

---

# **E. C. Glass High School**

## **Student – Staff – Parent 2018 ~ 2019 Handbook**

2111 Memorial Ave  
Lynchburg, Virginia 24501  
(434) 515-5370  
FAX: (434) 522-3741  
Website:

[E. C. Glass High School](#)

Join us on Social Media:

[Facebook](#)

[Twitter](#)

[Instagram](#)

E.C. Glass Vision Statement

## **Together, We Keep Climbing!**

**E. C. Glass High School Alma Mater**

*Words by: Murrell Edmunds, 1916*

*Music by: Robert G. Lee*

Across the mountains' purple splendor,  
Above the seven hills of fame,  
E. C. Glass, oh Alma Mater!  
Here's a song to praise thy name.

**CHORUS**

High above the hills of Lynchburg,  
Where the James flows full and free,  
E. C. Glass, oh Alma Mater!  
Here's a song of love for thee.

Oh teach us, mother, to be worthy  
As the swift years onward move,  
Make us strong and grant us wisdom,  
Sustained forever by thy love.

And when our time of youth is ended,  
And happy high school days are gone,  
Across the years thy love will find us,  
Take our hands and lead us home.

## **A Tradition of Excellence**

### **Preface**

This guide is intended to provide students, staff, and parents with helpful information concerning the people, programs, policies, and practices of E. C. Glass High School.

Students and school personnel are responsible for complying with the policies, rules, and regulations of the Lynchburg City Schools. A copy is available in the school library and in the office of the Principal. All of us, of course, are subject to the laws and ordinances of the City of Lynchburg, the Commonwealth of Virginia, and the United States of America.

### **Contents**

Mission & Beliefs	03	Student Activities	18
Philosophy & Goals	04	Student Conduct	20
School History	05	Bell Schedule	36
School Services	07	Fall Athletics	37

### **Lynchburg City Schools Mission Statement**

## **EVERY CHILD, BY NAME AND BY NEED, TO GRADUATION!**

### **E.C. Glass' Mission Statement**

Our school empowers our students, supports our staff, and involves the community to provide all students with a safe and engaging environment that embraces our diversity and prepares students for the future

### **Beliefs:**

1. Students learn in different ways.
2. A safe and physically comfortable environment promotes student learning.
3. Positive relationships and mutual respect among and between students and staff enhance learning.
4. Students learn best when they develop effective communication skills.
5. Teachers, parents, and the community share the responsibility for the support of the school's mission.
6. Cultural diversity increases student understanding of different peoples and cultures.

7. Challenging expectations increase individual student performance.
8. Students learn best when they have appropriate opportunities for success.
9. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
10. Instructional practices should incorporate learning activities that take into account differences in learning styles.

## **Philosophy and Goals**

We, the faculty and staff of E.C. Glass, guided by the Virginia Standards of Learning and the Lynchburg City Schools Mission Statement, believe in offering students a worthwhile and diversified educational program. Our program provides for individual differences in interest and ability: we offer a wide range of academic and career-technical courses designed to meet the needs of all students. We challenge each student to develop an appreciation for the arts and to acquire an awareness of the values of the American heritage. We expect students to accept their responsibilities as citizens and to graduate prepared for further education and employment. We believe in providing extracurricular activities that encourage students to work together cooperatively, take part in competition fairly, and share responsibility for fostering good human relations. We believe in fostering a school community in which parents, students, teachers, and administrators work together to create a morally and ethically sound environment, to help all students achieve their potential, and to prepare graduates to take their place in society as self-confident, responsible, informed, and productive citizens.

*Lynchburg City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.*

*Inquiries regarding this policy may be directed to Director for Personnel, P. O. Box 1599, Lynchburg, Virginia 24505-1599; telephone number (434) 515-5000*

## History of E.C. Glass High School

What is now E. C. Glass High School had its beginning in 1871 in two small rooms, one for girls and the other for boys. On October 14, 1874, after many changes in location, the divisions of the school were consolidated.

The first high school building was erected in 1881 on the corner of Court and Eleventh Streets. The faculty consisted of five members and the curriculum of five basic subjects. Seventeen years later the high school had an enrollment of about three hundred, with an average number twenty-five in the graduating class. The faculty now had increased to eight members and the courses of study had been extended to four years. English was the only required course. During this period, a laboratory was equipped to meet the need for science instruction. Athletic activities, *The Critic* (now called *Menagerie*), and the Honor League also had their beginnings at this time.

Growing needs soon made necessary the building of a larger school. The demand was met with a new Lynchburg High School on Park Avenue, occupied in the fall of 1911. In 1913, the first high school commercial department in the state was organized at Lynchburg High School.

In 1920 the name E.C. Glass High School was adopted. The school was named for Edward Christian Glass, Superintendent of Lynchburg Public Schools from 1879 to 1931.

In September 1953, the new E. C. Glass High School building, situated on a site of fifty-seven acres and constructed at a cost of over four and one-half million dollars, opened its doors.

