

Covington High School

Student Handbook 2018-2019

Main Office	(540) 965-1410
Office Fax	(540) 965-5870
Guidance Office	(540) 965-1412
Athletic Office	(540) 965-1417
Homework Hot Line	(540) 965-1405
Athletic Hot Line	965-1405 – Mailbox 4071



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Message from the Administration

Welcome to another school year at Covington High School. We look forward to working with the staff, students, parents and community stakeholders to provide an exceptional educational experience. Working together we can all achieve our goals in developing students that are ready to enter a 21st century work environment or higher education.

This handbook provides students and parents with essential information about Covington High School. It contains information about curriculum, general school information, student activities, discipline and student conduct, as well as student attendance. Please take time to familiarize yourself with the handbook and discuss with your son or daughter. If you need any further information, please contact Covington High School.

Everyone starts the new school year off as an "A" student with perfect attendance. Set your goals for the school year high and work extremely hard to achieve them in all you do. The staff at Covington High School wants the best for each student and we work with you to achieve your goals.

We hope everyone has a great 2018-2019 school year!

Sincerely,
 Derek Cantrell, Principal
 Chris Jones, Assistant Principal

Philosophy of CHS

The Covington City School Board is committed to providing equal opportunity for every student to achieve maximum intellectual, social, emotional and physical growth and to ensuring that each student be equipped to communicate effectively with other people, to be competent both in the work place and in higher education and to feel confident of the ability to make creative and constructive decisions in his/her life.

The Covington City School Board:

- provides the necessary trained and dedicated leadership, qualified personnel, equipment and materials to assure an appropriate education for every student;
- treats all members of the school community equitably with the highest degree of respect;
- allocates and uses assets fairly and efficiently.

Objectives

1. To instill in students a sense of responsibility for their own learning and behavior, a desire for knowledge, excellence in work, and a sense of personal worth and dignity, realizing that learning is an on-going process, continuing beyond high school.
2. To encourage students to develop a set of aesthetic values and sound moral guidelines that will continue throughout life.
3. To teach students to examine critically the social, moral and political messages conveyed by the mass media, both print and electronic, and to evaluate carefully the influences of those messages in their lives.
4. To develop within students respect and appreciation for their heritage, country, authority, and the rights of all individuals.
5. To teach thoroughly by varied instructional methods the fundamental skills of each subject, enabling students to successfully seek a higher education or gainful employment.
6. To provide alternative educational opportunities, when possible, for students whose needs have not been met in the traditional academic settings.
7. To offer a program of instruction which provides training in the academic, technical, social experiences, while developing citizenship, leadership, abilities, and talents.
8. To encourage student participation in curricular and co-curricular activities, thereby providing social experiences and developing citizenship, leadership abilities, and talents.
9. To improve communication among administration, faculty, students, and parents in order to unify the purpose of education.
10. To realize the demand for continuous study of the students' needs and for updating the instructional program to meet those needs so that students may adapt to their community and the changes which will occur in society.
11. To encourage students to practice principles of sound mental and physical health, continuing to strive for an environment free of all substance abuse.
12. To identify the students' abilities and needs through testing and guidance and to steer them into those educational and career areas in which they can prove successful.
13. To cooperate with community agencies and businesses to expand the education program to its fullest extent.

CHAPTER ONE

CURRICULUM

When a student enters Covington High School, the student, parents, and counselor cooperatively select an appropriate course of study. The selection of the course of study for a student is based on teacher recommendations, achievement in schools previously attended, level of ability, and future goals and aspirations. There are two basic courses of study at CHS: Standard Studies, Advanced Studies. A third course of study, Applied Studies, is available to students with an Individualized Education Plan who need it to be successful.

Each course of study has the flexibility to meet the various needs of our students. Students may choose to adopt their chosen course of study according to their particular needs and interests.

All students need to plan an appropriate high school course of study for Grades 8-12. To get the most from their high school experiences, students need guidance and assistance in selecting courses in terms of sequence and relating courses to a possible post-high school career choice.

Early program planning can have a substantial impact on the development of a good education and career plan by students in high school. Parent involvement is a significant aspect of the planning process.

SCHEDULING PROCESS

School counselors have a conference with each student to answer questions and assist him/her in making final choices of subjects for the next school year.

Alternate choices are made for electives, and the school reserves the right to assign students to their alternate choice or another course if necessary due to scheduling conflicts.

Counselors work carefully with each student to choose the courses needed for graduation with the appropriate diploma, for postsecondary admission, for employment, and for courses requested by the NCAA for athletic eligibility at Division I colleges. Counselors also discuss students' past academic progress, their aptitudes, their interests, and their post-graduation plans so that course selection will help to ensure success and satisfy future goals. Placement into particular classes may be determined by consideration of current teachers' recommendations, grades, and, in some cases, diagnostic test results.

Students take their completed Registration Forms home, have their parent/guardian review them, and then return the signed sheets to their school counselor. If students wish to be registered for a class for which they are not recommended, a parent must arrange a conference with the teacher of the class and may be required to sign a contract. These requirements are in place to help encourage students to take courses in which they can be successful.

All classes, including CTE courses and programs, are offered regardless to race, color, national origin, sex, or disability.

POLICY FOR CHANGING REQUIRED SUBJECTS

A student may request a change in track or level in a particular required subject at any time during the first 5 days of school. He/she may be granted the change provided that the following criteria are met:

- The teacher of the dropped class agrees that the change should be made.
- The teacher of the class to be added approves and there is space available in the class.
- The counselor agrees the change should be made.
- The parent approves/requests the change.
- The school principal approves the change.
- The change is made without any adverse effect on the rest of the student's schedule.

At the end of the first semester, the student may request a track or level change, but all of the conditions and procedures listed above apply. The student may not request a change back to his originally scheduled level for that academic year.

POLICY FOR CHANGING ELECTIVES

A student may drop an elective subject that has been scheduled for the next school year and may enroll in another elective without penalty until July 5, 2018.

For example, if a student is scheduled for Tech Foundations for 2018-2019, he/she may drop that class in favor of Keyboarding by personally contacting his/her counselor and by completing a schedule change request form before Thursday, July 5, 2018. After July 5th, 2018 and before the sixth day of the first six weeks grading period a student may drop an elective and enroll in another elective under the following conditions:

- There is room in the new elective class for another student.
- The teacher of the dropped class agrees that the change should be made.
- The teacher of the class to be added approves.
- The counselor agrees the change should be made.
- The parent approves/requests the change.
- The school principal approves the change.
- The change is made without any adverse effect on the rest of the student's schedule.

On or after July 5th, 2018 and before the eleventh school day of the new term, the student may drop an elective without penalty; but, he/she may **NOT** enroll in another elective unless the elective he/she prefers is offered at the same period as the one he/she drops and there is room for him/her in the new class. Before a student may withdraw from a class, he/she must see his/her counselor to make sure that the loss of credit will not affect the requirements for graduation. Schedule changes made at this time must also be approved by the principal.

ATTENTION ATHLETES!!!!
Must Pass 3 out of 4 Courses

Student athletes are eligible for sports only if they have passed three courses during the previous semester and are currently enrolled in at least three new courses (new 18-19 with block scheduling). Repeat courses Do Not count in this total. If a student drops a class during a semester leaving fewer than three courses in his/her schedule, the athlete immediately becomes ineligible to participate in a sport that semester or the succeeding semester. Freshman students are eligible for the fall semester if they are promoted from the eighth grade. If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA-Eligibility Clearinghouse. Certification forms are available at <https://web3.ncaa.org/ecwr3/>

GRADUATION REQUIREMENTS

For students beginning with the ninth-grade class of 2013-2014 and through the ninth-grade class of 2017-2018

STANDARD, ADVANCED STUDIES, AND STANDARD DIPLOMA WITH ACCOMMODATIONS

The MODIFIED STANDARD DIPLOMA will no longer be an option for students who have an Individual Education Plan (IEP) beginning with students who entered the ninth grade in 2013-2014. The MODIFIED STANDARD DIPLOMA will be folded into the STANDARD DIPLOMA beginning with students who entered the ninth grade for the first time in the 2013-2014 school year. All students have the opportunity to earn a Standard or Advanced Studies Diploma. Credit accommodations may be provided for students with disabilities who are unable to meet the requirements for a Standard Diploma. Guidelines for credit accommodations have been issued by the Virginia Department of Education. Students with disabilities who entered the ninth grade for the first time in 2013-2014 also have the option to earn an APPLIED STUDIES DIPLOMA through 2017-2018.

STANDARD DIPLOMA

Discipline of Credit	Standard Credits Effective with the ninth graders of 2011-2012	Verified Units of Credit (SOL tests Passed)	SOL Tests
English – Grades 9, 10, 11, and 12	4	2	Grade 11 Writing Test and the Grade 11 Reading Test
Mathematics-At or above the level of Algebra and include two different courses from among Algebra I, Geometry, Algebra II or others above algebra & geometry	3	1	Algebra I, Geometry, Algebra II
Science-Must include 2 different disciplines from among earth science, biology, chemistry or physics (two years of Principles of Technology may be counted as a	3	1	Earth Science, Biology, Chemistry

physics credit)			
History-Social Science -Must include U.S. and VA History, U.S. and VA Government, and one of a variety of world history/geography options	3	1	World Geography, World History I, U.S. History
Physical Education and Health	2		
Foreign Language or Career & Technical Education	2		
Fine Art	1		
Economics and Personal Finance	1		
Elective-Two of the electives must be sequential	3		
Student Selected Tests		1	
Standard Units of Credits Required	22	6	

ADVANCED DIPLOMA

Discipline of Credit	Standard Credits Effective with the ninth grade class of 2011-2012	Verified Units of Credit (SOL Tests Passed)	SOL Tests
English – Grades 9, 10, 11, and 12	4	2	Grade 11 Writing Test and Grade 11 Reading Test
Mathematics -At or above the level of Algebra including three different courses from among Algebra I, geometry, Algebra II or above Algebra II	4	2	Algebra I, Geometry, Algebra II
Science -Must include 3 different disciplines from among earth sciences, biology, chemistry, or physics (two years of Principles of Technology may be counted as a physics credit)	4	2	Earth Science, Biology, Chemistry
History/Social Science -Must include U.S. and VA History, U.S.	4	2	World

and VA Government, and two of a variety of world history/geography options			Geography, World History I, U.S. History
Foreign Language -Must include three years of one language or two years of two languages	3		
Physical Education & Health	2		
Fine Art	1		
Economics and Personal Finance	1		
Electives	3		
Student Selected Tests		1	
Standard Units of Credit Required	26	9	

Notes

- The Standard and Advanced Studies Diplomas each contain a requirement for one standard unit of credit in Fine Arts or Career and Technical Education.
- Two of the student's electives must be sequential.
- Principles of Tech I & II must be completed to receive one Lab Science credit.
- The Economics and Personal Finance class becomes a requirement for all students beginning with the ninth grade class of 2011-2012.
- The 9th grade class of 2013-2014 will be required to successfully complete a virtual (online) class for graduation. The 9th grade class of 2013-2014 will be required to earn a board-approved Career & Technical credential for graduation.

For students beginning with the ninth-grade class of 2018-2019 and beyond

- Both the Standard Diploma and the Advanced Studies Diploma provide multiple paths toward college, career, and citizenship readiness for students to follow in the later years of high school. Each such pathway provides meaningful and rigorous opportunities tied to instruction to achieve workplace and citizenship skills through experiences such as internships, externships, credentialing, and blended learning, which may be offered for credit toward high school graduation.
- In accordance with the Profile of a Virginia Graduate, the instructional program leading to a Standard Diploma or Advanced Studies Diploma ensures that students (i) attain the knowledge, skills, competencies, and experiences necessary to be successful in the evolving global economy whether immediately entering the world of work or pursuing a postsecondary education and (ii) acquire and be able to demonstrate foundational skills in critical thinking, creative thinking, collaboration, communication, and citizenship.

Standard Diploma Credit Requirements

Discipline Area	Standard	Verified Units of Credit
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	Credits	(SOL Tests Passed)
English (reading and writing)	4	2
Mathematics	3	1
Laboratory Science	3	1
History and Social Science	3	1
Health and Physical Education	2	
World Language, Fine Arts or Career and Technical Education	2	
Economics and Personal Finance	1	
Electives	4	
Standard Units of Credit Required	22	5

Specifications

- Mathematics:** Courses completed to satisfy this requirement shall include at least two different course selections from among: algebra I, geometry, algebra functions, and data analysis, algebra II, or other mathematics courses approved by the board to satisfy this requirement. A computer science course credit earned by students may be considered a mathematics course credit.
- Laboratory Science:** Courses completed to satisfy this requirement shall include course selection from at least two different science disciplines: earth sciences, biology, chemistry, or physics. A computer science course credit earned by students may be considered a science course credit.
- History and Social Science:** Courses completed to satisfy this requirement shall include Virginia and U.S. history, Virginia and U.S. government, and one course in either world history or geography or both.
- Laboratory Science, and History and Social Science:** Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association, or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential, or license for either a laboratory science or history and social science verified credit when the certification, license, or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the board as an additional test to verify student achievement.

- World Language, Fine Arts or Career and Technical Education:** Credits earned for this requirement shall include one credit in fine or performing arts or career and technical education. A computer science course credit earned by students may be considered a career and technical course credit.
- Electives:** Courses to satisfy this requirement shall include at least two sequential electives.

Additional Graduation Requirements for Standard Diploma

- Advanced Placement or Honors Course or Career and Technical Education Credential:** Students shall either
 - Complete an Advanced Placement or Honors course, or
 - Earn a career and technical education credential approved by the board, except when a career and technical education credential in a particular subject area is not readily available or appropriate or does not adequately measure student competency, in which case the student shall receive satisfactory competency-based instruction in the subject area to satisfy the standard diploma requirements. The career and technical education credential, when required, could include the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness assessment.
- Virtual Course:** Students shall successfully complete one virtual course, which may be a non-credit bearing course or a required or elective credit-bearing course that is offered online.
- Training in emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED):** Students shall be trained in emergency first aid, CPR, and the use of AED, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation. Students with an IEP or 504 Plan that documents that they cannot successfully complete this training shall be granted a waiver from this graduation requirement.
- Demonstration of the five Cs:** Students shall acquire and demonstrate foundational skills in critical thinking, creative thinking, collaboration, communication, and citizenship in accordance with the Profile of a Virginia Graduate.

Advanced Studies Diploma Credit Requirements

Discipline Area	Standard	Verified Units of Credit (SOL)
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	Credits	Tests Passed)
English (reading and writing)	4	2
Mathematics	4	1
Laboratory Science	4	1
History and Social Science	4	1
World Language	3	
Health and Physical Education	2	
Fine Arts or Career and Technical Education	1	
Economics and Personal Finance	1	
Electives	3	
Standard Units of Credit Required	26	5

Specifications

- **Mathematics:** Courses completed to satisfy this requirement shall include at least three different course selections from among: algebra I, geometry, algebra II, or other mathematics courses above the level of algebra II. The board shall approve courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a mathematics course credit.
- **Laboratory Science:** Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics. The board shall approve additional courses to satisfy this requirement. Per the Standards of Quality, a computer science course credit earned by students may be considered a science course credit.
- **History and Social Science:** Courses completed to satisfy this requirement shall include Virginia and U.S. history, Virginia and U.S. government, and two courses in either world history or geography or both.
- **World Language:** Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.
- **Fine Arts or Career and Technical Education:** A computer science course credit earned by students may be considered a career and technical credit.
- **Electives:** Courses to satisfy this requirement shall include at least two sequential electives.

