

Table of Contents

Letter from the Principal	2
Academics	3-11
Grades	12-14
Honor Code	14
Student Expectations	14-15
Attendance	15-17
Policies and Consequences for Student Conduct	17-20
Cell Phone Policy	20
Dress Code	20-21
Calendar of Events	21-22
Coaches & Sponsors	22
Clubs & Sponsors	23
General Information	23-28
What to do if	29
Who's Who...What's What?	30
Appendix	
Acceptable Use Policy	30-32
Compulsory Attendance Law	32-33
Bell Schedule	34-35
Chronic Extended Illness Notification Form.	36
Request for Exceptional Circumstances	37

The Hopewell City Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access. Missy Shores, Director of Personnel has been designated to handle inquiries regarding nondiscrimination policies. Her contact information is as follows: 103 North 12th Ave., Hopewell, Virginia 23860. Email: mshores@hopewell.k12.va.us Phone: 804-541-6400

The Hopewell City Public Schools School Board Policy is available in a searchable format on the division website www.hopewell.k12.va.us under Our District... School Board... Minutes and Policy Online.

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.

Dear Hopewell High School Students and Parents,

The faculty, staff, and administrators at Hopewell High School look forward to working with you during this school year. We hope it will be an exciting year for you both academically and socially. You are part of our Blue Devil family!

Our theme for the year is "The Butterfly Effect", one small change can make a huge difference in the world. We hope each student will make small changes to improve their school, community, and world.

At Hopewell High School, we hold the expectation that all students will strive to be safe, responsible, and respectful learners. Hopewell High School students POP (are Present, are On task, and are Progressing)!

These expectations guide this handbook as well as our school and classroom procedures. This handbook is in place. These exist to ensure that we have a safe atmosphere conducive to learning.

We ask that parents and students read this handbook, and discuss the policies and procedures. Our goal is to ensure all students experience the best possible learning opportunities.

We look forward to a wonderful school year.

Stephanie Poe

Principal
Hopewell High School

ACADEMICS

FINAL & SOL EXAM SCHEDULE

1st Semester Exam Schedule	2nd Semester Exam Schedule
January 16 - January 26	May 21 - June 14

- First semester exam schedule may change due to weather conditions.

PARENT TEACHER CONFERENCE SCHEDULE

1st Semester Parent Teacher Conference	2nd Semester Parent Teacher Conference
Thursday, October 11, 2018	Thursday, March 7, 2019

PROGRESS REPORT ISSUED

1st 9 weeks Interim Issued	2nd 9 weeks Interim Issued	3rd 9 weeks Interim Issued	4th 9 weeks Interim Issued
Wednesday, October 3, 2018	Tuesday, December 13, 2018	Thursday, March 5, 2019	Thursday, May 16, 2019

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.

ACADEMIC POLICIES AND PROCEDURES

Registration Guidelines

STEP 1 Students meet by small grade level groups to receive Program of Studies booklet. Teachers and counselors describe various course offerings, requirements for graduation, and other necessary information.

STEP 2 Students take course offerings booklet home and discuss with parents a tentative class schedule for the next year.

STEP 3 Students meet individually with their assigned counselors to formulate a course of studies based on student interest, achievement, career intent, and teacher and parent recommendations.

STEP 4 The final course selection sheet is approved and signed by parents.

Note: The student schedule will be provided only after the signed course selection sheet is returned.

Admission of Ninth Grade Students

Students entering the ninth grade at Hopewell High School must be promoted by their eighth grade principal and meet all requirements as set forth in the Standards for Accrediting Public Schools in Virginia. All records must be presented to the School Counseling Department Chairperson before enrolling in the high school.

Number of Subjects

Hopewell High School operates on a four-period day. All students must sign up for a full schedule for the year, which consists of eight periods. Seniors who have met credit and verified credit requirements may have early release with the approval of their parents and the administration.

Scheduling

It is important that students enroll in:

1. Courses that meet the diploma and verified credit requirements
2. Courses that prepare them to meet their educational and occupational goals
3. Courses at their ability level.

Course selection and scheduling of classes will involve the counselors, parents, students, and teachers. Throughout the school year, counselors discuss the requirements of each grade level in order to receive a high school diploma. They discuss the Program of Studies. Counselors offer individual counseling sessions with each student to discuss and review graduation plans, to complete the course selection form and the parental approval form, and to make appropriate decisions related to placement and achievement. The final course selections require parental approval. Any enrollment in online or virtual programs requires written permission from the parent or guardian (Code 22.1-212.27). Schedules for special educational students are completed in accordance with IEP (Individualized Education Plan) goals and objectives.

Schedule Changes

Students will not be permitted to change schedules after school begins without administrative approval unless the guidance counselors identify a course conflict or error. Final course offerings will depend upon enrollment and available staffing. Should a course be deleted or a course conflict occur, a substitution will be made. Every effort will be made to consult parents and students regarding any changes.

Dropping a Course

Dropping a course requires the following:

- a. Unsatisfactory progress in the course or other extenuating circumstance
- b. Conference with a counselor
- c. Teacher recommendation
- d. Parental approval (parent/guardian will visit the school to confer with the teacher and counselor unless extenuating circumstances exist)
- e. Principal approval

If a course is dropped after the 7th class meeting of the first nine weeks of a 4x4 course or after the seventh class meeting of an even/odd modified block course, a grade failing is recorded on the scholastic record.

Based on teacher recommendation and principal approval, it may be possible for a student to move from one course level to another in the same subject area. For example: A student making A's in Standard English is moved to Advanced English. Grades from the first course are transferred to the second course.

Auditing

Auditing a course for no credit will not be permitted, except for students who did not graduate with their class due to failure to pass the required SOL tests. In this case, special permission may be granted by the principal. Students may want to repeat a course for a higher grade to raise their GPA for college transcripts.

