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# EASTERN VIEW HIGH SCHOOL

16632 Cyclone Way  
Culpeper, VA 22701  
Phone: 540-825-0621

Dear EVHS Students and Families,

On behalf of staff, faculty, and administration, welcome to Eastern View High School (EVHS). We are excited and pleased to have you and your child/children as members of the EVHS Community. EVHS offers comprehensive and diverse academic programs to ensure every student excels under the guidance of talented, caring, and committed staff members.

As our partner in education, we encourage parents and guardians to continue an active role in their child's academics and to take advantage of the opportunities offered at EVHS. Your continual support and active involvement are vital and increase your child's academic and social experience. Additionally, we encourage you to visit the school on a regular basis, to partner with our teachers by supporting the educational process, and to volunteer within the school.

The purpose of the following pages – EVHS Student Handbook - is to ensure students learn in a caring and safe environment. This handbook contains a great amount of information including:

General Information	Instruction	Student Conduct
Graduation Information	Services	Policies & Procedures
Counseling	Activities & Organizations	

It is expected that parents and students read, discuss and refer to this handbook. Should you have questions or need further clarification about any information contained within, please do not hesitate to contact the school. Together, we will provide the best high school experience for your child and his or her future success.

Best wishes for a successful school year.

Go Cyclones!

Felix Addo, Ed.D.  
Principal

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## **GENERAL INFORMATION**

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### **Introduction**

The purpose of this material is to supplement the CCPS Student/Parent Information Handbook and Code of Conduct with items specific to Eastern View High School.

The policies, rules, and regulations found in this material are for informational purposes and should not be construed as the only information needed between the student and the school. Policies, rules, and regulations are subject to change. The Virginia Code of Conduct and Virginia state laws also govern the students and staff of EVHS. It is the student's and parent's responsibility to keep apprised of graduation requirements and academic changes. Parents and students are encouraged to seek out the assistance of the school counselors and administrators when problems arise. Please refer to the CCPS Student/Parent Information Handbook and Code of Conduct as the main source of information. The CCPS website is [www.culpeperschools.org](http://www.culpeperschools.org).

### **School Mission**

The mission of EVHS is to provide a learning environment that enables all students to develop academically and physically, to act responsibly, think critically, and become productive members of society. The school colors are Columbia Blue, silver, and black; the school mascot is a Cyclone. To accomplish the EVHS mission, administrators, staff, and faculty of EVHS adopt the following principles:

- Respect, responsibility, cooperation, accountability, and communication are essential for quality teaching and quality learning;
- The school will have a safe, secure, and positive environment in which a student can achieve and succeed;
- All school personnel should serve as positive role models for students;
- While addressing different learning styles, the school should help students develop independent and critical thinking skills and utilize current technology;
- Courses are designed, refined and taught so that students make the connections between school and the outside world;
- Students will be engaged in a variety of cultural experiences.

Faculty, staff, administrators, parents, and the community share the responsibility for advancing student learning; however, the ultimate responsibility for a student's education resides with the student.

### **Partners In Education**

#### *Student's Pledge*

I will ...be respectful, be responsible, and follow the rules ...be accountable for my actions, my attitude, my attendance, and my academics ...perform to the best of my ability ...discuss my school activities with my parents/guardians.

#### *Educator's Pledge*

I will ...be respectful and responsive to all who want to learn ...treat all students fairly and set them up for success ...be prepared to teach and care every day ...administer tests based on all learning objectives that have been taught in class ...work with parents/guardians as "Partners in Education" ...be "Safety First" in all I do.

#### *Parents'/Guardians' Pledge*

I will ...help my child to have the best possible education ...provide a home environment that will encourage my child to learn ...insist that all homework assignments be completed ...teach my child the importance of good attendance ...discuss what is going on at school ...contact and meet with my child's teachers ...remind my child of the necessity of discipline in the classroom ...support my child and help my child appreciate and enjoy the excitement of learning ...work with the school as "Partners in Education."

## School-Wide Expectations

### Eastern View Cyclones CARE

**C**ommunicate Positively

Be **A**ccountable

Show **R**espect

Give Best **E**ffort

...in your classroom ...in the hallways ...in the cafeteria ...on the school bus ...at school events!

## Contact Information

### **Principal**

Felix Addo, Ed.D.                                      fa9773@culpeperschools.org                                      ext. 2000

### **Assistant Principals**

Shannon Mahiai                                      sm9779@culpeperschools.org                                      ext. 2009

Carlos D. Seward                                      cs5627@culpeperschools.org                                      ext. 2013

Shaun Summerscales                                      sSummerscales@culpeperschools.org                                      ext. 2005

### **Director of Counseling Services**

Jillian Smith                                      smithj@culpeperschools.org                                      ext. 2003

### **Activities Director**

Mark Settle                                      msettle@culpeperschools.org                                      ext. 2239

### **Security**

Bob Murphy                                      rm5440@culpeperschools.org                                      ext. 2007

### **Testing Coordinator**

Hilary Stanton                                      hs9618@culpeperschools.org                                      ext. 2023

**School Address:** 16332 Cyclone Way, Culpeper, VA 22701

**School Phone Number:** (540) 825-0621

**Fax Number:** (540) 825-9802

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## GRADUATION INFORMATION

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The graduation requirements for a student are those that are in place the first time they enter high school as a freshman. Students and parents are encouraged to review the Program of Studies and keep track of the student's progress toward graduation eligibility.

### **Diploma/Certificate Options**

Class of 2015 and beyond

(Entered Ninth Grade in 2011-12 and beyond)

- **Advanced Studies Diploma** - Students must earn 26 standard units of credit including nine verified credits as outlined below:

Disciplines	Standard Units of Credits Required	Verified Credits Required
English	4	2
Mathematics	4	2
Laboratory Science	4	2
History and Social Sciences	4	2
Foreign Language	3	
Health & Physical Education	2	
Fine Arts or CTE	1	
Economics & Personal Finance	1	
Electives	3	
Student Selected Tests		1
<b>Total</b>	<b>26</b>	<b>9</b>

### EXPLANATIONS AND CLARIFICATIONS

Mathematics – 4 credits at or above the level of Algebra I and shall include at least 4 course selections from among Algebra I, Geometry, Algebra II, or above Algebra II.

Laboratory Science – 4 credits must be earned in 3 different disciplines from among Earth Science, Biology, Chemistry or Physics.

History and Social Sciences – 4 credits shall include U.S. History, U.S. Government, and 2 credits from World History I, World History II or AP European History.

Foreign Language – 3 credits of one language or 2 credits each of two languages.

Electives – includes Academics, Fine Arts, and Career and Technical Education (CTE).

Student Selected Test – In addition to SOL tests, students may utilize additional tests for earning verified credit in computer science, technology, career or technical education, economics, or other areas as prescribed by the board in 8 VAC 20-131-110.

-Students must have an online course experience (such as Economics & Personal Finance).

-Students entering the ninth grade in 2016-17 and beyond must be trained in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation. This will be part of the physical education/health class.

- **Standard Diploma** - Students must earn 22 standard units of credit including six verified credits as outlined below:

Disciplines	Standard Units of Credits Required	Verified Credits Required
English	4	2
Mathematics	3	1
Laboratory Science	3	1
History and Social Sciences	3	1
Health & Physical Education	2	
Foreign Language, Fine Arts, or Career & Technical Education	2	
Economics & Personal Finance	1	
Electives	4	
Student Selected Tests		1
Total	22	6

**EXPLANATIONS AND CLARIFICATIONS**

Mathematics – 3 credits at or above the level of Algebra I and shall include at least 2 course selections from among Algebra I, Geometry, Algebra, Functions & Data Analysis, Algebra II, or above Algebra II.

Laboratory Science – 3 credits from at least 2 different science disciplines from among Earth science, Biology, Chemistry or Physics.

History and Social Sciences – 3 credits shall include U.S. History, U.S. Government, and 1 credit from World History I, World History II or AP European History.

Electives – Includes Academics, Fine Arts, and Career and Technical Education (CTE). Courses to satisfy this requirement shall include at least two sequential electives.

Foreign Language, Fine Arts or Career and Technical Education (CTE) – Credits earned for this requirement shall include 1 credit in Fine or Performing Arts or Career & Technical Education (CTE).

Student Selected Test – In addition to SOL tests, students may utilize additional tests for earning verified credit in computer science, technology, career or technical education (CTE), economics, or other areas as prescribed by the board in 8 VAC 20-131-110.

- Students must have an online course experience (such as Economics & Personal Finance).
- Students entering ninth grade in 2013-14 and beyond must pass an Industry Credentialing test.
- Students entering the ninth grade in 2016-17 and beyond must be trained in emergency first aid, cardiopulmonary resuscitation, and the use of automated external defibrillators, including hands-on practice of the skills necessary to perform cardiopulmonary resuscitation. This will be part of the physical education/health class.

**Virginia Minimal Requirement for Standard Diploma for Students Who Entered 9th Grade in the Fall of 2018 or Beyond.**

The new graduation requirements are effective with students entering the ninth grade in the fall of 2018 (class of 2022). The number of standard credits for a Standard Diploma and Advanced Studies Diploma remain the same but the number of required verified credits — earned by passing a course in the content area and the associated end-of-course assessment — is reduced to five (one each in English reading, English writing, mathematics, science and history/social science) for both diplomas.

**Standard Diploma: First-time ninth graders 2018-2019 and beyond**

Discipline Area	Diploma Units of Credit	
	Standard	Verified
English	4	2
Mathematics	3	1
Laboratory Science	3	1
History and Social Studies	3	1
Health & Physical Education	2	0
World Language, Fine Arts or CTE	2	0
Economics & Personal Finance	1	0
Electives	4	0
Student Selected	0	0
<b>Total</b>	<b>22</b>	<b>5</b>

**Advanced Studies Diploma: First-time ninth graders 2018-2019 and beyond**

Discipline Area	Diploma Units of Credit	
	Standard	Verified
English	4	2
Mathematics	4	1
Laboratory Science	4	1
History and Social Studies	4	1
Health & Physical Education	2	0
World Language	3	0
Fine Arts or C.T.E.	1	0
Economics & Personal Finance	1	0
Electives	3	0
<b>Total</b>	<b>26</b>	<b>5</b>

In history/social science or English writing, a student may verify course mastery through a locally developed performance-based assessment. These assessments require students to apply what they have learned and provide an opportunity for students to demonstrate that they have acquired critical thinking, creative thinking, communication, collaboration and citizenship skills.

