

Caroline High School



OPERATIONS MANUAL STUDENTS AND FAMILIES EDITION 2026-2027

Revised July 30, 2026

THE 2026-2027 SCHOOL YEAR - OPERATIONS MANUAL FOR FAMILIES

Section 1 - Information Sources	2
Section 2 - Counselors, Administration, and Innovation Specialist	4
Section 3 - Office Staff	5
Section 4 - Student Behavioral Procedures & Electronic Device Policy	6
Section 5 - School Bell Schedule	7
Section 6 - Class Presentations/Small Group Class Meeting Format	10
Section 7 - CAV Block	11
Section 8 - Custodian Procedures	12
Section 9 - Student Expectations	13
Section 10 - Student Arrival Procedures/ Breakfast	14
Section 11 - Attendance Procedures	15
Section 12 - Dismissal, Bus Notes, Scheduled Late Arrival, & Early Release	18
Section 13 - Grading Policy and Honor Roll	19
Section 14 - Make-Up Work Policy Due to Student Absence	22
Section 15 - Student Honor Policy	23
Section 16 - Late Work Policy	24
Section 17 - Library/Media Center	25
Section 18 - Participation in Field Trips, Pep Rallies, and Dances	26
Section 19 - Class Transition Policy/Tardies/Hall Passes	27
Section 20 - Lunch Procedures (Subject to Change)	29
Section 21 - Activities & Athletics	30
Section 22 - Student Fees	32
Section 23 - Student Parking	33
Section 24 - Stop It App	34
Section 25 - Class Officers	35

Section 1 - Information Sources

The following are the links and sources for essential information for Caroline High School:

- I. The Cavalier Contact - This is a weekly newsletter distributed by the principal on a weekly basis. The newsletter contains all essential updates and celebrations for CHS.
 - A. To ensure you receive this information, update your email address in PowerSchool and subscribe to School Messenger.
- II. [CHS Website](#) - The Website for CHS will have staff contact information, links to CCPS resources, and more.
- III. Social Media - We communicate school information through the following social media sites:
 - A. Facebook - [Caroline High School](#)
- IV. [PowerSchool](#) - All grades of record are recorded in PowerSchool for students at CHS
- V. Schoology - The Learning Management System for CHS will continue to be Schoology. All classes will use schoology this year. All student Chromebooks have access to Schoology Portals for parents and students.
- VI. SOL Score reports can be found at the [Virginia Assessment Parent Portal](#)

TSection 2 - Counselors, Administration, and Innovation Specialist

The following section is to provide you with the necessary contact information for administrators, counselors, and teachers. Please review the contacts below:

- I. [Staff Email Directory](#)
- II. Counselor Caseloads, Social Worker, & Contact Information
 - A. Janet Robinson- Students with last names A- F jarobinson@ccps.us
 - B. Kendra Wells- Students with last names G-M - kwells@ccps.us
 - C. Latoya Thweatt - Students with last names N-Z - lthweatt@ccps.us
 - D. Alicia Fuse (Director) - Students ATI; Lotus; Governors School; Private Day; ELL; Foreign Exchange - afuse@ccps.us
 - E. Dedra Hampton- GRASP Advisor Caroline@grasp4va.org
 - F. Sharon Stodulski - School Social Worker - sstodulski@ccps.us
 - G. Students are asked to use this [link](#) to sign up to see their school counselor during school.
- III. Administrator
 - A. Principal - Thomas Connolly - tconnolly@ccps.us
 - B. AP - Jaime Harnden - Students A-F - jharnden@ccps.us
 - C. AP - Robert Dudley - G-M - rdudley@ccps.us
 - D. AP - Mr. Joshua Williams- Students N-Z jwilliams@ccps.us
 - E. AP - Melissa Frye - CTE & Work-Based Learning - mfrye@ccps.us
 - F. Director of Student Athletics & Activities - Josh Grein - wgrein@ccps.us
- IV. Testing Coordinator - Jessica Bucceri - jbucceri@ccps.us
- V. Innovation Specialist - Hagan Driskell - hdriskell@ccps.us

Section 3 - Office Staff

The following section is to provide you with office staff names, titles, responsibilities, and contact information:

- I. Principal's Administrative Assistant/Office Manager - Ms. Helen Jones
A. Email - hjones@ccps.us
- II. School Registrar & Counseling Secretary - Mrs. Katina Minor
A. Email - kminor@ccps.us
- III. Attendance Administrative Assistant - Michelle Richardson
A. Email - mrichardson@ccps.us
- IV. Bookkeeper - Ms. Laura Beasley
A. Email - lbeasley@ccps.us
- V. Front Desk Attendant- Mr. Delontae Coleman
A. Email - decoleman@ccps.us
- VI. Family Engagement - Mrs. Shermeka Baker-Latney
A. Email - sbakerlatney@ccps.us
- VII. Attendance Officer - Mrs. Jennifer Larsen
A. Email - jlarsen@ccps.us

Section 4 - Student Behavioral Procedures & Electronic Device Policy

All teachers will provide the students with a learning atmosphere that promotes a positive and safe learning environment. In doing so, the guidelines below must be followed.