Repeating Courses

A class may be repeated for a higher grade when the student has received a grade of B, C, D, or F the first time the course was taken. The highest grade for the course will appear on the student's transcripts and will be used to determine GPA and rank in class. Credit toward graduation will be counted only one time for each course.

Exams and Exam Exemptions for 4x4 Block Semester

Final exams are scheduled at the end of the semesters. Exams count 20% of the semester grade. All students must take midterms/benchmarks. All students must take final exams/SOL tests **except** students who meet the following conditions.

- A. Courses in which there is an SOL Test
 1. A student who has previously passed the SOL will have to take an exam.
 2. **Students will be notified of their exemption status by a letter from each individual teacher. Students may be required to take some exams but not others.**
 3. The SOL score will be used as the final exam grade.
 4. SOL Assessment – Students must pass the SOL assessment for the specified course (both parts of English 11 Reading and Writing are required). The following percentages will be assigned for exam grades based on SOL scores:

600 = 100% A	400-449 = 80% B
550-599 = 95% A	375-399 = 60% D
500-549 = 90% A	374 or below = 59% F
450-499 = 85% B	
- B. Courses in which there is no SOL Test
 1. Scholarship – average of both nine weeks is a B or above.
 2. Citizenship – Fewer than 3 In School Suspensions, and/or fewer than 4 days of Out of School Suspension.
 3. Attendance – Only six (6) unexcused absences are allowed. Additional absences must be excused. Excused absences are allowed which include ISS, field trip, meeting within HCPS, documented (parent or doctor) illness, required court appearance, death in the family, and observation of bona fide religious holiday.
 4. Students who pass a state-approved alternate test, such as National Certification in career and technical education areas, will also be permitted to exempt correlated exams if they meet criteria B1-3 above.

Exam and Exam Exemptions for Modified 4x4 Block Classes That Meet All Year

All students will take midterm exams in January. The exams will count 20% of each semester exam.

1. For final exams students in modified block classes with an SOL test will follow the criteria listed above in section A.
2. All students in modified block classes that do NOT have an SOL test will follow all criteria listed above in section B except that in #3, the absences are 10 for the year. The exam exemption regulations are mandated by the Hopewell City School Board. There will be no exceptions. Students who exempt an exam (non SOL course) may elect to take it to improve a grade, but otherwise are not required to attend school during the exam period. Seniors may retake the final exam (non SOL course) once only if the senior was passing the course prior to the exam, and as a result of the exam, failed the course for the year.

Midterm Exams and Quarterly Assessment Schedule

Students are required to take a midterm exam at the end of the second term for all courses. The exam will count for 20% of the student's semester grade. Quarterly and Mock SOL tests will be given at the end of the third marking period. Final and SOL exams will be given at the end of the course and will count for 20% of the student's semester grade.

Cheating Honor Code Procedures

Cheating is defined as the unauthorized use of books, notes, or other resources on a test, quiz, or any assigned school work or project. Plagiarism (copying the work of others and submitting it as your own), and receiving or providing answers in a dishonest way are forbidden. 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. **FALSIFYING GRADES IS A VIOLATION OF THIS POLICY.**

If a student is found to have been cheating, 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.

National Honor Society

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. Sophomore, Junior and Senior students are eligible to join the National Honor Society. Students must have earned a cumulative GPA of 3.5 or higher and embody excellence in scholarship, community service, leadership and personal character. The Society, sponsored and supervised by the National Association of Secondary School Principals, has worked hard to bring the accomplishment of outstanding students to the attention of parents, teachers, their peers, and the community. The stated purpose of this organization is to create enthusiasm for scholarship; to stimulate a desire to render service to school, community, and nation; to promote leadership; and to develop character in the students of secondary schools.

Summer School

Courses offered in summer school are based solely on enrollment and available staff. Students may take up to two repeat subjects. Tuition may be required. See a school counselor for specific information.

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
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.****

Virginia Standards of Learning (SOL) Assessments

Students in grades 9 – 12 are required by the Virginia Board of Education to participate in the SOL end-of-course tests in Reading, (Grade 11 only), Writing (Grade 11 only), Earth Science, Biology, Chemistry, Algebra I, Algebra II, Geometry, World History I, World History II and United States History, per requirements of the Virginia Department of Education. Students are required to earn verified units of credit by passing SOL tests in order to graduate from high school in Virginia. The faculty of Hopewell High School devotes significant effort to ensure that our students have every opportunity to pass the SOL Tests. Curriculum maps listing specific objectives and when they will be taught are available in the guidance office. *Note:* Students who fail one or more SOL tests may be encouraged to attend a remediation program to include SOL summer school or SOL tutoring.

Standard Diploma: Minimum Course & Credit Requirements

To graduate with a Standard Diploma, a student must earn at least 22 standard units of credit by passing required courses and electives, and earn at least six verified credits by passing end-of-course SOL tests or other assessments approved by the Board of Education.

Beginning with students entering ninth grade for the first time in 2013-2014, a student must also:

Earn a board-approved career and technical education credential to graduate with a Standard Diploma; and successfully complete one virtual course, which may be non-credit bearing.

The school counselor can advise on available courses to fulfill the requirements for a Standard Diploma.

