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*Por favor, póngase en contacto con el Director de su escuela o hablar con alguien en la Oficina de la escuela si usted necesita ayuda con la traducción de este mensaje. Gracias.*

# BELL SCHEDULES

Regular Bell Schedule			Early Release Schedule		
Open Doors at 7:45			Open Doors at 7:45		
Block 1	8:05	9:35	Block 1	8:05	8:50
Block 2	9:40	11:30	Block 2	8:55	9:40
Block 3	11:35	1:30	Block 3	9:45	11:15
"A" Lunch	11:40	12:10	"A" Lunch	9:50	10:15
"B" Lunch	12:20	12:50	"B" Lunch	10:20	10:45
"C" Lunch	1:00	1:30	"C" Lunch	10:50	11:15
Block 4	1:35	3:00	Block 4	11:20	12:05
Announcements	3:00	3:05	Announcements	12:00	12:05
Supervision		3:15	Supervision		12:15

One Hour Delay Schedule			Two Hour Delay Schedule		
Open Doors at 8:45			Open Doors at 9:45		
Block 1	9:05	10:25	Block 1	10:05	11:10
Block 2	10:30	11:50	Block 2	11:15	12:20
Block 3	11:55	1:35	Block 3	12:25	1:50
"A" Lunch	11:55	12:25	"A" Lunch	12:25	12:50
"B" Lunch	12:30	1:00	"B" Lunch	12:55	1:20
"C" Lunch	1:05	1:35	"C" Lunch	1:25	1:50
Block 4	1:40	3:00	Block 4	1:55	3:00
Announcements	3:00	3:05	Announcements	3:00	3:05
Supervision		3:15	Supervision		3:15

AM Assembly Bell Schedule			PM Assembly Bell Schedule		
Open Doors at 7:45			Open Doors at 7:45		
Block 1	8:05	9:25	Block 1	8:05	9:25
Assembly	9:30	10:30	Block 2	9:30	10:50
Block 2	10:35	11:55	Block 3	10:55	12:40
Block 3	12:00	1:45	"A" Lunch	11:00	11:30
"A" Lunch	12:00	12:30	"B" Lunch	11:35	12:05
"B" Lunch	12:35	1:05	"C" Lunch	12:10	12:40
"C" Lunch	1:10	1:40	Block 4	12:45	2:05
Block 4	1:45	3:00	Assembly	2:05	3:05
Announcements	3:00	3:05			
Supervision		3:15	Supervision		3:15

# Cell Phone Policy

If a student brings a cell phone on school property it must be turned off and stored in lockers, kept out of sight, on the student's person, or kept in the student's vehicle. Cell phones are not to be visible during the school day until 3:05, unless instructed by the teacher to use them for educational purposes.

- **1st Offense – Teacher will confiscate property, inform parents, and return at the end of the school day.**
- **2nd Offense – Teacher will confiscate property, inform parents, and give to an administrator. A parent will retrieve from main office.**
- **3rd Offense/First Referral – Defiance issue: see consequences for defiance.**

**The school is not responsible for lost or stolen cell phones or other electronic devices. If a cell phone is lost or stolen, administration will not be required to search for the cell phone.**

**Failure to comply immediately with a staff request to surrender an item may result in ISS, OSS, or other disciplinary action.**

**Any student videoing any event during school hours and/or on school property, and/or posting of such events to social media may have a 10 day suspension.**

# Dress Code

All students are expected to dress appropriately. Clothing shall fit, be neat and clean, and conform to standards of safety, good taste, appropriateness, and decency. Any clothing that interferes with or disrupts the educational environment is prohibited.

Among other things, the following are prohibited:

- Clothing with language or images that are vulgar, discriminatory, or obscene;
- Clothing that promotes or depicts illegal or violent behavior or items prohibited in a school setting, such as weapons, drugs, alcohol, tobacco, or drug paraphernalia;
- Clothing that contains threats such as gang symbols;
- Clothing that exposes cleavage, private parts, the midriff, or undergarments;
- Pants below the natural waistline
- Tube tops, halter tops, tank tops, "cat" suits, backless blouses or blouses with only ties in the back;
- Clothing constructed of see-through material;
- Head coverings that conceal the identity, or facial features, of anyone in the building.
- Hair picks worn in the hair
- Tank tops/sleeveless tops must be at least two (2) inches wide
- Sunglasses (unless for medical purposes and a doctor note must be at HHS)
- Skirts must be within three and a half inches of the knee
- Shorts must be within three and a half inches of the knee
- Blankets, sleepwear, pajamas, bedroom slippers, or slides

The parent(s) of any student required to wear a head covering based on religious beliefs, medical needs, or other good cause should contact an administrator.

Students not complying with this policy will be asked to take appropriate action including, but not limited to, covering the non-complying clothing, changing clothes, reporting to in-school detention, or being sent home. Repeated infractions will result in disciplinary action.

The school may require specific dress for certain activities or programs such as technical classes, band and JROTC. Federal law prohibits the wearing of military insignias, badges, medal, stripes, bars, etc., by anyone except the individual to whom these items were awarded by the JROTC or United States military. (U.S. Code, Title 10, Subtitle A, Part II, 77a-772)

\*This policy is intended to constitute the minimum expectation for student attire.\*

# Interims and Report Cards

	Interims Issued Date	Report Cards Issued Date
1st 9 week marking period	October 3, 2018	November 15, 2018
2nd 9 week marking period	December 13, 2018	February 5, 2019
3rd 9 week marking period	March 5, 2019	April 18, 2019
4th 9 week marking period	May 16, 2019	Mailed home after last day of school

# Grades

## Grading

A = 100-90      B = 89-80      C = 79-70      D = 69-60      F = 59 and below

## Grade Level Classification

12<sup>th</sup> Grade -15 credits/candidate for June graduation, and have passed 11<sup>th</sup> grade English.  
11<sup>th</sup> Grade -10 credits and have passed 10<sup>th</sup> grade English.  
10<sup>th</sup> Grade -5 credits and have passed 9<sup>th</sup> grade English  
9<sup>th</sup> Grade -4 or fewer credits.

## Weighting of Grades

The purpose of weighting grades is to ensure that students receive a point value for grades earned that is equal to the difficulty level of the course. The point value is then used in determining a student's grade point average (GPA). The following chart shows point values assigned to grades earned in advanced/AP level courses, AP Prep courses, standard courses, and general (basic) courses.

Grades	Advanced/AP	Advanced *	Standard
A (90-100)	5	4.5	4
B (80-89)	4	3.5	3
C (70-79)	3	2.5	2
D (60-69)	2	1.5	1
F (59 & below)	0	0	0

In order to be considered for grade weighting, a course must meet the following requirements:

1. Advanced Placement status, OR differentiated curriculum OR a course exceeding the standard class
2. Recommendation by the members of the department.
3. Approval of the Principal.
4. \* When there is also an AP or dual-enrollment course.

**Grade Weighting of Transfer Courses:** Advanced courses will be grade weighted for transfer students under the following conditions:

1. The course in question is a course currently grade weighted at H.H.S.
2. The course must be denoted as advanced on the transcript by the sending school.
3. If the course is not offered at H.H.S., but is noted as an AP (Advanced Placement) course on the transcript from the sending school, it will be assigned grade weighting.
4. Grade weights assigned to transfer courses will be those used by Hopewell High.
5. Approval of the Principal is required within ten days of enrollment.

