

**Bristol Virginia Public Schools  
222 Oak Street  
Bristol, Virginia 24201**

**August 2009**

# **BRISTOL VIRGINIA HIGH SCHOOL**

## **2009-2010**

### **Student Handbook**

*<http://www.bristolvaschools.org/vhs/default.htm>*

**Accreditation** - Virginia High is an accredited member of the Southern Association of Colleges and Schools and the Virginia State Department of Education.

#### ***SERVICE IS OUR OBJECTIVE***

Virginia High is a public institution dedicated to the service of the community. Recognizing the importance of each individual, the schools offer extensive programs, which satisfy the needs of the students and provide a foundation beneficial to their endeavors after graduation from school.

**This Student Handbook belongs to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Grade \_\_\_\_\_

## **PHILOSOPHY**

**Virginia High School** is a public institution dedicated to the service of the community. Recognizing the importance of each individual, the school offers an extensive program that satisfies the needs of the student and provides a foundation for endeavors after high school. In support of this statement, the faculty believes:

1. that each student has the privilege to pursue an education that will cultivate interests, develop potential, and contribute to the intellectual, democratic, and social values which serve as guides for personal, family and community living;
2. that each student is entitled to an environment that recognizes individual differences, special characteristics, and unique needs and cultivates intellectual abilities;
3. that each student should be given the proper framework to acquire and maintain good physical and emotional health and develop an appreciation of aesthetic values and growth in creative interests and abilities;
4. that each student be recognized as a worthwhile individual and be encouraged to identify and implement the inherent rights, duties, and responsibilities to self, school, community, and nation;
5. that each student be offered the opportunity for career counseling and assessments of abilities, aptitudes, interest, and education needs;
6. that the school has a responsibility to promote an appreciation of the American democratic commitment through an understanding and appreciation of the national heritage, especially its institutions, traditions, and values, and that the student is encouraged to accept responsibility for evaluating and contributing to the nation;
7. that the school assist the student in identifying the continual changes occurring in the American society in preparation for social, economic, and occupational competency; and
8. that all facets of the school community form a cooperative effort for improvement and advancement so that the educational system will reflect a sound basis for accreditation, an effective school program, high professional standards, and supportive relationships.

## **OBJECTIVES**

Our schools strive:

1. to establish the following priorities that will enable the faculty to implement its task of educating the youth of the community: respect, professionalism, communication, constructive criticism, a pleasant physical environment, and opportunities for developing special interests;
2. to take students at the level of accomplishment and to increase their potential by following sound educational theories, especially those reflecting the significance of the cognitive, affective, and psychomotor areas;
3. to provide programs and a range of classes to accommodate measured ability levels, learning styles, and individual interests and talents;
4. to foster individual development through the use of relevant classroom materials, library resources, computers, audiovisual aids, community resources, field trips, demonstrations, and special cultural resources and projects;
5. to encourage mutual respect and to develop in the student a sense of self-worth and dignity through continuous effort, accomplishment, gainful endeavors, and self-discipline.
6. to enrich the social growth of the student through effective involvement in the classroom, in extracurricular activities, and in community programs so that the individual can be a contributing member of society;
7. to promote good physical and mental health through related classes and a variety of athletic programs;
8. to counsel each student toward an understanding of the range of occupational and professional options available and to present the challenge to be responsible and knowledgeable about personal talents and capabilities;
9. to encourage good citizenship by emphasizing the individual's responsibilities to respect civil laws and the rules of the school;
10. to aid the student in appreciating the American heritage by recognizing the contributions made by various nationalities and races;
11. to provide experiences that will aid students with analyzing changes in contemporary ideas and events, including socio-economic, technological, and political influences;
12. to encourage a certified staff to continue professional growth through advanced studies, in-service training, travel, professional organizations, and cultural activities;
13. to promote professionalism and effective communication with the school board, administrators, teachers, students, parents, and community;

14. to endorse and implement **The Standards of Quality for Public Schools in Virginia** and **The Standards of Learning Objectives for Virginia Public Schools** as formulated by the state Board of Education and enacted by the General Assembly; and
15. to follow the accreditation standards as outlined by the State Board of Education and the Southern Association of Colleges and Schools.

**BRISTOL VIRGINIA PUBLIC SCHOOLS  
2009-2010 School Calendar**

**August**

12-18 Staff Development/Workdays  
19 First Day of School  
21 Early Dismissal

**September**

7 Labor Day Holiday

**October**

2 End of 1<sup>st</sup> Six Weeks/Early Dismissal (32 days)  
5-9 Teacher/Parent Conferences at Elementary Schools  
7 Report Cards  
12-16 Teacher/Parent Conferences at Secondary Schools (1/2 Workday)

**November**

3 Election Day, Schools Closed to Students/ Optional Workday  
13 End Second Grading Period (29 days)  
Early Dismissal of Students  
18 Report Cards  
25-27 Thanksgiving Holidays

**December**

18 Early Dismissal of Students/Personnel  
21-31 Christmas Holidays/Winter Holidays

**January**

1 New Year/Winter Holidays  
4 Schools Re-open  
15 End Third Grading Period (32 days)  
(93 Days in First Semester)  
Early Dismissal of Students  
18 Schools Closed to Students  
Teacher Workday  
20 Report Cards

**February**

12-15 Winter Break  
22-26 Teacher/Parent Conferences at Elementary Schools  
26 End Fourth Grading Period (27 days)  
Early Dismissal of Students

**March**

1-5 Teacher/Parent Conferences at Secondary Schools  
3 Report Cards  
12 Schools Closed to Students/ Staff Development Day

## April

2-9	Spring Break – Schools Closed
12	Schools Re-open
16	End Fifth Grading Period (28 days) Early Dismissal of Students
21	Report Cards

## May

31	Memorial Day Holiday
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## June

2	Last Day for Students/Early Dismissal of Students End Sixth Grading Period (32 days) (87 Days in Second Semester)
3-4	Teacher Workdays

### **Report Card Distribution Dates:**

Wednesday, October 7, 2009	Wednesday, March 3, 2010
Wednesday, November 18, 2009	Wednesday, April 21, 2010
Wednesday, January 20, 2010	Wednesday, June 2, 2010

### **Early Dismissal:**

Elementary Schools at 1:00 p.m. (Personnel at 1:30 p.m./Administrators 2:00 p.m.)  
Middle and High Schools at 12:30 p.m. (Personnel at 1:00 p.m./Administrators 1:30 p.m.)  
Central Office Personnel at 2:30 p.m.

