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# FOREWORD

## TO THE STUDENTS OF CHATHAM HIGH SCHOOL

This handbook has been prepared for you as a reference. Included is basic information that you will need to know in order to be successful at Chatham High School. At times, if the necessity arises, additions or changes may be made to the information contained in this handbook. It is of vital importance that you make yourself aware of the information found within these pages. With everyone working together, we can make the 2019-2020 school year one of the most memorable and enjoyable years yet at Chatham High School.

**School Colors** - Red and Black (with White as a highlight)

**School Nickname** - The Cavaliers

**School Song:**

*High school days have gone before us,  
Soon, the course we've run,  
But while we live, we'll love and cherish  
Friendships we've begun.*

*Our class ties can ne'er be broken;  
They can never die;  
Far surpassing words unspoken;  
Sealed by friendship's tie.*

Chorus:

*Alma Mater, dearest Mother  
Mem'ries on each heart  
Shall be found strong and true  
When we from you part.*

**School Address:**

Chatham High School  
100 Cavalier Circle  
Chatham, Virginia 24531

**Phone Numbers:**

432-8305

**Fax Number:**

432-8351

## MISSION STATEMENT

Chatham High School will serve our community and guide our students by maintaining a positive learning environment, providing leadership, and instituting programs and activities which promote the students' personal, academic, and career successes.

## GUIDING PRINCIPLES

In order to achieve our mission, teachers, students, and parents will promote collaboration; develop positive character traits; instill a life-long love of learning; teach practical knowledge, oral and written communication techniques, and critical thinking skills; provide a safe, academically challenging educational environment; recognize individual differences; maintain standards of equity; and ensure maximum learning opportunities.

# REGULAR BELL SCHEDULE

**Block 1** 8:19-9:50  
*First Bell* 8:13  
*Warning Bell* 8:17  
*Tardy Bell* 8:19  
*End of Class* 9:50

**Block 2** 9:56-11:27  
*Warning Bell* 9:54  
*Tardy Bell* 9:56  
*End of Class* 11:27

**A Lunch** 11:27-11:57

<b><u>Block 3C</u></b>	11:33-1:04	}	<i>Students Who Eat "C" Lunch</i>
<i>Warning Bell</i>	11:31		
<i>Tardy Bell</i>	11:33		
<i>End of Class</i>	1:04		

<b><u>Block 3B (1<sup>st</sup> half)</u></b>	11:33-12:18	}	<i>Students who eat "B" lunch</i>
<i>Warning Bell</i>	11:31		
<i>Tardy Bell</i>	11:33		

**B Lunch** 12:18-12:48

<b><u>Block 3B (2<sup>nd</sup> half)</u></b>	12:54-1:34	}	<i>Students who eat "B" lunch</i>
<i>Warning Bell</i>	12:52		
<i>Tardy Bell</i>	12:54		
<i>End of Class</i>	1:34		

**C Lunch** 1:04-1:34

<b><u>Block 3A</u></b>	12:03-1:34	}	<i>Students Who Eat "A" Lunch</i>
<i>Warning Bell</i>	12:01		
<i>Tardy Bell</i>	12:03		
<i>End of Class</i>	1:34		

**Block 4** 1:40-3:11  
*Warning Bell* 1:38  
*Tardy Bell* 1:40  
*1<sup>st</sup> Dismissal Bell\** 3:07  
*2<sup>nd</sup> Dismissal Bell\*\** 3:11

**\*Only students who ride first-load buses**

**\*\*Students who ride second-load buses, car drivers/riders, and students staying after school**

# CHATHAM HIGH SCHOOL

## FACULTY AND STAFF

### ADMINISTRATION

Mr. Jason Reece, Principal  
Mrs. Angela Andrepont, Assistant Principal  
Mr. Adalrich Beard Assistant Principal/Athletic Director

### FACULTY

Mr. Chad Anderson  
Mrs. Janet Bishop  
Mr. Earl Brooks  
Mr. Michael Brown  
Mrs. Angie Cestaro  
Mr. J. L. Clayton  
Mrs. Karen Conner  
Ms. Veronica Correa  
Mrs. Rachel Corwin  
Ms. Jordan Dallas  
Mrs. Kimberly Dooley  
Mrs. Kristie Duffer  
Mrs. Brandy Durham  
Mrs. Paige Echols  
Mr. Whitt Farr  
Mrs. Virginia Farthing  
Mr. Chase Hall  
Mrs. Erin Hall  
Mr. Brian Harrold  
Ms. Elizabeth Harrold  
Ms. Rebecca Hodnett  
Mrs. Barbara Holmes  
Mr. Jason Ince  
Ms. Adrienne Jones  
Ms. Jovan Jones  
Mrs. Christy Lipscomb  
Mrs. Pam Matherly  
Mrs. Deborah Maxey  
Mr. Roger Maxfield  
Mrs. Melissa Motley  
Mr. Andrew Nordon  
Mrs. Rebecca Parsons  
Sgt. Eddie Perdue  
Col. Charles Phillips  
Mr. Gary Poindexter  
Mrs. Shannon Powers  
Ms. Alexandra Reed  
Mr. Daniel Rogers  
Dr. Willie Sherman  
Ms. Yolonda Shields  
Mrs. Cassidy Shelton  
Mrs. Amanda Smotherman  
Mrs. Melanie Wade  
Mr. Henry Walker  
Mrs. Sheri Williams  
Mr. Zackary Williams

### GUIDANCE

Mr. Neil Clarridge  
Ms. Rosemarie Linn  
Mrs. Leigh Walker

### TEACHER ASSISTANTS

Mr. Marcus Clements  
Mr. Seth Gunter  
Mrs. Katie Hall  
Ms. Peggy Huff  
Ms. Billie Nuckles  
Mrs. Margie Richardson  
Mrs. Sandra Whitehead

### ADMINISTRATIVE ASSISTANTS

Mrs. Gloria Lanier  
Mrs. Annette Rowles

### CUSTODIANS

Mr. Henry Carter  
Mr. Patrick Gray  
Mr. Billy Reeves  
Mr. Robert Wilson

### CAFETERIA

Mrs. Jill Parsons, Manager  
Ms. Shmanda Anderson  
Ms. Tammy Cooley  
Mrs. Amanda Doss  
Mrs. Mandy Smoot

### SCHOOL RESOURCE OFFICER

Deputy Monica Strange

### SCHOOL NURSE

Mrs. Mary East

**CONSTITUTION  
OF THE  
*STUDENT COUNCIL ASSOCIATION*  
OF  
CHATHAM HIGH SCHOOL**

**NAME:**

The name of the organization shall be the Student Council Association of Chatham High School. It shall consist of eight officers, two faculty advisors, and the administration.

**OBJECTIVES:**

1. To allow students to participate in or to assist in managing extra-curricular affairs.
2. To develop student responsibility, initiative, leadership and school pride.
3. To promote the welfare of the school through proper student-faculty relationships.
4. To promote a better relationship between the school and the public.
5. To provide student leadership in the promotion/evaluation of school related policies and procedures through the administration.
6. To provide for appropriate student expression.
7. To furnish a working model of democratic government.

Specific information on the procedures, practices, and functions of the SCA may be obtained from the advisors in charge.

**2019-2020 SCA Officers**

**President**--Kennetria Torrain  
**Vice President**--Janna Waters  
**Secretary**--Anasia Harrell  
**Publications Coordinator**--Hannah Goins

**Principal's Advisory Council**

Kennedy Jones  
Sage Crider  
Ethan Hardy

**Faculty Advisor**

Kim Dooley  
Rebecca Hodnett

## PBIS Initiative—*At Chatham High School, we:*

Commend Consideration; Are Responsible; Value Honesty; Strive to Be Productive

<b>@ CHS we . . .</b>		<b>Hallway</b>	<b>Bathroom</b>	<b>Cafeteria</b>	<b>All Areas</b>	<b>Bus</b>
<b>School-wide Expectations</b>	<b>C</b> ommend <b>C</b> onsideration	*Follow traffic flow. *Stand outside of the flow of traffic. *Help pick up things people drop.	*Wash your hands. *Only visit when needed.	*Speak quietly to those near you. *Follow your order in the lunch line. *Keep area clean.	*Treat others as you wish to be treated. *Be mindful of others. *Help others.	*Be kind to your bus driver. *Speak quietly to those near you.
	<b>A</b> re <b>R</b> esponsible	*Deposit trash in trash cans. *Go to class on time.	*Keep area clean and clear. *Use facility for intended purpose.	*Clean up after yourself. *Wait your turn for your food. *Move quickly and quietly.	*Take care of the facility. *Be in class on time. *Do work to the best of your ability.	*Keep aisles clear and bus clean. *Make safety a priority by following rules.
	<b>V</b> alue <b>H</b> onesty	*Only travel to and from assigned areas.	*Follow all school rules. *Only visit when needed. *Report any facility or behavior problems.	*Only consume items that belong to you. *Report/admit to any problems.	*Be truthful in all communication. *Admit any wrongdoing. *Do your own work. *Report anything inappropriate.	*Follow all school rules.
	<b>S</b> trive <b>T</b> o Be <b>P</b> roductive	*Get all materials and report to class on time.	*Use bathroom quickly and return to assigned area. *Use only when necessary.	*Get in/out of the line in a timely manner. *Stay in your seat. *Use this time to socialize with friends instead of class time.	*Strive to be successful in all tasks. *Use time wisely. *Get work done on time.	*Be at the bus stop on time for both a.m. and p.m.

# CAVS

Commend Consideration; Are Responsible; Value Honesty; Strive to Be Productive

# GENERAL INFORMATION

**After-School Expectations** - Only first load bus riders who are riding a bus that day may leave on the 3:07 p.m. bell. All other students—with no exceptions—must leave on the 3:11 p.m. bell. **After 3:20 p.m., all students must be under the direct supervision of an adult,** be waiting in front of the school for their ride, or be waiting in the main foyer. Unsupervised students are at risk of disciplinary action and losing the privilege of staying after school for any reason, including athletics. Athletes with late practices **must be** supervised after 3:20 p.m.