## Advanced Courses Grade Weighted

English 12 AP	English 12 Advanced *	English 12 Dual-Enrollment (DE)	English 11 AP
English 11 Advanced *	English 11 DE	English 10 Advanced	English 9 Advanced
Algebra II Advanced	Algebra III/Trigonometry	Calculus I & II	Geometry Advanced
Geometry Advanced *	Pre-Calculus	Probability & Statistics	
World History I, II	Government AP	US History Advanced *	U.S. History AP
Sociology Dual-Enrollment			
Advanced Physics	Biology I Advanced	Biology II AP	Biology II Advanced
*Chemistry I Advanced	Chemistry II AP	Earth Science Advanced	
French IV&V	Spanish IV & V AP		

Note: courses marked with an asterisk\* are weighted as 4.5 for an A, 3.5 for a B, etc.

## Selection of Course Level

Certain courses require faculty and/or administrative approval. Students and parents will discover this information in the course descriptions. Questions concerning placement in a level of a class should be referred to the proper counselor. A conference may then be held with the teacher, parent, student, and counselor in order to improve communications with students and parents concerning school policies and recommendations.

## Advanced Placement

Hopewell High School is a participant in the Advanced Placement (AP) Program, a program of college level courses and exams for secondary school students. Students who enroll in the AP classes are expected to participate in the AP examinations.

**Criteria for Placement in Advanced or Advanced Placement Courses include:**

1. Recommendation from current teacher of related subject (within the same department).
2. Receiving a B or above as a final grade in the related subject the previous year.
3. Parent and/or student request.
4. 85<sup>th</sup> Percentile on standardized test.

**Students who do not maintain a C or higher average after the 1st semester in an advanced or AP class will not be permitted to continue in the class.**

### **Standard Courses**

Note: Present offerings in this category include all courses offered except those classified as advanced, AP, or dual-enrollment.

## **High School/College Programs**

### **Dual Enrollment**

Hopewell High School students shall have the opportunity for beginning postsecondary education (academic or career/technical) prior to high school graduation. Whenever possible, students will be encouraged and afforded opportunities to take college courses for high school graduation and college degree credit simultaneously under the following conditions:

- Prior written approval of the high school principal has been obtained.
- The college must accept the student for admission to the course(s).
- The course must be given by the college for degree credit (Hence, no remedial courses will be acceptable.)
- Six semester hours equal one high school credit; no less than one-half of a high school credit, or three semester hours, will be accepted per course.
- Dual enrollment courses will count in GPA and class rank.
- Students must submit the completed dual enrollment form.

### **John Tyler Early College Academy**

The Tyler Early College Academy (TECA) provides students with the opportunity to earn college credit while attending high school, offering a variety of support services to help ensure success. Students apply at the end of 8th grade and are required to take the Virginia Placement Test (VPT) at several points throughout the program. Students who are determined to be college-ready are able to take dual enrollment courses offered at the high school during grades 9-12. Some courses are also offered during the summer.

### **Grade Point Average**

Grade Point Average will be derived by assigning a number (from the weighting of grades chart) to each grade received in all credit courses (including ½ credit courses) in grades 9 through 12, divided by the total number of credits attempted. The GPA calculation will be carried to the fourth decimal place. Courses taken below the 9<sup>th</sup> grade will not be considered in determining GPA or class rank. Students enrolled in programs leading to a GED, Certificate of Completion, Applied Studies Diploma or Modified Standard Diploma will not receive a GPA. A student's nine weeks GPA will appear on the report card. The cumulative GPA will appear and be updated at the end of each year. The GPA listed on the report is not an official GPA; it is intended only to assist students in determining overall progress in school. The only official GPA is that issued by the counseling Department at the end of the second semester of the student's senior year.

### **Class Ranking**

Beginning with the Class of 2022 (freshmen in 2018-19), class rank will be calculated by GPA (Grade Point Average).

*Students who enrolled as ninth graders prior to the 2018-19 school year will continue to follow the criteria listed below for determining class rank.*

Rank in class shall be computed at the end of the student's junior year and recomputed at the end of the second semester of the student's senior year. Class rank is determined according to total number of quality points (see weighting of grades). In case of a tie, students will be ranked at the same level, but the next ranking will be lowered by the number of students who are tied. The following rules apply to class ranking:

- The number assigned from the weighting of grades chart determines the numerical weight of all letter grades.
- Pass (P)/Fail (F) courses will not be assigned quality points and will not be included in class ranking.
- Students enrolled in programs leading to a GED, Certificate of Completion, or Applied Studies Diploma will not be included in class rank.
- Whenever students below the 9th grade successfully complete 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade subjects, credit shall be counted toward meeting the units required for graduation in grades 9-12 and shall not be included in determining the GPA or class rank.
- Summer school graduates will not be ranked until completion of summer school.
- In order to be considered for academic honors, a senior must be enrolled in the equivalent of at least six credit-bearing courses for the year.
- No more than eight courses per year may be included in the class rank calculation.

### **Class Ranking of Transfer Students**

All students graduating from Hopewell High School will be ranked; however, for purposes of academic honors, transfer students will be ranked under the following conditions:

1. The student must have attended Hopewell High School for three consecutive semesters and must have been enrolled at Hopewell High during the first fifteen days of the first semester of the senior year. OR-
2. The student must have been enrolled at Hopewell High School for a total of six semesters AND be enrolled for the entire second semester of the senior year.

### **Honor Roll**

To be eligible for Alpha or Beta Honor Rolls, students must be enrolled in at least 3 credit bearing classes for the semester. The student must have a GPA of 3.0 or higher. There may be no grade of D, F or I on the report card. For purposes of reporting the Honor Roll, the following distinctions will be made: 3.0-3.9 BETA Honor Roll, 4.0 or higher ALPHA Honor Roll.

### **Academic Honors**

All students will be ranked; however, only June graduates will qualify for academic honors. Seniors who have a GPA of 4.0 or higher at the end of the second semester will be recognized as Honor Graduates. Effective for the graduating class of 2007, the seniors with the **most quality points** will be honored as Valedictorian and Salutatorian, respectively. In the event of a tie, students with the most quality points will be recognized equally. A student who has (2) cheating infractions during freshman year or one infraction during grades 10 – 12 will **NOT** be recognized as an honor graduate.

### **Academic Letter**

Any senior who maintains a 3.5 average for 3 of the first 4 grading periods or any underclassman who maintains a 3.5 average for the year will earn the academic letter. In order to qualify for the academic letter, a student must be enrolled in the equivalent of six credit-bearing courses for the year. Academic letters will be presented to students in an awards assembly during the school year.

### **ACADEMIC HELP**

If a student thinks he/she is falling behind academically, it is the student's responsibility to speak to the teacher or the guidance counselor about obtaining extra help. Examples of extra help include, before school tutoring, after school tutoring, and getting extra instruction during lunch time.

### **HOMEWORK POLICY**

Homework is an important part of instruction for students. It is vital that a student completes all assignments and turns in the assignments on time. Homework reinforces skills taught that day and deepens learning. Scoring of homework is at the discretion of the teacher and will be outlined in the course syllabus.

### **MISSED WORK POLICY**

If a student misses class for any reason, it is the student's responsibility to ask the teacher for the missed work. This request needs to be made before or after class, not during instruction. Late work will not be accepted five days after the due date unless arrangements have been made with the teacher, or there are extenuating circumstances.

### **GRADE APPEAL PROCESS**

To appeal a grade, the student, and/or guardian, must first speak to the teacher and guidance counselor. If a resolution can't be made, then the group will ask an administrator to help with the process.