**Snow Day make-up possibilities include:** teacher workdays, Saturdays, holidays, additional time per school day, additional school days at the end of the school year, and Spring Break days.

## **VIRGINIA HIGH SCHOOL REGULAR BELL SCHEDULE**

7:40	Start of School and Period 1
7:45	Tardy Bell, Start of Morning Announcements, Channel One
7:57	End of Channel One, Start of Period 1 Instruction
8:47	End of Period 1, Start of Period 2
8:51	Tardy Bell
9:41	End of Period 2, Start of Period 3
9:46	Tardy Bell
10:35	End of Period 3, Start of Period 4
10:40	Tardy Bell
11:30	End of Period 4, Start of Periods 5B, C and Start of Lunch A
11:34	Tardy Bell
11:57	End of Lunch A, Start of Period 5A
12:00	End 1st Part Period 5B, Start of Lunch B
12:25	End Lunch B, Start of Period 5B; End Period 5C, Start of Lunch C
12:51	End of Lunch C, Periods 5A, 5B, Start of Period 6
12:55	Tardy Bell
1:45	End of Period 6, Start of Period 7
1:50	Tardy Bell
2:40	End of Period 7 and School Day

## **2-HOUR DELAY BELL SCHEDULE**

9:40	Start of School and Period 1
9:45	Tardy Bell
10:20	End of Period 1, Start of Period 2
10:25	Tardy Bell
10:57	End of Period 2, Start of Period 3
11:02	Tardy Bell
11:34	End of Period 3, Start of Period 4
11:39	Tardy Bell
12:11	End of Period 4, Start of Periods 5B, C and Start of Lunch A
12:36	End of Lunch A, Start of Period 5A, Start of Lunch B,
1:01	End of Lunch B, Period 5C, Start of Lunch C
1:26	End of Lunch C, Periods 5A, B, Start of Period 6
1:31	Tardy Bell
2:03	End of Period 6, Start of Period 7
2:08	Tardy Bell
2:40	End of Period 7 and School Day

Periods 2, 3, 4, 6, and 7 are 37 minutes long minus 4 minutes class change time.

Period 1 is 40 minutes long minus 4 minutes class change time.

Channel One will not be shown.

Period 5 is 50 minutes long with 25 minutes for each lunch

## **BELL SCHEDULE FOR ONE-HALF DAY BEFORE HOLIDAY**

7:40	Start of School and of Period 1
7:44	Tardy Bell
8:24	End of Period 1, Start of Period 2
8:28	Tardy Bell
9:05	End of Period 2, Start of Period 3
9:09	Tardy Bell
9:46	End of Period 3, Start of Period 4
9:50	Tardy Bell
10:27	End of Period 4, Start of Period 5
10:31	Tardy Bell
11:08	End of Period 5, Start of Period 6
11:12	Tardy Bell
11:49	End of Period 6, Start of Period 7
11:53	Tardy Bell
12:30	End of Period 7 and School

Period 1 is 44 minutes long. Channel One will not be shown.

Periods 2 and 7 are 41 minutes long including 4 minutes of class time change.

Lunch will not be served.

## **EXAM SCHEDULE**

School Schedules:

Virginia High School: 7:35 a.m. – 12:35 p.m.

Virginia Middle School: 7:30 a.m. – 12:30 p.m.

Elementary Schools: 8:30 a.m. -- 3:00 p.m.

**HONOR CODE** - Honor and integrity should be matters of serious concern to all students. In the development of these qualities, the mature student progresses steadily toward more self-discipline and relies less on outside influences. In order to guide the student in character development, the following honor code is presented as a challenge to foster individual responsibility: "I will be responsible for my own school work, without accepting unfair help on tests, examinations, and homework. Furthermore, in mutual respect for the rights of others, I will not steal or harm school property or personal property. And finally, as the hallmark of individual character achievement, I will strive to be truthful with myself and others."

**TESTING FOR PLACEMENT OF TRANSFER STUDENTS** - Pupils entering Bristol Virginia Schools from other school systems, private or parochial schools, or home school may be required to take appropriate examinations or testing in order to determine the proper grade level placement of these pupils within the Bristol Virginia Schools.

**TUITION** - No tuition is charged for Bristol, Virginia residents under twenty-one years of age. However, any students in one of the following classifications must receive permission to attend school from the Superintendent of the Bristol Virginia School System and pay a tuition fee:

1. Any student not living within the corporate limits of Bristol, Virginia
2. Any student not living with his **parents** or **legal guardian** within the corporate limits of Bristol, Virginia
3. Any student over twenty-one years old

**FEES** – Each student will be assigned a locker with a lock at no cost to the student. Replacement cost for the lock will be \$3.00. Students are financially responsible for any lost or damaged items or property. Requests for additional fees for materials occur infrequently, but all students enrolled in physical education classes are asked to furnish gym suits or other appropriate items. Optional costs that may be assumed include health insurance, dental insurance, yearbooks, club dues, admission to athletic events, plays and entertainment, class rings, etc.

**ANNUAL NOTICE OF RIGHT OF REFUSAL FOR DISCLOSURE OF STUDENT DIRECTORY**

**INFORMATION** - The Bristol Virginia School Board has designated a pupil's name, address, and grade level as **STUDENT DIRECTORY INFORMATION** which may be released to the public upon request unless the parent or an eligible student notifies the school in writing by September 30 each year that any part or all of such information should not be disclosed without prior consent. (An eligible student is one who has attained eighteen (18) years of age or is attending an institution of post-secondary education.) *Questions should be directed to the school principal or the Bristol Virginia School Board Office at 821-5605.*

**SCHOOL BOARD POLICY MANUAL** - Board policies for the operation of the schools in the Bristol Virginia School System are available to the school population and the community. Copies are located in the schools' libraries, the central office, and the public library. A School Board Policy Manual is also located on the Bristol Virginia Public Schools Internet homepage: [www.bristolvaschools.org](http://www.bristolvaschools.org).