- I. Students will be treated fairly and with respect at all times.
- II. All school rules stated in the [Student Code of Conduct](#) must be followed
- III. Personal Communication Device Policy
 - A. Per CCPS School Board Policy, personal communication devices:
 1. May not be turned on, in use, or in a location that allows the student to hear or see the activated device during instructional time.
 2. Must be stored in a backpack, bag, or purse; teacher-designated area within the instructional setting; lockers; or in a vehicle.
 3. Smartwatches must be placed in silent mode throughout the instructional day.
 - B. Instructional Setting:
 1. The instructional setting includes, but is not limited to: classrooms; hallways; media center; auditorium; cafeteria; gymnasium; inside and outside physical education areas; locker rooms; restrooms; school administrative offices; and nurse's clinic.
 - C. Enforcement Procedure
 1. If a student violates this policy, then the cell phone or device will be confiscated by the school administration, and the parent must pick up the cell phone or device from the front office. Devices will not be returned to the student.
 - D. Emergency Communication
- IV. If parents need to communicate with a student, they can do so by contacting the main office, or before and after school. In the case of an emergency, parents should contact the front office.

Section 5 - School Bell Schedule

Regular Bell Schedule: CHS follows an A/B schedule for the 2026-2027 SY.

Regular Bell Schedule A/B Days

Period	Time
1st Block	7:30 am - 8:55 am (85) *Dr. Connolly's Announcements at 7:30 am*
2nd Block	9:00 am - 10:25 am (85)
CAV Block	10:30 am - 11:00 am • Student Announcements will occur at the end of CAV Block
3rd Block	11:05 am - 1:00 pm
Lunches	1st lunch 11:05 am - 11:30 am 2nd lunch 11:50 am - 12:15 pm 3rd Lunch 12:35 pm - 1:00 pm
4th Block	1:05 pm - 2:40 pm (95)

Pep Rally/Academy Days Schedule

Period	Time
1st Block	7:30 am - 8:55 am (85) *Dr. Connolly's Announcements at 7:30 am*
2nd Block	9:00 am - 10:25 am (85)
3rd Block	10:30 am - 12:20 pm (80)
Lunches	1st lunch 10:25 am - 10:50 am 2nd lunch 11:10 am - 11:35 am 3rd Lunch 11:55 am - 12:20 pm
4th Block	12:25 pm - 1:50 pm (85)
Pep Rally/Academy Meetings	1:55 pm - 2:35 pm

Testing Bell Schedule A/B Days

Period	Time
1st Block	7:30 am - 8:55 am (85) *Dr. Connolly's Announcements at 7:30 am*
2nd Block	9:00 am - 11:00 am (115)
3rd Block	11:05 am - 1:00 pm
Lunches	1st lunch 11:05 am - 11:30 am 2nd lunch 11:45 am - 12:10 pm 3rd lunch 12:35 pm - 1:00 pm
4th Block	1:05 pm - 2:40 pm (95)

2-Hour Delay Bell Schedule A/B Days

Period	Time
1st Block	9:30 am - 10:40 am <i>*Announcements, pledge, and other protocols will be administered in the last 5 minutes of class*</i>
2nd Block	10:45 am - 11:55 pm
3rd Block	12:00 pm - 1:25 pm
Lunches	1st lunch 12:00 pm - 12:25 pm 2nd lunch 12:30 pm - 12:55 pm 3rd lunch 1:00 pm - 1:25 pm
4th Block	1:30 pm - 2:40 pm

Early Release Bell Schedule A/B Days

Period	Time
1st Block	7:30 am - 8:25 am <i>*Announcements, pledge, and other protocols will be administered in the last 5 minutes of class*</i>
2nd Block	8:30 am - 9:25 am
3rd Block	9:30 am - 10:55 am
Lunches	1st lunch 9:30 am - 9:55 am 2nd lunch 10:00 am - 10:25 am 3rd lunch 10:30 am - 10:55 am
4th Block	11:00 am - 11:50 am

Section 6 - Class Presentations/Small Group Class Meeting Format

School leadership will conduct grade-level expectation meetings to review what it means to be a Caroline Cavalier and to ensure that all students understand CHS expectations, routines, and procedures.

The ninth-grade expectation meeting will take place during Transition Day. Meetings for students in grades 10–12 will be held throughout the first full week of school.

During each meeting, school leaders will review:

- What It Means to Be a Caroline Cavalier
- Schoolwide Expectations and Routines
- Bell Schedules
- Student Drop-Off Procedures
- Dismissal Procedures
- Hallway Expectations
- Cafeteria Expectations
- Restroom Expectations
- Electronic Device Expectations

At the conclusion of each meeting, school leadership will facilitate a question-and-answer session. This will provide students with an opportunity to ask questions, clarify expectations, and ensure they understand the procedures necessary for a successful school year. School leaders will use the Q&A session as a teachable moment to reinforce expectations and address common student concerns

Section 7 - CAV Block

Cav Block is designed to increase opportunities for student engagement through clubs and activities as well as provide students with opportunities for academic support. Cav Block will occur daily except on early release, or late arrival days.