In 1970, the secondary schools in Lynchburg were reorganized as part of the desegregation of the city schools. Ninth and tenth graders in Lynchburg were assigned to Dunbar, and eleventh and twelfth graders were assigned to E. C. Glass. In 1976, secondary schools were reorganized as a second high school in Lynchburg, Heritage High School, was opened. Both high schools now house grades nine through twelve. In 1980, E. C. Glass entered a six-year renovation program, which has extended the life of the facility.

In 1983, E. C. Glass received national recognition for excellence in education when the President of the United States named the school one of the Model High Schools in the country. Only 82 schools across the nation received this award.

E. C. Glass received national recognition for excellence in education again in 1993 through the U. S. Department of Education Office of Educational Research and Improvement. Glass and 179 other senior high schools were selected as Blue Ribbon Schools.

In 1995, E. C. Glass was recognized by *Redbook* magazine as one of the top 51 high schools in the United States and the best comprehensive high school in the state of Virginia. In 1997, E.

C. Glass was recognized by *Newsweek* magazine as one of the top 100 high schools in the United States and again in 2003, 2005, 2006, 2007, and 2008 as one of the most challenging high schools in the nation.

E. C. Glass High School is accredited by the Virginia State Board of Education and the Southern Association of Colleges and Schools. It is a comprehensive high school meeting the diverse needs of its student body. Enrollment is approximately 1500 students.

E. C. Glass has completed a \$24.5 million renovation project which included a second gym and a new science wing. Air conditioning, new windows, doors, and 3 elevators were all part of this renovation. The final renovation project, the new athletic field, was finished in the spring 2007.

### **Administrative Team**

Principal – Jeff Garrett  
[garrettjs@lcsedu.net](mailto:garrettjs@lcsedu.net)  
Follow on Twitter @drjeffgarrett

Associate Principal – Rose Flaughner (Students K-Q)  
[flaugherre@lcsedu.net](mailto:flaugherre@lcsedu.net)  
Follow on Twitter @REFlaughner

Assistant Principal – Jessica Barger (Students R-Z)  
[bargerjk@lcsedu.net](mailto:bargerjk@lcsedu.net)  
Follow on Twitter @MsJBarger

Assistant Principal- Lillian Guzlowski (Students E-J)  
[guzlowskilc@lcsedu.net](mailto:guzlowskilc@lcsedu.net)

Assistant Principal – James “Aaron” Mabery (Students A-D)  
[maberyja@lcsedu.net](mailto:maberyja@lcsedu.net)  
Follow on Twitter @aaron\_mabery

Counseling Director – Tracy Miller-Goode  
[millergoodetf@lcsedu.net](mailto:millergoodetf@lcsedu.net)

Athletic Director – Elizabeth Masencup  
[masencupec@lcsedu.net](mailto:masencupec@lcsedu.net)

## **School Services**

### **Counseling Department**

#### **A. Generally**

The Lynchburg City School Board affirms that parents are the student's first teachers and that the public schools should serve to strengthen family and parental support. No student will be required to participate in any counseling program to which the student's parents object.

#### **B. Definition**

For the purposes of this policy, the following definitions apply:

1. *Academic Counseling*– Counselors that assists students and their parents in an effort to acquire knowledge of the curricula and to explain choices available to students, to plan a program of studies, to arrange and interpret academic testing, and to seek post-secondary academic opportunities;
2. *Career Counseling*– – Counselors that helps students to acquire information and plan action about work, jobs, apprenticeships, and post-secondary educational and career opportunities;
3. *Personal/Social Counseling* – Counseling which assists students to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes. Such counseling may be provided either (i) in groups in which generic issues of social development are addressed or (ii) through structured individual or small group multi-session counseling that focuses on the specific concerns of the participant(s).

*Note: 1, 2, and 3 above may be classroom guidance activities.*

#### **C. Implementation Procedures**

At least annually, parents shall be notified in writing about the academic and career counseling programs and the personal/social counseling programs available to students within the school division. Parents will be advised concerning the purpose, general description of the programs, how parents may review materials to be used in the programs, procedures by which parents may limit the students' participation in the program. Information and records of personal/social counseling shall be kept confidential and separate and not disclosed to third parties without prior parental consent or as otherwise provided by law.

Each year at registration, parents will be given a written description of the entire counseling program of Lynchburg City Schools, and the opportunity to opt their child out

of counseling. The form to exclude your child from personal/social counseling is available in the counseling office. Parents who do not sign and submit the opt-out request form will be presumed to have allowed their child to participate in the program. Parents who wish to change their permission for their child to participate in the program must notify the school division in writing.

Counselors and teachers may choose to inform parents who opt their child out of personal/social counseling concerning small-group individual counseling opportunities that may be available at their school and to seek permission from such parents for their child to participate in specific activities or groups. These parents also may, on their own initiative by written request, reinstate their child into any specific activity or group. However, parental consent is not required for short duration personal/social counseling needed to maintain order, discipline, or a productive learning environment.

Counseling techniques beyond the scope of the professional certification or training of counselors (including hypnosis or other psychotherapeutic techniques normally employed in medical or clinical settings and focus on mental illness or psychopathology) are prohibited.

