one-minute period of silence, the teacher responsible for each classroom shall take care that all students remain seated and silent, making no distracting displays, in order that each student may exercise his/her individual choice, (meditate, pray, or engage in any other silent activity) which does not interfere with, distract, or impede other students in the like exercise of individual choice. During the Pledge of Allegiance, students should stand.

### **DANCE REGULATIONS**

Since dances are a school function, students are expected to conduct themselves in a proper manner. Colonial Heights High School students must have student ID and will be subject to disciplinary actions as a result of their behavior. The following are dance regulations:

- Dances are open to Colonial Heights High School students only.
- A student may bring a guest to Homecoming, Ring Dance and the Prom only with administrative approval. No guest, age 21 or older on the date of the event, will be approved. Students bringing outside guests are required to attend a mandatory guest meeting as part of the approval process.
- No one will be permitted to leave the dance and re-enter.
- No smoking is allowed on school property or on the property where the dance is held. Students smoking will be asked to leave. The student will be in violation of the school's smoking policy.
- Everyone must wear shoes to the dance.
- Colonial Heights High School Students will be responsible for the behavior of their dates if they are not Colonial Heights students.
- No individuals will be allowed to loiter outside the doors while the dance is in progress. Entrances and exits must be kept clear in case of a fire.
- No drinking of alcoholic beverages or use of drugs will be permitted. If a student is visually questionable, the authorities will handle the situation.
- Students attending the dance will not be permitted to use the telephones. Arrangements for transportation should be made prior to leaving home.
- Students must not dance in a way considered sexually suggestive or vulgar.
- Dress for dances must be formal attire and of modest appearance. Administrators reserve the right to refuse admission if they determine that the dress is not formal or modest attire. If there are questions please see an administrator before purchasing attire.

## DISCIPLINE

**Teacher/Detention of Students:** an individual teacher as a disciplinary action may keep students before or after school. A day's notice will be given and teacher will call or email parent. Students who fail to report to teacher detention will be assigned administrative detention.

**Administrative Detention:** (ROOM 29) Students may be assigned administrative detention by the assistant principal for violation of school rules. This detention will be held from 7:00 a.m. to 7:25 a.m. on Tuesdays, Wednesdays and Thursdays unless a change in this schedule is announced. A day's notice will be given. Detention is considered a last resort to alternate placement or suspension. Employment, athletic or extra-curricular activities will not be acceptable excuses for not serving assigned detention. **STUDENTS WHO FAIL TO REPORT FOR DETENTION AS ASSIGNED MAY RECEIVE A ONE-DAY OF ALC. ADMINISTRATIVE DETENTION IS NOT APPEALABLE TO THE PRINCIPAL.**

**Alternative Learning Center (ALC):** Students assigned to ALC MUST EARN their way back into the regular classroom by satisfactorily completing all assigned work and adhering to all ALC policies. If a student is not adhering to ALC rules, he or she will face out of school suspension for the same time period. If a parent wishes to appeal a student's in school suspension time, he or she must speak to the assistant principal. If the parent is still not satisfied, the parent may appeal within 24 hours to the principal by calling the school secretary to make an appointment. **ALC IS NOT APPEALABLE TO THE SUPERINTENDENT**

**Out of School Suspension (OSS):** Students assigned to OSS will be allowed to make up work and CAN RECEIVE CREDIT FOR THAT WORK, NOT TO EXCEED A GRADE OF 73 (D), DURING THE TIME OF THE SUSPENSION. While on OSS, you must call on a daily basis to request homework. A parent conference may be required with the administration before the student returns to the classroom. **CONTINUED MISCONDUCT AFTER MULTIPLE PLACEMENTS OR SHORT TERM SUSPENSIONS MAY LEAD TO POSSIBLE PROLONGED SUSPENSION OF THE STUDENT OR REFERRAL TO THE SUPERINTENDENT OF SCHOOLS OR HIS DESIGNEE.** If a parent wishes to appeal an OSS decision, then he or she needs to set an appointment with the high school secretary to meet with the high school principal. This must be done within 24 hours. If a parent wishes to appeal a principal's decision, then he or she must appeal in writing within two days of the principal's decision to the superintendent's secretary.

**Suspended Students:** While suspended out of school, a student is considered trespassing if he/she comes on school grounds of any City of Colonial Heights Public School without having the permission of an administrator. **ANY STUDENT PLACED IN THE ALTERNATIVE LEARNING CENTER OR OUT-OF-SCHOOL SUSPENSION IS BARRED FROM PARTICIPATING IN SCHOOL ACTIVITIES UNTIL HE/SHE HAS BEEN REINSTATED. THIS INCLUDES SCHOOL-RELATED WORK PROGRAMS FOR OUT-OF-SCHOOL SUSPENSIONS ONLY.**

**MANDATORY EXPULSION:** In accordance with section 22.1-277.01, of the Code of Virginia, a student who is determined to have brought a "firearm", as defined below, on school property or at a school-sponsored activity shall be expelled for no less than one calendar year (365 days). The School Board, however, may determine based on the facts of the particular case that special circumstances exist and another disciplinary action or term of expulsion is appropriate. Any student who brings a weapon, as defined within this section, to school shall be referred to the criminal justice or juvenile justice system.

"Firearm", for purposes of mandatory expulsion, any weapon prohibited on school property or at a school-sponsored activity pursuant to sections 18.2-308 and 308.1 of the Code of Virginia, or to section 22.1-277.01 of the Code of Virginia, or to Title 18 of the United States Code section 921. The following weapons, given these statutory mandates, are prohibited and invoke mandatory expulsion as stated above:

§ 18.2-308. Carrying concealed weapons; exceptions; penalty.

- A. If any person carries about his person, hidden from common observation, (i) any pistol, revolver, or other weapon designed or intended to propel a missile of any kind by action of an explosion of any combustible material; (ii) any dirk, bowie knife, switchblade knife, ballistic knife, machete, razor, slingshot, spring stick, metal knucks, or blackjack; (iii) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; (iv) any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart; or (v) any weapon of like kind as those enumerated in this subsection, he is guilty of a Class 1 misdemeanor. A second violation of this section or a conviction under this section subsequent to any conviction under any substantially similar ordinance of any county, city, or town shall be punishable as a Class 6 felony, and a third or subsequent such violation shall be punishable as a Class 5 felony. For the purpose of this section, weapon shall be deemed to be hidden from common observation when it is observable but is of such deceptive appearance as to disguise the weapon's true nature. It shall be an affirmative defense to a violation of clause (i) regarding a handgun, that a person had been issued, at the time of the offense, a valid concealed handgun permit.

- B. This section shall not apply to any person while in his own place of abode or the curtilage thereof.
- C. Except as provided in subsection A of § 18.2-308.012, this section shall not apply to: 1. Any person while in his own place of business; 2. Any law-enforcement officer, wherever such law-enforcement officer may travel in the Commonwealth; 3. Any person who is at, or going to or from, an established shooting range, provided that the weapons are unloaded and securely wrapped while being transported; 4. Any regularly enrolled member of a weapons collecting organization who is at, or going to or from, a bona fide weapons exhibition, provided that the weapons are unloaded and securely wrapped while being transported; 5. Any person carrying such weapons between his place of abode and a place of purchase or repair, provided the weapons are unloaded and securely wrapped while being transported; 6. Any person actually engaged in lawful hunting, as authorized by the Board of Game and Inland Fisheries, under inclement weather conditions necessitating temporary protection of his firearm from those conditions, provided that possession of a handgun while engaged in lawful hunting shall not be construed as hunting with a handgun if the person hunting is carrying a valid concealed handgun permit; 7. Any State Police officer retired from the Department of State Police, any officer retired from the Division of Capitol Police, any local law-enforcement officer, auxiliary police officer or animal control officer retired from a police department or sheriff's office within the Commonwealth, any special agent retired from the State Corporation Commission or the Alcoholic Beverage Control Board, any conservation police officer retired from the department of Game and Inland Fisheries, any Virginia Marine Police officer retired from the Law Enforcement Division of the Virginia Marine Resources Commission, any campus police officer appointed under Chapter 17 (§ 23-232 et seq.) of Title 23 retired from a campus police department, and any retired investigator of the security division of the State Lottery Department, other than an officer or agent terminated for cause, (i) with a service-related disability; (ii) following at least 15 years of service with any such law-enforcement agency, board or any combination thereof; (iii) who has reached 55 years of age; or (iv) who is on long-term leave from such law-enforcement agency or board due to a service-related injury, provided such officer carries with him written proof of consultation with and favorable review of the need to carry a concealed handgun issued by the chief law-enforcement officer of the last such agency from which the officer retired or the agency that employs the officer or, in the case of special agents, issued by the State Corporation Commission or the Alcoholic Beverage Control Board. A copy of the proof of consultation and favorable review shall be forwarded by the chief or the Board to the Department of State Police for entry into the Virginia Criminal Information Network. The chief law-enforcement officer shall not without cause withhold such written proof if the retired law-enforcement officer otherwise meets the requirements of this section. An officer set forth in clause (iv) who receives written proof of consultation to carry a concealed handgun shall surrender such proof of consultation upon return to work or upon termination of employment with the law-enforcement agency. Notice of the surrender shall be forwarded to the Department of State Police for entry into the Virginia Criminal Information Network. However, if such officer retires on disability because of the service-related injury, and would be eligible under clause (i) for written proof of consultation to carry a concealed handgun, he may retain the previously issued written proof of consultation. A retired law-enforcement officer who receives proof of consultation and favorable review pursuant to this subdivision is authorized to carry a concealed handgun in the same manner as a law-enforcement officer authorized to carry a concealed handgun pursuant to subdivision 2. 7a. Any person who is eligible for retirement with at least 20 years of service with a law-enforcement agency or board mentioned in subdivision 7 who has resigned in good standing from such law-enforcement agency or board to accept a position covered by a retirement system that is authorized under Title 51.1, provided such person carries with him written proof of consultation with and favorable review of the need to carry a concealed handgun issued by the chief law-enforcement officer of the agency from which he resigned or, in the case of special agents, issued by the State Corporation Commission or the Alcoholic Beverage Control Board. A copy of the proof of consultation and favorable review shall be forwarded by the chief, Board or Commission to the Department of State Police for entry into the Virginia Criminal Information Network. The chief law-enforcement officer shall not without cause withhold such written proof if the law-enforcement officer otherwise meets the requirements of this section. For purposes of applying the reciprocity provisions of § 18.2-308.014, any person granted the privilege to carry a concealed handgun pursuant to subdivision 7 or this subdivision, while carrying the proof of consultation and favorable review required, shall be deemed to have been issued a concealed handgun permit. For purposes of complying with the federal Law Enforcement Officers Safety Act of 2004, a retired or resigned law-enforcement officer who receives proof of consultation and review pursuant to subdivision 7 or this subdivision shall have the opportunity to annually participate, at the retired or resigned law-enforcement officer's expense, in the same training and testing to carry firearms as is required of active law-enforcement officers in the Commonwealth. If such retired or resigned law-enforcement officer meets the training and qualification standards, the chief law-enforcement officer shall issue the retired or resigned officer certification, valid one year from the date of issuance, indicating that the retired or resigned officer has met the standards of the agency to carry a firearm; 8. Any State Police officer who is a member of the organized reserve forces of any of the armed services of the United States, national guard, or naval militia, while such officer is called to active military duty, provided such officer carries with him written proof of consultation with and favorable review of the need to carry a concealed handgun issued by the Superintendent of State Police. The proof of consultation and favorable review shall be valid as long as the officer is on active military duty and shall expire when the officer returns to active law-enforcement duty. The issuance of the proof of consultation and favorable review shall be entered into the Virginia Criminal Information Network. The Superintendent of State Police shall not without cause withhold such written proof if the officer is in good standing and is qualified to carry a weapon while on active law-enforcement duty. For purposes of applying the reciprocity provisions of § 18.2-308.014, any person granted the privilege to carry a concealed handgun pursuant to this subdivision, while carrying the proof of consultation and favorable review required, shall be deemed to have been issued a concealed handgun permit; 9. Any attorney for the Commonwealth or assistant attorney for the Commonwealth, wherever such attorney may travel in the Commonwealth; 10.

Any person who may lawfully possess a firearm and is carrying a handgun while in a personal, private motor vehicle or vessel and such handgun is secured in a container or compartment in the vehicle or vessel; and 11. Any enrolled participant of a firearms training course who is at, or going to or from, a training location, provided that the weapons are unloaded and securely wrapped while being transported.

- D. This section shall also not apply to any of the following individuals while in the discharge of their official duties, or while in transit to or from such duties: 1. Carriers of the United States mail; 2. Officers or guards of any state correctional institution; 3. Conservators of the peace, except that an attorney for the Commonwealth or assistant attorney for the Commonwealth may carry a concealed handgun pursuant to subdivision C 9. However, the following conservators of the peace shall not be permitted to carry a concealed handgun without obtaining a permit as provided in this article: (i) notaries public; (ii) registrars; (iii) drivers, operators or other persons in charge of any motor vehicle carrier of passengers for hire; or (iv) commissioners in chancery; 4. Noncustodial employees of the Department of Corrections designated to carry weapons by the Director of the Department of Corrections pursuant to § 53.1-29; and 5. Harbormaster of the City of Hopewell. (Code 1950, § 18.1-269; 1960, c. 358; 1964, c. 130; 1975, cc. 14, 15, 594; 1976, c. 302; 1978, c. 715; 1979, c. 642; 1980, c. 238; 1981, c. 376; 1982, cc. 71, 553; 1983, c. 529; 1984, cc. 360, 720; 1985, c. 427; 1986, cc. 57, 451, 625, 641; 1987, cc. 592, 707; 1988, cc. 359, 793; 1989, cc. 538, 542; 1990, cc. 640, 648, 825; 1991, c. 637; 1992, cc. 510, 705; 1993, cc. 748, 861; 1994, cc. 375, 697; 1995, c. 829; 1997, cc. 916, 921, 922; 1998, cc. 662, 670, 846, 847; 1999, cc. 628, 666, 679; 2001, cc. 25, 384, 657; 2002, cc. 699, 728, 826; 2004, cc. 355, 423, 462, 876, 885, 900, 901, 903, 905, 926, 995, 1012; 2005, cc. 344, 420, 424, 441, 839; 2006, c. 886; 2007, cc. 87, 272, 408, 455; 2008, cc. 69, 75, 80, 309, 464, 742; 2009, cc. 235, 779, 780; 2010, cc. 387, 433, 576, 586, 602, 677, 700, 709, 740, 741, 754, 841, 863; 2011, cc. 231, 234, 384, 410; 2012, cc. 132, 175, 291, 557, 776; 2013, cc. 559, 746.) § 18.2-308.1. Possession of firearm, stun weapon, or other weapon on school property prohibited. A. If any person possesses any (i) stun weapon as defined in this section; (ii) knife, except a pocket knife having a folding metal blade of less than three inches; or (iii) weapon, including a weapon of like kind, designated in subsection A of § 18.2-308, other than a firearm; upon (a) the property of any public, private or religious elementary, middle or high school, including buildings and grounds; (b) that portion of any property open to the public and then exclusively used for school-sponsored functions or extracurricular activities while such functions or activities are taking place; or (c) any school bus owned or operated by any such school, he shall be guilty of a Class 1 misdemeanor. B. If any person possesses any firearm designed or intended to expel a projectile by action of an explosion of a combustible material while such person is upon (i) any public, private or religious elementary, middle or high school, including buildings and grounds; (ii) that portion of any property open to the public and then exclusively used for school-sponsored functions or extracurricular activities while such functions or activities are taking place; or (iii) any school bus owned or operated by any such school, he shall be guilty of a Class 6 felony.
- E. If any person possesses any firearm designed or intended to expel a projectile by action of an explosion of a combustible material within a public, private or religious elementary, middle or high school building and intends to use, or attempts to use, such firearm, or displays such weapon in a threatening manner, such person shall be guilty of a Class 6 felony and sentenced to a mandatory minimum term of imprisonment of five years to be served consecutively with any other sentence. The exemptions set out in § 18.2-308 shall apply, mutatis mutandis, to the provisions of this section. The provisions of this section shall not apply to (i) persons who possess such weapon or weapons as a part of the school's curriculum or activities; (ii) a person possessing a knife customarily used for food preparation or service and using it for such purpose; (iii) persons who possess such weapon or weapons as a part of any program sponsored or facilitated by either the school or any organization authorized by the school to conduct its programs either on or off the school premises; (iv) any law-enforcement officer; (v) any person who possesses a knife or blade which he uses customarily in his trade; (vi) a person who possesses an unloaded firearm that is in a closed container, or a knife having a metal blade, in or upon a motor vehicle, or an unloaded shotgun or rifle in a firearms rack in or upon a motor vehicle; (vii) a person who has a valid concealed handgun permit and possesses a concealed handgun while in a motor vehicle in a parking lot, traffic circle, or other means of vehicular ingress or egress to the school; or (viii) an armed security officer, licensed pursuant to Article 4 (§ 9.1-138 et seq.) of Chapter 1 of Title 9.1, hired by a private or religious school for the protection of students and employees as authorized by such school. For the purposes of this paragraph, «weapon» includes a knife having a metal blade of three inches or longer and «closed container» includes a locked vehicle trunk. As used in this section: «Stun weapon» means any device that emits a momentary or pulsed output, which is electrical, audible, optical or electromagnetic in nature and which is designed to temporarily incapacitate a person. (1979, c. 467; 1988, c. 493; 1990, cc. 635, 744; 1991, c. 579; 1992, cc. 727, 735; 1995, c. 511; 1999, cc. 587, 829, 846; 2001, c. 403; 2003, cc. 619, 976; 2004, cc. 128, 461; 2005, cc. 830, 928; 2007, c. 519; 2011, c. 282; 2013, c. 416.)

