

Student Handbook 2019-20



WELCOME

It is with great enthusiasm we welcome you to Christiansburg High School for the 2019-20 school year. The faculty and I recognize that our student body is a responsible, respectful, and connected group of people committed to the greater good of our fine community.

As we embark on this exciting journey of endless possibilities and opportunities, I encourage each of you to get connected in an effort to experience all that high school has to offer. In addition to learning opportunities in the classroom, CHS offers a variety of athletic and extracurricular programs that will enhance your learning experience. Whether you are interested in music, art, theatre, athletics, agriculture, community service, or any of our various clubs, you will find that getting connected will be fulfilling and enjoyable.

This handbook is your tool kit to your success. If there is anything we can do to help navigate your school experience, please do not hesitate to contact us. We want you to feel part of our responsible and respectful community that is Christiansburg High School. I wish you all a happy and rewarding year!

Yours in education,
Tony Deibler
Principal



Administrators

Assistant Principal – 9
Assistant Principal – 10
Assistant Principal – 11
Principal – 12

Mr. Shane Guynn
Dr. Chris Hewitt
Ms. Courtney Craggett
Mr. Tony Deibler

Counselors

Grade 9
Grade 10
Grade 11
Grade 12

Mrs. Sarah Ballard
Ms. Mallory Bacalis
Mrs. Tammy Hefts
Mr. Joel Bates

GENERAL INFORMATION

Acceptable Use and Internet Safety Policy

Montgomery County Public Schools offers you the opportunity to use the Division's network which allows access to the Internet, as well as a variety of electronic devices. Students are expected to use the Internet and computer based technology while at school for educational purposes. This use is a privilege not a right, and students may be disciplined or have this privilege taken away if it is being misused. Students are responsible for their actions while using the internet and are also accountable for any online activities that occur by others if you allow them to use your account.

Any communication through the use of the Division's network, including electronic mail, or other electronic file, is subject to the Student Code of Conduct and the Acceptable Use and Internet Safety Policy, and may be monitored or read by school officials. Users shall be held personally liable for the content of any electronic message's authenticity and nature of the file.

As part of the 1-to-1 Initiative, all students are issued a Chromebook for their use during the school year. This device is intended to support instruction and will be used to increase engagement, increase response rates, individualize instruction, provide instructional data, and maximize the use of MCPS electronic resources. Students will be allowed to take these devices home on a daily basis. In order to take these devices off campus, **students and their parents/guardians must sign the e-Learning Backpack 1-to-1 Initiative Agreement.** Students are expected to bring their device to school every day, fully charged and ready for use. These devices are provided to students at considerable cost, and **students are expected to exercise great care in their use and transport.** If a school-issued device (Chromebook) needs repair, students should bring it to the library. A replacement device will be issued, if available, until the device is repaired. Originally issued devices will be returned to students once repairs have been completed. Charging cables are not covered by warranty or insurance. If charging cables are lost or broken, students will need to pay for a replacement at a cost of \$25.00. Devices and accessories are MCPS property and must be returned to MCPS at the end of the school year in

the same condition as when it was issued. If a device is disabled, lost, willfully sold, or intentionally damaged, the replacement cost of the device will be assessed to the parent/guardian. Failure to return the device in accordance with all conditions outlined in the e-Learning Backpack 1-to-1 Initiative Agreement may result in disciplinary action and possible criminal charges. Failure to honor all of the conditions listed in the e-Learning Backpack 1-to-1 Initiative Agreement may result in the denial of Internet and other electronic media accessibility at school, disciplinary action, and a recall of the student's device.

For the complete MCPS policy regarding Acceptable Internet Use and Internet Safety Policy, please visit MCPS policy 6-3.13.

Accidents and Safety

Students are expected to conduct themselves in a safe and orderly manner at all times while at school. Adequate adult supervision is provided during all school-sponsored activities to ensure the safety and welfare of students to promote a safe school climate. While safety is a priority, accidents will occur. Anyone who is injured on school grounds should report the injury to a teacher or the administrative assistant in the main office immediately. The principal and school nurse must also be notified and an accident form completed.

The office is equipped to handle only routine treatment of minor injuries (i.e. band-aids, etc.). Contact with a parent/guardian will be attempted for injuries or emergencies of a more serious nature. It is important that a reliable daytime telephone number at which a parent/guardian may be contacted, and the name and telephone number of an emergency contact person, be on file and kept current for every student. It is the responsibility of the parent/guardian to keep all pertinent and necessary medical information updated.

If a parent cannot be contacted, a student who is seriously injured or ill will be transported to the nearest medical facility for emergency treatment.

Appropriate Displays of Affection

Any affectionate behavior that makes another person feel uncomfortable or awkward must cease upon request. Repeated warnings and blatant disregard for this rule will result in a referral to an administrator for disciplinary action and parental involvement. Any unwelcome sexual advances or other inappropriate verbal or physical conduct of a sexual nature is considered harassment and is strictly prohibited by the Code of Conduct.

Bus Notes

If a student plans to ride a bus that is different from their designated bus, **he/she will need to bring a bus note to the Main Office prior to first period.** The bus note will need to be signed by an administrator. The student will not be allowed to ride the bus without the note and signature.

Bullying

Any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and **is repeated over time** or causes severe emotional trauma. "Bullying" does not include ordinary teasing,

horseplay, argument or peer conflict. Students, either individually or as a part of a group, shall not harass or bully others. Behaviors associated with bullying include, but are not limited to, intimidation, taunting, name-calling, and insults. Bullying behaviors may take a variety of forms, including electronic means such as a cell phone or any electronic device, text message, email, and/or social media. Bullying, threatening, intimidation, harassment, or any other activity characterized by targeted, intentionally hurtful behavior (verbal or nonverbal) that results from any physical, social/relational or emotional/psychological harm to another person is not tolerated in any form in any Montgomery County Public School. An administrator shall notify the parent of any student involved in an alleged incident of bullying, as defined herein, of the status of any investigation within five school days of the allegation of bullying. Students engaging in such activities will receive disciplinary action in accordance with our Bullying Prevention/Intervention Plan and Division Policy 7-3.1.

Cell Phones & Other Portable Communication Devices

Students are permitted to use cell phones during class change, lunch, before and after school. Students will be required to have cell phones off and out of sight during instructional time, (which includes going to the restroom or while in the halls during class) The teacher may give permission for students to use their phones for academic purposes. Such devices will be considered to be “in use” if they are on (regardless of if they are on silent or set to ring), sending or receiving a call or text message, using social media, or taking, displaying, or sending photos/videos, etc. If a student violates the teacher’s or classroom expectations for cell phone use, students are subject to the following consequences: Division Policy 7-3.1

1st offense - device may be picked up at the end of the period.

2nd offense— device will be turned in to the office and may be picked up at the end of the last scheduled class.

3rd offense— device will be turned in to the office and the parent or guardian must pick it up, along with (1) day of ISS

Check Return Policy

Montgomery County Public Schools use an outside vendor to process returned checks submitted to our schools. This includes all checks **written to the school** for any fees/payments.

In the event of a returned check, all communication about the check will come directly from the outside vendor, not from the school. The vendor will contact the writer of a returned check by mail and by telephone in order to make arrangements to pay before an attempt is made to collect the check electronically. Each returned check is subject to the applicable state returned check fees.

Circulation of Written Materials and Freedom of Expression by Students

Montgomery County Public Schools students may exercise the right to freedom of expression through speech, assembly, petition, and other lawful means, but this right may not interfere with the operations at school.

Student(s) submittal will be accepted as defined immediately below:

1. Students should submit materials to the school principal no fewer than (6) **school days** before the date of desired distribution. The stated time frame will permit students to avail themselves of any appeal rights under Policy 7-4.4
2. All material must bear the name of the sponsoring individual(s) or school organization(s).

All materials submitted in accordance with this policy shall be reviewed for approved distribution by the school principal. The principal shall not approve the distribution of any material that the principal determines falls within one of the following categories:

1. Material that are deemed to forecast substantial disruption, interferes with school activities, or that endangers the health or safety of students.
2. Material that is libelous or slanderous.
3. Material that advocates the commission of a criminal act or is a criminal act as defined in the criminal code of the United States, the Commonwealth of Virginia, or Montgomery County.
4. Material that is obscene as defined in Section 18.2-372 of the Code of Virginia, as amended, or material described in Section 18.2-390 and Section 18.2-391 of the Code of Virginia, as amended. Current copies of these sections of the Code of Virginia are on file in the office of the principal of each Montgomery County Public School.