## **Announcements and Bulletins:**

1. Announcements will be made over the intercom system during the homeroom period.
2. Students are expected to be quiet during the announcements.
3. Students will observe the moment of silence in a quiet and appropriate manner and will be quiet during the pledge of allegiance. It is preferred that they stand during the pledge.
4. Posters or announcements need the approval of a sponsor and an administrator before being placed in the building or being read on the intercom.
5. Students will not be allowed to request announcements to be made over the intercom.

**Athletes of the Month/Year** - Each month, selected coaches who are currently in season may nominate one or two of their team members as *Athletes of the Month*. At the end of the year, a male and female *Athlete of the Year* will be selected by a vote of all varsity coaches and the administration. The Athletes of the Year must play two or more varsity sports.

**Before-School Expectations** - Students who arrive at school prior to 7:50 a.m. **must enter the front doors only** and must remain in the lobby until the 7:50 a.m. bell rings. Students eating breakfast may go straight to the cafeteria before 7:50 a.m. If a student has a meeting or is making up work, he/she may be in other areas of the building provided that he/she is accompanied by a teacher or other faculty/staff member. Students are not to go to their lockers before 7:50 a.m. even if their lockers are near/in sight of the main office.

**Breakfast** - Breakfast will be served daily beginning at 7:45 a.m. Students who wish to buy breakfast are requested to enter the cafeteria as soon as they arrive at school. If a student arrives at school by bus in time to eat breakfast and report to class on time—but does not do so because he failed to report immediately to the cafeteria—will receive an unexcused tardy. Sodas are not allowed in the cafeteria during breakfast or lunch. **Food from restaurants is never allowed in school or in the cafeteria.**

**Broken Equipment** - Any student responsible for breaking or damaging school property/equipment should report the damage to the main office immediately and will be required to reimburse the school for any repair or replacement costs. Failure to do so will result in disciplinary action being taken.

**Campaign Posters** - All campaign posters must be approved by a member of the CHS administration, and the posters may only be placed in approved areas. **Posters may not be taped to walls.**

**Cafeteria Rules** - Students at Chatham High School are expected to conduct themselves in a respectful manner in the cafeteria. Students are expected to return their lunch trays, clean up after themselves, and throw away their trash. Students must remain in the cafeteria during lunch unless they have permission to use the restroom, etc. Students who violate cafeteria rules will be subject to disciplinary action. No sodas are allowed in the cafeteria during lunch or breakfast. Food from outside restaurants is also prohibited in school during the lunch periods and during all other times. **No competing foods may be sold or given away from 6 AM until the last student eats breakfast; this applies to lunch time as well which is defined as the moment the first student enters the cafeteria for the first lunch period until the last student exits the cafeteria at the end of the last lunch period.**

**Check Policy** - Due to the large volume of uncollectible checks that PCS Schools receive, the school district has contracted with an outside company for the electronic collection of checks returned for insufficient funds. Please be advised that when you pay by a check, you are authorizing PCS Schools to either use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. Also, by paying by check you are authorizing the collection of a fee through electronic fund transfer from your account if your payment is returned unpaid. This fee can range from \$35.00 to \$50.00 per check and is collected and kept by the outside company. PCS Schools only receive the face value of the check. Please include the following on your check: Full Name, Street Address, and Phone Numbers. Please contact the principal if you have any questions.

**Class Dues** - All students must pay class dues as follows:

**Freshmen - \$10      Sophomores - \$10      Juniors - \$10      Seniors - \$10**

If dues are not paid, the student will not be in good standing with Chatham High School (see **Indebtedness**). A student should only pay dues to the chairperson of the grade in which the student is currently enrolled. For example, if you are a junior who did not pay 9<sup>th</sup> and 10<sup>th</sup> grade dues, dues for all three years should be paid to the junior chairperson only.

**Club Meetings** - Club meetings will be held before school or after school. Any meetings during school must be approved by the principal. The club meeting date, time and location should be placed on the school's monthly activity calendar.

*The following clubs/organizations are offered at Chatham High School:*

**Anime Club** - The Anime Club meets each Friday from 3:15 until 4:30 in A208. Membership is open to anyone interested in anime, manga, or Asian culture. There are no dues or fees.

**Bible Club** - The Bible Club meets each Wednesday at 7:50 a.m. in Mrs. Wade's classroom (E100). Membership is open to all interested students. There are no dues or fees.

**Chess Club** - The Chess Club meets each Thursday at 3:20 p.m. in the library. Membership is open to all students and staff interested in learning to play or learning more about this ancient game. You do not need to know anything about chess to begin; just have a desire to learn. Each week there could be discussions of tactics, biographies of Grandmasters, and/or current happenings in the chess world, but, most of all, they have fun while playing chess so do not miss a meeting. There are no dues or fees to join.



**FBLA** - Future Business Leaders of America inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences. Members demonstrate their business expertise at high-profile regional, state, and national competitive events.

**FCCLA** - Family, Career and Community Leaders of America is a national Career and Technical Student Organization that provides personal growth, leadership development, and career preparation opportunities for students in Family and Consumer Sciences education. All students that have been or who are currently enrolled in any Family & Consumer Sciences class are eligible to join. FCCLA provides opportunities for active student participation at local, state, and national levels. Officers are elected in the spring.

**Fellowship of Christian Athletes** - An interdenominational Christian sports ministry to see the world impacted for Jesus Christ through the influence of coaches and athletes.

**FFA** - This co-curricular organization is for students who are currently enrolled in an agriculture class or who were in FFA last year. The FFA allows students to practice skills learned in the classroom through career development events. The National FFA Organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth, and career success through agricultural education.

**Interact Club** - The Interact Club is an international service organization sponsored by the Chatham Rotary Club. Membership is open to all students who are willing to participate in service projects which benefit the community, the school, and the Rotary Club. Annual dues are \$10.

**Technology Student's Association** - The TSA is a student organization open to any student who is currently or previously enrolled in a Technology Education class. Students will gain valuable leadership skills, career preparedness skills, and have an opportunity to expand the skills learned in their Technology classes. Interested students should stop by the Technology Education Department to join or obtain additional information.

**Code Red Drill** - These drills are extremely important since student and staff safety is at stake. Students who do not follow protocol during the Code Red drills—by talking or being disruptive, for example—will receive a minimum of three days of ISS for the first offense. Depending on the severity of the infraction, OSS may be assigned, instead.

**Computers** - Computers, like other school equipment, should not be abused and should be handled with care. Under no circumstances should a student load any software on the hard drive of a Chatham High School computer. Likewise, no student should erase any software from the hard drive of any school computer. In addition, students may not play games on school computers or violate the Acceptable Use Policy in any way. Students may only go to approved Internet sites on the computer. Accessing inappropriate materials will be cause for suspension. Students violating these policies will be subject to disciplinary action. If you have any questions, ask your teacher for a copy of the Acceptable Use Policy.

**Deliveries** - When flowers or gifts are delivered to students at Chatham High School, they will remain in the office until the end of the day. For this reason, it is suggested that such items NOT be sent to the school. Glass containers and balloons are prohibited on the school buses.

**Distribution of Non-School Related Materials** - Non-school related materials may not be distributed in school or on school grounds without the direct approval of the principal. This

includes but is not limited to items such as fliers, posters and other printed materials, fundraising items (candy, etc.), and/or any other non-school related materials regardless of whether or not they are being distributed for profit.

**Events and Functions** - The teacher or sponsor of any club, organization or class wishing to sponsor an activity or event must present a written request four weeks in advance of the event to the principal. The request may need to be approved by the Pittsylvania County School Board.

**Fees** - The following fees have been approved by the Pittsylvania County School Board: Science Lab Fee (\$8); Agriculture Supplies Fee (\$10); Art Supplies Fee (\$10); Business Supplies Fee (\$10); Marketing Education (\$5); PT I and/or PT II Supplies Fee (\$10); Technology Supplies Fee (\$10); CTE Classes Supplies Fee (\$10); Family and Consumer Science Supplies Fee (\$10); Band Uniform/Sheet Music Maintenance Fee (\$10); Chorus Robes/Sheet Music Maintenance Fee (\$5); and Graphing Calculator Fee (\$2).

**Fire Drills** - Fire drills are held periodically throughout the year. Students should obey the following procedures:

1. In the event of a fire alarm, EVERYONE must exit the building.
2. Classroom windows should be shut, the classroom doors should be shut but not locked, and the lights should be turned off. Pocketbooks and other valuables should not be left in the room.
3. Students should exit quietly and in single file. Students should listen for further instructions.
4. Students should stay with their teachers; roll will be called once the building is evacuated.
5. For Emergency Drills, the teacher will lead his/her class to the designated spot in the bleachers. Students should walk to the designated area while staying as far away from the building as possible. Roll will be called once all students are seated in the bleachers. Students should not leave their class to sit with their friends.
6. Students are not to leave school grounds for any reason during fire drills or bomb threats without permission from a parent and from an administrator. Students are not to go to their vehicles during drills. The school phone will not be answered during the drills.
7. Students will re-enter the building ONLY after they are told to do so by the administration.
8. Failure to obey any/all of these rules will result in disciplinary action being taken against the offender. ***Reminder: It is a criminal offense to pull a fire alarm or call in a bomb threat; anyone caught doing so will be prosecuted to the fullest extent of the law and will be recommended for long-term suspension or expulsion.***

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**Food and Drinks in the Classroom** - The only food that is allowed in the classrooms is food that is purchased from the teacher as part of the school-wide fundraiser. Teachers may sell food at the beginning or end of class at their discretion. Students may only bring drinks to class if the teacher approves. All drinks in the classroom must be purchased at the school. Students may also have **water only** in clear containers. Drinks are not allowed in computer labs. **With the exception of packed lunches, no outside food is allowed at any time.** Leftover food from restaurants may not be in the original packages/containers, but can be repackaged and brought from home.