- **Certificate of Program Completion** - The Certificate of Program Completion is not a diploma. It is for students who have completed the required number of standard units of credit for the standard diploma, but have not completed the required number of verified units of credit.
- **Applied Studies Diploma** – The Applied Studies Diploma is intended for students at the secondary level who have a disability and are unlikely to meet the credit requirements for a diploma. The student’s IEP team determines eligibility and participation in the program but written consent from a parent is

required. The IEP team sets goals and decides what the student needs to complete in order to earn the Applied Studies Diploma **GED Certificate (ISAEP)** - The Individualized Student Alternative Education Program is a state program that allows students to participate in the GED tests prior to their eighteenth birthday. Students must be at least sixteen and meet eligibility requirements to enter the program. Additional information about this program may be obtained from the Counseling Office.

### **Diploma Seals**

#### *Board of Education Seal*

Students who complete the requirements for a Standard or Advanced Studies Diploma with an average grade of "A" will receive a Board of Education Seal on his/her diploma.

#### *Board of Education's Career and Technical Education Seal*

Awarded to students who earn a Standard or 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" or better average in those courses; or (i) pass an examination in a career and technical education concentration or specialization that confers certification from a recognized industry, trade or professional association; or (ii) acquire a professional license in that career and technical education field from the Commonwealth of Virginia.

#### *Board of Education's Seal for Excellence in Civics Education*

To earn a Board of Education Diploma Seal for Excellence in Civics Education a student must satisfy each of the following four criteria:

- Satisfy the requirement to earn a Standard Diploma or an Advanced Studies Diploma AND
- Complete Virginia and United States History and Virginia and United States Government courses with a grade of "B" or higher AND
- Complete 50 hours of voluntary participation in community service or extracurricular activities. Activities that would count include: 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 JROTC; participating in political campaigns or government internships, or Boys State, Girls State, or Model General Assembly; participating in school-sponsored extracurricular activities that have a civics focus; any student who enlists in the United States military prior to graduation will be deemed to have met this community service requirement.
- Have good attendance and no disciplinary infractions as determined by local school board policies.

#### *Board of Education's Seal of Advanced Mathematics and Technology*

Awarded to students who earn either a Standard or Advanced Studies Diploma and (i) 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" average or better, and (ii) either (a) pass an examination in a career and technical education field that confers certification from a recognized industry, or trade or professional association, (b) acquire a professional license in a career and technical education field from the Commonwealth of Virginia, or (c) pass an examination approved by the Board that confers college-level credit in a technology or computer science area.

#### *Board of Education's Seal of Biliteracy*

Awarded to students who earn a Board of Education-approved diploma and:

- Pass all required End-of-Course Assessments in English reading and writing at the proficient or higher level.
- Demonstrate proficiency at the intermediate-mid level or higher in one or more languages other than English as demonstrated through an assessment from a list approved by the Superintendent of Public Instruction. American Sign Language qualifies as a language other than English.



### *Early College Scholars Certificate*

Awarded to students who have earned the Governor's Seal, earned a "B" average or better, earned the Advanced Studies Diploma, completed college-level course work (Advanced Placement or Dual Enrollment) that earned at least fifteen (15) transferable college credits, and have been accepted to a college or university.

### *Governor's Seal*

Students who complete the requirements for an Advanced Studies Diploma with an average grade of "B" or better and successfully complete college-level coursework that will earn the student at least nine transferable college credits in Advanced Placement (AP), International Baccalaureate (IB), Cambridge or dual enrollment courses will receive the Governor's Seal on his/her diploma.

### **Transfer Students**

Students that transfer into a Virginia public high school after the ninth grade may have different graduation requirements, depending on when they transferred (for the first time) into a Virginia high school. Additional information about these requirements may be obtained from the Counseling Office.

### **Early Graduation**

With parental permission, rising juniors who have completed at least 14 credits and all SOL requirements up to that point may request permission for early graduation. Students who are considering this option should consult their counselor.

### **Additional Information**

For additional information on graduation requirements and programs please refer to the Program of Studies, contact the counseling office, or visit the Virginia Department of Education web site at <http://www.doe.virginia.gov/instruction/graduation/index.shtml>.

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## **COUNSELING OFFICE**

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### **Appeal Process (Schedule/Class Change Requests)**

The master schedule for each high school is created in late spring-early summer based on student requests and staff availability. Due to this timing, changes outside of the registration may be more difficult to obtain. Counselors and administrators will take the following into consideration when reviewing schedule appeal requests once schedules have been distributed:

- Student's failure of a course which is a prerequisite for a scheduled course or graduation requirement;
- Human error;
- Change in the student's educational plan;
- Balancing of class sizes;
- If the requested course has low enrollment and will not be offered;
- An unbalanced schedule (too many academic courses in one semester);
- An alternate was used in the student's schedule and the student requests a different alternate from the student's original course list;
- Student requests to raise to a higher academic level.

Commitments for staff, textbooks and supplies are made based upon the courses selected. Schedule changes will not be allowed without committee approval. The appeal process for schedule change requests takes place in August for the entire year's schedule. There will also be December/January appeal dates scheduled. The committee will review requests in the order that they are received.

Changes will NOT be considered if any of the following situations occur:

- The request would result in a class exceeding the stated class cap;
- The request would result in the number of enrollment in a class to fall below fifteen;
- The request is for a course requiring a prerequisite which has not been completed;
- The request would result in a change to the student's diploma type;
- The request is to drop a career/technical class which completes a sequence;
- The request is for a class that will not work in the student's schedule due to scheduling conflicts;
- The request is to change teacher;
- **The request is to add a course that was not on the student's original course request list.**

### **Counseling Services**

The EVHS Counseling Office provides a framework in which all students may focus on their individual needs and interests. School counselors work with individual students, student groups, and academic houses to address student needs and interests in the areas of academics, career planning, and social/emotional adjustment and development. Students are encouraged to set realistic goals, make responsible decisions, understand the consequences of their actions, learn to self-advocate, and accept the responsibilities and privileges of being a member of the EVHS community.

Counselors will work with faculty advisors and administration to establish a climate of concern and care for each student. The complete advisory team includes the student, parent/guardian, counselor, faculty advisor, teachers and administration. Our goal is to personalize the high school experience for each student by ensuring an appropriately rigorous academic schedule while providing support for academic success and counseling to set goals along the pathway to adulthood. Counselors will arrange conferences with students during the year or students may request a conference whenever needed.

Post-high school counseling is provided by the school counselors, as well as the college coach from Germanna Community College. Students' interests and aptitudes are determined and utilized in forming a comprehensive high school plan of studies which will lead to post-secondary education or entry into the workplace with meaningful skills. Each student will develop a four-year plan during the ninth grade year to guide course selection throughout high school. The plan will be monitored and modified as needed.

### **Counseling Office Contact Information**

Director of Counseling Services – Jillian Smith, smithj@culpeperschools.org, 540-825-0621, ext. 2003

Students with last names beginning A-F: Kristin Frith, km5509@culpeperschools.org, 540-825-0621, ext. 2022

Students with last names beginning G-Mo: Michael Baird, mbaird@culpeperschools.org, 540-825-0621, ext. 2004

Students with last names beginning Mu-V: Jen Mathieu, jmathieu@culpeperschools.org, 540-825-0621, ext. 2006

Students with last names beginning W-Z: Jillian Smith, smithj@culpeperschools.org, 540-825-0621, ext. 2003

Counseling Office Secretary and Registrar: Jodi Stone, js5611@culpeperschools.org, 540-825-0621, ext. 2391

Career Coach (Germanna Community College): Gary Johnson, gjohnson@culpeperschools.org, 540-825-0621, ext. 6221

### **College Admissions Testing**

College admissions tests are given by two testing agencies, the College Board (CB) and the American College Testing program (ACT). The College Board is an association of approximately 2,500 colleges, schools, school systems and education associations throughout the country, but concentrated in the Mid - Atlantic States and New England states. The CB offers the Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT), the SAT, the SAT Subject Tests (achievement tests in 15 subject matter areas), and the Advanced Placement program (AP). The PSAT, a two-hour, 10-minute test of verbal, mathematical and writing skills administered in October to sophomores and juniors, previews the SAT and serves as the qualifier for the National Merit Scholarship program. The SAT is a four-hour test measuring verbal, mathematical and writing skills. Possible scores range from 200 to 800 on each of the sub-tests.

The SAT Subject Tests (formerly called SAT II) are one-hour tests in secondary school subjects. A student may take one, two or three SAT Subject tests on any given test day.

The American College Testing program (ACT) is a private testing agency associated with colleges of varying sizes and types throughout the country. The ACT, a test for juniors and seniors only, is administered six times per year. The ACT is a 3-1/2 hour examination that measures the student's ability in English usage, mathematics, social studies, natural science and writing. The scores range from 1 to 36 on each sub-test.

For SAT/ACT and other college entrance tests please use the following code:

**Eastern View High School Testing Code Number: 470631**

### **Course Credit**

Course adjustments made during the appeal process will not appear on the high school transcript. If administrative approval is given to withdraw from a course based on extenuating circumstances outside of the appeal window, the permanent record will indicate a "W" (withdrawn). A "W" is not included in determining a student's GPA. Should a student withdraw for medical reasons, the permanent record will indicate "W". In this situation, the student must furnish the principal with a doctor's written recommendation.

### **Parent Portal**

Parent Portal allows instant access to your student's academic information, including individual classroom assignments and corresponding grades. Grades are shown, however, only after teachers have finished entering them and have published them to the portal. Due to a variety of classroom and instructional reasons, some grade books may be updated more frequently than others. Please contact the counseling office secretary, Ms. Stone, for additional information on Parent Portal access and use.

### **Promotion Requirements**

To move from Grade 9 to Grade 10, a student must have earned five credits, three of which must be core classes. Core classes are defined as classes in English, Math, Science, Social Studies, Foreign Language, and Health PE 9 or PE 10. To move from Grade 10 to Grade 11, a student must have earned eleven credits, six of which must be core classes. To move from Grade 11 to Grade 12, a student must have earned enough credits to enable him or her to graduate by May of that school year. Grade level changes will be made on electronic school records at the end of the school year. GED students 16 years of age or older will be considered Grade 12.

### **Scholarships**

Information for students who are interested in announced scholarship opportunities should visit Naviance Student for a full listing. Students should see their counselor if any questions.

### **Student/Parent Contact Information Changes**

Students/parents who change their residence, mailing address, or home and work telephone numbers after enrolling in the school division are required to report the change promptly to the counseling office secretary, Ms. Stone, so that records may be corrected and kept current.

### **Transcripts**

Transcripts may be obtained by completing a request form and submitting it to the counseling secretary, Ms. Stone. Copies of the transcripts will be made and placed in a sealed envelope for parents/guardians to pick up. Senior transcripts request for college applications are to be completed through Naviance Student.

### **Withdrawal from School**

Students who need to withdraw from EVHS must report to their new school to complete registration paperwork. Students will be withdrawn from EVHS upon receipt of a request for records from the enrolling school.