Class Sponsors

The following teachers will serve as class sponsors for the 2018-19 school year:

Freshman Class Sponsors – Emily Loda/Scott Whitehead

Sophomore Class Sponsors – Julia Lenci/Dana Thomas

Junior Class Sponsor – Kim Mills

Senior Class Sponsor – Paula Tabarini

Compliance with Federal Law

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day MCPS receives a request for access.
2. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
4. Parents/guardians or eligible students who wish to ask the MCPS to

amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student-when notified of the right to a hearing.

5. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 6. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.
 7. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 8. Upon request, MCPS discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
 9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by MCPS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.
- CHS is required by law to release student directory information to military recruiters. The only information that we currently release is the name, address, and phone number of students in our current junior and senior classes. If you would prefer that your son's/daughter's information not be released, please contact your child's counselor at (540) 381-5186.
 - Montgomery County Public Schools does not discriminate in its programs and activities for reasons of race, religion, color, gender, national origin, disability, age, or on any other basis prohibited by law. Any student, employee, parent, or other person who has knowledge of conduct which may constitute prohibited discrimination shall report such conduct to the building principal. If it is not possible to resolve the matter within 5 business days, then the building principal will forward the report to one of the

compliance officers designated in this policy. The complaint and identity of the complainant and alleged perpetrator shall not be disclosed except as required by law or policy, as necessary to fully investigate the complaint or as authorized by the complainant.

- The Montgomery County School Board has designated the Directors of Elementary and Secondary Education, 750 Imperial Street SE, Christiansburg, VA 24073 (540)382-5100, as the Compliance Officers responsible for identifying, preventing, and remedying prohibited discrimination.
- The entire written policy and grievance procedure (7-1.1) is available at <http://www.boarddocs.com/vsba/mcps/Board.nsf/goto?open&id=8TVKYG542627>

Electronic Communication

Each CHS staff member has an email address. Email addresses, along with other useful information related to school activities, may be found on the CHS webpage www.mcps.org/chs.

MCPS, along with CHS will utilize *SchoolMessenger*, a notification system designed specifically for schools, to deliver personalized voice messages and emails to parents. To receive these messages, please make certain that your phone and email contact information is up-to-date in the office records.

For news, announcements and updates about school events, you can also follow us on TWITTER (@CHSBlueDemons) and Facebook (Christiansburg High School).

Parents/guardians will also have access to their child's school information and progress electronically through the online MCPS Student Information System (**Parent Portal**), available from the school division's webpage ([mcps.org](http://www.mcps.org)). Through a secure connection over the Internet, authorized parents/ guardians will be able to view and monitor their child's attendance, assignments, class schedules, grades, and disciplinary records as well standardized test results (SOLs). Email hyperlinks within Parent Portal provides parents with the means to easily contact teachers and gather additional information or address specific issues that might arise. Student information is available in "real time" for parents to view as soon as it is posted by teachers. This powerful database and communication tool increases and further enhances communication between the school and home. More immediate access to student records provides the means for teachers and parents/guardians to work together to better address the instructional needs of our students and to keep them on track for success in school. Should you have questions about what you are viewing or your child's progress, please contact your child's teacher.

Teachers will grade assignments and post grades / update their gradebooks at least weekly. Tests/quizzes will be posted as soon as they are graded, but within a minimum of one week after being administered. Grades for assignments that cover extended time periods such as projects and research papers will be posted after they have been evaluated (grades for this type of assignment may not be posted until the end of the current grading period).

Eligibility for Athletics and Extracurricular Activities

CHS has interscholastic athletic programs in football, basketball, cross-country, golf, volleyball, baseball, lacrosse, softball, soccer and track. CHS also has varsity and JV Cheerleading squads for fall and Winter sports seasons. CHS also has academic competition teams. Participation in these sports is open to all students eligible under VHSL policies.

All interscholastic activities at CHS are conducted according to the policies established by the VHSL. Each individual sport will also have team rules and behavior expectations established and enforced by the coaching staff. Student-athletes are expected to abide by all team rules and VHSL policies as a condition of continued participation in interscholastic athletics.

Information on how to become a member of these school teams is available from the athletic director or individual coaches. Scheduled tryouts are announced in advance, and team members are selected by the coaching staff for each individual sport. A physical is required for participation in all interscholastic sports, including tryouts. Also, every student participating in interscholastic sports must be covered by Board-approved scholastic accident insurance or interscholastic football insurance.

The eligibility of a student for athletics and extracurricular activities is determined by the Virginia High School League and Montgomery County Public Schools. To be eligible, a student must have been enrolled in and passed the equivalent of five (5) credits from the previous semester, except for rising 9th graders. For eligibility purposes only, traditional block courses are equal to two (2) credits each; A/B block courses and year-long first and fifth periods are equal to one (1) credit.

Example:

Student A earns the following grades during their Spring 2017 semester:
Block 1 – C, Block 2 – B, Block 3 – F, Block 4 – B, Block 5 – A
Credits Earned = 6 (ELIGIBLE FOR FALL 2017)

Student B earns the following grades during their Spring 2017 semester:
Block 1 – F, Block 2 – F, Block 3 – C, Block 4 – B, Block 5 – F
Credits Earned = 3 (NOT ELIGIBLE FOR FALL 2017)

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Event Calendar

All school events will be included and shared on the Christiansburg High School Activity Calendar that can be found on the CHS Homepage (www.mcps.org/chs)

Extra-curricular Leadership

Guidelines for extracurricular leadership positions have been developed to give a variety of students the opportunity to prove their effectiveness as leaders in school affairs.

A student may hold the office of president (or number one officer) in no more than two (2) organizations in any given year. A student may not serve as both Student Council president and senior class president.

A student may hold no more than three (3) leadership positions in any organization in any given year. This includes all clubs, classes, Graduation Committee, Prom Committee, publications, state officers, regional officers, district officers, etc.

Students and sponsors are responsible for enforcing these guidelines with their members.

Food and Beverage Policy

Students must remain in the cafeteria during their scheduled lunch unless they have written permission from a teacher or obtain a library pass from the cafeteria.

Parents, guardians, or family members only may bring food to their child during their lunch period only and it must be left in the Main Office. The student will not be called out of class to pick up food.

Students are not allowed to check out of school for lunch.

Students may not have food delivered to the school from an outside business or restaurant. No food or drinks will be allowed in the auditorium at any time.

Fund Raising

All monies raised through fundraising activities by groups at CHS are the property of CHS and Montgomery County Public Schools. These monies must be returned to the appropriate club/class sponsor according to the bookkeepers directions. Failure to comply with this policy and/or the sponsor's directions may result in legal action.

Grievance Procedures and Contacts

All students attending Montgomery County Public Schools may participate in all education programs and activities regardless of race, color, national origin, religion, age, disability, or sex. For information regarding civil rights or grievance procedures, contact the Title IX Coordinator or the Section 504 Coordinator at 750 Imperial Street, Christiansburg, VA, telephone 540-382-5100 extension 1021.

Counseling Services

The counseling office is located across from the main office. Assistance is available in planning and scheduling classes, working through problems and concerns, career counseling, consultation, student appraisal, college information, educational placement, student information/records, and arranging parent conferences. Our counselors can also assist with crisis prevention and intervention as well as make individual and group counseling available to students. Private therapists not employed by MCPS are not allowed to work with students on school property during the school day. Parents/guardians will need to work out arrangements to have these services delivered to their children outside of the school day.

Parents/guardians are invited to call or schedule an appointment to meet with our counselors to discuss concerns about their child at any time. Assessment and

appropriate referral information about available community resources are among the services provided to parents/guardians upon request. Parents/Guardians may telephone the CHS Counseling Office directly by calling 382-5186.

CHS is fortunate to have a career coach available to our students. The Career Coach works for NRCC, providing career coaching services to Christiansburg HS students. The Career Coach is an employee of NRCC, but maintains a work space and access to students at CHS. The Career Coach's job is to work with students, parents, businesses, high school and college faculty and administration in order to provide information related to jobs, careers, training, financial aid, planning, and support for students in the 9th through 12th grades. At CHS, the Career Coach's activities have included:

- Career Assessments
- Classroom presentations regarding career readiness, soft skills, financial aid, early college programs
- One-on-one and small group meetings related to career planning activities, scholarships, applications, essays
- Working with guidance and faculty on Sophomore Career Day at NRCC
- Coordinating activities for NRCC placement testing, the ACCE Program, on-site NRCC registration, and NRCC orientation

Except for emergency situations, students will not be allowed to go to the guidance office from class without an appointment or pass. Students are encouraged to make appointments by stopping by the guidance office before or after school or during lunch. Once in the guidance office, students will be required to sign in and out to document the time they spent there.