## **Hopewell High School Honor Code**

Honesty is a value that embodies truthfulness. It requires us to tell the truth and to defend the truth. Integrity is firm adherence to values with and without the presence of others. Respect is treating others as we would like to be treated. In an environment of respect, work turned in is our own. Responsibility means being accountable for our actions and accepting the consequences of our actions. Integrity, respect, and responsibility are all integral parts of honesty in the Hopewell High School community.

The Honor Code is a physical representation of the values that Hopewell High School promotes. At our educational institution, a code of conduct exists to demonstrate that teachers and students agree upon the proper way to behave. Hopewell High School was founded in 1915. Since then our students and faculty have displayed honesty, integrity, respect, and responsibility, making these values part of Hopewell's heritage. The Honor Code is a standard which all students and faculty uphold in order to maintain the school's history and honor. Students and teachers at Hopewell High School strive for high academic achievement; this code demands that we hold each other to the same rigor in a standard of integrity.

## **Student Expectations**

### **Behavior Expectations**

Students are expected to conduct themselves in an appropriate manner while in school and at all school activities, after school, and field trips. In addition the code of conduct is to be followed at all school sanctioned activities.

### **Classroom Expectations**

1. Have a positive attitude toward learning and the ideas presented in class
2. Follow the directions and requests of the teacher(s)
3. Treat yourself and others in the classroom with respect
4. Give your best effort to succeed at the task at hand

### **Cafeteria Expectations**

1. Treat yourself and others with respect; waiting your turn in line, no horseplay or play fighting.
2. In order to leave the cafeteria to go to a classroom or the library, the student must have a pass from a teacher.

3. Follow the directions and requests of the teacher, administrator, or anyone else who is on duty.

### **Hallway Expectations:**

1. Students are expected to walk on the right and keep moving.
2. Students are expected to go directly to their appropriate classroom.
3. Treat yourself and others with respect. (No horseplay/fighting, public displays of affection, loud outbursts, or profanity)

### **Free Expression**

Students are entitled to verbally express their personal opinions in school newspapers or other productions to express their opinions. These opinions should be signed by the author and meet standards prohibiting libel, pornography and intentional distortion or reckless regard of facts. Students are entitled to express themselves by wearing or displaying recognized symbols of ethnic, cultural or political values. Vulgar and profane expressions, as well as expressions which cause disruption, promote drugs, alcohol, or expressions associated with gang activity are prohibited. The school division or employees will not be responsible for the personal opinions expressed by students.

Students are entitled to hold meetings with the approval of authorized school personnel at a time and place, and in a location which does not disturb or disrupt instruction.

### **Hall Passes**

In order to maintain a safe environment for all, students who wish to leave class for any reason must obtain a pass with the following information.

1. Date and time of departure
2. Place of departure
3. Destination and purpose (when purpose might be unclear)
4. A staff member's signature

The pass should be visible in the hall and should be presented to any faculty member who requests to see it. Students should follow the quickest route to their destination and not make any additional stops in route.

## **POLICIES & CONSEQUENCES FOR STUDENT CONDUCT**

It should be understood that the list of referrals which follows does not include every possible infraction of school rules. Virginia law permits disciplinary actions, including suspension or expulsion, for "gross misbehavior and persistent disobedience" among other reasons. The student's discipline record will always be considered in determining consequences for misbehavior. **School officials have the authority to exceed any consequence listed.** The consequences listed are a guide for disciplinary infractions which result in a discipline referral to the office. Teachers will determine the appropriate disciplinary action for infractions which do not require removal from the classroom. Students who fail to comply with teacher disciplinary action will be immediately referred to the office. **The following rules apply at school, school-sponsored activities, and on school buses.**

**\*\*Any 10 day out of school suspension may result in a referral to the Central Discipline committee.\*\***

**This symbol  indicates that the police/School Resource Officer may be informed of the situation. Other instances that are not indicated here may warrant the the involvement of police/School Resource Officer.**

### **SCHOOL BUS EXPECTATIONS AND CONSEQUENCES**

Transportation is provided to the students enrolled in the Hopewell Public Schools who reside outside of the designated walk zones... **Riding the school bus is privilege. The students are expected to abide by the rules established by the Hopewell Public Schools and the transportation department.**

#### **EXPECTATIONS**

- Keep hands, feet and objects to yourself.
- Stay in your seat.
- Keep all parts of your body—and all objects—inside the bus.
- No loud talking, fighting, or eating.
- Use appropriate and respectful language.

#### **CONSEQUENCES**

- **FIRST REFERRAL IS A WARNING.** (Conference with parent and principal or assistant principal may be required and parent will receive a copy of each referral.)
- **SECOND REFERRAL may result in a 1 day bus suspension.**
- **THIRD REFERRAL may result in a 3 day bus suspension.**
- **FOURTH REFERRAL may result in a 10 day bus suspension.**
- **FIFTH REFERRAL may result in a month bus suspension.**
- **SIXTH REFERRAL may result in suspension for the REMAINDER OF THE YEAR.**
- **Severe behavior may result in immediate consequences which may lead to suspension off the bus**

for the remainder of the year, suspension from school, reported to law enforcement, and and/or a meeting with the Central Discipline Committee.

**Infraction: CAFETERIA MISBEHAVIOR**

Failure to pick up trash or return trays to designated area, cutting in the lunch line, wearing headphones, and disruptive behavior during lunch, excessive noise level.

\*SEVERE INFRACTIONS MAY LEAD TO REMOVAL FROM SCHOOL AND SUSPENSION TO BE DETERMINED BY THE ADMINISTRATION.

**Note: Fast Food deliveries are not permitted during lunch.**

**Note: Food or drink in the classroom is up to individual teacher preference.**

**Infraction: CHEATING Honor Code Procedures**

Cheating is defined as plagiarism, falsifying grades, the unauthorized use of books, notes, or other resources on any assigned school work or project. It is the student's responsibility to ensure that unauthorized materials are not present. If unauthorized materials are present, the teacher will define the incident as cheating. For projects and papers, a student will be required to provide all research resources to the teacher upon request. If this occurs, the teacher will work with the student and guardian to allow the student to redo the work, but the student will not be able to earn full credit for the work.

**Infraction: CYBERBULLYING** 

Failure to follow guidelines in the Hopewell City Public Schools Policy on Cyberbullying.

**Failure to comply with expectations may result in up to 10 days OSS.**

**HOPEWELL SCHOOLS' REGULATIONS POLICY ON CYBERBULLYING**

**Cyber bullying is defined as the use of information and communication technologies, such as e-mail, social media, cell phone, text messages, instant messaging, etc., to support deliberate, hostile behavior intended to frighten or harm others.**

Virginia lawmakers have criminalized the use of computers and computer networks to harass another person (Code of Virginia 18.2 – 152.7:1).

**Infraction: DETENTION VIOLATION**

Failure to report, serve, or maintain expected conduct in teacher detention, Lunch Detention or After School Detention.

**Infraction: DRESS CODE VIOLATION**

Students are expected to dress in an appropriate style while on campus. Administration reserves the right to evaluate the appropriateness of attire. ***\*If proper attire is not available, student will remain in the office or nurse's office until appropriate clothing is brought to change into or they will be sent home.***

**Infraction: DRINKING OR POSSESSION OF ALCOHOLIC BEVERAGES: USE OF OR POSSESSION OF LOOK**

**ALIKE DRUGS/ILLEGAL DRUGS/ PARAPHERNALIA** 

Students are forbidden to use or bring to school or any school related activity alcoholic beverages, illegal or "look alike" drugs, or drug paraphernalia. Any medication other than asthma inhalers are to be given to the school nurse immediately upon arrival. Students are also forbidden to be under the influence of alcohol or drugs, having the odor of the substance, and/or exhibiting traits associated with the influence of drugs or alcohol. Possession or under the influence on school grounds may result in a 10 day suspension. The student may be placed on Social Restriction for a minimum of 45 school days. Illegal items will be given to the police upon receipt.