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## **INSTRUCTION**

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### **Academic Awards/Honor Roll**

Honor Roll is generated twice each year: Fall recognition is for classes in Term 2 or year-long classes from the previous school year. Spring recognition is for classes that ended in Term 1 of that school year. The first time a student earns Honor Roll, he/she receives an **EV Academic Letter** and **Lamp of Knowledge pin**. Each subsequent time a student earns Honor Roll, he/she receives another pin. A student may earn Honor Roll recognition a total of seven times in high school. A student who earns Honor Roll recognition all seven times receives a drape and medal for his/her **EV Letter**.

Gold and Silver Cards: A student who earns all A's will receive a **Gold Card** entitling him/her to free admission to all home sporting events for the term shown on the card. A student who earns A/B Honor Roll will receive a **Silver Card** entitling him/her to free admission to up to five home sporting events in the term shown on the card. Depending on the school calendar, these cards may be distributed in a Class meeting or by administrators during homeroom.

Each spring, students who have achieved academic and school-wide excellence and who meet or exceed specific departmental criteria are nominated by departments and recognized at a special program and reception. The honoree and his/her parents or guardians will receive an invitation by mail to the Academic Awards Reception where the honoree will be recognized for his/her achievements.

### **Accreditation**

Eastern View High School is accredited by the Commonwealth of Virginia.

### **Advanced Placement Courses**

Advanced Placement classes are offered in a variety of subjects for all students who choose to register for them. The Advanced Placement Program provides an opportunity for students to pursue college level courses while in high school. Students earn high school credit with the successful completion of the course. College credit may be awarded based on the AP test score. Students who are enrolled in AP courses are strongly encouraged to take the AP exam in May. College credits and/or advanced standing may be granted by colleges on an individual basis as a result of AP test scores.

Fees for these courses may be reduced or waived for students who receive free or reduced lunch. Additionally, the College Board provides fee reductions for qualified AP students with acute financial need. The AP coordinator, in conjunction with the school counselors and school administrators, determines the financial eligibility for those students requesting fee reduction. Application forms and information regarding testing programs may be obtained in the testing office.

### **Activity/Club Block**

The Activity/Club block at Eastern View High School is designed to accommodate Advisory, including Focus Forward and PBIS activities, Clubs, and Sustained Silent Reading. The Activity/Club block is scheduled after second block on Wednesdays.

The Advisory program, which includes Focus Forward and PBIS activities, is designed to ensure that every student will have an adult advocate to help personalize the educational experience at EVHS throughout his or her high school career. In addition, we want to provide support for our students in matters relating to the high school experience.

The objectives of the Advisory program are to:

- Increase positive adult contact while at school;
- Assist students with focus on path to college access and career readiness;
- Assist students in maintaining focus on career objectives through completion of high school;
- Decrease the feeling of isolation in a larger school setting;
- Assist with early detection of concerns or problems.

In order to establish a common bond, the students are placed in Advisory groups according to grade level and age. Each Advisor is assigned a group of students from one grade level (ex. seniors are grouped together; juniors are grouped together, etc.), and in general, students will remain with the same Advisor during their four years at EVHS. Our hope is that our student body will benefit from a constant adult contact throughout their high school career.

### **Conferences**

Parent/teacher conferences are held during the first semester. Parents should contact the counseling office secretary, Ms. Stone, to schedule a conference time. If a parent wishes to meet with their student's teacher(s) at additional times, please contact the individual teacher(s) to make arrangements.

<p><b><i>Scheduled Parent/Teacher Conference</i></b> <i>October 25, 2018, 2pm –7pm</i></p>
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### **Driver's Education**

Classroom Driver's Education is offered as part of the physical education curriculum.

### **Dual Enrollment Courses**

Dual enrollment is a unique enrichment program in which high school junior and senior students are given the opportunity to take college courses in their own school through Germanna Community College, Lord Fairfax Community College and J. Sargeant Reynolds Community College. Students can earn college credit while working towards their high school diploma. A student in dual enrollment classes must apply for admission to the community college, take the placement exam, complete required paperwork, and pay applicable tuition fees. To determine how a dual enrollment course will be counted at a university, check online at the university's website to determine how they will accept dual enrollment credits.

### **Examinations**

The following regulations are in place for examinations. Semester courses may have midterm exams that are:

- Administered uniformly at the discretion of the department;
- Administered under a normal, daily operating schedule; and
- Are given approximately one-half of the way through the course.

Semester classes, except year-long courses, may have a final exam or culminating activity during the appropriate exam schedule (December or May). Year-long courses (A/B) may have a midterm exam or culminating activity during the December exam schedule and a final exam or culminating activity during the May exam schedule.

Please note:

- Exams/culminating activities may be given on specific days at the end of each semester;
- No student is to be dismissed or excused from an exam day unless they meet the exemptions listed;
- Students exempt from an exam, but still in attendance for the exam period must report to their class.

### **Exam Exemptions**

There are no exemptions from any exam for non-seniors. Seniors are those students who are classified as seniors in the EVHS student database. Exemptions to teacher-made final exams are limited to seniors who:

- Have a minimum of a 90% in the course being exempted;
- Have met the high school attendance provisions of no more than five absences from class during the semester prior to the administration of the exam (two unexcused tardies to class will be counted as an unexcused absence from that class for exam purposes).

In order for a student to be exempt from any final exam, he/she must be clear of all obligations with athletics, attendance, library, departments, and the bookkeeper. These personnel verifying the student is clear of all obligations will sign the exam exemption form. A parent signature of approval is required on the exemption form.

Note: Distance learning (online) courses final exams are not eligible for exemption.

### **Fees, Instructional**

All instructional fees will be fully disclosed at the beginning of the course. Students who qualify for free and reduced lunch may qualify for reduced or waived instructional fees.

### **Germanna Scholars**

Germanna Community College (GCC) has partnered with Culpeper County Public Schools to offer the Germanna Scholars Program, supported by the generous financial contributions of community members. The Germanna Scholars Program is an academic advancement program in which students can complete 62 credits and graduate with an Associate of Arts and Sciences Degree in General Studies from GCC while concurrently enrolled in high school.

The benefits of this program include:

- Early placement testing to improve college readiness and student success;
- Enable students to earn a transferable degree and college credit;
- Opportunity to earn an associate degree at low cost.

Germanna Scholars Program participants who successfully complete the program will earn an Associate of Arts and Sciences Degree in General Studies from GCC. Participating students will take most of their college classes at Germanna's Daniel Technology Center (DTC) in Culpeper. Additional information may be obtained in the counseling office.

### **Governor's School, Mountain Vista**

The mission of the Mountain Vista Governor's School is to present a research-based, technology-enhanced, integrated program in mathematics, science, and the humanities. The program will challenge students to reach their full potential as independent thinkers capable of assuming leadership roles in a constantly changing global society.

### **Grade Point Averages and Class Standing**

Class Standing is calculated three times during a student’s high school career - at the end of the junior year, after the first term of the senior year, and upon the completion of the senior year.

Only the classes a student takes from 9th through 12th grade will be included in the calculation of GPA and class standing. If a student takes a math course, for instance, Algebra I, a Foreign Language, or World Geography in 7<sup>th</sup> or 8th grade, these classes **will not** be included in the calculation for GPA and class standing. Class standing will be reported in percentage bands—top 5%, top 10%, etc. Specific questions about particular situations should be addressed to the student’s counselor.

Grade	AP & Governor's School	Honors & Dual Enrollment	Academic
A+/A	5	4.5	4
A-	4.6	4.1	3.6
B+	4.3	3.8	3.3
B	4	3.5	3
B-	3.6	3.1	2.6
C+	3.3	2.8	2.3
C	3	2.5	2
C-	2.6	2.1	1.6
D+	2.3	1.8	1.3
D	2	1.5	1
F	0	0	0

### **Grades, Report Cards, and Interim Reports**

Students are expected to present their report cards to their parents. Since no report card format can adequately provide all the information necessary to explain a student’s total performance, parents are encouraged to contact the school when questions arise. Parents/guardians should arrange to attend parent-teacher conferences as well. The grading system measures achievement within a course and is translated into a letter symbol as follows:

Grade	Description	Scale
A+	Excellent	98- 100
A	Excellent	93-97
A-	Excellent	90-92
B+	Above Average	87-89
B	Above Average	83-86
B-	Above Average	80-82
C+	Average	77-79
C	Average	73-76
C-	Average	70-72
D+	Below Average	67-69
D	Below Average	64-66
F	Failure	0-63

Eastern View High School utilizes an interim report to notify parents/guardians of their student's progress or their student's substandard achievement (D or F) in credited course work. These interim reports are completed by the classroom teachers at the 4 1/2 week mark of each nine weeks. Interim reports are distributed directly to students. Parents/Guardians are urged to study the information that is contained on any interim reports received and to contact the classroom instructor sending the report to discuss the information in greater detail.



Parents/Guardians can also check their children’s grades and progress at any time by accessing Parent Portal. For information regarding Parent Portal access, please contact the counseling office secretary, Mrs. Stone.

**Honor Code**

Eastern View High School is committed to providing an atmosphere in which the values of truth, integrity, personal accountability and respect for the rights of others are modeled by our staff and demonstrated by all students. Students must conduct themselves according to the highest standard of personal integrity. Academic dishonesty is not tolerated.

During the first week of classes, teachers will clearly define honest and dishonest academic work in their classes by discussing expectations and the importance of honest effort. Teachers will inform students of procedures and practices relating to examinations, homework and class work. Students shall follow rules prohibiting dishonest academic behavior and must resist peer pressure to violate Eastern View standards. Whenever students have a question about this procedure or any procedure they should ask their teachers and/or advisors. Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate.

The following consequences for academic dishonesty and/or plagiarism are to be implemented by all EVHS teachers:

- The teacher shall discuss the incident with the student and the parent.
- The teacher shall assign the student no credit for the academic work or examination involved. The student will be required to re-do the assignment and this grade will be averaged with the zero to determine the final grade on the assignment.
- Disciplinary consequences will be assigned for issues of academic dishonesty and/or plagiarism.
- The information about the incident will be entered in the student’s disciplinary record.

**Make-Up Work**

It is expected that students have good attendance and that students will make up all work missed because of absences. The following are guidelines to be used in carrying out this regulation:

- It is the responsibility of the student to obtain and complete make-up work.
- A teacher may determine that the best way for the student to make up the missed work is with an alternate assignment.
- It is the responsibility of the student to schedule make-up tests with the teacher.
- All students suspended are expected to make up missed work. If a student is suspended, a request for assignments from the parent/guardian must be made to the school administration or counseling office.
- The student must complete all missed assignments within the allotted length of time as indicated in the timetable below:

<b>ABSENCES</b>	<b>ALLOTTED MAKE-UP DAYS</b>
1	2
2	4
3	6
4	8
After 4 consecutive days of absences, the students and/or parent should contact the teacher about creating a plan for making up the missed work.	