**Free/Reduced Lunch** - A student may wish to apply for free or reduced lunch. This can be done by picking up a form from the main office. The form must be completely filled out and returned to the school.

**Guidance Office** - Students may seek guidance office services before or after school without appointment (provided the desired counselor is available). Students may not go to the guidance office during the regular school hours of 8:19 a.m. – 3:11 p.m. without having made an appointment. After informing the counselor that an appointment is desired, the student must go to class and wait to be called to the guidance office by their counselor. In the case of an emergency, the student must still get permission from his/her teacher before reporting to the guidance office. No student should be in guidance without the knowledge of his/her teacher. Failure to notify the teacher is grounds for disciplinary action.

**Hall Passes** - Students must carry a pass issued by a teacher when they are excused during class time. Hall passes will be issued for emergencies or instructional purposes only. Students are not permitted to visit students in other classes, nor are they permitted to get students out of class, unless they have an official pass from guidance or the administrative office. Any student found in the hall without a pass or a student found abusing his hall pass privilege, will be referred to the office for disciplinary action.

**Indebtedness** - Class dues that are not paid, fundraising money that is not turned in, damaged or lost materials that are not paid for, athletic uniforms that are not turned in, and other debts that a student has with Chatham High School will cause a student to lose his/her good-standing status and may result in disciplinary action being taken by the administration. Students who are not in good standing may be excluded from participating in and/or attending extracurricular activities, including the Prom and may lose privileges, including being allowed to drive to school.

**Insurance Program** - All students and athletes are **strongly encouraged to participate in the school insurance program.** Some athletes—football players and wrestlers—are required to have insurance. This program provides protection for the student in accordance with the terms of the policy when en route to and from his/her home and while he/she is at school.

## **CAVS**

**Commend Consideration; Are Responsible; Value Honesty; Strive to Be Productive**

**Lockers** - At the beginning of the school year, homeroom teachers will give locker assignments to the students, and P. E. teachers will assign gym lockers. **ALL** belongings must be stored in a locked gym locker while students are participating in gym classes. Students are required to keep their lockers clean at all times. No stickers should be placed in or on the lockers. Magnets may be used to hang pictures, mirrors, etc. The school reserves the right to inspect or search lockers **AT ANY TIME**. Students should not transfer their belongings to other lockers. Students are responsible for all items put in lockers. The school is not responsible for any items lost or stolen from a student's locker. Under no circumstances should a student give his/her locker combination to another student. Misusing, mistreating, or overstuffing lockers will result in a loss of locker usage for a period of time. Students will be assigned the same locker throughout their entire high school career.

**Lost and Damaged Books and Equipment** - Students are responsible for books, calculators, and other equipment issued to them by the school. The student will be expected to pay for a lost or damaged book, calculator, or other equipment. The classroom teacher will determine how much a student owes for damages to equipment. Debts not paid will be turned in to the main office as **indebtedness**.

**Lost and Found** - Articles found on school grounds should be turned in to the office. **If you find something, you must turn it in or it will be considered stealing.** If a student has lost an article or book, he/she should check to see if it has been turned in to the office.

**Media Center** - The Chatham Media Center (Library) is open from 8:10 a.m. to 3:35 p.m. each school day. Guidelines for using the Media Center include the following:

1. Under normal circumstances, only two books may be checked out at a time.
2. A student who needs to use the Media Center must have a library pass signed by a teacher and must sign in and out with the librarian.
3. Books from the regular collection may be checked out for a two-week period.
4. Teachers should not issue lunch passes to the library. **If a student needs to use the library for research during the lunch period, they may obtain a pass from the librarian.** The librarian will issue a limited number of library passes on a first-come, first-serve basis. The tardy policy applies to library visits during lunch. Students must either report to the library within the same six minutes allowed to report to lunch, or they may eat lunch prior to reporting to the library. Students must present a pass signed by an administrator, or administrative assistant to indicate the time they left the lunch room.
5. Reference material may be checked out during the day for one period or overnight use.
6. Anyone who uses the Media Center materials is responsible for repair or replacement costs if the materials are damaged or lost.
7. Students who have excessive fines or long overdue books will be denied the privilege of using the Media Center.
8. No food should be prepared or eaten in the library.

## **CAVS**

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**Moment of Silence** - Each morning a moment of silence will be held at the beginning of announcements and prior to the beginning of first block. All students are required to be quiet during this time. Also, it is preferred that students stand during the Pledge of Allegiance. Students not following the rules with regard to the moment of silence and the Pledge of Allegiance will be subject to disciplinary action.

**Parties** - Classroom parties will not be permitted during the regular school day unless the party relates to the curriculum or unless the party is part of an incentive program. The approval of the principal is required to have a party, and the approval must be granted at least one week in advance.

**Positive Behavioral Interventions and Systems (PBIS)** - CHS is a PBIS school. **See the PBIS Behavior Matrix on page 6.** A major component of the PBIS initiative is to communicate expected behaviors and appropriate behaviors with students more extensively in order to decrease disciplinary infractions. The targeted area for improvement for 2019-2020 is a reduction in tardiness and absences. In doing so, we hope to build stronger relationships in communication between school and community. It was decided that this would be the focal point by analyzing student discipline data. Students at CHS must always comply with **reasonable requests** of faculty members. At CHS, we define “reasonable request” in this way:

- Compliance with the request will not cause the student physical harm.
- Compliance with the request will not cause the student to commit an illegal act.
- Compliance with the request will not cause the student to commit an immoral act.

**Prom** - All juniors and seniors who are in good standing at Chatham High School may attend the prom if they purchase a ticket. The administration determines who is in good standing. **Students who have excessive disciplinary infractions—including poor attendance—will not be allowed to attend the prom.** Students who have not paid all class dues, and/or students who have other indebtedness will not be allowed to attend the prom. Underclassmen may only attend the prom if they are in good standing and if they are the guest of a junior or senior in good standing. For more information, see page 32.

**Restrooms** - Students should use the restroom before school and during the six-minute class change, if at all possible. Permission to go to the restroom during class time will be limited; each teacher has the right to establish his/her own policy regarding the number of times a student may use the restroom during a six-weeks or semester grading period. Students who use up their bathroom passes will have their names submitted as an unexcused tardy. Students should only be in the restroom when using the facilities, and they must go to the nearest one. Students who abuse this may be subject to disciplinary action. During lunch, students must obtain permission from an administrator to leave the cafeteria in order go to the restroom.

**Room Entries** - Students are to get permission from a teacher or an administrator before entering any rooms, halls, or closets, including those in the gym unless they have a scheduled activity or class in that location. Teachers should not give students their keys to run errands.

**Senior Lunch** - Seniors will be allowed to leave the classroom two minutes early to attend lunch each day if their teacher approves. Seniors may not break in line during lunch for any reason. Seniors who fill out the application and are approved by the principal will be allowed to drive to local restaurants on designated Fridays for lunch. Students who report back to school late will lose this privilege. This privilege might also be taken away for excessive absences or for other disciplinary infractions. **Senior skip days are not recognized by the school. If a senior skip day takes place, senior privileges will be lost for the remainder of the school year, and an unexcused absence will be assessed.**

**Students of the Month** - Each month a different group of teachers will select one student each for *Student of the Month* recognition. Students are selected based on academic performance, citizenship, behavior, attitude, attendance, etc.

**Telephones and Messages** - In order to preserve uninterrupted instructional time, we are requesting that parents call only in an emergency. Students are not allowed to use the telephones in the office, guidance office, or gym during school hours except in emergency situations as determined by the administration. If a student is tardy because he/she was using the phone, the tardy will be unexcused.

**\*Please note the Cell Phone policy on page 31.**

**Trespassing** - Only authorized personnel and students of Chatham High School will be permitted on school grounds between 7:50 a.m. and 3:20 p.m. All other visitors must obtain authorization at the main office upon entering school grounds. Between 2:30 p.m. and 3:20 p.m., only parents or legal guardians will be allowed to enter school grounds to pick up students. Due to safety and traffic concerns, other visitors—including former students—are asked to wait until after 3:20 p.m. before entering school grounds. People in violation of this policy are subject to trespassing charges.

**Visitors** - All guests and visitors must report to the main office to sign in and receive a visitor's pass. Only parents and/or guardians will be allowed to visit during school hours. Unauthorized individuals may be prosecuted for trespassing. Each student should explain these regulations to his/her family and friends. Students are not allowed to go to the cars of visitors for the purpose of socializing at any time during the school day. Students are never to bring small children or visitors with them to school. Former students who wish to visit their teachers must do so after 3:20 p.m.

**Webpage** - The Chatham High School webpage is located at [www.pcs.k12.va.us](http://www.pcs.k12.va.us) Click on "School Designed Web Sites" then click on "Chatham High School."

**IMPORTANT NOTE TO STUDENTS:** *It is expected that you will read over the entire Student/Parent Handbook with your parent(s). When you receive the handbook, you should take it home without delay and totally familiarize yourself with its content, paying special attention to disciplinary issues.*

**IMPORTANT NOTE TO PARENTS:** *We ask that you carefully and thoroughly go over the contents of this handbook with your child.*

## **ACADEMICS**

**Honor Code** - Students at Chatham High School are expected to abide by the honor code.

Any of the following acts will be considered honor code violations:

1. Turning in or copying another student's work or homework as your own or allowing someone to copy your work;
2. Using "crib sheets," notes or the like;
3. Helping someone during a test or quiz;
4. Giving or receiving information from another student who has already taken the test or quiz; or
5. Plagiarizing
6. Any student determined to have given or received help on an SOL test will be disciplined according to this same policy. Also, the student's SOL results will be voided and the student will have to retake the test during the next testing session.