Standard Diploma Course Requirements (8 VAC 20-131-50.B)			
Discipline Area	Standard Credits: effective with first-time ninth graders in 2011-2012 and beyond	Verified Credits: effective for first-time ninth graders in 2003-2004 and beyond	CTE Credential
English	4	2	1 CTE Credential must be earned prior to graduation. The following CTE tests are offered at HHS: 1. Workplace Readiness 2. CRC 3. WISE 4. HAMS I & II
Mathematics	3	1	
Laboratory Science	3	1	
History & Social Sciences	3	1	
Health & Physical Education	2		
Fine Arts or Career & Technical Education			
Foreign Language, Fine Arts or Career & Technical Education	2		
Economics and Personal Finance	1		
Electives	4		
Student Selected Test		1	
Total	22	6	

For students entering the ninth grade for the first time in 2018-2019 and beyond

To graduate with a Standard Diploma for students entering the ninth grade for the first time in 2018-2019 and beyond, a student must earn at least 22 standard units of credit and five verified units of credit. Students earn standard credits by successfully completing required and elective courses. Students earn verified credits by successfully completing required courses and passing associated end-of-course SOL tests or other assessments approved by the state Board of Education.

Please note: Your school counselor can tell you which courses are offered by your school to fulfill the requirements for a Standard Diploma.

Standard Diploma Course Requirements (8 VAC 20-131-51) for Students Entering Ninth Grade for the First Time in 2018-2019 and Beyond			
Subject Area	Standard Credits	Verified Credits	Specifications
English	4	2	N/A
Mathematics	3	1	Courses completed to satisfy this requirement shall include at least two different course selections from among: algebra I, geometry, algebra functions and data analysis, algebra II, or other mathematics courses approved by the board to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a mathematics course credit.

Laboratory Science	3	1	<p>Courses completed to satisfy this requirement shall include course selection from at least two different science disciplines: earth sciences, biology, chemistry, or physics, or completion of the sequence of science courses required for the International Baccalaureate Diploma and shall include interdisciplinary courses that incorporate Standards of Learning content from multiple academic areas. The board shall approve courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a science course credit.</p> <p>Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association, or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential, or license for either a laboratory science or history and social science verified credit when the certification, license, or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the board as an additional test to verify student achievement.</p>
History and Social Sciences	3	1	<p>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. The board shall approve courses to satisfy this requirement.</p> <p>Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association, or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential, or license for either a laboratory science or history and social science verified credit when the certification, license, or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the board as an additional test to verify student achievement.</p>
Health and Physical Education	2	0	N/A
World Language, Fine Arts or Career and Technical Education	2	0	Per the Standards of Quality, credits earned for this requirement shall include one credit in fine or performing arts or career and technical education. Per the Standards of Quality, a computer science course credit earned by students may be considered a career and technical course credit.
Economics & Personal Finance	1	0	N/A
Electives	4	0	Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.
Total	22	5	N/A

Additional Requirements for Graduation

- Advanced Placement, Honors, or International Baccalaureate Course or Career and Technical Education Credential - In accordance with the Standards of Quality, students shall either (i) complete an Advanced Placement, honors, or International Baccalaureate course, or (ii) earn a career and technical education credential approved by the board, except when a career and technical education credential in a particular subject area is not readily available or appropriate or does not adequately measure student competency, in which case the student shall receive satisfactory competency-based instruction in the subject area to satisfy the standard diploma requirements. The career and technical education credential, when

required, could include the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness assessment.

- **Virtual Course** - 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.
- **Training in emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED)** - 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 with an IEP or 504 Plan that documents that they cannot successfully complete this training shall be granted a waiver from this graduation requirement, as provided in [8VAC20-131-420 B](#).
- **Demonstration of the five Cs** - 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 board.

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy the math requirement shall include at least two different course selections from among: Algebra I; Geometry; Algebra, Functions and Data Analysis; Algebra II or other mathematics courses above the level of Algebra II. The Board shall approve courses to satisfy this requirement.

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy the science requirement shall include course selections from at least two different science disciplines: earth sciences, biology, chemistry or physics. The Board shall approve courses to satisfy this requirement.

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy the social studies requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and one course in either world history or geography or both. The Board shall approve courses to satisfy this requirement.

Advanced Studies Diploma: Minimum Course & Credit Requirements

To graduate with an Advanced Studies Diploma, a student must earn at least 24 or 26 standard units of credit, depending on when he or she entered ninth grade, and at least nine verified units of credit:

Students who entered ninth grade for the first time during and after 2011-2012 must earn at least 26 standard units of credit.

Students who entered ninth grade before 2011-2012 must earn at least 24 standard units of credit.

Beginning with students entering ninth grade for the first time in 2013-2014, a student must successfully complete one virtual course, which may be non-credit bearing, to graduate with an Advanced Studies Diploma.

Please note: Your school counselor can tell you which courses are offered by your school to fulfill the requirements for an Advanced Studies Diploma.

Advanced Studies Diploma Course Requirements (8 VAC 20-131-50.C)		
Discipline Area	Standard Credits: effective with first-time ninth graders in 2011-2012 and beyond	Verified Credits - effective with ninth graders in 2000-2001 and beyond
English	4	2
Mathematics	4	2
Laboratory Science	4	2
History & Social Sciences	4	2
Foreign Languages	3	
Health & Physical Education	2	
Fine Arts or Career & Technical Education	1	
Economics and Personal Finance	1	

Electives	3	
Student Selected Test		1
Total	26	9

- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy the math 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. The Board shall approve courses to satisfy this requirement.
- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy the science requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics.
- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy the social studies requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and two courses in either world history or geography or both. The Board shall approve courses to satisfy this requirement.
- Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.
- **For students entering the ninth grade for the first time in 2011-2012 and beyond:** A student may utilize additional tests for earning verified credit in computer science, technology, career or technical education, economics or other areas as prescribed by the Board in 8 VAC 20-131

Advanced Studies Diploma Course Requirements (8 VAC 20-131-51) for Students Entering the Ninth Grade for the First Time in 2018-2019 and Beyond			
Subject Area	Standard Credits	Verified Credits	Specifications
English	4	2	N/A
Mathematics	4	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. The board shall approve courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a mathematics course credit.
Laboratory Science	4	1	Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics or completion of the sequence of science courses required for the International Baccalaureate Diploma and shall include interdisciplinary courses that incorporate Standards of Learning content from multiple academic areas. The board shall approve additional courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a science course credit.
History and Social Sciences	4	1	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. The board shall approve additional courses to satisfy this requirement.
World Language	3	0	Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.
Health and Physical Education	2	0	N/A
Fine Arts or Career and Technical Ed	1	0	Per the Standards of Quality, a computer science course credit earned by students may be considered a career and technical credit.