*Adopted by the school board: June 18, 1996.*

### **Counselors**

Director of Counseling	Ms. Tracy Miller- Goode	Ext. 34014
Last names A-D	Ms. Victoria Bice	Ext. 34017
Last names E-J	Ms. Janet Reynolds	Ext. 34018
Last names K-Q	Ms. Tonyette White	Ext. 34015
Last names R-Z	Ms. Felicia Calloway	Ext. 34016
Assessment Specialist	Ms. Christine Guske-Pawlas	Ext. 34122
Scholarship Coordinator	Ms. Cherri Shideler	Ext. 34027

## **CREDITS REQUIRED FOR PROMOTION**

### **Standards of Learning**

The *Regulations for Establishing Standards for Accrediting Public Schools in Virginia* note that all students must meet the following course requirements: twenty-two credits for the Standard Diploma, twenty-four for the Advanced Studies Diploma, and twenty-four with some additional specifications for the Advanced Studies Diploma with a Lynchburg Honors Seal.

Standard credits are earned by passing the course. Verified credits are earned by passing the course and the Standards of Learning (SOL) end-of-course test. SOL tests are administered in the following subject areas:

<b><u>English:</u></b>	English 11 Reading & English 11 Writing (Writing is comprised of two parts: multiple choice & short paper)
<b><u>Math:</u></b>	Algebra I; Geometry; Algebra II
<b><u>History/Social Studies:</u></b>	World History I; World History II; World Geography; VA & US History
<b><u>Science:</u></b>	Earth Science; Biology; Chemistry

### **Grade Level Promotion**

**9<sup>th</sup> to 10<sup>th</sup> – 4 credits**

**10<sup>th</sup> to 11<sup>th</sup> – 9 credits**

**11<sup>th</sup> to 12<sup>th</sup> – 15 credits or able to graduate with summer school**

### **Points per Semester Credit**

Advanced Placement (AP) Courses/Dual Enrollment (DE) Courses

A - 5	(English, Math, History, & Science)
B - 4	
C - 3	
D - 2	(Same grading scale)
F - 0	

Advanced Courses

A – 4.5
B – 3.5
C – 2.5
D – 1.5
F – 0

All Other Courses

A – 4
B – 3
C – 2
D – 1
F – 0

### **Grade Point Average (GPA) Calculations and Class Rank**

Please consult the LCS Program of Studies

[https://www.lcsedu.net/sites/default/files/pdfs/curriculum/hs\\_program\\_of\\_studies\\_2018-19.pdf?rev081518](https://www.lcsedu.net/sites/default/files/pdfs/curriculum/hs_program_of_studies_2018-19.pdf?rev081518)

## **GRADUATION REQUIREMENTS FOR RISING 9TH GRADERS**

Requirements for graduation for students who enter the ninth grade in the 2018-2019 school year:

A. The requirements for a student to earn a diploma and graduate from a Virginia high school shall be those in effect when that student enters the ninth grade for the first time.

### **Standard Diploma: Minimum Standard & Verified Credit Requirements**

To graduate with a Standard diploma, a student must earn a minimum of 22 standard credits and at least six verified credits.

Beginning with students entering ninth grade for the first time in 2013-2014, a student must also:

- Successfully complete one virtual course, which may be non-credit bearing; and
- Earn a board-approved career and technical education credential.

<b>Discipline Area</b>	<b>Standard Credits:</b>	<b>Verified Credits:</b>
English	4	2
Mathematics	3	1
<a href="#">[Note 1]</a>		
Laboratory Science	3	1
<a href="#">[Notes 2 &amp; 6]</a>		
History & Social Sciences	3	1
<a href="#">[Notes 3 &amp; 6]</a>		
Health & Physical Education	2	
World Language, Fine Arts or Career & Technical Education	2	
<a href="#">[Note 7]</a>		
Economics and Personal Finance	1	
<a href="#">Electives</a>	4	
<a href="#">[Note 4]</a>		
Student Selected Test		1
<a href="#">[Note 5]</a>		
Career & Technical Education Credential <a href="#">[Note 8]</a>		
Total <a href="#">[9, 10]</a>	22	6

NOTE 1

- Courses completed to satisfy this requirement shall include at least two different course selections from among: Algebra I; Geometry; Algebra, Functions and Data Analysis; Algebra II, or other mathematics courses above the level of Algebra II. The Board shall approve courses to satisfy this requirement. If taken Algebra, Functions, and Data Analysis must be completed before Algebra II to meet this requirement.

NOTE 2

- Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines: earth sciences, biology, chemistry or physics. The Board shall approve courses to satisfy this requirement.

NOTE 3

- Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and one course in World History I, World History II or World Geography. The Board shall approve courses to satisfy this requirement.

NOTE 4

- Courses to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.

NOTE 5

- A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education, economics or other areas as prescribed by the Board in 8 VAC 20-131-110.

NOTE 6

- Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential or license for (1) the student selected verified credit and (2) either a science or history and social science verified credit when the certification, license or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the Board of Education as an additional test to verify student achievement.

NOTE 7

- Credits earned for this requirement shall include one credit in fine or performing arts or career and technical education.

NOTE 8

- Students must earn a career and technical education credential approved by the Board of Education that could include, the successful completion of an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness assessment.