**Infraction: FAILURE TO FOLLOW THE DIRECTIVE OF AN ADMINISTRATOR COULD RESULT IN UP TO TEN DAYS OF OSS.**

**Infraction: FAILURE AND/OR REFUSAL TO REPORT TO THE OFFICE**

A student who does not report to the office when directed to do so by school personnel.

**Infraction: FIGHTING/ASSAULT** 

Any physical or verbal conflict between two or more individuals is forbidden on school property, on the way to and from school or at any school sponsored function.

**Note: Fighting may result in up to 10 days OSS.**

**Infraction: FORGING DOCUMENTS** 

Signing the name of another person on an excuse, pass or any document. ***\*Forgery is a serious Infraction.\****

**Infraction: GAMBLING**


Any participation in games of chance for money and/or other items of value are forbidden on school property. Monies confiscated will be placed in the student activity fund, and items confiscated will become the property of the school. Card playing is not permitted at school.

**Infraction: GANGS AND GANG ACTIVITY** 



Any group activity, that is illegal and/or violent, or “portends” the development of gang activity, which may involve wearing gang-related apparel, displaying gang-related signs or symbols, inappropriate congregating, bullying, harassment, initiation, hazing, intimidation, personal degradation or disgrace resulting in physical or mental harm to students or staff is prohibited.

**If a student’s behavior or attributes are in violation of these provisions, it may result in an immediate 10 day suspension. The student will be placed on social Restriction for a minimum of 45 school days.**

**Infraction: HAZING** 

Hazing is strictly prohibited. “Hazing” means to recklessly or intentionally endanger the health and safety of a person or to inflict bodily injury {or humiliation} on a person in connection with or for the purpose of initiation, admission into or affiliation with {school organizations}. (Code of Virginia, 18.2 – 55.1) Failure to comply with this expectation may result in up to 10 days OSS.

**Infraction: INAPPROPRIATE DISPLAY OF AFFECTION**

Displays of affection other than hand-holding are not permitted at school.

**Infraction: INDECENT EXPOSURE**

Exposing one’s body in an inappropriate manner. (“Mooning” included). ***This includes exposing undergarments.***

**Infraction: ISS Violations**

Failure to report to or serve In-School-Suspension, inappropriate behavior in ISS.

**Infraction: ITEMS NOT TO BE BROUGHT TO SCHOOL**

Students are not to bring the following items into the school: glass bottles, fireworks, smoke bombs, lighters and other distracting or dangerous items. ***\*Creating a major disruption upon request for items may result in OSS\****

**Skateboards/roller blades** are not to be used on school property. If these items are brought to school, you must store them in your locker/in the office immediately upon arrival.

**CONFISCATED ITEMS** Parents must contact the administration by the 30<sup>th</sup> day of the month or the confiscated items will be disposed of. Illegal items will be given to the police upon receipt of the item.

**Infraction: LEAVING CLASS/SCHOOL GROUNDS WITHOUT TEACHER’S PERMISSION**

**Infraction: DISRUPTION OF CLASS, STUDY, OR INSTRUCTION**

Any type of distraction which impedes the learning or teaching process, including repeated failure to be prepared for class, bringing food and drink into the classroom, sleeping in class, or constant disruption, outbursts, throwing items, profanity, etc.

**Infraction: INSUBORDINATION**

Failure or refusal to follow the request or direction of a faculty or staff member. Inappropriate outbursts, profanity, etc. ***\*Insubordination towards staff or administration may result in up to 10 days of OSS\****

**Infraction: PROFANITY**

Profane and vulgar expressions (verbal, written, gesture) are forbidden on school property.

**Profanity directed toward a student may result in OSS.**

**Profanity directed toward staff may result 3-10 days OSS and charges may be filed by the School Resource Officer.**

**Infraction: REFUSAL TO PROPERLY IDENTIFY SELF**

A student who does not **immediately** provide his or her name to school personnel upon request.

**Infraction: SALE OR DISTRIBUTION OF ILLEGAL DRUGS/ALCOHOL** 

Students are forbidden to engage in the sale or distribution of illegal, prescription, “over the counter” or ‘look alike’ substances on school property. This is may result in a 10 day suspension and may result in social Restriction for a minimum of 45 school days. Illegal items will be given to the police upon receipt.

**Infraction: SKIPPING**

Failure to attend any part of the school day without the approval of parents and school officials. Loitering or failure to attend class constitutes skipping. Unexcused tardiness more than 10 minutes may be counted as skipping.

**Infraction: SMOKING**

Smoking, possession of, or use of tobacco products or electronic cigarettes are forbidden on school bus, school property, or school sponsored events.

**Infraction: THEFT** 

Taking and/or removing personal property with intent to deprive the rightful owner of the item. **Theft may result in 10 days OSS.**

**Infraction: THREATS/HARASSMENT/INTIMIDATION OF STUDENTS** 

Harassment and intimidation of students and threats of force or injury to other students or their property are forbidden. Harassment of a sexual nature is classified under this category. This also includes social media.

### **Infraction: THREATS AGAINST SCHOOL PERSONNEL**



Threats and harassment to school personnel or their property are forbidden, including indirect and direct threats, verbal, gestures, and written. This may result in a 10 day suspension. The student may be placed on social restriction for a minimum of 45 school days.

### **Infraction: VANDALISM**



Damage or destruction of school property or the property of others, including but not limited to books materials, furniture, buildings, grounds, and vehicles.

### **Infraction: WEAPONS/DANGEROUS ITEMS**



Having any weapon, or "look alike", object that may be used as a weapon is forbidden on school property, ex: glass bottles, knives, mace, pepper spray, guns, explosives or other items which could be perceived/used as weapons are forbidden on school property. This includes having the weapon in your locker or car. Possession of a weapon on school grounds may result in a 10 day suspension. The student may be placed on social Restriction for a minimum of 45 school days. Illegal items will be given to the police upon receipt.

### **CRIMES OF A SERIOUS NATURE OCCURRING OFF SCHOOL GROUNDS**

"Effective July 1, 1994, the Clerk of the Juvenile Court will be required to send written notification to a student's school superintendent when the student has been adjudicated delinquent based on a violation of law relating to purchasing, use or possession of a weapon; homicide; assault or unlawful wounding; marijuana or controlled substances; arson or burglary... The division superintendent may disclose the information to other school personnel only to allow appropriate action in the school setting..." Code of Virginia, 16.1-305.1. It is the policy of the administration of the Hopewell City Schools to remove a student from the school setting when he or she is convicted of a crime of a serious nature which indicates that such student's presence may threaten the safety and well being of other students, regardless of where the crime occurred. A student may be placed in an alternative education program, to include homebound instruction, after an arrest and pending a conviction for a crime of this nature. For example, a student arrested for selling drugs or using a weapon off school grounds may be placed in an alternative educational setting. Upon being convicted of such crimes, a student will be referred to the discipline committee since his or her presence at school may present a clear and present danger to other students.