Economics & Personal Finance	1	0	N/A
Electives	3	0	Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.
Total Credits	26	5	N/A

Additional Requirements for Graduation

- **Advanced Placement, Honors, or International Baccalaureate Course or Career and Technical Education Credential** - In accordance with the Standards of Quality, students shall either (i) complete an Advanced Placement, honors, or International Baccalaureate course or (ii) earn a career and technical education credential approved by the board, except when a career and technical education credential in a particular subject area is not readily available or appropriate or does not adequately measure student competency, in which case the student shall receive satisfactory competency-based instruction in the subject area to satisfy the advanced studies diploma requirements. The career and technical education credential, when required, could include the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness assessment.
- **Virtual Course** - 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.
- **Training in emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED)** - 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 with an IEP or 504 Plan that documents that they cannot successfully complete this training shall be granted a waiver from this graduation requirement, as provided in [8VAC20-131-420 B](#).
- **Demonstration of the five Cs** - 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 board.

Electives

- **Sequential Electives** – Effective with the graduating class of 2003, students who wish to receive a Standard Diploma must successfully complete two sequential electives. Sequential electives may be in any discipline as long as the courses are not specifically required for graduation.
 - Courses used to satisfy the one unit of credit in fine arts or career and technical education course may be used to partially satisfy this requirement.
 - For career and technical education electives, check with the Office of Career and Technical Education at (804) 225-2051.
 - An exploratory course followed by an introductory course may not be used to satisfy the requirement.
 - An introductory course followed by another level of the same course of study may be used.
 - Sequential electives do not have to be taken in consecutive years.
- **Fine Arts and Career and Technical Education** – The Standard and Advanced Studies Diplomas each contain a requirement for one standard unit of credit in Fine Arts or Career and Technical Education.

1. Are students who fail the high school end-of-course tests permitted to retake the test(s)?

Students may retake high school end-of-course tests as often as a local school division's testing schedule will permit. Students who score within 25 points of passing or have extenuating circumstances may be eligible to retake a test before the next scheduled administration.

2. Why are students required to pass reading and writing tests to earn a Standard or Advanced Studies Diploma?

Virginia wants to ensure that all high school graduates have the reading and writing skills necessary for success in college or in the job market. A diploma from a Virginia high school is a guarantee that the graduate whose name it bears possesses these vital skills. The long-term interests of students and society are not served by the awarding of diplomas to high school students who are unable to read or write.

3. May tests of equal or greater rigor be substituted for SOL tests for the awarding of verified credits?

Yes. The Board of Education has approved a number of tests that students may take to earn verified credits toward graduation. Substitute tests must meet the following criteria to be approved by the board:

- The test must be standardized and independently graded;
- The test must be knowledge based;
- The test must be administered on a multi-state or international basis; and
- To be counted for the awarding of verified credit in a specific academic area, the test must measure content that meets or exceeds the SOL content in the course for which verified credit is awarded.

- The board also has approved a schedule of career and technical examinations for licensure or certification that may be substituted for SOL tests to earn student-selected verified units of credit.

4. What provisions have been made regarding SOL testing requirements for students who transfer into Virginia high schools from other states or private schools?

For a Standard Diploma:

Students entering a Virginia high school for the first time during the tenth grade or at the beginning of the eleventh grade shall earn a minimum of four verified units of credit, including one each in English, mathematics, history/social science, and science.

Students entering a Virginia high school for the first time during the eleventh grade or at the beginning of the twelfth grade shall earn a minimum of two verified credits, including one in English and one in a subject of their own choosing.

For an Advanced Studies Diploma:

Students entering a Virginia high school for the first time during the tenth grade or at the beginning of the eleventh grade shall earn a minimum of six verified credits, including two in English, one each in mathematics, history/social science, and science and one in a subject of their own choosing.

Students entering a Virginia high school for the first time during the eleventh grade or at the beginning of the twelfth grade shall earn a minimum of four verified units of credit, including one in English and three in subjects of their own choosing.

Diploma Seals

Students who complete the requirements for a Standard Diploma or an Advanced Studies Diploma and maintain a cumulative "A" average will be awarded the Board of Education Seal.

Students who complete the requirements for an Advanced Studies Diploma, maintain a cumulative "B" average and complete college-level coursework that will earn the student at least 9 transferable college credits in Advanced Placement, Dual Enrollment, International Baccalaureate and/or Cambridge examinations will be awarded the Governor's Seal.

Students who earn a Standard Diploma or Advanced Studies Diploma AND:

- Complete a career or technical education program with a "B" average OR
- Pass an examination that confers certification from a recognized industry, trade or professional organization in a technical area OR
- Acquire a professional license from the Commonwealth of Virginia in a career or technical area will be awarded the Career and Technical Education Seal.

Students who earn a Standard or Advanced Studies Diploma AND satisfy all math requirements for the Advanced Studies Diploma with a "B" average AND:

- Pass a career and technical education examination that confers certification from a recognized industry, trade or profession OR
- Acquire a professional license in a career and technical field from the Commonwealth of Virginia OR
- Passes an examination approved by the Virginia Board of Education that confers college-level credit in a technology or computer science area will be awarded the Advanced Math and Technology Seal.