**SOCIAL SECURITY NUMBERS** - Each student must present a federal social security number within 90 days of his enrollment. In any case in which a student is ineligible, pursuant to guidelines promulgated by the Board of Education, to obtain a social security number or the parent is unwilling to present such number, the superintendent or his designee may assign another identifying number to the student or waive this requirement.

**SNOW SCHEDULES FOR DELAYED SCHOOL DAY** - If heavy snow or icy road conditions require that the beginning of the regular school day be delayed until later in the day, the following schedule may be used:

**TWO-HOUR DELAY SNOW SCHEDULE** - With this schedule, the school openings and class schedules begin two hours later than the normal schedule. The school day ends at the regular time. Also when the two-hour delay schedule is used, school lunches will be served one hour later than they are served on the regular schedule.

## TWO-HOUR DELAY SCHEDULE

<u>School</u>	<u>Beginning of School</u>	<u>Dismissal</u>
Virginia High	9:40 A.M.	2:40 P.M.
Virginia Middle School	9:40 A.M.	2:35 P.M.
Elementary Schools	10:20 A.M.	3:00 P.M.

The division Superintendent of Schools will make all decisions regarding the use of snow schedules. Once such a decision is made, the division superintendent will notify area radio and TV stations as early as possible. **Inquiries may be made by calling the Bristol Virginia Information line at 821-5999.** In the absence of a statement from the division superintendent, schools will operate according to the school calendar on the regular schedule.

When schools are closed because of inclement weather, the school administration offices will be closed also at the discretion of the superintendent.

**Snow Day Make-up Possibilities Include:** teacher workdays, Saturdays, additional time per school day, additional school days at end of school year, Memorial Day, or Spring Break days.

**FIRE DRILLS** - When a fire alarm sounds:

1. Exit the room single file according to the posted directions and follow the supervising teacher's directions. When between classes or during lunch, use the nearest exit and move at least 30 yards from the building.
2. Move quickly and in an orderly manner to the assigned area.
3. Remain with your group until re-entry is signaled.

**DISCIPLINARY PROCEDURES** - Classroom teachers have the authority and responsibility to maintain discipline and control in their classroom. Teachers have been instructed to make every effort to correct inappropriate student behavior and to handle discipline offenses as they occur. Teachers shall have the initial authority to remove students from class for disruptive behavior. Disruptive behavior is defined as a violation of school board regulations governing student conduct that interrupts or obstructs the learning environment. The administrator will attempt to correct the problem. The seriousness and frequency of the problem will determine the appropriate action. Factors to be considered will be:

1. Willfulness
2. Extent of personal injury or property damage
3. Action in concert with others
4. Frequency
5. Effect on public order and/or academic integrity

The student code of conduct applies to all students' conduct either on or off of school grounds, either on the way to or from school (including conduct on school buses), during school hours, or at any school-sponsored activity.

Violation of any of the following specific regulations may result in one or more of the following actions:

1. Student-teacher conference;
2. Office conference with an administrator;
3. Teacher/administrator-assigned detention after school;
4. Notification of parent or guardian;
5. Loss of certain school privileges;
6. Overnight suspension (suspension until parent reports with student for a conference);
7. Detention, Extended School Detention, In-School Suspension;
8. Out-of-school suspension from 1 to 10 school days;
9. Out-of-school suspension for more than 10 school days, but less than 365 calendar days;
10. Assignment of manual jobs/task;
11. Expulsion;
12. Criminal charges; or
13. Probationary status as a student.

In general, all students must comply with the directions of all faculty, staff, and administration while under the authority of the school. While the regulations listed are not intended to be all-inclusive, they will serve as a guide to proper behavior and what is expected at school.

**COLLEGE DAYS** – Juniors with fewer than (6) absences (all excused) may take two (2) college days during the 2<sup>nd</sup> semester to visit colleges more than 50 miles away. Seniors with fewer than (6) absences (all excused) may take two (2) college days before April to visit colleges more than 50 miles away.

A half day (1/2) will be permitted for colleges that are 30 miles away. No college days will be allowed for colleges that are within 30 miles of our campus.

Acceptable documentation, meaning a document from the register's office with an official signature showing the date and time of the visit from the college, must be turned into the attendance officer before a college day is recorded.

**TRUANCY AND SKIPPING CLASS** - Disciplinary actions regarding skipping class will be the responsibility of each school building administration. Skipping school/class will result in ISS or Extended School Detention, which is held Monday through Friday from 3:00 p.m. to 5:30 p.m.

Except for excused absences, a student who is absent on a given day will not be permitted to participate in any school-sponsored activity taking place that evening. This regulation applies to parties, banquets, dances, and to other school, class, or social activities, as well as to all athletic contests or practices, concerts, and club or class meetings.

**TARDINESS** - Tardiness to class or school is detrimental to the education process of students. Appropriate steps will be taken to ensure punctuality.

If a student is tardy and comes in before 2<sup>nd</sup> period, that student is counted absent for 1<sup>st</sup> period. If late for 2<sup>nd</sup>, the student is absent 1<sup>st</sup> period and tardy to 2<sup>nd</sup> period. Students may use PAR for the period missed if a call is received from the parent. Only special excuses are accepted for tardies.

If a student is tardy because of a medical appointment, he/she must have a statement from the health care professional. The statement must clearly document the time of the appointment and the date. Only a reasonable amount of time for travel will be excused depending upon the distance to the medical facility. Enforcement of disciplinary action for tardiness is the responsibility of each school building administration.