Additional Graduation Requirements for Advanced Studies Diploma

- **Advanced Placement or Honors Course or Career and Technical Education Credential:** Students shall either
 - Complete an Advanced Placement or Honors course, or
 - Earn a career and technical education credential approved by the board, except when a career and technical education credential in a particular subject area is not readily available or appropriate or does not adequately measure student competency, in which case the student shall receive satisfactory competency-based instruction in the subject area to satisfy the advanced studies diploma requirements. The career and technical education credential, when required, could include the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness assessment.
- **Virtual Course:** Students shall successfully complete one virtual course, which may be a non-credit bearing course or a required or elective credit-bearing course that is offered online.
- **Training in emergency first aid, cardiopulmonary resuscitation (CPR), and the use of automated external defibrillators (AED):** Students shall be trained in emergency first aid, CPR, and the use of AED, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation. Students with an IEP or 504 Plan that documents that they cannot successfully complete this training shall be granted a waiver from this graduation requirement.
- **Demonstration of the five Cs:** Students shall acquire and demonstrate foundational skills in critical thinking, creative thinking, collaboration, communication, and citizenship in accordance with the Profile of a Virginia Graduate.

DIPLOMA SEALS

Governor's Seal: Awarded to students who complete the requirements for an Advanced Studies Diploma with an average grade of B (3.0 GPA) or better and successfully complete college-level coursework that will earn the student at least nine transferable college credits in Advanced Placement (AP) or International Baccalaureate (IB) or dual enrollment courses.

Board of Education Seal: Awarded to students who complete the requirements for Standard Diploma or Advanced Studies Diploma with an average of A (4.0 GPA) beginning with the ninth-grade class of 2006-2007 and beyond.

Board of Education Career and Technical Education Seal: This seal will be awarded to students who:

- earn either a Standard or an Advanced Studies Diploma and complete a prescribed sequence of courses in a career and technical education concentration or specialization that they choose and maintain a “B” (3.0 GPA) or better average in those courses
- OR pass an examination or an occupational competency assessment in a career and technical education concentration or specialization that confers certification or occupational competency credential from a recognized industry, trade or professional association
- OR acquire a professional license in that career and technical education field from the Commonwealth of Virginia.

Board of Education’s Advanced Mathematics and Technology Seal:

Awarded to students who earn either a Standard or Advanced Studies Diploma and satisfy all of the mathematics requirements for the Advanced Studies Diploma (four units of credit including Algebra II; two verified units of credit) with a “B” (3.0 GPA) or better; and either

- Pass an examination in a career and technical education field that confers certification from a recognized industry, trade, or professional association,
- OR acquire a professional license in that career and technical field from the Commonwealth of Virginia,
- OR Pass an examination approved by the Board that confers college-level credit in a technology or computer science area.

Board of Education Diploma Seal for Excellence in Civics Education:

Awarded to students who meet each of the following four criteria:

- Satisfy the requirement to earn a Standard Diploma or an Advanced Studies Diploma
- Complete Virginia and United States History and Virginia and United States Government courses with a grade of “B” or higher
- Complete 50 hours of voluntary participation in community service or extracurricular activities, such as volunteering for a charitable or religious organization that provides services to the poor, sick, or less fortunate; participating in Boy Scouts, Girl Scouts, or similar youth organizations; participating in Junior Reserve Officer Training corps (JROTC); participating in political campaigns or government internships, or Boys State, Girls State or Model General Assembly; and participating in school-sponsored extracurricular activities that have a civics focus. Any student who enlists in the US military prior to graduation will be deemed to have met this community service requirement).
- Have good attendance with no disciplinary infractions as determined by the local school board policies.

SEAL OF BILITERACY

The Board of Education’s Seal of Biliteracy certifies attainment of a high level of proficiency by a graduating high school student in one or more languages in addition to English, and certifies that the graduate meets of the following criteria:

1. The Board of Education’s Seal of Biliteracy will be awarded to students who earn either a Board of Education-approved diploma and (i) pass all required End-of-Course Assessments in English reading and writing at the proficient or higher level; and (ii) be proficient at the intermediate-mid level or higher in one or more languages other than English, as demonstrated through an assessment from a list to be approved by the Superintendent of Public Instruction.
2. For purposes of this article, “foreign language” means a language other than English, and includes American Sign Language.

GRADE PLACEMENT

- Grade 8:** Student must be promoted from Grade 7
- Grade 9:** Student will be promoted from Grade 8 by passing three of the four core academic areas (English, Math, Science, and Social Studies) and pass at least (5) subjects. Non-elective subjects that were failed in Grade 8 must be repeated.
- Grade 10:** Students must have six (6) credits towards graduation
- Grade 11:** Students must have twelve (12) credits towards graduation
- Grade 12:** Students must have eighteen (18) credits toward graduation, including English 9 & 10 and be scheduled to graduate by August of 2019

Course Placement

Covington High School provides a comprehensive academic program to promote the achievement of every student. A key component of our program is ensuring that all secondary students are placed in courses that deliver an appropriate level of challenge. Covington High School will collect and analyze multiple pieces of student data in order to make course placement decisions, including grades, SOL test scores, performance on screening assessments, and teacher recommendations.

To address the needs of students who have struggled to meet SOL requirements, CHS provides needs-based, high school classes to prepare students for success.

CHS offers the following types of courses to provide additional instructional time for students to develop, understand, and apply the concepts and skills of a course, or to develop/strengthen skills and strategies so that they can be successful in high school classes:

1. A course may be split into a two-course sequence to provide additional instructional time for students to develop, understand, and apply the concepts and skills of the course. The complete curriculum is taught over the span of the two-course sequence, typically a 90-minute block each semester within the same school year. To earn the credit necessary to meet graduation requirements, students must successfully complete both parts of the two-course sequence.
2. A first semester elective course may be paired with a second semester course for students who need additional time and intervention strategies to develop/strengthen the necessary skills and strategies to be successful in the course and as they study the curriculum.
3. Students who are at risk of not passing an SOL EOC test, or who have already failed an SOL EOC test, may be assigned to a course that provides the necessary remediation to be successful.

PROPOSED TEST DATES FOR COLLEGE ENTRANCE TESTS	
TEST DATES FOR ACT – 2018-2019	TEST DATES FOR SAT 2018-2019
September 8, 2018	August 25, 2018
October 27, 2018	October 5, 2019
December 8, 2018	November 3, 2018
February 9, 2019	December 1, 2018
April 13, 2019	March 9, 2019
June 8, 2019	May 4, 2019
	June 1, 2019
The PSAT/NMSQT (for 10 th and 11 th grade students) will be at CHS on October 17, 2018	

Jackson River Governor's School for Science, Mathematics, and Technology

Background

The Jackson River Governor's School is a program for students who are highly motivated for success in the areas of mathematics and science. Located at

Dabney S. Lancaster Community College, students attend JRGS from 8:00 AM until 10:30 AM each day. While there, students take college courses in science and mathematics in a nurturing environment with a community of learners sharing the same goals and passion for excellence in education. Upon return to CHS students will attend class from 4th through 7th period. Covington City Public Schools provides bus transportation to and from DSLCC, so students are not permitted to drive.

ALL JRGS STUDENTS ARE REQUIRED TO RIDE A COVINGTON CITY SCHOOL BUS TO AND FROM DSLCC.

Admission

Students who are interested in attending the Jackson River Governor's School must complete an application for admission by the spring of 2018. Applications are reviewed by a committee from each participating school district. Finalists and alternates are selected and names are forwarded to the JRGS director, who then sends letters of acceptance in the spring of 2018. Students who fail to maintain a "C" or higher average in each of their courses at Jackson River Governor's School classes through the first semester will not be permitted to return to the Governor's School for the second semester.

Applicants should meet the following criteria:

1. Complete Algebra I in the eighth grade, Geometry in the ninth grade and Algebra II by the end of the tenth grade with an A as the final grade.
2. Complete Earth Science and Biology with a final grade of an A.
3. Exhibit above average performance in most subjects and superior performance in mathematics and science.
4. Show evidence of aptitude, potential, and strong interest in science and mathematics.
5. Exhibit evidence of intellectual curiosity, analytical thinking, and problem solving ability.
6. Have a sincere desire to attend JRGS
7. Must take the PSAT and score at least 52 on the Math section or take the SAT and score at least 520 on the Math section or take the ACT and score at least 21.
8. Each applicant must compose a typed two-page essay explaining why the courses selected in the Governor's School will benefit their future educational endeavors.

Selection criteria considered by the screening committee will also include:

1. Standardized test scores
2. Achievement in science and mathematics

3. Attendance consistency
4. Recommendations of teachers and counselors

Junior Year Courses

4330DL	Advanced Biology
4410DL	Advanced Chemistry
3192DL	Statistics
3175DL	Precalculus
4610DL	Introduction to Research

Senior Year Courses

4510DL	College Physics (or the junior year science course that the student did not take as a junior)
3177DL	Calculus
8490DL	Explorations in Engineering

SEE YOUR SCHOOL COUNSELOR FOR MORE INFORMATION OR CONTACT THE GOVERNOR'S SCHOOL DIRECTOR, MR. EDDIE GRAHAM AT 540-863-2872.

SPECIAL EDUCATION

Programs are provided for students in need of special services. More information regarding these programs may be obtained from a school counselor or a special education coordinator currently working with the student. Scheduling is done on an individual basis according to the needs of each student. Through the cooperation of the special education teacher and the regular classroom teacher, these students will be helped to achieve the goals of their regular classes. The instructional program in all special education classes is based on each student's individual educational program (IEP). Various diploma options are available for special education students and will be determined by the IEP team in cooperation with the student and his/her parents.

JACKSON RIVER TECHNICAL CENTER

The Jackson River Technical Center is a regionally funded and operated vocational training school. The center offers training in the fields of Auto Technology, Carpentry, Early Childhood Education, Culinary Arts, Welding, Cybersecurity, Computer Information Systems, Electricity, Health Assistant, and Marketing.

To earn a certificate from Jackson River Technical Center, a student must successfully complete all courses in a certificate program sequence with an overall grade average of not less than 77% and must have earned a grade of not less than 77% in the last course of the program sequence. The student must also have met graduation or completion requirements at the home school.

Students enrolled in JRTC will be transported by school bus to the center. An appropriate number of credits will be granted the student upon successful completion of all required work at JRTC.

Students who plan to attend JRTC should begin making plans with their counselor in the spring of their ninth grade year. Some JRTC programs have prerequisites that must be completed. Others are in great demand, and the better-prepared student will be given preference for a place in the class.

Early College Scholars

Students enrolled as Early College Scholars will have their tuition and AP exam fees paid by the Virginia Department of Education. Early College Scholars receive a certificate from the Governor recognizing their achievements.

Students become Early College Scholars by signing an Early College Scholar Agreement. To qualify, a student should meet the following criteria: have a B average or better, be on track for an Advanced Studies Diploma, be completing or have completed college level course work that will earn at least 15 transferable college credits. See your guidance counselor for an Early College Scholar agreement or go to <http://www.doe.virginia.gov/VDOE/senioryearplus/earlycollegescholars.shtml>.

Virtual Virginia Course Offerings

Virtual Virginia, a program of the Virginia Department of Education, is the Commonwealth's online course program; it provides Advanced Placement, world language, elective, and core classes to students across the state and nation. The courses utilize rich media, text, video segments, animation, audio clips, whiteboard demonstrations, and online discussions. Students do not have to take any of the classes in real time, so the courses may be scheduled at any point throughout the student's school day. Many Virtual Virginia classes require an Advanced Placement Exam at the conclusion of the course. Students must obtain permission from the CHS Administration and Guidance before they may enroll in a Virtual Virginia class. Students who are enrolled in these courses have 21 days from the first class to withdraw from the course. If a student drops after the 21st day of a Virtual Virginia class they must reimburse Covington City Public Schools a \$75.00 withdrawal fee and the cost of any required textbooks.

GRADING SYSTEM

Alpha Grade	Numerical Grade	Grade Points	(Governor's School & AP Courses)
A+	98-100	4.0	5.0
A	95-97	4.0	5.0
A-	93-94	3.7	4.7
B+	90-92	3.3	4.3
B	87-89	3.0	4.0
B-	85-86	2.7	3.7
C+	82-84	2.4	3.4
C	79-81	2.1	3.1
C-	77-78	1.8	2.8
D+	75-76	1.6	2.6
D	72-74	1.3	2.3
D-	70-71	1.0	2.0

F	0-69	No points given	No points given
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CLASS RANK

Class rank will be computed by the school at the end of grade 11. Seniors are ranked officially one time. At the end of the first semester of the senior year, the grade point average of all students is calculated and final ranking of the class is determined. The class valedictorian and salutatorian are decided at this time. The top standard student is decided at the end of the second semester. The final ranking is calculated only in diploma courses required by the State of Virginia. Students shall be ranked together regardless of the diploma pursued. A ranking is done at the end of the senior year for the purposes of providing colleges and employers with a GPA and ranking. Students attending Alternative School in the senior year will not be included in the final ranking.

The class ranking is determined by listing in numerical order from the highest to the lowest grade-point average of all students in the class. The overall GPA will be carried out to three decimal places. The students with the highest GPA becomes number 1, the second highest becomes number 2, etc. In the case of identical GPA's the students are given the same rank and the next highest GPA drops the corresponding number of places. For example:

1.	3.988	3.	3.944	5.	3.922
2.	3.950	3.	3.944		

In the above example, two students hold the rank of three and no student would be ranked four. Class rank will be considered part of a student's transcript.

A student's grade-point average is based on diploma credits earned in grades 9-12 and not on eighth grade foundation credits. When students below the ninth grade successfully complete 9th, 10th, 11th, and 12th grade subjects, credit shall be counted toward meeting the units required for graduation in grades 9-12. No grades are dropped.

The Valedictorian and Salutatorian shall be members of the senior class who have the highest GPA at the end of the first semester of the senior year and who will receive the **Advanced Studies Diploma** from the State of Virginia at graduation. In order to be eligible to be the Valedictorian or Salutatorian, a student must have attended Covington High School for at least the six semesters immediately preceding graduation.

The graduating senior, who at the end of the second semester has the highest GPA in the Standard Studies curriculum and who receives the Standard Studies Diploma from the State of Virginia, shall be named the Top Student of the Standard Studies curriculum at CHS. To be eligible for this honor, the student must have attended Covington High School for at least the six semesters immediately preceding graduation.

HONOR STUDENTS

Special recognition is given to selected seniors for high academic achievement. A student, who qualifies, receives recognition at graduation for that year. If a graduating senior's GPA is very close to the 3.55 GPA at the end of the first semester, he/she has the second or final semester to earn the required 3.55 GPA. Once the 3.55 GPA is earned at the

conclusion of the school year, the graduating senior will be recognized as an honor student at graduation at CHS.

Also, he/she must not have dropped a subject that he/she was failing. A student who drops a course that he/she was passing may qualify for the honor providing he/she meets all other criteria. The grade-point average is cumulative, determined by credit bearing subjects taken from grades 8-12.

To qualify for the honor, a student must have a final GPA of 3.55 or above for four and one half years of work to qualify as an honor student.