Students who earn a Standard or Advanced Studies Diploma AND:

- Complete a VA & US HIST and VA & US GOVT course with a grade of "B" or higher, AND
- Have good attendance and no disciplinary infractions, AND
- Completed 50 hours of voluntary community service or extracurricular activities will be awarded the Board of Education's Seal for Excellence in Civics Education.

Students who earn a Standard or Advanced Studies Diploma AND:

- Pass all required End-of-Course Assessments in English reading and writing at the proficient or higher level, AND
- Are proficient at the intermediate-mid level or higher in one or more languages other than English, as demonstrated through an assessment from a list to be approved by the Superintendent of Public Instruction will be awarded the Board of Education's Seal of Biliteracy. American Sign Language qualifies as a language other than English.

Grades

Grading

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

Grade Level Classification

12th Grade -15 credits/candidate for June graduation, and have passed 11th grade English.

11th Grade -10 credits and have passed 10th grade English.

10th Grade -5 credits and have passed 9th grade English

9th 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. Score of 400 or higher on SOL tests.
2. Recommendation from current teacher of related subject (within the same department).
3. Receiving a B or above as a final grade in the related subject the previous year.

4. Parent and/or student request.
5. 85th Percentile on standardized test.

Students who do not maintain a C or higher average 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.

In order to qualify for academic honors, the student in the dual enrollment program must:

- Receive prior approval from the high school principal.
- Be enrolled on a full-time basis, which is defined as:
 - Taking four courses at Hopewell High School per semester or taking at least 12 semester hours at a college.
 - Or a combination of 1 and 2 above, which must be approved in advance by the high school principal.

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 9th 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 9th, 10th, 11th, or 12th 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 three 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. Citizenship grades must be all O's or S's. 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. Those students who make all A's and B's but who do not receive a GPA of 3.0 will receive the distinction of Honorable Mention.

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, the students with the most quality points will be recognized equally. A student who has two cheating infractions during the 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.

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.

Attendance

Attendance on a daily basis is a mandatory requirement of all students. The *Code of Virginia, Section 22.1-254* (see Appendix for Code of Virginia Compulsory Attendance Law) 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 Extra-Curricular Activities when Absent

Any student who participates in extra-curricular 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, try-outs 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/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.

Policies and 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 will be informed of the situation and that criminal charges may be filed. 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.

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 30th 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, 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 to 10 days OSS and charges may be filed through the SRO.

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 related activities.

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.****

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 school administrator.**
- **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

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.

In addition, 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.
- Sunglasses (unless for medical purposes and a doctor note must be at HHS)
- Hair picks worn in the hair

Note also...

- Tank tops/sleeveless tops must be at least two (2) inches wide.
- 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.*

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 9 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, 2 018
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

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

Winter Sports

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

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

Year-Round Activities

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

Athletic Trainer- Colonial Orthopedics

Clubs and Sponsors

Autobody Repair/Finish- Mr. Burton
Band Auxiliary-
Barbering- Ms. Lawrence
Beta Club- Mrs. Aultman & Mrs. Sheppard
Chess Club- Mr. Hayes
Child Care- Mrs. Barnett
Cosmetology- Ms. Moseley
Crime Solvers- Mr. Gross
DECA (International Association of Marketing Students)-
Ms. Molter
Environmental Club- Ms. Kirksey
FCCLA (Family, Career & Community leaders of America)-
TBD
Fashion- Mrs. V. Taylor
Fellowship of Christian Athletes- Mrs. Barmoy & Coach Irby
Film Club & Drama Club- Mr. Smith
Forensics- TBD
Forward Thinkers / Book Club - Ms. Scanlan
French Honor Society- Mrs. Eya
Freshman Class Sponsors- Mrs.Aultman & Mrs. Sheppard

HOSA (Health Occupations Students of America)- Mrs.
Waymack
JROTC- 1SG Cabrera & Col. Pape
Junior Class Sponsor- Mrs. Arnston
Key Club- Mrs. Scanlan
Key Club- Ms. Marsh
Literary Magazine- Ms. Marx
Marching Band- Mr. Pierce
National Honor Society- Mrs. Foster
Robotics- Mr. Ben Mahmoud
SCA (Student Council Association) - Mrs. Foreman
Senior Class Sponsors- Mrs. Turner & Ms. Haden
Sophomore Class Sponsors-
Spanish Honor Society- Ms. Ramirez
Theatre & Theatre Ensemble- Mr. Smith
Yearbook- Mrs. Scanlan

General 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.

Access to Student Records

An accurate and complete individual cumulative record is maintained for each student. These records are confidential and accessible only to professional personnel who have legitimate educational interests in the students. Parents wishing to view their child's records must submit a written request to the principal. The policy established by the School Board will be used to grant requests. Any pupil 18 years or older may gain access to his/her school records by contacting his/her school counselor. When records are reviewed, a staff member will be present. The school division annually notifies parents of their rights under the Family Educational Rights and Privacy Act (FERPA) including

- the right to inspect and review the student's education records and the procedure of exercising this right;
- the right to request amendment of the student's education records that the parent believes to be inaccurate, misleading or in violation of the student's privacy rights and the procedure for exercising this right;
- the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
- the type of information designated as directory information and the right to opt out of release of directory information;
- that the school division release records to other institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer;
- the right to opt out of the release of the student's name, address, and phone number to military recruiters or institutions of higher education that request such information,
- a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest; and
- the right to file complaints with the Family Policy Compliance Office in the United States Department of Education concerning the school division's alleged failure to comply with FERPA