**First Violation** - Zero on work, referred to office, parent contact

**Second Violation** - Zero on work, referred to office, parent contact, 1-day suspension

**Third Violation** - Zero on work, referred to office, parent conference, 3-day suspension

*NOTE: Subsequent offenses will result in a minimum of a 5-day suspension for each offense.*

**Class Preparation and Materials** - For students to be successful at Chatham High School, it is expected that they come to class with the appropriate materials and be ready to work. A student who does not come to class prepared may have his grade affected, and he may face appropriate disciplinary actions, including but not limited to being sent to the Behavioral Management Center (BMC).

**Homework** - As part of your academic progress, your teachers will assign you homework so that you can be successful. Homework is an expansion and enrichment of the material taught to you in the classroom and will help you in preparing for tests. Homework will also be checked and will affect your grade. Homework that is assigned to you will do the following:

1. Promote research;
2. Enable students to better understand previously introduced material; and/or
3. Enhance your knowledge of the subject area.

**Honor Roll** - A student must have a grade point average of at least 3.2 and a rating of satisfactory on conduct to be included on the honor roll.

**Junior Marshals** - It is considered academic excellence for a student to be named to represent Chatham High School as a Junior Marshal. A student can earn this honor by being ranked in the top 25 of his class at the end of the first semester of his junior year for courses taught at the 9<sup>th</sup>-grade level and above.

**Withdrawals** - Students withdrawing from school should secure a withdrawal slip from the guidance office. All books must be returned to subject teachers and any indebtedness settled. The withdrawal slip must be signed by the teachers in each class before a student is dismissed.

**Parental Conferences** - If you need to have a conference with an administrator relative to your child, please call the school for an appointment. This is necessary in order to confirm the availability of the administrator and to minimize the amount of time you have to wait.

To arrange a conference with a teacher, it is necessary that you call the school in advance of your arrival. Teachers will be available during their planning period and after school until 3:30 p.m. Parents or teachers may request that an administrator be present at the meeting.

**Field Trips** - Field trips should be of an instructional nature, and, as such, should be an extension of what is being done/taught in the classroom; also, field trips are a privilege, and if excessive absences or tardies occur, or if a student is not in good standing, the student will be denied the opportunity to take a field trip. If a student has poor grades in another class, he/she may be prohibited from taking part in the field trip. All costs, including buses and bus drivers, must be paid by the club or organization.

**Grading System** - The grading system is based on a 100-point scale. The scale is as follows:

94-100	A	70-77	D
86- 93	B	0-69	F
78- 85	C		

*Semester exams will count 1/4 of the semester grade. Report cards will be issued every six weeks.*

**Dropping a Class** - Students may not drop a class after 15 class periods under any circumstances without receiving a failing grade. Students may only drop a class prior to the 15-day deadline with the consent of the principal. The only classes that a student might be allowed to drop are those with an end-of-course (SOL) test. Even in those cases, a student will not be allowed to drop the class if the teacher feels that the student has the potential to do the required work.

**Mid-Term Progress Reports** - Teachers are required to issue progress reports to all students at the mid-point of the six-weeks grading period. Parents may request updated grades for their child at other times.

**Parent Portal** - The Parent Portal is a valuable tool that allows parents with internet access to monitor their child's up-to-date grades and attendance. Interested parents should contact Mr. Reece, principal, for more information.

**Grade Placement** - The following unit requirements shall be used to determine grade placement:

**9<sup>th</sup> Grade** - Shall have satisfactorily been promoted to Grade 9.

**10<sup>th</sup> Grade** - Shall have satisfactorily completed 7 units of credit plus 1 verified credit.

**11<sup>th</sup> Grade** - Shall have satisfactorily completed 14 units of credit plus 3 verified credits.

**12<sup>th</sup> Grade** - Shall have satisfactorily completed 19 units of credit plus 5 verified credits and be eligible for graduation at the conclusion of the current session.

**Commend Consideration; Are Responsible; Value Honesty; Strive to Be Productive  
**ATHLETICS****

**Sports Offered** - Chatham High School, a member of the Virginia High School League, Region 2-C West and the Dogwood District, offers a number of athletic programs for both girls and boys with teams in the following varsity sports:



**Girls:**

Basketball  
 Cheerleading  
 Cross Country  
 Golf (Coed)  
 Soccer  
 Softball  
 Track  
 Volleyball

**Boys:**

Baseball  
 Basketball  
 Cross Country  
 Football  
 Golf (Coed)  
 Soccer  
 Track  
 Wrestling

Chatham High School also offers the following junior varsity sports:

**Girls**

Basketball  
 Cheerleading  
 Softball  
 Volleyball

**Boys**

Baseball  
 Basketball  
 Football

Eighth graders may participate in junior varsity sports only.

Any student is eligible to be selected as a member of a team if he/she meets the following standard requirements at Chatham High School.

1. Must meet all Virginia High School League requirements for eligibility, including:
  - a. Must pass five credit courses per semester, or the equivalent thereof. This means that the student must pass three out of four classes on the block schedule during a semester to be eligible to participate in athletics the following semester.
  - b. Must be a bona fide student in good standing of the school he/she represents.
  - c. Must have been regularly enrolled in the school which he/she represents not later than the fifteenth school day of the semester.
  - d. Must not have reached the age of 19 on or before the first day of August of the school year in which he/she wishes to compete.
  - e. Must not have been enrolled in the last four years of high school for a period of more than eight semesters, beginning with the semester he/she was first enrolled in the ninth grade.
  - f. Must continue to adhere by the expectations outlined on pages 18 through 20 of the Student Handbook after being selected to participate on a sports team.
2. Must supply the school with proof of insurance for football and wrestling. Other athletes are strongly encouraged to purchase some form of insurance for athletics.

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## ATHLETICS (Continued)

**Cheerleaders** - The purpose of the cheerleading team is to promote good sportsmanship, to develop school spirit and loyalty to the teams and school, and to promote cooperation within the school.

The selection of the Varsity and JV Cheerleading Squads is based on overall ability to cheer, appearance, sportsmanship, personality, school spirit, reliability, and character. Team members must be in good standing with the school and meet Virginia High School League regulations. Cheerleaders are subject to dismissal from the squad for any violation of school or cheerleading regulations. Battle cheers—or other forms of unsportsmanlike conduct—are strictly prohibited and are means for dismissal from the cheerleading squad.

**Conduct of Athletes and Cheerleaders** - Athletes and Cheerleaders should exemplify the highest standard of conduct befitting a lady or gentleman. Players ejected from a contest are responsible to the coach of that particular sport, the athletic director, and/or the principal for disciplinary action. Remarks, gestures, and other outbursts that may result in a technical foul or an official warning are considered unsportsmanlike conduct and are frowned upon by the athletic department and the school administration. These actions might also result in disciplinary action being taken by the administration in addition to the punishment handed out by the coaching staff. An athlete must be reminded that his/her actions are being observed by many people, and this type of conduct reflects negatively upon the student, the team, Chatham High School, and the community.

Any student suspended twice during the same sports season will be dismissed from the team. Coaches have the right to make rules that are stricter than those listed in the next section entitled, “Philosophy of the Athletic Department;” however, coaches’ rules may not be less strict than those listed.

**Philosophy of the Athletic Department at CHS** - It is the purpose of the Chatham High School Athletic Department not only to strive for excellence and success on the field of play but excellence of character as well. In addition to representing themselves, team members also represent the school, the community, and the other players. Therefore, it is expected that they conduct themselves in a proper manner at all times. Playing sports at CHS is a privilege, not a right. This privilege can be taken away for conduct unfitting to the athletic program. The team’s goals and expectations are more important than the desires of any individual athlete. Athletes must follow the rules and expectations listed below:

- Athletes must meet eligibility requirements as spelled out by the Virginia High School League (i.e. pass five subjects, or, in our case since we are on the block schedule, pass three out of four subjects). During their sports season, athletes will show all interim reports and/or report cards to their head coach. Remember, you are a student first and an athlete second.
- When an athlete is selected for a team at Chatham High School, he makes a commitment to be at every practice, game, or team meeting, if at all possible. In the event of a personal illness or a death in the family, it is understandable that the athlete may have to miss one or more team events; however, he should personally make contact with his coach to inform the coach about the situation necessitating the absence. Each head coach has the right to make up his own policy regarding the penalty for unexcused absences.

- If a team member is suspended from school, he will not be allowed to participate in practices or games for the duration of the suspension. For example, if an athlete, on Monday, is suspended from school for the following day—Tuesday—he would not be allowed to participate in any way in athletics on Monday or Tuesday, but he could, at the coach's discretion, participate again on the Wednesday of that same week. If an athlete is suspended from school twice during the same sports season—no matter the reasons—he will be dismissed from the team for the remainder of the season. The athlete may apply for reinstatement, however, by writing a letter to the principal and athletic director. This letter will not be accepted until after the second suspension from school is over. The parent of the dismissed athlete must also appeal the dismissal in writing. Upon receiving the letters, an administrative review will take place. If the athlete is allowed to return to the team—which requires the approval of the team's head coach—he will be on probation for the remainder of that season. A third suspension will result in immediate termination from the team without the chance of reinstatement.
- Athletes serving Community Service, Athletes assigned to ISS, and/or Athletes sent to the Behavior Management Center are not subject to any mandatory disciplinary actions by the administration; however, each head coach has the right to discipline those athletes as he/she sees fit.
- There will be no use of or possession of illegal drugs or alcohol either during the school day or after school hours. The penalty for either offense will be dismissal from the team and prohibition from participating in sports for the period of one calendar year. Other county policies concerning drug or alcohol possession/use will also apply. The Virginia High School League policy for steroid possession or use is that an athlete will lose eligibility for a period of two years.
- There will be no use of tobacco in any form either during the school day or after school hours. The penalty for breaking this rule will be a mandatory two-game suspension for the first offense and dismissal from the team for the second offense. Other county policies concerning tobacco possession/use will also apply.
- **In order to be considered in good standing with the school, athletes are expected to be good citizens and behave in a sportsmanlike manner at all times.**
- Athletes should maintain a neat appearance. There will be a dress code for game days, including away games. Pants should be worn above the hips, and shirts should be tucked inside the pants.
- The athlete will be responsible for total replacement costs for purposely damaging or defacing school property—home or away—or for damaged uniforms or other issued equipment. Additional disciplinary action may be taken as deemed necessary.
- The athlete should not take or use any item that is not his/her own personal possession without permission from the owner. Stealing is grounds for immediate dismissal from the team.
- Athletes who are arrested will be suspended from the team pending the outcome of the judicial process.
- On the day of a practice or the night of a game, athletes should be prompt at the time and location designated by the head coach.