- I. Attendance must be taken at the beginning of each block just like any other class at CHS.
- II. All students and teachers will follow the weekly CAV Block Schedule
 - A. Monday
 1. Advisory/Grade Check
 2. Goal Setting
 3. No movement
 - B. Tues & Thurs
 1. Makeup work, retest, tutoring, etc.
 2. Students must have pass from the teacher
 - C. Wednesday
 1. SEL and Leader in Me Lessons
 2. No Movement
 - D. Friday
 1. Goal Check-In, review, and power school check
 2. Makeup work, retest, tutoring, etc.
 3. Students must have pass from the teacher
- III. On days when students are allowed to transition to other teachers for CAV Block, no student will be able to attend a CAV Block activity without a pass. Teachers will have two options for creating passes.
 - A. Teachers will create passes to be laminated for club and organization members. Students will use these for the bi-weekly club organization meetings.
 - B. Activities with irregular attendance- Students who are leaving the class for Academic Support, on designated travel days must receive a paper CAV Block pass from the teacher whom they are requesting to see **prior to the end of 2nd Block**.
 1. No student may leave the room without this pass.
 2. **Email passes between teachers will not be accepted.**

Section 8 - Custodian Procedures

Custodians will be cleaning rooms, desks, and common areas after each school day. Restrooms will be cleaned several times throughout the school day.

Section 9 - Student Expectations

We expect all Cavaliers to CHOOSE GREATNESS. Every CAV should be Confident, Accountable, and have a Vision for their future, and are expected to demonstrate respect, responsibility, and honesty for their academic careers at CHS:

- I. Cavaliers will demonstrate respect towards all persons and property.
- II. Cavaliers will be responsible for following all policies and procedures set by CCPS and CHS in the Student Code of Conduct. Please use this [link](#) to view the Student Code of Conduct for the 2026-2027 SY. Students must follow all policies established by the CCPS School Board.
 - A. These include the new student dress code and the new cell phone policy.
- III. Cavaliers will demonstrate honesty by adhering to the CHS Honor Code listed in section 14 of this document.
 - A. Cavaliers will be responsible for doing their part to maintain a clean and safe environment.

Section 10 - Student Arrival Procedures/ Breakfast

Students and staff will be assigned to monitor the bus loop, cafeteria, and hallways as students arrive at CHS for school.

I. Students Arriving by Bus

- A. Students arriving by bus between 6:55 and 7:10 will report directly to the cafeteria until 7:10 a.m.
- B. Students arriving by bus will enter the cafeteria through the door closest to where they were dropped off. This will be either the CTE or PE side of the cafeteria.
- C. Students will pick up and eat breakfast in the cafeteria. Students must finish breakfast in the cafeteria.
- D. Student breakfast closes at 7:25 am.
- E. Students who arrive on late buses will have the opportunity to eat breakfast.
- F. Students arriving by bus must report directly to the cafeteria. They may not go to the student parking lot or any other location.

II. Students Dropped off by Parents or Family

- A. Students may not be dropped off before 7:10
- B. Student drop-off is from 7:10 am to 7:25 am
 - 1. Front office staff will ensure students are not allowed to enter the building early.
 - 2. The Front office staff will also talk with families who drop students off before 7:10 am.
- C. Students will enter through the main entrance doors
- D. Students may report to the cafeteria to pick up and eat breakfast. Students must finish breakfast in the cafeteria.
- E. Student breakfast closes at 7:25 am.

III. Student Drivers

- A. Students may not arrive before 7:10
- B. Student drivers will enter through the main lobby.
- C. Students may report to the cafeteria to pick up and eat breakfast. Students must finish breakfast in the cafeteria.
- D. Student breakfast closes at 7:25 am.

IV. Teachers & Counselors

- A. Teachers - Will be posted on their classroom doors by 7:10 so they can monitor students in both the hallways and their classrooms. There will be several teachers on support before 1st block.
- B. Counselors - The counseling staff will be in the hallways

Section 11 - Attendance Procedures

Attendance for students will be taken at the beginning of class. Teachers will record attendance electronically through PowerTeacher.

I. Excused Absences Information

- A. Parent/Guardian has communicated in writing or via official school email, within 3 days of the absence, to the school the reason for the student's absence & school officials consider the reason valid.
 - 1. Parents/guardians of students must email chsattendance@ccps.us, from the official parent email on file, within three days of the absence.
- B. Each excused absence requires appropriate documentation to be presented to a school official for approval
- C. Excused Absences include:
 - 1. student illness (for more than 3 consecutive days, a doctor's note is required)
 - 2. death or serious illness of an immediate family member
 - 3. doctor's, dentist's, or any other medical professional's appointment
 - 4. legal matters (i.e., court, probation visit, etc.)
 - 5. college visitation
 - 6. religious observances
- D. Excused absences are still included in the calculation of chronic absenteeism.