### **TARDIES TO SCHOOL**

- > On the third tardy to school, a student will be assigned to the Administrator's Detention Hall to be held in Bay A of the Auditorium on Wednesday 2:45 PM to 3:45 PM.
- > On the fourth tardy to school, a student will be assigned to the Administrator's Detention Hall to be held in Bay A of the Auditorium on Wednesday 2:45 PM to 3:45 PM.
- > On the fifth and subsequent tardies to school, a student will be assigned to Extended School Detention.

### **TARDIES TO CLASS**

- > All students who have an unexcused tardy to class after the initial warning by the teacher will be assigned to the Administrator's Detention Hall. Failure to attend Detention Hall will result in a one-day in-school suspension.
- > On the fifth unexcused tardy to class, a student will be assigned to Extended School Detention.
- > If a student arrives tardy to school during first period and checks in after 8:20 AM, he/she will be expected to attend Make-Up School in order to make up work, if the absence is excused.
  - \*Documented court or medical appointments will be taken into consideration. Documentation MUST be presented on the day of occurrence.

**STUDENT RELEASE DURING SCHOOL HOURS/CHECK OUTS** - Any student who has to leave campus must have a note from a parent/guardian stating reason for dismissal and where the parent can be contacted. The school will make every attempt to verify notes requesting early dismissal or late arrival. Students must bring their note to the attendance clerk before the beginning of the school day. Doing so ensures ample time for the staff to verify the request. Upon verification, the student will be issued an "early dismissal form" which will release the student from class at the assigned time. At that point the student may sign out through the attendance clerk and depart. The absence of an "early dismissal form" will result in a delay while the staff takes steps to verify the request. All students leaving school must sign out in the front office. Failure to follow these procedures will result in appropriate disciplinary action. **NOTE: STUDENTS WILL NOT BE RELEASED BY TELEPHONE DURING LUNCH. PARENTS MUST PERSONALLY CHECK-OUT STUDENTS IN THE ATTENDANCE OFFICE DURING LUNCH BLOCKS.**

Activity Days (ACT) will be granted to students who have outstanding attendance and passing grades. The ACT days may include field trips, DARE Day, club competitions, prom committee, athletic competitions, court scheduled driver's license orientation, or other related activities. Students who have failing grades in any subject and/or those who have missed more than 10 days in any class may appeal to the administration to be granted permission for ACT days.

**PERFECT ATTENDANCE POLICY** - Perfect attendance is defined as being in attendance 100% of each school day. No tardies to school or class, checkouts, or excused notes are permitted for perfect attendance.

## **CURRICULUM**

**STATE TESTING** - Virginia High School participate in the state testing program as follows:

- a. \*PSAT/NMSQT - The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test is offered to sophomores and juniors to help them assess their ability to do college work and evaluate their plans for college. Furthermore, taking the PSAT/NMSQT is the first step necessary for juniors to be considered for scholarships administered by the National Merit Scholarship Corporation.
- b. The HSTW Assessment will be given to senior vocational completers in February.
- c. The Virginia Standards of Learning tests are given at the end of selected courses in the spring.
- d. Advanced Placement exams are given in the spring to all students enrolled in Advanced Placement courses.
- e. International Baccalaureate exams are given to IB students at the completion of specific courses.

**HONOR ROLL** – The school announces the students who have made Honor Roll each six weeks. The first Honor Roll includes students who have made all A's for that six weeks. The second Honor Roll includes students who have made all A's and B's for that six weeks. (Students with C's in weighted courses will not be named to the honor roll).

**WITHDRAWALS** - Students withdrawing from school must comply with the following procedure:

1. See an administrator who will contact a parent/guardian for permission to drop or transfer.
2. Secure a withdrawal sheet from the administrative secretary.
3. Clear all financial obligations.
4. Obtain a counselor's signature.
5. Return all school materials.
6. Return withdrawal sheet to the administrative secretary when it is completed.

\*After being absent fifteen consecutive days, students will be automatically withdrawn from school.

**SCHEDULE CHANGES** -Class schedules will be mailed to students in July. Once the master schedule is complete, there is little room to accommodate requests for schedule changes. We will, of course, honor requests for changes under the following circumstances:

- The student passes a course taken in summer school and does not need to retake it during the school year.
- The student failed the prerequisite course.
- A required course was omitted from the student's schedule.
- The student's schedule was printed with fewer than seven classes.
- The student wishes to enroll in a higher level course and room is available in that course.

- The student is changing his/her diploma track.

All requests for schedule changes that are not listed above must be submitted in writing with specific reasons for the requested change. No schedule modifications will be made without appropriate justification.

An advisory committee to the principal will review all written requests for schedule changes. The only changes that will be made are those that are approved by the committee and signed by the principal.

**DROP AND ADD POLICY** - A course dropped after the first thirty-six (36) school days of the school year must be counted as a failure and included in the student’s grade point and class ranking. No student may elect to add a course after the class has been in session for a period of **two weeks or ten school days**.

**REPEATING COURSES FOR CREDIT** – A student may repeat a high school level course for credit, to the extent that his/her schedule will allow. When a student repeats a high school level course for a credit during the regular academic year, the grade for each of the courses will be recorded on the student’s transcript, but only the higher of the two grades will be considered for the purpose of determining class rank and grade point average. For example, if a student takes a course and makes a “D” (1 point), and retakes the same class during the regular academic year and makes a “B” (3 points, unless weighted), both courses will appear on the student’s transcript. Only the higher grade will be used to calculate class rank and grade point average.

When a student repeats a high school level course for credit in summer school, the grade for each of the courses will be recorded on the student’s transcript and the average of the two grades will be used for the purpose of determining class rank and grade point average. For example, if a student takes a course and makes a “D” (1 point) and the student retakes the course during summer school for repeat credit and makes a “B” (3 points, unless weighted), both grades will be averaged to calculate class rank and grade point average.

**CLASSIFICATION OF STUDENTS** - Students are classified according to the following units passed:

- Grade 9      Passing Four Subjects including Mathematics and English
- Grade 10     5 Units of Credit
- Grade 11     10 Units of Credit
- Grade 12     15 Units of Credit
- Graduation  20 Total Units for a Modified Standard Diploma
- Graduation  22 Total Units for a Standard Diploma
- Graduation  26 Total Units for an Advanced Diploma

Beginning with the class of 2003 and thereafter students may not walk at graduation unless they have completed *all* requirements for a high school diploma.