NOTE 9

- Students must successfully complete one virtual course, which may be a non-credit bearing course or a required or elective credit-bearing course that is offered online.

NOTE 10

- For students with IEPs or 504 Plans, the Board of Education shall establish, through guidelines, credit accommodations to the standard and verified credit requirements for a Standard Diploma. The student's Individual Education Plan (IEP) or 504 Plan would specify any credit accommodations that would be applicable for the student.

**Advanced Studies Diploma: Minimum Standard & Verified Credit Requirements**

To graduate with an Advanced Studies Diploma, a student must earn at least 26 standard credits and at least nine verified credits.

- A student must successfully complete one virtual course, which may be non-credit bearing, beginning with students entering ninth grade for the first time in 2013-2014.

Discipline Area	Standard Credits	Verified Credits
English	4	2
Mathematics	4	2
<a href="#">[Note 1]</a>		
Laboratory Science	4	2
<a href="#">[Note 2]</a>		
History & Social Sciences	4	2
<a href="#">[Note 3]</a>		
Foreign Languages	3	
<a href="#">[Note 4]</a>		
Health & Physical Education	2	
Fine Arts or Career & Technical Education	1	
Economics and Personal Finance	1	
<a href="#">Electives</a>	3	
Student Selected Test		1
<a href="#">[Note 5]</a>		
Total <a href="#">[Note 6]</a>	26	9

NOTE 1

- Courses completed to satisfy this requirement shall include at least three different course selections from among: Algebra I, Geometry, Algebra II, or other mathematics courses above the level of Algebra II. If taken, Algebra, Functions, and Data Analysis must be completed before Algebra II to meet this requirement.

NOTE 2

- Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry, or physics.

NOTE 3

- Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and two courses in World History I, World History II or World Geography.

NOTE 4

- Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.

NOTE 5

- A student may utilize additional tests for earning verified credit in computer science, technology, career or technical education, economics or other areas as prescribed by the Board in 8 VAC 20-131-110.

NOTE 6

- Students must successfully complete one virtual course, which may be a non-credit bearing course, or may be a course required to earn this diploma that is offered online.

**Advanced Studies Diploma with Lynchburg Honors Seal (all students)**

Students who wish to earn the Advanced Studies Diploma with Lynchburg Honors Seal must meet all the course and verified credit requirements for the Advanced Studies Diploma. In addition, they must meet the following additional criteria:

1. English must include a minimum of six semesters in courses designed for students with above average skills in reading and writing. Four of these semesters courses must be taken during the junior and senior years.
2. The four math credits must include Algebra I and three credits above Algebra I. The minimum must include progress through trigonometry/functions.
3. Science credits must include choices from Earth Science, Biology I, Biology II: Anatomy and Physiology, Biology II: Ecology; Chemistry, Physics, AP Chemistry, AP Physics, AP Biology, and Dual Enrollment Biology.
4. Social studies credits must include choices from Advanced World History and Geography I (to 1500 AD), Advanced World History and Geography II (1500 AD to present) or AP World History, World Geography, Advanced World Geography, AP Human Geography, Advanced American History, AP American History, Advanced U.S. Government or AP Government, AP European History, and AP Microeconomics and Macroeconomics.

5. Students must take and pass at least two Advanced Placement or Dual Enrollment courses (or one of each) in different content areas during the senior year. These courses may be in English, math, science, or social studies.

### **APPLIED STUDIES DIPLOMA**

Students identified with disabilities who complete the requirements of their Individualized Education Plan (IEP) shall be awarded this diploma by local school boards if they do not fulfill any other diploma requirements.

Students identified with disabilities shall be eligible to receive a Standard Diploma, Advanced Studies Diploma, or Advanced Studies Diploma with Lynchburg Honors Seal upon earning the units of credits prescribed by the Lynchburg School Board and by passing the prescribed Standards of Learning Tests. Further, reasonable accommodation to meet the requirements for diplomas shall be provided for otherwise qualified students with disabilities as needed.

### **National Honor Society**

#### *Membership Requirements*

- **SCHOLARSHIP** – The student will have a minimum 3.50 cumulative GPA (current grades and semester grades– junior/senior year are also checked for present achievement level).
- **CHARACTER** - The student will be honest, reliable, truthful, and punctual, have desirable qualities of behavior and attitude, and comply with school rules and regulations (all apply in and out of the classroom, at and away from school).
- **SERVICE** –The student will participate in a set number of NHS chapter endorsed school activities, and or tutoring per semester along with their choice of community service totalling a minimum of 15 hours of service per semester
- **LEADERSHIP** –The student will promote school activities, have positive influence on peers, inspire positive behavior in others, exemplify positive attitudes, hold school offices, be dependable and responsible, and demonstrate leadership in the classroom, and in school or community activities.

### **Honor Pledge**

E. C. Glass High School has a tradition of honor that is maintained in many ways. Lying, cheating, and stealing will result in a variety of disciplinary actions. More importantly, these actions reflect on one's individual integrity and diminish the quality of our school and community.