Leaving School Grounds or Loitering on School Grounds

A student cannot leave the school grounds after arrival or during the school day without communication from a parent/guardian or an emergency contact **and** prior approval of office staff. A student in a work release program must clear the building and grounds within five (5) minutes following his/her last class. Students should not be loitering in vehicles during the school day. Students should leave school grounds immediately following the bell at the end of the school day. **Students are not to remain in the building past 3:20 P.M. unless under the direct supervision of a teacher or coach.**

Lockers

Lockers are school property and are subject to inspection by the administration if there is reasonable assumption that items in them are dangerous or are in violation of school rules and regulations.

1. No personal padlocks are permitted.
2. Students are provided an opportunity to rent a locker. He/She should not share it with anyone else.
3. No signs, decals, or stickers may be placed inside or outside the lockers.
4. Each student should close the locker door firmly and spin the combination dial before leaving the locker.
5. Students must report locker damage to the office as soon as possible. Theft or vandalism of personal property should also be reported

- immediately.
6. Expensive items or cash should not be stored in lockers. These items should be left at home, or if brought to school, they should be left in the main office.
 7. Open food and/or drink items must not be stored in lockers.

Media Center

The media center contains material for research, reference, and leisure reading. Personal computers provide various software programs, including on-line databases and word processing. Students are expected to have an Acceptable Use Policy on file.

Media center hours are 7:35 A.M.-3:20 P.M. Classes come as a group with their teachers to use the media center throughout the school day. Students may come individually from a class, provided that the teacher has called first to see if there is room to accommodate the student(s). Students are expected to come directly to the Media Center and sign in. When it is time for them to leave, they must sign out by writing down the time.

Students may also use the library independently during their lunch period, after obtaining a library pass from the cafeteria, as well as before and after school.

Students may check out up to three (3) items at one time; however, if a student has overdue materials, then they will not be allowed to check out any others until overdue materials are returned.

Fines are not collected but students are expected to pay for damaged or lost materials.

Medications

In general, students may not have any type of medication (including cough drops, vitamins, etc.) in their possession while on school grounds (Division Policy 7-5.2).

All doctor-prescribed medications, as well as non-prescription ("over-the-counter") medications, must be taken under the supervision of school personnel. If a student must take medication during school hours, parents/guardians are requested to deliver the medication to an administrator, school nurse, or one of the administrative assistants in the main office. A medication form should be completed according to the guidelines that follow (a copy of the form is provided in the *Appendix* or may be obtained from the main office). All medications should be in their original container and clearly labeled with the student's name. Written permission to administer any medication must include the name of the medication, the required dosage of the medication, and the time(s) the medication is to be given. School personnel will follow procedural guidelines for the administration of medications (Division Policy 7-5.2). All medications will be stored in the clinic, and all administration of medication will be handled through the clinic.

Parents/Guardians should pick up any unused medications at the end of the school year. Medications not picked up within one week of the last day of school will be disposed of.

Prescription Medications - School personnel may give oral prescription medication to students only with a physician/dentist/licensed nurse practitioner's written order **and** written permission from the student's parent or guardian.

Non-prescription Medications - School personnel may give oral non-prescription medication to students only with written permission from the student's parent or guardian. Oral non-prescription medications will be administered for no longer than three (3) consecutive days after which time a written order from a physician/dentist/licensed nurse practitioner must be presented.

Exceptions for Certain Medications – Prescription medications needed in a medical emergency such as inhalers, epi-pens, or glucose tablets may be kept in the possession of a student and may be self-administered only with a physician/licensed nurse practitioner's written order **and** written parental permission that are on file with the school. Students in grades 9-12 may self-administer **non-prescription medications under the following conditions:**

- Written parental permission for self-administration of specific non-prescription medication is on file with the school
- The non-prescription medication is in the original container and appropriately labeled with manufacturer's directions
- The original container is appropriately labeled with the student's name
- The student possesses only the amount of non-prescription medicine needed for one school day/activity.

Special provisions for preparing and administering medications on field trips and other unique circumstances will be handled by the school nurse when applicable.

Students who have any medication in their possession while at school in violation of the medications policy may face serious disciplinary action. Any student in possession of prescription drugs that are not prescribed to that student or the intentional misuse of prescription (or non-prescription) drugs to elicit an intoxicating effect will be subject to disciplinary action in accordance with the guidelines for the possession or being under the influence of alcohol and other drugs, as stated in MCPS Policy 7-3.1. Sharing, borrowing, distributing, manufacturing or selling any medication (both prescription and non-prescription "over-the-counter" medications) is prohibited and may result in a recommendation of expulsion. Under state law, students who violate this policy are subject to severe disciplinary action in accordance with the Code of Conduct and the Alcohol and Other Drugs Policy. Additionally, permission to self-administer prescription or non-prescription medications may be revoked if the student violates this policy. Referral also may be made to law enforcement officials (see complete Alcohol and Other Drugs Policy in the Student Code of Conduct, MCPS Policy 7-3.1).

Using any medicine or an ingredient of medication for purposes other than the medication's intended purpose will be considered a violation of the Alcohol and Other Drugs Policy.

Minute of Silence

The Montgomery County School Board has established the daily observance of one (1) minute of silence in each classroom of the school division (Division Policy 6-1.5). At CHS, the minute of silence is observed in first period every day, immediately following the Pledge of Allegiance. During the minute of silence, students must remain seated, silent, and make no distracting display.

Involvement of Non-Custodial Parents

As specified by the Code of Virginia and the Family Education Rights Privacy Act (FERPA), non-custodial parents have the full rights as parents for access to student records and for participating in school activities, "unless otherwise ordered by the court for good cause shown." It is the responsibility of the custodial parent to provide documentation of any restrictions on a non-custodial parent. Duplicate copies of report cards and other written communications mailed to a student's home will be made available to non-custodial parents upon their request. If a person not known to school officials attempts to contact or pick up a child at school, a photo ID and other verification of identity/relationship to a student (including confirmation with the custodial parent) may be required before releasing the student.

Pledge of Allegiance

Per School Board Policy 6-1.5, "The Pledge of Allegiance shall be recited daily in each classroom of the Montgomery County Public Schools as part of opening exercises. During the recitation of the Pledge of Allegiance, students shall stand while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform. No student shall be compelled to recite the Pledge of Allegiance if the student, the student's parent(s), or legal guardian objects on religious, philosophical or other grounds to the student's participation in this exercise. Students who are exempt from reciting the Pledge of Allegiance shall stand quietly or sit at their desks while others recite the pledge and make no display that disrupts or distracts those who are reciting the pledge. Appropriate accommodations shall be made for students who are unable to comply with the procedures described herein due to disability."

Project AIM

Project AIM (Academic Intervention Model) is a Montgomery County Public Schools division-wide initiative to assist students who have encountered "roadblocks" to graduation. Through Project AIM, students who have fallen behind their graduation cohort, or who are in jeopardy of not graduating from high school, are provided an opportunity to work in a virtual environment to recover or earn credits. Any high school student who is having difficulty meeting the requirements for high school graduation may be considered for Project AIM.

Students must be referred to Project AIM by the principal or the SAP Team. The counselor screens all referrals to determine eligibility. Based on the course(s) for which a student is seeking credit(s), Project AIM teachers use PLATO Learning courseware and supplemental resources to design an appropriate individualized plan of study for each student. The counselor will work with each student and the principal to determine the best path to graduation and develop an on-time graduation plan.

To be eligible for Project AIM, students must be enrolled in a Montgomery County high school. Project AIM students must meet the requirements of the Virginia High School League to participate in VHSL activities; the school administration will determine student eligibility based on VHSL regulations. Students are enrolled at their home school and may be afforded all of the opportunities to which other students have access. Students are accountable for all school policies and regulations while on the school campus.

School Fees

The fee schedule for the current school year will be as follows:

1. Insurance fee information will be given to students during the first week of school.
2. The Physical Education fee is \$2.00 for a gym locker. This will be collected by the PE staff during class.
3. Upper commons locker fee - \$6.00
4. Class Dues:
 - a. Freshman Class Dues - \$6.00
 - b. Sophomore Class Dues - \$8.00
 - c. Junior Class Dues - \$11.00
 - d. Senior Class Dues - \$16.00
5. Parking Pass Fee - \$11.00; Replacement Decal - \$5.00
6. Additional fees may be charged depending upon the program. Students will be given this information the first week of school.
7. Students may apply for the free and reduced lunch program at any
8. time during the school year according to the policy of Montgomery County Public Schools.