- Athletes should not do anything that will embarrass themselves or the team.
- Athletes should treat all teammates, managers, coaches, opponents, and officials with respect.
- **On the day after a game, athletes must not be late for school.**
- Athletes must be present at least one-half day to participate in athletics that day.
- If an athlete quits a team or is dismissed from a team, then he may not participate in pre-season workouts for the next season. Also, a student may not switch sports during the course of the same season.

## **CHECKING IN AND OUT OF SCHOOL**

Students who arrive at school after 8:19 AM must report to the attendance clerk's office to "check in." Students who leave school for any reason, even before first block, must report to the attendance clerk's office and "check out." You may not sign out until you are ready to leave. After checking out, a student should leave the school grounds immediately. Violations may result in disciplinary action.

*The procedure for leaving school early is as follows:*

1. Bring a note from home signed by a parent or guardian requesting permission to leave school at a specific time. Turn the note in to the attendance clerk's office upon arrival at school. A parent or guardian must call the school between 7:30 a.m. and 9:00 a.m. to verify the note.
2. After the note has been verified, the student's name will be placed on the daily bulletin.
3. A parent or guardian will always be allowed to pick up their child at school upon request to the principal. However, the absence may be unexcused based on the Attendance Policy. For the purpose of the Attendance Policy (Page 22), whole days missed from school for illness reasons and partial days missed due to excused check-ins and check-outs for illness reasons are considered the same.
4. If a parent or guardian requests that a student be allowed to leave early due to unexpected circumstances, the parent or guardian must write a note detailing the reason at the time of checkout, or the student must bring a note upon return to school the next day.
5. **If the student is checking out for the purpose of going to a doctor's appointment, then the student must bring an official note from the doctor upon return to school later that day or the next day in order for the time missed to be excused.**
6. Students must never check out without the attendance clerk (or another adult) being present.

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Notes for leaving school early must contain the following: the reason for leaving—**please note that “Needed at Home” and “Family Emergency” are not excused reasons for leaving school or for being absent from school; therefore, parents are asked to be as descriptive as possible when listing the reason for the absence and/or early dismissal**—the time of dismissal, the person with whom the student will leave, and the telephone number where the parent may be reached during the school day.

Before leaving school, the student must come to the attendance clerk’s office and request to sign out. Students who become ill and need to go home must be seen by the nurse before reporting to the attendance clerk’s office. The attendance clerk will contact a parent or guardian. All absences from a class due to early dismissal or late arrival will be excused or unexcused based upon the Attendance Policy. Absolutely no student will be allowed to leave school unless a parent or guardian is contacted. **Once on campus—even if classes have not begun—a student may not leave without checking out properly.** Students who miss classroom instruction on an excessive basis due to checking in or checking out might be required to have a doctor’s note. If a student becomes ill at school and must leave school, this will count as one of the student’s seven days that they are allowed to miss without a doctor’s note. If, however, the student brings a note back from the doctor on the next day, the check-out will not count towards the seven-day limit. **Students may only miss all or part of a school day seven times for reason of illness with a parent’s note. After the seventh excused check-in, check-out, or absence due to illness, a doctor’s note will be required for each subsequent time that a student checks in, checks out, or misses an entire school day due to illness. Check-in notes—whether from home or from a doctor—must be presented at the time the student checks in late or the next day.**

#### **Students attending PCTC:**

**On a 2-hour delay** schedule, there will be no morning PCTC. Therefore, students who drive will report to their third block class no later than 12:33pm. If you are a bus rider, you will remain in a supervised location as determined by the main office.

*Note: On a two-hour delay, lunch for afternoon PCTC will begin at 11:27*

**On a 1:00pm dismissal:** morning PCTC students will return to campus and eat “C” lunch before reporting to 4<sup>th</sup> block. Afternoon PCTC students may be allowed to check out before or after the first lunch because there is no afternoon session. Afternoon PCTC students, who do not check out on 1:00pm dismissals, will remain in a supervised area as determined by the main office.

# **CAVS**

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# ATTENDANCE POLICY

When a student is absent from class or school, the student will normally be excused when the reason for the absence is consistent with the guidelines listed below. If the number of absences becomes excessive, the principal may require further proof or verification of the reason before excusing the absence.

If the reason for an absence does not fall within the guidelines, the absence will generally be unexcused. Absences that might be an exception to these guidelines must be approved in advance. When a student is absent due to suspension, the absence will be unexcused. **Please note that “needed at home” or “family emergency” are not excused under the attendance policy.**

Upon returning to school following an absence, a student must have his/her absence verified and cleared on the day of his/her return. If for some reason this is not done, the student will have until the next school day to have his/her absence verified. Absences not cleared in this time frame will remain unexcused. Mrs. Hall, in the attendance office, will write all absence notes. Students must report to the attendance office by 8:19 AM to have their absence notes processed and to get their blue note.

*Reasons that will normally be excused, except when excessive:*

1. Illness (Parent must initiate contact with school administration each day of an absence.) **Parent notes will be accepted for seven whole or partial days of illness. A doctor’s note will be required after seven days of absence and/or leaving early or checking in late due to illness. Notes from anyone other than a doctor will not be accepted once the limit of seven days is exceeded.** Under most circumstances, illnesses will only be approved for the student and not other family members.
2. Quarantine
3. Death in family
4. Medical appointments (Must be confirmed with a note from a doctor.)
5. Court proceedings (Statement from court required.)
6. Religious Observances (Must be approved in advance by the principal.)
7. Educational opportunities (If approved in advance with a *Pre-Arranged Absence Form*.)
8. Emergencies (As determined by the principal on a case-by-case basis.)

Students who have unexcused absences **will not** be given an opportunity to make up the work missed. This includes tests, labs, and any work done in class on the day of the absence. Work done outside of the classroom (i.e. homework) will be accepted.

When an absence is judged to be unexcused, the student and/or a parent may request an appeal before the school attendance committee. This request for an appeal must be made in writing and must be received before the end of the school day following notification of an unexcused absence. If the appeal is successful, the absence will be excused and make-up work will be allowed. Make-up work will not be given prior to the decision of the attendance committee. **Note: The appeal process does not apply to suspensions.**

The school attendance committee will be composed of three persons from the administration and the guidance department. This committee will meet within two school days of the appeal and render an immediate decision. The decision of the committee will be final.

Application of this policy to students with disabilities shall be consistent with federal and state law and regulations as well as School Board policy regarding students with disabilities.

**After-School Activities and Absences** - A student who is absent from school for more than half of the school day shall not participate in or attend any school-sponsored activity that day. **This includes being present ½ day on the Friday before Prom in order to attend the Prom.**

**Tardy Policy** - Students have six minutes between classes; also, there is a warning bell with two minutes remaining before the tardy bell. For these two reasons, there is no excuse for a student to be tardy. Any time a student is tardy to class, his/her teacher will submit the tardy to the administration electronically. There is no reason for the student to be sent out of class to receive a tardy pass. The teacher has two options in determining if a student is tardy—either the student must be in his/her seat when the tardy bell rings or the student must have crossed the threshold to the class. The teacher must be consistent in enforcing this rule. Students also have six minutes to get to lunch. Students who are late to lunch will be tardy just as if they had been late to class. A student should not report late to a teacher's class because he had been with another teacher without the prior approval of the teacher to whom the student is assigned for that period.

A cumulative record of tardies for all classes during each semester will be kept. These tardies will be combined with the **Unexcused Check-ins and Check-outs**. Students accumulating an excessive number of tardies combined with unexcused check-ins and check-outs will be disciplined according to the following guidelines:

1. *Fifth Offense* – The student will be assigned to one hour in After-School Detention
2. *Sixth Offense* – The student will be assigned to one day in ISS.
3. *Seventh Offense* – The student will be assigned to two days in ISS.
4. *Eighth Offense* – The student will be assigned to three days in ISS.

***After the eighth offense, students will be suspended from school for one or more days for each subsequent offense.*** Each student's tardies combined with unexcused check-ins and check-outs will be reset to zero to begin the second semester. Students refusing to serve ASD will be assigned to ISS or suspended from school. Students will be given a 24-hour notice before serving ASD in order to arrange for transportation.

**Make-up Work Policy** - It is important for every student who has an excused absence from school to make up his/her work. For a student to be able to make up his/her work, he/she needs to receive an excused absence from school. Any student receiving an unexcused absence will not be allowed to make up his/her work and will receive zeros for those dates. **The teacher has the right to request that a student make-up his/her work before or after school only and not during instructional time.** It is the student's responsibility to request and obtain make-up work from each of his/her teachers.

The length of an excused absence will determine the amount of time the student is allowed for making up his/her work. For example, if the student is absent for one day, and the work was assigned the day prior to his/her absence, it will be due upon his/her return. If the work was assigned the day of his/her absence, it would be due the day after his/her return. If the student was absent two days, he/she would be allowed two days to turn in his/her work. If a student has been assigned a special project or paper, it is preferred that the project or paper be sent to school on the due date; it is important to note that these assignments must be turned in immediately upon return to school if the student knew about the assignment and its due date prior to his/her absence(s). **Tests known about in advance must be taken upon**

**return to school unless new material was covered in the student's absence or unless the teacher grants the student an opportunity to postpone the test.**

On occasions where a student has been absent for three or more consecutive days due to hospitalization or other extenuating circumstances, the student will see an administrator to set up guidelines for making up his/her work.