II. Unexcused Absences Information

- A. An unexcused absence is reported when the parent/guardian has NOT communicated to school officials in writing or official school email the reason for their child's absence, or the parent has communicated to school officials the reason for the absence, but the school officials consider the reason invalid
 - 1. Unexcused absences include but are not limited to the following:
 - a) Oversleeping & tiredness
 - b) beauty appointments (i.e., hair care, manicure/pedicure)
 - c) Shopping, recreational activities, childcare issues, missed school bus, bus suspensions, & personal transportation problems

III. Tardies

- A. Any student who is late to school or arrives after their designated start time will be considered tardy. Tardies are classified as unexcused or excused.
 - 1. Unexcused Tardies Include:
 - a) oversleeping & tiredness
 - b) beauty appointments (i.e., hair care, manicure/pedicure)
 - c) shopping, recreational activities
 - d) childcare issues
 - e) missed the school bus
 - f) personal transportation issues
 - g) family emergencies without explanation
 - 2. Excused Tardies Include:
 - a) student illness

- b) death or serious illness of an immediate family member
 - c) doctor's, dentist's, or any other medical professional's appointment (medical note required)
 - d) legal matters (i.e.- court, probation visit, etc.)
 - e) college visitation
3. Tardy students will need to go to the tardy table located outside of the main office in the lobby area to receive an Unexcused Tardy Pass.
 4. Documentation required to excuse a tardy to school:
 - a) Parent/Guardian has communicated in writing or via official school email, on the day of the tardy, to the school the reason for the student's tardy & school officials consider the reason valid.
 - (1) Parents/guardians of students must email chsattendance@ccps.us from the official parent email on file on the day of the tardy.

IV. Chronic Absenteeism:

- A. The Virginia Department of Education considers a student who misses 10% or more of school days to be chronically absent. Since learning is negatively impacted when a student misses 10% or more of the school year, CCPS will abide by the following policies in relation to chronic absenteeism:
 1. Students who miss 10% or more of a specific class will not receive credit for the class. At the middle school level, this only includes classes that allow students to earn high school credit. When a student reaches this level, the school will:
 - a) Hold a meeting that includes the parent and the school principal, assistant principal, school counselor, teacher(s), social worker, and/or family engagement coordinator to review the student's absences and academic progress.
 - b) Based on the student's level of academic progress or extenuating circumstances, it will be determined whether the student will be allowed to earn the course credit, not be allowed to earn the course credit, or have the opportunity to complete seat time to make up for days absent.
 - c) If seat time is granted, students may make up a maximum of 2 days of lost instruction due to absences. Seat time will be served after school due to the availability of activity buses.
 2. Excused and unexcused are included in the 10% calculation. This does not include field trips or participation in school events, 1 Civic Engagement activity per year (secondary only), or up to 5 4-H activities per year.
- B. The DOE (800-292-3820) and Governor Glenn Youngkin (<https://www.governor.virginia.gov/communicating-with-the-governors-office>) introduced the "Chronic Absenteeism Task Force," which is a key part of the comprehensive ALL IN VA plan addressing Attendance, Literacy, and Learning. This initiative was created to help accelerate learning recovery after the pandemic and to address the near doubling of chronic absenteeism in Virginia classrooms due to

extended school closures. The task force aims to provide resources and action plans for schools across the Commonwealth to address these record-high absenteeism rates.

- C. The VDOE does not recognize the difference between an excused absence and an unexcused absence; you are either present or not. Virginia Department of Education guidelines state, "*Chronic absenteeism is defined as missing ten percent or more of the academic year **for any reason, including excused absences, unexcused absences, and suspensions.** Based on a 180-day school year, that means approximately 18 days per year or 2 to 3 days per month.*" More information on these guidelines can be found [here](#).
 - D. As a school district, we are required to monitor both excused and unexcused absences in the same way. These letters are simply intended to inform you of how many days your student has missed, regardless of the reason. Every student who reaches the threshold of 3, 5, 7, or 10 days receives these letters—no one is excluded from this process.
- V. Family Travel
- 1. Requests for family travel must be submitted to the principal or designee (7) seven days prior to the trip for these absences to be approved.
 - 2. Principals may place requirements upon students to complete assignments before such absences will be excused.

Section 12 - Dismissal, Bus Notes, Scheduled Late Arrival, & Early Release

Students will follow the following protocols and procedures for dismissal, bus notes, scheduled late arrivals, and early release.

- I. Dismissal
 - A. All students will be dismissed by the administration's "all call" announcement at the end of the school day. There will be no bell to signal the end of the day. Students must remain seated until the announcement is made at the end of the day. Teachers do not let students out for any reason before the all-call dismissal.
- II. Bus Notes
 - A. Bus notes may be submitted to the student's first block teacher, or their parents can email the bus note to chsattendance@ccps.us. If the bus note is not signed by the parent with an active phone number or the email is not from the designated parent email in PowerSchool, then the student will be unable to change buses for that day. Office staff will send bus passes to students. No bus notes will be accepted after the end of the 1st block.
- III. Late Arrival
 - A. Students arriving late due to their course schedule must sign in at the front office on arrival.
- IV. Scheduled [Early Release/Late Arrival for Seniors](#)
- V. Unscheduled Early Release for all Students
 - A. Students with an unscheduled early release must bring a signed note from a parent/guardian to their 1st block teacher. Parents/guardians may send early release notes via email to chsattendance@ccps.us prior to 9:00 a.m. ***Emails after 9:00 will not be accepted. The note must contain the student's first and last name, the time of departure, reason for leaving, as well as the parent's/guardian's signature and phone number for verification.***
 - B. Students will not be called out of class for dismissal after 2:00 pm unless a note has already been submitted. This time may change due to school activities.