Certain juniors are recognized by being selected to serve as Junior Marshals for both graduation and baccalaureate. To qualify, a student must have a final GPA of 3.55 or above for three and one half years of work (all at Covington High School). Also he/she must not have dropped a subject that he/she was failing. A student who dropped a subject that he/she was passing may qualify for the honor providing he/she meets all other criteria.

HONOR ROLL AND ACHIEVEMENT AWARDS

To qualify for the A Honor Roll, a student must have an A in all subjects taken. A student must have a B or better in all subjects taken to be on the AB Honor Roll. To qualify for either the A or AB Honor Roll, a student must be enrolled and be taking at least three subjects per semester. Honor rolls are compiled and student names are released to the press at the end of each six weeks.

CRITERIA FOR COVINGTON SCHOLAR

All students who attain the AB Honor roll for the first five grading periods are Covington Scholars. The AB Honor roll consists of students who receive only A or B grades for a grading period. The first year, they receive an academic letter. For further years of eligibility, they receive a lamp medallion.

CRITERIA FOR DISTINGUISHED COVINGTON SCHOLAR

All students who attain the A Honor roll for the first five grading periods are Distinguished Covington Scholars. The A Honor Roll consists of students who receive only A grades for a grading period. They receive a pin the first year. For further years of eligibility, they receive a bar.

EFFECTIVE STUDY HABITS AND HOMEWORK

Both parents and students have a responsibility in developing effective study habits. Students must have the desire and initiative to work at their studies. Parents must provide structure in which their children may develop their talents to the fullest. Tutoring is available in all of the core subjects.

Each student will be given a Student Agenda that should be used to record homework and project assignments. The agendas will also be used as hall passes by students.

Covington City Public Schools Homework Policy - The homework policy was developed with input received from parents, teachers, and administrators. Homework was defined as a purposeful extension of classroom instruction under the guidance of a teacher. Homework assignments should provide meaningful learning experiences to meet the individual needs of each student. Desirable homework includes many activities such as

preparation, study, drill, practice, research, observation, composition, and reading. It should be evaluated properly with recognition being given for students' efforts. Homework should never be assigned for disciplinary reasons. A minimum of four hours of homework per week should be assigned in grade 8. In grades 9-12 homework should be assigned for a minimum of five hours per week.

Student Responsibilities – Accept homework as a part of the learning process. Complete the assignment. Strive for neatness and legibility. Getting make-up assignments is the responsibility of the student. Keep a written record of all assignments. Budget sufficient time for homework, with a definite place for study. Understand the assignment thoroughly and when in doubt, request clarification from the teacher.

Homework assignments will be collected through the guidance office only if students are absent for more than three consecutive days. If you are out of school from one to three days, we encourage you to use **Remind101** or contact a friend in your classes who can inform you about class work or who can possibly collect assignments for you. Requests for assignments must be called in to the guidance office no later than 8:30 a.m. on the day they are to be collected. If assignments are requested, then the expectation is that these assignments will be picked up at the designated time. Assignments are to be completed and returned to the classroom teacher in a reasonable amount of time.

GUIDANCE SERVICES

The Guidance Department assists students in planning programs of study, which enable them to reach their educational, career, and social goals. Each student is assigned to a counselor; all students will have at least one interview with his/her counselor each year for planning. However, a student may request permission to talk with a counselor at any time, and parents are encouraged to make appointments with the counselor about school related concerns.

Parents/guardians have the opportunity to opt a student out of the personal/social counseling component. It shall be the policy of Covington High School with respect to Personal/Social Counseling that parents will notify the school in writing if the student is not to participate in the Personal/Social Counseling Program.

School counselors work closely with the Talent Search Coordinator to provide a comprehensive, sequential approach to career/college exploration. At grade 10, students have an opportunity to job shadow with local businesses and industries. The CHS guidance counselors work together to provide students with interest inventories in classroom sessions in order to explore and validate career options. The Talent Search Coordinator and Senior Guidance Counselor schedule individual appointments with families to complete financial aid forms (FAFSA).

At grade 12, seniors participate in workshops on resume preparation, job application, interviewing techniques, and portfolio development. These skills prepare seniors for the mock-interview day in March.

Additional programs for students and parents include: Career Fair, College Night, choosing a College Seminar, Financial Aid Workshops, Regional College Fair, academic advising and testing information seminars. The College and Career Center in the Guidance Office

contains a variety of books and catalogs detailing specific colleges and vocational institutes. You will also find information on summer programs, scholarships, college applications, and college/career computer programs in the College and Career Center. Students and parents are encouraged to use the center to explore post-secondary options and to access information on careers, colleges, and college/career test preparation information.

THE CHS LIBRARY

Vision Statement-The Covington High School Library is a vital learning resource center seeking to serve the CHS community-at-large as a gateway to an expanding world of information. The library is committed to providing a welcoming and safe environment for all CHS students and faculty. As a resource center, our professional and dedicated staff offers helpful services and knowledgeable access to technology. As a school-based center, it provides educational and cultural opportunities in a collaborative relationship with faculty for the propagation of lifelong learning.

Mission Statement- The Covington High School Library seeks to enrich the lives of the CHS family by creating a foundation for lifelong learning within each student, empowering them with the ability to find and use information effectively- a keystone for lifelong learning. By seeking to implement literacy standards for student learning, representative of those found in the ALA's *Information Power*, the CHS library becomes an advocate of student learning, an integral link connecting students and teachers with the information resources they need and require. This mission is to be accomplished through a highly dedicated professional staff and the implementation of cutting edge technology within the library media center. The role of the librarian is to create an enjoyable, rewarding library experience for the members of the CHS community.

Core Values- Covington High School library's core values reflect an ongoing commitment to serve and enhance the needs of the CHS community in all its diversity by supporting its *Vision and Mission* and creating an environment that is accessible to all members of the school community. The CHS library staff strives to ensure intellectual freedom, protect the individual's right to privacy (within the confines of school policy), and provide a safe environment and organized collection for the pursuit of academic endeavors. It is through the professionalism of our library staff that we provide a high level of service to our CHS community, thus aiding their quest for information. All of the CHS library's activities and interactions are accomplished in order to ensure the common good, promote the idea of lifelong learning, and support and encourage social responsibility.

SUMMER SCHOOL

Summer School 2019 at Covington High School will be online. Students will have to opportunity to take one course per session offered. Students must have 70 seat hours to receive credit along with a passing grade. There will be a limited number of students allowed in summer school classes. Students must be present for all 70 hours of summer school. To be eligible for summer school, students must receive a 50 in the course. Not all courses will be offered during summer school.

PHYSICAL EDUCATION

All students must take and complete Health and Physical Education 8, 9, and 10. Students may be excused from physical activity when a written statement from a physician is on file. No student may be excused from health class.

P.E. Dress Code- Because of safety and hygienic reasons, the recommended gym attire shall consist of tennis shoes, athletic socks, shorts (must meet dress code), sweatpants, and t-shirt. Failure to dress in an appropriate manner will result in no participation for the class and a reduction in the daily grade.

Any student well enough to attend school shall be expected to dress out for each physical education class. Students are expected to have clean clothing as necessary for hygiene reasons. Members of athletic teams shall not be excused from dressing out the day of an athletic contest. If it is anticipated that the results of a visit to a doctor will result in restricted participation in physical education class, the student is responsible for having the doctor complete the physical education medical excuse form. These forms are provided at the beginning of the year to each student. Refusal to dress out appropriately/or participate in physical education class will result in a reduction of the grade.

CHAPTER 2 – GENERAL INFORMATION

HOMEROOMS

Students at CHS will be assigned homerooms for the opening days of school to take care of routine tasks such as filling out reports, collecting school fees, election of class officers, class meetings and special assemblies. After the first ten days of school, students will report directly to their first period class where attendance will be taken. Homeroom teachers will function as class sponsors.

LOCKERS

Each student is assigned a locker and lock annually upon payment of the locker fee of \$1.00 (see Student Fee Section at end of handbook). All personal items and books not in use are to be kept in the lockers. Students may use only the lockers assigned them. Lockers are a permanent part of the building; therefore, students are expected to keep them in good usable condition.

Students are reminded that lockers are school property and may be inspected at any time! Periodic inspection will be made by homeroom teachers and the administration to see that lockers are kept neat and orderly.

Also, periodic inspection will be conducted by the administration, federal, state, and local law enforcement agencies to see that lockers, as well as any other property in the building or on the grounds, contain no materials that violate school regulations, or federal, state, and local statutes.

Students should get materials for morning classes upon arrival at school and get materials for afternoon classes at the end of the third period. Going to lockers between classes is not an acceptable reason for tardiness to the next class.

CLASS DUES

Class dues of \$5.00 will be charged to students each school year. This fee is used for activities such as the Junior/Senior Prom (see Student Fee Section at the end of this document).

SUBSTITUTE TEACHERS

Covington High School is fortunate to have capable people to help when regular teachers are absent. Substitute teachers are important individuals who must be treated with courtesy and respect. **Substitute teachers have the same authority as regular teachers.**

SAFETY DRILLS

Fire Drill: Each school will hold a fire drill at least once every week during the first twenty school days of each session and more often if necessary. During the remainder of the school sessions, fire drills shall be held at least monthly. No fire drills will be conducted during periods of mandatory testing required by the Board of Education.

Lock-Down Drill: Each school will have at least three lock-down drills every school year. Two drill wills be completed during the first few weeks of each school year and one drill will be completed in January of each school year.

Tornado Drill: There will be at least one tornado drill every school year in every school.

VISITORS

Visitors are welcome at Covington High School provided that proper procedures are followed. **Visitors must** always report to the main office upon arrival and present a photo ID. Non-students who are not approved visitors will be asked to leave the building and grounds of Covington High School. Visitors must sign in on our visitor management system.

TEXTBOOKS

The Covington City Schools provide textbooks for all students in all courses without charge through the textbook system. However, students are fully responsible for the care of textbooks from the time they are issued to them. Students will be charged for all lost or damaged books.

LOST AND FOUND

Found articles should be taken to the main office. Students who have lost items may claim them there. Please check the office immediately if you have lost items.

ACCIDENTS

When an accident takes place on the school grounds, in class, at practice sessions, or at any school-sponsored school event, it must be reported immediately to the person in charge and to the office. The adult in charge has the additional responsibility of submitting a narrative report within twenty-four hours.

STUDENT INSURANCE

The Covington City School Board provides, at no cost to the parent/student, accident insurance to help cover costs of injuries occurring while at school or during athletics and other school activities.

STUDENT/ATHLETIC MEDICAL PROGRAM CLAIM INSTRUCTIONS

The following information outlines the benefits and exclusions of the student athletics/accident coverage **Covington City Public Schools** has obtained for its students. Please note that this coverage is secondary to any other coverage the family may have and will pay only eligible medical expenses not payable by other sources of coverage.

If accidental bodily injury occurs during a school related activity (including athletics) and requires treatment within 90 days from the original date of injury, we will pay the reasonable and customary expenses for necessary medical, dental or hospital treatment provided within one year from the date of injury up to the policy maximum amount for any one injury, which are not paid by other collectable insurance plans. The insured shall have free choice of a physician or hospital for treatment. If, however, an insured has other valid coverage through an insurance plan(s) and does not choose a physician or hospital through the other plan, we will pay benefits as if the other plan's guidelines had been followed.

**CLAIM INSTRUCTIONS: (claim form on the web site
www.covington.k12.va.us or call CHS @ 540-965-1410)**

In case of accident, notify school immediately.

1. Treatment must commence within 90 days from the date of injury.
2. Please be sure to notify **ALL** treatment facilities of this insurance coverage so that the invoices can be sent directly to Academic Benefit Trust for payment.
3. Send a completed claim form to Academic Benefit Trust within 90 days from the date of injury. Do not leave the claim form with the school.
4. Do not leave any blank spaces or write "N/A" in a space. If either parent is uninvolved, deceased, unemployed, self-employed or disabled, please state so. If you are employed but do not have insurance, please state so. Academic Benefit Trust will submit a questionnaire to your employer to verify there is no insurance coverage.
5. If your child is insured under Medicaid, please indicate this.
6. Please attach itemized bills to the claim form, or mail them as soon as possible. An itemized bill includes treatment rendered, the dates of the treatment, physician's or hospital's name, address, tax I.D. number and diagnosis code. Balance due bills are **not** acceptable.
7. If you have other insurance, your company will send you an Explanation of Benefits (EOB) which shows what they paid or denied. We need a copy of the EOB for each itemized bill submitted to us.
8. Or, your provider may forward the itemized bills to us along with the corresponding EOBs. Bills, EOBs and claim forms should be mailed to:

**Academic Benefit Trust
P. O. Box 382048
Birmingham, AL 35238-2048
FAX 205-313-9744**

If you need further assistance, contact Customer Service at 1-888-283-3515

9. Benefits are paid to the providers of service unless we receive paid receipts.

BENEFITS:

- Maximum Benefit - \$25,000
- Inpatient Room & Board - Usual and Customary (U&C) Semi

Private Room \$1,000 first day/\$700 each additional day

- Day Surgery – up to \$1,500
- Physicians Visits - \$50/day
- Physiotherapy - \$50/day up to \$500 max.
- Emergency Room – up to \$750
- X-Rays – up to \$500
- Laboratory – U&C
- Prescriptions – U&C
- Orthopedic Braces and Appliances – up to \$300
- Surgeon's Fees – U&C up to \$3,000
- Asst. Surgeon – 30% of amount paid for surgery
- Anesthetist – 30% of amount paid for surgery
- Ambulance – up to \$500
- Consultant – up to \$500
- Dental - \$600/tooth

EXCLUSIONS . . . THE POLICY DOES NOT COVER

1. Suicide or any attempt at suicide or intentionally inflicted self-inflicted injury or attempt at self-inflicted injury.
2. Sickness, disease or infections of any kind, except bacterial infections due to an accidental cut or wound, botulism or ptomaine poisoning.
3. The commission of or attempt to commit a felony.
4. An act of declared or undeclared war.
5. Full-time active duty in the armed forces, except the National Guard or organized reserve corps duty.
6. Aviation in any form except while the student is a passenger in licensed airplane provided by an incorporated passenger carrier on a regularly scheduled flight and route.
7. Any condition for which the student is entitled to benefits under any workers' compensation Act or similar law.
8. The use of or while under the influence of drugs or intoxicants unless administered as prescribed by a physician.

HEALTH SERVICES

A nurse is at Covington High School from 8:30 a.m. until 3:30 p.m. every day. Teachers may make referrals to the nurse for students in their classes or homeroom who are ill or have health related problems including the need for eye or ear examinations. Students may also request that their sight or hearing be checked. A clinic is located in the main office. A student that becomes ill during the school day should go to the office for assistance. Whenever possible, a student who is ill shall be allowed to remain in the clinic for one class period. Any student who has a chronic health problem should report that condition to the office so that he/she may be cared for properly should he/she have an attack or become ill at school.

The school board of the City of Covington hires the services of a qualified psychologist for all city schools. The psychologist is available to administer certain tests with a referral from school personnel or at the request of students or their parents. No personality or intelligence tests are ever administered without written parental permission.