Admission of Students of Military Personnel

The Code of Virginia ensures that students whose parents are deployed outside the United States will continue to be admitted to public schools in the Commonwealth without tuition (§§ 22.1-3, 22.1-5, 22.1-270). This law provides for admission to the public schools of any person living with an individual who is defined as a parent, not solely for school purposes, pursuant to a special power of attorney executed by a custodial parent as provided in federal law while the custodial parent is deployed outside the United States as a member of the Virginia National Guard or as a member of the United States Armed Forces. The bill also assures that the student will not be charged tuition because of being placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent and that the student will, when practicable, have the option to continue to attend the school in which he was enrolled while residing with his custodial parent. An amendment to the Code of Virginia in 2006 provides additional clarification related to children of military personnel. The law now states that tuition shall not be charged to children of active members of the military who are ordered to locate to military housing located in a different school division than the one the child is attending at the time of the order to relocate. Such children shall be allowed to continue attending school in the school division they attended immediately prior to the relocation and shall not be charged tuition for attending such school. The schools divisions in which such children are enrolled subsequent to their relocation to base housing are not responsible for providing for their transportation to and from school.

Alternative Placement

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

Breakfast & Lunch

Hopewell High School offers free breakfast and lunch for all students. For all meals, the students must enter the last four digits of their student numbers at the cash register.

**** 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 for 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.**

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 nonprescription 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 can't 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.

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.

Discipline Records

Transfer students must provide discipline records from previous schools before enrolling at Hopewell High School.

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

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.

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. It is recommended that the guidelines are reviewed with teachers.

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.

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.

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.

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:

- **3rd time in ISS- + 5 days of Social Restriction**
- **4th time in ISS- + 5 days of Social Restriction**
- **5th time in ISS- + 5 days of Social Restriction**
- **6th time in ISS- May Switch to Suspension**

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.

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.

New/Transfer Students

Students entering Hopewell High School as new students or transfers are required to be accompanied by their parent(s) or legal guardians and must provide documentation of their status. Enrollees are required to provide the following:

1. Complete records of immunization or an appointment card that indicates dates of immunization to be given by a physician or the Health Department. Students transferring from out of state must have complete immunization records at time of registration.
2. Proof of residency. (Must have a lease or other official documentation with Hopewell address)
3. Transcript of grades.
4. Address of previous school to request records.
5. Discipline records must be provided before a transfer student may enroll.
6. Birth certificate.
7. Transfer forms, withdrawal forms, or report cards may be used for scheduling. Counselors will telephone the previous school to verify subjects, grades and/or placement when necessary.
8. The following forms are required to be completed for registration and are included in the registration packet:
 - a. High school registration form
 - b. Emergency procedure card
 - c. Registration information
 - d. Release-of-information letter
 - e. Missing children form
 - f. School entrance health information form
 - g. Personal data record
 - h. Proof of residency
 - i. Home Language survey

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**
- **2nd Major violation will result in a 60 day Social Restriction**

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 owners' expense. Vehicles parked on school property are subject to search by school officials and law enforcement personnel.

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

Proof of Residency/Residency Investigation

The burden of proof for documenting residency in the City of Hopewell rests with the parent or legal guardian. Residency requirements also apply to emancipated students who have reached 18 years of age.

Hopewell School Board Policy further states pursuant to Section 22.1-264.1 of the Code of Virginia that **any person who knowingly makes a false statement concerning residency of a child shall be guilty of a Class 4 misdemeanor. If it proven that the address given is not the primary place of residence, tuition will be back-charged to date of enrollment. WARNING: Providing false information for school enrollment purposes is a criminal offense.** VA Code 22.1-264.1.

If it suspected that a student resides outside the City of Hopewell or the attendance area is not on an approved waiver, the school division shall authorize the Residency Investigator to investigate and provide a report on the residency location of the non-resident. The school district has the authority to immediately withdraw the student and parent may be liable for paying the cost of tuition for the time the student has been enrolled. The cost is calculated by the local tuition cost for the entire year, prorated from the verified time (days) by the Residency Investigator's investigation, through the date the child(ren) is(are) to be withdrawn, times the number of children attending school fraudulently. Parent shall provide a certified check payable to Hopewell City Public Schools by the date child(ren) is(are) to be withdrawn.

Failure to provide the tuition reimbursement by the withdrawal date will result in Hopewell City Public Schools submitting all paperwork to the office of the City of Hopewell's Commonwealth Attorney's Office for prosecution.

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.

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... Students are reminded that 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 is 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 will 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.**

School Enrollment of Children Placed in Foster Care

Section 22.1-289 was amended in 2005 and § 22.1-3.4 was added to effectively treat foster child enrollment the same as homeless enrollment (i.e., student must be immediately enrolled, notice required that student is in good standing in the previous school, in good health and is free from communicable or contagious disease). The sending and receiving school divisions may agree to allow the child to continue to attend the school in which he was enrolled prior to the most recent foster care placement. If the student is allowed to continue to attend the previous school, the receiving school division will be accorded foster children education payments and may enter into financial arrangements with the sending school division. Local school divisions are required to expedite the transfer of the scholastic record of the student. Social Services agencies are required to notify, within 72 hours of placing a child in foster care placement, the principal of the school in which the student is to be enrolled and the superintendent of the relevant school division or his designee and to inform the principal of the status of the parental rights. An amendment by the 2011 General Assembly added the following language to the law: *Before placing a child of school age in a foster care placement, as defined in § 63.2-100, the local social services agency making such placement shall, in writing, determine jointly with the local school division whether it is in the child's best interests to remain enrolled at the school in which he was enrolled prior to the most recent foster care placement, pursuant to § 22.1-3.4.*

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 reregistration 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

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.

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. Students who owe money for equipment and/or uniforms will lose good standing status and may not be eligible for an extracurricular activity to include attending sporting events.

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.

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.**

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 such person enters upon 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.