Section 13 - Grading Policy and Honor Roll

Grades and Attendance will be recorded in PowerSchool. Teachers will update grades weekly. Teachers who record grades in Schoology must sync to PowerSchool weekly.

- I. Grading Scale
 - A. Use this [link](#) to access the updated grading scale for CCPS
- II. Teachers are required to record at least 2 Level 1 Summative Assessments, at least 3 Level 2 Summative Assessments, and at least 4 Formative Assessments each nine-week grading period:
 - A. Summative assessments will make up 70% of the total nine week grade, examples of this include
 1. Level 1 Summative Assessments 40%
 - a) Examples = Tests, Projects, PBA's, Presentations, etc
 2. Level 2 Summative Assessments 30%
 - a) Examples = Quizzes, Labs, PBA's
 3. Common Assessments
 - a) At least three of your Summative assessments must be "common" assessments per nine weeks, one of the three common assessments will be the quarter benchmark for courses with an EOY SOL.
 - b) The common assessments must be implemented and graded through Performance Matters by department, except for the quarter benchmark for classes with an EOY SOL. The quarter benchmark must be through Performance Matters.
 - c) Mrs. Bucceri will be invited to attend at least 2 common planning meetings per content team each nine weeks.
 - B. Formative assessments will make up 30% of the total nine-week grade
 1. Examples include classwork, homework, notebook reviews, participation, etc.
 - C. Year Long Grade Calculation:
 1. Semester 1
 - a) Q1 - 50%
 - b) Q2 - 50%
 2. Semester 2
 - a) Q3 - 50%
 - b) Q4 - 50%
 3. Overall Yearlong Grade
 - a) Semester 1 - 50%
 - b) Semester 2 - 50%
 - D. All work is expected to be completed and submitted on time by the due date.
 1. Late work policy
 - a) Zeros will be entered for all late or missing work after the due date until the work is submitted. If the work is never turned in it will remain a zero.
 - b) Assignments submitted past the due date will receive a grade no higher than 75/C.
 - c) Any late work assigned during the first half of the quarter will not be accepted after the interim date on the district calendar, and any work

assigned after the interim date will not be accepted after the end of the quarter date on the district calendar.

E. Attendance Policy

1. Students who miss 10% or more of a class will not receive credit for the class. At the middle school level, this only includes classes that allow students to earn high school credit. When a student reaches this level, the school will:
 - a) Hold a meeting that includes the parent and the school principal, assistant principal, school counselor, teacher(s), social worker, and/or family engagement coordinator to review the student's absences and academic progress.
 - b) Based on the student's level of academic progress or extenuating circumstances, it will be determined whether the student will be allowed to earn the course credit, not be allowed to earn the course credit or have the opportunity to complete seat time to make up for days absent.
 - c) If seat time is granted, students may make up a maximum of 2 days of lost instruction due to absences. Seat time will be served after school due to the availability of activity buses.

F. Academic recognition

1. Caroline High School will recognize students who achieve academic excellence through the Principal's List and the Honor Roll
 - a) The Principal's List and Honor Roll will be recognized at the end of each quarter and at the end of the year for students who earned this achievement in all four grading periods.
2. Principal's List
 - a) Students earn an A in every class they are enrolled in
 - (1) Any grade other than an A, including "I," disqualifies the student from the Principal's List for that quarter.
3. Honor Roll
 - a) Students earn grades no lower than a B in every class they are enrolled in.
 - (1) Any grade other than an A or B, including "I," disqualifies the student from the Honor Roll for that quarter.

G. Grade Contract Criteria

1. Students who earned a **58% or below** for a grading period may be eligible to raise that quarter's grade to a **59% (F)** through a Grade Improvement Contract. This adjustment provides the **mathematical opportunity to pass the semester**, keeping the student on track to **pass the full course**. To qualify, the student must meet **all criteria** during the **next quarter** following the grading period covered by the contract:
 - a) No more than 4 unexcused absences for the next quarter (See attendance policy).
 - b) End the next quarter with 75 C or higher.
 - c) No major discipline (3 total days of OSS for the nine weeks) infractions during the next quarter.

