

Caroline High School



OPERATIONS MANUAL
For Students and Families
2024-2025

Revised July 23, 2024

THE 2024-2025 SCHOOL YEAR - OPERATIONS MANUAL FOR CHS

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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](#)
 - B. Twitter - [@CAVSofCHS](#)
 - C. Instagram - [chs_carolinecavs](#)
- 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](#)

[Section 2 - Staff Contacts](#)

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. Students with last names A-D - OPEN
 - B. Kendra Wells- Students with last names E-L - kwells@ccps.us
 - C. Latoya Thweatt - Students with last names M-S - lthweatt@ccps.us
 - D. Kendra Thomas (Director) - Students with last names T-Z - kenthomas@ccps.us
 1. Students in CBGS and CGS will be assigned by last name.
 - E. Career Counselor - OPEN
 - F. Elena Nicu - College Advisor
 - G. Sharon Stodulski - School Social Worker - sstodulski@ccps.us
 - H. Students are asked to use this [link](#) to sign up to see their school counselor during school. This form will also be used for students to request a schedule change. All schedule change requests must be submitted by August 23, 2024.
- III. Administration
 - A. Principal - Thomas Connolly - tconnolly@ccps.us
 - B. AP - Robert Dudley - All 9th Grade Students- rdudley@ccps.us
 - C. AP - Jaime Harnden - Students A-J - jharnden@ccps.us
 - D. AP - Clarence Collins - Students K-Z - ccollins@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. Katinia Minor
A. Email - kminor@ccps.us
- III. Attendance Administrative Assistant - Mrs. Elizabeth Spaulding
A. Email - espaulding@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 on 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 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
 1. 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 2024-2025 SY.

Regular Bell Schedule A/B Days

Period	Time
1st period	7:30 am - 9:00 am *Dr. Connolly's Announcements at 7:30 am*
2nd Block	9:05 am - 10:35 am *Student Announcements at 10:30 am *Students will transition to CAV Block at the end of Student Announcements
CAV Block	10:38 am - 11:10 am *Students will transition to CAV Block at the end of Student Announcements *Students will remain with their 2nd block unless they have an E-Hall pass to another location or a laminated club pass issued by the Media Center Staff
3rd period	11:15 am - 1:10 pm
Lunches	1st lunch 11:15 am - 11:40 am 2nd lunch 11:45 am - 12:10 am 3rd lunch 12:15 pm - 12:40 pm 4th Lunch 12:45 pm - 1:10 pm
4th period	1:15 pm - 2:40 pm

2-Hour Delay Bell Schedule A/B Days

Period	Time
1st period	9:30 am - 10:35 am <i>*Announcements, pledge, and other protocols will be administered in the last 5 minutes of class*</i>
2nd period	10:40 am - 11:40 am
3rd period	11:45 am - 1:35 pm
Lunches	1st lunch 11:40 am - 12:05 pm 2nd lunch 12:10 pm - 12:35 pm 3rd lunch 12:40 pm - 1:05 pm 4th Lunch 1:10 pm - 1:35 pm
4th period	1:40 pm - 2:40 pm

Early Release Bell Schedule A/B Days

Period	Time
1st period	7:30 am - 8:25 am <i>*Announcements, pledge, and other protocols will be administered in the last 5 minutes of class*</i>
2nd period	8:30 am - 9:15 am
3rd period	9:20 am - 11:10 am
Lunches	1st lunch 9:15 am - 9:40 am 2nd lunch 9:45 am - 10:10 am 3rd lunch 10:15 am - 10:40 am 4th lunch 10:45 am - 11:10 am
4th period	11:15 am - 11:50 am

Section 6 - Class Presentations/Small Group Class Meeting Format

CHS administration & counseling will visit each English classroom to provide a small group presentation outlining the following for students:

- I. Expectations & Routines
- II. Bell Schedules
- III. Student Drop Off
- IV. Dismissal

CHS administration will lead students through a question and answer session at the end of the meeting. This is designed to allow the students to ask questions and make certain they are aware of the expectations. The administration will use the Q&A sessions as a teachable moment.

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, late arrival, pep rally days, or an otherwise announced cancellation.

- I. A schedule will be provided to students outlining the opportunities they can request to join. Teachers can update the opportunities offered each 9 weeks
- II. A Google form will be sent to students to place their request.
- III. Students will not be able to attend a Cav block activity without a pass.
- IV. Students who do not have a pass must remain in their 2nd block for CAV Block
- V. Academic support takes priority over clubs and other activities.
- VI. Students must be in their CAV block location by the designated time or they will lose the privilege of participating in CAV Block.

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 2024.20245SY. 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.
- IV. 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 6:55-7:10 will report directly to the cafeteria until 7:10 am.
- 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. If students arrive prior to 7:10, they will not be allowed to enter the building.
- B. Student drop-off is from 7:10 am-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 Blanton Gym 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.