**SOL Tests**

The Standards of Learning (SOL) for Virginia Public Schools establish minimum expectations for what students should know and be able to do at the end of each grade or course in English, mathematics, science, history/social science and other subjects.

Further information may be found on the Virginia Department of Education's website at <http://www.doe.virginia.gov/testing/> or questions may be directed to the student's counselor.

**Summer School**

Students considering summer school should talk with their school counselor about courses that might be offered or other options. Students who wish to sign up for summer programs may pick up a registration form in the Counseling Office. All fees will be paid on the first day of summer school. The superintendent can require any student who has failed an SOL end-of-course test to attend summer school at the division's expense for remediation only. The availability of summer school is contingent on budgetary factors.

**Work Release**

Students who have work release as part of their instructional day are required to attend their full schedule each day. If school is delayed and the release time for a student is later than usual, the student is required to attend the full amount of time for their schedule. (Example: If a student usually is released at the end of 2nd block, and the school's opening is delayed one hour due to weather, the student will be released to go to work following his/her 2nd block class on the 1 hour delay schedule. This work release policy includes the No Return Schedule, Early Dismissal Schedule, 1-Hour and 2-Hour Delay Schedule and Pep Rally Schedule, or any other deviations that require class dismissal times to be altered).

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## **SERVICES**

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### **CAFETERIA**

Students are expected to line-up as soon as they are in the cafeteria and the serving lines are opened. Breakfast service ends at 7:40 am and students are expected to leave the cafeteria area no later than 7:40 am. The EVHS cafeteria operates under a schedule of three lunch shifts (see bell schedule). Students must eat lunch on their assigned lunch shift in order to assure proper balance on each shift. Seniors may dine in the senior area in the lobby outside of the cafeteria. This is a privilege that may be removed if the area is not taken care of properly.

Eastern View High School has a computerized cash register system for payment of school meals and à la carte items. All students (full paying, reduced, and free) have an account in their name that they use for meals and à la carte purchases in the cafeteria (money withdrawals for vending machine purchases is not allowed). A Personal Identification Number (PIN) is assigned to each student. Students must remember this number to key in at the register and must not give it to anyone else. This PIN is used throughout each student's career in Culpeper County Public Schools. Cash is accepted at the register if you wish to pay on a daily basis. However, the student will still need to enter his/her Personal Identification Number (PIN) when making any purchases. The student price for breakfast at secondary schools is \$1.60, and the student price for lunch is \$2.70.

For additional information about the Federal School Lunch program, contact the Food Services Department at 540-825-8212. Application forms for free/reduced lunches are available from the cafeteria manager in the high school cafeteria.

The following policies will help to promote a more healthful and pleasing environment in the cafeteria:

- Seniors are released three minutes early to lunch.
- Students may not purchase food for other students.
- Students must not create a disturbance in the serving line.
- Students must enter properly and exit through the cashier area.
- Students may report to the library with a pass instead of the cafeteria during their lunch time, time and space permitting.
- Teachers will have "Front of the Line" privileges during lunch.
- Students are not permitted to run, yell, or throw things in the cafeteria.
- Glass containers are not permitted in the school.
- Students are expected to complete their lunches before the end of the lunch shift. If students are late as a result of a cafeteria problem, a pass needs to be obtained from a school staff member.
- Students who are not scheduled for lunch are not to be in the cafeteria, including passing through as well.
- Students are **not allowed** to have fast food delivered for them by parents or friends.
- Students are not to sit on tables, railings, steps, or floor.
- Students are expected to report to lunch on time. Students are considered tardy to lunch if they arrive more than 5 minutes after their lunch shift begins.
- Students should be respectful of classes that are going on while going to or coming back from lunch. They should report to lunch in a quiet and orderly fashion.
- Students are expected to clean up any trash in their area and dispose of it properly. Students who notice others leaving trash should either pick it up or report it to a cafeteria monitor.
- Students are not allowed to break the lunch lines, nor are they allowed to hold a spot in the lunch line for a friend.
- All students are subject to the authority of the cafeteria monitors and any other staff member while in the cafeteria.

Students who misbehave in the cafeteria, including cutting in line, may be assigned duties during their lunch period. Duties may include picking up trash, straightening tables and chairs, and other general cleanup work. The teachers on duty in the cafeteria or an administrator will make assignments. Refusal or failure to complete this duty may result in other disciplinary action.

### **Gifted Program**

Information regarding the Gifted Program referral and identification process is in printed materials located at Eastern View High School, as well as on the school division website at [www.culpeperschools.org](http://www.culpeperschools.org) for further details. Questions may be directed to the Gifted Facilitator, Mr. Donovan O'Brien, at 540-825-3677.

### **Health Services**

The philosophy of Eastern View Health Services is centered on the belief that optimum health is essential for learning and enhances school success. A registered nurse specializing in adolescent health, working in conjunction with families, doctors, staff, and community, provides counseling, support, and education for students as they move toward independent living. Daily direct nursing services include illness and injury assessment and intervention, emergency care, medication administration, and health counseling. The goal of Health Services is to help students develop strategies to manage health issues and enhance personal wellness.

Vision and hearing screenings, physical and immunization compliance, and other public health mandates are managed by Health Services. Vision and hearing screenings will be scheduled through the physical education department and the clinic.

The clinic is to be used for medical necessities only. The school nurse will be available in the clinic during school hours. A student requiring services from the school nurse must have a pass from a teacher prior to reporting to the clinic. In most cases, if a student is sick, a parent will be notified. If a parent picks up a student from school, the student's name will be given to the attendance office so that the attendance can be corrected. The nurse will give students who are returning to class a pass. Students who are having extreme emergencies may report to the nurse's station on their own.

Medication that needs to be administered during school hours must be brought to school by the parent. Do not give your child medication to bring to the school. All medicine will be securely housed in the clinic and administered by the school nurse or appropriate designee. See the form titled, "Parent's request for Giving Medicine in School", that can be obtained from the school nurse, for further information. **Students are not allowed to possess non-prescription medicines at school. Sharing of prescription or over-the-counter medication is strictly against school policy. Any violation of this policy may result in disciplinary consequences.**

A Health/Emergency Clinic Card must be completed by parents/guardians of students entering Eastern View High School. Updated forms are requested annually. All students, including transfer students, must provide such records before attending classes. In the event of an emergency, and we are not able to reach the parent/guardian or emergency contact, the child will be taken to the Novant Health UVA Culpeper Medical Center for treatment. The parent/guardian will be responsible for medical expenses. (Subject to change by CCPS.)

Parents are requested to notify the clinic of changes in medical and emergency contact information and any special health need, including concussions or head injuries, prior to starting school or as health issues develop (e.g., asthma, allergies, diabetes, concussions or head injuries, seizure disorders, daily medications). Health information may be sensitively shared with faculty and staff members when necessary to provide for safe daily care and emergency procedures. Confidentiality shall be maintained in accordance with state and federal laws. Further details regarding concussion information may be found in the CCPS Student/Parent Information Handbook and Code of Code Handbook.

## **Library Media Center**

*Leading to Reading, Reading for Leading*

Ms. Lisa Groves, Librarian

lgroves@culpeperschools.org

540-825-0621, ext. 2248

Ms. Jessica Carpenter, Library Assistant

JC5451@culpeperschools.org

540-825-0621, ext. 2378

### *Library Hours of Operation*

Monday-Friday

7:15 a.m. - 3:00 p.m.

### *Mission Statement*

The Eastern View High School library serves as the media center for the school. The library is an essential instructional center enabling young men and women to become educated consumers of information and knowledge, and demonstrate the value of lifelong learning.

### *Access to Library Materials*

To access the Library LibGuide:

- Go to [www.culpeperschools.libguides.com/evhs/home](http://www.culpeperschools.libguides.com/evhs/home)

To access the Online Research Resources:

- The Username [UN] and Password [PW] for ***ALL*** subscription-based 'Online Research Resources' are:  
UN – easternview      PW – cyclones
- Whether you are on-campus or off-campus, the UN and PW apply.

### *Student Use of the Library*

- Students are ***ALWAYS*** welcome in the library at any time during the school day as long as seating is available.
- The library's main purpose is as an ***instructional center***. When students arrive, they must have a conscious purpose for using the library. Students need to arrive ready to learn, study, read and work.
- **Passes:** From the beginning of 1<sup>st</sup> block through afternoon dismissal, each student must have a pass to enter the library. Upon arrival and departure, students must also sign-in and sign-out at the circulation desk.
- While in the library, **ALL SCHOOL BEHAVIOR RULES APPLY**. This includes using computers according to the Culpeper County School Board Acceptable Use Policy for "education or research . . . consistent with the educational objectives of the division."
- Students may have a total of three items checked out for a two week loan period; additional materials may be borrowed for research or special projects with permission from the library staff.
- If students have an overdue book, they are not permitted to check out additional library materials.
- All lost items must be paid for.

## **Lockers**

Lockers and school-issued locks are the property of Eastern View High School. Each student may be assigned a locker. Lockers should be locked at all times as the school assumes no responsibility for articles left in lockers. The administration reserves and exercises the right to periodically inspect the contents of all lockers and remove anything contrary to school rules or detrimental to the students or the school.

Students are advised against bringing articles of great value to school or leaving articles of great value in their lockers. Students are not allowed to exchange or share combinations, locks or lockers. Many problems can be

avoided by ensuring that lock combinations are kept secret and by checking to see that the locker is securely locked after each closing. If a student has any problems with his/her lock or locker, he/she should see the secretary in each house office. Each student will be responsible for restitution for any damage to the locker. Any key or combination lock will be cut off of the locker.

Contents left in lockers are discarded within 48 hours after the conclusion of the school year or after a student withdraws or drops.

### **School Insurance**

At the beginning of the school year, students will be provided a form allowing them the opportunity to purchase school insurance from a group not affiliated with the school system. Parents are encouraged to purchase this 24-hour school insurance. Unless found to be negligent, the school is not responsible for an injury to a student on school property.

### **Specialized Educational Programs**

Culpeper County Public Schools offers a continuum of special education programs and services to meet the needs of students with disabilities. Please refer to the CCPS Student/Parent Information Handbook and Code of Conduct for details.

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## **ACTIVITIES AND ORGANIZATIONS**

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### **Assemblies**

Assemblies of general interest to the school are held throughout the year. At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Students are assigned seats at most assemblies. Students' failure to behave or sit with their class is a discipline offense.

### **Athletics**

#### *Eligibility and Fees*

All students and spectators are expected to conduct themselves in a manner that will bring respect and dignity to EVHS. Virginia High School League and EVHS rules and regulations are located in the CCPS Student Athlete Handbook.

A participation fee of \$100 per sport per season is charged for all students who are involved in VHSL athletic teams. In order to participate in an athletic practice or event, athletes are expected to attend school the entire day. Early dismissals the day of a game are not permitted. Students who are suspended from school are not eligible to compete or practice during their suspension.