No suspended student shall be admitted to the regular school program until such student and his parent or parents have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that re-admission, without parent conference, is appropriate for the student. If the parent fails to comply with this requirement, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

**VIOLATIONS OF THE LAW:** Any student who violates the law while on school property will be reported immediately to the proper legal authorities for prosecution. The student will be suspended, and the parent/guardian will be notified. Depending upon the seriousness of the offense, school authorities may recommend prolonged suspension or expulsion.

**DUE PROCESS:** With the requirements of fair and equitable treatment of all students and within the guidelines of the federal judiciary, the following shall constitute the minimum due process procedures to be followed in the detention, suspension, expulsion and punishment of students.

1. The student shall be apprised of the nature and facts of the alleged misconduct.
2. The student shall be given an opportunity to explain the circumstances of the alleged misconduct and to present witnesses on his/her behalf.
3. The student shall be informed of the conditions of the disciplinary action.
4. The parents or guardian of a detained and suspended student or the student, if he/she is eighteen years or older, may appeal the decision.

## **DRUGS, ALCOHOL AND TOBACCO**

A student shall not possess, procure or purchase or attempt to possess, procure, or purchase, or be under the influence of (legal intoxication not required), or use or consume or attempt to use or consume, any of the restricted substances listed in this policy or what is represented by or to the student to be any of the restricted substances listed in this policy or what the student believes is any of the restricted substances in this policy.

The term "restricted substance" includes alcoholic drinks, marijuana, narcotic drugs, depressants, hallucinogens, inhalants, stimulants, any synthetic cannabinoid(s), commonly known as but not limited to: DXM, Kratom, Salvia Divinorum, Bath Salts or Designer Cathinones, Spice, Zombie Matter, Bloody Mary, Twilight, and anything else covered by the Drug Control Act referenced below, as well as any abused glue, paint and similar materials, anabolic steroids and both prescription and nonprescription drugs if they are not taken according to the prescription or directions on the package. The term "restricted substance" also includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance.

### **A STUDENT MAY NOT DO ANY OF THE FOLLOWING:**

1. Sell, supply, or give a restricted substance to anyone.
2. Attempt to sell, supply, or give a restricted substance to anyone.
3. Claim that anything that is being used or given to anyone is a restricted substance.
4. Sell, supply, or give anything that the student believes is a restricted substance.
5. Possess, procure, or purchase or be under the influence of a restricted substance.
6. Attempt to possess, procure, or purchase or be under the influence of a restricted substance.
7. Use or consume any restricted substance (note that legal intoxication is not required to be in violation.)
8. Attempt to use or consume any restricted substance.
9. Possess drug paraphernalia, look-alike drugs, anabolic steroids and any drug not prescribed by a physician.
10. Possess, use or consume electronic cigarettes, vapor cigarettes (vape pens & vape oils), hooka pipes and other homemade devices.
11. No pipes or cigars of any kind.

**PROHIBITED SUBSTANCES AND PENALTIES:** Any student engaging in the prohibited activities listed above with respect to drugs shall be subject to the policy on possession of a controlled substance or imitation controlled substance or marijuana. Alcohol use or possession results in a ten-day out-of-school suspension with possible long-term suspension or expulsion pending a hearing with the Superintendent of Schools or his designee.

**TOBACCO:** The use and possession of tobacco products in all forms is prohibited by students on school property during the instructional day or in association with any instructional day or extra-curricular activity. The instructional day begins when a student enters school property in the morning and ends when he/she leaves school property. The rule includes all types of tobacco--regular cigarettes and the smokeless tobacco such as chewing tobacco and snuff. Possession of tobacco includes having a tobacco product in/on a person, a locker, or a purse--not just having it in hand with intent to use it. Students who use or possess a tobacco product at school will be placed on Out-of-School Suspension. Multiple violations for the use and/or possession of tobacco products can result in prolonged suspension (more than 10 days). Students under 18 years of age, using or possessing tobacco products, are in violation of the law and will be reported to police authorities.

### **POSSESSION OF A CONTROLLED SUBSTANCE OR IMITATION CONTROLLED SUBSTANCE OR MARIJUANA**

**Mandatory Expulsion:** A student who is determined to have brought a controlled substance, such as Spice, imitation controlled substance or marijuana onto school property or to a school-sponsored activity shall be expelled in accordance with School Board Policy JGD/JGE. The superintendent may determine, based on the facts of the particular case that special circumstances exist and another form of discipline is appropriate. Any such discipline shall be taken in accordance with Policy JGD/JGE.

**Required Reporting to Parents and Local Law Enforcement:** The principal shall report a violation of this policy to parents and local law enforcement as required by Policy CLA.

Students with Disabilities: A disabled student who knowingly possesses or uses illegal drugs, as defined in section 615 (k) of the Individuals with Disabilities Education Act, or sells or solicits the sale of a controlled substance, as defined in the Federal Controlled Substance Act, while at school or a school function may be placed in an alternative educational setting for not more than 45 days in accordance with federal and state law and Policy JGDA.

## **EARLY RELEASE/LATE ARRIVAL PROGRAM**

Students who request early release must meet the following criteria:

- Must be enrolled in a school sponsored work program
- Must be enrolled in a college course through Richard Bland or the community college system
- Must be enrolled in three credit bearing classes to apply

Seniors who are not involved in a school sponsored work program may apply for early release during the Second term if they meet the following criteria:

- Have met all verified credit requirements and be in good academic standing
- Must be enrolled in a college course or provide proof of employment
- Student must fill out an Early Release form and get approval from principal or administration. These forms must be completed and returned prior to the first term exam week
- Permitted only 1 period of early release or late arrival if they are enrolled in a college course or have a job.
- Applications must be submitted to the School Counselor prior to Winter break.

## **EARTHQUAKE**

- Drop, cover, and hold on! Move as little as possible.
- **DROP** down onto your hands and knees (before the earthquake knocks you down). This position protects you from falling but allows you to still move if necessary.
- **COVER** your head and neck (and your entire body if possible) under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall (or next to low-lying furniture that will not fall on you), and cover your head and neck with your arms and hands.
- **HOLD ON** to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.
- Stay away from windows to avoid being injured by shattered glass.
- Prepare for another earthquake; many times in earthquakes, aftershocks will follow. Each time you feel an after shock **DROP, COVER, and HOLD ON!**
- If the fire alarm goes off, wait until the shaking has stopped and you are safe to exit before attempting to exit.
- PE Classes – if you are outside, stay away from the building, power lines, trees and streetlights.
- The Administration will provide staff with directions via, email, intercom, or through bullhorn.

## THINGS NOT TO DO

- Do not run outside or to another room while the room is shaking. The exterior walls of a building are the most dangerous place to be.
- Do not stand in a doorway.

## **ELECTRONIC ITEMS**

Electronic devices such as, but not limited to, CD players, iPods, MP3 players, PS2 music/game players, cell phones, personal computers, cameras, video recorders, and video game devices may NOT be used and should be turned off and left in a locker, car, or kept out of sight in a purse or backpack during the school day. Electronic devices that are visible and in a student's possession will be confiscated by staff and given to the main office. Failure to comply immediately with a staff request to surrender an item will result in disciplinary action.

1st Occurrence - A parent is notified and the item must be claimed by a parent/guardian.

2nd Occurrence - A parent is notified and the item must be claimed by a parent/guardian after 3 school days.

Subsequent Occurrences- Students will be disciplined.

Colonial Heights Public Schools has an Open Wifi connection for CHPS students, staff, and approved guests. All parties using the CHPS Wifi service are subject to monitoring from the CHPS Technological Department.

During classroom instruction, classroom teachers will be able to select a classroom setting (red light or green light) regarding cell phone and electronic devices as it pertains to educational purposes only. Classroom teachers will set appropriate levels of acceptable usage as outlined below:

Red Light: Cell phones and electronic devices are not allowed for the current activity/time period, and need to be turned off and put away.

Green Light: Cell phones and electronic devices are allowed by the classroom teacher for the current activity/time period and must only be used for educational purposes as it pertains to the given activity/time period.

The following stipulations will also be adhered to inside and outside of the classroom during all times of the school day, regardless of a red light/green light situation:

- In the event of a teacher absence, the default setting will be RED during the entire duration of the class.
- Students will NOT dial or accept phone calls and/or voicemails.
- Students will NOT take/show pictures or videos of any student or staff member.
- Students will NOT take pictures of a teacher's instructional material (notes or graded assignments) without prior permission from the teacher.
- Students will NOT be on any social media sites at any point during the school day.
- Electronic devices should be off and put away during all quizzes, tests, and exams.
- Personal electronic devices are the responsibility of the student. It is the student's responsibility to treat their belongings with respect and monitor them to prevent theft or damage.
- Students will NOT be allowed to utilize electronic devices outside of the classroom during any point of the instructional day.

## **ELEVATOR**

An elevator for use by handicapped students is located near the cafeteria. Students who qualify for elevator use may check out a key from the main office. There is a \$10 fee if the key is not returned.

## **EXAMINATIONS**

All students are required to take final exams in all courses. These exams will count as 5% of their final grade.

In order for students to exempt a final exam in twelfth grade, or an AP class they must:

- must have no more than 5 absences per class (excludes doctor/court written documentation). College visits and family vacations will count toward the 5 absences.
- maintain at least a B average in a course
- be in compliance with the attendance policy
- not have been placed in the Alternative Learning Center (ALC)
- not have been assigned Out of School Suspension (OSS)
- NOTE: If the student is in an SOL-tested class, the student must simply pass the SOL test in order to exempt the final exam.

In order for students to exempt a final exam in ninth through eleventh grades, they must:

- must have no more than 5 absences per class (excludes doctor/court written documentation). College visits and family vacations will count toward the 5 absences.
- maintain at least an A average in a course
- be in compliance with the attendance policy
- not have been placed in the Alternative Learning Center (ALC)
- not have been assigned Out of School Suspension (OSS)
- Note: If the student is in an SOL-tested class, the student must simply pass the SOL test in order to exempt the final exam

Any student who is exempt from taking the exam may choose to take the exam.

If a student receives a Pass Proficient score (400-499) on their SOL, 1 point will be added to their final grade in that subject.

## **FAMILY LIFE EDUCATION (FLE)**

The Colonial Heights School Board has adopted a Family Life Education program for implementation as developed by a community involvement team. Parents may pick up a copy of the FLE Curriculum and the opt-out form at the main entrance of the high school or download the curriculum/opt-out form from [www.colonialhts.net](http://www.colonialhts.net). This curriculum will indicate the objectives to be taught at each grade level. If parents wish to have their child opt-out (be excused) from all or part of the program they must return the completed opt-out form. Students who opt-out will be given alternative assignments.

## FEES

- Textbook -- Any book that has been lost, destroyed, or needlessly defaced while in the use of the student shall be replaced at the full price of purchase before another book will be issued. Should a lost textbook be found a refund will be made to the student.
- Checks -- Due to the additional time and expense associated with handling non-sufficient funds checks, a service charge of \$25 will be assessed.
- Gym -- P.E. uniform fee: \$10 for gym shorts; \$10 for gym shirt.
- School Counseling -- Official Transcript - \$2
- Culinary Arts/ProStart I- \$25 pays for chef coat; (Parents will still need to purchase solid black pants and shoes for events)
- Culinary Arts/ProStart II & III- \$35 pays for chef coat and hat. (Parents will still need to purchase solid black pants and shoes to be worn everyday in classes and events)
- Culinary I, II, & III - \$20 pays for Family, Community, and Career Leaders of America (FCCLA) state and national dues. Please address all checks to CHHS. Payment for FCCLA dues must be on a separate check.
- Nursing -- \$30 (covers HOSA, CPR, ID & PPEs). Other fees may apply to cover scrubs, tuberculin skin test and field trips.
- Behind the Wheel Driver Education Instruction -- Cost - \$175 - payable in advance
- AP Fees -- Students will pay for one AP test a year, and the School Board will pay for additional AP tests as needed that same school year.
- Parking Permit - \$25
- FCA Dues - Food or drink donation
- Handbook/Planner Replacement - \$5
- Class Dues -- Class dues are set by each individual class and may not exceed more than \$20 per year. Students will contact their class sponsor to pay their dues. Full payment is necessary to participate in class activities. A student may not attend a class-sponsored activity such as the prom, unless full payment of class dues has been made.
- SkillsUSA -- ICT \$25, Auto Tech \$25
- Student Identification Card -- All Colonial Heights High School students will be issued a student ID card. **THIS CARD MUST BE CARRIED BY THE STUDENTS AND SHOWN TO SCHOOL OFFICIALS UPON REQUEST WHILE ATTENDING SCHOOL AND SCHOOL RELATED ACTIVITIES.** Student ID cards are provided without charge. You will not be able to check out books from the library without a student ID card. Replacements may be purchased for \$5.00.

## FIGHTING

"FIGHTING WILL NOT BE TOLERATED". Fighting is not a socially acceptable means of solving personal problems. Students determined responsible by the principal/assistant principal will be suspended out-of-school. Students are encouraged to inform the administration of possible conflicts and to seek help to find an acceptable solution. Assaults will be referred for court action.

## FIRE ALARM

In case of fire follow the direction of your teacher and use the directed exit. False fire alarms are serious offenses. Persons caught will be suspended.

## FRATERNITIES, SORORITIES, AND GANGS

Fraternities, sororities, and gangs are not school-sponsored organizations and all activities relating to such organizations will not be permitted on school property. Incidents including initiation, hazing, intimidations, and/or other related activities, which are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students is prohibited.

## FREE APPROPRIATE PUBLIC EDUCATION

(Compliance Assurance Statement)

No student will be denied access to any course, program of instruction, and extra curricular activity or School Counseling service on the basis of race, color, national origin, sex or handicapping condition. Those who feel there has been discrimination in their care should bring this to the attention of the principal.

## GRADE POINT AVERAGES (GPA)

A grade point average (GPA) is computed for each student by first awarding "quality points" to each final grade earned in his or her course work, and then by dividing the total number of quality points awarded by the total number of credits attempted. (Please note in the table that follows that the number of quality points awarded for Honors and AP Course work differs from Regular classes). The GPAs are then placed in order from highest to lowest in order to determine each student's rank in class. GPAs are computed for students at the end of each semester after final grades have been processed. Rank in class is assigned for students based on GPA as it stands at the end of each school year.



<u>Regular Classes</u>		<u>Honors/Dual Enrollment Classes</u>		<u>AP Classes</u>	
A+	4.25 points	A+	4.75 points	A+	5.25 points
A	4.00 points	A	4.50 points	A	5.00 points
A-	3.75 points	A-	4.25 points	A-	4.75 points
B+	3.25 points	B+	3.75 points	B+	4.25 points
B	3.00 points	B	3.50 points	B	4.00 points
B-	2.75 points	B-	3.25 points	B-	3.75 points
C+	2.25 points	C+	2.75 points	C+	3.25 points
C	2.00 points	C	2.50 points	C	3.00 points
C-	1.75 points	C-	2.25 points	C-	2.75 points
D+	1.25 points	D+	1.75 points	D+	2.25 points
D	1.00 point	D	1.50 points	D	2.00 points
D-	0.75 points	D-	1.25 points	D-	1.75 points
F	0.00 points	F	0.00 points	F	0.00 points

## GRADES

Each block class will consist of two 9 week grading periods.

Hybrid classes will consist of four 9 week grading periods with each 9 week period counting less, but equal at the end of the course.

Interims will be issued for each student at the mid-point of each grading period.