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 Elizabeth Spaulding, 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 counted in the chronic absenteeism calculation.

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 late to school or who 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 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. Documentation required to excuse a tardy to school:
 - a) Parent/Guardian has communicated in writing or via official school email, 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, Elizabeth Spaulding, 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.

VI. 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 end 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 1st block.
 1. Every teacher will be given an attendance folder to place notes in from students. Folders must be placed outside of the classroom door no later than 8:15
- 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
 - A. The School Counseling Office will provide students with scheduled early releases with a laminated card during the first week of school. Students must show staff this card if requested as they leave the building.
- 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, the reason for leaving as well as the parent's/guardian's signature and phone number for verification.***

[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
 - B. Formative assessments will make up 30% of the total nine-week grade
 1. Examples include classwork, homework, notebook reviews, participation, etc.
 - C. Midterm Assessments and Final Assessments will make up 20% of the semester grade
 1. Midterm Assessments (MA)
 - a) Midterm assessments can be a project, PBA, or standardized test
 - b) There are no exemptions for MA's
 - c) The 2nd Quarter Cumulative Benchmark may serve as the Midterm Assessments for classes with an EOY SOL.
 2. Final Assessments
 - a) All classes will have either a Cavalier Showcase Project or a Final Exam for every class. All students, who did not earn exam exemptions detailed in Section 14, are required to complete the assigned project or final exam for every class.
 - D. Year Long Grade Calculation:
 1. Semester 1
 - a) Q1 - 40%
 - b) Q2 - 40%
 - c) Midterm Assessment - 20%
 2. Semester 2
 - a) Q3 - 40%
 - b) Q4 - 40%
 - c) Final Exam or Cavalier Showcase Project - 20%
 3. Overall Yearlong Grade
 - a) Semester 1 - 50%
 - b) Semester 2 - 50%
 - E. Click [here](#) for the grading schedule timeline for the 2024.2025 school year
 - F. Attendance Policy
 1. Students who miss 10% or more of a class will not receive credit for the class. 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.

G. 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 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.

Section 14 - Final Exam/Assessment Schedule and Exemptions

The following is the final exam schedule and final exam exemption policy for the 2023-2024 SY.

- I. Underclassmen Final Exam Schedule
 - A. Underclassmen Final Exam Dates
 1. May 19th - 1st Period/ 3rd Period
 2. May 20st - 1st Period/ 3rd Period
 3. May 21st - 2nd Period/ 4th Period
 4. May 22nd - 2nd Period/ 4th Period
- II. Senior Exam Schedule - Underclassmen are NOT to take their final exams on the senior dates
 - A. May 6th - 1st Period/ 3rd Periods
 - B. May 7th - 1st Period/ 3rd Period
 - C. May 8th - 2nd Period/ 4th Period
 - D. May 9th - 2nd Period/ 4th Period
- III. Final Exam Exemptions
 - A. For SOL/CTE Courses
 1. Pass the SOL or Industry Certification Exam, and;
 2. Passing the course with a 70% or higher for Y1, and;
 3. Have not received Community Service for a violation of the tardy policy, and;
 4. Must not have missed more than 9 absences (excused or unexcused) in the class for the year.
 - B. For non-SOL/non-Credential CTE Courses
 1. Passing the course with an 80% or higher for Y1, and;
 2. Have not received Community Service for a violation of the tardy policy, and;
 3. Must not have missed more than 9 absences (excused or unexcused) in the class for the year.
 - C. Students who are enrolled in an SOL class but are exempt from the SOL Test will need to meet the same requirements for non-SOL/non-Credential CTE Courses
 - D. Students earning exam exemptions will utilize asynchronous learning for the exempted block and other nontesting blocks for that day.

Section 15 - 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 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 - 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.
- IV. Students will not use “AI” applications to complete school assessments or assignments.

Section 18 - 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 within E-hall pass, 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 19 - 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.
- III. Have no more than 3 unexcused absences from the time the event is announced to the day before the event.
- IV. Have no cell phone/communication policy violations from the time the event is announced to the day before the event
- V. Remain in good behavioral standing (no more than one per nine weeks).
 - A. Fighting, vaping, drugs/alcohol, and other major offenses can disqualify you from participation for the year.

Section 20 - Class Transition Policy/Tardies/Hall Passes

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

V. 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.

VI. CHS Tardy Policy

- A. Students are required to be in their respective assigned location 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 be admitted to the room and the teacher will mark them Tardy.
- 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 = Warning
 - d) 4th Tardy = 1 Cav Block detention*
 - e) 5th Tardy = 1 Cav Block detention
 - f) 6th Tardy = 2 Cav Block detention
 - g) 7th Tardy = 1 Lunch detention
 - h) 8th Tardy = 2 Lunch detention
 - i) 9th Tardy = 2 Lunch detention
 - j) 10+ Tardy = Community Service
 - 2. Tardies are cumulative based on the class period.
 - 3. Tardies are assigned to lunch as well
 - 4. Tardies will be reset at the semester break.
 - 5. Excessive tardies to class will result in the student being disqualified from incentive events.