In making assignments and in giving tests, teachers must expect that the work of each individual is his/her own and the references and sources are appropriately cited. A teacher may ask that certain work be **PLEDGED** with the following statement:

**ON MY HONOR, I HAVE NEITHER GIVEN NOR  
RECEIVED HELP ON THIS TEST, EXAMINATION, OR PLEDGED WORK.**

Plagiarism or cheating will result in loss of credit for the assigned work and exclusion from school honors in addition to other disciplinary action.

**GRADING POLICIES**

Assessing the quality of student work and reporting student progress periodically through grades on report cards are essential tasks of the teacher and the school. Glass uses nine-week grading periods.

It is the responsibility of the teacher to determine grades assigned to each student. While all assigned work should be reviewed, not all assigned work need be graded. At the beginning of the semester, each teacher will explain his/her grading system to the class. Any work used in computing nine-week grades will be recorded and computed in one of two ways:

1. Recording as percentages (0 – 100%), averaged, and converted to a letter grade for the nine-weeks.
2. Recorded as raw score or number of points to be applied to a previously announced total point system for the nine-weeks. Teachers will announce the number of points possible for each grades activity during the nine-weeks and the total number of points required for each passing letter grade, and converted to a letter for the nine-weeks.

Any teacher may use pluses or minuses to identify more precisely the level of work done within a letter grade range; however, pluses and minuses are not weighted in class ranking.

**Grading Scale:**

**A: 90 – 100**

**B: 80 – 89**

**C: 70 – 79**

**D: 60 – 69**

**F: 59 or less**

All courses are graded on a 10-point scale.

**Class Participation Grade**

Participation in class is important. Teachers are designing learning experiences that rely on student engagement; therefore, student attendance is imperative. Since class participation and attendance are integral parts of our school program, as well as an accreditation indicator beginning with the 2018-2019 school year, class participation including attendance may

determine approximately 10% of the total nine-week grade. While there is neither a specific point deduction for nonattendance nor an award for good attendance, obviously both may be reflected in a student's class participation grade as well as in his/her performance on tests and examinations. All students are encouraged to make up work regardless of the absence.

### **Testing Schedule**

Monday	Tuesday	Wednesday	Thursday	Friday
English	Papers & Projects	Social Studies	Career Tech	Science
Foreign Lang	Cultural Arts*	Science*	Health/PE	Social Studies*
Math*	Career Tech*	Foreign Lang*	English*	Math
Health/PE*		Cultural Arts		

This is a year round testing schedule and will not change leading up to end of marking periods or holidays. Teachers are to adhere to testing schedule for all non-daily, major quizzes and tests. Subject areas with (\*) are secondary testing days and are to be used sparingly for cases in which testing on that day is in the best academic interest of the students. Should a student notify the teacher in advance of three or more major quizzes or tests due on one day, the subject using a secondary day should make arrangements with that student for another testing time.

### **High School Grading and Exams**

These policies, Regulation R6-58, are set by the School Board and can be found on the LCS webpage.

#### *Full-Year Courses*

There will be one exam at the end of the course that is cumulative of content from the full year. There will be no exam at the end of the first semester in these courses and thus no special exam schedule in December. Teachers may plan quarterly assessments and other assessments during the year that spiral content previously learned.

## SECONDARY STUDENT EVALUATION AND GRADING PROCEDURES

### Regulation R6-58

#### A. Determining End-of-Course Grades

1. Middle school end-of-course grades are to be computed by an average of the grades earned for each nine weeks. However, if the course is for high school credit, the grades are determined in the manner of high school courses.
2. High school course grades are computed differently depending on whether the course is a year-long course or semester course.
  - a. Year-long course – The course grade is computed by applying 20% weight to each of the four quarters and 20% for the final exam. If there is an exam exemption, the course grade is computed by applying 25% weight to each of the four quarters. Teachers are encouraged to consider a clear positive trend as another factor in determining the final grade, when applicable.
  - b. Semester course – The course grade for a semester course is computed by applying 40 percent weight to each of the two quarters and 20 percent to the exam or final project grade.
  - c. For courses that are for college credit (including dual enrollment courses and courses taken at CVCC or another college), the grades are determined according to the procedures of that course.

#### B. Exams

1. For year-long courses, there will be one exam at the end of the course that assesses content from the full year. There will be no exam at the end of the first semester in these courses (as there is no longer a special exam schedule in December). Teachers may plan quarterly or other periodic assessments during the year that assess content previously learned during the course.
2. For semester courses, there should be either an end-of-course project or an exam that could be given within a normal class schedule since there is not a special exam schedule at the end of the first semester.
3. For courses that are for college credit (including dual enrollment courses and courses taken at CVCC or another college), the exams are taken according to the procedures of that course.

#### C. Senior Exam Exemptions

1. Exemption will apply to seniors only.
2. Exemption will be for the senior year only.
3. The student must have a course grade that ranges between 90-100 percent except as specified in Section D below.

