

# Christiana High School Home of the VIKINGS Policies and Procedures



**Read It...Think It... Write It...**

In order for all students to have a successful experience in school, we must provide an environment that is conducive to everyone having the optimal environment for learning. Student behavior and dress are two areas that can be distracting and counterproductive to the instructional environment. We need your support in order to ensure that we provide the optimal environment for all students to learn on a daily basis. We are looking forward to a great 2009-2010 school year for teaching and learning.

The Christina School District Code of Conduct will be in effect beginning the first day of school. The administrative team will meet with each grade level the first week of school; and the Dean of Students will review the expectations for behavior and dress the first week of school.

## **Tardy**

**Definition of Tardy:** Secondary students are considered late to class after the final bell. When in the judgment of the teacher lateness becomes excessive the students will be reported to an appropriate staff member for administrative action. The educational philosophy of Christiana High School is based on the fundamental belief that **lateness to class has a detrimental effect on student learning.**

- **STEP 1:** After the student has accumulated **3 tardies**, a formal referral will be given to the Dean of Students and a Friday morning detention will be assigned to the student. (7:20 to 8:48)
- **STEP 2:** After the student has accumulated **6 tardies**, a formal referral will be given to the Dean of Students and 2 Friday morning detentions (7:20 – 8:48) will be assigned to the student.
- **STEP 3:** After the student has accumulated **9 tardies**, a formal referral will be given to the Dean of Students and a one-day in-school suspension will be assigned to the student.
- **STEP 4:** After the student has accumulated more than **9 tardies**, a formal referral will be given to the Dean of Students, parent/guardian notification and 1-3 days out-school suspension will be assigned to the student in sequential order for **every** tardy accumulated after 9.

**If a student is late to school, arrives after the 7:20 bell, the student will remain in the g-cafeteria for the completion of the instructional block. This will be noted as an unexcused absence and will impact the student's academic/ attendance record.**

**Failure to attend Friday Morning Detention will be considered Serious Insubordination and will result in a one-day, out-of-school suspension.**

**NOTE: If the student is more than 15 minutes late to class, it will be marked as an unexcused tardy and a formal referral will be given to the Dean of Students for a **CLASS CUT** and a detention will be assigned to the student.**

## Class Cuts

**Definition of Class Cut:** Unexcused absence from a class without authorization or approved reason.

**First Offense:** Parent/guardian notification and Friday morning detention will be assigned to the student.

**Failure to attend Friday morning detention will be considered Serious Insubordination and will result in a one-day, out-of-school suspension.**

**Second Offense:** Parent/guardian notification and 1-3 day(s) in-school suspension will be assigned to the student in sequential order.

## Attendance Policy

The Christina District Attendance Policy states that students must attend at least ninety percent (90%) of the scheduled classes of a course as one of the qualifications for credit.

Christiana High School students who miss more than 10% of the days from any class (excused or unexcused) **will be denied credit** for that class.

***Students may not miss more than 4 days in a semester course, or 9 days in a full year course.***

### **Excused Absences:**

#### **Excuses recognized as valid for “necessary and legal absences”:**

1. Illness of child; if necessary attested by a physician’s certificate.
2. Contagious disease within the home of a pupil.
3. Death in the immediate family or of a close friend.
4. Legal business.
5. Observance of a religious holiday.
6. Remedial health treatment.
7. Prearranged absence to visit a college or university or similar educational experience.
8. Emergency situations, as determined by the school principal.
9. Suspension.

## Electronic Devices

**Definition of Unauthorized Use of Electronics:** The use or public display of any of the following items on school premises during the school hours.

- ✓ Cellular phones
- ✓ Pocket pagers
- ✓ Laser pointers
- ✓ Personal music devices (iPods, MP3 players, etc.)
- ✓ Headsets, earpieces.
- ✓ Electronic games and other materials designated by staff as disruptive or potentially disruptive.

**The use and/or public display of any electronic device after September 11, 2009 will be considered severe insubordination and a one day out-of-school suspension will be assigned for every infraction of this policy.**

**\*School officials will not investigate claims of theft or lost electronic devices.**

## Dress Code

**Definition of Dress Code:** Student dress *should not interfere* with the orderly operation of the classroom or school. Following guidelines should be adhered to when considering appropriate clothing for the educational setting:

- ◆ Clothing should be sized appropriately
- ◆ Messages on clothing, jewelry and other personal belongings that relate to drugs, alcohol, tobacco, sex, or that reflect adversely upon persons because of race, sex, creed, national origin or ancestry are not permitted.
- ◆ Belly should be covered.
- ◆ Shoulder straps on sleeveless tops should be three finger widths wide.
- ◆ Short & skirt length should meet and/or exceed a 6 inch inseam.
- ◆ Top garment can not exceed one inch from the nape of the neck.