## **APPEAL PROCESS**

Upon receiving an out-of-school suspension, a student and his/her parent or guardian may submit an appeal in writing to the school principal. The principal will consider the appeal and contact the parent/guardian within 24 hours of receiving the written statement. **\*\* In-School-Suspensions are not appealable.\*\***

# **General Information**

### **Access to Student Records**

Any pupil 18 years or older may gain access to his/her school records by contacting his/her school counselor. Students who are less than 18 years of age need parents' or guardians' permission to review records. Parents have the right of access to these records. A principal/designee may be present. (See Parent Handbook for additional information.)

### **Breakfast & Lunch**

All Hopewell High School students are eligible for free breakfast and lunch.

### **Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Hopewell Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Hopewell Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised Hopewell Public Schools to the contrary in accordance with Hopewell Public Schools procedures.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 196 (ESEA) to provide military recruiters, upon request, with three directory information categories (names, address and telephone listings) unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Hopewell Public Schools to disclose directory information from your education records without prior written consent, you must notify Hopewell Public Schools in writing by October 1. Hopewell Public Schools has designated the following information as directory information and may include all the information listed below.

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing

- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended.
- Yearbook photographs

## Clinic

The nurse is available for the care of and administration of medications. **Students must have a pass from the teacher to go to the clinic.** Prescription medications, brought to school and picked up by parents, will be dispensed by the nurse only when written permission is provided by the physician and the parent. **No prescription medication will be sent home with the student.** All approved prescription medication must be kept in the clinic. Occasionally, and on a case-by-case basis, the school nurse will administer non-prescription medication to students with chronic conditions such as menstrual cramps or headaches, provided written consent is obtained and medication is provided by the parent. Consent to administer medication may not be given over the phone.

Students who are diagnosed with diabetes are permitted to self-carry diabetes supplies and equipment and to self-check blood glucose levels with parental consent and written approval from the prescriber. (Code of VA 22.1-274.01)

Feminine products are available to be purchased at a cost of \$0.25 per item. If the student does not have the \$0.25, an IOU will be issued and the student is expected to pay it back as soon as possible. IOU reminders will be sent out periodically. All debts to the clinic must be paid prior to graduation.

## Epilepsy Seizure Management Guidelines

In 2010, the General Assembly amended § 54.1-3005 and directed the Board of Nursing to revise, in coordination with the Board of Medicine, guidelines for seizure management, including the list of rescue medications, for students with epilepsy and other seizure disorders. This bill required revised guidelines be finalized before August 1, 2010 and made available to local school boards for a fee not to exceed the cost of publication. This bill also required the Board of Education to develop a standardized form to be used for authorizing administration of such medications in public schools. Those guidelines are available on the following site: [http://www.doe.virginia.gov/support/health\\_medical/seizure\\_management.pdf](http://www.doe.virginia.gov/support/health_medical/seizure_management.pdf) It is recommended that the guidelines are reviewed with teachers.

## Homebound Instruction

Students who are unable to attend school for an extended period of time because of physical disabilities, disease, emotional or mental health disorders, or pregnancy may be eligible for homebound instruction. This service is considered to be of short term, unless otherwise indicated by the IEP of a student with a disability, or medical review committee. When homebound instruction is requested, the homebound form must be completed by a physician, psychiatrist, licensed psychologist, or by the IEP committee of a student with a disability. A plan for returning the child to school or placing him/her in a more appropriate setting should be on record.

**The final grade for courses taken on homebound is to be determined by the regular classroom teacher.**

**Note: All courses may not be available for homebound instruction.**

## GED Certificate

Students who successfully complete the State of Virginia GED Test and the other requirements of the ISAEP program (offered at New Hope Academy) are eligible to receive a certificate at Commencement.

## Alternative Placement

Students placed in an educational facility other than Hopewell High School, may be allowed to participate in senior activities including commencement exercises only at the discretion of the principal.

### \*\* Building Hours of Operation

Our building is open on school days from 7:45 AM until 3:15 PM; any student in the building outside of these hours must be participating in club meetings, tutoring, practices, or other specific faculty-sponsored activity. **All students in the building after 3:15 pm must be under the direct supervision of a staff member and on a pre-arranged list from the adult supervising the activity. Students who are not to be at school for a school sponsored activity, may be subject to disciplinary action.**

## Early Release

Students with early release are expected to leave school property immediately upon release from class. Failure to leave school property at the required time may result in disciplinary action and/or trespassing charges.

## Trespassing

Both students and non-students can be charged under Virginia law (Va. Code Ann. § 18.2-128) with trespassing. Virginia Code is clear that it shall be unlawful for any person, whether or not a student, to enter upon or remain upon any school property in violation of (i) any direction to vacate the property by a person authorized to give such direction or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen. Each time a person enters or remains on the posted premises or after such direction that person refuses to vacate school property; it shall constitute a separate offense.

## Visitors: All visitors must sign in at the main office.

In addition, students who wish to bring guests to high school dances must complete the guest permission form at least one week prior to the dance. Students below grade nine and over 20 years old will NOT be approved as guests to high school dances, including Prom.

## Property

Students and their belongings may be searched whenever school authorities have reasonable suspicion that they possess inappropriate items. Illegal items will be confiscated. Hopewell High School and law enforcement personnel will conduct periodic, random security sweeps of the building and grounds.

**Items on or in teachers' desks and teachers' storage areas are off limits to students. Students violating this directive may receive out of school suspension and possibly law enforcement intervention.**

## In School Suspension

A student who is assigned to in school suspension will report to room 114 prior to first block. Assignments will be provided by the teachers and by the ISS Coordinator. Upon completion of the work that is sent from teachers, the students will have a choice to complete more activities in which they can earn points to allow the student the opportunity to reduce the time in ISS. Students assigned to ISS are prohibited from attending or participating in extracurricular activities until they have completed their assigned time in ISS.

Students will be assigned the following Social Restriction for each incident of ISS:

- **3<sup>rd</sup> time in ISS- + 5 days of Social Restriction**
- **4<sup>th</sup> time in ISS- + 5 days of Social Restriction**
- **5<sup>th</sup> time in ISS- + 5 days of Social Restriction**
- **6<sup>th</sup> time in ISS- Possible Switch to Suspension**

## Out of School Suspension

When a student is suspended, the principal/designee will make a reasonable effort to contact and inform the parent or guardian. In no case shall a minor student living with a parent or guardian be sent home during the school day unless the parent or guardian has been notified. Within one day of the suspension, the principal/designee will send a notice to the parent or guardian containing the following information:

1. The reason for the suspension.
2. The date and time the student will be permitted to return to school.
3. A request that the parent attend a conference to discuss the student's behavior.

**Students suspended from school are not to be on school property at any time during the suspension period. This includes school buses and after-school activities.** Failure to comply may result in trespass charges being filed and additional suspension time and/or social Restriction.

**Students may be suspended by the principal/designee for up to ten days. The suspension may be carried over into the next school year.**

In addition to OSS students may be assigned the following Social Restriction based on the number of days of suspension. Please note that the Social Restriction is an addition to the suspension.

- **1-3 Days of Suspension + 5 days of Social Restriction**
- **5 Days of Suspension + 10 days of Social Restriction**
- **10 days of Suspension + 20 days of Social Restriction**
- **2<sup>nd</sup> Major violation will result in a 60 day Social Restriction**

## Social Restriction

Social Restriction prohibits a student from attending or participating in any games, field trips, dances, assemblies, and club/class/athletic meetings outside of normal school hours, or any other school sponsored events.