4. The student cannot have more than five absences, excused or unexcused, in the class during the second semester. Absences that are the result of school-sponsored events are exceptions to this attendance requirement.
5. Only the principal can make exceptions to the attendance requirement.
6. A student in a dual enrollment course with Central Virginia Community College will not be exempt from exams since this is a college course.
7. A student in an Advanced Placement (AP) course will continue to take the AP exam and have the option of being exempt from the final exam regardless of the grade in the course (current practice).
8. A senior enrolled in any course with an end-of-course Standards of Learning Test must pass the Standards of Learning Test to be eligible for the exam exemption.

#### D. Advanced Placement and Standards of Learning Exam Option

During an Advanced Placement course with the Advanced Placement test, an examination may not be given.

Students enrolled in courses that are assessed by the Virginia Standards of Learning (SOL) tests will have the following option related to the course exam:

Students who pass the SOL test may choose to be exempt from the course exam and take the grade they make from the average of the four quarters.

Students who receive a Standards of Learning score rating of “pass proficient” will receive an exam score of 90, and a student who receives a Standards of Learning score rating of “pass advanced” will receive an exam score of 100. These scores, since they replace the final exam, are weighted as 20% of the course grade.

Students who successfully pass a state career-technical licensure test have the option of not completing the teacher-created exam and may choose to use the four quarter grades to compute their course grade.

Teachers will have the option to use project-based assessments and other alternative assessment approaches in lieu of a traditional exam, with principal review and approval.

For determining athletic eligibility at the end of a semester, the following would be used:

At the end of the 1st semester - whether or not passing is determined by averaging the two quarter grades. A determination of failing for the first semester is made when there is an F for each of the first two quarters. At the end of the 2nd semester - the year-long grade is used to determine whether or not passing.

### **Semester Courses**

There will continue to be a small number of semester courses. These are generally elective courses in the arts, physical education & health, and CTE. These courses will continue similarly as in the past, with the grade for the course consisting of 40% for each of the two quarters and 20% for the final exam or project. Because there is not an exam schedule for the first semester, it is encouraged that these courses use an end-of- semester project. If an exam is still used, it will need to be planned to match the daily schedule, such as being administered multiple days if needed.

### **Make-Up Work**

It is the responsibility of the student to make up work missed as a result of absences from class. Normally, all work must be completed within three days from return to school or as agreed upon with the teacher/principal. Students must consistently check Google Classroom and contact teachers via email for any assignments they miss while absent. Makeup work such as quizzes must be made up at a time convenient to the teacher, e.g., before or after school or during lunch.

### **Cumulative Records**

Official cumulative records of students are located in a secure vault in the registrar's office. The custodian of the records is the principal of the building, Dr. Jeff Garrett, 2111 Memorial Avenue, Lynchburg, Virginia 24501. The content of the scholastic records is limited to data needed by the school division to assist the child in his personal, social, educational, and career development and his educational and vocational placement.

Category I files include information related to the following: record date disclosure form showing who has requested information and to whom data has been released; name, address, birth date, name and address of parent, program of studies plan, scholastic work completed, level of achievement, which includes grades and grade point average, type of diploma, attendance, test data, SOL results, cumulative health and physical fitness records, certificate of immunization, record of employment counseling and placement, social security number (unless a waiver is granted), and school and community activities.

Category II files include the following: records of referral, assessment reports, (including educational, psychological, sociological, and others as appropriate), permission for initial testing, permission for initial placement, record of parent conference, summary of minutes of eligibility committee findings, permission for release of information, report of annual review, report of appeals, and individualized education program (IEP), court records, and any other documents deemed confidential.

Discipline-related files: the contents of these records may be made available to parents, the student if 18 or over, and others with vested interest in the child's education. Parents or

guardians may request to see the records of their child by making a written request to the principal. Any information regarded by the parent or guardian as inaccurate, misleading or in violation of a child's privacy may be contested. A written request to remove the disputed contents will be acted upon within 14 days. If the parent disagrees with the decision, the parent may ask for a hearing to determine the appropriateness of the material in question. A hearing will be held within 45 days of the request. If the parent disagrees with the results of the hearing, the parent has the right to place in the record a statement commenting on the reason for disagreeing with the decision to include the contested information.

At E.C. Glass High School, a student may have one copy of his transcript sent to a college, an employer, or other appropriate person free of charge. There is no fee for transcripts, but each student must set up a parchment account (currently only available to 11th and 12th graders).

Under the Code of Virginia (Section 22.1287.1, D1 and D2), directory information may be publicly released to colleges, universities, private business schools, professional schools, or the military forces. This information is to be furnished for the purpose of informing students of the educational and career opportunities available in the institutions of the military. Directory information defined to include the following: name of the student; address; date and place of birth; dates of attendance; participation in officially recognized activities and sports; height and weight, if member of an athletic team; awards and honors received; and other similar information. Prior to the release of such information, the superintendent or principal shall give annual public notice of such intent in a newspaper of general circulation. After such notice, the parent, guardian, or eligible student shall not be disclosed without prior consent. In the absence of such a request, the school may disclose such directory information in accordance with policy. Other than directory information, no educational records will be released to any party who does not have a legitimate educational interest in the student. Parental release forms are required when requests for transcripts are made. Educational records are accessible to counselors, the teachers of the child, administrators, and others with legitimate educational or legal interests.