VII. E-Hall Passes

- A. E-hallpass must be utilized anytime a student wishes to leave the classroom.
 - 1. Student Pass Requests
 - a) Students must use an E-hallpass to create a pass to the restroom, water fountain, or vending machines (all other passes will be teacher-created or appointment passes).
 - b) Students will have a maximum of 4 passes a day
 - (1) This may be reduced by school administration if students consistently violate policy

- (2) Once a student uses all their passes for the day, they will not be allowed out of the classroom unless the administration, counseling, or the nurse sends an appointment pass/proxy pass for them.
- c) Students must contact teachers, counselors, or staff members to set up an appointment pass.
2. If a student needs to see their counselor or admin they must sign up and wait for their counselor or admin to send them an appointment pass via E-hallpass for the appropriate date and time.
3. Passes will not be given a pass for the gym, or to another teacher unless requested by that teacher via an E-hall appointment pass system or cleared with them in advance
4. No student will be allowed out of the room for any reason without an approved pass.

B. Lanyard System

1. Each class will have two lanyards.
2. When the teacher approves the student's pass, the student with the pass will take the appropriate lanyard and leave class to go to their destination.
 - a) Each classroom will be provided two "classroom-specific" lanyards for the school year. The descriptions of each classroom lanyard are below:
 - (1) Restroom Lanyard - A Student will take the lanyard when they have an approved Restroom Pass from the teacher in the E-Hall Pass System. Only one student should be out for the restroom at a time.
 - (2) Support Lanyard - A student will take the lanyard when they have an approved E-Hall Pass to a specific support location, such as the office, the clinic, or the library. This lanyard WILL NOT be used at any time for the restroom.
3. Upon arrival at the restroom, the student will hang their lanyard on one of the four open hooks. If no hook is open, the student is to quietly wait in the hallway next to the restroom until another student leaves the restroom and takes their lanyard from the hook.
4. If a student returns with no lanyard, teachers will have the student go back and retrieve the lanyard. If a student is a repeat offender, then teachers must follow the discipline expectations flow chart.
5. If a student returns with the wrong lanyard, teachers will enter it into the immediate assistance form. If a student is a repeat offender, then teachers must follow the discipline expectations flow chart.

C. The cell phone policy will be enforced in the hallways and the restroom.

- D. Teachers on hall duty should ask students in the hallway for their names and check the All Passes dashboard to verify they have an active E-hall pass to class

Section 21 - Lunch Procedures

Lunch will be served starting at 11:15 am.

- I. 3rd Block Lunch Designations ****Subject to change****
 - A. 1st lunch - 11:15-11:40 . Students will report directly to lunch at the dismissal of CAV Block.
 1. 3A Fine Arts, Science, Nursing program, & SPED
 2. 3B Fine Arts, Science, Nursing program, & SPED
 - B. 2nd Lunch - 11:45 - 12:10
 1. 3A Math, EPF, & English
 2. 3B Math, EPF, & English
 - C. 3rd Lunch - 12:15 - 12:40
 1. 3A History, Study Hall, & World Language
 2. 3B History, Study Hall, & World Language
 - D. 4th Lunch - 12:45 -1:10
 1. 3A CTE & Health and PE
 2. 3B CTE & Health and PE

Cell phone policy will be enforced in the cafeteria.

- II. Caroline County Public Schools is once again able to provide free breakfast and lunch for all students.

[Section 22 - Activities & Athletics](#)

- I. 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.
 - A. [Athletic Schedule](#)
 - B. [Athletics Website](#)
- II. Co-curricular Activities
 - A. Caroline High School is a member of the Virginia High School League (VHSL), Battlefield District, & Region 4B
- III. 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.
- IV. 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.
- V. 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.