ADMINISTERING MEDICINES TO STUDENTS File: JHCD

Medications Prescribed for Individual Students

Employees of Covington City School Board may give medication prescribed for individual students only pursuant to the written order of a physician, physician assistant, or nurse practitioner and with written permission from the student's parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

Nonprescription Medications

Employees of Covington City School Board may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

Self-Administration of Medication

Self-administration of any medication with the exception of asthma medication and auto-injectable epinephrine, as discussed below, is prohibited for students in grades kindergarten through eight.

Students in grades nine through twelve may be allowed to possess and self-administer non-prescription medicine when the following conditions are met:

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

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.

Self-Administration of Asthma Medications and Auto-Injectable Epinephrine

Students with a diagnosis of asthma or anaphylaxis, or both, are permitted to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. A student may possess and self-administer asthma medication, or auto-injectable epinephrine, or both, when the following conditions are met:

- Written parental consent that the student may self-administer inhaled asthma medications or auto-injectable epinephrine, or both, is on file with the school.
- Written notice from the student's health care provider is on file with the school, indicating the identity of the student, stating the diagnosis of asthma or anaphylaxis, or both, and approving self-administration of inhaled asthma medications or auto-injectable epinephrine, or both, that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication.
- An individualized health care plan is prepared, including emergency procedures for any life-threatening conditions.
- There is a consultation with the student's parent before any limitations or restrictions are imposed on a student's possession and self-administration of inhaled asthma medications and auto-injectable epinephrine, and before the permission to possess and self-administer inhaled asthma medications and auto-injectable epinephrine at any point during the school year is revoked.
- Self-administration of inhaled asthma medications and auto-injectable epinephrine is consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedure Manual, which are jointly issued by the Virginia Department of Education and the Virginia Department of Health.
- Information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer asthma medications or auto-injectable epinephrine, or both, will be effective for a period of 365 calendar days, and must be renewed annually. However, a student's right to possess and self-administer inhaled asthma medication or auto-injectable epinephrine, or both, may be limited or revoked after appropriate school personnel consult with the student's parents.

Epinephrine

Pursuant to an order or standing protocol issued by the prescriber within the course of his professional practice, any school nurse, School Board employee, employee of a local appropriating body or employee of a local health department, who is authorized by a prescriber and trained in the administration of epinephrine may possess epinephrine and may administer it to any student believed to be having an anaphylactic reaction.

Anaphylaxis Policy (Severe Allergic Reaction)

It is the policy of Covington City Public Schools to provide at least two (2) doses of auto-injectable epinephrine (hereinafter called 'unassigned or stock epinephrine') in each school, to be administered by a school nurse or employee of the school board who is authorized and trained in the administration of epinephrine to any student believed to be having an anaphylactic reaction on school premises, during the academic day. The Code of Virginia (§8.01-225) provides civil protection for employees of a school board who are appropriately trained to administer epinephrine.

Policy Limitations

Parents of students with known life threatening allergies and/or anaphylaxis should provide the school with written instructions from the students' health care provider for handling anaphylaxis and all necessary medications for implementing the student specific order on an annual basis. This anaphylaxis policy is not intended to replace student specific orders or parent provided individual medications. This policy does not extend to activities off school grounds (including transportation to and from school, field trips, etc.) or outside of the academic day (sporting events, extra-curricular activities, etc.).

Overview

Anaphylaxis is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can occur up to one to two hours after exposure to the allergen.

Symptoms of Anaphylaxis

- Shortness of breath or tightness of chest; difficulty in or absence of breathing
- Sneezing, wheezing or coughing
- Difficulty swallowing
- Swelling of lips, eyes, face, tongue, throat or elsewhere
- Low blood pressure, dizziness and/or fainting
- Heart beat complaints: rapid or decreased
- Blueness around lips, inside lips, eyelids
- Sweating and anxiety
- Itching, with or without hives; raised red rash in any area of the body
- Skin flushing or color becomes pale
- Hoarseness
- Sense of impending disaster or approaching death
- Loss of bowel or bladder control
- Nausea, abdominal pain, vomiting and diarrhea
- Burning sensation, especially face or chest
- Loss of consciousness

Although anaphylactic reactions typically result in multiple symptoms, reactions may vary. A single symptom may indicate anaphylaxis. Epinephrine should be administered promptly at the first sign of anaphylaxis. It is safer to administer epinephrine than to delay treatment for anaphylaxis.

Training

Building level administration shall be responsible for identifying at least two employees, in addition to the school nurse (RN or LPN), to be trained in the administration of epinephrine by auto-injector. Only trained personnel should administer epinephrine to a student believed to be having an anaphylactic reaction. Training shall be conducted in accordance

with the most current edition of the Virginia Department of Education's Manual for Training Public School Employees in the Administration of Medication. Training shall be conducted annually or more often as needed.

Standing Orders

Standing orders are written to cover multiple people as opposed to individual-specific orders, which are written for one person. Covington City Public Schools shall designate an authorized medical provider (MD, DO, PA, or NP with prescriptive authority) to prescribe non-student specific epinephrine for the school division, to be administered to any student believed to be having an anaphylactic reaction on school grounds, during the academic day. Standing orders must be renewed annually and with any change in prescriber.

Responding to Anaphylaxis

If student-specific orders are on file, they should be followed for students with known life threatening allergies and/or anaphylaxis.

For suspected anaphylaxis without specific orders:

1. Based on symptoms, determine that an anaphylactic reaction is occurring.
2. Act quickly. It is safer to give epinephrine than to delay treatment.
This is a life and death decision.
3. Determine the proper dose and administer epinephrine. Note the time.
4. Direct someone to call 911 and request medical assistance. Advise the 911 operator that anaphylaxis is suspected and that epinephrine has been given.
5. Stay with the person until emergency medical services (EMS) arrives.
6. Monitor their airway and breathing.
7. Reassure and calm person as needed.
8. Call School Nurse/Front Office school personnel and advise of situation.
9. Direct someone to call parent/guardian
10. If symptoms continue and EMS is not on the scene, administer a second dose of epinephrine 5 to 15 minutes after the initial injection. Note the time.
11. Administer CPR if needed.
12. EMS to transport individual to the emergency room. Document individual's name, date, and time the epinephrine was administered on the used epinephrine auto-injector and give to EMS to accompany individual to the emergency room.
13. Even if symptoms subside, 911 must still respond and individual must be evaluated by a physician. A delayed or secondary reaction may occur.
14. Document the incident and complete the incident report.
15. Replace epinephrine stock medication as appropriate.

Post Event Actions

- Once epinephrine is administered, local Emergency Medical Services (911) shall be activated and the student transported to the emergency room for follow up care. In some reactions, the symptoms go away, only to return one to three hours later. This is called a "biphasic reaction." Often these second-phase

symptoms occur in the respiratory tract and may be more severe than the first-phase symptoms. Therefore, follow up care with a health care provider is necessary. The student will not be allowed to remain at school or return to school on the day epinephrine is administered.

- Document the event
- Complete incident report
- Replace epinephrine stock medication immediately

Storage, Access and Maintenance

Epinephrine should be stored in a safe, unlocked and accessible location, in a dark place at room temperature (between 59-86 degrees F). Epinephrine should not be maintained in a locked cabinet or behind locked doors. Staff should be made aware of the storage location in each school. It should be protected from exposure to heat, cold or freezing temperatures. Exposure to sunlight will hasten deterioration of epinephrine more rapidly than exposure to room temperatures. The expiration date of epinephrine solutions should be periodically checked; the drug should be replaced if it is approaching the expiration date. The contents should periodically be inspected through the clear window of the auto-injector. The solution should be clear; if it is discolored or contains solid particles, replace the unit.

Each school should maintain documentation that stock epinephrine has been checked on a monthly basis to ensure proper storage, expiration date, and medication stability.

Expired auto-injectors will be replaced as used. Expired auto-injectors or those with discolored solution or solid particles should not be used. Discard them in a sharps container.

Regulation

The superintendent shall develop a regulation for administration of medicines to students. The regulation shall include provisions for the handling, storage, monitoring, documentation and disposal of medication.

- Adopted: August 20, 2007
- Revised: June 13, 2011
- Revised: June 11, 2012
- Revised: September 10, 2012
- Revised: June 10, 2013

Legal Ref.: Code of Virginia, as amended, §§ 22.1-78, 22.1-274.2, 54.1-2952.2, 54.1-2957.02, 54.1-3408.

Cross Ref.: EBBA First Aid/CPR Certified Personnel

	JFC-R	Standards of Student Conduct
	JHCE	Recommendation of Medication by School
Personnel	JO	Student Records

PROCEDURE FOR HEARING COMPLAINTS AND GRIEVANCES

Complaints or grievances regarding school policies or decisions of any staff member should be lodged with the principal. If the complaining or aggrieved party is not satisfied with the explained reason given at that level, then he/she may appeal to the superintendent.

CHAPTER 3 – STUDENT ACTIVITIES

SCHOOL CLUBS AND ORGANIZATIONS

Clubs and other activities are organized at Covington High School to further student participation in various fields of interest and service. Each school organization must have a faculty sponsor. The advisor or his designee must be present at all meetings and club-sponsored activities and may not leave the meetings or activities until all students have departed. No organization, teacher, or student may sponsor any money project without the permission of the principal. All proceeds from such projects, as well as any other funds, must be deposited with the treasurer of Covington High School, who will issue a receipt for each deposit. Funds may be withdrawn by filing a requisition form. The club sponsor must sign this form.

REGULATIONS FOR PARTICIPATING IN CLUBS AND OTHER EXTRA-CURRICULAR ACTIVITIES

Activities may consist of membership in clubs, participation in sports, band, Madrigals, forensic events, Student Council, or yearbook member. A student must have a 1.8 GPA to be elected to and hold any office.

Clubs and Organizations Recognized at CHS

SCA	FBLA	MGA	TSA
FCCLA	Academic Team	Chess Club	Book Club
Puff & Patches	Beta Club	Spanish Club	Science Club
TADA	Photography Staff	FCA	Students for Christ
Art Club	Adventure Club	Chess Club	Rachel's Club

SCHOOL SPONSORED SOCIAL ACTIVITIES

Covington High School dances are open to all CHS students who are in good standing. All guests must be approved by the principal prior to the event. Elementary and middle school students may not attend CHS dances. Guests are subject to the same regulations as students of CHS. Students are held responsible for the conduct of their guests. The administration reserves the right to deny admission to anyone who is not in good standing with the school. Any student in alternative placement (to include RAP, TAP, Rivermont as well as others) will also be allowed to attend as long as he/she is in good standing. These general rules apply to dances:

- ❖ Times will be determined by school administration.

- ❖ Any student or guest who leaves a dance for whatever reason may not return.
- ❖ All students must have entered a dance within one hour of the starting time. The only exception is the After-Prom---students must enter by 1:30 a.m.
- ❖ Students and guests attending the Junior-Senior Prom must be in a junior or senior homeroom or above. **The student is hereby warned that if any information provided by the student or the guest on the guest permit application for the Junior-Senior Prom is incorrect, inaccurate, misleading, or falsely given, the guest permit is declared invalid.**
- ❖ Guests attending the Junior-Senior Prom must provide photo identification before being allowed entrance to the dance. Guest age limit for the prom is **less than 21 years of age**.
- ❖ Students must be in good standing at CHS to be allowed to participate in any and all dances.
- ❖ A specific area of the building will be designated for use for each social activity. All other areas of the building are off limits.
- ❖ Only one entrance door will be designated for any activity. No one will be allowed to loiter outside that entrance.
- ❖ Decorating for any dance may not begin before 3 p.m. on the Thursday before the dance. All gym decorations must be approved by the Athletic Director.

SCHOOL SPIRIT

School spirit may be divided into these categories:

Courtesy toward teachers, fellow students, and the officials at school activities.

Pride in everything the school endeavors to accomplish or has accomplished.

Sportsmanship in the ability to win or lose gracefully.

ASSEMBLIES

Assemblies are held at various times throughout the year at the discretion of the administration.

RULES OF CONDUCT FOR ASSEMBLIES

All students are expected to enter and leave the auditorium in a quiet, orderly manner. Talking is to be kept to a minimum and always at low tone. "Booing" is not permitted at anytime during an assembly. When the **Alma Mater** is played, everyone is to stand and be very quiet. Textbooks are to be left in homeroom or classrooms. Courtesy is to be given to all performers or speakers. Those students who fail to demonstrate mature behavior in assemblies may lose their privilege to attend assemblies or pep rallies for the year. NO food or drink will be allowed in the auditorium

ATHLETICS

All rules and regulations of the Virginia High School League must be met. A physical examination is required before participation on any athletic team. Additionally, students and parents must be aware of the concussion information and must supply appropriate paperwork before participating. Students must be covered by insurance with a family accident policy or through the Virginia School Board Association accident policy. Students should bear in mind that the school considers participation in all extra-curricular activities as a privilege, which can be revoked, whether the activity be sports or any of the school clubs and organizations.

STUDENT COUNCIL ASSOCIATION (SCA)

All members of the student body at CHS are members of the Student Council Association. Each student may vote for homeroom representatives and officers that are elected annually. To be eligible for representative or officer, the student must be in good standing. The SCA promotes school spirit, the welfare of each student, and the welfare of the student body as a whole through student participation in the governance of Covington High School. SCA officers are expected to serve as positive role models for all CHS students.

CHAPTER 4- DISCIPLINE AND STUDENT CONDUCT

GENERAL STATEMENT

It is the responsibility of the principal to maintain good order and discipline in the school. Emphasis is placed upon helping students develop self-discipline, responsibility, respect, and a desire to do the right thing at all times.

All school staff, parents, and students will be utilized in encouraging students to develop self-discipline. Hopefully, most students will want to do that which is desirable in a school environment and will conduct themselves in an acceptable manner. Students who do **NOT** conduct themselves in an acceptable manner must accept the consequences.

RULES FOR STUDENT BEHAVIOR

There are four basic rules for student behavior:

1. **Students are expected to treat each other with mutual respect and are expected to treat ALL school staff members and guests with respect. Some examples of violations of this rule would include the following:**
 - ❖ Student repeatedly intimidating, harassing, or verbally abusing other student(s) or taking another's property under duress or threats, by stealing or by any other fraudulent means.
 - ❖ Students verbally abusing, showing disrespect, using profanity that is directed toward a staff member.
2. **Students are expected to follow all directions from all staff members and are to follow all policies and regulations. Staff members would include administrators, teachers, substitute teachers, maintenance, custodians, etc.** Some examples of violations of this rule would include the following:
 - ❖ Plagiarism,
 - ❖ Cheating on assignments,
 - ❖ Continually not turning in homework,
 - ❖ Refusing to obey a school official or staff members,
 - ❖ Failing to stay after school for a teacher or the administration,
 - ❖ Failing to leave school grounds by 3:30 p.m. if not participating in school supervised activity,
 - ❖ Not attending all assigned classes,
 - ❖ Not attending classes on time and bringing all necessary assigned materials, and completing homework assignments,
 - ❖ Leaving school grounds without permission and not following regular checkout procedures,
 - ❖ Not reporting to the cafeteria before school when they come on school grounds.

3. Students shall refrain from any behavior that is of a disruptive nature to class, to a school activity, or disruptive to the school environment.