Although given at different times, block and hybrid courses will each give a final examination. They will each count 5% of a child's term grade.

## GRADING AND STUDENT EVALUATION

1. **MINIMUM NUMBER OF GRADES:** Minimum of 3 test grades, 4 quiz grades, and a daily average for the 9 weeks for each subject.
2. **COMPONENTS OF 9 WEEKS GRADES AND HOW APPORTIONED:** Test average 40%, quiz average 40%, daily/homework 20%. NOTE: No grade on a test, etc. will be used as a doubled grade at any level. All graded work must be designed so that the student is eligible for any grade—A, B, C, D, F, etc.
3. **METHOD OF ROUNDING FRACTIONS:**
  - a. Each component of the 9 week grade will be rounded mathematically to one decimal place.
  - b. Component (daily, quizzes, tests) averages will be kept to one decimal place in the gradebook.
  - c. Components (daily, quizzes, tests) will be averaged mathematically and recorded as a whole number for the 9 week grade.
4. Advanced Placement courses will be graded on tests and quizzes only with 60% of the 9-week grade being derived from tests and 40% from quizzes. A minimum of 2 tests and 2 quizzes will be given each 9 week in each subject.
5. Students enrolled in Advanced Placement courses have the option of taking the AP exam.
6. All graded work must be designed so that the student is eligible for any grade-- A, B, C, D, F, etc.
7. **DEFINITIONS:**
  - a. Quiz – An instrument, either written, oral, performed, or produced, used to evaluate a student's understanding of a small amount of instruction such as a portion of a unit. The instruction being evaluated generally would have been delivered over a short period of time such as 1 - 5 days.
  - b. Test – An instrument, either written, oral, performed, or produced, used to evaluate a student's understanding of a larger amount of instruction than a quiz such as a whole unit. The instruction being evaluated generally would have been delivered over a longer period of time such as one or more weeks.
  - c. Participation – Any check for understanding that takes a form other than a quiz or test. These must be in a variety of formats such as worksheet, homework, oral responses, etc.

8. The following letter grading scale, approved by the Colonial Heights School Board, will be used to record student grades on report cards. (Equivalent number grades follow each letter grade). A student must earn a minimum final grade of "D" (60) in the course in order to earn a credit. The final grade is an average of the 9 week and final exam grades. The grading system for regular course credit is as follows:
- |                |            |            |
|----------------|------------|------------|
| A...98-100     | A...93-97  | A-...90-92 |
| B+...87-89     | B...83-86  | B-...80-82 |
| C+...77-79     | C...73-76  | C-...70-72 |
| D+...67-69     | D...63-66  |            |
| F...59 & below | D-...60-62 |            |
9. Assignments are an important part of a student's learning experience. They provide students with the reinforcement of concepts and skills. For assignments to be effective, it is important that they be done in a timely manner.
10. Students are not required to take more than two major tests on any date. The third test assigned should be the one to yield. Students will take the third test on the next available date when the situation arises.
11. Report cards are issued to the students at the end of each 9 weeks during the school year in a special envelope, which parents are expected to sign, denoting that they have received the cards. Envelopes are to be returned to the school on the next day.

## GRADUATION

The graduation ceremony and the various events surrounding the final exercises are the embodiment of student preparation for adulthood and higher education. The significance of this period in the school year cannot be overemphasized. In order that the commencement is not an embarrassment to the school, students, parents, and community, the administration will direct its utmost attention to assure all commencement-related functions will be conducted in a dignified and impressive manner. Students who cannot measure up to the behavioral and procedural expectations of the graduation exercise will be eliminated from participating in the ceremony.

### STANDARD DIPLOMA REQUIREMENTS

Discipline Area	Standard Credits 9th grade class of 2018-19 (Class of 2022)	Verified Credits (SOLs)
English	4	2
Mathematics (note 1)	3	1
Laboratory Science (notes 2 and 5)	3	1
History & Social Science (notes 3 and 5)	3	1
Health & Physical Education	2	
World Language, Fine Arts or Career & Tech Education (note 6)	2	
Economics & Personal Finance	1	
Electives (note 4)	4	
<b>Total</b>	<b>22</b>	<b>5</b>

### Additional Requirements for Graduation

- Students shall either (i) complete an Advanced Placement or honors course or (ii) earn a career and technical education credential approved by the VA Board of Education.
- Students shall successfully complete one virtual course, which may be a non-credit-bearing course or a required or elective credit-bearing course that is offered online.
- Students shall be trained in emergency first aid, CPR, and the use of AED, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation.
- Students shall acquire and demonstrate foundational skills in critical thinking, creative thinking, collaboration, communication, and citizenship in accordance with the Profile of a Virginia Graduate approved by the VA Board of Education.

**NOTE 1:** Courses completed to satisfy this requirement shall include at least two different course selections from among: Algebra I, Geometry, Data Analysis, Algebra II or other mathematics courses approved by the VA Board of Education to satisfy this requirement. Algebra I Part 1 and Geometry Part 1 will count as an elective credit. Computer Math may be used in conjunction with Algebra I and Geometry to satisfy Standard Diploma mathematics requirements if the student also completes a career and technical concentration.

**NOTE 2:** Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines: Earth Science, Biology, Chemistry, or Physics.

**NOTE 3:** Courses completed to satisfy this requirement shall include Virginia and U.S. History, Virginia and U.S. Government, and one course in either World History or Geography or both.

**NOTE 4:** Courses to satisfy this requirement shall include at least two sequential electives.

**NOTE 5:** Students who complete a CTE sequence and pass a certification/licensure exam may substitute the certification/license for either a laboratory science or history and social science verified credit when the certification/license confers more than one verified credit. The certification/licensure exam must be approved by the VA Board of Education as an additional test to verify student achievement.

**NOTE 6:** Credits earned for this requirement shall include one credit in fine or performing arts or career and technical education.

### ADVANCED STUDIES DIPLOMA REQUIREMENTS

Discipline Area	Standard Credits 9th grade class of 2018-19 (Class of 2022)	Verified Credits (SOLs)
English	4	2
Mathematics (note 1)	4	1
Laboratory Science (note 2)	4	1
History & Social Science (note 3)	4	1
World Language (note 5)	3	
Health & Physical Education	2	
Fine Arts or Career & Technical Education	1	
Economics & Personal Finance	1	
Electives (note 4)	3	
<b>Total</b>	<b>26</b>	<b>5</b>

#### Additional Requirements for Graduation

- Students shall either (i) complete an Advanced Placement or honors course or (ii) earn a career and technical education credential approved by the VA Board of Education.
- Students shall successfully complete one virtual course, which may be a non-credit-bearing course or a required or elective credit-bearing course that is offered online.
- Students shall be trained in emergency first aid, CPR, and the use of AED, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation.
- Students shall acquire and demonstrate foundational skills in critical thinking, creative thinking, collaboration, communication, and citizenship in accordance with the Profile of a Virginia Graduate approved by the VA Board of Education.

**NOTE 1:** Courses completed to satisfy this requirement shall include at least three different course selections from among: Algebra I, Geometry, Algebra II or other mathematics courses above the level of Algebra II. Algebra I Part 1 and Geometry Part 1 will count as an elective credit.

**NOTE 2:** Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: Earth Science, Biology, Chemistry, or Physics.

**NOTE 3:** Courses completed to satisfy this requirement shall include Virginia and U.S. History, Virginia and U.S. Government, and two courses in either World History or Geography or both.

**NOTE 4:** Courses to satisfy this requirement shall include at least two sequential electives.

**NOTE 5:** Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.

## **HALL PASSES**

No student is allowed in the halls during class periods without a hall pass which is located in the student planner. Students must be in possession of their student planner at all times. If a student loses their student planner, a replacement can be purchased for \$5 in the main office.

## **HEALTH SCREENING**

Trained personnel conduct an annual health screening of height, weight, vision and hearing for all 10th grade students and new enrolling students. Parents will be notified by a letter if a professional evaluation is recommended.

## **HONOR ROLL**

Students who achieve Honor Roll will be recognized at the end of the school year.

## **IMMUNIZATION**

The following immunizations are required upon entry to kindergarten or first grade, (whichever comes first) in Virginia:

- a. 4 DPT (diphtheria-pertussis-tetanus) with one dose on or after age 4. Adult TD is required for children 7 years of age and older who do not meet the minimum requirements for tetanus and diphtheria. Effective July 1, 2014 a booster of Tdap is required for all children entering the 6th grade.
- b. 4 OPV or IPV (polio) with one dose after age 4.
- c. 2 measles with the first dose administered at age 12 months or older and the second dose at least one month after first dose.
- d. 2 mumps shot after 12 months of age (usually given as MMR)
- e. 1 rubella shot after 12 months of age (usually given as MMR)
- f. A complete series of 3 doses of hepatitis B vaccine is required for all children. However, the FDA has approved a 2 dose schedule ONLY for adolescents 11-15 years of age and ONLY when the Merck Brand (RECOMBIVAX HB) is used.
- g. Effective October 1, 2008 a complete series of 3 doses of HPV (human papillomavirus) is required for females. The first dose shall be administered before child enters the 6th grade. After reviewing educational materials approved by the Board of Health, the parent of guardian, at the parent's or guardian's sole discretion, may elect for the child to not receive the HPV vaccine.
- h. All children born on or after January 1, 1997, shall be required to have one dose of chickenpox vaccine administered at age 12 months or older. Effective March 3, 2010 a second dose must be administered prior to entering kindergarten but can be administered at any time after the minimum interval between dose 1 and 2.

Students may be exempted for medical (e.g. allergy to vaccine) or religious reasons. In the event of an outbreak of one of these vaccine preventable illnesses, the latter are listed as conditional admission to help identify students who are at risk

## **INCLEMENT WEATHER DAY/EMERGENCY CLOSINGS**

When it becomes necessary to close schools because of inclement weather, the Colonial Heights Public Schools administrative staff will make announcements. As soon as the need for such closing is determined, local radios and T.V. stations will carry such announcements. When appropriate, the school's dialer system will be activated.

## **IN LOCO PARENTIS**

School officials, administrators, teachers, support staff, custodial staff, etc. may hold any student responsible for observing the rules and regulations of the school. All school officials serve, in loco parentis, (in place of parents) regarding administering rules and regulations in the maintenance of good order and discipline in the school.

To achieve this environment, students are expected to conduct themselves in such a manner that their behavior does not threaten the welfare of the school or other students, disrupt the educational process, deprive other students of an effective opportunity to pursue their own education, violate school regulations or School Board policy, or show disrespect of authority, property, and the rights of others.

## **INTERIM REPORTS**

All students will be issued an interim report midway through the reporting period. The dates of interim issuance will be noted on the school division calendar. The content and format of the reports will be determined at the school level.

## **INTERROGATIONS AND SEARCHES**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Personal Searches. A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials or has violated or is about to violate the law or a school rule. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible. If the school official has reasonable suspicion to believe that the student has on his/her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the superintendent or his designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures. The police may be called to conduct this search.

Locker Searches. Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School authorities for any reason may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant.

Automobile Searches. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Seizure of Illegal Materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

## LUNCH PERIOD

Students may not order outside food or drinks to be delivered to the school. No additional time will be allowed for late lunches delivered by parents. Food and drinks are to be consumed only in the cafeteria. Each student is responsible for taking all his/her utensils and waste paper goods to the disposal area and putting them in the proper receptacle. A student may apply for free or reduced meals by picking up an application from the main office or apply online at <http://colonialhts.va.heartlandapps.com>. A teacher of seniors may opt to allow seniors to leave 2 minutes early for their lunch period. Lunch prices will be as follows:

Breakfast \$1.65\*, Lunch \$2.75\*, Premium Lunch \$3.30\* (\*prices subject to school board approval).

## MAKE-UP WORK POLICY

1. Individual students are responsible to make arrangements to receive homework while absent from school. Parents must contact the school by 9:30 a.m. to request homework for that day. If work is requested, you must complete the assignments. Work that is not picked up will be returned to the teacher. You may pick up the work in the main office on the day of the request between 2:35 p.m. and 3:00 p.m. **If your student is on OSS, you must call on a daily basis to request make-up work.**
2. It is the student's responsibility to see the teacher on the day he/she returns to schedule make-up work on or before the date set by the teacher. All work not made up will be graded a zero. The principal or his designee in extending the time limit for make-up, however, may consider extenuating circumstances, and extensions shall be granted in order to insure that a student with a valid excuse is allowed to make-up work.
3. All previously assigned work before the student's absence including projects, reports, tests, book reports, homework, etc. will be required on the first day the student returns to school. An administrator may grant extension under this policy.
4. Absences due to truancy or skipping will be ineligible for make-up.
5. Appeals for exception to the provisions of the make-up policy will be heard first by an assistant principal. Should the matter not be resolved at this level, it may be appealed to the principal.

## NON-EDUCATIONAL ITEMS

Problems sometimes arise because students bring non-educational articles to school. Items include, but are not limited to: pillows, blankets, fidget spinners, games, Rubix cube and like items, water guns, tape players, radios, boom boxes, head phones, ipods, iwatches, tablets, mp3 players, stuffed animals, live animals, crazy string, costume attire, skate boards and other like items, unauthorized sporting equipment, super glue, chemical sprays, food products such as "ghost peppers" and other items brought to school for the sole purpose of making others sick, etc. If these items are brought to school, they may be confiscated and disciplinary action may be taken.

## PARENTAL RESPONSIBILITY

Excerpt from the Code of Virginia (1950), as amended 22.1-279.3 Parental responsibility and involvement requirements.

- A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.
- B. A school shall provide opportunities for parental and community involvement in every school in the school division.
- C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other material customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section and (ii) a copy of the school board's standards of student conduct. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions. Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct and the notice of the requirements of this section. Each school shall maintain the records of such signed statements.
- D. The school principal may request the student's parent to meet with the principal or his designee to review the school board's standards of student conduct and the parent's responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.
- E. In accordance with 22.1-277 and the guidelines required by 22.1-278, the school principal may notify the parents of any student who violates a school board policy when such violation could result in the student's suspension, whether or not the school administration has imposed such disciplinary action. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.
- F. No suspended student shall be admitted to the regular school program until such student and his parent have met with the school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior, as follows:
  - 1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
  - 2. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order (i) the student or his parent to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior or (ii) the student or his parent to be subject to such conditions and limitations as the court deems appropriate for the supervision, care rehabilitation of the student or his parent to be subject to such condition and limitations as the court deems appropriate for the supervision, care and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.
- H. The civil penalties established pursuant to this section shall be enforced in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision 3 of subsection G. Upon the failure to pay penalties imposed by this section, the attorney for the appropriate county, city or town shall enforce the collection or such civil penalties.
- I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.

## PARENT CONFERENCES

During the year, conference days are set-aside for parents to visit their children's teachers and administrators. See school calendar for dates and times. In addition, all teachers and administrators are available immediately after school each day or in some instances at certain hours during the day. You may call the main office in order to arrange an appointment. Please give at least one day's notice and do not just show up unless it is an emergency.

## PHYSICAL EDUCATION/DRIVER EDUCATION

Students under release from physical activity by a physician must attend class and complete an alternative assignment.

Students enrolled in PE will receive 40% instruction in health/driver education and 60% instruction in physical education (with emphasis placed on the State's Physical Fitness Standards). All students are required to take all Physical Fitness tests as a requirement of the course unless excused by a doctor's certificate.

CHHS students who wish to take "Behind the Wheel Instruction" may register with the Driver's Education Coordinator. All "Behind the Wheel Instruction" will be taught after regular school hours. It is the student's responsibility to pay the fee of \$175.

## PREGNANT STUDENTS

A student may continue in school after becoming pregnant, provided the educational processes of the school is maintained, with a statement from her physician attesting to the fact that she is physically able to continue to carry out her classroom duties. This statement is due as soon as this condition is known by the student.

## PROMOTION SCHEDULE

Promotion from 9th to 10th grade	6 Credits English 9
Promotion from 10th to 11th grade	12 Credits English 10
Promotion from 11th to 12th grade	17 Credits English 9 and 10*

- Promotion will only take place at the end of each school year. Exceptions will be made for an in-state student to graduate with his or her school entry group (i.e. if said student has been retained).
- Only a student classified as a "Senior" will be eligible to take English 12 and Government in opposing terms

Summer School classes will not be offered for acceleration. Exceptions will only be considered if a student who is behind grade level and is trying to graduate with his or her entry group.

## PROOF OF LEGAL RESIDENCY

In recent years we have had numerous requests for assistance regarding parents/legal custodian who are attempting to register children in city schools when they do not own or lease property in their own name. In those instances there is a means of providing proof of legal residency to register children through a notarized affidavit with supporting documentation. If you have questions concerning Proof of Legal Residency, contact the School Counseling Office at Colonial Heights High School.