### **Attendance Procedures**

**Lynchburg City School Policy P 7-15 provides the framework for attendance at E.C. Glass High School.**

Beginning in the 2018-2019 school year, attendance will be a major factor in our school accreditation. It is imperative that students are in class all day, every day. Any student between the ages of five until they graduate or turn 18 is subject to compulsory school attendance.

### **Excused and unexcused absences**

After each absence parent or guardians are notified via phone by our computerized dialer when a student fails to report to school without a valid excuse. All student's absences are recorded as unexcused until the parent or guardian sends a written note or email to provide a justifiable reason for the absence, despite if the parent or guardian has contacted the school via telephone. Students have two days upon their return to school to provide a note of excuse, with

the exception of doctor's notes or notes from the court that can be turned in at any time. After that time, the absence will remain unexcused. Acceptable excuses include: illness of a student; serious illness in the family which necessitates the absence of the student; death in the family; required court appearance; special and recognized holiday; and other reasons which may be approved by the school administration. After 10 excused absences, the only notes that will be accepted are from a doctor or the court.

### **5 unexcused absences**

If a student reaches five unexcused absences during the school year a letter requesting a parent conference is mailed to the parent or guardian. If the parent or guardian is unable to attend the conference on the scheduled date they should contact the Attendance Coordinator immediately to schedule a new date. A City Attorney's letter is also mailed to parents or guardians outlining the legal consequences of continued truancy. During the five day conference the Attendance Coordinator will discuss the absences with the student and parent/guardian and create an attendance plan. **\*\*Note: Attendance does not "reset" after the first semester. The attendance policy applies to the entire school year.**

### **7 unexcused absences**

Once a student has accumulated more than seven unexcused absences during the school year students are referred to the truancy office and parents and students are required to attend an Interagency Truancy Review Team (ITRT) meeting at the courthouse.

### **Continued truancy**

If the truancy continues after the ITRT meeting students and parents can be referred to Juvenile and Domestic Relation Court. If a child is found to be in Need of Supervision, the Judge may order the child to attend school or order the family to participate in services to address underlying needs.

### **15 consecutive absences**

After 15 consecutive days of unexcused absence a student will be dropped from the roster of the school. Withdrawn students are not excused from mandatory school attendance requirements and are expected to re-enroll as soon as possible. The school will notify the parent or guardian in writing that their student has been withdrawn and will need to be re-enrolled immediately.

### **Tardy Policy**

We expect students to be on time to school everyday. If for any reason a student is late to school and/or 1st period they are to report to the main office to receive a pass to class and to be marked tardy.

### *Excused tardies*

For a tardy to be considered excused, the student must turn in a note to the Attendance Office that details why the student was tardy and has a parent or guardian signature. All notes must be turned in by the following day (with the exception of doctor's notes and notes from the court which can be turned in at any time). Excused tardies include: personal illness, family emergency, doctor appointments, and court appointments. After 10 excused tardies, the only notes that will be accepted are from a doctor or the court.

### *Unexcused tardies*

A tardy will remain unexcused if a student fails to turn in a signed note from a parent by the following day. If the reason in the note does not meet the criteria for an excused tardy it will remain unexcused. The Attendance Office cannot take phone calls to excuse tardies.

### *Consequences for unexcused tardies*

2nd tardy: phone call home

4th tardy: AIA

5th tardy: referred to principal

### **Early Dismissal Policy**

Attendance is directly linked to academic success. Students are expected to be in school unless they have a medical appointment or court appearance.

If a student needs to leave early from school they can be picked up by a parent or guardian in the main office. The parent or guardian is required to show a valid form of I.D. before the school can release the student. **The person picking up the student must be listed on the student's emergency contact list.**

A student can also bring in a note from a parent or guardian stating the time and reason why they need to leave. This note should be taken to the attendance office before school starts. Student's with notes who are being picked up by a parent or guardian will still need to check out in the main office and their parent or guardian will need to come into the building and show a valid form of I. D.. Student's with notes that drive their own car will need to check out in the main office before leaving.

Parents or guardians can also send emails through the attendance link on the E.C. Glass website and follow the above stated rules. **E.C. Glass will only accept phone calls for early dismissals in emergency situations.** If the early dismissal is for a doctor's appointment or a court appearance remember to turn in your note from the appointment to have it excused. Early dismissals for any other reasons will not be excused.

Any student that isn't feeling well should go to the nurse and if necessary the nurse will call the parent and check out the student. When the nurse checks out the student the early dismissal will be excused. Students that do not follow the proper procedure by going through the nurse will receive an unexcused early dismissal.

### **Staff/Parent Communication**

Communication between the home and school is vital to the successful education of young people. The degree to which parents and teachers communicate and cooperate is a strong indication of the potential success of a student's educational experiences. When there is tension or conflict between the home and school, there is usually a corresponding deterioration of student achievement.

Teachers and parents are strongly encouraged to take the necessary steps to ensure good school/home/community relations. Teachers should contact parents whenever necessary to express satisfaction or to discuss problems. Similarly, parents should feel free to contact the teacher as needed. Parents are encouraged to email the teacher or call the school at (434) 515-5370 in order to set up a parent/teacher conference.