For additional information regarding school fees, please see MCPS policy 3-3.12

School Insurance

All CHS students will be given the opportunity to purchase school insurance. Various levels of coverage are available at exceptionally reasonable rates. Forms will be sent home the first day of school, and insurance may be purchased within the first three weeks of the school year.

School Bus Routes

School bus routes are published in the local newspapers just prior to the opening of school, and they are available on the MCPS website year-round. Anyone with a computer and internet access can check the routes to find their stop. Buses do not stop at every house except on high traffic and/or rural roads that do not have a safe place to walk. However, if a child does not have proper access to a bus stop, parents can either send an email to the address on the bus route page or call the Transportation Office at 382-5151.

Sexual Harassment

It is prohibited for any employee or student, male or female, to harass another employee or student by making unwelcome sexual advances or requests for sexual favors or engaging in other verbal or physical contact of a sexual nature when (1) submission to or rejection of the conduct is used as a basis for academic decisions affecting the student; (2) such conduct creates an intimidating, hostile, or offensive learning environment; or (3) submission to the

conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs.

The School Board has adopted a grievance procedure for complaints by students of discrimination on the basis of sex or sexual harassment. The policy is located in the School Board Policy Manual section 7-1.1 located in the CHS library, in county libraries, and at www.mcps.org. Generally, students are encouraged to report incidents of sexual harassment to the building principal as soon as they become aware of the conduct forming the basis of the complaint. If the principal is the individual who is the subject of the complaint, the student should contact the Superintendent.

Student Assistance Program (SAP)

The Student Assistance Program team assists students with accessing the resources they need to stay in school, graduate on time, and prepare for post-secondary opportunities. The SAP Team meets on a regular basis to review the progress of students who are referred to the team. The team gathers data to understand the problems a student may be experiencing and to look for existing resources to help that student be successful in school. Students can be referred by school faculty and staff, parents, fellow students, community members, or the students themselves. To make a referral, contact the school counseling office to request a SAP Referral Form. Completed forms should be returned to the counseling office.

Student Debts

Students who owe debts to CHS will be denied participation in all extracurricular activities until those debts are cleared. Types of debts include, but are not limited to, payment for damaged or lost textbooks, MCPS issued electronic devices, school supplies, athletic equipment/uniforms, school fees, etc.

Indebted students will be denied access to activities such as school dances, athletic events, team participation, concerts, field trips, ceremonies, etc.

Note: If a parent or student returns book, calculator, etc, after the item has been paid for, a reimbursement will be issued once the item has been confirmed to be in good working condition.

Student Drop-Off and Pick-up

If students are being dropped off or picked up from school, they will need to use the designated drop-off/pick-up area located closest to the Auditorium. Drop offs should be made prior to 7:55 am and pick ups should be made no later than 3:15 pm.

Students should not be dropped off or picked up in the bus loading lane directly in front of the school. If it is after 7:55 am or 3:15 pm, students may be dropped off or picked up in front of the building on the left side of the concrete barriers.

Suspected Child Abuse

All allegations of possible or suspected child abuse or neglect are reported to the principal. The principal will report such cases to the child abuse coordinator of

the local Department of Social Services as required by law. This agency determines reasonable cause and seriousness of the reported incidents. Any student needing further information or help should see our guidance counselor

Textbooks

Students are accountable for damage to textbooks. Students are expected to return all textbooks, library books, and classroom sets which they have been issued in the same condition as received, with the exception of normal wear. Upon receiving textbooks, students should inspect them for damage and report any to the teacher. This will hopefully keep students from being charged for, or accused of, damages they are not responsible for.

CAFETERIA

Cafeteria Accounts

Students may prepay for breakfast, lunch, ala carte items, etc. as far ahead they wish. Once money is placed in a student's cafeteria account, the computer automatically subtracts the appropriate amount as the student makes purchases from the cafeteria. While it is preferred that money be added to such accounts at the beginning of each week or month, money may be added at any time during the school year. Money in these accounts may be designated for specific purchases (i.e. meals only, meals and ala carte items only, etc.). **Students also will not be permitted to receive cash for any portion of their account without the written authorization of their parent/guardian.**

The only checks accepted through the lunch lines are those written to Christiansburg High School for the amount of purchase. **Please note that the cafeteria will not cash checks for students so they may have money to purchase/pay for things other than school lunches.**

Returned Checks: Montgomery County Public Schools uses an outside vendor to process returned checks submitted to our schools. This includes all checks written to the school for any fees/payments. In the event of a returned check, all communication about the check will come directly from the outside vendor, not from the school. The vendor will contact the writer of a returned check by mail and by telephone in order to make arrangements to pay before an attempt is made to collect the check electronically. Each returned check is subject to the applicable state returned check fees.

Online Fee Payment ("My School Bucks"): Parents/Guardians may put money in a student's school lunch through mySchoolBucks. There is a link on the CHS homepage to mySchoolBucks (under the "For Parents" tab). My School Bucks accepts Visa, Mastercard, Discover and check draft (No American Express). Parents/Guardians can pay fees online at any time. There is an additional fee for using the school nutrition side of mySchoolBucks

Cafeteria Costs

Nutrition is an integral part of the school's curriculum. Consequently, our cafeteria promotes good health by offering well-planned and nutritionally-balanced meals at reasonable prices. Students are encouraged to participate in the school nutrition program which serves breakfast and lunch.

The prices for the 2019-20 school year are as follows:

| | |
|------------------------|----------|
| Breakfast..... | \$1.75 |
| Reduced Breakfast..... | \$.30 |
| Lunch..... | \$2.95 |
| Reduced Lunch..... | \$.40 |
| Milk (½ pint)..... | \$.50 * |

*"Free and Reduced-Price Meal Benefits **do not** provide a free or reduced-price milk to eligible students who desire to bring a homemade lunch, or breakfast, to school. The Free and Reduced-price meal benefit only applies when the **ENTIRE MEAL** is provided by School Nutrition Programs."

All families are provided with an application for free or reduced meals during the enrollment period at the beginning of the school year. During the first 10 days of school, the application for the previous year is honored. The application for the previous year also extends to siblings who are new to the school. We understand that changes in family circumstances sometimes may create financial difficulties that didn't exist at the beginning of the school year. Information regarding free or reduced breakfast/lunch remains available in the main office throughout the school year. Parents/Guardians may complete this form and return it to the main office in complete confidence. The application is processed within 10 days. Students must pay for meals until the application is processed.

Cafeteria Service

Each student is allowed twenty-five (25) minutes for lunch. Two (2) lines provide a hot, well-balanced meal; a third line is ala carte. All lunches are served with chocolate or plain milk. Breakfast is served from 7:35 a.m. -7:55 a.m. each day.

Lunchroom Conduct

Students must not cut in the lunch line ahead of other students. If a spill occurs, the student must report the accident to the cafeteria staff. Trays must be emptied in the appropriate containers and then deposited in the washroom area. Students who do not empty their tray or discard their trash can face disciplinary action (lunch detention).

Students must remain in the cafeteria for their scheduled lunch block. A student is not permitted to go to the parking lots or to other areas of the building or grounds without permission from a staff member. However, students may go to the media center for academic purposes, with a library pass.

All food, drinks, a la carte items, or bag lunches must be consumed in the cafeteria during lunch.

Second Chance Breakfast (Grab N Go)

In between 1st and 2nd periods, there will be a "Grab-n-Go" breakfast cart at the top of the stairs in the upper commons (outside of the gym) where students can purchase breakfast items. Grab-n-Go will only operate during the five minute class change between 1st and 2nd periods. Students should not use this as an opportunity to be late to class.

ATTENDANCE

Attendance Procedures

CHS firmly believes that regular attendance is necessary if each student is to receive the full benefits of class instruction. Excessive absenteeism generally results in poor learning and unsatisfactory grades. Also, good attendance habits have carry-over value for employment and later-life activities.