## Textbooks

Hopewell High School does not charge for the use of textbooks or required materials. **Students will be expected to pay for the replacement cost of textbooks they damage or lose.**

## Technology

Technology is an important tool for the delivery of curriculum. Computers are utilized daily for research, instructional software, online assessments, and the communication of information. Parents/guardians and students must sign the Acceptable Use Policy (AUP). (See Appendix) Please discuss with your student the practices and requirements that are presented in the policy.

### **Sports equipment & uniforms**

Hopewell High School does not charge for the use of some sporting equipment and uniforms. Students will be expected to pay for the replacement cost of uniforms not returned or uniforms and/or equipment that is purposefully damaged.

### **Youth Health Risk Survey**

Requires the Department of Health (SB 1094) to develop and administer a random survey of students in public middle and high schools to facilitate planning and implementation of effective programs for substance abuse prevention through collection of information identifying trends in alcohol, tobacco, and other drug use and the assessment of risk and protective factors among youth of the Commonwealth. The bill provides that a student shall not be required to participate if his parents refuse consent in writing prior to administration of the survey, and requires local school boards to develop policies for the notification of parents of students selected for participation in the survey.

### **Sex Offender Registry Notification**

The Hopewell City School Board recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or are at school-related activities, each school in the Hopewell City school division shall request electronic notification of the registration or re-registration of any sex offender in the same or contiguous zip codes as the school. Such requests and notifications shall be made according to the procedure established by the Virginia Department of State Police. At the beginning of each school year, the Hopewell City school division shall notify parents and employees of this policy. The school board will also annually notify the parent of each student enrolled in the school division of the availability of information in the Sex Offender and Crimes Against Minors Registry and the location of the Internet website: <http://sex-offender.vsp.virginia.gov/sor/> . Amended by School Board August 16, 2011

### **Moment of Silence, Pledge of Allegiance**

We will begin each day with a moment of silence, to be followed by the recitation of The Pledge of Allegiance to the Flag of the United States of America. Students who refuse to participate may sit quietly but may not disrupt the activity.

### **Lost and Found**

Lost and found items are collected in the cafeteria. Items must be claimed by the last day of each calendar month or they will be donated to a charitable organization.

### **Parking**

Any student in good standing who obtains a license to drive in the state of Virginia may purchase a parking permit. Parking permits are sold by the SCA. Parking fees are \$25 per year or \$15 a semester. Leaving school without permission, taking other students off campus without permission, being in the parking lot during school hours without permission, driving recklessly, excessive tardiness or parking in unauthorized areas may result in revocation of parking privileges and/or social Restriction. Students are not to ride on the outside of cars or in the back of pickup trucks. Any car parked on school grounds without proper authorization may be towed at the owner's expense. Vehicles parked on school property are subject to search by school officials and law enforcement personnel.

### **Delays and Closings**

If the possibility of a school closing arises due to inclement weather or any other issue, please check the Richmond television stations to see if Hopewell High School is closed or running on a delayed schedule. In addition, you should receive an automated phone call stating that Hopewell High School is closed or delayed. For this reason, it is vital that contact information is current so you can be kept up to date on any situation that may arise.

### **Field Trip information**

Educational field trips may be scheduled throughout the school year. If a field trip is scheduled, a permission form signed by a parent must be turned in prior to leaving Hopewell High School.

### **Checking grades on Parent Portal**

To check your child's grades on Parent Portal, please complete the following steps:

1. Go to the Hopewell City Public Schools web page: [www.hopewell.k12.va.us](http://www.hopewell.k12.va.us)
2. Scroll over the "Parents & Students" tab at the top of the page
3. Click on "Parent Portal"
4. Type in your "Username" and "Password"

**\*If you forget the "Username" or "Password" please get in touch with your child's counselor for that information.**

### **Access to Student Programs and Activities**

Hopewell High School does not discriminate on the basis of race, sex, national origin, religion, color, age, or disability. All educational programs and activities are operated on a non-discriminatory basis.

## Who's Who... What's What?

TITLE	NAME	LOCATION
PRINCIPAL	Stephanie Poe	Main Office
DEAN OF STUDENTS	Larry Cherry	133A
ASSISTANT PRINCIPAL	Thad Sebera	142A
ASSISTANT PRINCIPAL	Reid Saeler	Main Office
INTERVENTIONIST	Hope Clark	Library
ATHLETIC/ACTIVITIES DIRECTOR	Kerry Gray	Gym - New Lobby
ATTENDANCE	Wynona Blackwell	Attendance Office
ATTENDANCE OFFICER	Rashida Brown	School Counseling Office-308
BOOKKEEPER	Melanie Howell	School Counseling Office
CAFETERIA MANAGER	Susan Bradshaw	Cafeteria
CHILD STUDY CHAIR/IEP COORD.	Demetrice Turnage	Media Center
DISCIPLINE SECRETARY	Jessica Robertson	Main Office
HEAD CUSTODIAN (Day Shift)	Janet Marsh	HHS
HEAD CUSTODIAN (Night Shift)	James Hill	HHS
HEAD SECRETARY	Jessica Woodfin	Main Office
ISS FACILITATOR	Dale Patterson	114
ITRT	Susannah Bishop	158
LIBRARY MEDIA SPECIALIST	Patricia Scanlan & Rebecca Lowe	Media Center
RECEPTIONIST	Angelina Garcia	Main Office
SCHOOL COUNSELING SECRETARY	Cheryl Holden	School Counseling Office-311
SCHOOL COUNSELOR	Tess Short- Counseling Director	School Counseling Office
SCHOOL COUNSELOR	Jessica Bourneuf	School Counseling Office
SCHOOL COUNSELOR	Delicia Price	School Counseling Office
SCHOOL COUNSELOR	Rashad Vesprey	School Counseling Office
SCHOOL NURSE	Sarah Thacker	Clinic
SCHOOL RESOURCE OFFICER (SRO)	Officer Taylor	113A
SECURITY GUARD	Charles Pate	129A
SET COACH	Jennifer Allen	211
TESTING/DATA SPECIALIST	Malik Wheat	Media Center

# CALENDAR OF EVENTS

First home football game- August 30  
First day of school- September 4  
Underclass Pictures- September 12  
Senior Picture make-ups (Formal Only)- September 13  
Seniors can start applying for FAFSA- October 1st  
Underclass Picture make-ups- October 3  
1st 9 weeks Interims Issued- October 3  
Parent-Teacher Conference- October 11  
Homecoming Week- October 8- October 12  
Homecoming Pep rally- October 12  
Homecoming game- October 12  
Homecoming dance- October 13  
Mix It Day (during lunches) - October 23  
Fall Concert (Band & Chorus)- October 23  
Junior Class ring ceremony- October 24  
Fall Theatre Production- November 1 & November 3  
End of First Quarter- November 7  
Honors Induction- November 9  
Veterans' Day- November 11  
Report Cards Issued- November 15  
College Application Week - November 12 -16  
Thanksgiving Holiday- November 21 - 23  
Chess Tournament- December 8  
Winter Concert (Band & Chorus)- December 11  
2nd 9 weeks Interims Issued- December 13  
Winter Break- December 20 - January 2  
Martin Luther King, Jr. Holiday- January 21  
Final Exams & SOL Testing- January 16 - 25  
End of 1st Semester- January 28  
Report Cards Issued- February 5  
Miss HHS Pageant- February 16  
National Kindness Day - February 17  
President's Day Holiday- February 18  
Black History Month Program- February 27  
3rd 9 weeks Interims Issued- March 5  
Parent-Teacher Conferences- March 7  
Fine Arts Festival- March 23  
College Night - March  
End of 3rd Quarter- April 11  
Spring Break- April 1-5  
Report Cards Issued- April 18  
Spring Theatre Productions- April 18 -20  
Criminal Justice Denim Day- April 26  
Decision Day- May 1  
HPS Band Showcase (CGW & HHS Band)- May 8  
4th 9 weeks Interims Issued/4th Nine Weeks Incentive- May 16  
Prom- May 18  
Spring Concert (Band & Chorus)- May 21  
Final Exams & SOL Testing- May 22 - June 14  
Memorial Day Holiday- May 27  
Baccalaureate- Week of June 2  
Graduation Practice- June 3 - June 7  
High School Graduation- June 8  
Last Day for Students- June 14  
\*\*Dates for events may be changed\*\*