Students who wish to bring guests to high school dances must sign the guest list 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.

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.

What to do if...

<u>Problem</u>	<u>Solution</u>
- 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 8:00 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 item, or had item 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 teacher, security officer, administrator, or SRO
- 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
- Concerns/questions tobacco/alcohol/drugs	Go to your counselor
- Sign up for behind-the-wheel/driver's education	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

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

APPENDIX

ACCEPTABLE COMPUTER SYSTEM USE File: IIBEA/GAB

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, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart telephones, 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 other 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 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 having Internet access to filter or block Internet access 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, blogs, in chat rooms, and cyberbullying 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, GAB-E1/IIBEA-E2, 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 regulation 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 by School Board: October 11, 2012

Amended by School Board: August 8, 2013

And...

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.

ACCEPTABLE COMPUTER SYSTEM USE File: IIBEA-R/GAB-R

All use of the Hopewell City School Division's computer system shall be consistent with the School Board's goal of promoting 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, terminals,

printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart phones, the internet and any other internal or external network.

Computer System Use-Terms and Conditions:

1. Acceptable Use. Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. Privilege. The use of the Division's computer system is a privilege, not a right.
3. Unacceptable Use. Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
 - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
 - sending, receiving, viewing or downloading illegal material via the computer system.
 - unauthorized downloading of software.
 - using the computer system for private financial or commercial purposes.
 - wastefully using resources, such as file space.
 - gaining unauthorized access to resources or entities.
 - posting material created by another without his or her consent.
 - submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
 - using the computer system while access privileges are suspended or revoked.
 - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
 - intimidating, harassing, bullying, or coercing others.
 - threatening illegal or immoral acts.
4. Network Etiquette. Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - be polite.
 - users shall not forge, intercept or interfere with electronic mail messages.
 - use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
 - users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
 - users shall respect the computer system's resource limits.
 - users shall not post chain letters or download large files.
 - users shall not use the computer system to disrupt others.
 - users shall not modify or delete data owned by others.
5. Liability. The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.
6. Security. Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
7. Vandalism. Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
8. Charges. The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data , or long-distance charges.
9. Electronic Mail. The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
10. Enforcement. Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be

monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

Approved by Superintendent: July 11, 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.

Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)

COMPULSORY ATTENDANCE LAW

Code of Virginia Title 22.1. Education Chapter 14. Pupils § 22.1-254. Compulsory attendance required; excuses and waivers; alternative education program attendance; exemptions from article

A. Except as otherwise provided in this article, every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school or to a private, denominational, or parochial school or have such child taught by a tutor or teacher of qualifications prescribed by the Board of Education and approved by the division superintendent, or provide for home instruction of such child as described in § 22.1-254.1.

As prescribed in the regulations of the Board of Education, the requirements of this section may also be satisfied by sending a child to an alternative program of study or work/study offered by a public, private, denominational, or parochial school or by a public or private degree-granting institution of higher education. Further, in the case of any five-year-old child who is subject to the provisions of this subsection, the requirements of this section may be alternatively satisfied by sending the child to any public educational pre-kindergarten program, including a Head Start program, or in a private, denominational, or parochial educational pre-kindergarten program. Instruction in the home of a child or children by the parent, guardian, or other person having control or charge of such child or children shall not be classified or defined as a private, denominational or parochial school.

The requirements of this section shall apply to (i) any child in the custody of the Department of Juvenile Justice or the Department of Corrections who has not passed his eighteenth birthday and (ii) any child whom the division superintendent has required to take a special program of prevention, intervention, or remediation as provided in subsection C of § 22.1-253.13:1 and in § 22.1-254.01. The requirements of this section shall not apply to (a) any person 16 through 18 years of age who is housed in an adult correctional facility when such person is actively pursuing the achievement of a passing score on a high school equivalency examination approved by the Board of Education but is not enrolled in an individual student alternative education plan pursuant to subsection E, and (b) any child who has obtained a high school diploma or its equivalent, a certificate of completion, or has achieved a passing score on a high school equivalency examination approved by the Board of Education, or who has otherwise complied with compulsory school attendance requirements as set forth in this article.

B. A school board shall excuse from attendance at school:

1. Any pupil who, together with his parents, by reason of bona fide religious training or belief is conscientiously opposed to attendance at school. For purposes of this subdivision, "bona fide religious training or belief" does not include essentially political, sociological or philosophical views or a merely personal moral code; and

2. On the recommendation of the juvenile and domestic relations district court of the county or 1 7/17/2017 city in which the pupil resides and for such period of time as the court deems appropriate, any pupil who, together with his parents, is opposed to attendance at a school by reason of concern for such pupil's health, as verified by competent medical evidence, or by reason of such pupil's reasonable apprehension for personal safety when such concern or apprehension in that pupil's specific case is determined by the court, upon consideration of the recommendation of the principal and division superintendent, to be justified.

C. Each local school board shall develop policies for excusing students who are absent by reason of observance of a religious holiday. Such policies shall ensure that a student shall not be deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any which he missed by reason of such absence, if the absence is verified in a manner acceptable to the school board.

D. A school board may excuse from attendance at school:

1. On recommendation of the principal and the division superintendent and with the written consent of the parent or guardian, any pupil who the school board determines, in accordance with regulations of the Board of Education, cannot benefit from education at such school; or

2. On recommendation of the juvenile and domestic relations district court of the county or city in which the pupil resides, any pupil who, in the judgment of such court, cannot benefit from education at such school.