To be eligible to be a representative of EVHS at any interscholastic athletic event, a student must meet the following VHSL eligibility rules:

- Be a regular bona fide student in good standing at the school you represent;
- Be enrolled in the last four years of high school (eighth-grade students who do not qualify for varsity participation under the foregoing provision may be eligible for junior-varsity competition);
- Have enrolled in EVHS no later than the fifteenth day of the current semester;
- Have passed at least five credit subjects the previous semester and currently enrolled in and remain continuously enrolled in no fewer than five credit subjects (a minimum of 3 credit subjects for block scheduling);
- Not have reached the nineteenth birthday on or before the first day of August of the current school year;
- Have been in residence at EVHS, or at a middle school from which EVHS receives its students, during the last full semester, unless 1) transferring from a school with a corresponding move on the part of the parents into the attendance zone served by EVHS, or 2) entering the ninth grade for the first time, or 3) transferring from a non-VHSL school and, at former school, did not participate this school year in the desired sport;
- Not, after entering the ninth grade for the first time, have been enrolled in or have been eligible for enrollment in high school more than eight consecutive semesters;
- Be an amateur as defined by the Virginia High School League. An amateur is an athlete who engages in VHSL athletics solely for the educational, physical, mental and social benefits he/she derives them from, and for whom VHSL athletics are nothing more than an avocation;
- Have submitted to the principal before practicing, trying out or becoming a member of any school athletic team or cheerleading squad an Athletic Participation/Parental Consent/ Physical Examination Form, completely filled in and properly signed, having been examined and found to be physically fit for athletic competition, with a parent's or guardian's consent to participate;
- Not accept, or have accepted, in recognition of ability as a high school athlete any award unless presented or approved by EVHS or the League;
- Not, while a member of a school's team in any sport, participate as a member of any other organized team in the same sport, if such involvement conflicts with the scheduled activities of the school team;

- Not have participated in any all-star contest between teams whose players are selected from more than one high school, except seniors who have completed their eligibility in a sport may participate in one all-star game in that sports season.

Students must earn the privilege to participate in interscholastic athletics by meeting not only the above-listed standards, but also all other requirements set by EVHS and the Virginia High School League. The standards listed represent only a summary of all VHSL rules and regulations. Any questions regarding eligibility, or doubt about the effect an activity may have on eligibility, may be directed to the principal or activities director. Meeting the intent and spirit of League standards will prevent teams, EVHS, and the league from being penalized.

For athletic information and updates please go to the athletic web page at <http://www.easternviewathletics.org>.

**Refer to the CCPS Student Athlete Code of Conduct for more detailed information.**

#### *Athletic Physicals*

A student participating in interscholastic sports must have a physical form completed by a physician and signed by the parent or guardian. The form must be turned in prior to any try-out or practice. Physical forms are available in the main office or on the EVHS Athletic website.

#### *Athletic Ticket Prices*

Ticket prices for all regular season home athletic events are \$6. Post-season admission prices are dictated by regional committees.

#### *College-Bound Athlete (NCAA)*

Many college athletic programs are regulated by the National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has established rules on eligibility, recruiting, and financial aid. The NCAA has three membership divisions - Division I, Division II, and Division III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarship. If a student-athlete is planning to enroll in college as a freshman and wishes to participate in Division I or Division II athletics, he/she must be certified by the NCAA Initial-Eligibility Clearinghouse. The Clearinghouse ensures consistent interpretation of NCAA initial-eligibility requirements for all prospective student-athletes at all member institutions. The Clearinghouse is a central repository for information on high school curriculums that the NCAA maintains to conduct evaluations on incoming freshmen. The operation conducts evaluations of high school graduates' records in light of current NCAA initial-eligibility requirements.

A prospective student-athlete needs to apply and receive a "final" certification by the Clearinghouse in order to participate in college athletics at the Division I or II levels. A student-athlete does not need to apply if he/she will attend a junior college, NAIA or NCAA Division III institution. The athlete:

- Should plan to start the certification process early - usually the end of the junior year in high school;
- Should discuss NCAA Clearinghouse requirements with his/her coach;
- Should check with the athletic director/coach for NCAA regulations concerning recruitment procedures;
- Report any suspected recruitment violation to the athletic director or coach.

The National Collegiate Athletic Association (NCAA) Clearinghouse evaluates high school transcripts to determine if students may be eligible for athletic scholarships. Registering for and passing the correct classes in high school is crucial for this process to work. A list of the core classes necessary for NCAA clearance is available from the web at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). It is the parent/student responsibility to ensure academic eligibility requirements are met for NCAA eligibility.



Virginia High School League (VHSL) Activities

Season	Boys' Teams	Girls' Teams
<b>Fall</b>	Varsity Football	Varsity Volleyball
	JV Football	JV Volleyball
		Varsity Field Hockey
		JV Field Hockey
	Cross Country	Cross Country
	Golf	Golf
	Cheerleading*	Cheerleading*
<b>Winter</b>	Varsity Basketball	Varsity Basketball
	JV Basketball	JV Basketball
	Indoor Track	Indoor Track
	Swimming	Swimming
	Wrestling	Wrestling
	Cheerleading	Cheerleading
<b>Spring</b>	Varsity Baseball	Varsity Softball
	JV Baseball	JV Softball
	Tennis	Tennis
	Varsity Track	Varsity Track
	Varsity Soccer	Varsity Soccer
	JV Soccer	JV Soccer
	Varsity Lacrosse	Varsity Lacrosse
	JV Lacrosse	JV Lacrosse
<b>Year-Long</b>	Academic Team	Academic Team
	Forensics	Forensics
	Yearbook	Yearbook
	Theatre/Drama	Theatre/Drama

\*Cheerleading: sideline/competition cheer combined

**Clubs, Groups and Organizations**

Clubs:

Band Club	FCCLA	Readers R Us	Young Life
Book Club	FFA	Relay for Life	Freshmen Class Officers
Chess Club	Gamers	SADD	Sophomore Class Officers
Choral Executive Board	Improv Team	SCA	Junior Class Officers
DECA	Leo Club	Spanish Culture Club	Senior Class Officers
Engineering Club	National Art Honor Society	Teens Against Bullying	
Envirothon	National Honor Society	TSA I & II	
FBLA	Prom Club (Juniors Only)	Twirl Team	

*Club offerings subject to change.*

Performing Groups:

Concert Band	Show Choir
Marching Band	Artistic Choir
Small Ensembles	Men's A Capella
Flag Squad	Women's A Capella
Beginning Choir	MCJROTC Drill Team

*By-Laws: Organization by-laws are available from the club or organization sponsor. By-laws may be changed at the discretion of the organization and/or the administration. Club fees may apply to certain clubs and organizations, and will be fully disclosed by the advisor(s).*

### **Dances/Prom**

Dances are held for the entertainment and recreation of the student body. Students will accept the responsibilities of demonstrating wholesome and acceptable behavior while at these events. Students who attend dances are under the direct supervision of the school. Regulations of student conduct at Eastern View High School must be adhered to by students and their guests. Students wishing to invite any outside guest (not an Eastern View High School student) to any Eastern View High School dance, including the junior/senior prom, must register the intended guest with the advisor in charge of the respective activity no later than the week prior to the dance. The administration of Eastern View High School reserves the right to deny access to any person to any school-sponsored activity. After the student enters the school for a dance, he/she must remain inside the building until leaving to go home. All school rules apply at these events.

### **National Honor Society**

Eleventh and twelfth grade students who are academically eligible will be considered for membership in the National Honor Society (NHS). A Faculty Advisory Committee, consisting of five faculty members, will select the student for membership in the NHS on the basis of cumulative grade point average, service, leadership, and character. Appeals concerning the selection process will be heard by the principal. Selection is made during the first semester each year and is based on no fewer than four semesters. A recognition ceremony and a subsequent reception are held each year.

The academic requirement is a 3.3 or greater (student's cumulative grade point average). The minimum grade point average allowable is 85 percent, (on a 4.0 scale), or the equivalent standard of excellence. The Faculty Advisory Committee may raise the required cumulative grade point average. The Faculty Advisory Committee may also specify a prerequisite number of academic courses or weighted grades in recognition of the varying degrees of difficulty of courses of study. Rules such as "no grade below B" are not acceptable. A failing grade is not an acceptable reason to automatically eliminate a student's candidacy.

### **Sportsmanship**

In order to continue the positive image of Eastern View High School, student-athletes, participants, spectators, and fans should follow these guidelines:

- Be courteous to all;
- Know the rules, abide by and respect the officials' and judges' decisions;
- Win with character and lose with dignity;
- Display appreciation for good performance regardless of the team;
- Exercise self-control and reflect positively upon yourself, team and school;
- Permit only positive behavior to reflect on your team.

### **Student Council Association (SCA)**

Every student is a member of the Student Council Association. The SCA strives to improve communication and cooperation between the student, faculty, and administration. The Executive Committee, the Student Council, and the Honor Council are the three major sections of the SCA. The SCA fosters a belief in the democratic process and upholds the honor, integrity, and scholastic standing of our school.

### **Student Publications**

Publications, such as annuals, school newspaper, and bulletins, are encouraged at Eastern View High School with proper faculty sponsorship. These publications exist to implement classroom instruction as well as to keep the citizens and parents/guardians informed. All materials distributed on school property must have the explicit permission and prior approval of the principal.

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## ***Student Conduct***

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The Code of Conduct of Culpeper County Public Schools outlines expectations for student behavior. Please refer to the Code of Conduct for specific issues relating to discipline procedures and policy. All students and parents are expected to review the Code of Conduct and to sign and return to EVHS the form at the back of the document, verifying receipt of the Code of Conduct. A review of the Code of Conduct with EVHS students will occur during the first two weeks of school. **The CCPS Code of Conduct supersedes this handbook.**

### **Discipline**

The discipline programs of Eastern View High School are designed to deter negative school behaviors, to promote student/staff safety, and to obtain necessary resources for helping troubled students. While conduct is ultimately the responsibility of the individual, the implementation of an effective discipline program requires a cooperative effort on the part of students, parents and school personnel. Whenever possible, a preventive approach to discipline shall be taken in an effort to clarify standards of conduct, effectively assess a student's individual needs, and identify any significant factors that may be contributing to a student's misconduct.

### *Appeals (Discipline)*

The appeal process is outlined in the CCPS Code of Conduct.

### *Applicability of School Rules and Regulations*

Each student will be held responsible for conducting themselves in an appropriate manner while attending Eastern View High School. In accordance with school board policy and the requirements of fair and equitable treatment of all students, students will be:

- Apprised of the nature and facts of the alleged misconduct;
- Given an opportunity to explain the circumstances of the alleged misconduct and to present evidence on his/her behalf;
- Informed of the conditions of the resulting disciplinary action where appropriate;
- Informed of appeals procedures.