Student attendance will be monitored and reported as required by state law and regulations. **When we believe that a student's school attendance is jeopardizing his/her progress in class, the parent/guardian will receive written notification from the school. Any excessive check-ins, check-outs, or patterns of absences may result in administrative intervention including the development of an attendance improvement plan and/or disciplinary action. Should your child's attendance fail to improve, he/she may also lose "Good Standing" -- which result in the loss of school privileges, be referred to our SAP Team, and may be referred to Court Services (Division Policy 7-2.3)**

Student absences without parental awareness and support will be addressed in accordance with MCPS Truancy policies and procedures (7-2.3). Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory attendance law. It is expected that parents will cooperate with school officials to remedy the student's attendance problem. When direct contact with the parent cannot be made despite reasonable efforts, or when parents otherwise fail to cooperate in remedying the student's attendance problem, the division superintendent or his/her designee may seek immediate compliance with compulsory school attendance laws. The division superintendent's designee, with the knowledge and approval of the division superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. When the complaint arises out of the parent's failure to comply with the requirements of the law relating to compulsory attendance, the division superintendent's designee shall document the school division's compliance with procedures for enforcing compulsory attendance.

Student Absences – A student is counted present only when he/she is present in the classroom or other approved designated area at the time of the tardy bell or is attending or participating in an approved school-sponsored field trip or event. A student shall be considered absent when he/she does not report to class during the assigned class period. Student absences will be recorded on a daily basis for each class period. This "period attendance" will be reported electronically to the office each period and is automatically included in individual student records. When a student is absent from school, an automated system will notify parents/guardians of their child's absence from school. The system will begin calling home telephone numbers each morning. The system is designed to leave a message on an answering machine. If there is another telephone number other than the home number that parents wish to be called with this message, they should contact the administrative assistant in the main office at 382-5178 to make these arrangements. The notification will be based on the student's attendance as reported by his/her 1st period teacher. A reasonable effort will be

made to contact a parent/guardian of each absent student every day and to obtain an explanation for the student's absence, where there is no indication that the student's parent is aware of and supports the absence. If for any reason a student will need to be out of school for an extended period of time, parents/guardians should notify the administrative assistant in the main office of the dates and circumstances of the anticipated absence. Absences for each grading period will be reported to the parent(s)/guardian(s) on the report card.

Per division policy 7-2.3, absences for any of the reasons listed below SHALL NOT contribute to a student's total number of absences:

- State-mandated testing or other school/division testing programs
- School-sponsored field trips or activities
- All VHSL activities
- Late bus or buses which fail to run
- Conference with guidance counselor, administrator, or other related staff members
- In-school suspension (ISS)
- Involuntary court appearance (copy of court order or subpoena required)
- Death in the family or household (verification may be required)
- Religious holidays (verification may be required)
- College visit (verification required) up to 3 school days

Absences for reasons other than those listed above shall contribute to a student's total absences.

Absences for Observance of a Religious Holiday – A student may be excused from school for the observance of a religious holiday. The parent/guardian of such student shall provide a letter to the student's school in advance of the planned absence notifying the school of the planned absence, the dates of the planned absence and the religious holiday being observed. A student who is absent in accordance with this policy shall not be deprived of any award or eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, for any he or she missed by reason of such absence. Make-up work shall be completed as described in "Make-Up Work" below.

Returning to School – On the day of their return to school from an absence, students must report to the main office before going on to classes. **A note of explanation will be required to officially document any absence.** The note must include the date(s) and cause(s)/circumstance(s) of the absence(s), and the parent's or guardian's signature. The administrative assistant in the main office will record each student's visit to the office and document whether or not a note was received. **Students who return to school without a note or other verification that a parent/guardian is aware of and supports the absence will be considered as skipping school and will be referred to an administrator for disciplinary action.**

All notes from parents/guardians, or any other correspondence concerning student absences, will be kept on file for documentation.

Consequences for Excessive Absences from School

It is important for parents/guardians to provide documentation for all student absences (See “Returning to School” section above). When a student has accumulated **10 or more absences** in a course, the assistant principal or counselor may review the student’s documentation on file for all absences and determine whether or not the student should continue in “Good Standing” or lose “Good Standing” status.

- Absences identified in division policy (7-2.3) as those that “shall not contribute to a student’s total number of absences” will not be counted.
- Reasons for absences which are generally considered reasonable for missing school (i.e. documented student illness/injury, personal/family emergencies, and other extenuating circumstances) will be considered by the assistant principal as to whether or not they will be counted for purposes of determining a student’s “Good Standing” status.

Students who lose their “Good Standing” status due to excessive absences from school will have the following restrictions imposed until their “Good Standing” status is reinstated:

- Loss of any “Late Arrival” or “Early Release” on their daily schedule
- Prohibited from participating in school athletics or other extra-curricular activities
- Prohibited from attending any school athletic events
- Prohibited from attending/participating in school dances/prom
- Prohibited from driving/parking on CHS campus
- Prohibited from participating in CHS Graduation Ceremony

Students may have their “Good Standing” status reinstated by fulfilling all stipulations in an “Attendance Improvement Plan” developed by an administrator or counselor. Students and their parents/guardians may appeal a loss of “Good Standing” status to the principal. However, loss of privileges will not be delayed while an appeal is pending

Student Expectations

Students are expected to be inside of their assigned classroom with all required materials in hand prior to the ringing of the tardy bell.

Definitions

Tardy- Arriving late to class without an acceptable excuse.

Check In- Arriving at school after the beginning of 1st period with an acceptable written excuse. (Doctor’s notes, court summonses, etc.) *Attendance and make-up work guidelines still apply for the time missed.*

Announced Tardy Sweep- An announcement is made prior to the end of the previous block (prior to 8:05 for first period) that a tardy sweep will be conducted. Students caught in these tardy sweeps may be required to spend the full period in ISS.

Unannounced Tardy Sweep- Random tardy sweeps done by administrators with no prior notice given. Students caught in these sweeps will meet with an administrator or counselor, then will be allowed to go to class after being issued a tardy slip.

Lunch Detention- students may be assigned lunch detention for excessive tardies they accumulate throughout the school year.

Additional Consequence for Students Who Park at CHS- Students may lose parking privileges based on their tardies or absences from school.

Checking Out

If a student needs to leave school early, they **MUST** report to the Main Office to check out at the attendance computer. The parent/guardian of the student may be called to verify that the student is checking out.

Participating in After-School Activities

Students who are absent from school during the school day are not allowed to participate in after-school activities that particular day. Exceptions must be approved by the administration. Any student athlete must attend all scheduled classes during a school day to be eligible to play or practice that day. Exception: a doctor's excuse or a previous excuse may be accepted if the administration and coach is aware of the situation.

Withdrawal Process

Should a student desire to leave Christiansburg High School and enroll elsewhere, the student needs to complete a Withdrawal form. Withdrawal forms should be obtained in the Guidance Office. It is the student's responsibility to return all books and supplies issued to them. In addition, all outstanding charges/fees should be paid to insure timely forwarding of student's records and transcripts.

Students should be aware that leaving school without properly notifying the Guidance Office and providing the appropriate documentation, could reflect a "dropout" status on the student's school record.

CLASSROOM PROCEDURES

Emergency Evacuation

During an evacuation drill, all room doors must be shut but unlocked, and lights must be turned off. There should be no talking while leaving or entering the building. Students must not push or run. Students who exit the front of the building must walk along the sidewalk to the grass area adjacent to the tennis courts. Students who exit the rear of the building at the art and business hallways must move toward the athletic complex. Students in the vocational wing must exit the building and cross the main driveway to the curb/field area. Students who exit the building to other areas must remain a minimum of 100 feet from the building until told to return to the building. Diagrams of which exits to use are posted in all classrooms.

Make-up Assignments

Students are allowed to make up work for all absences. The student is responsible for checking with the teacher on the first day of his/her return to class concerning work that he/she has missed and must make arrangements to make up that work. **Work must be made up within a number of days equal to the number of days missed.** *i.e. if a student misses one day he/she will have one day to make up the work.* If a student, prior to his/her absence, is informed of an upcoming test or assignment, he/she is responsible for taking the test or turning in the assignment on the day scheduled. If they return to class the following date, they must take the test or turn in the assignment that date or at the teacher's discretion.

Necessary Class Materials

It is the responsibility of each student to bring his/her pen or pencil, paper, assignment notebook, textbook, all MCPS issued electronic devices and any other appropriate materials to each class session. Disciplinary action and/or grade adjustment may be the result of non-compliance with this policy.

Leaving Class

A student will be allowed to leave class only when absolutely necessary, but this applies after the first ten minutes of class and prior to the last 10 minutes of class. He/She is expected to bring all necessary materials to class. A student will not be excused from class to see another teacher unless he/she has a written request from the other teacher. A student will not be allowed to leave the class to use the telephone except in case of emergency and with teacher approval. Media center permits are required for students desiring to use the media center. A student must have a hall pass in order to be in the hallways during class time and must have signed out of the classroom indicating the reason and/or destination.