H. Grade Contract Details & Process

1. Grade Contracts - Students have the opportunity to complete a grade contract at the end of each nine weeks. They must meet the established criteria to improve a failing to a 59% F for the designated quarter. Grade Contracts can be set once report cards are available each quarter.
2. Grade Contract Start Dates
 - a) Q1 - October 19, 2026
 - b) Q2 - January 11, 2027
 - c) Q3 - March 15, 2027
 - d) Q4 - THERE IS NO GRADE CONTRACT FOR Q4

Section 14 - Make-Up Work Policy Due to Student Absence

Understandably, class may have to be missed for sickness, family emergencies, and other **excused** absences. Simply “not feeling like coming to school” is never acceptable.

- I. Students will have the number of days missed for an excused absence to make up missed assignments. For example, if a student misses one A day then the student has one A day to make up the work. If a student misses 2 A days then they have 2 A days to make up the work.
- II. **It is always the student’s responsibility to ask for make-up work.** Making up tests and quizzes due to excused absences may require arrangements outside of regularly scheduled class time.

Section 15 - Student Honor Policy

The Student Honor Code is a part of the overall Student Code of Conduct for CCPS. Students are expected to perform honestly through the production of their own work and refrain from verbal or written falsification or the use of AI tools and applications. Any student not following the honor policy may not receive credit for the assignment and may not be allowed to take an alternative assignment.

- I. Students will understand “fair use” and copyright as it applies to student work.
- II. Students will not plagiarize.
- III. Students will cite any and all use of websites, images, books, and other media.

POLICY ON ACCEPTABLE GENERATIVE AI USE IN CHS COURSES

Generative AI tools must be used ethically, responsibly, and intentionally to support student learning, not to bypass it. Accordingly, all performance tasks submitted must be the student's own work. While students are permitted to use Generative AI tools consistent with this policy, their use is optional and not mandatory.

Students can use generative AI tools as optional aids for exploration of potential topics of inquiry, initial searches for sources of information, confirming their understanding of a complex text, or checking their writing for grammar and tone. However, students must read primary and secondary sources directly, perform their own analysis and synthesis of evidence, and make their own choices on how to communicate effectively both in their writing and presentations. It remains the student's responsibility to engage deeply with credible, valid sources and integrate diverse perspectives when working on the performance tasks.

Section 16 - Late Work Policy

All work is expected to be completed and submitted on time by the due date.

Late work policy

- I. Zeros will be entered for all late or missing work after the due date until the work is submitted. If the work is never turned in it will remain a zero.
- II. Assignments submitted past the due date will receive a grade no higher than 75/C.
- III. Any late work assigned during the first half of the quarter will not be accepted after the interim date on the district calendar, and any work assigned after the interim date will not be accepted after the end of the quarter date on the district calendar.

Section 17 - Library/Media Center

The CHS Media Center & Library is a valuable resource for both students and teachers. The CHS Librarians are prepared and excited to serve CHS this school year. Please follow the specific policies for the Media Center this school year:

- I. Instructional Time or CAV Block
 - A. To visit the library during class time or during CAV block, students need to fill out the Google form found on the Library Schoology page. Students must complete the form within the first 15 minutes of class in order to receive a pass for that class period. There is a cap on the number of students allowed to the library each period so the student's request may be denied. The librarians will make each of the approved appointment passes in E-hall pass, but the student's teacher will need to approve or deny the passes before students can leave for the library.
- II. Lunch Visits
 - A. Students can visit the library during lunch but will need to obtain prior permission from one of the librarians or their counselor or case manager. Once given permission, students will receive a laminated pass that will allow them to leave the lunch room for the media center.
- III. Rest Room
 - A. Only those students with library passes will be allowed to use the library restroom during class time and CAV block.
- IV. After Hours Designated Time
 - A. Students are permitted to use the media center after school on Tuesdays. Students must report directly to the media center and remain there until they are picked up by a parent or the activity buses arrive.

Section 18 - Participation in Field Trips, Pep Rallies, and Dances

CHS offers opportunities for all students to engage in learning and various activities. In order for students to participate in pep rallies, field trips, dances, and other events sponsored by CHS, each student must :

- I. Have a passing grade in all classes (evidence of academic improvement will be used on a case-by-case basis for students who are failing a class)
- II. Have no more than three unexcused tardies from the time the event is announced to the day before the event. Teachers are expected to have all grades in on the day before the event.
- III. Have no more than 3 unexcused absences from the time the event is announced to the day before the event. Teachers are expected to have all grades in on the day before the event.
- IV. Remain in good behavioral standing (no more than one referral per nine weeks).
 - A. Fighting, vaping, drugs/alcohol, and other major offenses can disqualify you from participation for the year.

****Co-Curricular Field Trips are exempted from this policy****

Section 19 - Class Transition Policy/Tardies/Hall Passes

Faculty and staff must review the following policies on class changes, tardies, and hall passes:

IV. Class Transition

- A. Students will have 5 minutes between classes, and restrooms are closed during transition.
- B. The tardy policy is in effect. Teachers should close their doors at the start of class.