**PROGRAM PLANNING BOOKLET** - A Program Planning Booklet, distributed to all students, contains information about the diplomas offered and the number of units required for each. The publication also contains information about every class offered.

**GRADING SYSTEM** -The following grade point schedule controls the assigning of letter grades:

- |              |             |                 |
|--------------|-------------|-----------------|
| A.....100-94 | C.....85-76 | F..... Below 70 |
| B.....93-86  | D.....75-70 |                 |

**Determining Class Rank**

For purposes of determining class rank, Bristol Virginia Public Schools will use a quality point system. Students will earn the following points based on their course grades:

	<u>Weighted Course</u>	<u>Non-weighted Course</u>
<b>A</b>	<b>5 points</b>	<b>4 points</b>
<b>B</b>	<b>4 points</b>	<b>3 points</b>
<b>C</b>	<b>3 points</b>	<b>2 points</b>
<b>D</b>	<b>1 point</b>	<b>1 point</b>

A total of points earned for all classes a student has taken, under the following guidelines, will comprise his/her grade point.

The number of high school credits accepted for class rank from a middle school program outside Bristol Virginia Public Schools will be limited to the number of high school credits offered at Virginia Middle School.

Transfer students may count only the number of courses toward class rank that students at Virginia Middle School and Virginia High School may count towards class rank. Transfer students who have more than seven courses per semester on their transcripts must notify the Guidance Department in writing which classes they wish to remove from the calculation of class rank. If a student fails to notify the Guidance Department within 10 days of enrolling, the counselor will remove the required number of courses, starting with the courses in which the student earned the lowest grades. For the purpose of calculating Grade Point Average all classes on a transcript will count.

Only those courses taken during the regular school day (zero-seventh period) will count toward class rank.

Dual enrollment and Virtual Governor's School courses taught as a part of the regular school day will count towards determining class rank. Other courses taken at the post-secondary level will not count towards class rank.

*Class rank will be determined by the number of accrued points.*

Grade point averages will include all courses taken and will still be computed for the purpose of reporting such information to colleges and perspective employers as requested by them.

### **WEIGHTED COURSES**

DE/ IB English 12	IB Biology II
IB/Honors English 11	Physics
IB US History	French IV and V
of the Americas	Spanish IV and V
AP US Government	IB Computer Science
Pre Calculus	Virtual Governor's School Courses
IB Twentieth Century Topics	*Art IV and V (if a student submits a
DE/Pre-Calculus	portfolio to CEEB for AP credit)*
AP Calculus	Dual Enrolled Courses
IB Pre-Calculus	
IB Calculus	
Statistics	

**Students must take the AP or IB exam to earn the weighted credit in this course. Students will be reimbursed the cost of all AP exams on which they earn a "3" or better. The School Board will pay all exam fees for the students with demonstrated economic need.**

**Students must complete IB Calculus to receive weighted credit for IB Pre-Calculus.**

**If a student were to be placed on Homebound for an extended period of over six weeks, the student would be placed in the level below the IB level.**

**All work must be submitted to IB in order that the student receives the weighted (5.0) credit.**

**Class Rank of Home Schooled and Homebound Students** – Any student who earns more than one-fourth of the minimum number of credits for graduation while on home instruction or homebound instruction shall not be considered for class rank.

## **HONORS/ADVANCED PLACEMENT INTERNATIONAL BACCALAUREATE PROGRAM**

Virginia High School offers a variety of Honors, Advanced Placement, and International Baccalaureate courses. These courses are rigorous, requiring a commitment of additional out-of-school time. Students who choose to take these classes should do so only after consultation with their teachers and guidance counselors. Parents and students alike need to be aware of the demanding nature of the courses and the time commitment required to succeed. Students enrolled in Advanced Placement and International Baccalaureate courses may be able to earn college credit while in high school.

### **Removal From Honors, Advanced Placement, and International Baccalaureate Courses**

Any student having a D or F at the end of the first six weeks of a semester or at the end of a semester may be removed from an Honors, Advanced Placement, or International Baccalaureate course. Because ninth graders sometimes have difficulty adjusting to the work load at the high school level, during the first semester only ninth graders will be given an additional three weeks to achieve a C average before he/she may be removed from an Honors, Advanced Placement, or International Baccalaureate course.

**SEMESTER EXAMINATIONS** - Examinations covering the course material of the entire immediate past semester shall be given at the close of each semester in grades 7 through 12. The following regulations relating to these examinations are to be observed:

1. A written examination will be given in all courses for which a written examination is appropriate. In vocational and other courses that involve the development of psycho-motor skills (music, art, physical education, language, etc.), a practical examination in addition to (or in place of) a written examination may be given and counted as a part (or all) of the semester examination.
2. The semester examination shall be a comprehensive examination which faithfully reflects the written course objectives and which has balance in terms of the amount of instructional time spent on each
3. Teachers shall forward copies of all examinations and their answers to the principal for review at least five (5) school days prior to administering the examinations to students. Students' copies in addition to the administrators' copies of all semester examinations shall be kept on file by the principal until the end of the following academic year.
4. The examination should be designed so that all students can complete it in two hours. The examination schedule will provide two examinations per day given in two-hour blocks.
5. The semester examination shall count one-seventh (1/7) of the semester grade with each six-week' grade counting two-sevenths (2/7).
6. Extracurricular activities should be held to a minimum during the examination period and those activities that are held will be scheduled so as not to conflict with examinations.

**SEMESTER EXAMINATION EXEMPTION - 2nd Semester Only (Students may not exempt an SOL course exam at the end of the 1<sup>st</sup> semester. The cards are to be used for non SOL courses for 2<sup>nd</sup> semester exemptions only.**

*Note: No student will be exempted from an exam that has a financial obligation to the school.*

### ***Virginia High School***

**Orange Card** holders (3.8 overall GPA for the semester with no more than five (5) excused absences (in any class) and no unexcused absences in any class or tardies (to school or to class) may exempt two exams of their choice. No student will be exempted from an exam that has a financial obligation to the school.