A student has full rights and citizenship as defined by the Constitution of the United States and assumes the responsibility to take action relative to this Constitution, the laws of the Commonwealth of Virginia, and the policies, rules and regulations of the Culpeper County School Board.

Any staff member has the right to correct any student at any time and in any place within the school or on school property. A student may be disciplined for off-campus and out-of-school behavior. Each classroom teacher will deal with disruption by taking in-class disciplinary action, by making personal contact with the parents/guardians when feasible and/or by scheduling a conference with the parents/guardians. Only when the action taken by the teacher is ineffective, or the conduct is severe, should the student be referred to the principal or his designee.

Student conduct codes are in effect during the following times and in the following places:

- En route to (including bus stops) and from school on a school bus or other school vehicle;
- On school grounds before, during, or after school hours;
- Off the school grounds at a school activity, function, or event, and while traveling to and from such events;
- Field trips or on campus of any other school and at any school sponsored activity, function, or event;
- Certain illegal activities that occur outside of school events or activities may result in the school taking disciplinary action (§22.1-277.2:1).

### *Bus Transportation*

A serious violation of the Code of Conduct is a sufficient reason for denying students the privilege to ride the bus without a prior warning being necessary. Less serious violations of the Code of Conduct (e.g., out of seat while bus is in motion, loud or boisterous talk) will be addressed by bus drivers first, and only after a warning to stop is disobeyed or if the misbehavior continues over time, will a student be referred to the school administration.

The bus stop is an area where student misbehavior can lead to serious injury or death. Bus drivers observing inappropriate behavior or receiving reports of such behavior are required to take action.

More specific information about behavior on school buses and at bus stops can be found in the CCPS Code of Conduct.

### *Consequences for Violating Standards of Student Conduct*

It is recognized, however, that there may be an occasional case when all efforts seem to fail to produce acceptable behavior whereby one or more forms of the following enforcement procedures may be used:

- Confiscation
- Student or parent/guardian conference
- Loss of school, social or academic privileges
- Loss of parking privileges
- Temporary removal of a student from classroom or activity
- Lunch detention
- School-based stay-away orders
- In-school suspension
- Short-term suspension
- Referral to discipline hearing
- Student services intervention
- Referral to outside agency
- School/Community service
- Restitution
- Probation
- Bus suspension
- Reporting of certain offenses to law enforcement authorities
- Mediation
- Remediation
- Loss of privileges/access to the school division's computer system
- Parental notification
- Referral to CCPS truancy court liaison
- Overnight suspension
- Loss of privilege to participate in graduation ceremonies

Certain behaviors addressed at a CCPS Discipline Hearing may result in placement in an Alternative Education Program, long-term suspension, or expulsion by the School Board.

Students whose misbehavior results in their being placed on social probation may not participate in or attend any extracurricular event sponsored by Eastern View High School. As a result, students are to report to school to complete their coursework and must leave school promptly at the end of their class day.

### *Drug-Free and Weapon-Free Zone*

Eastern View High School is a Drug-Free (including alcohol and tobacco) and a Weapons-Free Zone as established by the Commonwealth of Virginia and/or school board.

*Due Process*

Students shall not be deprived of their liberty, property, or right to attend school without due process of law. Therefore, school personnel must protect a student’s due process rights when the student is accused of violating the Code of Conduct and in the administration of discipline. These include: the student’s right to know what rule was violated by oral or written notice, the student’s right to speak in their own defense, and/or present a written statement addressing the accusation and their version of the incident, the student’s right to present witnesses or evidence for their defense, the student’s right to be subject to discipline only if the evidence shows it is likely or probable the student violated the rule, the right to appeal discipline decisions as determined by School Board policies and regulations and state laws, and the right to have the discipline process applied in a timely and fair manner without prejudice, bias, or discrimination.

*Suspensions*

When a student is suspended from school an administrator will send notification home notifying the parent/guardian of the suspension and the events that caused the suspension. A conference with a parent/guardian may be necessary before the student returns to school. The student is not permitted to participate in or attend any school function during the time of the suspension or to be on any Culpeper County Public School property. Additional disciplinary consequences may result in the event of a trespassing violation. A student’s parent has the right to appeal the suspension. The student is expected to make up work missed during the suspension and must contact the Counseling Office to secure this make-up work. When the student returns to school he/she must check with teachers to coordinate the completion of make-up work.

**Positive Behavior Intervention and Support (PBIS)**

Positive behavior is expected at all times at Eastern View from everyone within the EVHS community. There are four components expected of Cyclones which include: Communication, Accountability, Respect and Effort. These expected behaviors are embedded within the culture at school and taught explicitly to students during advisory and within all of their classrooms. Throughout the school year, students are recognized for contributing in a positive manner to the school and CARE cards are utilized to recognize students when they are observed going above and beyond the CARE principles.

C = **C**ommunicate Positively

A = Be **A**ccountable

R = Show **R**espect

E = Give Best **E**ffort

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## ***POLICIES AND PROCEDURES***

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### **After-School Policy**

In order to promote school safety, students who stay after school must be involved in a faculty supervised activity. If students are not in a supervised activity, they are expected to leave the building and school grounds within 15 minutes of the conclusion of their class/school day. Students who loiter at school without specific need or supervision will be subject to disciplinary action that can include charges of trespassing. Transportation home after school-supervised activities must be arranged by students/parents/guardians in advance.

### **Announcements**

The daily announcements will be broadcasted at the beginning of 1<sup>st</sup> block. As required by the Code of Virginia, the Minute of Silence (§22.1-203), not to exceed one minute, and the Pledge of Allegiance (§ 22.1-202 (C)) will be observed during the announcements.

In order that the right of every pupil to the free exercise of religion be guaranteed within the schools and that the freedom of each individual pupil be subject to the least possible pressure from the Commonwealth either to engage in, or to refrain from, religious observation on school grounds, the school board of each school division shall establish the daily observance of one minute of silence in each classroom of the division. During such one-minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice.

During such Pledge of Allegiance, students shall stand and recite the Pledge while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform; however, no student shall be compelled to recite the Pledge if he, his parent or legal guardian objects on religious, philosophical or other grounds to his participating in this exercise. Students who are thus exempt from reciting the Pledge shall remain quietly standing or sitting at their desks while others recite the Pledge and shall make no display that disrupts or distracts others who are reciting the Pledge. School boards shall provide appropriate accommodations for students who are unable to comply with the procedures described herein due to disability. The school board's Code of Conduct shall apply to disruptive behavior during the recitation of the Pledge in the same manner as provided for other circumstances of such behavior.

### **Attendance Requirements**

It is the responsibility of the student to be present at school every scheduled school day for the entire day unless meeting the criteria for an excused absence. It is the parent's or guardian's responsibility to notify the school office staff the reasons for the absence of their child by written communication or phone call within three days of their child's return to school. It is also the parent's or guardian's responsibility to promote the proper attendance of their child by adhering to the Culpeper County Public Schools attendance policies and supporting school officials in their efforts to enforce these policies.

Upon the tenth absence that is excused by the parent without third party documentation, the principal or designee will require that any subsequent absences will need third party documentation in order to be excused. All school absences not properly documented will be considered unexcused, and the unexcused absences policy and regulations will apply. Refer to CCPS Board Policy JED and the CCPS Student/Parent Information Handbook and Code of Conduct for further details.

### **Automobiles and Parking**

Students must possess a valid driver's license to operate a vehicle on school property. Any violation of this policy may result in disciplinary action. The EVHS administration reserves the right to deny, suspend, or revoke parking and/or driving privileges or grant probation periods at any time for any reason. This may include tardiness to school or class and assignment to in-school suspension, out-of-school suspension, and failure to maintain academic grade requirements. The cost of an EVHS parking permit is \$100.00 for school year 2018-2019.

Students ***must*** display a 2018-2019 EVHS parking permit on their vehicle on the first day of school – August 13, 2018, or upon receipt of their parking permit.

Since EVHS has a LEED (Leadership in Energy and Environmental Design) rating of silver, students who drive the GREENEST vehicles are reserved a special parking space. Please mark on student parking application if the student's vehicle is powered by alternative fuel.

Important reminders regarding parking:

- All Culpeper County School Board policies, regulations, and school rules apply to parking areas at all times.
- All vehicles on school grounds or school property are subject to search at any time.
- Unauthorized vehicles parked on school grounds or school property may be ticketed, booted, and/or towed away at owner's expense.
- During the school day, students may not return to their vehicle without permission from an administrator.
- Any student who leaves school grounds and/or transports another student off of school property without permission is subject to the loss or suspension of parking/driving privileges, in-school suspension, out-of-school suspension and civil and/or criminal charges.

### **Bus Passes**

Students may request a temporary bus boarding pass to ride a different bus (less than 10 occurrences during a school year). Students must present to the dismissal station a written note signed by parent/guardian AND a written note from the person providing supervision of the child at the temporary bus stop location. The notes must state the bus number and address of desired location.

The dismissal station is located outside the cafeteria from 7:15-7:45. Students arriving late to school are encouraged to request bus passes in their grade level house offices (9/10 or 11/12) before 2<sup>nd</sup> block. Students will be given a yellow bus pass to present to the appropriate bus driver upon boarding the bus.

### **Closed Campus**

Eastern View High School is a closed campus. A closed campus means that once students arrive on school grounds, they must remain on school grounds until their regular dismissal time. Students are to report to the appropriate assigned locations once they are on school property. Leaving school grounds any time without permission or being out of their assigned area is a violation of discipline regulations. Students who have parking permits will lose their parking permits for violation of these rules.

### **Computer Use**

Students who have turned in their computer use agreement form and who have not previously violated that policy may use the Culpeper County Public School division's computers for the purposes of education and/or research. Usage that is considered unacceptable may be found in the Code of Conduct.

### **Early Dismissal**

A student who applies for an early dismissal must present a note to the dismissal station, located outside the cafeteria, by 7:40 a.m. The note must be signed by parent/guardian, state the time of dismissal, and list a telephone number where the parent or guardian may be reached. All students, including declared 18- year-olds, must comply with established release procedures. The student will be handed a white dismissal pass, which must be presented to the teacher before leaving the classroom at their dismissal time. Once excused, the student will

proceed to the attendance office to check out. Students who are late to school are encouraged to request early dismissal passes in the house offices before 2<sup>nd</sup> block.

Early dismissals during Standards of Learning tests and EVHS exams should be avoided except in extreme emergencies. For these dates please refer to the school calendar and/or important dates in the CCPS Code of Conduct. Early dismissals during lunch shifts are discouraged, as it takes additional time to locate students in the cafeteria, which often results in delays.

A student who returns to school on the same day of an early dismissal must report directly to the Attendance Office for re-admittance to school.

Students who have work release as part of their instructional day are required to attend their full schedule each day. If school is delayed and the release time for a student is later than usual, the student is required to attend the full amount of time for their schedule.