Tutoring

Students having academic difficulty should immediately contact their teachers in an attempt to resolve their problem. Teachers may offer additional assistance outside of regular classroom time, or may suggest the student receive extra help from a tutor. Students who need tutoring should contact their guidance counselor regarding available resources.

Private tutors not employed by MCPS are not allowed to work with students on school property during the school day. Parents/guardians will need to work out arrangements to have these services delivered to their children outside of the school day.

AFTER-SCHOOL ACTIVITIES

1. Students are not allowed to loiter on the school grounds after any activity.
2. No students are allowed in the gym, practice fields, or weight room before, during, or after school without direct supervision of a staff member.
3. Students must remain in the building once they enter it. Students

- leaving the activity will not be allowed to re-enter the building and must leave school grounds.
4. Administration and faculty have the right to refuse admittance to anyone.
 5. A student who brings a guest to a dance must pre-register the guest by completing a guest-approval form provided in the main office prior to the activity. **Only those guests who have been pre-registered will be admitted to the dance.** Any CHS student who brings a guest is responsible for his/her behavior. **Individuals who have graduated from high school or who are eighteen (18) years of age or older and not attending school will not be admitted to the dance unless prior approval has been given.**
 6. Middle school students will not be admitted to dances.
 7. The Montgomery County Student Code of Conduct and Christiansburg High School rules are in effect during any school activity.

STUDENT PARKING AND AUTOMOBILES

Special parking lots are provided for underclassmen and seniors. Students must pay \$11 to purchase authorization to park in an assigned parking space during school hours. Students who park inappropriately may face disciplinary consequences. **All other parking areas are off limits to students.** Upon arrival at school, a student should lock his/her vehicle. He/She must not loiter in the vehicle or parking lot at any time. **The speed limit on campus is 7 miles per hour.**

Reckless operation of a motor vehicle on campus at any time is strictly prohibited. Failure to observe the parking rules and regulations may result in, but is not limited to, the revoking of the student's parking/driving privilege so that he/she will no longer be allowed to bring his/her vehicle on campus. Additionally, ticketing of the student's vehicle by local police and towing, at the student's expense, may occur if it is improperly parked.

STUDENT CONDUCT

Alcohol and Other Drugs

The Student Code of Conduct addresses student involvement with alcohol and other drugs while in or on school property or while engaged in or attending any school-sponsored activity/function. This policy applies to imitation controlled substances, drug paraphernalia, or any substance which is represented by or to the student, or which the student believes to be any of the prohibited substances. Additionally, any student in possession of prescription drugs that are not prescribed to that student or the intentional misuse of prescription (or nonprescription) drugs to elicit an intoxicating effect will be subject to disciplinary action in accordance with the guidelines for the possession or being under the influence of alcohol and other drugs, as stated in MCPS Policy 7-3.1. Sharing, borrowing, distributing, manufacturing or selling any medication (both prescription and non-prescription "over-the-counter" medications) is prohibited and may result in a recommendation of expulsion. Under state law, students who violate this policy are subject to severe disciplinary action. In addition, referral may be made to law enforcement officials (see complete Alcohol and Other Drugs Policy in the Student Code of Conduct, MCPS Policy 7-3.1).

CHS Honor Code

Academic dishonesty (cheating) is a violation of the Student Code of Conduct (Division Policy 7-3.1). In order to maintain the integrity of our coursework and evaluation procedures, Christiansburg High School has developed an Honor Code. Students, at times, may be required to sign their name alongside the phrase, "Honor Code" when completing an assignment. By doing so, students pledge that their work is in accordance with the Honor Code of Christiansburg High School. The Honor Code is as follows: *"I have neither given nor received unauthorized assistance on this assignment."* **Whether written or not, the Honor Code applies to all assignments.** The Honor Code will be reviewed with students during the first week of school, and students will sign an acknowledgement of their receipt and understanding of the Honor Code.

The following examples represent violations of the CHS Honor Code:

- **Academic Dishonesty/Fraud:** Any deception deliberately practiced in order to secure academic gain. Violations include, but are not limited to, forms of cheating, unauthorized work sharing, copying of another's work, crib notes, cheat sheets, verbal and nonverbal giving or receiving of answers or assistance.

- **Plagiarism:** Quoting or using the ideas of another person or author without acknowledging that those words were not your own. Such acknowledgement must be done through proper citation of the original source, as determined by the teacher.

A further clarification and specific examples of plagiarism are provided in the *Appendix*.

Teachers will notify students of any suspected Honor Code violations and provide them with the opportunity to address the alleged violation. Cases in which the teacher and student are unable to resolve the matter, the student will be referred to an administrator for further investigation and to ensure that due process is followed.

Honor Code violations are divided into two categories:

Level I: These include those assignments that would be considered of an *instructional* classwork variety. Such assignments include, but are not limited to:

- Homework
- Classwork
- In-class group coursework

Teachers have discretion in deciding what consequence will be determined for Level I violations. Teachers must state in their course expectations/syllabus what penalties will be imposed. Violations such as these do not necessarily need to be referred to an administrator. It is up to the discretion of the teacher, and the consideration of other extenuating circumstances, that determine academic consequences or disciplinary action.

Level II: These include those assignments that would be considered primarily *evaluative* in nature. Such assignments include, but are not limited to:

- Quizzes *
- Tests *
- Group work
- Research papers
- Projects
- Any other assignments that a teacher may choose to be bound under Level II.

** Any unauthorized use of personal electronic devices during a test or quiz will be considered an Honor Code violation.*

Such Honor Code violations result in a zero for the assignment and will include a referral to an administrator for academic dishonesty. **If necessary, the administrator will further investigate the matter and ensure that due process is followed.** Type II Honor Code violations will be recorded on the student's discipline record, and students who continuously violate the Honor Code can be subject to further disciplinary action.

All assignments will be considered under the Honor Code unless stated otherwise by the teacher. Teachers must specifically state if the Honor Code does NOT apply to a specific assignment.

- Students will receive NO warning for Honor Code Violations.
- Students who are found to have knowledge of any form of academic dishonesty can be subject to academic consequences and disciplinary action.
- Not signing the Honor Code statement on an assignment/test in which the Honor Code is effect will result in the assignment remaining ungraded for credit until the Honor Code statement is signed.
- Refusal to sign the Honor Code will result in a grade of zero on the assignment.

Class Attendance

Any student that does not have a hall pass or note while in the hallway during class time will be given the opportunity to return to class to get a pass or note. If a student has been missing from class for an extended period of time without permission, a hall pass/note, or is in an unauthorized area, appropriate disciplinary action will be followed.

Disciplinary Actions

Students may be assigned to In-School Supervision (ISS) or for serious or disciplinary offenses students may be assigned Out-of-School Suspension (OSS).

ISS will be served in a designated area during the regular school day. ISS at Montgomery Central will be served at Montgomery Central. Students may be allowed to ride the bus to CHS in order to meet the bus to Montgomery Central.

When assigned OSS, a student will only be allowed to come on school grounds to discuss official school business with staff members, after he/she has gained prior administrative approval (and the suspended students must be accompanied by a parent/guardian.) Students who violate ISS rules, or come to the campus while suspended will receive additional consequences. **NOTE: Students assigned OSS will not be allowed to attend after-school activities until the completion of their suspension.**

Students who violate the laws of the Commonwealth of Virginia may also be charged through the appropriate authorities.

For a complete description of student expectations and disciplinary actions, students are to review MCPS policy 7-3.1 and 7-3.2. The policy manual can be found on the Montgomery County Public Schools website at www.mcps.org

Dress Code

We are aware of the current clothing styles, and respect the individuality of each student to dress in a way that makes them comfortable. We also recognize that clothing choices are a very personal matter and a way that our students express themselves, reflect their individual personalities, and exercise their freedom. However, we also must balance individual freedom with maintaining an appropriate learning environment. Though we have adapted to changing styles over the years, there are certain clothing items that are considered inappropriate attire for school.

The following are considered inappropriate dress and/or violations of the Student Code of Conduct: wearing of clothes, jewelry, other apparel and/or decal that advocate violence, alcohol and other drug use and/or distribution that represents gang activity and/or membership; that advertise obscenities; or that reflect adversely on person due to race, gender, creed, national origin, physical, emotional, or intellectual abilities; or that would cause disruption to the learning environment at any school. Students shall not at school, on school property, or at school activities wear or have in their possession any written material that is racially divisive. Examples include clothing, articles, material or publications or any item that denotes Ku Klux Klan, Aryan Nation-White Supremacy, Black Power, Neo-Nazi, or any hate group, or Confederate flags or articles. This list is not intended to be all inclusive.