**White Card** holders (perfect attendance for the semester) may exempt one (1) exam of their choice. No student will be exempted from an exam that has a financial obligation to the school.

**Gray Card** holders (3.5-3.79 overall GPA and no more than three (3) excused absences (in any class) and no unexcused tardies) may exempt one (1) exam of their choice. No student will be exempted from an exam that has a financial obligation to the school.

**Seniors** may exempt the exam in any course in the second semester in which they have an A or B and no more than five (5) excused absences; no unexcused absences, no financial obligations to the school and no Extended School Detention, ISS or OSS. A senior could exempt all second semester exams under this provision. (other than SOL)

1. No student may exempt a first semester exam in a course for which there is a Standards of Learning End-of- Course exam and earn an additional three (3) points toward the 2<sup>nd</sup> semester average.
2. Students who earn a passing score (400 +) on Standards of Learning End-of- Course exams may exempt the regular exam for that class.

Five PAR days are allowed for the entire school year. Parent days do not begin anew for senior exam exemptions for second semester.

**BEARCAT BENEFIT CARDS** - An **ORANGE CARD** will be awarded to those students with a G.P.A. of 3.8 or above, no more than 5 class absences, no unexcused class absences or unexcused tardies, no financial obligations to the school, and no days of Extended School Detention, In-School-Suspension or OSS for each semester. Benefits include:

1. one day (prearranged) for independent study;
2. free admission to all VHS activities (Some dances excluded);
3. free admission to all VHS home athletic events except some tournaments;
4. \$5.00 discount on yearbook;
5. exemption from two final exams of student's choice. This exemption applies to students with six or more credits; students with fewer than six credits will be exempt from one exam.

**A GRAY CARD** - will be awarded to those students with a G.P.A. of 3.50-3.79, no more than three class absences, no unexcused class absences or unexcused tardies, no financial obligations to the school, and no days of Extended School Detention, In-School Suspension, or OSS for each semester. Benefits include:

1. free admission to five VHS home athletic events (some tournaments excluded);
2. free admission to three school day events and free admission to three dances (some dances excluded); and
3. exemption from one final exam of the student's choice.

**A WHITE CARD** - will be awarded to those students with perfect attendance, no tardies and no checkouts, no days of Extended School Detention, ISS or OSS for each semester and no financial obligations to the school. Benefits include:

1. free admission to three VHS home athletic events;
2. free admission to three school events, including assemblies and dances;
3. free name on yearbook; and
4. exemption from one final exam of student's choice.

**SUMMER SCHOOL** – A summer school for high school students is conducted at Virginia High School and is sponsored by the Bristol Virginia School Board. The summer program is fully accredited by the State Department of Education. Students who attend these classes include:

1. those who wish to accelerate their progress through high school, or
2. those who have failed courses or wish to repeat a course to gain skill and credit.

To earn one unit of credit for a repeat course, students must attend 70 hours/3 -week session. English 11 and 12 may be taken for new credit and 140 hours/6-week session is required. All tardies and absences (up to 3 hours for repeat credit and 6 hours for new credit) must be made up with a teacher after school with the student paying tutorial fees. Students missing more than the designated hours are dropped. Registration for summer school begins two weeks before the opening of the session. Students are charged a tuition fee determined by the School Board.

The grade earned in the repeat course during the summer session will appear on the transcript along with the grade previously earned. Both grades will be calculated in determining class rank and grade point average.

## STUDENT SERVICES

**CLINIC** - A student who becomes ill during class must get a pass from the teacher and obtain permission from the administrative office to use the clinic. Any student who spends class time in the clinic will be counted absent. Bristol Virginia Public School personnel may give nonprescription medication to students only with the written permission of the parent or guardian. (Specified medication shall be Ibuprofen or Acetaminophen.) Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. A maximum of ten doses per year not to exceed three consecutive days may be given. After the tenth dose a doctor's note may be requested. Refer to School Board Policy File JHCD.

**SPECIAL EDUCATION SERVICES** - Bristol Virginia Public Schools offers a wide variety of services to students between the ages of 2 and 22 who are determined to have a disabling condition. Evaluation and referral to the Early Intervention Program operated by another community agency is provided for disabled children ages birth to two. Early educational intervention for children with disabilities is very important and can improve the quality of life for a child with disabilities. Programs are offered for children who have been identified having one or more of the following disabilities:

Autism	Deafness
Deaf-Blindness	Developmentally Delay
Intellectual Impairment	Multiple Disabilities
Orthopedic Impairment	Other Health Impairment
Emotional Disturbance	Speech and Language Impairment
Specific Learning Disability	Visual Impairment

**CAFETERIA** - Students are assigned to one of three lunch periods. The high school cafeteria offers three options in the lunch program: a salad bar; a line serving either a hamburger or hot dog, french fries, etc.; or a planned menu (posted daily). Some items such as milk, ice cream, etc., may be purchased separately. Students must pay daily or they may place money into their account to be assessed by a student number - **NO MEALS CAN BE CHARGED.**

For the benefit of all students, the following guidelines are necessary:

1. Since other classes are in session, students going to or from the cafeteria should move through the halls as quietly as possible.
2. Students should remain in the cafeteria until the bell rings for dismissal. In case of an emergency, students should see the teacher on duty for special permission to leave the cafeteria.
3. Students are not allowed in unauthorized areas during lunch. Violation of this rule will result in in-school suspension.
4. Seniors are permitted to eat at the tables located on the stage.
5. Inappropriate behavior, including skipping line, carrying food from the cafeteria, not returning trays, etc., will result in assigned time in detention hall.
6. Students may bring lunches from home, but must eat them in the cafeteria.
7. No food should be sold or brought into the building that is in violation of the federal lunch guidelines. Students are not to have fast food, pizza, etc. delivered or brought to school by anyone.
8. No student will be allowed to leave campus during lunch unless checked out by a parent or has a verified note of a scheduled medical appointment.