## PROSECUTION OF JUVENILES AS ADULTS

Attachment A, Memo No. 057-12 February 24, 2012 1 **LAWS REGARDING THE PROSECUTION OF JUVENILES AS ADULTS**

The following information has been developed by the Office of the Attorney General regarding the prosecution of juveniles as adults:

Section 22.1-279.4 of the *Code of Virginia* states:

School boards shall provide information developed by the office of the Attorney General to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes. Methods of providing such information may include, but not be limited to, public announcements in the schools, written notification to parents, publication in the student conduct manual, and inclusion in those materials distributed to parents pursuant to § 22.1-279.3.

The following information in question and answer format provides the notice required by this section of the *Code*.

**Who is a juvenile?** Section 16.1-228 of the *Code of Virginia* defines a juvenile as "a person less than 18 years of age." Section 16.1-269.1 of the *Code* permits juveniles, 14 years of age or older at the time of an alleged offense, to be prosecuted as adults for specific crimes under certain circumstances. This process is called a transfer to the appropriate circuit court for trial as an adult.

**How is the age of the juvenile calculated?** Section 16.1-241 of the *Code of Virginia* provides that for the purpose of transferring a juvenile to circuit court for trial as an adult, the child must have been age 14 or older at the time of the offense.

## UNDER WHAT CIRCUMSTANCES DOES THE LAW PERMIT THE TRANSFER OF JUVENILES FOR TRIAL AS ADULTS?

The *Code of Virginia* permits the transfer of juveniles for trial as adults under three specific circumstances. Following is a description of each circumstance and the procedure that is followed in order to determine whether the student is transferred to circuit court.

### Circumstance #1

A transfer can occur when a juvenile, who is age 14 or older at the time of the offense, is charged with a crime which would be a felony if committed by an adult (§ 16.1-269.1 A. of the *Code of Virginia*). Offenses are either felonies or misdemeanors. Those offenses that are punishable by confinement in a state correctional facility or death are felonies; all other offenses are misdemeanors. Felonies are classified for the purposes of punishment and sentencing into six classes. The authorized punishments for conviction of a felony are as follows: Attachment A, Memo No. 057-12 February 24, 2012 2

Class 1 felony – death if the person convicted was 18 years of age or older at the time of the offense and is not determined to be mentally retarded and a fine of not more than \$100,000. If the person was under 18 years of age at the time of the offense or is determined to be mentally retarded, the punishment shall be imprisonment for life or imprisonment for life and a fine of not more than \$100,000.

Class 2 felony – imprisonment for life or for any term not less than twenty years or imprisonment for life or for any term not less than twenty years and a fine of not more than \$100,000.

Class 3 felony – a term of imprisonment of not less than five years nor more than twenty years or a term of imprisonment of not less than five years nor more than twenty years and a fine of not more than \$100,000.

Class 4 felony – a term of imprisonment of not less than two years nor more than ten years or a term of imprisonment of not less than two years nor more than ten years and a fine of not more than \$100,000.

Class 5 felony – a term of imprisonment of not less than one year nor more than ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than \$2,500, either or both.

Class 6 felony – a term of imprisonment of not less than one year nor more than five years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than \$2,500, either or both.

(§§ 18.2-9 and 18.2-10 of the *Code of Virginia*)

In this circumstance, the Commonwealth's Attorney's office makes a formal request to the judge of the juvenile court for the juvenile to be transferred to the circuit court. The juvenile court holds a transfer hearing and may retain jurisdiction or transfer the juvenile to the appropriate circuit court for criminal proceedings. Any transfer to the circuit court is subject to the following conditions: (1) notice; (2) probable cause to believe that the juvenile committed the alleged delinquent act or a lesser included delinquent act; (3) the juvenile is competent to stand trial; and, (4) the juvenile is not a proper person to remain within the jurisdiction of the juvenile court.

The decision regarding whether the juvenile is not a proper person to remain within the jurisdiction of the juvenile court is based upon, but not limited to, the following factors:

The juvenile's age

The seriousness and number of alleged offenses

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Whether the juvenile can be retained in the juvenile justice system long enough for effective treatment and rehabilitation

The appropriateness and availability of the services and dispositional alternatives in both the criminal justice and juvenile justice systems needed by the juvenile

The record and previous history of the juvenile in the jurisdiction where the alleged crime occurred or in other jurisdictions

Whether the juvenile has escaped from a juvenile correctional entity in the past

The extent, if any, of the juvenile's degree of mental retardation or mental illness

The juvenile's school record and education

The juvenile's mental and emotional maturity

The juvenile's physical condition and maturity

### **Circumstance #2**

A transfer can occur when a juvenile 14 years of age or older is charged with an offense which would be a felony if committed by an adult. (§ 16.1-269.1 C of the *Code of Virginia*)

In this circumstance, transfer is requested at the discretion of the Commonwealth's Attorney. If the Commonwealth's Attorney wishes to transfer the juvenile for trial as an adult, the juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§16.1-269.1 C of the *Code of Virginia*)

### **Circumstance #3**

A transfer occurs when a juvenile 14 years of age or older at the time of the alleged offense is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding. (§ 16.1-269.1 B of the *Code of Virginia*)

Transfer under this circumstance is automatic. Whenever a juvenile 14 years of age or older is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding, he or she must be tried as an adult. The juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§ 16.1-269.1 B of the *Code of Virginia*) Attachment A, Memo No. 057-12 February 24, 2012 4

**If a juvenile is transferred for prosecution as an adult on one offense, what happens if he or she has also been charged with other offenses?** If any one charge is transferred, all other charges of delinquency arising out of the same act will be transferred. (§ 16.1-269.6 of the *Code of Virginia*)

**Does the transfer impact subsequent alleged criminal offenses?** Yes. Once a juvenile is convicted of a crime as an adult in circuit court, all subsequent alleged criminal offenses of whatever nature, will be treated as adult offenses and no transfer hearing will be required. (§ 16.1-269.6 of the *Code of Virginia*)



**What happens when an adult is sentenced for a crime he or she committed as a juvenile?** When the juvenile court sentences an adult who has committed, before attaining the age of 18, an offense which would be a crime if committed by an adult, the court may impose a penalty up to a maximum of 12 months in jail and/or a fine up to \$2,500. (§ 16.1-284 of the *Code of Virginia*)

**What can happen if a juvenile is tried as an adult?** There are significant differences between a juvenile being tried as a juvenile and a juvenile being tried in the circuit court as an adult. In the juvenile system, a juvenile is given added protections because of his or her youth. First, records pertaining to the charge and adjudication of delinquency are confidential and may not be available to the public unless the crime was a felony. Second, if the adjudication is for a misdemeanor, the juvenile court record is expunged when the juvenile reaches the age of majority and is considered an adult. Third, a juvenile who is adjudicated delinquent remains in the juvenile system where a judge has discretion in the determination of the punishment or consequences to be imposed. In the juvenile system, the emphasis is on treatment and education.

In contrast, if a juvenile is prosecuted as an adult the issues and information related to the charge and the conviction of a crime are part of the public record. Because the information becomes an adult criminal record, it is not expunged when the juvenile reaches the age of 18. Additionally, the judge does not have the same discretion in sentencing. The judge in circuit court must impose at least the mandatory minimum sentence that is prescribed in sentencing guidelines. The circuit court does have the discretionary power to commit the juvenile to the juvenile system even if prosecuted as an adult.

### **SCHEDULING/CLASS CHANGES**

Students will be permitted to change a course within the first 5 school days of the start of the term. Changes are not guaranteed and are contingent upon available space and scheduling. Requests for teacher or elective changes will not be honored.

Level changes (e.g. honors to academic) will be considered pending approval from parent, teacher and administration and are permitted until the Thursday following the first 9 weeks report card. Schedule changes involving virtual courses must be made prior to the beginning of the school year, due to registration policies with the course provider.

### **SCHOOL COUNSELING PROGRAM**

Philosophy - The Colonial Heights High School Counseling Program is based on the belief that every individual possesses worth and dignity. School Counseling services are designed to promote the overall growth of each student, which may include academic, emotional, social and physical development. The School Counseling Program is concerned with the needs of all students and it involves a cooperative effort among parents, counselors, teachers, administrators, specialists and community personnel.

Opt-Out - It is the policy of the Colonial Heights School Board with respect to personal/social counseling that parents will notify the school in writing if the student is not to participate (opt-out) in personal/social counseling. At CHHS, issues involved in personal/social counseling are addressed only in individual, one-on-one counseling as the situation arises. There is no formal program of personal/social counseling. Parents may contact the CHHS School Counseling Director if they have any questions or comments about school counseling services or if they would like to review any materials used in the school counseling program. Any parent who does not wish for his/her daughter/son to participate in individual personal/social counseling should notify the principal in writing. Students and parents are urged to see a counselor whenever they are in need of assistance. The School Counseling Office is open from 7:30 a.m. - 3:00 p.m. daily. In addition to counseling services, the School Counseling Office has materials on careers, colleges, and employment opportunities

### **SCHOOL REPORT CARD**

Colonial Heights High School is a fully accredited school. The *Virginia School Report Card* provides information about student achievement, accreditation, Adequate Yearly Progress (AYP), and other data for individual schools and the school division as a whole. It is developed by the Virginia Department of Education. You may request a copy of the CHHS Report Card by contacting the school office or you may access it online at: <http://chhs.colonialhts.net/documents/Home/Our%20School/PDF/Report%20Card%202015.pdf>

### **SPECIAL EDUCATION**

Special Education Programs are available for any student who has been identified as having a handicapping condition and whose needs cannot be met in a regular education program. No student will be denied access to any course, program of instruction, or school counseling services on the basis of race, color, national origin, sex, or handicapping condition. Information about special education programs and services may be obtained from the Office of Support Services Director (524-3445).

### **SPORTSMANSHIP, ETHICS AND INTEGRITY**

Participants and spectators involved in approved extra-curricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. 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/booster groups is encouraged.

## STANDARDS OF STUDENT CONDUCT (JFC-R)

The following are standards of student conduct established by the School Board for all students under its jurisdiction. Consequences shall be determined on the basis of the facts presented in each instance of misconduct in the reasonable discretion of the School Board, its designated committees and other appropriate school officials.

1. Student Dress. A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. Students must comply with specific building dress regulations, of which students will be given prior notice.
2. Unexcused Absence or Tardiness. Students shall not be absent from or report late to class or school without appropriate parental permission, school permission or an otherwise valid excuse.
3. Disruptive Conduct. Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function or process of the school or is dangerous to the health or safety of students or others.
4. Profane or Abusive Language. Students shall not use language, a gesture, or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.
5. Threats or Intimidation. Students shall not make any verbal or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason.
6. Assault and Battery. A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery. Physical assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to: kicking, shoving, pushing, hitting and fighting. Battery is the unlawful application of force to the person of another.
7. Bullying. A student, either individually or as a part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to: physical intimidation, taunting, name-calling, and insults and any combination of prohibited activities. Prohibited conduct includes verbal conduct consisting of comments regarding the race, gender, religion, physical abilities or characteristics or associates of the targeted person.
8. Gambling. A student shall not play or participate in any game in which the outcome is uncertain or a matter of chance, or bet for money or other things of value during any school related activity.
9. Use and/or Possession of Alcohol, Tobacco, and Other Drugs. A student shall not possess, electronic cigarettes, spice, use, and/or distribute alcohol, tobacco and/or tobacco products, or other drugs on school property, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or nonprescription drug not possessed in accordance with Policy JHCD.

A student shall not possess, procure or purchase or attempt to possess, procure, or purchase or be under the influence of (legal intoxication not required), or use or consume or attempt to use or consume, any of the restricted substances listed in this regulation or what is represented by or to the student to be any of the restricted substances listed in this regulation or what the student believes is any of the restricted substances in this regulation.

This regulation incorporates Policy JFCE.

Restricted substances includes alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below, as well as any abusable glue, paint and similar materials, anabolic steroids and both prescription and nonprescription drugs if they are not taken according to the prescription or directions on the package, and includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance.

10. Distribution or Sale of Illegal Drugs or Possession or Distribution with Intent to Sell. Students shall not manufacture, give, sell, distribute or possess with intent to give, sell or distribute marijuana, Spice or other controlled substance as defined in the Drug Control Act, Chapter 15.1 or Title 54 of the Code of Virginia.
11. Vandalism. Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events.
12. Defiance of the Authority of School Personnel. Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by the School Board policies and regulations.
13. Possession or Use of Weapons or Other Dangerous Articles. Students shall not have in their possession any type of unauthorized firearm or other article, which may be used as a weapon, regardless of whether it is commonly accepted as such. This regulation incorporates Policy JFCD.
14. Theft. A student shall not intentionally take the personal property of another person without consent, under duress, threat or otherwise.
15. Behavior on School Bus. Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on the school bus or after being discharged from a school bus.

16. Cheating. Students shall not cheat, plagiarize or knowingly make false statements with respect to any assigned schoolwork or test.
17. Trespass. The student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.
18. Gang Activity. A student shall not engage in gang activities as defined in Policy JFCE, incorporated by reference.
19. Sexual Harassment. A student shall not sexually harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.
20. Possession of Beepers, Cellular Telephones or Similar Devices. The use or open display of a beeper, cellular telephone, or other communication device is prohibited within the school building.
21. Reports of Conviction or Adjudication of Delinquency Pursuant to 16.1-304.1. Students convicted or adjudicated delinquent of an offense listed in the Code of Virginia, 1950 as amended, 16.1-305.1, may be suspended or expelled.
22. Laser Pointers. Student shall not have in their possession laser pointers.
23. Acceptable Use of the Internet. Students shall abide by the Colonial Heights School Division's Acceptable Computer Use Policy and Regulations. Students are not authorized to share passwords assigned to them for computer use.
24. Felony Charges. Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/intervention activities.
25. Bomb Threats. Students shall not engage in any conduct involving firebombs, explosive or incendiary material or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.
26. Other Conduct. In addition to these specific standards, students shall not engage in any conduct, which materially and substantially disrupts the ongoing, educational process or which is otherwise a violation of federal, state or local law.

CORRECTIVE ACTIONS: The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. Each offense shall be considered fully in determining reasonable corrective actions.

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges, including access to the School Division's computer system
5. Parental conferences
6. Tasks or restrictions assigned by the principal or his designee
7. Detention after school or before school
8. Suspension from school-sponsored activities or events prior to, during or after the regular school day
9. In-school suspension
10. Out-of-school suspension
11. Referral to an alternative education program
12. Notify legal authority where appropriate
13. Recommendation for expulsion
14. Mandatory expulsion for firearm possession or use or possession of a controlled substance, imitation controlled substance or marijuana, as defined in Chapter 34 of Title 54.1 and 18.2-247 or the Code of Virginia, on school property or at a school sponsored activity.
15. Evaluation for alcohol or drug abuse.
16. Participation in a drug, alcohol or violence intervention, prevention or treatment program.

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Legal Refs.: 20 U.S.C. Section 3351, Code of Virginia, 1950, as amended, sections 18.2-83, 18.2-85, 18.2-87.1, 18.2-308, 18.2-308-1, 18.2-308.7, 18.2-310, 18.2-322.1, 18.2-433.1.

22.1-70.2, 22.1-78, 22.1-253.13:7 (D)(3), 22.1-277, 22.1-277.1.1-279.1.

Student Conduct Policy Guidelines, Virginia Department of Education June 1994

Cross Ref.: CLA Reporting Acts of Violence and Substance Abuse

IIBEA Acceptable Computer Systems Use Regulation  
JFC Student Conduct  
JFCD Weapons in School  
JFCE Gang Activity or Association  
JFCF Drugs in School  
JGA Corporal Punishment  
JGD/JGE Student Suspension  
JGDA Suspension of Disabled Students  
JHCD Administering Medicines to Students

## **STUDENT COMPLAINTS REGARDING DISCRIMINATION ON THE BASIS OF SEX, SEXUAL HARASSMENT, RACE, NATIONAL ORIGIN, DISABILITY, AND RELIGION**

Sexual harassment or harassment of race, national origin, disability, and religion is illegal behavior that harms the victim and negatively impacts the school system by creating an environment of fear, distrust, and intolerance. Because the Colonial Heights Public Schools are committed to providing a safe, healthy environment for all students that promotes respect, dignity, and equality, it is the purpose of this regulation to create and preserve an educational environment free from unlawful harassment, and discrimination on the basis of sex, race, national origin, disability, or religion.