E. Local school boards may allow the requirements of subsection A to be met under the following conditions: For a student who is at least 16 years of age, there shall be a meeting of the student, the student's parents, and the principal or his designee of the school in which the student is enrolled in which an individual student alternative education plan shall be developed in conformity with guidelines prescribed by the Board, which plan must include:

1. Career guidance counseling;
2. Mandatory enrollment and attendance in a preparatory program for passing a high school equivalency examination approved by the Board of Education or other alternative education program approved by the local school board with attendance requirements that provide for reporting of student attendance by the chief administrator of such preparatory program or approved 2017-18
3. Mandatory enrollment in a program to earn a Board of Education-approved career and technical education credential, such as the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, the Armed Services Vocational Aptitude Battery, or the Virginia workplace readiness skills assessment;
4. Successful completion of the course in economics and personal finance required to earn a Board of Education-approved high school diploma;
5. Counseling on the economic impact of failing to complete high school; and
6. Procedures for reenrollment to comply with the requirements of subsection A.

A student for whom an individual student alternative education plan has been granted pursuant to this subsection and who fails to comply with the conditions of such plan shall be in violation 2 7/17/2017 of the compulsory school attendance law, and the division superintendent or attendance officer of the school division in which such student was last enrolled shall seek immediate compliance with the compulsory school attendance law as set forth in this article. Students enrolled with an individual student alternative education plan shall be counted in the average daily membership of the school division.

F. A school board may, in accordance with the procedures set forth in Article 3 (§ 22.1-276.01 et seq.) of Chapter 14 and upon a finding that a school-age child has been (i) charged with an offense relating to the Commonwealth's laws, or with a violation of school board policies, on weapons, alcohol or drugs, or intentional injury to another person; (ii) found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, or of an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of § 16.1-260;(iii) suspended pursuant to § 22.1-277.05;or (iv) expelled from school attendance pursuant to § 22.1-277.06 or 22.1-277.07 or subsection B of § 22.1-277, require the child to attend an alternative education program as provided in §22.1-209.1:2 or 22.1-277.2:1.

G. Whenever a court orders any pupil into an alternative education program, including a program preparing students for a high school equivalency examination approved by the Board of Education, offered in the public schools, the local school board of the school division in which the program is offered shall determine the appropriate alternative education placement of the pupil, regardless of whether the pupil attends the public schools it supervises or resides within its school division. The juvenile and domestic relations district court of the county or city in which a pupil resides or in which charges are pending against a pupil, or any court in which charges are pending against a pupil, may require the pupil who has been charged with (i) a crime that resulted in or could have resulted in injury to others, (ii) a violation of Article 1 (§ 18.2-77 et seq.) of Chapter 5 of Title 18.2, or (iii) any offense related to possession or distribution of any Schedule I, II, or III controlled substances to attend an alternative education program, including, but not limited to, night school, adult education, or any other education program designed to offer instruction to students for whom the regular program of instruction may be inappropriate. This subsection shall not be construed to limit the authority of school boards to expel, suspend, or exclude students, as provided in §§ 22.1-277.04, 22.1-277.05, 22.1-277.06, 22.1-277.07, and 22.1-277.2. As used in this subsection, the term "charged" means that a petition or warrant has been filed or is pending against a pupil.

H. Within one calendar month of the opening of school, each school board shall send to the parents or guardian of each student enrolled in the division a copy of the compulsory school attendance law and the enforcement procedures and policies established by the school board.

I. The provisions of this article shall not apply to:

1. Children suffering from contagious or infectious diseases while suffering from such diseases;
2. Children whose immunizations against communicable diseases have not been completed as provided in § 22.1-271.2;
3. Children under 10 years of age who live more than two miles from a public school unless public transportation is provided within one mile of the place where such children live; 3 7/17/2017
4. Children between the ages of 10 and 17, inclusive, who live more than 2.5 miles from a public school unless public transportation is provided within 1.5 miles of the place where such children live; and
5. Children excused pursuant to subsections B and D.

Further, any child who will not have reached his sixth birthday on or before September 30 of each school year whose parent or guardian notifies the appropriate school board that he does not wish the child to attend school until the following year because the child, in the opinion of the parent or guardian, is not mentally, physically, or emotionally prepared to attend school, may delay the child's attendance for one year.

The distances specified in subdivisions 3 and 4 of this subsection shall be measured or determined from the child's residence to the entrance to the school grounds or to the school bus stop nearest the entrance to the residence of such children by the nearest practical routes which are usable for walking or riding. Disease shall be established by the certificate of a reputable practicing physician in accordance with regulations adopted by the Board of Education.

Code 1950, § 22-275.1; 1952, c. 279; 1959, Ex. Sess., c. 72; 1968, c. 178; 1974, c. 199; 1976, cc. 681, 713; 1978, c. 518; 1980, c.559; 1984, c. 436; 1989, c. 515; 1990, c. 797; 1991, c. 295; 1993, c. 903; 1996, cc. 163, 916, 964;1997, c. 828;1999, cc. 488, 552;2000, c. 184;2001, cc. 688, 820;2003, c. 119;2004, c. 251;2006, c. 335;2010, c. 605;2012, cc. 454, 642;2014, c. 84;2017, c.330.

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

Chronic/Extended Illness Notification Form

Student Name: _____

Date(s) of expected absence(s): _____

Explanation of Chronic/Extended Illness- please include anything that might make the condition worse:

Name of student's doctor & telephone number:

Parent's Name (Printed)

Parent's Name (Signature)

Date

**** Please remember this form must be completed at the beginning of the enrollment of the student in school or upon onset of the student's condition that affects regular attendance. ****

Request for Exceptional Circumstances

Student Name: _____

Date(s) of expected absence(s): _____

Reason for absence(s):

Other sibling(s) at HHS that also have exceptional circumstances

Parent's Name (Printed)

Parent's Name (Signature)

Date

* Please remember the maximum number of days a principal can approve for exceptional circumstances is three (3) days. More than three (3) days must be approved by the Superintendent or Superintendent's designee.*