**FREE AND REDUCED-PRICE LUNCHES** - Students, along with parents, must submit applications for free or reduced-price lunches. The forms are available and are distributed by the cafeteria at the beginning of the year. All applications should be returned to the Supervisor of Food Service for approval. Students will be notified of their status.

**LOCKERS** – **Locks and lockers are provided to all students at no cost.** Students are assigned lockers and combination locks by their first period teachers. Lockers must be used only for storage of books, school supplies, coats, and lunches. Food items should not be left in the lockers overnight. All students are responsible for the

upkeep and contents of the lockers and should not permit any other student to have access. Lockers will be subject to inspection, announced or unannounced, to determine proper use and contents. At the end of the year, students should empty the lockers and turn in their locks to their first period teachers. Lockers are the property of the school. **Any cell phones brought into the building must be stored in the lockers between the hours of 7:45 a.m. and 2:40 p.m.**

**SCHOOL BUSES** - Free buses to and from school are run by the Bristol Virginia Public Schools. Information regarding the buses should be obtained from the Bristol Virginia Public Schools Transportation Department by calling 821-5613. Riding a school bus is a privilege, not a right. Misbehavior on a bus may endanger the safety of riders, and will result in a student's suspension from that or any other division bus.

## **STUDENT ACTIVITIES REGULATIONS**

**EDUCATIONAL VALUE** - The student activities program is a vital part of the total school program, and every activity must demonstrate educational value. According to the State Department of Education: "School-sponsored extracurricular activities shall be under the direct supervision of the staff and should contribute to the educational objectives of the school. They must be evaluated periodically and organized so that interruptions of the instructional program are avoided. They should not be permitted to interfere with the individual's required instructional activities. Extracurricular activities and eligibility requirements shall be established and approved by the superintendent and the School Board."

**SUPERVISION** - Sponsors, coaches, and teachers have been delegated the responsibility for supervising students in all events and are directly responsible for them. They also are held accountable to the principal for the decorum of the students engaged in the student activities program. All clubs must have a sponsor. The sponsor, or designated faculty member, must attend each meeting and scheduled activity and consult the coordinator of student activities and principal before any events are finalized. Coaches, sponsors, and teachers shall plan together and with the coordinator of student activities to determine days and times when the activities will not interfere with the students' schoolwork.

**REGISTRATION OF EVENTS** - All events, including special speakers, that are not automatically scheduled should be registered on appropriate request forms and submitted to the main office for final approval by the principal. These forms for registering events and speakers are available in the main office and must be filed at least one week prior to the event.

**SPECIAL EVENTS** - No special events, including banquets, socials, recreational activities, trips, fund-raising activities, etc., are permitted without the approval of the principal after the sponsor has filed the forms to register events. Before any overnight trips are made, school board approval must be obtained. All money used for special events and trips should be taken from the club's treasury.

**SERVICE PROJECTS** - All service clubs must set up and complete at least one service project per semester. Other clubs may schedule activities in compliance with their objectives. All service projects must be approved by filing forms for registration of events.

**FINANCES** - All organizations and activities will keep accurate records and turn in all money to the central treasurer. The sponsor and principal must sign a purchase order for payment before checks may be issued. At the end of the year, the organization's ledger must be balanced with the central treasurer's records and signed by the sponsor and the organization's treasurer. A complete financial statement, along with a copy of the balanced ledger, should be filed with the principal.

**REPORTS FROM ORGANIZATIONS** - All clubs must have definite objectives and purposes set up at the beginning of the year and filed with the director of student activities or the principal. These objectives may be revised during the year. A list of all club officers, a roster of all members, and a copy of the updated constitution must also be filed.

**TYPES OF CLUBS** - Clubs will be classified only by the following categories: interest, honor, service, and co-curricular.

**MEMBERSHIP** - All service clubs have open membership, and interest clubs extend membership according to constitutional guidelines. The honor clubs, chartered nationally, invite members according to established criteria. (See club descriptions.) To continue memberships, students must attend all meetings unless excused by the sponsor. Anyone having two unexcused absences will be automatically suspended from membership in the club. If there is a question, the sponsor and/or administrator will make the final decision.

**CONSTITUTIONS** - All clubs must have current constitutions, if applicable, that give the framework of the club or organization. The constitution should be read to members at one meeting every year. Before any new club is formed, its constitution must be evaluated by the principal and presented to the School Board for final approval.

**OFFICERS** - All club officers must have a 2.0 average or above, leadership ability, and a good citizenship rating. All class officers, SCA officers, and Student Council members must have at least a 2.5 average, leadership ability, and a good citizenship rating. Students desiring to run for any class office must also be qualified by a petition that has been signed by twenty-five (25) members of the class for which the office is sought. A student may hold only one major office and one secondary office. (A major office includes the presidency of any organization; a secondary office is any other elected capacity.) An officer may be removed for all offenses not becoming to a leader or for failure to fulfill the obligations of the office.

**INITIATIONS** - There will be no informal initiations that resemble hazing.

**DUES** - Dues will be regulated by the constitutions of each club or organization.

**TERMINATION OF ACTIVITIES** -Any activity not properly functioning according to the approved constitution will be terminated.