The Colonial Heights Public Schools strictly prohibits all forms of sexual, racial, national origin, disability, or religious harassment on school grounds, school buses, and at all school-sponsored activities, programs and events. It shall be a violation of this regulation for any student, employee or third party (school visitors, vendors, etc.) to harass or discriminate against any student on the basis of sex, race, national origin, disability, or religion. Sexual harassment means unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communications of a sexual nature, and any other gender-based harassment, whether initiated by students, employees or third parties, when (1) submission to or rejection of such conduct is used as the basis for decisions affecting a student's academic performance; (2) such conduct creates an intimidating, hostile or offensive learning environment; or (3) submission to such conduct is made either explicitly or implicitly a term or condition of the student's participation in school-sponsored activities.

In compliance with applicable federal law, it is a policy of the Colonial Heights Public Schools to investigate promptly and resolve equitably all complaints of harassment and discrimination on the basis of sex, race, national origin, disability, or religion. Victims of harassment shall be afforded avenues for filing complaints that are free from bias, collusion, intimidation, or reprisal. Victims of harassment should document the harassment as soon as it occurs and with as much detail as possible, including the nature of the harassment, dates, times, and places it has occurred; name of the harasser(s), witnesses and the victim's response to their harassment.

To the extent they feel safe and comfortable doing so, victims are first encouraged to confront the harasser, verbally or in a letter and/or with someone else present, and tell the harasser to stop the conduct because it is unwelcome. Any such communication should be documented. If the victim's concerns are not resolved satisfactorily by communicating with the harasser, or if the victim feels he/she cannot discuss the concerns with the harasser, the victim should directly inform the principal of his/her school of the complaint and should clearly indicate what action he/she wants taken to resolve the complaint. While victims are encouraged to submit a complaint in writing, complaints may be made verbally. Any school employee who receives a complaint of harassment from a student shall inform the student of the employee's obligation to report the complaint to the school principal, and then shall immediately notify the principal of the complaint. Any employee who fails to report student complaints to the principal may face disciplinary action, up to and including dismissal. Any principal who fails to investigate student complaints of harassment may be disciplined, up to and including dismissal.

Students are encouraged to report complaints as soon as possible and at least within 30 calendar days of the incident, so that the complaint can be effectively investigated. The principal shall promptly investigate the complaint, at least within ten school days of its receipt, and report the results to the parties in writing, if appropriate. If the principal determines that the complaint is well founded, he/she shall take appropriate disciplinary action and/or refer the matter within two school days to the Office of Support Services Director, who serves as the Title IX compliance officer for the school system, for appropriate action. The Office of Support Services Director shall take appropriate action within ten school days of receiving the report from the school principal. In the event the investigation of a complaint reveals that a change in the school system's policies or procedures may be appropriate, the superintendent shall be notified within two school days of the completion of the investigation and he shall take appropriate action within five school days thereafter.

A complainant who is not satisfied with the action of the principal may appeal to the Office of Support Services Director within two days of the principal's action, and the Director shall review the matter and render his decision within five school days of receipt of the appeal. The principal shall give the name and address of the Office of Support Services Director to the student when he communicates his decision. A complainant who is not satisfied with the action of the Office of Support Services Director may appeal to the superintendent within two school days of the Director's action, and the superintendent will review the matter and render his decision within five school days of the appeal. The superintendent and the Director may, in their discretion, hold meetings among the student, the student's parents, the principal and the Director as part of their reviews. The decision of the superintendent shall be final. Any appeal to the Office of Support Services Director or the superintendent shall state precisely the reasons for dissatisfaction with the action being appealed and shall be limited to the matter under appeal.

A person with a complaint concerning an alleged violation of Title IX may file that complaint directly with the Office for Civil Rights of the United States Department of Education. However, in reviewing any complaint, OCR may examine whether and the degree to which the complaint availed him/herself of these procedures and, on the basis of that examination, determined whether OCR should intervene in the matter.

The privacy and confidentiality of all parties and witnesses to complaints will be respected. However, an individual's need for confidentiality must be balanced against the school system's obligation to cooperate with the criminal justice authorities, to afford due process to the accused, to conduct a thorough investigation and to take appropriate corrective measures, the school system reserves the right to disclose the identity of parties and witnesses in appropriate circumstances to individuals with a need to know. However, any act of retaliation against any person who opposes the harassment, who has filed a complaint or who has testified, assisted or participated in any way in the handling of a harassment complaint is prohibited and is subject to disciplinary action up to and including dismissal. False or malicious complaints of harassment may result in disciplinary action against the complainant.

## **STUDENT CONDUCT CODE**

The following are standards of student conduct established in support of School Board policy JFC and JFC-R for all students under its jurisdiction. Consequences shall be determined on the basis of the facts presented in each instance of misconduct in the reasonable discretion of the Board, its designated committees, and other appropriate school officials.

## **STUDENT CONDUCT (JFC)**

The standards of student conduct are designed to define the basic rules and major expectations of students in the public schools of Colonial Heights. It is the responsibility of the Colonial Heights City School Board to adopt policy and regulations and the administration to issue regulations establishing rules of conduct for student behavior in order to protect the health, safety and welfare of its students. The local school principal has the responsibility and authority to exercise reasonable judgment in enforcing this Code of Conduct. Principals are responsible for ensuring that all students, staff members, and parents are provided the opportunity to become familiar with this policy.

The superintendent shall issue Standards of Student Conduct and a list of possible corrective actions for violation of the Standards of Conduct. The Standards of Student Conduct and a notice of the requirements of Section 22.1-279.3 of the Code of Virginia, 1950, as amended, shall be sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of the Standards of Student Conduct shall be sent. The Statement shall also acknowledge the receipt of state law concerning parental assistance in maintaining discipline and order. Parents shall be notified that by signing the statement of receipt, parents are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States of Virginia. Each school shall maintain records of the signed statements. The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or his designee to review the School Board's Standards of Students Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress. The administrator of the building should exercise reasonable judgment and consider the circumstances in determining the disciplinary action to be administered.

Each student has the right to expect an educational environment in which he or she can strive to achieve his/her intellectual potential. The student is expected to attend school regularly, be diligent in his/her studies and conduct him/herself in such a way that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur.

All parents are expected to assume responsibility for the student's behavior and assist the school in enforcing the Standards of Student Conduct. The parent is also expected to maintain regular communication with school authorities, monitor and require daily attendance, and bring to the attention of the school authorities any problem that affects the student or other children in the school. It is the parent's responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.

The school principal shall notify the parents of any student who violates a School Board policy when such violation could result in the student's suspension, whether or not the school administration has imposed any disciplinary action. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.

The principal or his designee shall notify the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education.

No suspended student shall be admitted to the regular school program until such student and his parent or parents, have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student. If the parent or parents fail to comply with this requirement, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

Students are subject to corrective action for any misconduct that occurs:

- in school or on school property
- in a school vehicle
- while participating in or attending any school sponsored activity or trip
- on the way to and from school
- off school property, when the acts lead to: (1) adjudication of delinquency or a conviction for an offense listed in 16.1-305.1 of the Code of Virginia, 1950, as amended (unlawful purchase, possession or use of a weapon, homicide, felonious assault and bodily wounding, criminal sexual assault, manufacture, sale, gift distribution or possession of Schedule I or II controlled substances or marijuana, arson and related crimes, and burglary and related offenses) or (2) a charge that would be a felony if committed by an adult.

Unlawful acts, which will lead to police notification and may lead to a 10-day out of school suspension from classes, exclusion from activities, or expulsion include but not limited to:

- possession or use of alcohol, illegal drugs or drug paraphernalia
- selling drugs
- assault/battery
- sexual assault
- arson
- intentional injury (bullying, fighting)
- theft
- bomb threats, including false threats, against school personnel or school property
- use or possession of explosives (see Policy JFCD)
- possession of weapons or firearms (see Policy JFCD)
- extortion, blackmail, or coercion
- driving without a license on school property
- homicide
- burglary
- sex offenses (indecent exposure, obscene phone calls, sodomy and child molestation)
- malicious mischief
- shooting
- any illegal conduct involving firebombs, fireworks, explosive or incendiary devices or materials, hoax explosive devices or chemical bombs
- stabbing, cutting or wounding
- unlawful interference with school authorities including threats
- unlawful intimidation of school authorities
- other unlawful acts including being an accessory to any of these or other unlawful acts.

Any student involved in a reportable drug or violent incident shall participate in prevention and intervention activities deemed appropriate by the superintendent or his/her designee. Further, any student who has been found to be in possession of or under the influence of drugs or alcohol on school property or at a school sponsored activity may be required to (1) undergo evaluation for drug or alcohol abuse and (2) participate in a drug and/or alcohol treatment program if recommended by the evaluator and if the parent or parents consent.

The superintendent shall issue regulations listing additional actions which may be cause for corrective action and if serious enough or exhibited repeatedly may lead to suspension or expulsion.

The School Board shall biennially review the model student conduct code developed by the Board of Education to incorporate into policy a range of discipline options and alternative to preserve a safe and nondisruptive environment for effective learning and teaching.

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Legal Refs.: 20 U.S.C. 1145g, 3224a;

20 U.S.C. Section 3351

Code of Virginia, 1950, as amended, sections 16.1-305.1., 18.2-308.1, 18.2-308.7, 18.2-310, 18.2-322.1, 22.1-78, 22.1-200.1, 22.1-253.13:7 (D.3), 22.1-277, 22.1- 277.02,22.1-277.2,22.1-279.1, 22.1-279.3.

Cross Ref.: JGA Corporal Punishment

JGDA/JGE Student Suspension/Expulsion

JGDA Suspension of Disabled Students

JN Student Fees, Fines and Charges

## STUDENT LOCKERS

Each student will be offered a locker. Locker combinations should be kept confidential and lockers kept locked. Student lockers may be inspected periodically without notice by the school administration, as lockers are school property-not student property. Students are to maintain lockers in a neat and orderly fashion. Students are to use only the lockers assigned. Students are not to share lockers. Items in lockers are the responsibility of the student assigned to that locker. STUDENTS SHOULD LOCK THEIR LOCKERS WHEN NOT ATTENDED. Students are cautioned not to leave valuables in their lockers. Students are to assume the full responsibility for the locker assigned to them and its contents.

## STUDENT RECORDS

A scholastic record is maintained on every student enrolled in CHPS. At a minimum, the student scholastic record contains directory information, grades, health and physical education records, discipline records, if any, and the results of standardized group testing. Any individual special evaluations (psychological, medical, educational, or social history), official records relating to special education or Section 504 of the Rehabilitation Act of 1973, and records relating to the gifted program, Title I, Head Start, and other special programs would also be included in the scholastic record.

The student scholastic record is kept at the school currently attended by the student. Files for students who have left the system are kept at the last school attended. These records are located in the school's school counseling office and it is the responsibility of the Director of School Counseling, under the supervision of the principal, to keep all records accurately, in proper order, and updated. A portion of some students' files may be maintained in the central office; the scholastic record will specify the department.

The entire contents of the student scholastic record are not retained permanently. A permanent record of the student's name, address, telephone number, grades, attendance record, classes attended, grade-level, and year completed is maintained. The special education portions of records are destroyed five years from the date of graduation, transfer, or withdrawal from the school system. Test protocols for special education evaluations are destroyed three years after such testing is administered. Upon request, a copy of the special education portions of students' files or test protocols may be accessed prior to their destruction.

Provisions of the Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's scholastic record. They include the following:

- The right to inspect and review the student's scholastic record within 14 days of the day the school division receives a request for access. Parents or eligible students should submit to the school principal or appropriate school official a written request that identifies the information they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the information may be inspected.
- The right to request the amendment of the information in the student's scholastic record that the parent or eligible student believes is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school division decides not to amend the record as requested by the parent or eligible student, the school division will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's scholastic record, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the division as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the division has contracted to perform a special task (such as an attorney, auditor, medical consultant, insurer, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review a scholastic record in order to fulfill his or her professional responsibility. Upon request, CHPS discloses scholastic records without consent to officials of another school division in which a student seeks or intends to enroll.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school division to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

## **Release of Directory Information**

The written consent of parents is required for the release of any personally identifiable data from student records, except for a few exceptions provided by law. Forms are available at each school for parents to authorize such release. The following information, known as “directory information,” may be released without prior consent: names and addresses of students, e-mail addresses, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, height and weight of members of athletic teams, and awards and honors received. Parents, guardians, or students of legal age who do not desire to have all or any part of “directory information” disclosed without written consent must notify the principal in writing prior to the start of the school year.

## **Records of Eighteen-Year-Old Students**

Under the law, the rights of parents to scholastic records of students transfer to the student upon reaching the age of 18 years. This includes the rights of access, challenge, and control of release of data from their school records. Parents of children who are still dependents as defined in Section 152 of the Internal Revenue Code of 1954 are eligible, however, to obtain copies of their children’s records.

## **STUDY HALLS**

- Study Hall/Aide Positions are available for 11th & 12th grade students
- Students must be enrolled in 3 credit bearing classes each term

## **SUMMER SCHOOL**

Summer credit recovery programs may be offered. Summer school courses for credit are available for a fee. Student will be allowed to take one class for the purpose of meeting their on-time graduation requirement. Contact the main office for a listing of available courses and requirements.

## **TARDY POLICY**

Students will be marked tardy when entering class after the ringing of the tardy bell, unless they have an approved pass or other approved excuse for being late.

The tardy policy is treated as a separate disciplinary matter. It is the responsibility of each student to arrive at school and to class on time each day.

Students who are tardy to school **MUST** report to the tardy station for an admission slip to class. Written verification stating the reason for being tardy shall be presented upon arrival. Students may only have three (3) parent notes for tardiness per nine-week grading period. Parent notes for tardiness shall be considered excused only for reasons consistent with those for which an excused absence is granted.

If a student misses more than 30 minutes of class time, an absence will be recorded instead of a tardy (refer to the Attendance Policy). Tardy cards will reset each nine weeks.

## **TELEPHONE**

The use of the school phones for private use is not permitted. During school hours, a student may use the phone located at the tardy station with staff permission only. Students will not be excused from class to make phone calls.

## **TORNADO INFORMATION**

### **WATCH**

It Means – There is a chance of dangerous weather later with damaging winds.

What To Do – Be on the lookout for the danger signs listed below and be ready to move quickly to safety when the warning signal is given.

### **WARNING**

It Means – A tornado has been sighted.

What To Do – Go at once to the designated shelter area. If you see or hear the tornado coming, do not wait for the Warning Signal – go to your shelter area if there is time, if not, curl up on the floor and protect yourself. If a tornado comes while you are on the school bus, get away from the bus and into a nearby ditch or ravine. Lie down, hands overhead.

### **DANGER SIGNS**

Severe Thunderstorms – Thunder, lightning, heavy rains, and strong winds

Hail – Pellets of ice from dark-clouded skies

Roaring Noise – Like a hundred railroad locomotives; a crashing thunderous sound

Funnel – Dark, spinning “rope” or column from the sky to the ground

### **PROTECT YOURSELF**

Lie face down, draw your knees up under you, cover the back of your head with your hands.

## **UNIVERSAL LEARNING LABS**

Universal Learning Lab opportunities are available for scheduling conflicts or for select Board approved courses that are not offered in the traditional classroom setting. Courses are offered through an outside course provider (e.g. Virtual Virginia). Students are expected to follow CHHS and Online Learning Lab guidelines.



## VEHICULAR TRAFFIC CONTROL

Students who drive to school do so at their own risk. Students who drive to school shall register their vehicles and park in the designated student parking areas. Students must follow the conditions stated on the registration form. A \$20 fee is charged to cover the cost of registration decals. Automobiles will not be moved until the student has finished for the day unless approved by the principal. Students will not sit in the cars during the school day. Students must leave their cars upon arrival and not re-enter until the end of their school day. Students parking on school property must display a valid registration decal.

When parking in the front circle at the end of the day to pick up students, please be aware that you are subject to ticketing if you park on the left side, handicapped area or in the yellow zones. Traffic needs to be free flowing. If it becomes an issue, the School Resource Officer will be notified.

The following are the rules governing parking in the school parking lot.

1. Spaces are assigned in the school-owned parking lot. Any cars parked in the front circle will be towed.
2. Parking decals **MUST** be displayed.
3. All offenses will be documented.
4. 1st Offense: Not displaying decal, illegally parking, reckless driving, leaving school grounds without permission, etc., will lose parking privileges for 1 month. (Violations of this restriction will result in automatic loss of parking privilege for the remainder of the school year.) 2nd Offense: Lose parking privilege for the remainder of the school year. No refund on parking fee. (Violations of this restriction will result in the vehicle being towed at the owner's expense.)
5. Parking is a privilege, which may be suspended or revoked for being excessively tardy or absent to school or for excessive discipline problems.