V. CHS Tardy Policy

- A. Students are required to be in their respective assigned locations when the tardy bell rings.
- B. Teachers will shut their classroom doors when the tardy bell rings, and any student not in class will be considered tardy.
- C. Tardy students will report to the tardy table located by the front foyer doors. The teachers on duty will record the tardy on the tardy form, and assign a consequence according to the disciplinary consequences listed below. Tardy students will be subject to the discipline matrix.
- D. Tardy System
 - 1. The tardy will be documented for administrative purposes (disciplinary consequences)
 - a) 1st Tardy = Warning
 - b) 2nd Tardy = Warning
 - c) 3rd Tardy = 1 Day of Lunch detention
 - d) 4th Tardy = 2 Days of Lunch detention*
 - e) 5th Tardy = 2 Days of Lunch Detention
 - f) 6+ Tardies = 1 days ISS (In-school suspension), corrective action plan
 - 2. Tardies are cumulative based on the class period.
 - 3. Tardies will be reset each nine weeks

VI. Classroom Passes

Lanyard System/Placards

- 1. Each classroom will have one placard and a lanyard.
 - a) Students are responsible for filling out their name, location, and date.
- 2. These passes are only for the bathroom and water
- 3. Red placards will be for the upstairs classrooms
- 4. Blue placards will be for downstairs classrooms
- B. Teachers may only release one student at a time.
- C. Students are not to leave class more than 1 time during a class period.
- D. The CHS Cell Phone Policy is in effect at all times, including when students are out of class on a pass.
- E. If a student needs to see their counselor or admin, they must sign up and wait for their counselor or admin to send them a pass via the pass pad for the appropriate date and time. The student can be called down to the office, but the teacher will need to write a pass pad.

- F. Passes **must not** be given for the gym or to another teacher unless requested by that teacher with a pass pad.
- G. Teachers on hall duty should ask students in the hallway for their names and check their pass pads or placards.

Section 20 - Lunch Procedures (Subject to Change)

Lunch will be served starting at 11:10 am.

- I. 3rd Block Lunch Designations (Departments Assigned to Lunch may change)
 - A. 1st lunch - 11:05-11:30 -- CTE, Science Fine Arts
 1. Students will report directly to lunch at the dismissal of CAV Block.
 - B. 2nd Lunch - 11:45 - 12:10 -- History, World Language, Math
 - C. 3rd Lunch - 12:35 - 1:00 --English, Health/PE, Performing Arts, Cosmetology
- II. Restrooms
 - A. Two students will be allowed to use the restroom at a time. Each student must have their own pass
 - B. Students will see the designated staff member in the Senior section of the cafeteria by the back doors.
- III. Media Center or Teacher Pass for Lunch
 - A. Teachers must provide an appointment or a laminated pass for students who will eat lunch in a supervised alternate location.
- IV. Clean Up
 - A. Custodians will be present in the cafeteria and available to clean the restrooms during all lunch periods.

Section 21 - Activities & Athletics

All VHSL athletics and academic activities will follow health & safety guidelines and recommendations from the VHSL. Coaches/Sponsors must supervise students after school until practice begins.

- I. Athletic Schedule
- II. Athletics Website
- III. Co-curricular Activities
 - A. Caroline High School is a member of the Virginia High School League (VHSL), Battlefield District, & Region 4B
- IV. Athletic Program
 - A. The goals of the school's athletic program include the following:
 - 1. Develop interests and provide alternative uses of discretionary time.
 - 2. Promote a positive attitude toward self and others.
 - 3. Promote physical and mental fitness.
 - 4. Instill a sense of fair play and good sportsmanship.
 - 5. Provide opportunities for socialization and making new friends.
 - 6. Stimulate student involvement in the school.
- V. Student Eligibility for Athletics & VHSL Activities
 - A. Students are required to meet the eligibility requirements for participation in extracurricular activities which have been established by the Virginia High School League (VHSL). In order to participate, the following guidelines apply:
 - 1. The student shall be a student in good standing of the school that he/she represents.
 - 2. The prospective athlete must file a Parental Consent/Physician Certificate Form
 - 3. The prospective athlete shall have earned/passed five (5) credits and be currently enrolled in five (5) classes from semester to semester to participate in fall, winter and spring sports.
- VI. Student Clubs
 - A. The philosophy of Caroline High School's activity program fosters varied offerings in activities which are appropriate to all members of the student population. The goals of the activity groups include, but are not limited to, promoting good citizenship, developing leadership and community-social skills, and creating an atmosphere in which young adults can experience excellence and achievement while developing positive self-images. Please use the [CHS Club Directory](#) link to view clubs and activities.
- VII. Activity Buses
 - A. Activity buses are provided for students participating in school sponsored activities after school.
 - B. Activity buses will depart from the rear of the building promptly at 5:45 p.m. until October when they change and depart at 5:30 p.m. Sponsors are responsible for seeing that all activities are concluded in time for students needing transportation to

ride the bus. The students are the responsibility of the sponsor until the Activity Buses depart Caroline High School. Students will not be allowed to ride the activity bus unless they have been involved in a school-sponsored activity.

C. Activity Bus Passes

1. No student will be permitted to board the activity bus without a pass!

Students will be issued Activity Bus Passes by the coach or sponsor of after-school events. If a student is part of an activity that takes place after school every day, the sponsor/coach may fill out one pass at the beginning of the season for the entire time period.