Some examples of violations of the rule would be the following:

- ❖ Excessive noise,
- ❖ Disturbance in class,
- ❖ Disturbance in a school assembly or a school activity,
- ❖ Students dressing in a manner that distracts other students and interferes with order and instruction-*refer to dress code*,
- ❖ Students using electronic devices during school hours.
- ❖ No smart/cell phone use to produce pictures or video of students, faculty or staff

4. Students shall refrain from any behavior that endangers or affects the health, safety and welfare of Covington High School that included the people, its programs, its buildings and grounds. Examples of this rule would include the following:

- ❖ Physically assaulting a staff member,
- ❖ Possessing a weapon such as a knife, a gun, or explosive, or any other dangerous articles on school property,
- ❖ Fighting or engaging in violent behavior that is disruptive and dangerous
- ❖ Driving and parking in a careless, dangerous manner,
- ❖ Bringing articles to school that are hazardous to the safety of others or interferes in any way with school procedures.
- ❖ Using illicit drugs
- ❖ Using tobacco products on school premises, a school activity or function
- ❖ Committing immoral conduct such as stealing, cheating, lying, forgery, profanity, obscene acts or gestures, and possession of obscene, indecent pictures or literature. This also includes gambling in any form,
- ❖ Using the restroom as a place of loafing, playing, smoking, or fighting,
- ❖ Displaying affection in public,
- ❖ Destroying school property
- ❖ Littering the school, school grounds, the cafeteria and not returning cafeteria trays.

These four basic rules and their examples cited above are intended only as guidelines. There are other behaviors which will result in disciplinary action. Any act of misbehavior deemed inappropriate by the faculty and administration based on common sense and traditional standards will not be tolerated. Students should also fully understand that any adult in the building has the authority to correct misconduct at any time. Students who are unable to function by school rules and continually commit offenses without attempting to correct them and when previous methods have not brought forth any improvement, will be brought before the superintendent and as a last resort to the school board which may result in expulsion.

Cougar PRIDE (privilege, respect, integrity, determination, excellence) is the school-wide positive behavior program that focuses on creating a Safe and Orderly Environment which is a key component of the Seven Correlates of Effective Schools.

POSSIBLE REWARDS

- Drawings for a variety of prizes
- Purchase items at the school store with "Cougar Bucks"

The consequences for inappropriate behavior are as follows:

**Covington High School 2018- 2019
Discipline Chart**

<u>Infraction</u>	<u>Definition</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Bus Misconduct	Violation of CCPS Bus Rules	1 day ASD and/or 1-10 Days Bus Suspension. May result in loss of privilege to ride bus.	2 days ASD and/or 1-10 Days Bus Suspension. May result in loss of privilege to ride bus.	1-10 Days Bus Suspension. May result in loss of privilege to ride bus.
Bomb Threats or Bomb Facsimile, Possession, False Fire Alarm, Major Threat	Bomb threats or false information concerning the placement of explosives or destructive substances. Weapon threats toward students or school	10 Days OSS, Recommendation of Expulsion, Refer for criminal charges	10 Days OSS, Recommendation of Expulsion, Refer for criminal charges	10 Days OSS, Recommendation of Expulsion, Refer for criminal charges.
Cell Phones, Other Electronic Devices such as MP3 players, PSP players, Laser pointers, etc.	Unauthorized display and/or use on school property. Personal electronic devices can be used before school, during the student's lunch period in the cafeteria or in between classes, after school, and at the teacher discretion.	Confiscation - pick up at the end of day from the office by parent/guardian. 1 day ASD.	Confiscation - Pick up from the office by parent/guardian. 1 day ISS.	Confiscation - Pick up from the office by parent/guardian. 1 days OSS.
Cheating on homework, class work including quizzes	Copying another's work or answers, giving or receiving unauthorized information	1 Day ISS. Parent/Guardian Notification. "0" on assignment.	2 Day ISS Parent/Guardian Notification. "0" on assignment.	1 Day OSS. Parent/Guardian Notification. "0" on assignment.
Cheating on test, paper, or project	Copying another's work or test answers, cheat sheets, giving or receiving information during a test, plagiarism, copyright violation	1 Days OSS. Parent/Guardian notification. "0" on assignment	3 Days OSS. Parent/Guardian notification. "0" on assignment	5 Days OSS. Parent/Guardian notification. "0" on assignment
Disrespect/Insubordination/Defiance to teacher, administrator, or other school employee	Refusal to carry out a request by any staff member. Failure to report to	3 Days OSS. Parent/Guardian notification.	5 Days OSS. Parent/Guardian notification.	10 Days OSS. Parent/Guardian notification.

	administrator upon referral from teacher, lying to teacher or administrator.			
Disruptive Behavior and Minor Misconduct	Running, shouting, other minor misconduct.	1 Block ISS. Parent/Guardian Notification	1 Day ISS. Parent/Guardian Notification	3 Day ISS Parent/Guardian Notification
Dress Code Violation	Failure to adhere to Dress Code Policy.	Request change of clothing. Parent/Guardian notification. And/or 1 ASD.	Request change of clothing. Parent/Guardian notification. And/or 1 day ISS.	Request change of clothing. Parent/Guardian notification. And/or 1 Day OSS
Drugs in School: alcohol, controlled substance, imitation controlled substance or marijuana or drug paraphernalia	Violation of CCPS Policy JFCF	10 Days OSS, Recommendation of Expulsion, Refer for criminal charges	10 Days OSS, Recommendation of Expulsion, Refer for criminal charges	10 Days OSS, Recommendation of Expulsion, Refer for criminal charges
Failure to attend an assigned ASD	Not reporting to an assigned ASD.	1 day ISS and reassignment of ASD	2 day ISS and reassignment of ASD	1 day OSS and reassignment of ASD
Fireworks, stink bombs, lighters, etc.	Possession or use of fireworks, facsimiles, etc.	3 Days OSS. Parent/Guardian notification.	5 Days OSS. Parent/Guardian notification.	10 Days OSS. Parent/Guardian notification.
Forgery	Signing notes or use of forged or altered documents.	3 Days OSS. Parent/Guardian notification. 10 days OSS if injury occurs as a result.	5 Days OSS. Parent/Guardian notification. 10 days OSS if injury occurs as a result.	10 Days OSS. Parent/Guardian notification.
General Misconduct	Examples include but are not limited to: failure to work in class, sleeping in class, gambling, spreading rumors, horseplay, minor insubordination, throwing items, use of zip ties, other non-school items,	1 Day ASD. Parent/Guardian Notification	1 Day ISS Parent/Guardian notification	2 ISS. Parent/Guardian notification.
Hitting someone with an object such as snowball, water balloon, rocks, food, etc.	Striking another person, intentionally or unintentionally with an object.	3 Days OSS. Parent/Guardian notification. 10 days OSS if injury occurs as a	5 Days OSS. Parent/Guardian notification. 10 days OSS if injury occurs as a result.	10 Days OSS. Parent/Guardian notification.

		result		
Incorrigible Behavior	Continued violation of the CCPS Student Code of Conduct	3 Days OSS. Parent/Guardian notification.	5 Days OSS. Parent/Guardian notification.	10 Days OSS. Parent/Guardian notification.
Lewd Behavior	Any behavior deemed to be inappropriate or offensive.	3 Days OSS. Parent/Guardian notification.	5 Days OSS. Parent/Guardian notification.	10 Days OSS. Parent/Guardian notification.
Medication Policy Violation	Carrying in one's possession non-prescription medication, prescription medication for self	1 Day ASD. Parent/Guardian Notification	1 Day ISS Parent/Guardian Notification.	3-5 Days OSS. Parent/Guardian notification.
Out of Bounds	Being in an area without permission or an area that is off-limits.	1 Day OSS. Parent/Guardian Notification	1 Day OSS. Parent/Guardian Notification.	3-5 Days OSS. Parent/Guardian notification.
Infraction	<u>Definition</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Public Displays of Affection	Any display of affection other than hand-holding.	1 Day ASD. Parent/Guardian Notification	2 days ASD. Parent Notification.	1 Day ISS Parent/Guardian Notification
Profanity and/or obscenity (Indirect Use)	Use of inappropriate language and/or material.	1 Day ASD. Parent/Guardian Notification	1 Day ISS Parent/Guardian Notification.	3-5 Days OSS. Parent/Guardian notification.
Profanity and/or obscenity (Directed Use)	Use of inappropriate language, obscene gestures, and/or material directed toward another person.	3 Days OSS. Parent/Guardian notification.	5 Days OSS. Parent/Guardian notification.	10 Days OSS. Parent/Guardian notification.
Sexual/Racial Harassment	Unwanted and/or unwelcome behavior as defined by CCPS Policy JFHA	As determined by Compliance Officer. Responses may range from mediation and/or counseling to recommendation of expulsion with referral for criminal charges.	As determined by Compliance Officer. Responses may range from mediation and/or counseling to recommendation of expulsion with referral for criminal charges.	As determined by Compliance Officer. Responses may range from mediation and/or counseling to recommendation of expulsion with referral for criminal charges.
Skipping Class	Not reporting to class, leaving class without	1 Day ASD. Parent/Guardian	1 Day ISS Parent/Guardian notification	1 Days OSS Parent/Guardian notification.

	permission, not returning to class from lunch, clubs, etc.	Notification		
Skipping School	Failure to report to school, failure to immediately leave school grounds upon checking out, or leaving school property without permission	1 Day OSS. Parent/Guardian notification	2 Days OSS Parent/Guardian notification	3-5 days OSS. Parent/Guardian notification.
Tardies	Student is not in the classroom when the bell rings.	Tardies 5-6 Silent Lunch. Implementation of CCPS Policy JED and JED-R	Tardies 7-9 ASD Parent/Guardian notification. Implementation of CCPS Policy JED and JED-R	Tardies 10+ ISS, Parent/Guardian notification. Implementation of ACPS Policy JED and JED-R
Technology Violation	Inappropriate conduct and misuse of computer technology as described in CCPS Policy IIBEA and Regulation IIBEA-R.	1 Day ISS. Parent/Guardian Notification. Temporary loss of privileges.	1 Day OSS. Parent/Guardian Notification. Extended loss of privileges.	1-3 Days OSS. Parent/Guardian Notification. Extended loss of privileges.
Theft	Stealing property belonging to another person or school.	3 Days OSS. Parent/Guardian notification.	5 Days OSS. Parent/Guardian notification.	10 Days OSS. Parent/Guardian notification.
Tobacco	The use and/or possession of tobacco products in and on school property is prohibited as described by CCPS Policy JFCH.	3 days OSS. Parent/Guardian Notification. Refer for criminal charges.	5 Days OSS. Parent/Guardian Notification. Refer for criminal charges.	10 Days OSS. Parent/Guardian Notification. Refer for criminal charges.
Vandalism	The willful destruction or defacement of school property.	1-3 Days OSS. Parent/Guardian Notification. Restitution as necessary. Refer for criminal charges.	3-5 Days OSS. Parent/Guardian Notification. Restitution as necessary. Refer for criminal charges.	5-10 Days OSS. Parent/Guardian Notification. Restitution as necessary. Refer for criminal charges.
Verbal Confrontation	Verbal confrontation without the use of profanity.	1 Day ISS Parent/Guardian Notification	1 Days OSS. Parent/Guardian Notification	3-5 Days OSS. Parent/Guardian Notification
Violence: Fighting, Stalking	Participating in, instigating, or	5-10 Days OSS. Refer	10 Days OSS. Refer for	10 Days OSS. Recommendation

	aiding in a fight.	for criminal charges. Parent/Guardian Notification.	criminal charges. Parent/Guardian Notification.	n of Suspension for the year. Refer for criminal charges. Parent/Guardian Notification.
Violence: Fighting, Failure to cease upon employee direction and/or injury to an employee.	Participating in, instigating, or aiding in a fight. Failure to cease upon employee direction and/or injury to an employee.	10 Days OSS. Recommendation of expulsion. Refer for criminal charges. Parent/Guardian Notification.	10 Days OSS. Recommendation of expulsion. Refer for criminal charges. Parent/Guardian Notification.	10 Days OSS. Recommendation of Suspension for the year. Refer for criminal charges. Parent/Guardian Notification.
Violence: Physical Abuse or Attack	Physically assaulting or abusing any person on school grounds or in conjunction with a school activity.	10 Days OSS. Refer for criminal charges. Parent/Guardian Notification.	10 Days OSS. Recommendation of expulsion. Refer for criminal charges. Parent/Guardian Notification.	10 Days OSS. Recommendation of expulsion. Refer for criminal charges. Parent/Guardian Notification.
Violence: Verbal/Electronic Abuse and/or Threat, Bullying, Hazing, Cyber bullying, etc.	Threatening, insulting, or in any other manner verbally abusing another person	3-5 Days OSS. Refer for criminal charges. Parent/Guardian Notification.	5-10 Days OSS. Refer for criminal charges. Parent/Guardian Notification.	10 Days OSS. Recommendation of Suspension for the year. Refer for criminal charges. Parent/Guardian Notification.
Violence: Premeditated Violent Physical Attack; Threatening a school employee	Premeditated violently attacking any student or staff member in a violent manner	10 Days OSS, Recommendation of Expulsion, Refer for criminal charges	10 Days OSS, Recommendation of Expulsion, Refer for criminal charges	10 Days OSS, Recommendation of Expulsion, Refer for criminal charges
Weapons in School	Violation of CCPS Policy JFCD	Category A: 10 Days OSS, Recommendation of Expulsion, Refer for criminal charges Category B: Disciplinary action up to and including a recommendation for expulsion	Category A: 10 Days OSS, Recommendation of Expulsion, Refer for criminal charges. Category B: Disciplinary action up to and including a recommendation for expulsion and refer for criminal	Category A: 10 Days OSS, Recommendation of Expulsion, Refer for criminal charges. Category B: Disciplinary action up to and including a recommendation for expulsion and refer for criminal charges.

		and refer for criminal charges.	charges.	
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Administration may take disciplinary action for other good and just cause to preserve academic integrity and school safety. Alternative disciplinary methods (restorative practices / community service, etc.) may utilized if deemed appropriate by administration.

ADMINISTRATION OF DISCIPLINE

Discipline for violations of the above listed rules may range from a conference with a warning to out-of-school suspension or expulsion. The type of punishment will be determined by school authorities and will reflect the circumstances of the offense committed.

In criminal offenses the administration in concurrence with the School Resource Officer and or probation authorities will make the decision whether a student will be charged for violations prescribed in state statutes.

DETENTION

The intent of Detention Hall is to provide a consequence(s) short of suspension from school and the undesirable consequences of a suspension. We hope that the Detention Hall experience will provide the necessary deterrent sufficient to prevent additional acts of misbehavior and/or violations of policies.

A student who attends Detention Hall is encouraged to use the time to read for educational purposes. Detention Hall is a deprivation of the student's personal time, but the time is not to be wasted with idleness.

For Detention, the student will:

- ❖ Report to the designated classroom no later than 3:20 pm, dismissal at 4:10 pm;
- ❖ Bring sufficient books and materials to work on and study during the time of detention;
- ❖ Cooperate with the Detention Hall teacher;
- ❖ Abstain from talking to other students while in the room;
- ❖ Abstain from communicating verbally or physically with another student;
- ❖ Refrain from producing any unnecessary sounds such as whistling, humming, excessive volume in clearing one's throat, etc.;
- ❖ Sit upright in his desk, face the front of the room, not lay his/her head on the desk and stay alert;
- ❖ Avoid participating in games, such as playing solitaire with cards, flipping a paper football, etc.;
- ❖ Abstain from using electronic devices;

WARNING: Strict adherence to the guidelines for conduct in Detention Hall is demanded. A student whose conduct in Detention is unsatisfactory or who violates one or more of these guidelines may be suspended. The student's parents or guardians will be informed of the student's misbehavior.