Vehicles parked in the parking lot on school premises must be parked within the designated lines. Violators will lose driving and parking privileges for the equivalent of a school term. Traffic is not to exceed 10 mph on school property. A uniformed traffic guard employed by the Colonial Heights Police Department is on duty for traffic control before and after school. Visitors, teachers, and buses are assigned separate designated areas for parking and unloading away from designated student parking area. In addition, a school-employed paraprofessional is assigned crosswalk duty between classes and after school to control the pedestrian flow of traffic between the main high school building and the technical center.

## VISITORS AT SCHOOL

When visitors, volunteers or contractors check-in, or parents come to pick up students, they will be asked to present a valid state issued ID for entering into the Raptor system. This system has the ability to provide alerts on people who may jeopardize the safety of the campus.

Once visitors are entered into the Raptor system, they will obtain a pass from the tardy station. Visitors (including friends and parents) of students here to eat lunch or visit a class are not permitted. Unauthorized persons, including suspended students, may be prosecuted for trespassing.

It is unlawful for any person to enter a school at night without the consent of an authorizing person, except to attend an approved meeting or event. Persons violating this provision may be prosecuted.

It is prohibited for any person to enter or remain on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen. Persons violating this provision may be prosecuted.

## VOLUNTEER INFORMATION FOR STUDENTS

Colonial Heights High School will recognize students who document 20 or more hours of voluntary community service during the year (including summer hours). To receive credit for participating in a volunteer experience, students must complete the Student Volunteer Form for each volunteer activity. The Student Volunteer Form can be found in the School Counseling Office or on the Colonial Heights High School Website under "Student Resources". Return the form to School Counseling Office by the specified date to receive credit.

All volunteer hours for the spring/summer must be turned in by September 28, 2018. First semester hours are due by February 1, 2019. Second semester hours are due by April 12, 2019. *Court mandated community service hours will not be accepted.* If you have any questions please contact Christina Major at Christina\_Major@colonialhts.net or at 524-3405.

In addition, the Board of Education offers a Seal of Excellence in Civics Education to students who complete 50 hours of volunteer participation in community service or extracurricular activities that have a civic focus throughout a student's high school years. Below are the criteria for how a student can receive the Seal of Excellence.

- The Board of Education's Seal of Excellence in Civics Education will be awarded to students who earn either a Standard or Advanced Studies Diploma and: (i) complete Virginia and United States History and Virginia and United States Government courses with a grade of "B" or higher; and, (ii) have good attendance and no disciplinary infractions as determined by local school board policies and, (iii) complete **50 hours** of voluntary participation in community service or extracurricular activities.
- Activities that would satisfy the requirements of clause (iii) of this subdivision include: (a) volunteering for a charitable or religious organization that provides services to the poor, sick or less fortunate; (b) participating in Boy Scouts, Girl Scouts, or similar youth organizations; (c) participating in JROTC; (d) participating in political campaigns or government internships, or Boys State, Girls State, or Model General Assembly; or (e) 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.
- To receive credit for participating in a volunteer experience, complete the Student Volunteer Form.

## WITHDRAWAL – CLASSES

Students will be permitted to withdraw with a grade of “N” from a term course until the Thursday following the first 9 weeks report card distribution. After that date, withdrawals will result in an “F” for a final grade on the student’s transcript.

Students will be permitted to withdraw with a grade of “N” from a year long course until the Thursday following the 2nd nine weeks report card distribution. After that date, withdrawals will result in an “F” for a final grade on the student’s transcript.

## WITHDRAWAL – TRANSFER FROM SCHOOL

All students leaving this school permanently must withdraw officially and present a student withdrawal form signed by a parent or legal guardian. Clearance must be obtained by the student from each of his teachers and the librarian before final clearance is given. For students transferring to another school, all academic records will be transferred by mail to the new school.

## WORK PERMITS

As of September 11, 2013, documents required to process a child labor permit can be found on the Dept. of Labor website at [www.doli.virginia.gov](http://www.doli.virginia.gov). Parents may access the forms directly from this website. Detailed instructions are available on the website.

## YEARBOOKS –OMNIBUS 2019

- Omnibus 2019 will continue to be an all-color yearbook!
- Yearbook order information will be mailed directly to your home. Watch for this mailing from Herff Jones Yearbook Order Center. It is to your advantage to pre-order a book. All you will need to do is visit [www.yearbookordercenter.com](http://www.yearbookordercenter.com) and follow the prompts or bring money to Ms. Hillard in Room T-23.

## SENIORS:

- If you are having your picture taken by Candid Color, you **do not** need to submit a wallet size drape or tux formal portrait to Ms. Hillard. Candid Color will submit your formal yearbook portrait to the school. **You will, however, need to turn in a casual portrait if you would like one to appear beside your formal tux or drape.**
- If you are having your picture taken by a company other than Candid Color, a formal drape or tux portrait **MUST** be turned in to Ms. Hillard no later than **Friday, October 12**. Due to publishing deadlines, **no late pictures will be accepted. If you do not meet the deadline, you will likely be left out of the book.**
  - o For continuity in the senior section, **please have your formal portraits taken on a blue, gray, or black background by your outside photographer.** Males should be wearing a dark suit or formal tux and females should be in a formal drape.
  - o Digital images may be submitted via email to [dawn\\_hillard@colonialhts.net](mailto:dawn_hillard@colonialhts.net).
- We will once again offer space for each senior to submit a quotation to appear next to his or her portrait. We will send out information when school begins.
- Candid Color will provide a **final senior photo session on Thursday, September 6, 4:00-6:00PM** by appointment in the CHHS auditorium. A sign-up sheet will be available in the main office. Don’t miss out on this opportunity if you have not already had your picture taken!
- We will continue to offer Senior Patron Ads to family members and friends who would like to show how special their senior is. The regular deadline for these ads is **Friday, December 7**. A discounted price is offered for any ads turned in by **Friday, October 12**. Watch for a mailing to your home detailing information and prices in late August or early September.
- **Senior Class Picture – Thursday, October 4, 2:30PM, at White Bank Park.**

## OTHER PICTURE DATES:

- Underclass Pictures – **Wednesday, September 19** with makeups on **Tuesday, October 30**.
- Club Pictures – **Tuesday, October 30 2:30PM**.

## 2018-2019 SCHOOL CALENDAR\*

September 3	Labor Day Holiday
September 4	First Day of School
September 6	Final Senior Picture Make-up (4-6 pm)
September 19	Underclass pictures (English Classes)
September 27	Herff Jones Junior Class Meeting 7:40 am
September 27	Herff Jones Senior Class Meeting 8:15 am
October 2	Herff Jones Senior Cap & Gown/Announcement Orders (during lunches)
October 3	Herff Jones Additional Senior Orders (during lunches)
October 4	Interim Report Day
October 4	Senior Group Picture @ Whitebank (2:20 pm)
October 6	Homecoming Dance 7:30 pm
October 8	Parent/Teacher Conference 4-7 pm
October 9	Herff Jones Senior Additional Orders – Junior Ring Orders (during lunches)

October 9	Herff Jones Senior Additional Orders - Junior Ring Orders Parent Night 3 pm – 7 pm (Media Center)
October 10	Herff Jones Junior Ring Orders (during lunches)
October 30	Club Pictures, 2:30 pm in the gym
October 30	Underclass Make-up Pictures
November 2	End of First Nine Weeks
November 6	Professional Day - Student holiday
November 12	Report Card Distribution Day
November 15	Fall Athletic Awards 7:30 pm
November 21-23	Thanksgiving Holiday
December 6	Interim Report Day
December 21	½ Day for Students/Teachers
December 24–31	Winter Holiday - school closed
January 1-4	Winter Holiday – school closed
January 7	School Reopens
January 17	Winter Athletic Pictures 2:30 pm
January 21	Martin Luther King, Jr. Holiday
January 25	End of Second Nine Weeks
January 25	½ Day for Students - Professional Day
January 28	Student Holiday - Teacher Workday
February 4	Report Card Distribution Day
February 18	President's Day Holiday
February 28	Interim Report Day
March 4	Parent-Teacher Conferences 4 - 7 pm
March 4	Winter Athletic Awards 7 pm
March 16	Jr. Ring Dance 7:30 pm
March 18	Herff Jones Junior Ring Adjustments (during lunches)
March 25	Senior/Parent Graduation meeting #1 6:30 pm Senior Cap & Gown/Announcement Delivery
March 29	End of Third Nine Weeks
April 1-5	Spring Holiday - school closed
April 8	Senior/Parent Graduation meeting #2 6:30 pm Senior Cap & Gown/Announcement Delivery
April 10	Spring Athletic Pictures 2:30 pm
April 15	Report Card Distribution Day
May 6	CHHS Student Awards 8am Auditorium
May 9	Interim Report Day
May 11	Senior Prom @ Country Club of Petersburg 7:30 pm
May 22	ITS Induction Ceremony 6:30 pm
May 27	Memorial Day Holiday
June 2	Baccalaureate Service - 3 pm - Wesley United Methodist Church
June 3	Colonial Scholar Banquet 6 pm
June 4	SCA Election/Assembly & Senior Graduation Picture 8 am
June 4	Spring Athletic Awards 6:30 pm
June 5	Senior Scholarships 6:30 pm
June 6	CTE Awards 6:30 pm
June 12	Mandatory Graduation Practice 11am Athletic Field - Sr. Picnic 12:00pm Whitebank Park
June 13	1/2 Day for Students, End of School
June 13	CHHS Commencement Exercises - 8 pm Athletic Field
June 14	Professional Day
June 17	Senior Portraits "Class of 2020" (1st Session) 10am – 2pm, CHHS Auditorium

**\*Calendar dates subject to change**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
30	31	1	2
6	7	8	9
13	14	15	16
20	<i>Eid al-Adha begins at sundown</i> 21	22	23
27	28	29	30
3	4	5	6

FRIDAY	SATURDAY	SUNDAY	NOTES
3	4	5	
10	11	12	
17	18	19	
24	25	26	
31	1	2	
7	8	9	

MONDAY

27

TUESDAY

28

WEDNESDAY

29

PARENT/TEACHER COMMENT

DAILY EVENTS

*-poly- (many) – polyphony, polygon, polychrome, polytheist, polygamy, polyp*



# SEPTEMBER 2018

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
27	28	29	30
Labor Day 3	4	5	6
Muharram begins at sundown 10	Patriot Day 11	12	13
17	Yom Kippur begins at sundown 18	19	20
24	25	26	27
1	2	3	4



FRIDAY	SATURDAY	SUNDAY	NOTES
31	1	2	
7	8	9 <i>Rosh Hashanah begins at sundown</i>	
14	15	16	
21	22	23 <i>First Day of Autumn</i>	
28	29	30	
5	6	7	

MONDAY

3

TUESDAY

4

WEDNESDAY

5

PARENT/TEACHER COMMENT

DAILY EVENTS

Labor Day

7:35 AM - First Day of School (CHHS)  
2:18 PM - Bus Regulations/Expectations (CHHS)

*re- (back, again) – return, report, review, retract, regain, reiterate, retell, revive, revise, regenerate, regurgitate*

7:45 AM - 10:41 AM (EST) - Administration Class Expectation Mtgs: 9th -7:45-8:20am 10th - 8:30-9:05am 11th - 9:11-9:50am 12th - 10:00-10:41am  
7:45 AM - 10:41 AM - Class Expectation Meetings (9th Grade- 7:45-8:20 AM) (10th Grade- 8:30-9:05 AM) (11th Grade- 9:11-9:50 AM) (12th Grade- 10:00-10:41 AM) (Auditorium)  
3:30 PM - Golf: Boys Varsity vs Prince George (Fort Lee Golf Club)  
4:30 PM - Cross-Country: Boys Varsity vs Matoaca, Colonial Heights, Prince George (Pocahontas State Park)  
4:30 PM - Cross-Country: Girls Varsity vs Matoaca, Colonial Heights, Prince George (Pocahontas State Park)  
5:30 PM - Field Hockey: JV vs New Kent (New Kent High School)  
6:00 PM - Football: JV vs Park View (South Hill) (Park View High School (South Hill))  
7:00 PM - Field Hockey: Varsity vs New Kent (New Kent High School)



MONDAY

10

TUESDAY

11

WEDNESDAY

12

PARENT/TEACHER COMMENT

DAILY EVENTS

*Muharram begins at sundown*  
 2:18 PM - 6:00 PM - Drama Auditions  
 (Auditorium, Room 63 (Drama))  
 3:30 PM - Golf: Boys Varsity vs Thomas  
 Dale (Fort Lee Golf Club)  
 6:00 PM - Field Hockey: JV vs Henrico  
 (Henrico High School)

*Patriot Day*  
 4:30 PM - Field Hockey: Varsity vs  
 Northumberland (Colonial Heights High  
 School)  
 5:45 PM - Volleyball: Girls Varsity vs  
 Meadowbrook (Meadowbrook High School)  
 6:00 PM - Field Hockey: JV vs Northumberland  
 (Colonial Heights High School)  
 7:15 PM - Volleyball: Boys Varsity vs  
 Meadowbrook (Meadowbrook High School)

*-ward (in the direction of) – westward,  
 backward, toward, downward, leeward,  
 landward*

3:30 PM - Golf: Boys Varsity vs Dinwiddie (Fort  
 Lee Golf Club)  
 4:30 PM - Cross-Country: Boys Varsity vs  
 Hopewell, Petersburg (Fort Clifton Park)  
 4:30 PM - Cross-Country: Girls Varsity vs  
 Hopewell, Petersburg (Fort Clifton Park)  
 5:30 PM - Volleyball: Girls Varsity vs  
 Southampton (Southampton High School)  
 6:00 PM - Football: JV vs Southampton (CHHS  
 Athletic Stadium)



MONDAY

17

TUESDAY

18

WEDNESDAY

19

PARENT/TEACHER COMMENT

DAILY EVENTS

4:00 PM - Field Hockey: Varsity vs Thomas Dale (Colonial Heights High School)  
 5:30 PM - Field Hockey: JV vs Thomas Dale (Colonial Heights High School)  
 6:00 PM - Volleyball: Girls Varsity vs Southampton (Colonial Heights High School)

*Yom Kippur begins at sundown*

**-hypo-** (*below, beneath*) – *hypodermic, hypocrite, hypotenuse, hypothermia, hypothesis*

7:35 AM - 2:00 PM - Underclass Pictures (Auditorium)  
 4:30 PM - Cross-Country: Boys Varsity vs Dinwiddie (Dinwiddie Jr. High)  
 4:30 PM - Cross-Country: Girls Varsity vs Dinwiddie (Dinwiddie Jr. High)  
 4:30 PM - Field Hockey: Varsity vs Southampton (Southampton High School)  
 5:45 PM - Volleyball: Girls Varsity vs Park View (South Hill) (Colonial Heights High School)  
 6:00 PM - Football: JV vs Meadowbrook (Meadowbrook High School)  
 7:15 PM - Volleyball: Boys Varsity vs Monacan (Colonial Heights High School)



MONDAY

24

TUESDAY

25

WEDNESDAY

26

PARENT/TEACHER COMMENT

DAILY EVENTS

4:30 PM - Field Hockey: Varsity vs Prince George (Prince George High School)  
 6:00 PM - Field Hockey: JV vs Prince George (Prince George High School)

5:45 PM - Volleyball: Girls Varsity vs Prince George (Prince George High School)  
 7:15 PM - Volleyball: Boys Varsity vs Prince George (Prince George High School)

**pseudo-** (*false*) – *pseudonym, pseudopodia, pseudomorph, pseudoscience, pseudoevent*

4:00 PM - Field Hockey: Varsity vs Matoaca (Colonial Heights High School)  
 4:30 PM - Cross-Country: Boys Varsity vs Meadowbrook, Thomas Dale (Fort Clifton Park)  
 4:30 PM - Cross-Country: Girls Varsity vs Meadowbrook, Thomas Dale (Fort Clifton Park)  
 5:30 PM - Field Hockey: JV vs Matoaca (Colonial Heights High School)  
 6:00 PM - Football: JV vs Petersburg (CHHS Athletic Stadium)





# OCTOBER 2018

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
1	2	3	4
Columbus Day (Observed) 8	9	10	11
15	16	17	18
22	23	24	25
29	30	Halloween 31	1
5	6	7	8

FRIDAY	SATURDAY	SUNDAY	NOTES
5	6	7	
12	13	14	
19	20	21	
26	27	28	
2	3	4	
9	10	11	

**MONDAY****1****TUESDAY****2****WEDNESDAY****3**

PARENT/TEACHER COMMENT

DAILY EVENTS

4:30 PM - Field Hockey: Varsity vs Hopewell (Colonial Heights High School)  
 6:00 PM - Field Hockey: JV vs Hopewell (Colonial Heights High School)