## SAT

SAT Testing Date	Registration Deadline	Late Registration Deadline
October 6, 2018	September 7, 2018	September 18, 2018
November 3, 2018	October 5, 2018	October 16, 2018
December 1, 2018	November 2, 2018	November 13, 2018
March 9, 2018	February 8, 2019	February 19, 2019
May 4, 2019	April 5, 2019	April 16, 2019
June 1, 2019	May 3, 2019	May 14, 2019

Website for SAT Dates and information <https://collegereadiness.collegeboard.org/sat/register/dates-deadlines>

## PSAT

Website for PSAT dates and information

<https://collegereadiness.collegeboard.org/psat-nmsqt-psat-10/k12-educators/psat-nmsqt-dates>

## ASVAB

November 2018 (specific dates will be made available as soon as possible)

March 2019 (specific dates will be made available as soon as possible)

## ACT

Test Date	Registration Deadline	Late Registration Deadline
September 8, 2018	August 3, 2018	August 17, 2018
October 28, 2018	September 21, 2018	October 5, 2018
December 8, 2018	November 2, 2019	November 16, 2018
Feb 9, 2019	January 4, 2019	January 18, 2019
Apr 13, 2019	March 8, 2019	March 22, 2019
June 8, 2019	May 3, 2019	May 17, 2019
July 13, 2019	June 14, 2019	June 21, 2019

\*= Refers to online score release. The first date is when multiple choice scores come out, and the second one is when complete scores are available

## Attendance

Attendance on a daily basis is a mandatory requirement of all students. The *Code of Virginia, Section 22.1-254* (see full Code in Parent Handbook) requires that all children who have reached their fifth birthday on or before September 30th and who have not yet reached their 18th birthday must attend school. This requirement does not apply to any child who has obtained a high school diploma, its equivalent, or a certificate of completion or who is exempted pursuant to the provisions of the law.

Hopewell City Public Schools is committed to the academic success of all students and to the belief that all students can learn. Consistent with the school division's mission, the school division requires that students attend school daily so that they will receive the maximum benefit from the instructional program and develop habits of punctuality, self-discipline, and responsibility.

All parties involved in the educational process should work cooperatively to keep absences and tardies to a minimum. **Student attendance is the responsibility of students and parents.** In order for parents to fulfill their responsibility, the school will keep parents informed of student absences, and parents are asked to keep the school informed when their child is absent.

Division personnel are authorized to initiate petitions to begin judicial proceedings when a child is absent in violation of compulsory school attendance law. Field trips, athletic events, student government activities, and other functions sanctioned by the school are normal school activities. Students are considered to be present when attending these events.



## Absences

If a student must be absent, the parent/guardian is responsible for contacting the school by phone, note or other means in order to explain the absence. After an absence, the parent/guardian, **within two days of the student's return to school**, must send a note providing dates of and the reasons for the absences. This note will be kept in the student's file for the purpose of documentation. **A parent does not need to contact the school when absences due to observances of religious holidays have been prearranged.**

### Parent/Guardian Notification

After the fifth absence, direct contact is made and an attendance improvement plan is developed.

After the sixth absence without parental documentation, a conference with school staff and parents will be held. Additional absences without parent awareness or parental support may result in court action to resolve the attendance issues.

**Student Illness** When a student is unable to attend school due to an illness, a note written by the parent/guardian or a physician documenting the illness will provide evidence of the illness for the school records. **A note must be submitted within two days of the student's return to school.**

**Chronic/Extended Illness** – For students who are absent because of chronic illnesses, a disability, or because of a need for homebound services, the parent must complete a **Chronic/Extended Illness Notification Form** with the principal at the beginning of the enrollment of the student in school or upon onset of the student's condition that affects regular attendance. Documentation from a physician will be required.

**Prearranged Appointments** – For appointments with the court, social services, or other state agencies and appointments with healthcare providers, official documentation must be presented to the school.

**Family Death or Emergency** – For absences because of a death in the family or an emergency beyond the family's control, the parent must notify the school and provide documentation for the absence.

**Religious Observances** – Absences as a result of observances of religious holidays should be prearranged by the parent/guardian, who is responsible for notifying the child's school of the religious holidays to be observed.

**Suspensions** – For absences due to suspension, the parent will be notified of the suspension and the date when the student will be expected to return to school. **Following a suspension, Parents/Guardians must accompany students back to school for a conference with the student's counselor.**

**Exceptional Circumstances** – The principal may approve prearranged absences for situations in which an exemption from attendance appear to be in the best interest of the student and his/her family. In documented, extenuating circumstances, the principal may approve an absence after-the-fact as exempt from the sanctions of the attendance policy. No more than three (3) days may be approved by the principal for exceptional circumstances during a school year. For requests of more than three (3) days, the request must be endorsed by the principal and approved by the superintendent/designee.

Prior to the student's absence, the parent/guardian must complete a **Request for Exceptional Circumstances Form** to attendance. The parent will document on this request the rationale for the absence(s), date(s) of absence(s), and siblings within the school division for whom the exceptions will also be requested. The principal must provide parents with a completed **Response to the Request for Exceptional Circumstance Form**.

For those exceptional circumstances which cause the student to be absent and prior request for approval is not possible, the parent must complete the **Request for Exceptional Circumstance Form** within two (2) days of the student's return to school. The parent must provide written documentation that would validate the reason why the request could not be made in advance of the absence. The principal must provide parents with a completed **Response to the Request for Exceptional Circumstances Form**.

## Perfect Attendance

For purposes of determining perfect attendance, the student must be in attendance for a period of two (2) hours to be counted as present for the school day. Prearranged absences for religious observances will not count against perfect attendance.

Because regular school attendance is a goal, a policy encouraging habitual and prompt attendance at school has been approved by the Hopewell City School Board. It is designed to involve students, teachers, counselors, administrators, and parents in monitoring daily absences from school. Credit may be withdrawn in any one class if absenteeism exceeds nine days for the semester for the block class. Credit may be withdrawn in a modified 4x4 course if absenteeism exceeds nine days. A student and his or her parents may request a hearing with the Attendance Committee who will reconsider this loss of credit. Explanation of the policy follows:

- School sponsored activities are exempted from and will not count toward the total of nine absences.
- A student who must leave school early for appointments or other documented reason is to present a parent note to the main office secretary **before 8:00 AM** the day of the early dismissal. If the student has parent permission to transport himself from school or ride with someone else on the day of the early dismissal, this information must be included on the note. The note is also to include a telephone number for parent verification.
- Absences will be categorized as documented (by parent note, doctor's note, court note) or undocumented.