Any parent or guardian who signs out his or her student must present a valid ID. The valid ID is scanned during the check-out process.

### **Emergency Early Dismissal**

Should an emergency arise which makes it necessary for the student to leave school before it closes, he/she should go to their house office to request an early dismissal. The student's parent will be called and arrangements made for the student to receive an early dismissal. Should the student return to school before dismissal, he/she should report immediately to the attendance office to sign in and report to the appropriate class. We request that parents refrain from coming to school to check out their child between 1:45 p.m. and 2:15 p.m. due to instructional and transportation issues. If an emergency situation arises and a parent needs their child between 1:45 p.m. and 2:15 p.m., we will certainly accommodate them in releasing their child to them.

### **Fire Drill/Emergency Procedures**

Fire drills are required by state law. Fire drills are conducted for two reasons: (1) to train students to leave the building in an orderly manner and as quickly as possible during an emergency alarm and (2) to teach self-control during emergency situations. Fire drill instructions are posted in each classroom. Fire drill procedures are listed below:

- The fire alarm is a continuous sounding of the alarm. If the alarm becomes inoperative, the assigned personnel will deliver the signal;
- Stop work immediately upon hearing the fire signal;
- Windows and doors should be closed and lights turned off. Leave classroom doors locked.
- Stay with your class and walk briskly to the exit assigned for that particular classroom. Do not run, push, or shove;
- If your assigned exit is blocked, proceed in the same orderly fashion to your alternate exit;
- Keep quiet. A direction not heard may cost a life;
- Upon leaving the building, keep moving until you are away from the building. Stay with the class or designated group;
- Once safely outside the building, classroom instructors will take a roll count to ensure that all students are present. Students should assemble with their teacher or designated group;
- Teachers are required to maintain a roll of students and to make sure that the students adhere to procedures such as staying out of roadway areas;
- Students will be informed when to return to the building, either by verbal instructions or by a sign.

Other drills, including Lockdown Drills, Tornado Drills, Bus Evacuation Drills, and Earthquake Drills, are conducted throughout the school year. Teachers address school crisis and emergency plans with all students during the first week of the school year.



### **Fundraising**

Fundraising efforts shall be authorized under conditions that do not conflict with instructional programs. Fundraising refers to the raising of non-appropriated money for the educational benefit of students and their schools. Fundraising shall be permitted by students attending middle and high schools, provided such activities are approved in writing and carefully monitored and regulated by the Activities Director, Mark Settle.

### **Information Posting/Distribution**

Students may only place items on the walls/lockers of the school with permission from the principal. The principal will also designate the locations of such items. Unauthorized items will be removed and discipline may follow. All signs must be removed within 24 hours of the completion of the activity. Groups that are unable to take down signs may be restricted from putting up signs.

### **Lost and Found**

All articles that are found should be turned in to the house offices. Students should check with their house office for lost articles. Students should report the loss of all articles to their teachers and EVHS's School Security Officer at the time the loss is discovered. Students are expected to maintain their possessions. Eastern View High School is not responsible for items lost by students. Students are advised against bringing articles of great value to school.

### **Non-Discrimination Policy Statement**

Culpeper County Public Schools does not discriminate on the basis of age, sex, race, religion, national origin, or handicapping conditions in its educational programs, activities, or employment policies. Matters relating to this policy may be addressed to Dr. Russell Houck, Culpeper County Public Schools at 540-825-3677.

### **Off-Limits Areas**

Off-Limits areas include, but are not limited to, the following:

- All mechanical, loading dock and storage areas
- Loitering in stairways, hallways or corridors
- Auditorium and Forum, unless under direct supervision by teacher/sponsor
- Gym, weight room, training room and multi-purpose rooms unless under direct teacher/sponsor supervision
- Elevator unless qualified under elevator restrictions
- Parking lot during school day without permission
- In staff workspace areas
- Athletic fields unless under direct supervision by teacher/sponsor
- Outside building unless direct teacher/sponsor supervision

### **Portable Electronic Devices (PED)**

Possession and use of a PED on school property is a privilege both subject to strict regulation and revocable for reasonable cause. Students with parent permission may possess and use PEDs on school property, but only when such use is in strict compliance with the following restrictions:

- Students in grades 9 through 12 may use PEDs **in the hallways** before the morning bell, after dismissal from each class and before the class tardy bell, and after the final dismissal bell. **Cell phones must be put away and stored out of sight immediately upon entering a classroom or office area.** Cell phones are not to be used in the hallways at any other times during the school day. Students may also use PEDs during lunch in the cafeteria and on the patio area of the school, or at other times when explicitly permitted by administration.
- The playing of portable speakers in the school building is forbidden. Portable speakers will be subject to the same discipline policy as other portable electronic devices.

- Eastern View High School is not responsible for any loss, theft, damage to, or safety of any PED brought onto school property at any time. The student or parent who brings or allows such a PED to be brought to school assumes the risk of all such damage or losses.

**First Offense:** Warning issued and device to be turned off and removed from sight. (When this directive was previously stated as a *general direction* to all students present, second offense applies.)

**Second Offense:** Device confiscated by school employee and securely held until the end of class, activity, or bus ride and conference is held with student.

**Third Offense:** Device confiscated by school employee, securely held, and given to principal or designee until an administrator is able to have a conference with student.

**Fourth Offense and thereafter:** Device confiscated by school employee, securely held, and given to principal or designee until an administrator is able to have a conference with student and parent or guardian.

The refusal of a student to relinquish possession of a device upon request by a school employee will result in a suspension from school pending a conference with a parent or guardian. Any student suspended on three separate occasions in a school year for violation of this policy will lose the privilege of possessing the device(s) for the remainder of the current school year.

### **Safety Notes**

The safety of staff and students is a primary concern of Eastern View High School. The following steps have been taken to enhance personal safety and the security of our school grounds:

- School Resource Officer
- Partnerships with law enforcement and community agencies
- Random drug searches using law enforcement dogs
- Classroom telephones, walkie-talkies, and cell-phones
- Registered parking
- Signage around school property
- Locked exterior doors with posted signage
- I.D. badges for staff and visitors
- Video cameras
- Emergency evacuation procedures
- Secure lockers with combination locks

**Parents and/or students are encouraged to contact the School Security Officer, Bob Murphy, with any information concerning school safety at 540-825-0621 ext. 2007.**

### **School Bulletin**

Each school day, school announcements will be posted on the EVHS website.

### **School Closing Due to Inclement Weather**

The decision to close school or open late due to snow or inclement weather will be made as near to 6:00 a.m. as possible. The announcement will be made over the local radio stations, TV stations, and an automated phone call from the school division. When no information is given about Culpeper County Public Schools, school will be open.

### **Student Petitions and Demonstrations**

Students may participate in petitions and demonstrations in a manner consistent with First Amendment speech principles and consistent with the following regulations that shall govern all such activities:

- School Administration may restrict or prohibit student organization and participation in petition or demonstration related activities that (i) interfere with or cause disruption to instruction, learning or school directed activities; (ii) pose a risk of harm to students or staff or that cause reasonable

apprehension of such harm; (iii) may result in the harassment and intimidation of students and/or staff; or (iv) are otherwise reasonable restrictions consistent with First Amendment jurisprudence and principles.

- Any student who wishes to initiate a petition or demonstration must notify the principal (or designee) of the school at least twenty-four hours in advance of initiating a petition or demonstration.
- The principal will evaluate the request and approve the time and place of the petition activities or demonstration that ensures such activities are consistent with the criteria identified in paragraph 1 above.
- Any student participating in petition or demonstration activity must exhibit conduct at all times that adheres to the Student Code of Conduct.
- The principal will provide a student petitioner with a time and space in the school to set-up and occupy a petition table in a manner that ensures such activities are consistent with the criteria identified in paragraph 1 above.
- The petitioner may advertise the opportunity to sign the petition by creating a sign to be displayed on or near the petition table. The sign may be no larger than a 3 x 5 poster.

### **Student Valuables**

Students are encouraged to take proper care in securing their valuables. Valuables should not be left in lockers, book bags should not be left unattended, and automobiles should be locked. Additionally, students should not bring large amounts of cash or expensive items to school. If a student's valuables are stolen, the student is expected to report this to the security officer. Students are responsible for personal property; the school will not be held responsible for lost/stolen items or money.

Students in PE are expected to lock up their clothing and possessions. Students who do not exercise appropriate caution with their valuables may have them stolen or lost. If this occurs, the student's teacher and the school security officer should be notified as soon as possible.

### **Tardy Policy**

Students are expected to report to school and class on time. Consequences will be assigned for late arrivals to school, as well as class to class tardies, according to the tardy policy. The tardy policy will be reviewed with students during the first week of school.

### **Telephone**

A phone is available in the house offices and the main office for student use in case of an emergency. Permission must be obtained from the secretary prior to making a call. Student cell phones should not be used during the school day except at times designated in the division's Portable Electronic Devices (PED) policy. Parents/guardians who need to contact his/her child should do so through the main office as cell phones will be confiscated per School Board policy even if communicating with a parent/guardian.

### **Use of School Facilities and Equipment**

The unauthorized use of school equipment (computer, cameras, copy machines, TV's, VCR's, telephones, etc.) is prohibited. Personal video recording on school property must be authorized by the administration. This includes the use of video cell phones or any video recording device.

### **Video Surveillance on Property**

CCPS authorizes the use of overt video surveillance cameras and monitors on district property to promote health, safety and welfare of all students, staff and visitors, and to safeguard district facilities and equipment. The content of video recordings may be produced as evidence in student administrative discipline conferences and hearings or other proceedings.

### **Visitors**

Visitors are welcome; however, to keep a safe, secure and disruption-free environment, students are not allowed to have visitors during school. Parents and legal guardians are encouraged to visit on scheduled days for conferences with teachers and other school programs. All visitors must report to the main office, identify

themselves, and state the purpose of their visit. All authorized visitors will be given an identification pass to indicate that they are administratively approved visitors and have checked in at the office. Failure to report to the office to obtain a visitor's pass constitutes trespassing. Unauthorized persons, including suspended students, will be requested to leave school grounds by a building administrator and may be charged with trespassing and subjected to prosecution. Students that do not attend Eastern View High School are not permitted in the school building during school hours (no student visitors). Babies or small infants may not be brought to school unless a parent is coming to pick up a student. It shall be prohibited for any person, whether or not a student, to enter upon or remain upon any school property after (1) being directed to vacate the property by an individual authorized to give such direction, or (2) any posted notice which contains such information is posted at a place where it reasonably may be seen. The principal or his designees have the authority to refuse admittance or remove any person on school property for reasonable cause.