Students may be asked to change his/her clothing if the item in question is considered to be interfering in the orderly operations of the classroom.

**Step 1:** Parent Contact

**Step 2:** Depending on the demeanor of the student's possible disciplinary action.

## **Headgear**

**Definition of Headgear:** Students should **refrain** from wearing any type of headgear while on school grounds. These items include

- ✓ Hats
- ✓ Hoods
- ✓ Headphones
- ✓ Bandanas/Scarves
- ✓ Headbands

**The use and/or public display of any electronic device after September 11, 2009 will be considered severe insubordination and a one day out-of-school suspension will be assigned for every infraction of this policy.**

## **Insubordination**

Verbal or nonverbal refusal to comply with a reasonable request – student to teacher.

**First offense:** Parent/guardian notification. Friday morning detention.

**Subsequent Offenses:** Parent Guardian notification. 1-3 day(s) in-school suspension.

## **Inappropriate Behavior**

Language, gestures or actions that incite, produce distractions or disruption, or seriously interfere with effective functioning of the instructor, another student, a class or any school activity.

**First offense:** Parent guardian notification. Friday morning detention

**Subsequent Offenses:** Parent notification. 1-3 day(s) In-school suspension.

## **Leaving School Without Authorization**

Once a student arrives at the school campus he/she may not leave, unless authorized by administration until the end of the student's scheduled day.

**First offense:** Parent/ guardian conference. 1-3 day in-school suspension.

## **Defiance**

**Serious insubordination; intentionally defiant behavior or attitude; resistance to authority (student to administrator, administrator designee, Dean of Student)**

**First Offense:** Parent/ guardian notification and conference. 1 day out-of-school suspension.

**Second Offense:** Parent/guardian notification and conference. 3 day out-of-school suspension, referral to school-based counseling, referral to Wellness Center.

**Subsequent Offense:** Parent/guardian notification and conference. 5 day out-of-school suspension, Behavior Plan.

## **Glossary:**

**\*Definition of Serious Insubordination: Intentionally contemptuous behavior or attitude; resistance to authority.**

**First Offense-REQUIRED--Parent/guardian notification and conference, 1 day out-of-school suspension**

**Second Offense-REQUIRED—same as a first offense (excluding out-of-school suspension) with 3 days of out-of school suspension**

**Subsequent Offenses-REQUIRED—same as second offense (excluding suspension) with 5 days out-of-school suspension**

**CHRISTIANA HIGH SCHOOL  
GUIDANCE SHEET**

**Graduation Requirements**

<b>Class of 2010 (Entered Fall of 2006) (Prior to 8/06- no project or comm. service)</b>	<b>Class of 2011 and beyond (Entered fall of 2007 and beyond)</b>
4 English 4 Math 3 Science 3 Social Studies 1 additional Science or Social Studies 1 Physical Ed 0.5 Health 1 Comp Literacy (last year required) 3 Career Pathway 1 World Language Senior Project 60 hrs Community Service <p style="text-align: right;"><b>TOTAL: 26 credits</b></p>	4 English 4 Math (one must be taken in 12 <sup>th</sup> grade) 3 Science 3 Social Studies 1 additional Science or Social Studies 1 Physical Ed 0.5 Health 3 Career Pathway 1 World Lang Senior Project 60 hrs Comm. Service <p style="text-align: right;"><b>TOTAL: 26 credits</b></p>

**Promotion Guidelines**

<b>TO 10<sup>th</sup> Grade:</b>	<b>TO 11<sup>th</sup> Grade:</b>	<b>TO 12<sup>th</sup> Grade:</b>
1 English 1 Math 1 Science or Social Studies 3 Additional Credits <p style="text-align: right;"><b>TOTAL: 6 Credits</b></p>	2 English 2 Math 3 Science and/or Social Studies 1 Pathway credit 4.5 Additional Credits <p style="text-align: right;"><b>TOTAL: 12.5 credits</b></p>	3 English 3 Math 5 Science and Social Studies 2 pathway credits <p style="text-align: right;"><b>TOTAL: 19 credits</b></p>

**Grading Scale**

<b>Letter</b>	<b>Scale</b>	<b>Unweighted GPA</b>	<b>Honors Value</b>	<b>AP Value</b>
<b>A+</b>	98- 100	4.5	4.75	5.0
<b>A</b>	90-97	4.0	4.25	4.5
<b>B+</b>	87-89	3.5	3.75	4.0
<b>B</b>	80-86	3.0	3.25	3.5
<b>C+</b>	77-79	2.5	2.75	3.0
<b>C</b>	70-76	2.0	2.25	2.5
<b>D+</b>	67- 69	1.5	1.75	2.0
<b>D</b>	60 -66	1.0	1.25	1.5
<b>F</b>	0 – 59	0	0	0