Section 22 - Student Fees

Student fees can be paid through Myschoolbucks for the 2026-2027 School Year. You may also contact Ms. Laura Beasley in the main office at lbeasley@ccps.us or by calling (804) 633-9886. The [fees](#) are linked here and listed below:

How to pay school fees through My School Bucks:

Go to www.myschoolbucks.com

Click Sign Up Free

Create an account

Follow the prompts to enter all your information

Once your account is created, log in at www.myschoolbucks.com

Once you log in your student's invoices should be there

Using My School Bucks to pay for Club dues, field trips, etc

Log in to www.myschoobucks.com

Choose School Store

Browse all items

Click on the item you are looking for and follow the directions to pay

CLASS DUES - COURSE FEES - OTHER CHARGES 2026-27

Caroline High School

<u>CLASS DUES</u> Class of 2027 - Seniors 30.00 Class of 2028 - Juniors 20.00 Class of 2029 - Sophomores 15.00 Class of 2030 - Freshmen 10.00	<u>YEARBOOK - Price to be determined</u> See Yearbook Sponsor 175.00 <u>Behind the Wheel</u> 0 Must complete Driver's Ed Course & application (RECEIPTED BY BOOKKEEPER or BTW INSTRUCTOR ONLY)	<u>AP Exams</u> (All-Year) Exam Fee 99.00 or current cost of exam AP Biology Lab Fee 10.00 AP Chemistry Lab Fee 10.00 AP Environmental Science 10.00
<u>CTE FEES</u> Agriculture Classes 25.00 Automotive Classes 10.00 Economics & Personal Finance 5.00 Carpentry I, II, III 10.00 Cosmetology I, II, III 10.00 Cosmetology Kit required Cosmetology Kit 250.00 Criminal Justice II + CPR 5.00 Culinary I, II, III 50.00 Intro to Health & Medical Science 15.00 Intro Nutrition to Health & Medical 10.00 Medical Terminology 10.00 Nursing Aide I + CPR 45.00	<u>PARKING PERMIT FEE</u> 50.00 1-Prior to receiving a permit, all class dues, course fees and other debts must be paid in full 2-Applications may be picked up in the front office 3-Upon completion, present the application to the school's bookkeeper with a valid driver's license and all current receipts	<u>SCIENCE FEES</u> Anatomy-Biology II 15.00 Biology 10.00 Chemistry 10.00 Environmental Science 5.00 Ecology 10.00 Physics 10.00 AP science classes listed above
	<u>FINE ARTS FEES</u> Art I, II, III, IV 25.00 Crafts I, II 30.00 Graphics Art I, II 15.00	<u>MUSIC COURSE FEES</u> Band 25.00 Strings 25.00 Jazz or Wind Ensemble 25.00

Sports Medicine I,II + CPR 25.00	Photo I, II 30.00	Chorus 15.00
Technical Drawing & Engineering 10.00	(35MM Camera Required for both courses)	

<u>Field Trips</u>	
	\$0-\$50
Field Trips	.00

Technolgoy Fees	
Lost/damaged chromebook	
- \$350.00	
Lost/damaged	
charger - \$45.00	

Section 23 - Student Parking

All students will adhere to the following process to use the student parking lot during the 2026-2027 School Year:

- a. The Assigned Parking Monitor for the 25.26 SY is Delonte Coleman
- b. Process
 - i. The Parking Monitor will walk the Student Parking Weekly and complete the following:
 - 1. Check for a visible Parking Permit approved by Ms. Beasley
 - 2. Place Notice of Violation on the Windshield
 - 3. Record Violation and Share with Ms. Beasley
 - ii. Violations
 - 1. Ms. Beasley Reports Violations to the assigned AA
 - 2. Cars not identified by Ms Beasley are reported to the SRO
 - 3. AA follows the following Discipline Process starting the Week of 8/25/25
 - a. Violation #1 - Warning
 - b. Violation #2 - Week Parking Suspension
 - c. Violation #3 - 30-Day Parking Suspension
 - d. Violation #4 - Car Towed at Owner's Expense

Section 24 - Stop It App

If students need to report an incident, bullying, or a threat, and they are uncomfortable going directly to staff, then they can use the app available to all students at CHS. Please use this [link](#) to learn more about this app.

Section 25 - Class Officers

Class of 2027 (Seniors)

- **President:** Brooke Williams
- **Vice-President:** Zaaniyah Johnson
- **Secretary:** Faith Beazley
- **Reporter:** Rory Twyner

Class of 2028 (Juniors)

- **President:** Gabby Davis
- **Vice-President:** Kason Samuels
- **Secretary:** Mckenzie Lee
- **Reporter:** Makyile Tillman

Class of 2029 (Sophomores)

- **President:** Jagger Latorre
- **Vice-President:** Jade Cordova Rivas
- **Secretary:** Taralyn Casey

Class of 2030 Officers: To be determined in September after elections

- President-
- VP-
- Secretary -
- Reporter -