ALTERNATIVE INSTRUCTIONAL PROGRAM (AIP/ISS)

- ❖ Upon arrival at school the student will report to the Alternative Instructional Program teacher.

- ❖ The student must not sleep or rest while assigned to the program
- ❖ Students will not be allowed to have snacks, soda, or gum while he/she is in the Alternative Instructional Program. Students will get their lunch in the time between lunches.
- ❖ Generally, students will work independently on material which has been assigned. However, the supervisor will provide tutorial assistance where needed and feasible.
- ❖ The student will be dismissed at the end of the school day. All submitted assignments must be completed. An extra day may be assigned until the submitted work is completed to the teacher's satisfaction or a zero will be given.
- ❖ Any violation of rules in the Alternative Instructional Program such as misconduct or lack of cooperation will be considered a major offense. The student may be placed on out-of-school suspension and a parental conference required before the student may return to school. The uncompleted time in the alternative Instructional Program will be completed after the student returns to school from the out-of-school suspension.

THURSDAY NIGHT SCHOOL (if offered)

If held, the purpose of Thursday Night School is to enhance instructional opportunities, to deter unacceptable and disruptive behavior and to decrease the out-of-school suspension rate and to create more flexibility in the disciplinary process at Covington High School.

Thursday Evening School hours are 5-9 p.m. The program will be housed at Covington High School and will operate throughout the school year as needed. A professional staff member will supervise Thursday Night School. Generally, students will work independently on assignments. The supervisor will provide tutoring assistance where needed and feasible.

The parent or guardian must be contacted and informed of the reason for the student being assigned to Thursday Night School.

- ❖ Parents are responsible for providing transportation for their child assigned to the program.
- ❖ Upon arrival at CHS, the student must report to the supervisor.
- ❖ The student must come prepared to work.
- ❖ The student may use the restroom if permission from the supervisor is secured.
- ❖ The student will turn in all completed work to the supervisor at the end of the session.

If a student fails to report to Thursday Night School, a conference must be held with the parent, student, and principal to resolve the student's absence.

OUT-OF-SCHOOL SUSPENSION

The parent or guardian of the student will be contacted concerning the suspension. The student may not be on school property or attend school activities during a suspension. The student may make up missed quizzes and tests during Thursday Night School. The student, parent, guardian and administrator will have a conference before the student may return to classes. Students will have the opportunity to make up work.

SCHOOL AND LAW

An unlawful act taking place on school grounds or buses not only makes the student subject to penalties which the courts may prescribe, but also will result in suspension or dismissal from school.

Pep pills, marijuana, LSD, alcoholic beverages, or other stimulants are not only illegal, but also may result in permanent physical and psychological damage and are usually the first steps toward drug addiction. Students are warned against their use. Anyone found possessing, selling, or buying tobacco, drugs, or alcoholic beverage of any kind on school grounds or at a school activity, will be suspended from school initially and may require further consequences. The parents will be notified immediately of any violations of these rules. Additionally, proper protocol must be used for prescription medication; disciplinary measures will be enforced. All prescription medication must be brought to the nurse and as previously mentioned proper protocol must be followed.

CODE OF VIRGINIA

Expulsions of Drug-Related Offenses – A school board policy, in accordance with § 22.1-277.08. of the *Code of Virginia*, must provide for the mandatory expulsion for a period of not less than one year of any student determined to have brought a controlled substance, imitation controlled substance, or marijuana as defined in § 18.2-247. onto school property or to a school-sponsored activity.

Expulsions of Weapons-Related Offenses – Any student determined to be in possession of or to have brought any prohibited weapon onto school property or to a school-sponsored activity shall be expelled for a period of not less than one year. However, the school board may determine, based on the facts of a particular case, that special circumstances exist and another disciplinary action or term of expulsion is appropriate. The division superintendent may conduct a review in such cases to determine whether a disciplinary action other than expulsion is appropriate, and recommend that action to the school board for final determination.

“One year” is defined as 365 days as required in federal regulation.

MASS DISRUPTIONS

The school will not tolerate mass disruption by the student body in any form, for any reason. If such a situation does occur, the individual student will obey the class teacher or adult in authority. Failure to do so will result in suspension or expulsion.

SEARCH AND SEIZURE

The school authorities reserve the right to search lockers, backpacks, desks, automobiles, or other areas when there is reasonable suspicion that material or property will violate school regulations, state or federal law. The administration will not hesitate to call local, state and federal law authorities as deemed necessary.

BUS RULES

Students should be at the designated school bus stop on time and should wait until the bus comes to a complete stop before attempting to board. Students should remember that loud talking and laughing divert the driver's attention and make safe driving difficult. Every student who rides a school bus must obey the following rules:

- ❖ Keep hands and head inside the bus at all times;

- ❖ Never tamper with the bus;
- ❖ Do not leave seat while the bus is in motion;
- ❖ Be courteous to the bus driver and to fellow students at all times;
- ❖ Be absolutely quiet when the bus is approaching a railroad crossing.

All buses to games or field trips are scheduled by the school, and each bus is under the direction of faculty members. All students are required to obey rules listed above and to return to the school on their assigned bus. The school expects students to dress and conduct themselves in a manner appropriate for the situation or occasion. (Covington City School Board Policy Handbook)

SCHOOL BUS CONDUCT PROCEDURES

- ❖ Major infractions such as fighting, destruction or tampering with bus equipment, threatening the driver, impudence or refusal to obey the driver or any willful act that places the riders of the bus in a life-threatening situation will result in an **automatic 3-day suspension from the bus and parent conference.**
- ❖ Less serious infractions such as eating, drinking, not seated, unusual loud noises, profanity, littering, throwing paper, spitting, being inconsiderate, of others, etc. will be properly addressed and may result in a conference and consequence(s) for the inappropriate actions. The second offense ranges from school detention, and/or one-day bus suspension. The third offense results in a 3-day bus suspension, parent conference. The fourth offense results in bus suspension for remainder of the school year. These rules and consequences are intended only as guidelines. There are other inappropriate behaviors which will result in disciplinary action as well.

CAFETERIA

Paid lunch and breakfast prices for 2018-2019:

Paid Lunch (9-12): \$2:15

Paid Breakfast: \$1.25

Paid Lunch (8): \$1.90

Reduced Price Breakfast: \$0.30

Reduced Price Lunch: \$0.40

Covington City Public Schools Meal Charge Policy

The National School Lunch and School Breakfast Programs are integral in ensuring students have access to nutritious meals to support their academic success. It is also imperative to protect the financial stability of school nutrition program.

The intent of this policy is to establish a process and procedure to handle situations when children eligible for reduced-price or full-price meal benefits have insufficient funds to pay for school meals; as well as for the collection of unpaid meal charges and delinquent account debt.

Students who have money to pay for a reduced-price or full-price meal at the time of service must be provided a meal. If the student intended to use the money for that day's meal, the School Food Authority (SFA) will not use the money to repay a negative balance or other unpaid meal charge debt. Students are allowed to charge \$25.00 on their accounts. After that, they will need to bring money to purchase a meal. Students will not be allowed to charge if there is a negative account balance.

The written charge policy will be communicated to the household by posting on the Covington City Public Schools division website, included in student registration packets and will be provided to all transfer students during the school year along with Meals Benefits Application.

Notifications to households will be sent out by the School Food Authority (SFA) and will include the amount of unpaid meal charges, expected payment date, and who to call for questions or assistance.

Delinquent debt is allowable in the School Nutrition Program and may be carried over to one successive school year.

Efforts to collect delinquent and/or bad debt will be handled by:

- a. 1st Letter
- b. 2nd Letter
- c. Phone Calls
- d. Notice of Adverse Action/Potential collections
- e. Consequence

Assistance to Households

Households with questions or needing assistance may contact the school office where their student attends or the School Nutrition Program Office at (540) 965-1400, 340 E. Walnut Street, Covington, VA 24426.

Collection procedures for delinquent and bad debt-adverse action

When a household has reached threshold of \$25.00 collection procedures will be initiated. Households will receive notification that collection procedures have begun.

Lunch Regulations- All food and drinks must be consumed by students in the cafeteria. Eating and drinking in the halls or classrooms is a violation and will result in a consequence. Students may carry bottled water in clear bottles.

Students are not permitted to leave school grounds during the school day. Students must report to the cafeteria to eat lunch. Lunches brought from home must also be eaten in the cafeteria. **No student is to receive lunch from outside (i.e. Subway, Wendy's, McDonald's, etc) brought in by a parent during the school day.**

During first and second lunch, students must report to the cafeteria and stay there for the duration of the lunch period. Restrooms on the first floor of the old building will be available during lunch. All other areas of the school are off limits to students.

STUDENT DRESS CODE FOR 2018-2019

REGULATIONS FOR STUDENT DRESS

School is a place of business; therefore, student dress should reflect the serious intent of one who is going to work with an important job to do. Student dress should support a business-like atmosphere, comfortable but not overly casual. The following guidelines provide standards for student dress that should be considered by students and parents prior to coming to school. These standards will be enforced by the teachers and administrators in our schools.

1. Students should be appropriately covered from the shoulders to an area five inches above the knee.
2. Clothing and accessories that may be interpreted as vulgar, suggestive, derogatory, offensive, violent, or gang-related, or items which may cause a disruption within the school environment are prohibited.
3. Sleeveless tops must have shoulder straps that are at least three inches wide.
4. Mesh clothing, sheer clothing, or tops with necklines that are lower than the straight line from top of underarm across to opposite underarm, front and back, are prohibited.
5. Pants, shorts, or skirts should not be worn low on the hip so as to reveal underwear or skin. Clothing must cover undergarments at all times.
6. Dresses, skirts, and shorts must not be shorter than five inches (the length of an index card) above the knee.
7. Tights, leggings, spandex, or pants that appear to fit as tights or leggings must be accompanied by an additional item of clothing (shirt/sweater/shorts/skirt) that completely covers the student's posterior.
8. Holes in clothing must comply with Rule 1, and must not reveal skin or undergarments from the shoulders to an area five inches above the knee.
9. Hats, hoods, and other head coverings are prohibited.
10. Sunglasses or permanently tinted dark glasses are prohibited. 11. Any item that is considered dangerous or could be used as a weapon is prohibited.

The administration maintains the right to demand that clothing be appropriate and not distract from the educational environment. Decisions regarding the appropriateness of clothing, footwear, and accessories will be made by the administration. Items initially deemed inappropriate will be invited to the student's/parent's attention for corrective action. Subsequent violations of the dress code will subject the student to suspension from school. Additionally, the administration reserves the right to modify the dress code as trends change or circumstances warrant with notification to students and parents. Thus, no rule or regulation can adequately address changes in style or other inappropriate wearing of apparel. The administration will utilize its discretion in dealing with circumstances not specifically addressed.

Thank you for helping your student adhere to the CHS dress code.

SALES TO STUDENTS

Chapter 9-57 of the Covington City School Board Policy and Procedure Handbook states: Articles, materials, photographs or consumable materials may be offered for sale to students only with the permission of the superintendent. The only items excluding meals that may be sold to students during the school day are those that are necessary to the student to have in order to attend a class of which the board has given specific approval.

PUBLIC DISPLAY OF AFFECTION (PDA)

Only handholding will be allowed. No other personal contact will be allowed.

ELECTRONIC DEVICES

Electronic devices are to be used during breakfast or lunch in the cafeteria. Electronic devices may be used in the classroom only with the teacher's permission. Electronic devices detected in use during school hours will be confiscated and must be picked up in main office by parent or guardian at the end of the school day.

THE COVINGTON ALTERNATIVE PROGRAM (CAP)

A High school alternative education program will serve students in grades 8-12 from Covington High School who have experienced problems meeting expectations within the traditional school setting. The objectives of CAP are:

- ❖ To assist the student to know his/her strengths and areas for improvement while building self-esteem and discipline.
- ❖ To provide the opportunity to achieve high school graduation or the attainment of a GED, (General Educational Development) in a nontraditional setting employing flexible schedules, individual attention, and caring that is highly visible.

GRADUATION

A student who has earned ten (10) credits at his/her home school before coming to the alternative program may choose to graduate at the home school.

TRANSPORTATION

Students will be picked up at designated points. Morning (AM) students will be provided transport, via school bus, to and from JRTC. Afternoon (PM) students may ride a school bus to JRTC; however, RAP students must provide their own transportation to return to their home at the end of the RAP school day.

CHAPTER 5-ATTENDANCE**PHILOSOPHY**

Covington High School and the Covington City School Board believe that school attendance is an important component of academic achievement and is important in the development of good work habits for preparation for the world of work: thus, the school and school board encourage good attendance by each student and insist upon the elimination of unnecessary student absences in order to advance the educational potential of each student at Covington High School.

Regular and systematic attendance is essential to success. Counselors and teachers continually remind us of the necessity for good attendance. Prospective employers in the Alleghany Highlands/Covington area and elsewhere request information about attendance and have very high expectations about the number of days that a student should miss from school each year in order to be considered for employment. Excessive tardiness to school will be dealt with as truancy.

STATE LAW

All students under eighteen (18) years of age are required to be enrolled in school and attend school on a regular basis. Section 22.1-254 of the Compulsory School Attendance Law states: "Every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year the public schools are in session and for the same number of days and hours per day as the public schools, send such child to a public school."

File: JED

STUDENT ABSENCES/EXCUSES/DISMISSALS**I. Student Attendance Policy**

Student attendance is a cooperative effort and the School Board shall involve parents and students in accepting the responsibility for good attendance.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for such child's regular and punctual attendance at school as required under provisions of the law.

A reasonable effort shall be made to contact a parent/guardian of each absent student every day, and to obtain an explanation for the student's absence, where there is no indication that the student's parent is aware of and supports the absence. A log will be kept of call attempts.

Students who are absent must bring a valid note stating the reason for absence upon returning to school. Unexcused absences shall be handled according to regulations issued by the superintendent.

The superintendent's regulations will include procedures for excusing students who are absent by reason of observance of a religious holiday. Such regulations will ensure that a student is not deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, which he missed by reason of such absence, if the absence is verified in an acceptable manner.

Students shall attend school for a full day unless otherwise excused. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. All other exceptions to a full day schedule must be approved on an individual basis by the superintendent or designee.

Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory school attendance law.

II. Compulsory Attendance Procedures

- A. Upon Fifth Absence Without Parental Awareness and Support

If (1) a student fails to report to school for a total of five scheduled school days for the school year, and (2) there is no indication that the student's parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the Principal or his designee or the attendance officer shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal or his designee or the attendance officer, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

B. Upon Sixth Absence Without Parental Awareness and Support

If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, either the school principal or his designee or the attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, his parent, and school personnel, shall meet to resolve issues related to the pupil's nonattendance. Other community service providers may also be included in the conference.

C. Upon Additional Absence Without Parental Awareness and Support

Upon the next absence after the conference without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the Principal or designee shall notify the attendance officer or Superintendent or his designee who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in § 16.1-228 or (ii) instituting proceedings against the parent pursuant to § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known addresses.

D. Parental Cooperation in Remediating Excessive Unexcused Absences

It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remediating the student's attendance problem, the superintendent or the superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of § 22.1-258, the attendance officer shall document the school division's compliance with this Code section.