10:41 AM - 12:42 PM - SR Announcements/Cap/ Gown Orders (Sr Cafeteria)  
 4:30 PM - Field Hockey: Varsity vs Thomas Dale (Thomas Dale High School)  
 5:45 PM - Volleyball: Girls Varsity vs Dinwiddie (Colonial Heights High School)  
 6:00 PM - Field Hockey: JV vs Thomas Dale (Thomas Dale High School)  
 7:15 PM - Volleyball: Boys Varsity vs Dinwiddie (Colonial Heights High School)

10:41 AM - 12:42 PM - SR Announcements/Cap/ Gown Orders (Sr Cafeteria)  
 4:00 PM - JR/SR Class Powder Puff Game (Football Field)  
 4:30 PM - Cross-Country: Boys Varsity vs Meadowbrook (Meadowbrook High School)  
 4:30 PM - Cross-Country: Girls Varsity vs Meadowbrook (Meadowbrook High School)  
 6:00 PM - Football: JV vs Hopewell (Merner Field)

**-hood** (*order, condition*) – *manhood, adulthood, parenthood, falsehood, sisterhood*



MONDAY

8

TUESDAY

9

WEDNESDAY

10

PARENT/TEACHER COMMENT

DAILY EVENTS

Columbus Day (Observed)  
4:00 PM - 7:00 PM - Parent/Teacher  
Conferences (CHHS)

10:41 AM - 12:42 PM - Additional SR Announcements/Cap/  
Gown Orders (Sr Cafeteria)  
10:41 AM - 12:42 PM - JR Class Ring Orders (Sr Cafeteria)  
3:00 PM - 7:00 PM - JR Class Ring Orders (Parent Night)  
(Media Ctr)  
3:00 PM - 7:00 PM - SR Announcements/Cap/Gown  
Orders (Parent Night) (Media Ctr)  
5:45 PM - Volleyball: Girls Varsity vs Petersburg (Colonial  
Heights High School)  
7:15 PM - Volleyball: Boys Varsity vs Petersburg (Colonial  
Heights High School)

**-neuro-** (nerve) – neuron, neurosurgeon,  
neurosis, neurology, neuralgia, neurotomy

10:41 AM - 12:42 PM - JR Class Ring Orders  
(Sr Cafeteria)  
5:45 PM - Volleyball: Girls Varsity vs Highland  
Springs (Colonial Heights High School)  
6:00 PM - Football: JV vs Matoaca (CHHS  
Athletic Stadium)  
7:15 PM - Volleyball: Boys Varsity vs  
Highland Springs (Colonial Heights High  
School)



MONDAY

15

TUESDAY

16

WEDNESDAY

17

PARENT/TEACHER COMMENT

DAILY EVENTS

4:30 PM - Field Hockey: Varsity vs Matoaca (Matoaca High School)  
6:00 PM - Field Hockey: JV vs Matoaca (Matoaca High School)  
7:00 PM - Fall Chorale (Auditorium)

Heroin Summit IV (Auditorium, CHHS Gym)  
5:45 PM - Volleyball: Girls Varsity vs Matoaca (Colonial Heights High School)  
7:15 PM - Volleyball: Boys Varsity vs Matoaca (Colonial Heights High School)

*-tom-, -tomy- (cut) – atom, tonsillectomy, appendectomy, dichotomy, anatomy, lobotomy*

8:00 AM - 1:00 PM - Job Shadowing (City of Colonial Heights)  
4:30 PM - Field Hockey: Varsity vs Hopewell (Hopewell High School)  
6:00 PM - Field Hockey: JV vs Hopewell (Hopewell High School)  
6:00 PM - Football: JV vs Prince George (CHHS Athletic Stadium)





MONDAY

22

TUESDAY

23

WEDNESDAY

24

PARENT/TEACHER COMMENT

DAILY EVENTS

6:00 PM - 6:45 PM - Mu Alpha Theta/  
Science NHS Induction Ceremony  
(Media Ctr)

5:45 PM - Volleyball: Girls Varsity vs  
Thomas Dale (Thomas Dale High  
School)  
7:15 PM - Volleyball: Boys Varsity vs  
Thomas Dale (Thomas Dale High  
School)

*-hema- (blood) – hematic, hematite,  
hematology, hematoma, hemal, hematosi*

5:45 PM - Volleyball: Girls Varsity vs  
Dinwiddie (Dinwiddie High School)  
6:00 PM - Football: JV vs Appomattox  
County (CHHS Athletic Stadium)  
7:15 PM - Volleyball: Boys Varsity vs  
Dinwiddie (Dinwiddie High School)



MONDAY

29

TUESDAY

30

WEDNESDAY

31

PARENT/TEACHER COMMENT

DAILY EVENTS

10:00 AM - 12:30 PM - Underclass  
Picture Make-Ups (Auditorium)  
2:20 PM - 3:20 PM - Club Pictures  
(CHHS Gym)

*-proto-* (first) – protoplasm, prototype, protocol,  
protagonist, protozoan, proton, protohuman,  
protomorphic

*Halloween*  
2:30 PM - Career Fair Set-Up (CHHS  
Gym)  
6:00 PM - Football: JV vs Dinwiddie  
(Dinwiddie High School)



# NOVEMBER 2018

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
29	30	31	1
5	6 <i>Election Day</i>	7	8
12 <i>Veterans Day (Observed)</i>	13	14	15
19	20 <i>Mawlid al-Nabi begins at sundown</i>	21	22
26	27	28	29
3	4	5	6

FRIDAY	SATURDAY	SUNDAY	NOTES
2	3	4 <i>Standard Time returns</i>	
9	10	11 <i>Veterans Day</i>	
16	17	18	
23	24	25	
30	1	2	
7	8	9	

MONDAY

5

TUESDAY

6

WEDNESDAY

7

PARENT/TEACHER COMMENT

DAILY EVENTS

Winter Dead Period (CHHS)  
2:10 PM - Convocation Set-Up (Sr Cafeteria)

*Election Day*  
Winter Dead Period (CHHS)  
8:15 AM - 9:10 AM - Chamber of Commerce Breakfast (Sr Cafeteria)  
9:15 AM - Division Convocation (Auditorium)

*-fid-, -fide-, -feder- (faith, trust) – confidante, fidelity, confident, infidel, federal, confederacy*

Winter Dead Period (CHHS)





MONDAY

12

TUESDAY

13

WEDNESDAY

14

PARENT/TEACHER COMMENT

DAILY EVENTS

Veterans Day (Observed)  
Winter Dead Period (CHHS)  
7:35 AM - Report Card Distribution Day (CHHS)

Winter Dead Period (CHHS)  
6:30 PM - Winter Sportsmanship Meeting (Auditorium)

**-phon-** (sound) – symphony, telephone, phonetic, phonograph, euphony, cacophony, telephone

Winter Dead Period (CHHS)



MONDAY

19

TUESDAY

20

WEDNESDAY

21

PARENT/TEACHER COMMENT

DAILY EVENTS

7:20 AM - 2:00 PM - Key Club Blood Drive (Media Ctr)

Mawlid al-Nabi begins at sundown  
2:00 PM - Winter Sports Pep Rally (CHHS Gym)

*-ine (nature of) – masculine, genuine, medicine, opaline, Benedictine*

Thanksgiving Holiday Break (CHHS)



MONDAY

26

TUESDAY

27

WEDNESDAY

28

PARENT/TEACHER COMMENT

DAILY EVENTS

*-plac-, -pac- (please) – placid, placebo, placate, complacent, pacify*



# DECEMBER 2018

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
26	27	28	29
3	4	5	6
10	11	12	13
17	18	19	20
24	Christmas	25	Kwanzaa begins
26		26	27
31	1	2	3



FRIDAY	SATURDAY	SUNDAY	NOTES
30	1	<i>Hanukkah begins at sundown</i> 2	
7	8	9	
14	15	16	
<i>First Day of Winter</i> 21	22	23	
28	29	30	
4	5	6	

MONDAY

3

TUESDAY

4

WEDNESDAY

5

PARENT/TEACHER COMMENT

DAILY EVENTS

Christmas Parade (City of Colonial Heights)  
 5:45 PM - Basketball: Boys JV vs Dinwiddie (Dinwiddie High School)  
 5:45 PM - Basketball: Girls JV vs Dinwiddie (Colonial Heights High School)  
 7:15 PM - Basketball: Boys Varsity vs Dinwiddie (Dinwiddie High School)  
 7:15 PM - Basketball: Girls Varsity vs Dinwiddie (Colonial Heights High School)

**-mono-** (one) – *monopoly, monologue, monorail, monotonous, monomania, monocular, monogamous, monolithic, monotone*

3:30 PM - Indoor Track: Boys Varsity vs Thomas Dale, Colonial Heights, Dinwiddie, Hopewell, Matoaca, Meadowbrook, Petersburg, Prince George (Thomas Dale High School)  
 3:30 PM - Indoor Track: Girls Varsity vs Thomas Dale, Colonial Heights, Dinwiddie, Hopewell, Matoaca, Meadowbrook, Petersburg, Prince George (Thomas Dale High School)  
 5:00 PM - Wrestling: Varsity vs Prince George, Colonial Heights, Matoaca Tri (Prince George High School)



MONDAY

10

TUESDAY

11

WEDNESDAY

12

PARENT/TEACHER COMMENT

DAILY EVENTS

6:30 PM - Winter Concert: Band/Choir (Auditorium)

5:45 PM - Basketball: Boys JV vs Petersburg (Petersburg High School)  
5:45 PM - Basketball: Girls JV vs Petersburg (Colonial Heights High School)  
7:15 PM - Basketball: Boys Varsity vs Petersburg (Petersburg High School)  
7:15 PM - Basketball: Girls Varsity vs Petersburg (Colonial Heights High School)

**-sed-, -sess-, -sid-** (sit) – *sediment, session, obsession, possess, preside, president, reside, subside*



MONDAY

17

TUESDAY

18

WEDNESDAY

19

PARENT/TEACHER COMMENT

DAILY EVENTS

**-tort-** (*twist*) – *torture, retort, extort, distort, conort*



MONDAY

24

TUESDAY

25

WEDNESDAY

26

PARENT/TEACHER COMMENT

DAILY EVENTS

Winter Break: School Closed (CHHS)

*Christmas*  
Winter Break: School Closed (CHHS)

*-vale-, -vali-, -valu- (strength, value) –  
equivalent, valiant, validity, evaluate, value,  
valor*

*Kwanzaa begins*  
Winter Break: School Closed (CHHS)





# JANUARY 2019

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
31	<i>New Year's Day</i> 1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31
4	5	6	7

FRIDAY	SATURDAY	SUNDAY	NOTES
4	5	6	
11	12	13	
18	19	20	
25	26	27	
1	2	3	
8	9	10	

MONDAY

31

TUESDAY

1

WEDNESDAY

2

PARENT/TEACHER COMMENT

DAILY EVENTS

Winter Break: School Closed (CHHS)

*New Year's Day*  
Winter Break: School Closed (CHHS)

*pre-* (before) – *prelude, preposition, premonition, premature, predict, predecessor, preview, premier, precedent*

Winter Break: School Closed (CHHS)  
5:45 PM - Basketball: Boys JV vs Matoaca (Matoaca High School)  
5:45 PM - Basketball: Girls JV vs Matoaca (Colonial Heights High School)  
7:15 PM - Basketball: Boys Varsity vs Matoaca (Matoaca High School)  
7:15 PM - Basketball: Girls Varsity vs Matoaca (Colonial Heights High School)



MONDAY

7

TUESDAY

8

WEDNESDAY

9

PARENT/TEACHER COMMENT

DAILY EVENTS

7:35 AM - School Reopens (CHHS)

5:45 PM - Basketball: Boys JV vs Thomas Dale (Colonial Heights High School)  
5:45 PM - Basketball: Girls JV vs Thomas Dale (Thomas Dale High School)  
6:30 PM - Division All "A" Awards Ceremony (CHHS)  
7:15 PM - Basketball: Boys Varsity vs Thomas Dale (Colonial Heights High School)  
7:15 PM - Basketball: Girls Varsity vs Thomas Dale (Thomas Dale High School)

*semi- (half) – semitone, semicircle, semiweekly, semiannual, semiformal, semiconscious, semifinal*

5:00 PM - Wrestling: Varsity vs Petersburg, Colonial Heights, Hopewell Tri (Petersburg High School)



MONDAY

14

TUESDAY

15

WEDNESDAY

16

PARENT/TEACHER COMMENT

DAILY EVENTS

5:45 PM - Basketball: Boys JV vs Meadowbrook (Meadowbrook High School)  
 5:45 PM - Basketball: Girls JV vs Meadowbrook (Colonial Heights High School)  
 7:15 PM - Basketball: Boys Varsity vs Meadowbrook (Meadowbrook High School)  
 7:15 PM - Basketball: Girls Varsity vs Meadowbrook (Colonial Heights High School)

*-vol- (will) – malevolent, benevolent, volunteer, volition*

6:00 PM - Wrestling: Varsity vs Dinwiddie Dual (Colonial Heights High School)



THURSDAY

17

FRIDAY

18

JANUARY

DECEMBER 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

WEEKLY QUOTE:

"A ship in harbor is safe, but that is not what ships are built for." – William Shedd

SATURDAY

19

SUNDAY

20

HALL PASS

Date	Time	To	Initials

PARENT/TEACHER COMMENT

2:30 PM - 3:30 PM - Winter Athletic Pictures (CHHS Gym)  
 5:45 PM - Basketball: Girls JV vs Petersburg (Petersburg High School)  
 7:15 PM - Basketball: Girls Varsity vs Petersburg (Petersburg High School)

**annotate** – comment; make explanatory notes.  
*The director chose to annotate the script for the benefit of the actors.*

5:45 PM - Basketball: Boys JV vs Petersburg (Colonial Heights High School)  
 7:15 PM - Basketball: Boys Varsity vs Petersburg (Colonial Heights High School)

MONDAY

21

TUESDAY

22

WEDNESDAY

23

PARENT/TEACHER COMMENT

DAILY EVENTS

Martin Luther King Day: School Closed (CHHS)

7:35 AM - Exams: 1st & 2nd Block (CHHS)

*-fy (make) – beautify, fortify, simplify, magnify, glorify, testify*

7:35 AM - Exams: 3rd & 4th Block (CHHS)

5:00 PM - Wrestling: Varsity vs Hopewell, Meadowbrook Tri (Colonial Heights High School)



MONDAY

28

TUESDAY

29

WEDNESDAY

30

PARENT/TEACHER COMMENT

DAILY EVENTS

8:00 AM - 3:00 PM - Student Holiday/  
Teacher Work Day (CHHS)

5:45 PM - Basketball: Boys JV vs Matoaca  
(Colonial Heights High School)  
5:45 PM - Basketball: Girls JV vs Matoaca  
(Matoaca High School)  
7:15 PM - Basketball: Boys Varsity vs  
Matoaca (Colonial Heights High  
School)  
7:15 PM - Basketball: Girls Varsity vs  
Matoaca (Matoaca High School)

**sub-** (*under, below*) – *subterranean, subway,  
subtract, substandard, subordinate,  
submarine, submerge*



# FEBRUARY 2019

★ GOALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
28	29	30	31
4	Chinese New Year 5	6	7
11	Lincoln's Birthday 12	13	Valentine's Day 14
18	19	20	21
25	26	27	28
4	5	6	7

FRIDAY

SATURDAY

SUNDAY

NOTES

1

*Groundhog Day*

2

3

8

9

10

15

16

17

*Washington's Birthday*

22

23

24

1

2

3

8

9

10

MONDAY

4

TUESDAY

5

WEDNESDAY

6

PARENT/TEACHER COMMENT

DAILY EVENTS

Report Card Distribution Day (CHHS)

*Chinese New Year*  
 5:45 PM - Basketball: Boys JV vs Thomas Dale (Thomas Dale High School)  
 5:45 PM - Basketball: Girls JV vs Thomas Dale (Colonial Heights High School)  
 7:15 PM - Basketball: Boys Varsity vs Thomas Dale (Thomas Dale High School)  
 7:15 PM - Basketball: Girls Varsity vs Thomas Dale (Colonial Heights High School)

**super-** (*over, above*) – *supervise, superb, superior, supercede, superscript, superfluous, supercilious, supernatural, superintendent*





MONDAY

11

TUESDAY

12

WEDNESDAY

13

PARENT/TEACHER COMMENT

DAILY EVENTS

Lincoln's Birthday

**-ous** (full of, having) – gracious, nervous, pompous, courageous, vicious



MONDAY

18

TUESDAY

19

WEDNESDAY

20

PARENT/TEACHER COMMENT

DAILY EVENTS

President's Day: School Closed (CHHS)  
Spring Dead Period (CHHS)