VI. 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 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.

[Section 23 - Student Fees](#)

Student fees can be paid through [myschoolbucks](#) for the 2024-2025 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 2024-25
 Caroline High School

<p align="center">CLASS DUES</p> <p>Class of 2025 - Seniors 30.00 Class of 2026 - Juniors 20.00 Class of 2027 - Sophomores 15.00 Class of 2028 - Freshmen 10.00</p> <p align="center">NO FEE FOR HALL LOCKERS</p> <p align="center">Lockers issued after all dues & fees are paid</p>	<p align="center">PHYSICAL EDUCATION FEES</p> <p>P.E. 9 5.00 P.E. 10 5.00 Strength & Conditioning 5.00</p>	<p align="center">DUAL ENROLLMENT COURSES</p> <p>\$64.00 Per Credit (subject to change)</p> <p align="center">ENGLISH</p> <p>College Comp 1 (1st Sem) 3 CR College Comp 2 (2nd Sem) 3 CR</p> <p align="center">HISTORY</p> <p>U.S. History I (1st Semester) 3 CR U.S. History II (2nd Semester) 3 CR</p> <p>Humanities (2nd Semester) 3 CR Psychology (2nd Semester) 3 CR</p> <p align="center">CTE</p> <p>Engineering Drawing (1st Sem) 3 CR Computer Aided Drafting (2nd Sem) 3 CR</p> <p align="center">SEE BOOKKEEPER FOR CREDIT RATES</p>
<p align="center">CTE FEES</p> <p>Agriculture Classes 10.00 Automotive Classes 10.00 Business & Marketing classes 10.00 Entrepreneurship classes 10.00 Economics & Personal Finance 5.00 Carpentry I, II, III 25.00 Cosmetology I, II, III 15.00</p> <p>Cosmetology Kit required</p> <p>Criminal Justice II + CPR 10.00 Culinary I 40.00 Culinary II, III 25.00 Intro to Health & Medical Science 15.00 Intro Nutrition to Health & Medical 10.00 Medical Terminology 10.00 Nursing Aide I + CPR 45.00 Sports Medicine I,II + CPR 25.00 Technical Drawing & Engineering 10.00</p>	<p align="center">Behind the Wheel 100.00</p> <p>Must complete Driver's Ed Course & application (RECEIPTED BY BOOKKEEPER or BTW)</p>	<p align="center">AP COURSES</p> <p align="center">(All-Year)</p> <p>Exam Fee 97.00 or current cost of exam</p> <p>AP Biology Lab Fee 10.00 AP Chemistry Lab Fee 10.00 AP Environmental Science 15.00</p>
<p align="center">MUSIC COURSE FEES</p> <p>Band 25.00 Strings 25.00 Chorus 15.00</p>	<p align="center">THEATER COURSE FEES</p> <p>Theater Arts I, II, III, IV 10.00</p>	<p align="center">SCIENCE FEES</p> <p>Anatomy-Biology II 15.00 Biology 10.00 Chemistry 10.00 Earth Science 5.00 Environmental Science 10.00 Ecology 5.00 Genetics 5.00 Physics 5.00</p> <p>AP science classes listed above</p>
<p align="center">Field Trips</p> <p>Field Trips \$0-\$50.00</p>	<p align="center">PARKING PERMIT FEE 40.00</p> <p>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</p>	<p align="center">FINE ARTS FEES</p> <p>Art I, II, III, IV 25.00 Crafts I, II 30.00 Graphics Art I, II 15.00 Photo I, II 30.00</p> <p align="center">(35MM Camera Required for both courses)</p>



[Section 24 - Student Parking](#)

Please review these steps to obtain a parking permit:

- I. Student drivers must park in the student parking lot.
- II. Student drivers are allowed to enter the building at 7:10 am through the Blanton Gym Lobby
- III. Prior to receiving a permit, all class dues, course fees, and other debts must be paid in full.
- IV. Applications may be picked up in the main office, or filled
- V. out and printed from this [Link](#).
- VI. Upon completion, present the application to the school bookkeeper, Ms. Laura Beasley, with a valid driver's license and all current receipts.
- VII. Submit the \$40 dollar payment to Ms. Beasley in person or through [myschoolbucks](#).
- VIII. Students are permitted to use the student parking lot during the start of school but they must submit their parking permit application no later than August 16th, 2024.
- IX. Seniors will be able to "paint" seniors spots in the student parking lot. If they choose to paint their spots, then they must pay an additional fee of \$40. Seniors must pick up a Senior Parking Spot Permission Form from Mrs. Douglas and submit it to Dr. Connolly for approval before painting the parking spot.
- X. Students who drive erratically on school property or are demonstrating unsafe driving behaviors on school property are subject to disciplinary action up to and including a non-refundable revocation of their parking permit.

Section 25 - 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 26 - Class Officers

Class 2025 Officers:

- President - Dylan Rice
- VP - Nina Torres
- Secretary - Gracelynn Edwards
- Reporter - Zoe Shepard-Lake

Class of 2026 Officers:

- President - Ethan Ryan
- VP - Saniyah Butler
- Secretary - Alexis Gregory
- Reporter - Hannah Mayo

Class of 2027 Officers:

- President - Brooke Williams
- VP - Zaaniyah Johnson
- Secretary - Abbie Mayo
- Reporter - Rory Twyner

Class of 2028 Officers: To be determined in September after elections

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