Specific clothing specifications at CHS include (but are not limited to) the following:

1. Shorts and skirts/dresses must be an appropriate length for school. In general, an appropriate length may be approximated by the fingertips of a fully stretched arm.
2. Undergarments should not be visible through clothing and must be covered at all times.
3. Hats/hoods or any head-cover must be removed upon entering the building.
4. Shirts must have straps over the shoulders and need to cover the entire stomach, midriff, chest, and back.
5. All messages and pictures displayed on clothing should be appropriate in nature. See [MCPS Policy 7-3.1](#)

If attire does not meet dress code, students will be given an opportunity to comply and attend class. Non-compliance with the dress code will result in ISS.

Articles of dress that can cause a distraction or a disruption of normal school activity will result in a request to the student(s) involved to discontinue wearing the particular item(s) and may result in disciplinary action if the request is ignored.

Blankets should be left at home or remain in your bookbag/locker if they are brought to school.

Involvement of Law Enforcement

The faculty and staff work cooperatively with local law enforcement to maintain a school environment in which our students are safe. We are fortunate to have a School Resource Officer in our school daily. This officer will be available to advise, teach, and mentor students, parents/guardians, and staff as well as assist the administration in enforcing state and local laws. She will act as a liaison between the county sheriff's department and our school.

Throughout the school year, other local law enforcement officials may visit our school in an effort to foster positive interactions with our students. Periodically, officers and specially trained canines may also visit our school. During such visits, lockers, halls, classrooms, student vehicles, and backpacks are "sniffed" to help ensure that our school remains drug-free.

Per Division Policy 2-3.4, "When it becomes necessary for any law enforcement officer to interview a student on Montgomery County Public School premises, the principal shall be contacted immediately. The principal or his/her designee shall make a reasonable effort to contact the parent or guardian and have the parent or guardian in attendance for the conference. If the parent or guardian cannot be present for the conference, then the principal or his/her designee shall be present throughout the interview. All such interviews shall be conducted in accordance with Policy 7-3.1. However, the Montgomery County School Board encourages law enforcement officers, when possible, to make all reasonable attempts to conduct such interviews during non-school hours and off school premises to avoid disrupting the school operations and to avoid removing students from class." The Montgomery County School Board also encourages servers of legal process on students to make all reasonable attempts to serve such documents off school premises; however, if the documents must be served on school premises, they shall be served at the principal's office of the school at which the student is in attendance.

Division policy 2-3.4 and the MCPS Student Code of Conduct also provides for the notification of law enforcement in the event of certain violations. We appreciate the support of local law enforcement whenever their assistance is needed.

Other Unauthorized Areas

Prior to 7:55 AM students must report to the Cafeteria, Gym, or Library unless otherwise noted. Students found outside of these areas not being supervised by

a staff member may be considered as being in an unauthorized area and subject to disciplinary action.

During lunches, students should remain in the cafeteria and utilize restrooms near handicap ramp or Auditorium. Students are not allowed in other areas without a note, pass, or permission from a teacher or administrator. Students are allowed to utilize the library during lunches if the library is open and they have a library pass.

School Property

CHS will not tolerate vandalism and destruction of its property. Vandalism of school property will result in court action and a suspension with the possible recommendation for expulsion from school. All property destroyed will be paid for by the person(s) responsible.

Sportsmanship

Students are expected to conduct themselves as true sportsmen when attending or participating in any Virginia High School League (VHSL) or CHS-sponsored activities. Inappropriate gestures, chants, yells, or other comments directed toward players, coaches, fans, or officials are prohibited. Violators are subject to disciplinary action by the VHSL or the school administration.

Safety Drills and Emergency Evacuations

As required by Virginia law, every Montgomery County public school shall conduct a fire drill each week during the first four weeks of school, then monthly for the remainder of the school year. No fire or evacuation drills shall be conducted during periods of mandatory testing required by the Board of Education.

As required by Virginia law, every Montgomery County public school shall conduct lock-down drills. CHS will conduct multiple lock-down drills during the school year, in order that students may be thoroughly practiced in such drills. Lock-down plans and drills shall be in compliance with the Statewide Fire Prevention Code (§ 27-94 et seq.)

Emergency exits leading from the upper and lower commons to the outside of the building are to be used only for emergency exit of the building in case of a fire or other catastrophe. These stairwell areas are off limits to students, and the doors leading to them will remain shut and locked to conform with state and local fire codes. Anyone leaving the building after regular hours (7:15 A.M. to 4:00 P.M.) and/or when all other exits are locked may use the stairwells. Students found in these areas for any reason, other than emergencies, may be disciplined.

School Dances/Prom

The following guidelines apply to school dances, proms, and other school-sponsored social events:

- Students and their guests must remain in the building/venue and under adult supervision once they enter for an activity.
- Adult sponsors have the right to refuse admittance to anyone.
- If circumstances arise necessitating the removal of someone from an

extracurricular activity, sponsors should involve an administrator and/or law enforcement.

- **A student who brings a guest to a dance must pre-register him/her during the week prior to the activity, and a Guest Registration form must be completed by the guest.** This form may be obtained from the Main Office or copied from the *Appendix* of this handbook. Only those guests who have been pre-registered and approved will be admitted to the dance. A list of approved guests will be available at the entrance to the dance. CHS students must remain with their guests throughout the activity.
- **Elementary and Middle school students will not be admitted to high school dances.**
- Possession or use of alcohol, drugs or tobacco products are not permitted at any school activity.
- After an activity has ended, students and their guests should leave the building and grounds as quickly as possible.
- Students and their guests are expected to dance appropriately. While the administration recognizes that dancing does involve physical contact, the school is concerned about contact that represents inappropriate public display of affection or sexual acts.
- The Student Code of Conduct as well as all other MCPS policies and CHS rules apply to all school activities and inappropriate behavior may result in disciplinary action in addition to removal from the event and school grounds.
- The Christiansburg High School administration reserves the right to remove anyone from any event for inappropriate behavior **without refund of admission cost.**

Search and Seizure

To maintain order and protect students and school personnel, school authorities may, with reasonable suspicion, search a student or student automobiles on school premises. Student lockers are school property and remain at all times under the control of the school. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search.

Sex Offenders on School Property

Per Division Policy 2-3.6, "No adult who has been convicted of a sexually violent offense, as defined in Virginia Code Section 9.1-902, may enter or be present upon public school property, during school hours and during school-related and school-sponsored activities, unless: (i) he is a lawfully registered and qualified voter, and is coming upon such property solely for the purposes of casting his vote; (ii) he is a student enrolled at the school; or (iii) he has obtained a court order allowing him to enter and be present upon such property, and is in compliance with terms and conditions of the order."

All Montgomery County Public Schools utilize driver's license scanners with a sexual offender auto-check program for visitor registrations. This system will run the names and birthdates of visitors through the sexual offender registry.

The Administrative Assistant will attempt to confirm the information in the database to conclusively determine if the visitor is on the registry. **Any visitor**

whose name and/or birth date triggers a warning within the sexual offender registry will be denied entrance and will be asked to leave the premises.

Unfortunately, the Sexual Offender Registry is not perfect and there is always a possibility that a person's name and/or birth date could trigger a "false positive." It is our practice to treat all registry alerts as valid until conclusively proven otherwise. Any alert that cannot be readily identified as a "false positive" will result in the visitor being asked to leave school premises and/or contact local law enforcement.

Any visitor who is denied entrance will be provided with the Reported Sex Offender Protocol sheet. If a visitor is uncooperative, or wishes to challenge the information on the registry, the school should contact local law enforcement for assistance.

For visitors who flag the system but leave when asked, the school will still notify local law enforcement of the incident on the day of its occurrence. Visitors who believe that there is a mistake should call the school and make an appointment to discuss the matter further with the principal and work with our local law enforcement to ensure that the situation is appropriately addressed. We appreciate everyone's cooperation and understanding in such matters. Our ultimate is to protect our students and uphold the law. We do this with the safety and best interest of our students in mind.

Student Code of Conduct

Each student will receive the Student Code of Conduct. It is imperative that he/she read the Code of Conduct carefully in order to understand the rules and regulations that govern student life at CHS. The Student Code of Conduct, as well as additional rules and regulations, will be discussed during school orientation sessions. **Students will be expected to know, understand, and follow these written rules and regulations.** Any questions should be directed to a teacher or administrator.