#### **Work Permits and Student Employment**

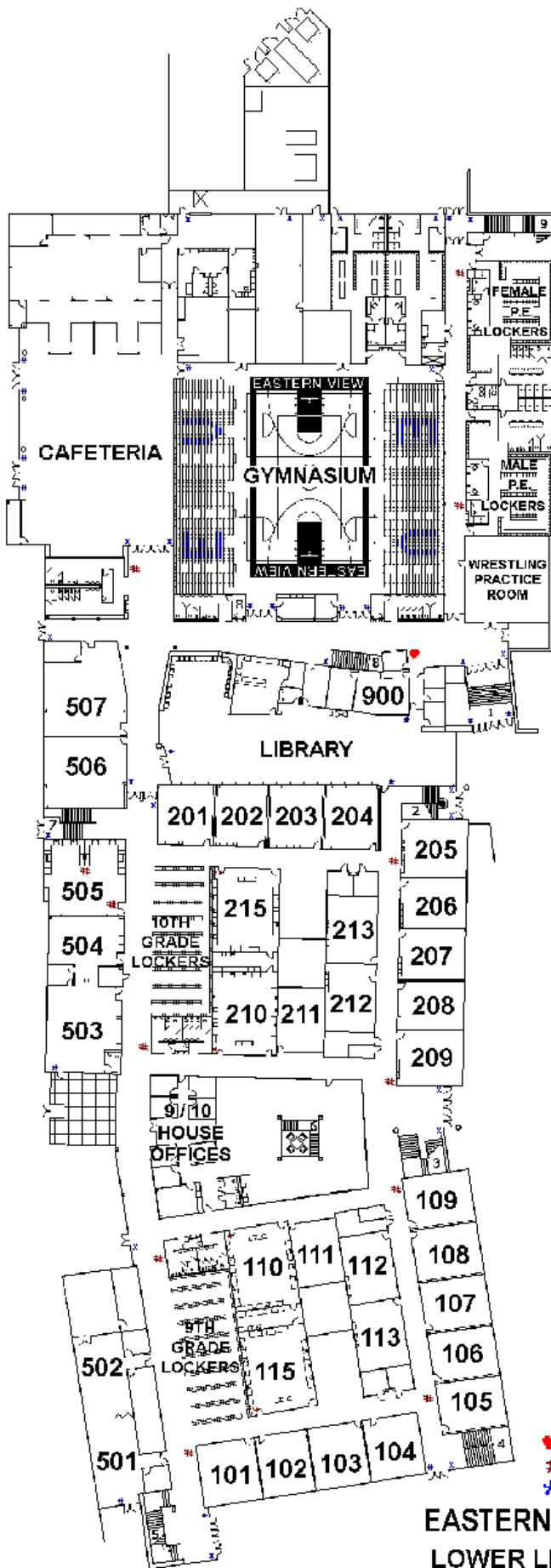
Students under 16 years of age who are employed for any type of work at any time are required by State Law to secure a work permit. Applications for permits may be obtained at [http://www.doli.virginia.gov/laborlaw/employment\\_certificate\\_instructions.html](http://www.doli.virginia.gov/laborlaw/employment_certificate_instructions.html).

***Eastern View Fight Song***  
*Hail! All the Cyclone closing in!*  
*Eastern View's own fearsome wind*  
*Hail! Cyclone there's no foe can stand in your way,*  
*Hail! Cyclone sons and daughters,*  
*Fight for your alma mater,*  
*Hail! Hail! To Eastern View, the storm is on the way.*

**Appendix**

**EASTERN VIEW HIGH SCHOOL BELL SCHEDULES  
2018-2019**

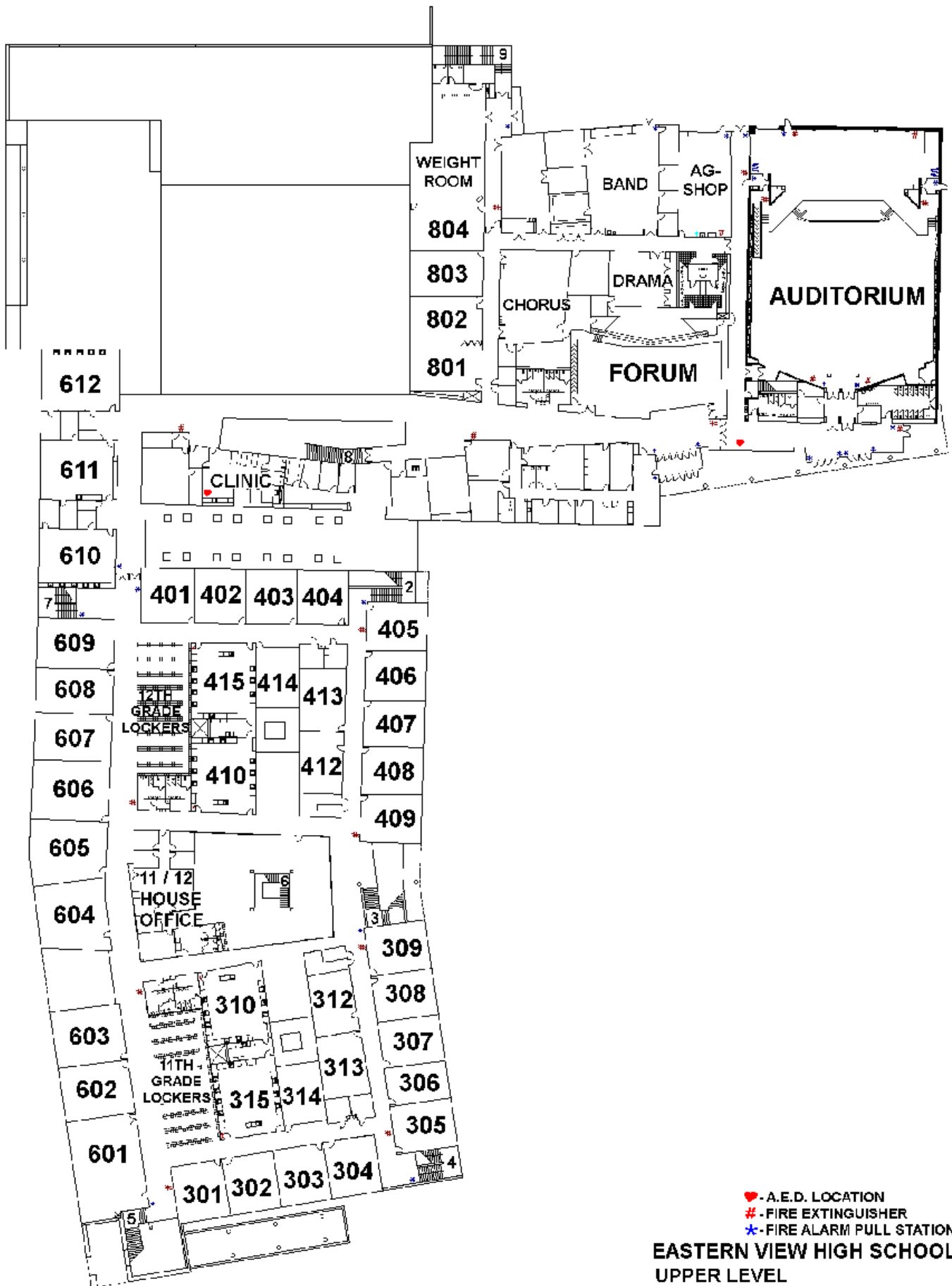
	Regular Schedule	Activity/Club Schedule	Assembly Schedule	Early Dismissal @ 12:45 PM	1-Hour Delay	2-Hour Delay
Student Access to Building	7:20	7:20	7:20	7:20	8:20	9:20
Warning Bell	7:40	7:40	7:40	7:40	8:40	9:40
<b>Block 1</b>	<b>7:45-9:20</b>	<b>7:45-9:00</b>	<b>7:45-9:00</b>	<b>7:45-8:50</b>	<b>8:45-9:55</b>	<b>9:45-10:40</b>
<b>Block 2</b>	<b>9:25-10:50</b>	<b>9:05-10:25</b>	<b>9:05-10:20</b>	<b>8:55-9:55</b>	<b>10:00-11:10</b>	<b>10:45-11:40</b>
<b>Activity/Club</b>		<b>10:30-11:15</b>				
<i>First Lunch</i>	<i>10:50-11:15</i>	<i>11:15-11:40</i>	<i>10:25-10:50</i>	<i>10:00-10:25</i>	<i>11:15-11:40</i>	<i>11:45-12:10</i>
<b>Block 3 Class</b>	<b>11:20-12:45</b>	<b>11:45-12:55</b>	<b>10:55-12:05</b>	<b>10:25-11:35</b>	<b>11:45-1:00</b>	<b>12:15-1:10</b>
<b>Block 3 Class</b>	<b>10:55-11:35</b>	<b>11:20-11:50</b>	<b>10:25-11:00</b>	<b>10:00-10:35</b>	<b>11:15-11:55</b>	<b>11:45-12:15</b>
<i>Second Lunch</i>	<i>11:35-12:00</i>	<i>11:50-12:15</i>	<i>11:00-11:25</i>	<i>10:35-11:00</i>	<i>11:55-12:20</i>	<i>12:15-12:40</i>
<b>Block 3 Class</b>	<b>12:05-12:45</b>	<b>12:20-12:55</b>	<b>11:30-12:05</b>	<b>11:05-11:35</b>	<b>12:25-1:00</b>	<b>12:45-1:10</b>
<b>Block 3 Class</b>	<b>10:55-12:20</b>	<b>11:20-12:30</b>	<b>10:25-11:40</b>	<b>10-11:10</b>	<b>11:15-12:35</b>	<b>11:45-12:45</b>
<i>Third Lunch</i>	<i>12:20-12:45</i>	<i>12:30-12:55</i>	<i>11:40-12:05</i>	<i>11:10-11:35</i>	<i>12:35-1:00</i>	<i>12:45-1:10</i>
<b>Block 4</b>	<b>12:50-2:15</b>	<b>1:00-2:15</b>	<b>12:10-1:20*</b>	<b>11:40-12:45</b>	<b>1:05-2:15</b>	<b>1:15-2:15</b>
<b>Pep Rally</b>			<b>1:25-2:15</b>			
<b>*Assembly Instructions: Wait for announcement prior to dismissing students</b>						
<b>Notes: Parent drop-off entrance at main office opens at 7:10am; students report to cafeteria until 7:20am bell. Student entrance opens at 7:20am. Busses begin unloading at 7:20am.</b>						



- ♥ - A.E.D. LOCATION
- # - FIRE EXTINGUISHER
- \* - FIRE ALARM PULL STATION



**EASTERN VIEW HIGH SCHOOL  
LOWER LEVEL**



- ♥ - A.E.D. LOCATION
- # - FIRE EXTINGUISHER
- \* - FIRE ALARM PULL STATION

**EASTERN VIEW HIGH SCHOOL  
UPPER LEVEL**