*The following guidelines will apply to providing assignments for students absent due to illness:*

- A. Students are strongly encouraged to get assignments for short-term absences from their peers.
- B. **The school will not collect assignments for a student if he/she is absent for only one day.**
- C. When assignments are being requested, please follow these guidelines:
  - 1. If requests to the guidance office are not submitted by 8:30 a.m. of the day needed, assignments may not be available the same day. A parent who submits a late request is advised to call and ask about availability of assignments before coming to pick them up. In general, 24 hours are needed to get work together.
  - 2. Assignments may not be picked up before 3:20 p.m.
  - 3. Students are requested to return assignment sheets with the completed work.

**Pre-Arranged Absences** - There are times when a parent/guardian wishes to take his/her child out of town, requiring the student to miss one or more days. In such a case, the parent should, in the form of a written note, request that a pre-arranged absence be granted by the school principal. **Pre-arranged absences are for trips that are of educational value and must be submitted for approval at least five school days in advance.** Requests for a pre-arranged absence will be denied if the student has excessive absences during the school year or if the student has poor grades in one or more classes. Students may take a maximum of five pre-arranged absence days during the entire school year. **Out-of-town trips that are not arranged in advance will be unexcused since the Attendance Policy does not include a provision for such family outings.** After the request for a pre-arranged absence is granted, the student will receive a form to take to each of his/her teachers on which his/her assignments for the time missed will be listed. The student must turn in the work on or before the deadline determined by the administration. All work not completed and turned in by the previously agreed upon date will become zeros. **Approved pre-arranged absences—such as college visits—count as absences from school and count against a student's perfect attendance record.**

**Illness During the School Day** - If a student becomes ill during school hours, he/she must report to the regular classroom teacher to get permission to report to the office. The parent or guardian will be called to provide transportation home. Under no circumstances should a student leave school grounds without permission from the office. Also, a student who feels sick may not remain in the bathroom without permission; in such a situation, the student should either report to the office or have someone else inform the office of his/her whereabouts. Failure to do so will be considered skipping class. A student should not report to the nurse's office without the knowledge of the teacher except in the case of an extreme emergency. **If a student checks out after seeing the nurse, this counts towards his limit of seven.**



# STUDENT CONDUCT

## STATEMENT OF POLICY

The development, implementation and enforcement of the Pittsylvania County Schools' Student Conduct Policy are intended to ensure that all students have fair access to an education. To that end, this policy sets forth those standards of behavior believed to be appropriate in the learning environment and informs all students, their parents and the larger community of the consequences for violations of this policy. The Pittsylvania County Schools, directed and supported by School Board authority, intends that all students have the opportunity to be educated in a safe, secure environment that is conducive to learning.

It is the School Board's legal responsibility to provide fair access to an education for every child, and it is their responsibility to seek to ensure respect for the dignity of each child. A learning environment that encourages the healthy growth and development of each individual must be free from conflict, threats of conflict or danger, and undue disruption. To that end, the PCS code of student conduct seeks to direct student behavior based on clearly defined expectations, responsibilities and consequences.

**NOTE #1:** The entire Pittsylvania County Schools' Policy for Student Conduct (JFC-PC) can be found in the Policy Manual located at [www.pcs.k12.va.us](http://www.pcs.k12.va.us).

**NOTE #2:** If a student is expelled from school or receives a long-term suspension for the remainder of the year, they will not be allowed to attend the Junior-Senior Prom nor will they be allowed to participate in COMMENCEMENT EXERCISES. There will be absolutely no exceptions to this policy.

**NOTE #3:** SENIOR PRANKS are not sanctioned or condoned by the school administration. Any senior—or any other student—who participates in acts of vandalism will be disciplined. Similarly, any student who by their actions causes staff members additional work will be disciplined. Seniors who pull pranks should be aware that suspension will most likely result. If the student is subsequently suspended for the last day of school, he/she will not participate in Commencement Exercises.

**NOTE #4:** Students who desire to RUN FOR OFFICES/HOMECOMING COURT must be in good standing in order to do so. Any student who has been suspended from school during the current school year or the previous school year will be disqualified from running. The exception would be a ninth-grade student who was suspended as an 8<sup>th</sup> grader. Students who have been expelled at any time since entering high school will be disqualified, as well. Finally, students who have excessive ISS, BMC, or detentions may also be disqualified. The principal will have the final decision in each case.

**NOTE #5:** For underclassmen, suspensions that cannot be completed at the end of a school year will be carried over to the next school year. This also holds true for in-school suspensions.

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# DISCIPLINE

It is the philosophy of Chatham High School that students of high school age are capable of exercising self-discipline. Their responsibilities are continually increasing in the school, home, and community, and their acceptance of these responsibilities should be displayed throughout the school year. To implement this philosophy, only those rules and regulations necessary to ensure an effective instructional program and ensure the safety and wellbeing of the students have been adopted. These rules also apply to student conduct when going to and from school, or when attending or engaging in any school-sponsored activity. Students who do not exercise acceptable self-discipline or fail to adhere to school board policies and school rules will be subject to disciplinary action by the administration. **Students who commit disciplinary infractions at or near the end of the school year will be subject to disciplinary actions up to and including not being allowed to participate in commencement exercises and being suspended to begin the following school year. Students suspended the Friday before Prom or the Monday after Prom are prohibited from attending the Prom.**

**After-School Detention (ASD)** - After-school detention will be held on Tuesday and Thursday of each week from 3:15 p.m. – 4:15 p.m. A student will be given 24-hour notice prior to serving ASD in order to arrange transportation from school. A student assigned to two hours of ASD will serve on consecutive ASD days.

The following is a list of rules that students must follow during their assignment in ASD. Failure to abide by these rules will result in further disciplinary action up to and including suspension.

1. Students must bring enough work to last the entire hour. Reading is allowed.
2. Students not in their seats promptly at 3:15 p.m. will be considered late to ASD.
3. The attending teacher will determine the seating arrangements.
4. Students may not talk during the hour.
5. Students should use the restroom prior to arriving for ASD.
6. Students may not sleep or waste time in ASD.
7. No food or drinks will be allowed in ASD.
8. Students showing disrespect for the ASD teacher will receive additional punishment up to and including suspension.
9. Failure to show up for ASD will result in suspension or assignment to ISS.

**In-School Suspension (ISS)** - In some instances, students might be assigned to ISS by an administrator instead of being suspended from school. Students may be assigned to ISS for one or more days. Students assigned to ISS should report to their first-block classes until the announcements have been read. After announcements, students should report to A107 with all of their books, paper, pencils, etc. Failure to bring materials to ISS could result in additional days of ISS being assigned. All school rules apply in ISS. Students misbehaving in ISS may receive additional days of ISS or may be suspended. Students who are suspended from ISS must complete all remaining ISS days upon returning to school from the suspension.

Students in ISS must remain perfectly silent and must be working at all times. Students in ISS who refuse to work or who do not work up to their capabilities may be given additional days of ISS or may be suspended. If a student misses ISS due to absence or illness, he/she must complete all ISS days immediately upon returning to school. Students in ISS will not be allowed to mingle with other students during the school day(s) in which he/she is in ISS. Students in ISS will be given bathroom breaks throughout the day—they

will be marched silently to and from the restrooms. Students in ISS will not be allowed to eat lunch with their schoolmates who have not been assigned to ISS. Students in ISS will remain in A107 until the end of the day and will be dismissed on the appropriate bell.

**Out of School Suspensions** - Students may be suspended out of school as a disciplinary action. Make-up work will not be allowed for time suspended out of school, according to PCS policy. When a student is suspended, he/she is suspended from all school functions and is not to be on school property at any time unless arranged in advance through the administration. Suspended students may not visit any other schools in the county during their suspension. Violation of these regulations will be grounds for further disciplinary action.

**Behavior Management Center** - A teacher may, at his/her discretion, send a student to the Behavior Management Center (BMC) instead of sending the student to the office. A student can be sent to the BMC for the following reasons: being rude or discourteous, failing to bring the appropriate materials to class, talking excessively, being defiant or insubordinate, disrupting class, putting his/her head down on the desk, sleeping in class, being disrespectful to a classmate, refusal to do classwork, or bringing food or drink in the classroom. Trips to the BMC are not counted by class but are cumulative—the fifth time a student is sent to the BMC during a semester—he/she will be sent to the office and will receive an appropriate punishment up to suspension for one day. For each subsequent trip to the BMC, the student will meet with an administrator for appropriate disciplinary action. Students who misbehave while in the BMC will be suspended. **Students who are sent to BMC must report directly to BMC and not go to the office, bathroom, etc.**

**Articles Prohibited in School** - Vapes, JUULs, **any electronic device** and/or games, playing cards, cigarette lighters, and any other items which may cause a disturbance to the school day are strictly prohibited. **Smart watches will be treated just like cell phones.** The PCS policy states that students are not to listen to music on the school bus. It is strongly suggested that all such items be left at home. **The student, not the administration, is solely responsible for the aforementioned items listed, or similar items, that are not required for class—are lost or stolen. In most instances, the disappearance of prohibited items will not be investigated.**

## **Dress Code for Pittsylvania County Middle & High Schools**

### **Consequences for Dress Code Infractions:**

#### **First offense:**

- The parent will be contacted and the student will be sent to the Behavior Management Center for the remainder of the day unless the student acquires an appropriate change of clothes.

#### **Second offense:**

- The student will immediately be placed in In-School Suspension for the remainder of the day.

#### **Third offense:**

- The student will receive three days of ISS with the day the infraction is committed being the first day in ISS.

#### **Subsequent offenses:**

- The student will be suspended out of school for one or more days.