#### **SPECIAL EVENTS**

Assemblies	Pep Rallies
Dances	SWAC Banquet
Graduation	VT Week
Homecoming	Spring Festival
Prom	Operation Prom
Senior Luncheon	Awards Program
Athletic Banquet	Honors Banquet

#### **CURRICULAR ACTIVITIES**

##### **MUSIC**

Band	Mixed Chorus
Concert Choir	Chorale

**PUBLICATIONS** - The Virginian is the school yearbook and a memory book for students.

##### **CO-CURRICULAR ACTIVITIES**

DECA	VICA	French
<u>Tapestry</u> Publications	FBLA	Spanish

**ATHLETIC EVENTS** - Virginia High School, competing in the Clinch Mountain District and Region D in the Single A classification, offers the following organized sports:

##### **FALL SPORTS**

Football -Varsity and Junior Varsity  
Girls Volleyball  
Golf  
Cross Country-Girls and Boys

##### **SPRING SPORTS**

Baseball-Varsity & Junior Varsity  
Track-Girls and Boys  
Tennis-Girls and Boys  
Soccer  
Softball-Girls - Varsity

## WINTER SPORTS

Basketball -Varsity and Junior Varsity  
Girls Basketball-Varsity and Junior Varsity  
Varsity and Junior Varsity Wrestling  
Swimming -Boys and Girls

**ATHLETIC INFORMATION LINE** - In an effort to keep students and parents informed, an athletic information line can be accessed by calling 821-5700. Daily updates or changes regarding practice schedules, locations and athletic events may be obtained by calling this information line. The athletic line will be updated by 2:00 PM when possible. However, such things as weather conditions and transportation problems may alter a school's choosing not to send a team. This may make it difficult to advise parents and supporters of last minute changes. The athletic information line will be updated as soon as possible during these situations.

**CHEERLEADERS/MASCOT** - The purpose of the cheerleaders is to promote interest, enthusiasm, sportsmanship, and cooperation among members of the student body. New squads and mascots will be selected in the fall/winter periods of each school year.

**INDIVIDUAL ELIGIBILITY REGULATIONS** – In accordance with the Virginia High School League rules and local standards athletes, managers, and cheerleaders must meet the following requirements:

1. **Bona Fide Student Rule** - The student shall be a regular bona fide student in good standing of the school which he/she represents.
2. **Enrollment Rule** - The student shall have been regularly enrolled in the school which he/she represents not later than the fifteenth day of the semester.
3. **Scholarship Rule** - The student shall: (a) for the first semester, be currently enrolled in no fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and will have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year or the immediately preceding semester for schools that certify credit on a semester basis; and (b) for the second semester, be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and will have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester. Note: Credit for courses must be recognized by the State Department of Education. Such credit is to be awarded for the semester in which the work is scheduled to be completed. Credit for summer school work must be applied on the immediately preceding semester or year.
4. **Age Rule** - The student shall not have reached the age of 19 on or before the first day of October of the school year in which he/she wishes to compete.
5. **Transfer Rule** - The student shall not have enrolled in one high school and subsequently transferred to and enrolled in another high school without a corresponding change in the residence of his/her parents, parent, or guardian.
6. **Semester Rule** - The student shall not have been enrolled in the last four years of high school for a period of more than eight consecutive semesters, beginning with the semester in which he was enrolled for the first time in the ninth grade. The eight consecutive semesters shall be counted continuously from that point, regardless of whether he/she remains continuously enrolled in school.
7. **Athletic Participation/Parental Consent/Physical Examination Rule** - A student shall have submitted to the principal of his school, prior to becoming a member of any school athletic squad or team, League Form No. 2 (Athletic Participation/Parental Consent/Physical Examination Form), completely filled in and properly signed, attesting that he/she has been examined and found to be physically fit for athletic competition, and that his/her parents consent to the participation.
8. **Grade Point Average** – In order to participate in interscholastic athletics and cheerleading, students must:
  - (a) meet eligibility requirements as required by the Virginia High School League;
  - (b) meet state and local attendance requirements; and
  - (c) attain at least a 2.0 cumulative grade point average in the semester preceding participation in interscholastic athletics or cheerleading.

Bristol Virginia Public Schools provides an after school academic study hall and support activities to help students maintain the required grade point average. For more information and specific explanations of the 2.0 policy, please refer to the Virginia High School student handbook.

## **BEARCAT PRIDE**

The Pride of Bristol Virginia Public Schools goes far beyond our enthusiasm for our athletic teams. It's a pride in a public school committed to serving students, and encouraging them to reach their highest potential. We seek to provide the knowledge and skills that will best serve our students in the new millennium.

The general program of study at **Virginia High School** is a well-rounded academic program that thoroughly prepares a student for whatever endeavor he/she chooses after graduation. Beyond the required core classes in math, science, English, social studies, physical education, and fine arts, all students at Virginia High School have a wide variety of electives they may take.

The college preparatory path includes a rigorous, accelerated group of courses designed to prepare a student to attend a four-year university. These advanced courses include trigonometry, calculus, advanced English, physics, chemistry, and many others.

Virginia High School is very proud to be one of approximately nine hundred schools worldwide to offer the prestigious International Baccalaureate program of study. This program involves two years of advanced study in six subject areas. At least three of the subject areas must be taken at the higher level and each student must write an extended 4000-word essay. In this extended essay, the student investigates a topic of special interest and becomes acquainted with the kind of independent research and writing skills expected at a university. The IB diploma requires a student to sit for an exam in each of the subject areas. The global network of the IB program allows VHS students opportunities such as international travel and study that otherwise would not be available.

Our career and technical education programs allow students to learn a trade that can become a career. Melding academic with practical skills, students can put their training to the test in several work-release and work training programs. In addition to computer networking, programming and word processing, students can take courses in technology, automotive services, cosmetology, culinary arts, nail technology, business, criminal justice, and marketing.

Complementing our programs of study is a strong, award-winning music, drama and art program that encourages students to appreciate the arts. These programs identify students with outstanding talent and challenge them with selected junior and senior year courses for the most talented. Students can study art concepts, materials, and techniques all four years of their high school education if they choose. In addition, students can participate in band, mixed chorus, concert choir, and chorale. A select group, the chorale singers, have performed at the prestigious Kennedy Center.

**Alma Mater**

All hail to thee, our dear Virginia,  
for whom we all shall lift  
our glorious banners high.  
Thy guiding light shineth  
Over our pathways,  
And sincere praises to thee  
Shall never die.

You have inspired us  
to greater achievements.  
So many friendships acquired  
while here with you.  
Knowledge and truth we have gained  
in thy portals.  
For lives successful, to thee

***The glory's due.***

.....

*School Motto*

Think truly, and thy thoughts  
shall the world's famine feed;  
speak truly, and each word of thine  
shall be a fruitful seed;  
live truly, and thy life shall be  
a great and noble creed.

**Horatius Boner**