III. Report for Suspension of Driver's License

In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

IV. Attendance Reporting

Student attendance shall be monitored and reported as required by state law and regulations. At the end of each school year, each public school principal shall report to the Superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The Superintendent shall compile this information and provide it annually to the Superintendent of Public Instruction.

V. Dismissal Precautions

Principals shall not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil. Students shall be released only on request and authorization of parent or guardian. The superintendent shall provide procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system shall be maintained in each school.

Adopted: August 20, 2007

Revised: November 20, 2007

Revised: November 9, 2009

Revised: June 29, 2010

Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-254, 22.1-258 through 22.1-269, 22.1-279.3, 46.2-323 and 46.2-334.001.

8 VAC 20-110-10 et seq.

Cross Ref. : IGAJ Driver Education
JFC Student Conduct
JFC-R Standards of Student Conduct

ABSENCES

In case of an absence from school, the pupil must bring a written statement from his/her parent/guardian the first day he/she returns to school and present it to the attendance office before classes begin. All excuses must be written by parents or guardians and must contain the following:

Pupil's name
Date or dates of absence
REASON for the absence.
Parent's or Guardian's signature and telephone number

Excused absences are given for the following reasons:

- Serious illness in the student's immediate family
- Death in the immediate family
- A medical or dental appointment (These appointments should be made after school when possible because of the Standards of Learning).
- Court appearance or legal appointment
- College Visits
- Seniors will be allowed two additional excused absences for appointments with a military recruiter or college admission office if scheduled and approved through the guidance department.
- 5 Parent Notes: For a parent note, 1 day = 1 parent note (if a student is absent for 3 consecutive days then he/she will use 3 parent notes).
- Vacation/Trip (pre-approved): Students will be allowed a one-time pre-approved trip per school year up to 5 days. Each day will require a parent note to be excused.
- Other absences will be unexcused. Exceptions (to include extenuating circumstances) will need principal approval.

Students will be allowed 6 unexcused absences per semester.

Possible Consequences:

- Semester Failure: 69% for semester grade (If grade is lower, student will receive that grade).
- Loss of Good Standing and Privileges: Students will not be able to participate or attend athletic events, school activities and dances. (6 Unexcused)
- Out of district students with attendance problems may be returned to their home school.

Ability to Earn Back:

- Earn Back Days: Students may attend after school detention to earn back days missed. After School detention will run from 3:30-4:30 Monday-Thursday. 4 days detention = 1 school day earned back. Students must complete school work during this time.
- Appeals Process: Parents may appeal course failure due to attendance to the school principal. The school attendance committee will take under consideration special circumstances.

Positive Attendance Rewards:

- Attendance Drawings (Cougar Bucks): Students attendance will be monitored periodically and students will have the opportunity to win gift cards and other prizes throughout the school year.
- Breakfast for Attendance: The class with the best attendance percentage during a 6 weeks will receive breakfast from McDonalds.

Verifying Absences:

- A note from a parent/guardian or medical/dental appointment must accompany the student upon his/her return to school.
- The parent/guardian must call the attendance office before 9 a.m. on the day of the absence.
- The school will notify parents of absentees by calling parents daily through our automated calling system. Students found to be truant will be referred to the Director of Student Services. Exceptions to any of the above will only be made in extreme circumstances.

TARDINESS/EARLY CHECKOUTS

Students are expected to report to school and class on time. Students tardy to school are to report to the office for a tardy slip. Documented court, doctor, dentist, military and college appointments will constitute an excused tardy or early checkout.

Unexcused Tardies to School/Class (Semester) Consequences: Count restarts with second semester.

- Unexcused Tardies: 5-6 Lunch Detention
- Unexcused Tardies: 7-9 After School Detention
- Unexcused Tardies: 10+ AIP

Tardies to class will follow the same steps as above. Teachers will send students to the office at 10 tardies to class and beyond for AIP.

CHECKING OUT OF SCHOOL

To check out, a student must have a parent note, fax, or email in hand before check out (calls may be made to verify) OR the checkout must be in person. Students can't be checked out over the phone. This is for the safety of our students.

MAKE-UP WORK FOR ABSENCES

It is the student's responsibility to make arrangements with teachers for all work missed.

Parents/Students may request work for absences for 2 or more days. This can be done before or during the absence. Please contact guidance office for homework requests by 10am and teachers will do their best to accommodate.

Each day of absence (excused, unexcused and suspensions) = 1 day to make-up work. Example 3 days out of school will give student 3 days to make up the work.

If a student does not make up the work, a grade of zero will be earned by the student. In case of hospitalization or verified illness special arrangements for class work may be made by agreement with the principal, teachers, and the student involved.

SOL TESTS

If a student passes the SOL test for a particular class, then he/she will receive 5 points at

the end of the year in that class.

253:13.1, or is enrolled in local initiatives or programs not required by the Standards of Quality or the Standards of Accreditation.

SCHOOL ADMISSION

SCHOOL ADMISSION

No person is charged tuition for admission or enrollment in the Covington City Public Schools, whether on a full-time or part-time basis, who is eligible for admission under Policies JEC School Admission or JECA Admission of Homeless Children. School officials do not inquire into the student's citizenship or B, C or D visa status in determining eligibility for tuition-free enrollment in the Covington City Public Schools.

However, the school division may admit and charge tuition to a student who:

- A. Is a resident of the school division but not of school age;
- B. Is of school age and not a resident of Virginia but is temporarily living with a non-parent who resides within the school division;
- C. Is of school age and resides beyond the boundaries of Virginia but near thereto in a state or the District of Columbia which grants equal attendance privileges to residents of the Commonwealth;
- D. Is of school age and resides on a military or naval reservation located wholly or partly within the geographical boundaries of the school division, is not a domiciled resident of the Commonwealth of Virginia, and is a student for whom federal funds provided under Public Law 874 of 1950, commonly known as Impact Aid, fund less than 50 percent of the total per capita cost of education in Covington City Public Schools exclusive of capital outlay and debt service; such students shall be eligible for interscholastic programs immediately upon enrollment, provided that such persons (i) satisfy all other requirements for eligibility and (ii) are dependents of a military service member required by the military to live on the military installation as evidenced by a statement on command letterhead signed by, or by direction of, the service member's commanding officer;
- E. Is of school age and attending a school in the division pursuant to a foreign student exchange program approved by the School Board;
- F. Is a resident of the Commonwealth but not of the school division, except as provided in Policy JEC School Admission;
- G. Is of school age and was enrolled in a public school within the division as a domiciled resident of the Commonwealth, and has been required as a result of military or federal orders issued to their parents to relocate and reside on federal property in another state or the District of Columbia, where such state or the District of Columbia is contiguous to the school division; or
- H. Is of school age and residing within the school division, and is enrolled in summer programs other than remediation required under Va. Code § 22.1-

Eligibility for consideration does not signify acceptance of the admission application of a student. Each application for admission will be considered on an individual basis. The residency of persons in the above categories who reside in housing or temporary shelter, or on property located in multiple jurisdictions, shall be determined in the manner set forth in Policy JEC School Admission.

Foreign students in an F-1 immigration status or who obtain F-1 student visas are not admitted in the division's elementary schools or publicly funded adult education programs. Such students may be admitted, for a period up to twelve months, in the division's secondary schools only if they pre-pay the full, unsubsidized per capita cost of the education.

Procedure for Admission

The following procedure is followed for application and review of applications for admission of students who are not eligible for tuition-free enrollment.

A parent or guardian of a student shall apply for admission on behalf of the student by completing the division application. The application form contains information and agreements including, but not limited to:

- the current legal residence of the child and the school division in which the child is currently enrolled, if any;
- the child's unique student identification number, if any;
- the basis for requesting admission;
- the specific building and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the division; and,
- the agreement that the student is subject to all policies, regulations and guidelines of the school division, including the Code of Student Conduct.

Within 15 calendar days of receipt of the application, the Covington City Public Schools' office of the school division shall provide the applicant with written notification of the approval or denial of the application. If the student is to be admitted, the superintendent or superintendent's designee shall notify the division which the student previously attended, if any, and make necessary arrangements for the transfer of student records. The notification of admission shall state the period for which the student is accepted and the subsequent conditions which could cause the acceptance to be terminated.

If the application is denied, the Covington City Public Schools' office shall notify the parent or guardian of the right to have the transfer reviewed by sending a written request to the superintendent or superintendent's designee within seven calendar days. Applications denied based upon the student's suspension, expulsion or withdrawal of admission shall be reviewed in as provided in Policy JEC School Admission. For all other denials of admission, the superintendent or superintendent's designee shall respond in writing to the request for review within 10 calendar days.

Nonresident Students

A nonresident student is a person of school age who is deemed not to reside in the Covington City Public School division.

Procedure for Admission as a Nonresident Students

A parent or guardian of a student shall apply for admission on behalf of his/her child by completing the division application (JEC – F1(L) and JEC F-2(L)). Any incomplete application will not be processed. A new application must be submitted for each school year that a nonresident student desires to be considered for nonresident student attendance in Covington City Public Schools.

Criteria for Nonresident Admission

The following criteria will be applied, although not necessarily in the order listed or in equal weight, when considering an application for nonresident student attendance:

- Readily available space in the school;
- Student's attendance not occasioning or implicating any additional cost, direct or indirect, to the Covington City Public Schools;
- Absence of student discipline incidents;
- Absence of criminal or civil charges or adverse adjudications otherwise against the student;
- Evidence of satisfactory academic performance;
- Evidence of satisfactory school attendance;
- Satisfaction of all other requirements for any student's admission for the first time to any public school within the division, such as birth record or other information and affiliations;
- Other good reasons which in the discretion of the Superintendent or designee indicate that such student's enrollment may not serve the best interests of the Covington City Public Schools.

Committee Review of Applications

All nonresident student attendance applications shall be reviewed and initially determined by the Superintendent's designee, which shall be a committee with members appointed by the Superintendent or designee. The committee shall submit its recommendation in writing to the Superintendent for decision. The Superintendent's decision shall be final.

Tuition Fee

The tuition rate shall be set by the Superintendent for each academic year.

Change in Residency

A student who begins the school year as a bona fide resident of the City of Covington but whose residency changes during the course of the school year must apply for nonresident student attendance.

Transportation

Transportation to and from school and any school-related activities must be provided by the parent(s)/guardian(s) of nonresident students. Covington school buses will not pick up or discharge pupils outside of the City of Covington or home attendance area absent extraordinary circumstances and prior approval of the Superintendent. Transportation shall not be furnished to nonresident students except in those cases where:

- agreements between divisions specify transportation services;
- federal or state legislation mandates the provision of transportation services; or
- transportation services can be provided at no cost to the division.

Adopted: May 10, 2004
 Revised: August 20, 2007
 Revised: November 9, 2009
 Revised: June 10, 2013
 Revised: October 14, 2013
 Revised: June 1, 2015

Legal Refs: 8 CFR 214.2.

Code of Virginia, 1950, as amended, §§ 22.1-3, 22.1-5 and 22.1-287.02.

1999 Va. Op. Atty. Gen. 105

STUDENT CONDUCT

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

The superintendent issues Standards of Student Conduct and a list of possible corrective actions for violation of the Standards of Conduct. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights. The Standards of Student Conduct, a notice of the requirements of Va. Code § 22.1-279.3, and a copy of the compulsory school attendance law is also sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of the Standards of Student Conduct, the requirements of Va. Code § 22.1-279.3 and the compulsory school attendance law is also sent. Parents are notified that by signing the statement of receipt, they are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school maintains records of the signed statements.

The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or principal's designee to review the

School Board's Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law and to discuss improvement of the child's behavior, school attendance and educational progress. The administrator of the building should exercise reasonable judgment and consider the circumstances in determining the disciplinary action to be administered.

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

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

The school principal may notify the parents of any student who violates a School Board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed such a petition. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compliance with compulsory school attendance; (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (4) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

The principal or principal's designee notifies the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education.

No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.

If a parent fails to comply with the requirements of this policy, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

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

- in school or on school property;
- on a school vehicle;
- while participating in or attending any school sponsored activity or trip;
- on the way to and from school; and

- off school property, when the acts lead to: (1) notification pursuant to Va. Code § 16.1-305.1 or a conviction for an offense listed in Va. Code § 16.1-260, (2) a charge that would be a felony if committed by an adult, or (3) disruption of the learning environment.

Unlawful acts which will lead to police notification and may lead to suspension from classes, exclusion from activities or expulsion include but are not limited to:

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

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

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

The School Board biennially reviews the model student conduct code developed by the Board of Education to incorporate into policy a range of discipline options and alternatives to preserve a safe and non-disruptive environment for effective learning and teaching.

Adopted: August 20, 2007

Revised: June 13, 2011
 Revised: June 10, 2013
 Revised: June 9, 2014
 Revised: March 9, 2015

STANDARDS OF STUDENT CONDUCT

The following are standards of student conduct established by the School Board for all students. The consequences of any act are determined on the basis of the facts presented in each situation in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

1. Assault and Battery

A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property. An assault is a threat of bodily injury. A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.

2. Attendance; Truancy

Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy JED Student Absences/Excuses/Dismissals.)

If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

3. Bomb Threats

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.

4. Bullying

A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.

"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

5. Bus-Related Offenses

Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.

6. Cheating

Students are expected to perform honestly on schoolwork and tests. The following actions are prohibited:

- cheating on a test or assigned work by giving, receiving, offering and/or soliciting information
- plagiarizing by copying the language, structure, idea and/or thoughts of another
- falsifying statements on any assigned schoolwork, tests or other school documents

7. Communication Devices

Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher. At no time may any device be used with an unfiltered connection to the Internet. The division is not liable for devices brought to school or school activities.

If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

8. Defiance of the Authority of School Personnel

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Board policies and regulations.

9. Disruptive Conduct

Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities, is prohibited.

10. Electronic Cigarettes

Students shall not possess electronic cigarettes on school premises, on school buses or at school sponsored activities.

11. Extortion

No student may obtain or attempt to obtain anything of value from another by using a threat of any kind.

12. Felony Charges

Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/intervention activities.

13. Fighting

Exchanging mutual physical contact between two or more persons by pushing, shoving or hitting with or without injury is prohibited.

14. Gambling

A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property, on school buses or during any school related activity.

15. Gang Activity

Gang-related activity is not tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). (See Policy JFCE Gang Activity or Association.)

16. Harassment

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions.

17. Hazing

Students shall not engage in hazing.

Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney.

18. Internet Use

Students shall abide by the Covington City School Division's Acceptable Computer Use Policy and Regulation. (See Policy IIBEA Acceptable Computer System Use.)

19. Laser Pointers

Students shall not have in their possession laser pointers.

20. Other Conduct

In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

21. Possession or Use of Weapons or Other Dangerous Articles

Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such. (See Policy JFCD Weapons in School.)

22. Profane, Obscene or Abusive Language or Conduct

Students shall not use vulgar, profane or obscene language or gestures or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.

23. Reports of Conviction or Adjudication of Delinquency

Any student for whom the superintendent has received a report pursuant to Va. Code § 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code § 16.1-260 may be suspended or expelled.

24. Stalking

Students shall not engage in a pattern of behavior that places another person in fear of serious harm.

25. Student Dress

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials and head coverings unless required for religious or medical purposes.

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home.

26. Theft

A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means.

27. Threats or Intimidation

Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.