## **Dress Code for Pittsylvania County Middle & High Schools**

**The Administration reserves the right to determine appropriateness of dress. The following dress code guidelines will apply to all students:**

- Shoes must be worn at all times on school grounds. Bedroom slippers are prohibited. Teachers may require a particular type of shoe for lab, shop, or gym activities.
- Head coverings of all types should be placed in lockers upon arriving at school.
- Hoods cannot be worn. Headbands/ head-wraps may not exceed a width of 2 inches.
- Bandanas are prohibited.
- Heavy chains, chains hanging from clothing, or spiked jewelry are prohibited.
- Sunglasses cannot be worn in the building.
- Headphones should be placed out of sight upon entering the building.
- Pajamas/sleepwear, costumes, or blankets are prohibited in school and on buses.
- Large or bulky coats/jackets are to be placed in lockers during the school day.
- Tops/dresses with no straps or straps of fewer than 2 inches in width are prohibited unless covered by a jacket or top.
- Tops or dresses that reveal bare midriffs or cleavage are not allowed.
- Shirts and tops with the back cut out are not permitted.
- Mesh or see-through clothing is prohibited.
- Tops with large openings for the arms or that are split below the arms are not permitted.
- Students are not to wear clothing with language, symbols or pictures that are offensive or suggestive, promote violence, are gang related, advertise illegal substances, or advertise tobacco or alcohol.
- All visible tattoos must meet the dress code and cannot include any language, symbols or pictures that are offensive or suggestive, promote violence, are gang related, advertise illegal substances or advertise tobacco or alcohol.
- Shorts, skirts, skorts, and dresses can be no shorter than 4 inches above the knee, both in the front and back.
- If tight-fitting pants, such as leggings, are worn, a dress or lengthy shirt that is no shorter than 4 inches above the top of the knee, both in the front and back, must also be worn.
- Pants must be worn at the waist. No undergarments should be visible at any time.
- If holes are 4 inches above the knee in pants, leggings or shorts must be worn underneath with no visible skin.
- Athletes should not be in full uniform during the school day; uniform tops meeting the dress code may be worn. The following uniform tops will be prohibited: tops with straps of fewer than 2 inches in width; tops that reveal bare midriffs or cleavage; tops with the back cut out; mesh or see-through tops; and tops with large openings for the arms or that are split below the arms.
- Weapon-related attire is prohibited unless it is part of a school-sponsored club or activity.

## **Student Responsibilities and Consequences for Fighting:**

*When you realize that a physical altercation is about to take place you should...*

1. Try to handle the situation in a non-violent manner. (Talk it out, work it out, or ignore the other person)

*If you are unable to handle the situation on your own...*

1. Go to a teacher and seek assistance.
2. Schedule an appointment with the guidance counselor.
3. Go to the administration for assistance.
4. Go to the nearest adult and ask for assistance.

*If there are no adults present or in the immediate area...*

1. Walk away from the confrontation.
2. Do not do anything to provoke the incident such as getting involved in name-calling or the use of profanity.
3. Say loud enough for witnesses to hear something like, "I don't want to fight. Let's take the problem to a teacher, guidance counselor, or a principal."
4. Refuse to listen to others who may try to instigate (encourage) a fight between you and other student(s).
5. If another student hits you and then steps backward to see how you will respond, do not retaliate. Instead, walk away, and go to the nearest adult.
6. Defend yourself only as a last resort and if you are in imminent, physical danger. Even if it is reasonable to fear physical harm, you can only use the amount of force necessary to defend yourself from further harm.

**The consequence for fighting is a 10-day suspension from school. The consequence for instigating (encouraging) a fight is up to a 10-day suspension from school. Confrontations that do not become physical are still punishable by suspension or other forms of discipline.**

**Public Affection** - Students are expected to refrain from public displays of affection. Students who violate this policy will be subject to disciplinary action. The punishment for displaying public affection might include suspension or expulsion from school. Public affection includes but is not limited to hugging, kissing, and inappropriate touching. Hand holding is permitted before and after school, between classes and during lunch. Kissing and inappropriate touching are also prohibited at the prom and other school-related extracurricular activities.

**Dressing Out for Physical Education** - One component of the Physical Education grade is dressing out and participating in the planned activity. Students not dressing out will be sent to BMC and will receive the same disciplinary action as those students who come to class without the proper materials.

**Remaining After School Hours** - No student will be allowed to remain in any area of the school after school hours without permission from and supervision by a staff member. Students are required to be out of the building by 3:20 p.m. unless they are involved in a school activity. Students waiting for a ride or for the bus must wait in the main lobby.

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**Conduct at Athletic Events** - The Virginia High School League requires that good sportsmanship be shown at all times in all athletic and extracurricular activities. Students and other spectators are expected to treat the opposing teams, fans, and officials cordially and respectfully. Fans should not:

1. Use abusive or profane language.
2. Throw any objects either at someone or onto the playing surface.
3. Become involved in a physical confrontation of any type with any person in attendance at the contest.
4. Boo the opponents, referees, etc.
5. Post or hold up any uncomplimentary signs.

Students or other spectators are not allowed on the playing surface. Failure to abide by these regulations could result in forfeiture by the Chatham High School team which is playing in the contest. CHS might also be placed on probation, fined, or dropped from the VHSL. Finally, students who disobey these rules may be asked to leave the contest, be disciplined further, or be prohibited from attending any future events at CHS. **All school rules apply at sporting events and other extra-curricular events, including all school-sponsored events that take place off the Chatham High School campus.**

**Smoking** - It is a violation of State Law for anyone under the age of 21 to possess or use tobacco products. Students at Chatham High School, regardless of age, will not be allowed to possess or use tobacco products on school grounds. Students should not have tobacco products in their vehicles while on school property. **Electronic cigarettes are prohibited and carry the same penalties.** The following penalties will be enforced:

1. The first offense for possession or use of tobacco products on school property will be a five-day suspension.
2. The second offense will be a 10-day suspension.
3. The third offense will be a recommendation for a long-term suspension.

**Drugs in School** - State law requires that any student who is determined to have brought, used, or to have in his/her possession a controlled substance, imitation controlled substance, or marijuana onto school property, including a school bus, or to any school-sponsored activity will be expelled, unless determined on a case-by-case basis, by the school board that other disciplinary action is appropriate.

Public Law 22.1-289 requires that a student's disciplinary record be included with his/her scholastic record. Whenever a student transfers to another school, this disciplinary record shall be included.

**Weapons in School** - Federal and state law requires that any student who is determined to have brought or to have in his possession a weapon on any school property, including a school bus, or to any school-sponsored activity be expelled for at least 180 student days unless determined on a case-by-case basis by the school board that other disciplinary action is appropriate. **Weapons in vehicles on school property are subject to the same regulations.**

**Look-a-like weapons are also prohibited on school property or at school events.** Public Law 22.1-289 requires that a student's disciplinary record be included with his/her scholastic record. Whenever a student transfers to another school, this disciplinary record shall be included.

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**Designated Areas** - Students must remain in their designated areas at all times. For example, if a student is at lunch, he/she must remain in the cafeteria; he/she should not be outside of the building, in teachers' classrooms, or in other parts of the building. Students not in their assigned areas are subject to disciplinary action up to and including suspension from school.

**Gang Activity** - Students are not to be in possession of any gang-related articles of clothing or other gang-related items, including gang-related writings and symbols. **Bandannas are strictly prohibited at school.** Gang-related activities fall under Level Three Misconduct and are punishable by a minimum of a 1-10 day suspension from school.

**Cell Phone Usage** - Students may have cell phones in their possession during the school day. **However, the cell phones cannot be seen, used, or heard during the hours of school operation until after 3:11 p.m. (or 1:11 p.m. on early dismissal days).** This policy applies to students being dismissed early and students who are in the co-op programs. This policy applies to the entire school campus—both inside and outside. Students are never allowed to use cell phones on school buses while being transported to and from school. The phone will be confiscated in every instance, and a parent or guardian **only** must come to the school to pick up the phone. Additionally, the student will be given three days of ISS for the first offense, one day of suspension for the second offense, and three days of suspension for the third offense. **The exact same rules pertain to iWatches or other Smart Watches.**

**Threatening Statements** - Students must refrain from making any statements that may be interpreted as threatening to cause physical harm or death to any student or faculty member at Chatham High School. Threatening statements will be taken seriously and, in many cases, will result in expulsion from school. **Parents are strongly encouraged to discuss the consequences of making threatening statements while at school or at school-sponsored events.**

**Bullying** - Students who bully, harass, spread rumors about, or intimidate other students will be disciplined. The administration at Chatham High School will not tolerate these types of behaviors. Students who repeatedly manifest these types of inappropriate behaviors will be recommended for expulsion. **Students who suffer from bullying and harassment should let the administration know immediately. Under no circumstances are students allowed to confront other students or take matters into their own hands.**

**IMPORTANT NOTE TO STUDENTS:** *It is expected that you will read over the entire Student/Parent Handbook with your parent(s). When you receive the handbook, you should take it home without delay and totally familiarize yourself with its content, paying special attention to disciplinary issues.*

**IMPORTANT NOTE TO PARENTS:** *We ask that you carefully and thoroughly go over the contents of this handbook with your child.*

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### **Conduct at the Junior-Senior Prom:**

1. Students attending the prom must obey all school rules.
2. Individual students violating any rules may be prohibited from dancing, may be asked to leave the prom, and/or may be subject to disciplinary action upon return to school.
3. Inappropriate dancing and/or public displays of affection will not be allowed. Continual violations of this rule will result in the music being turned off for a period of time or permanently.
4. Students are not permitted to kiss at the prom. Students violating this rule will be given a minimum of three days of ISS for a minor infraction and suspension from school for one or more days for a major infraction.
5. If forms are not received by the deadline, prospective prom guests will not be allowed to attend. A change of prom date will be refused after the deadline.
6. Homebound students may not attend the prom nor may they participate in other extra-curricular activities.
7. Students must dress appropriately at the prom. **Students violating the dress restrictions will not be allowed to enter the prom. Please keep the following restrictions in mind when purchasing/renting prom attire:**

### **Ladies' Dress Guidelines:**

1. Dress shoes are required. No tennis shoes or athletic footwear are allowed.
2. No under garments should be visible.
3. No low-cut or revealing necklines.
4. See-through apparel is not permitted.
5. The back of the dress should provide sufficient coverage so as not to fall below the level of the navel when extended around the torso.
  - To determine this level, first place your hands on your hips. Next, raise your hands so that your forefingers are at the level of the navel. Finally, move your hands in a straight line until the thumbs meet at the back.
6. Dresses or dress slits should be no shorter than four inches above the top of the knee.
7. No bare midriff is allowed. Two-piece dresses must overlap.
  - This includes the sides of the torso.
  - Cross stitching on the sides is not allowed.