Tobacco Products

State law makes it illegal for those under 21 years of age to purchase, possess, or use tobacco products. Students may not possess, smoke or use tobacco in any form while engaged in or attending any school-sponsored activity/ function. This includes waiting at school bus stops and while riding on school buses. Failure to comply with the above violates both the Student Code of Conduct, as well as the law, and will result in civil and/or disciplinary action under the Alcohol and Other Drugs Policy.

Smoking, chewing, vaping or any other use of any tobacco product by staff, students, patrons and visitors shall be prohibited on Montgomery County School Board property as defined in School Board policy 5-3.2 and 2-4.4.

For the purposes of this policy, the following definitions shall apply:

"School property" shall mean all property owned, leased, rented, or otherwise used by a school including, but not limited to, the following:

- a. All interior portions of any building or structure used for

instruction, administration, support services, maintenance or storage, as well as outdoor bleachers; and

- b. All vehicles used by the division for transporting students, staff, visitors, or other persons.

“Tobacco” shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such a manner as to be suitable for chewing, smoking, or both. “Tobacco” shall include cloves or any other product packaged for smoking.

“Use” shall mean lighting, chewing, inhaling, or smoking any tobacco product.

At CHS, students may be suspended from school and criminally charged for any possession and/or use of tobacco products on school grounds.

ELECTRONIC CIGARETTES

Electronic cigarettes, or “E-cigarettes”, are battery-operated devices with cartridges filled with nicotine, flavor, and other chemicals that closely resemble and purposefully mimic the act of smoking by having users inhale a vapor that may appear similar to the smoke emitted by traditional tobacco products. This vapor may contain undetermined and potentially harmful substances. Nicotine levels in e-cigarettes vary from very high to very low doses, regardless of labeling. The American Cancer Society, American Heart Association, the Campaign for Tobacco-free Kids, and the American Lung Association all recommend that smoke-free laws and policies prohibit the use of e-cigarettes. The U.S. Food and Drug Administration suggests that these products should be regulated as drug-delivery devices and not as tobacco products.

E-cigarettes and other inhalant products such as vapor cigarettes, liquid tobacco, hookah pipes, or any similar items are a violation of MCPS Policy 7-3.1 and are strictly prohibited at CHS. Students will be suspended from school for any possession and/or use of such items on school grounds. Depending on the content of the vapor, possession and/or use of E-cigarettes may be considered a violation of the MCPS Alcohol and Other Drugs Policy.

Trespassing

Per Division Policy 2-3.6, “No one shall be in a school building after school hours unless he/she is on official school business, is participating in a supervised school activity, is authorized by the administration, or is a spectator at an activity open to the public. It is unlawful for any person to enter a school at nighttime without the consent of an authorized person except to attend an approved meeting or service. It is prohibited for any person, whether or not a student, to enter or remain on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual, or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen. Persons violating these provisions of state law may be prosecuted. For purposes of this policy, school principals are ‘authorized individuals,’ and may direct persons to leave school premises and, in appropriate circumstances, issue no trespassing directives.”

Unauthorized Persons on School Property

Unauthorized persons should not be in the school building or on school grounds at any time without the permission of the principal. Unauthorized persons include, without limitation, the following:

- Students not assigned to CHS
- Students suspended or expelled from any MCPS school
- Students advised by the principal or assistant principal to leave school grounds
- Any person who has not obtained a visitor's pass from the main office (not an approved visitor)
- Any person previously warned not to be on school grounds
- Any other person not having official business at the school
- Any person who is causing a disruption of the programs or activities

Citizens and parents/guardians whose conduct is not disruptive of the normal school operations are always welcome to observe the operations of the school, but should first obtain permission from the principal's office.

Teachers are obligated to inform the principal of any unauthorized person they find on the premises. Any unauthorized person will be asked to leave the grounds at once. An administrator may enlist the aid of law enforcement officials to remove any unauthorized person from the school grounds refusing to leave on their own or whose actions are disrupting the school's instructional or extracurricular programs.

Visitors

Students are not to invite visitors for the purpose of social visits. Visitors are allowed on campus for conducting official school business only. All visitors to the building must check in at the main office to receive a Visitor's Pass. Only family members will be allowed to each lunch with a student, unless approved by an administrator.

Weapons Policy

Possession and/or use of weapons while in or on school property or while engaged in or attending any school-sponsored activity/function violates the law and the Student Code of Conduct. Students who violate this policy are subject to severe disciplinary action. In addition, referral may be made to law enforcement officials. Any weapon possessed in violation of this policy will be confiscated and may be forfeited to the Commonwealth (see complete Weapons Policy in the Student Code of Conduct, MCPS Policy 7-3.1).

Look-alike weapons – Any devices or articles that by appearance or representation might lead a reasonable person to believe that they are weapons capable of inflicting bodily harm and/or intimidating other persons will result in disciplinary action under the Weapons policy. Look-alike weapons are not to be confused with obvious toys or trinkets that are not representative of weapons and/or used in an intimidating or threatening manner.

COUNSELING SERVICES

Counseling Department

Counseling services which are available to all students, include personal, educational, and career counseling; consultation; student appraisal; information; and placement.

Schedule Changes

Requests for schedule changes must be approved by the parent. Routine schedule changes will be done prior to the start of school. Only the most extreme circumstances will allow a schedule change after the school year begins.

GRADING SYSTEM AND PROMOTION REQUIREMENTS

Report cards are issued each nine weeks and are sent home with students within five days after the grading period closes (dates published on school calendar). The last report card is mailed home with the final course grade and advancement to the next grade level indicated. Each nine weeks' grade will be based on various assessments such as written evaluations, homework, class participation, teacher observation and other appropriate criteria. At the beginning of each course, teachers will advise students in writing of the relative contribution of each measure toward their calculation of the 9-weeks grade, semester grade, and final course grade. Teachers are also responsible for maintaining proper documentation regarding the assignment of grades (Division Policy 6-6.2).

Per division policy 6-6.2, high school grades, including final average, will be assigned according to the following numerical scale:

| | |
|---|---------------------|
| A | 90-100 |
| B | 80 but less than 90 |
| C | 70 but less than 80 |
| D | 60 but less than 70 |
| F | Below 60 |

All courses will use the above numerical scale with only letter grades recorded on the report card to indicate performance. Plus and minus designation after the letter grade will not be used on report cards or permanent records. Parents/Guardians are encouraged to call the guidance office to schedule teacher conferences if there are any questions concerning report cards

Interim Progress Reports will be provided at the midpoint of each grading period as an update to the electronic posting of grades in Parent Portal. Parents/guardians who do not have access to a computer with an Internet connection may request a hard copy of their child's progress report from each individual teacher.

The MCPS electronic gradebook is a powerful tool to assist with communication between home and school. Should you have questions about what you are viewing, please contact your child's teacher. As always, parents/guardians are encouraged to schedule a conference anytime they wish to confer with teachers about their child's progress. Our staff is committed to each student's success in school, and we greatly appreciate parental input and support.

Approval for Early Graduation

Students who plan to meet all graduation requirements early, including those who lack only English 12 and U.S. and Virginia Government after their junior year to graduate and wish to take both of those courses in summer school, should initiate a meeting with our guidance counselor to begin the approval process. Planning to graduate early should begin in the junior year. All required paperwork and deadlines are available from our guidance counselor. All decisions to approve early graduation are made on a case-by-case basis. The process includes the following steps:

1. The student will submit an explanation of why they want to graduate early and information about their future plans to his or her counselor.
2. The counselor will complete the graduation check sheet, attach a transcript to the check sheet, and attach a plan for completing all graduation requirements that remain.
3. The explanation and check sheet will then go to the principal for approval.
4. The principal or counselor will then send the packet to the Coordinator of School Counseling for review. Once it is reviewed, it will then be submitted to the Director of Secondary Education. The Director of Secondary Education shall have final approval on all early graduates.

Graduation Requirements

Students are required to earn a specific number of credits and verified credits to be eligible for a Standard Diploma. A verified credit is earned when a student passes an end of course SOL test and passes the course. An Advanced Studies Diploma is also available to students who pursue that program.

More detailed information concerning graduation requirements, course descriptions, and guidance services is outlined in the COURSE DESCRIPTIONS AND GENERAL INFORMATION booklet provided to each student.

Promotion Requirements

To be promoted from one grade to the next grade, the following number of credits must be earned each year, of which one (1) must be English:

- from freshman to sophomore – five (5) credits including English 9
- from sophomore to junior – eleven (11) credits including English 10
- from junior to senior – 17 units (17) credits including English 11