28. Trespassing

Students shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

29. Use and/or Possession of Alcohol, Tobacco, Anabolic Steroids, and Other Drugs

A student shall not possess, use, or distribute any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

A student shall not attempt to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco and inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy.

The School Board may require any student who has been found in possession of, or under the influence of, drugs or alcohol in violation of School Board policy to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in

interscholastic athletic competition if the school principal and the division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

30. Vandalism

Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events.

CORRECTIVE ACTIONS

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. The facts and circumstances of each offense are considered fully in determining reasonable corrective actions.

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges, including access to the School Division's computer system
5. Parental conferences
6. Modification of student classroom assignment or schedule
7. Student behavior contract
8. Referral to student assistance services
9. Removal from class
10. Initiation of child study process
11. Referral to in-school intervention, mediation, or community service programs
12. Tasks or restrictions assigned by the principal or his designee
13. Detention after school or before school
14. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
15. In-school suspension
16. Out-of-school suspension
17. Referral to an alternative education program
18. Notification of legal authority where appropriate
19. Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored event and recommendation for expulsion for having brought a controlled substance, imitation controlled substance or marijuana onto school property or to a school sponsored activity
20. Evaluation for alcohol or drug abuse
21. Participation in a drug, alcohol or violence intervention, prevention or treatment program

Adopted: August 20, 2007

Revised: November 9, 2009

Revised: June 13, 2011

Revised: June 10, 2013

Revised: October 14, 2013

Revised: June 9, 2014

Revised: March 9, 2015

Legal Refs.: Code of Virginia, 1950, as amended, §§ 18.2-56, 18.2-83, 18.2-85, 18.2-87.1, 18.2-119, 18.2-308, 18.2-308.1, 18.2-308.7, 18.2-371.2, 18.2-433.1, 22.1-70.2, 22.1-78, 22.1-202, 22.1-253.13:7.C.3, 22.1-276.3, 22.1-277, 22.1-277.07:1, 22.1-277.08, 22.1-277.2, 22.1-279.1, 22.1-279.6, 46.2-323, 46.2-334.001.

TEACHER REMOVAL OF STUDENTS FROM CLASS

Teachers have the initial authority to remove students from class disruptive behavior. "Disruptive behavior" means a violation of School Board regulations governing student conduct that interrupts or obstructs the learning environment.

Criteria for Removal

In order for a teacher to remove a student from class for disruptive behavior:

- removal of the student from the class must be necessary to restore a learning environment free from interruptions and obstructions caused by the student's behavior;
- interventions by the teacher and/or administrators have been attempted and failed to end the student's disruptive behavior, and;
- notice of the student's disruptive behavior and the opportunity to meet with the teacher and/or school administrators must have been provided to the student's parents as described below.

When all of the above criteria have been satisfied, a teacher may remove a student from class.

Requirements for Incident Reports

Teachers should write incident reports regarding all incidents of disruptive behavior. The reports will be filed with the school administration and provided to the student's parents within 24 hours of the incident. The parents must be given the opportunity to meet with the teacher and/or school administrator to discuss the student's behavior and the possible consequences if the behavior continues. The teacher will document, in writing, his or her attempts to request and encourage the parents to meet with him or her or school administrators.

A student may not be removed from class for disruptive behavior unless two written incident reports have been filed with school administrators and provided to the student's parents concerning two prior incidents of disruptive behavior. Upon removal, the teacher shall file a "Student Removal Form" (JFCA-E) with school administrators. The teacher will include any other documentation to supporting the removal including, but not limited to the previous two incident reports.

Procedures for Written Notification of Student and Parents

The teacher shall provide copies of any incident report and Student Removal Form to the student and his or her parents and notify them of the opportunity to meet with the teacher and/or school administrators to discuss the behavior and the possible consequences if the behavior continues. Such notice shall be provided within twenty-four hours of each incident. The teacher shall document, in writing, his or her attempts to request and encourage the parents to meet with school administrators and/or the teacher. Such notice and documentation shall be required for each incident report and student removal.

Guidelines for Alternative Assignment and Instruction of Removed Students

The Principal shall determine the appropriate placement of any student removed from class by a teacher. The Principal may:

1. assign the student to an alternative program;
2. assign the student to another class;
3. send the student to the Principal's office or study hall. If the Principal chooses this option, the teacher shall provide and evaluate appropriate make-up work for the student;
4. suspend the student or recommend the student for expulsion. If the Principal chooses this option, alternative instruction and assignment, if any, shall be provided according to School Board policy; and in the case of students with disabilities, in accordance with federal law.
5. return the student to class (in accordance with the procedures below).

Procedure for the Student's Return to Class

The Principal shall determine, after consultation with the teacher, the duration of the student's removal from class. The Principal shall notify the teacher of the decision to return the student to class. If the teacher disagrees with the Principal's decision to return a student to the class:

the teacher and principal shall discuss the teacher's objection to returning the student to class and the principal's reason for returning the student.

the teacher, after meeting with the Principal, may appeal the Principal's decision to the Superintendent or designee within one school day. The incident reports and removal form must accompany the appeal. After discussion with the Principal and teacher or receiving their written comments, the decision of the Superintendent or designee shall be final. The decision shall be made within forty-eight hours of the teacher's appeal. During the appeal process, the student shall not be returned to class and the Principal will determine an appropriate placement for the student.

Once the decision has been made to return the student to class, the teacher and Principal shall develop a plan to address future disruptive behavior.

Other Provisions

The principal shall ensure that students removed from class under this policy continue to receive an education in accordance with School Board policies.

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.

Teacher deficiencies in classroom management shall be addressed in teacher evaluations pursuant to Policy GCN Evaluation of Professional Staff.

This policy does not limit or restrict the ability of School Division employees to apply other policies, regulations or laws for maintaining order in the classroom.

Adopted: August 20, 2007

Revised: April 8, 2013

Legal Ref: Code of Virginia, 1950, as amended, § 22.1-276.01, 22.1-276.2

Cross Refs: GCN Evaluation of Professional Staff
 JFC Student Conduct
 JFC-R Standards of Student Conduct
 JGDA Disciplining Students with Disabilities
 JGDB Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
 JGD/JGE Student Suspension/Expulsion

STUDENT REMOVAL FORM

School Name: _____
 Student: _____
 Teacher: _____
 Class: _____
 Date: _____

 Description of Behavior:
 |

 Administrative and/or
 Teacher Interventions Attempted
 Prior to Removal and Results:

 Date of Prior Incident Reports:
 (Note: Prior incident reports must be attached.)

 Signature of Teacher:

STUDENT FEES, FINES AND CHARGES

The School Board charges student fees and takes action to recover funds for the loss of or damage to School Board property in accordance with the state and federal law. No fee may be charged unless it has been approved by the School Board.

The School Board provides, free of charge, such textbooks as are required for courses of instruction for each child attending public schools. Consumable materials such as workbooks, writing books, and drawing books may be purchased by the School Board and either provided to students at no cost or sold to students at a retail price not to exceed seven percent added to the publisher's price. If sold, the School Board shall ensure that workbooks, writing books, and drawing books are furnished to students who are unable to afford them at a reduced price or free of charge. Fees will not be charged to students for instructional materials, textbooks, or other materials used by a School Board employee that are not directly used by a public school student.

The following fees may be charged.

Fees may be charged for 1) optional services such as parking or locker rental; 2) student-selected extracurricular activities; 3) class dues; 4) field trips or educationally-related programs that are not required instructional activities; 5) fees for musical instruments, as long as the instruction in the use of musical instruments is not part of the required curriculum; 6) distance learning classes for enrichment which are not necessary to meet the requirements for a diploma; 7) summer school, unless the classes are required for remediation as prescribed by the Standards of Quality; 8) overdue or lost or damaged library books; 9) lost or damaged textbooks; 10) consumable materials such as workbooks, writing books, drawing books and fine arts materials and supplies; however, workbooks, writing books, drawing books and fine arts materials and supplies must be furnished to students who are unable to afford them at a reduced price or free of charge; fees may not be charged to students for instructional materials, textbooks, or other materials that are not directly used by a public school student; 11) the behind-the-wheel portion of the driver's education program; 12) a fee not to exceed a student's pro rata share of the cost of providing transportation for voluntary extracurricular activities; and 13) the preparation and distribution of official paper copies of student transcripts; a reasonable number of copies of official paper copies must be provided for free before a charge is levied for additional official copies; official electronic copies of student transcripts must be provided for free.

Fees may not be charged 1) as a condition of school enrollment, except for students who are not of school age or who do not reside within the jurisdiction; 2) for instructional programs and activities, or materials required for instruction, except as specified in by 8 VAC 20-720-80.H; 3) for textbooks or textbook deposits; however, a reasonable fee or charge for lost or damaged textbooks may be charged; 4) for pupil transportation to and from school; or 5) for summer school programs or other forms of remediation required by the Standards of Quality.

Fees are reduced or waived for economically disadvantaged students and students whose families are undergoing economic hardships and are financially unable to pay them, including but not limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless.

Each time a fee is charged, notice will be given that a fee waiver may be requested. The notice will include directions as to how to apply for a waiver.

This policy will be provided to parents annually and posted on the division's website.

The consequences for nonpayment of fees include exclusion from the activity related to the fee.

No student's report card, diploma or class schedule will be withheld because of nonpayment of fees or charges. No student will be suspended or expelled for nonpayment of fees or charges.

The School Board upon recommendation of the superintendent may take action against a pupil or the pupil's parent for any actual loss, breakage, or destruction of or failure to return property owned by or under the control of the School Board, caused or committed by such pupil in pursuit of his studies. Such action may include seeking reimbursement from a pupil or pupil's parent for any such loss, breakage, or destruction of or failure to return school property.

Adopted: August 20, 2007
 Revised: November 9, 2009
 Revised: June 29, 2010
 Revised: April 8, 2013
 Revised: July 14, 2015

Legal Refs.: Code of Virginia, 1950, as amended, §§ 8.01-43, 22.1-6, 22.1-243, 22.1-280.4.

8 VAC 20-720-80.

Cross Refs.: ECAB Vandalism
 IIA Instructional Materials

STATEMENT OF NON-DISCRIMINATION

The Covington City School Board is committed to nondiscrimination with regard to sex, gender, race, color national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law. This commitment will prevail in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

Declaración de No Discriminación:

La Junta Escolar está comprometida con una política de no discriminación con respecto a raza, color, sexo, edad, religión, discapacidad, nacionalidad o estado como padre. Esta actitud prevalecerá en todas sus políticas relativas al personal, los estudiantes, los programas y servicios educativos y las personas y entidades con las que la Junta Escolar hace negocios.

2018-2019 SCHOOL CALENDAR

		Student Days	Teacher Days
July 4, 2018	Holiday (All Offices Closed)		
August 1, 2018	New Employee Orientation		
August 2 - 8, 2018	Pre-School Teacher Workdays*		5
August 9, 2018	First Day of School		
September 3, 2018	Holiday (All Schools Closed)		
September 20, 2018	End of 1 st Report Period	30	
September 28, 2018	Early Release for Students		
October 8, 2018	Teacher Workday/Parent-Teacher Conferences*		1
November 2, 2018	End of 2 nd Report Period/Early Release	30	
November 21 - 23, 2018	Holiday (All Schools Closed)		
December 19, 2018	Early Release		
December 20, 2018 through January 2, 2019	Winter Break*		
January 3 - 4, 2019	Teacher Workday* (End of 3rd Six Weeks/1st Semester)	30	2
January 7, 2019	Students Return		
January 21, 2019	Holiday (All Schools Closed)		
February 18, 2019	End of 4 th Report Period	30	
February 22, 2019	Teacher Workday*		1
March 7 - 8, 2019	Spring Break (All Schools Closed)		
April 4, 2019	End of 5 th Report Period/Early Release	30	
April 19 - 23, 2019	Holidays (All Schools Closed)		
May 21, 2019	End of 6 th Report Period/Early Release	30	
May 22 & 23, 2019	Teacher Workdays*		2
May 27, 2019	Holiday (All Offices Closed)		
*students do not attend		180	11
Registration/Business Day – Tuesday, August 7, 2018			
<p>Edgemont Primary School: 12:00 noon – 5:00 p.m. Jeter-Watson Intermediate School: 12:00 noon – 5:00 p.m.</p> <p>Covington High School: Schedule Pickup: Juniors & Seniors 9:00 a.m.-12:00 noon Grades 9 & 10 1:00 p.m.-3:00 p.m. Grade 8 Orientation: Monday, August 6, 2018 6:00 p.m.</p> <p>Please Note: The last day of the first semester and the last day of school are subject to change in order to maintain 90 days in each semester to meet state mandates for instructional time. Holidays may become regular school days. Please refrain from making plans that cannot be changed. The Superintendent reserves the right to schedule "early release" days as deemed necessary and also the right to make changes to the days determined as "make-up" days.</p>			
Early Release Time for All Schools: 12:00 noon			

BELL SCHEDULES

Regular Bell Schedule

Block	Start Time	End Time		Start Time	End Time
Cafeteria Open	7:55 AM		JRTC Bus Departs	8:10 AM	
Release to Lockers	8:20 AM				
Homeroom (If Needed)	8:25	8:35			
1	8:25 AM	10:05 AM (100)			
2	10:10 AM	11:45 AM (95)			
3A	12:20 PM	1:55PM (95)	A LUNCH	11:50AM	12:15 PM (25)
3B (Split Block)	11:50 AM	1:55 PM (95)	B LUNCH	12:40 PM	1:05 PM (25)
4	2:00 PM	3:35 PM (95)			
Activities/Pep Rallies: last 30 minutes of 4th block.	Morning Activities: 1st Block				
JRTC Bus Schedule	Block	Departure	Arrivals	Notes	
	1	8:10	10:07		
	2	9:55	12:00	Leave 10 Min Early From 1st (Announcements)	
	3	12:02	2:05	Leave 5 Min Early from 2nd Block for Lunch	
	4	1:45	3:35	Leave 10 Min Early from 3rd Block	

Club Schedule					
Block	Start Time	End Time		Start Time	End Time
	8:20 AM				
1	8:25 AM	10:05 AM (100)	CLUB 1	9:35 AM	10:05 AM
2	10:10 AM	11:45 AM (95)	CLUB 2	11:15 AM	11:45 AM
3A	12:20 PM	1:55 PM (95)	A LUNCH	11:50AM	12:15 PM (25)
3B (Split Block)	11:50 AM	1:55 PM (95)	B LUNCH	12:40 PM	1:05 PM (25)
			CLUB 3	1:25PM	1:55 PM
4	2:00 PM	3:35 PM (95)	CLUB 4	3:05 PM	3:35 PM

Early Release					
Block	Start Time	End Time		Start Time	End Time
	8:20 AM				
1	8:25 AM	9:15 AM (50)			
2	9:20 PM	10:05 AM (45)			
3	10:10 AM	10:55 AM (45)			
4	11:00 AM	11:45 AM (45)			
Lunch	11:50 AM				

2 Hour Delay					
Block	Start Time	End Time		Start Time	End Time
	10:20 AM				
1	10:25 AM	11:35 AM (70)			
2 A	12:10 PM	1:15 PM (65)	A LUNCH	11:40 AM	12:05 PM (25)
2 B	11:40 AM	1:15 PM (65)	B LUNCH	12:50PM	01:15 PM (25)
3	1:20 PM	2:25 PM (65)			
4	2:30 PM	3:35 PM (65)			