Spring Dead Period (CHHS)

**-form-** (form, shape) – uniform, conform,  
formulary, perform, formal, formula

Spring Dead Period (CHHS)



MONDAY

25

TUESDAY

26

WEDNESDAY

27

PARENT/TEACHER COMMENT

DAILY EVENTS

Spring Dead Period (CHHS)

Spring Dead Period (CHHS)

*-mor-, -mort- (mortal, death) – mortal, immortal, morality, mortician, mortuary, mortify, mortgage*

Spring Dead Period (CHHS)  
10:00 AM - VA Opera: Division 1st Graders (Auditorium)



MONDAY	TUESDAY	WEDNESDAY	THURSDAY
25	26	27	28
4	5	Ash Wednesday 6	7
11	12	13	14
18	19	First Day of Spring 20	21
25	26	27	28
1	2	3	4



FRIDAY

SATURDAY

SUNDAY

NOTES

1

2

3

8

9

*Daylight-Saving Time begins*

10

15

16

*St. Patrick's Day*

17

22

23

24

29

30

31

5

6

7

MONDAY

4

TUESDAY

5

WEDNESDAY

6

PARENT/TEACHER COMMENT

DAILY EVENTS

4:00 PM - 7:00 PM - Parent/Teacher Conferences (CHHS)  
7:00 PM - Winter Athletic Awards (Auditorium)

**syn-** (together) – synthetic, synchronize, synthesis, synchronous, syndicate, syndrome, synonym, synopsis, syntax

Ash Wednesday



MONDAY

11

TUESDAY

12

WEDNESDAY

13

PARENT/TEACHER COMMENT

DAILY EVENTS

8:30 AM - Choral Assessment Concert (Auditorium)

4:30 PM - Tennis: Boys Varsity vs Hopewell (Colonial Heights High School)

4:30 PM - Tennis: Girls Varsity vs Hopewell (Hopewell High School)

**un-** (not) – *unfit, unequal, undone, unequivocal, unearned, unconventional, uncooked, unharmed, unattended*

8:30 AM - 1:00 PM - Job Shadowing (City of Colonial Heights)



MONDAY

18

TUESDAY

19

WEDNESDAY

20

PARENT/TEACHER COMMENT

DAILY EVENTS

10:41 AM - 12:42 PM - Ring Adjustments (Sr Cafeteria)

4:30 PM - Tennis: Boys Varsity vs Prince George (Prince George High School)  
4:30 PM - Tennis: Girls Varsity vs Prince George (Colonial Heights High School)  
6:00 PM - 2019 Fine Arts Festival (CHHS)

*-archy (chief, first, rule) – monarchy, oligarchy, hierarchy, anarchy, patriarchy*

*First Day of Spring*  
3:30 PM - Outdoor Track: Boys Varsity vs Dinwiddie, Colonial Heights, Hopewell, Thomas Dale (Dinwiddie Jr. High)  
3:30 PM - Outdoor Track: Girls Varsity vs Dinwiddie, Colonial Heights, Hopewell, Thomas Dale (Dinwiddie Jr. High)



MONDAY

25

TUESDAY

26

WEDNESDAY

27

PARENT/TEACHER COMMENT

DAILY EVENTS

6:30 PM - #1 Senior Student/Parent w/ Mrs. Janssen (Auditorium)

12:00 PM - 3:00 PM - CTE Open House (CHHS Tech Center)  
4:30 PM - Tennis: Boys Varsity vs Dinwiddie (Colonial Heights High School)  
4:30 PM - Tennis: Girls Varsity vs Dinwiddie (Dinwiddie High School)  
5:00 PM - Baseball: JV vs Dinwiddie (Shepherd Stadium)  
5:00 PM - Softball: JV vs Dinwiddie (Shepherd Stadium)  
5:30 PM - Soccer: Boys JV vs Dinwiddie (Dinwiddie Jr. High)  
5:30 PM - Soccer: Girls JV vs Dinwiddie (CHHS Athletic Stadium)  
6:00 PM - Baseball: Varsity vs Dinwiddie (Dinwiddie High School)  
6:00 PM - Softball: Varsity vs Dinwiddie (Dinwiddie High School)  
7:00 PM - Soccer: Boys Varsity vs Dinwiddie (Dinwiddie Jr. High)  
7:00 PM - Soccer: Girls Varsity vs Dinwiddie (CHHS Athletic Stadium)

-ician (specialist) – technician, musician, beautician, physician, statistician, clinician, electrician

7:35 AM - 2:00 PM - Key Club Blood Drive (Media Ctr)





MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<i>April Fools' Day</i> 1	2	3	4
8	9	10	11
15	16	17	18
<i>Earth Day</i> 22	23	24	25
29	30	1	2
6	7	8	9

FRIDAY	SATURDAY	SUNDAY	NOTES
5	6	7	
12	13	<i>Palm Sunday</i>	
<i>Good Friday</i> <i>Passover begins at sundown</i>	20	<i>Easter</i>	
26	27	28	
3	4	5	
10	11	12	

MONDAY

1

TUESDAY

2

WEDNESDAY

3

PARENT/TEACHER COMMENT

DAILY EVENTS

April Fools' Day  
Spring Break: School Closed (CHHS)

Spring Break: School Closed (CHHS)

*-itis (infection) – appendicitis, tonsillitis, bursitis, arthritis, gastroenteritis, colitis*

Spring Break: School Closed (CHHS)



MONDAY

8

TUESDAY

9

WEDNESDAY

10

PARENT/TEACHER COMMENT

DAILY EVENTS

6:30 PM - #2 Senior/Parent Meeting w/ Mrs. Janssen (Auditorium)

5:00 PM - Baseball: JV vs Petersburg (Shepherd Stadium)  
5:00 PM - Baseball: Varsity vs Petersburg (Petersburg Sports Complex)  
5:00 PM - Softball: JV vs Petersburg (Shepherd Stadium)  
5:00 PM - Softball: Varsity vs Petersburg (Petersburg Sports Complex)  
6:00 PM - Soccer: Boys Varsity vs Petersburg (Petersburg High School)

**-cise-** (cut) – excise, incisors, incision, incisive, precise, concise, decision

2:30 PM - 3:30 PM - Spring Athletic Pictures (CHHS Gym)



MONDAY

15

TUESDAY

16

WEDNESDAY

17

PARENT/TEACHER COMMENT

DAILY EVENTS

Report Card Distribution Day (CHHS)

4:30 PM - Tennis: Boys Varsity vs Matoaca (Colonial Heights High School)  
 4:30 PM - Tennis: Girls Varsity vs Matoaca (Matoaca High School)  
 5:00 PM - Baseball: JV vs Matoaca (Shepherd Stadium)  
 5:00 PM - Softball: JV vs Matoaca (Shepherd Stadium)  
 5:30 PM - Soccer: Boys JV vs Matoaca (Matoaca High School)  
 5:30 PM - Soccer: Girls JV vs Matoaca (CHHS Athletic Stadium)  
 6:00 PM - Baseball: Varsity vs Matoaca (Matoaca High School)  
 6:00 PM - Softball: Varsity vs Matoaca (Matoaca High School)  
 7:00 PM - Soccer: Boys Varsity vs Matoaca (Matoaca High School)  
 7:00 PM - Soccer: Girls Varsity vs Matoaca (CHHS Athletic Stadium)

**-scrib-** (*write*) – *scribble, inscribe, scribe, describe, conscription, transcribe, subscribe, prescribe, manuscript*

3:30 PM - Outdoor Track: Boys Varsity vs Matoaca, Colonial Heights, Hopewell, Prince George (Matoaca High School)  
 3:30 PM - Outdoor Track: Girls Varsity vs Matoaca, Colonial Heights, Hopewell, Prince George (Matoaca High School)





MONDAY

22

TUESDAY

23

WEDNESDAY

24

PARENT/TEACHER COMMENT

DAILY EVENTS

Earth Day

4:30 PM - Tennis: Boys Varsity vs Thomas Dale (Thomas Dale High School)  
 4:30 PM - Tennis: Girls Varsity vs Thomas Dale (Colonial Heights High School)  
 5:00 PM - Baseball: JV vs Thomas Dale (Thomas Dale High School)  
 5:00 PM - Softball: JV vs Thomas Dale (Thomas Dale High School)  
 5:30 PM - Soccer: Boys JV vs Thomas Dale (CHHS Athletic Stadium)  
 5:30 PM - Soccer: Girls JV vs Thomas Dale (Thomas Dale High School)  
 6:00 PM - Baseball: Varsity vs Thomas Dale (Shepherd Stadium)  
 6:00 PM - Softball: Varsity vs Thomas Dale (Shepherd Stadium)  
 7:00 PM - Soccer: Boys Varsity vs Thomas Dale (CHHS Athletic Stadium)  
 7:00 PM - Soccer: Girls Varsity vs Thomas Dale (Thomas Dale High School)

**-logy** (*study, science*) – *biology, anthropology, geology, neurology, entomology, philology, mythology*

Little Feet Meet (CHHS Track)



MONDAY	TUESDAY	WEDNESDAY	THURSDAY
29	30	1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30 <i>Laylat al-Qadr begins at sundown</i>
3	4	5	6

FRIDAY	SATURDAY	SUNDAY	NOTES
3	4	5 <i>Cinco de Mayo</i> <i>Ramadan begins at sundown</i>	
10	11	12 <i>Mother's Day</i>	
17	18	19	
24	25	26	
31	1	2	
7	8	9	

MONDAY

29

TUESDAY

30

WEDNESDAY

1

PARENT/TEACHER COMMENT

DAILY EVENTS

5:30 PM - 8:30 PM - Stem Night, Mu Alpha Theta (Media Ctr, Room 2 (Reierson), Room 22 (Entwistle), Room 23 (Barefoot))

5:30 PM - 8:30 PM - Stem Night, Mu Alpha Theta (Room 24 (Shively), Room 28 (Grammer), Room 4 (Ryan), Science Labs)

4:30 PM - Tennis: Boys Varsity vs Meadowbrook (Colonial Heights High School)

4:30 PM - Tennis: Girls Varsity vs Meadowbrook (Meadowbrook High School)

5:00 PM - Baseball: JV vs Meadowbrook (Shepherd Stadium)

5:00 PM - Baseball: Varsity vs Meadowbrook (Meadowbrook High School)

5:00 PM - Softball: JV vs Meadowbrook (Shepherd Stadium)

5:00 PM - Softball: Varsity vs Meadowbrook (Meadowbrook High School)

**-dict-** (say) – *dictionary, predict, malediction, dictation, dictator, interdict, contradict, edict, verdict, benediction, abdicate*

3:30 PM - Outdoor Track: Boys Varsity vs Petersburg, Colonial Heights, Hopewell, Meadowbrook (Petersburg High School)

3:30 PM - Outdoor Track: Girls Varsity vs Petersburg, Colonial Heights, Hopewell, Meadowbrook (Petersburg High School)

6:00 PM - 8:00 PM - National Art Honor Society Inductions (Media Ctr)



MONDAY

6

TUESDAY

7

WEDNESDAY

8

PARENT/TEACHER COMMENT

DAILY EVENTS

7:35 AM - A.P. Exams (Media Ctr)  
8:00 AM - 10:00 AM - CHHS Student Awards Ceremony (Auditorium)

7:35 AM - A.P. Exams (Media Ctr)  
5:00 PM - Baseball: JV vs Hopewell (Shepherd Stadium)  
5:00 PM - Baseball: Varsity vs Hopewell (Hopewell High School)  
5:00 PM - Softball: JV vs Hopewell (Shepherd Stadium)  
5:00 PM - Softball: Varsity vs Hopewell (Hopewell High School)  
5:30 PM - Soccer: Boys JV vs Hopewell (Merner Field)  
5:30 PM - Soccer: Girls JV vs Hopewell (CHHS Athletic Stadium)  
7:00 PM - Soccer: Boys Varsity vs Hopewell (Merner Field)  
7:00 PM - Soccer: Girls Varsity vs Hopewell (CHHS Athletic Stadium)

*-neo- (new) – neologism, neophyte, Neolithic, neoclassic, neoPlatonist, neonatal*

7:35 AM - A.P. Exams (Media Ctr)  
7:00 PM - A.P. Parent/Student Meeting (Auditorium, Fr. Cafeteria, Media Ctr, Sr Cafeteria)





MONDAY

13

TUESDAY

14

WEDNESDAY

15

PARENT/TEACHER COMMENT

DAILY EVENTS

7:35 AM - A.P. Exams (Media Ctr)

7:35 AM - A.P. Exams (Media Ctr)  
 5:00 PM - Baseball: JV vs Prince George (Prince George High School)  
 5:00 PM - Softball: JV vs Prince George (Prince George High School)  
 5:30 PM - Soccer: Boys JV vs Prince George (CHHS Athletic Stadium)  
 5:30 PM - Soccer: Girls JV vs Prince George (Prince George High School)  
 6:00 PM - Baseball: Varsity vs Prince George (Shepherd Stadium)  
 6:00 PM - Softball: Varsity vs Prince George (Shepherd Stadium)  
 7:00 PM - Soccer: Boys Varsity vs Prince George (CHHS Athletic Stadium)  
 7:00 PM - Soccer: Girls Varsity vs Prince George (Prince George High School)

ad- (to) – adhesive, adapt, addendum, addition, adherent, advent, advocate

5:30 PM - 9:00 PM - Spring Dessert Reception (CHHS Gym)  
 6:30 PM - Spring Band Concert (Auditorium)



MONDAY

20

TUESDAY

21

WEDNESDAY

22

PARENT/TEACHER COMMENT

DAILY EVENTS

2:15 PM - 6:00 PM - Talent Show Auditions (Auditorium)

6:30 PM - Spring Awards Concert (Auditorium)

*-centri- (center) – centrifugal, centripetal, centrist, concentric, decentralize, eccentric*

3:00 PM - CHHS Talent Show (Auditorium)  
6:30 PM - ITS Induction Ceremony (Auditorium)



MONDAY

27

TUESDAY

28

WEDNESDAY

29

PARENT/TEACHER COMMENT

DAILY EVENTS

Memorial Day: School Closed (CHHS)

**-duc-, -duct-** (*lead*) – induce, seduce, produce, reduce, conduct, ductile, abduct, induct, product, reduction, deduction, reproduction



MONDAY	TUESDAY	WEDNESDAY	THURSDAY
27	28	29	30
3	4 <i>Eid al-Fitr begins at sundown</i>	5	6
10	11	12	13
17	18	19	20
24	25	26	27
1	2	3	4



FRIDAY	SATURDAY	SUNDAY	NOTES
31	1	2	
7	8	9	
<i>Flag Day</i> 14	15	<i>Father's Day</i> 16	
<i>First Day of Summer</i> 21	22	23	
28	29	30	
5	6	7	

MONDAY

3

TUESDAY

4

WEDNESDAY

5

PARENT/TEACHER COMMENT

DAILY EVENTS

6:00 PM - 2019 Colonial Scholar Banquet (TC- AV Room)

*Eid al-Fitr begins at sundown*  
Elementary Commencement Tour (CHHS)  
8:00 AM - "Class of 2019" Senior Graduation Picture (CHHS Gym)  
8:00 AM - SCA Election Assembly (Auditorium)  
2:30 PM - 4:30 PM - Spanish Honor Society Inductions (TC- AV Room)  
6:30 PM - Spring Athletic Awards (Auditorium)

*-spir- (breath) – spirit, conspire, inspire, aspire, expire, perspire, respiration, aspirator*

9:00 AM - 2019 GED Graduation Breakfast (TC- AV Room)  
6:30 PM - 2019 Senior Scholarship Night (Auditorium)



MONDAY

10

TUESDAY

11

WEDNESDAY

12

PARENT/TEACHER COMMENT

DAILY EVENTS

7:35 AM - Exams (CHHS)

*-fer-* (carry) – transfer, infer, refer, defer, ferry, confer, aquifer, auriferous

7:35 AM - Exams (CHHS)  
11:00 AM - 2019 Mandatory Graduation Practice (Football Field)  
12:00 PM - 2:00 PM - 2019 Senior Picnic (White Bank Park)



MONDAY

17

TUESDAY

18

WEDNESDAY

19

PARENT/TEACHER COMMENT

DAILY EVENTS

8:30 AM - 3:00 PM - Class of 2020 Senior Portraits (Auditorium)

**-pend-** (hang) – pending, pendulum, pendant, impending, depend, pendulous, suspend, appendage, expenditure