- All notes for documented absences must be given to the attendance office within five days of the absence(s). Days missed because of out-of-school suspension will be charged against the student, but no student will be put over the nine-day limit by a suspension even if the number of days suspended is more than the maximum. In such a case, the student will reach the maximum at the end of the suspension and any further days will place the student over the limit.
- Absence during 60 minutes of a block class (or 2/3rds of the class period) is counted as absent.
- Students who have not been enrolled in another school and enter Hopewell High School fifteen days after the beginning of the block semester will not receive credit. Appeals should be directed to the Principal.
- Any student exceeding the allowed nine days of absence in a semester class shall be notified of loss of credit by letter. Make-up days may be scheduled in special cases.
- Any student exceeding the allowed nine days of absence must schedule an attendance conference within ten school days of the date of the letter. The conference must include the student, a parent or guardian, counselor, and the Attendance Committee. Make-up days may be scheduled in special cases.

Taking all information into account, the attendance committee may:

1. Suspend credit in the class until stipulated condition has been met.
2. Take no action to reinstate credit.
3. Re-examine the case at a future date.

### **Missing school to visit colleges/universities/other institutes of higher learning**

Any upperclass student who wishes to visit an institute of higher learning to further his/her education may do so up to 4 days each school year. A note from the parent must be supplied to the school prior to this visit. If a student wishes to take more than 4 instructional school days to visit institutes of higher learning, it must first be cleared by the principal or principal designee.

### **Participation in Extracurricular Activities when Absent**

Any student who participates in extracurricular activities must be present for the equivalent of at least 2 blocks on the day of the activity. This includes, but is not limited to, practices and games for sporting events, tryouts for music or a play, or any other school sponsored activity that is held after school hours.

### **Homework requests- Extended illness**

If a student has a documented health issue and is absent for an extended amount of time, the parent/guardian must notify the school of the circumstances, and the general time from that the student is expected back to school. The teachers and staff will then work with the student to receive missed work and will converse with the parents to set up a reasonable date for when the missed work will be due. If circumstances change throughout the process, the parent or guardian will need to contact the school in order to change the work arrangements/due dates and keep all parties informed of the situation.

### **Tardy policy**

The students will be counted tardy if they are not in the classroom at 8:05 a.m. If a student arrives to school after the tardy bell, the student should report to the attendance office and receive a tardy pass which will document the student's time of arrival. At no time will a student who is late from one class to the next be allowed to go to the attendance office to get a pass to go the class, as the secretary does not know the whereabouts of the students and/or the reason why the student was late to class. If a student is tardy to class, they are to report to the class and the teacher will mark the student tardy.

## What to do if...

<b><u>Problem</u></b>	<b><u>Solution</u></b>
- Sick in school	Go to the teacher and get a pass to the clinic
- Tardy to school	Go to the attendance office after 8:00 a.m.
- Late arrival due to bus problem	Report directly to class in progress
- Absent from school	Bring in parent note/doctor note the next school day to the attendance office
- Need to leave school early	Take note to attendance office by 8:05 a.m.
- Know in advance you will be absent	Take note to attendance office
- Problems with class schedule	Go to the counseling office between classes
- Need information on careers and Colleges	Go to counseling office
- Locker problem	Go to the main office
- Need to purchase a parking pass	Administrator in charge of parking
- Lost item, found an item, or had something stolen	Go to main office
- Need a work permit	Go to school counseling office
- Want to join a club or sport	Go to club sponsor or coach
- Witness to illegal activity	Go to a teacher, SRO,, administrator, or resource officer
- Want to tutor or be tutored	Go to school counselor or teacher
- Suggestions for general school improvements	Go to administration
- If schools are closed due to inclement weather	Listen to local radio or TV station for instruction
- Have concerns/questions tobacco/alcohol/drugs	Go to your counselor
- Need to sign up for behind-the-wheel/driver's ed.	Go to Coach Irby
- Need bus information	Go to office or call transportation (804) 541-6418
- Need to make an emergency call	Go to the attendance office or main office
- Lost money in vending machine	Go to cafeteria manager
- Need poster/flyers approved	Go to principal
- Want to know about a senior event	Go to a Senior Class Sponsor

# CLUBS AND SPONSORS

**SCA (Student Council Association)** - Mrs. Foreman  
**Senior Class Sponsors**- Mrs. Turner & Ms. Haden  
**Junior Class Sponsor**- Mrs. Arnston  
**Sophomore Class Sponsors-**  
**Freshman Class Sponsors-** Mrs. Aultman & Mrs. Sheppard  
Theatre & Theatre Ensemble- Mr. Smith  
Film Club & Drama Club- Mr. Smith  
Chess Club- Mr. Hayes  
Crime Solvers- Mr. Gross  
Fellowship of Christian Athletes- Mrs. Barmoy & Coach Irby  
Key Club- Ms. Marsh  
FCCLA (Family, Career & Community leaders of America)- TBD  
Child Care- Mrs. Barnett  
Fashion- Mrs. V. Taylor  
Robotics- Mr. Ben Mahmoud  
Beta Club- Mrs. Aultman & Mrs. Sheppard  
DECA (International Association of Marketing Students)- Ms. Molter  
Band Auxiliary-  
Environmental Club- Ms. Kirksey  
Marching Band- Mr. Pierce  
HOSA (Health Occupations Students of America)- Mrs. Waymack  
JROTC- 1SG Cabrera & Col. Pape  
National Honor Society- Mrs. Foster  
Literary Magazine- Ms. Marx  
Yearbook- Mrs. Scanlan  
Key Club- Mrs. Scanlan  
Cosmetology- Ms. Moseley  
Auto body Repair/Finish- Mr. Burton  
Barbering- Ms. Lawrence  
French Honor Society- Mrs. Eya  
Spanish Honor Society- Ms. Ramirez  
Forensics- TBD  
Forward Thinkers / Book Club - Ms. Scanlan

# COACHES & SPONSORS

## Fall Sports

Cheerleading (Competition)- Coach Price  
Cheerleading (Football)- Coach Price  
Cross Country (Boys)- Coach Halas  
Cross Country (Girls)- Coach Halas  
Field Hockey- Coach Stables  
Football- Coach Irby  
Golf- Coach Jenkins

## Spring Sports

Baseball- Coach Capps  
Soccer (Boys)- Coach Esque  
Soccer (Girls)- Coach McMahon  
Softball- Coach Baldwin  
Outdoor Track (Boys)- Coach Irby  
Outdoor Track (Girls)- Coach Cancino  
Tennis (Boys)- Coach  
Tennis (Girls)- Coach Johnson

Athletic Trainer- Colonial Orthopedics

## Winter Sports

Cheerleading (Basketball)- Coach Price  
Basketball (Boys)- Coach E. Edmonds  
Basketball (Girls)- Coach J. Edmonds  
Indoor Track- Coach Cancino  
Wrestling- Coach Halas

## Year-Round Activities

Band- Mr. Pierce  
Color Guard & Dance Team-  
Chorus- Ms. Marsh

## **Senior Activities**

**Students that are attending New Hope Academy, or any other alternative education setting, or are Outplaced for any other reason, at the time of any Senior Activities must have permission from the Principal of Hopewell High School and be eligible to graduate during the current school year.\*\***

## **Prom**

**In order for any student to participate in the Prom they must meet the following criteria:**

- 1.) They must be invited by a Junior or Senior, or have the standing of a Junior or Senior**
- 2.) A “Prom Agreement” form must be filled out before being eligible to attend the Prom.**
- 3.) Students who would like to bring a student from a different school must have a form filled out and approved by the Principal at Hopewell High School.**