### **Gentlemen's Dress Guidelines:**

1. Dress shoes are required. No tennis shoes or athletic footwear are allowed.
2. Tuxedos, suits, or dress pants and jackets are required. Ties are also required.
3. No under garments should be visible.
4. If shirts are thin or semi-transparent, undershirts must be worn.
5. Only top hats are allowed. No hats of any other type—cowboy hats, baseball caps, etc.—may be worn in the building.
6. Dress shirts must be worn at all times.

***IMPORTANT NOTE:*** *Students who are not in good standing with Chatham High School will not be allowed to attend the Prom. Students having excessive unexcused absences or excessive disciplinary infractions are considered not to be in good standing. If a student has accumulated 15 or more days of unexcused absences prior to the date of the Prom—including suspension days (which are always unexcused)—the student will lose the privilege of attending the Prom. A student must be present ½ day on the Friday before Prom in order to attend the Prom. One-half day is two entire class periods.*



# TRANSPORTATION

**School Bus Use** - School buses are provided for the convenience of the students. Students must abide by state, school board, and school regulations when riding on a school bus. Students who violate school bus rules and regulations will be referred to the assistant principal. Students are to ride their assigned buses. If a student wishes transportation on a different bus, special permission must be granted by the assistant principal. Requests to ride a bus other than the one assigned or to exit the bus at a location other than the usual location must be made in writing by a parent/guardian. The note must include a daytime telephone number and must be given to the assistant principal immediately upon arriving to school in the morning. Since the bus is an extension of the school, students who violate school bus rules will be subject to the same disciplinary actions as if the infraction occurred in the school. Food, drinks, balloons, and glass bottles are prohibited while riding on a school bus. The bus driver has the right to assign seats and to make other rules regarding the safe and orderly use of the school bus. **Cell phone usage is prohibited on school buses at all times.**

**Students Dropped Off at School** - Students who are dropped off in the morning or picked up in the afternoon should make sure that those persons driving them to school obey the instructions on the sign posted at the entrance of the road which runs in front of the school; specifically, only buses are allowed to use this road during the hours of 7:45 a.m. – 8:30 a.m. and 2:45 p.m. – 3:30 p.m. Instead, students should load and unload in the parking lots at these times.

**Student Automobile Regulations** - Each student driving a vehicle to Chatham High School must display a Chatham High School Parking Permit.

Students must secure permission from the administration before they will be permitted to park on the school grounds. **Violators will receive three days of In-School Suspension for the first offense. Subsequent offenses will result in one or more days of suspension from school.** Applications may be picked up at school in the main office. **Due to limited student parking, only seniors and juniors will be allowed to purchase decals.** If the application is approved and school fees and all indebtedness to the school have been paid, a parking decal will be issued that must be displayed in and properly adhered to the rear window. **The cost of each decal will be \$30. The cost to register additional vehicles is also \$30.**

Students may only park in their assigned parking space. Parking decals may not be transferred from one vehicle to another vehicle. Any violation of parking regulations will make the student subject to loss of the parking decal and/or disciplinary action.

Students are not permitted in the parking lot or in vehicles, except when arriving at or departing from school, without permission from the administration. Once arriving at school, students must immediately exit their vehicles and enter the building. Any student going to the parking lot without permission from the administration will be subject to disciplinary action.

Students who violate the conditions of the parking application will have their parking decal confiscated. Students who are repeatedly suspended, who have driving-related offenses, or who have excessive absences/check-outs, etc. are subject to loss of parking privileges.

The school also reserves the right to deny parking on school grounds to individuals who have not purchased a decal, who are constantly tardy to school or who fail to observe the 10-mile-per-hour speed limit. Vehicles are subject to being searched on school grounds if there are reasonable grounds of suspicion for a search.

The gates on the side of the building will be locked shortly after students are dismissed in the afternoon—this is especially true on days of athletic contests. Students are not allowed to park behind the building for any reason. This includes students who have sports practice. Once again, any violation of this rule or any other parking regulations will result in disciplinary action.

**No student will be issued a parking decal without a valid Virginia Driver's License or without vehicle make, model, and license plate number.**

**IMPORTANT NOTE TO STUDENTS:** *It is expected that you will read over the entire Student/Parent Handbook with your parent(s). When you receive the handbook, you should take it home without delay and totally familiarize yourself with its content, paying special attention to disciplinary issues.*

**IMPORTANT NOTE TO PARENTS:** *We ask that you carefully and thoroughly go over the contents of this handbook with your child.*

**Student Dress at Graduation/Awards Assembly:**

Seniors are expected to treat these events with the dignity they deserve. Inappropriate behavior will be met with disciplinary consequences up to suspension from school and/or withholding diplomas and/or loss of participation in commencement services.

**Student Attire for both events will be follows:**

- **Girls:** Dress or skirt not to exceed past graduation robe, black heels or sandals, and no large pieces of jewelry.
- **Boys:** Black pants, black shoes, white collared shirt, solid black tie.



**CAVS**

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# MEDICATION PROCEDURE

Parents are expected to give medications at home on a schedule other than during school hours if at all possible. No medication may be taken by a student at school except as herein provided. This procedure will provide safety, consistency, and confidentiality when it is necessary that a medication be taken during school hours.

## GENERAL GUIDELINES FOR ALL MEDICATIONS

1. Medications given/prescribed once, twice, or three times daily should be given at home.
2. Parent/guardian permission is required for any medication taken by a student.
3. **All medications are required to be presented to the school office by a parent/guardian. It is the parent's/guardian's responsibility to consult with the school nurse in person or by phone regarding any medication. Failure to follow the medication procedure protocol may result in disciplinary action in accordance with the Student Code of Conduct.**
4. All medications must be presented in the original container labeled with the student's name, date, and name of medication. If there is any discrepancy, whatsoever, between the label on the bottle, the parent's/guardian's instructions, or the doctor's order (if indicated), the student will not be allowed to take the medication.
5. When the parent/guardian has completed Section B of the Medication Permission Form (SHS-1), medication is in a properly labeled container, and a physician has completed Section A of the Medication Permission Form (SHS-1) (if indicated), the student may take the prescribed dose of medication. **Medicine must be taken in the presence of a designated adult and documented on the medication log . All medications are to be kept locked up with limited access by designated adults.**
6. In the absence of a school nurse, the principal or designee will be responsible for assigning personnel to assist students taking medication and for periodic monitoring of the Medication Procedure.
7. The Medication Permission Form (SHS-1) must be updated at the beginning of each school year or when there is a change of dosage.
8. Medication not picked up at the close of the school year (or sooner if indicated) will be destroyed. Reminder by letter or telephone call to the parent/guardian for medications(s) to be picked up will be made before the close of the school year (or sooner if indicated).
9. Exceptions to these procedures may be necessary depending on individual circumstances.
10. If you have any questions regarding this procedure, please call School Health Services, extension 5028, at one of the numbers listed below.

Revised 1/7/11

## **CHRONIC MEDICATIONS**

These are prescription medications taken by a student throughout the school year. Examples in this category are medications prescribed for asthma, ADD/ADHD, seizures, ulcers, migraines, diabetes, and emergency situations.

- Sections A and B of the Medication Permission Form (SHS-1) must be completed.
- The medication must be in the original prescription container.
- Certain medications (i.e. inhalers and Epi-pens) may be kept with the student for emergency use. The school nurse will have additional documentation, which is mandatory, before a student will be allowed to carry his/her own emergency medication. The principal's signature giving authorization is required.

## **ACUTE MEDICATIONS**

These are prescription medications taken by the student on a short-term basis during the school year (i.e. antibiotics).

- Section B of the Medication Permission Form (SHS-1) must be completed.
- Section A of the Medication Permission Form (SHS-1) must also be completed if the prescription is to be taken for longer than **two weeks**. Any medication not taken during this two week period will be discarded if not picked up by the parent/guardian.
- The medication to be taken at school should be labeled by the Pharmacist in a separate container from that to be taken at home. (This prevents transporting a medication back and forth daily.)

## **OVER-THE-COUNTER MEDICATIONS**

These are medications purchased over-the-counter for short-term treatment of minor illnesses. Examples in this category are cough syrups, cough drops, cold remedies, and pain relievers. Any over-the-counter medication must be in the original container and labeled with the student's name. Non-prescription medication must be appropriate for the student's age and weight, according to package directions.

- Section B of the Medication Permission Form (SHS-1) must be completed.
- Section A of the Medication Permission Form (SHS-1) must be completed for medication which is taken for more than **three** consecutive school days, contains aspirin (acetylsalicylate, salicylic acid or salicylate) or is herbal/homeopathic.
- Requests for cough and cold remedies to be given will be effective for **one week**. After that time, medication not taken or picked up will be discarded.

## **SELF-ADMINISTRATION OF MEDICATION**

Sharing, borrowing, distributing, manufacturing or selling any medication is prohibited. Permission to self-administer non-prescription medication may be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the Standards of Student Conduct.

Revised 1/7/11