### **Clinic**

A student in need of clinic services needs to secure a pass from his/her teacher to go to the clinic. A student will not be admitted to the clinic without a pass except before and after school.

Any student needing to leave school due to illness must secure a Sick-Leave Pass from the clinic and check out through the Attendance Office. Only guardians as listed in Infinite Campus may pick up students, or authorize alternate designee. A signed note by a guardian should be presented to the Attendance Office within three school days of the student's return to school.

Parents and students are encouraged to avoid making routine medical or dental appointments during school hours. Should it be vital to go to the doctor during school hours, the student should present the appointment card or a note from the doctor's office to the Attendance Office before 7:45 A.M. on the day of the appointment.

An Emergency Medical Care form is to be completed by students and staff. These forms will be distributed during the first week of school and must be signed by parent/guardian and returned to complete registration. State law requires that these forms be completed and kept on file. **Parents must provide the school with an emergency contact number for their child. It is the parent/guardian's responsibility to update this information in Infinite Campus as necessary.**

## **Library**

The following policies for use of the library are designed to achieve our goal of making the library the greatest possible service to faculty and students. Your help and cooperation are earnestly solicited in order to keep the 23,000 books and 135 periodicals circulating. The library is open every day from 7:15 A.M. – 3:15 P.M.

### *Circulation*

All books circulate for a period of two weeks. Reference material may circulate OVERNIGHT only.

### *Check-Out Procedure*

Students should present books to be checked out to the librarian at the circulation desk. Circulation Plus, a computerized book check-out system, is used. Each student is assigned a Patron Number to be used until he/she graduates. **ALL LIBRARY MATERIALS MUST BE PROPERLY CHECKED OUT IF THEY ARE TO BE USED OUTSIDE THE LIBRARY.**

### *Overdue and Lost Materials*

Five cents per school day is charged on all overdue materials. The fine for a reserve book is 15 cents per school day. Charges are made on lost or damaged library materials. Library fines will become obligations if not paid by the end of the school year.

### *Passes*

Library passes are required for student use of the library during the school day except before and after school. All students admitted to the library by pass **MUST** return to their classroom teacher before the end of the period.

### *Other Libraries*

Students should exhaust the E. C. Glass Library resources and those of the Lynchburg Public Library before looking elsewhere. Area colleges discourage high school students from using their libraries.

### **Change of Address**

Any change in a student's address during the school year should be reported to the Registrar, Ms. Long, immediately along with appropriate proof of domicile at new address must be submitted. Ms. Long's office is located in the counseling office.

### **Locker**

Lockers are considered to be school property. Each student will be assigned a locker through the pupil attendance office, under the following conditions:

1. Lockers must be used only for the temporary storage of such items as books, coats, etc. (for personal use only);
2. Lunches or any other food items must not be left in lockers overnight;
3. Lockers will be subject to search to determine proper use and content.
4. Pupils will be held responsible for any damage done to a locker beyond any normal wear or for an damage caused by improper contents in the locker or damage done by improper opening;
5. If your locker will not open, you must report to your next class, inform your teacher, and get a pass to the Pupil Accounting Office if the teacher desires; otherwise, you are to get the locker jam taken care of during non-class time.
6. Late passes will not be issued to class due to jammed lockers. The lockers are provided as a convenience, not a necessity.
7. **The school cannot be held responsible for any items left in lockers.**
8. It is strongly advised that students should not leave valuables in their lockers.
9. Gym lockers are used under the same conditions and students should use a lock on the locker to secure their valuables.
10. All lockers must be vacated before exams begin at the end of the second semester. Nothing of value, including textbooks or notes, should remain in the locker past the day prior to exams.
11. All materials including decorations should be removed at this time. Students are responsible for any graffiti inside or outside their locker.

### **Lost and Found**

Articles found in the building or on the grounds should be turned in at the Main Office. Unclaimed articles will be given to a charitable agency.

### **Maintenance**

Students and staff have a responsibility to maintain facilities and equipment. Take pride in our state of the art facilities! Teachers and students should assist in classroom maintenance by straightening furniture and adjusting blinds. Students are responsible for paying restitution for any damage caused to the school environment. Everyone should take care to appropriately dispose of trash. This is your "home away from home"- take care of it!

### **School Safety/General Safety Drill Instructions**

School safety is the responsibility of students, faculty, and staff. Certain procedures and practices are in place to ensure an orderly and safe environment for all. All members of our school community are encouraged to report safety concerns to any staff member immediately.

Drills are necessary for the safety of our school and are required by law. To have successful and meaningful drills we must have the cooperation of everyone. Students are expected to follow the direction of all staff members during each drill.

## **Student Credit Union**

Central Virginia Federal Credit Union sponsors a branch for student and faculty use. The credit union is located in the cafeteria during lunches.

## **Student Obligation Procedures**

These policies, found in Regulation JNZ-R, are set by the School Board and can be found on the LCS webpage. Questions concerning monetary procedures at E.C. Glass should be referred to the bookkeeper.

### **I. PURPOSE**

The purpose of this regulation is to detail the ways in which fees and fines are assessed, fee adjustments are provided, payment is made and collected, and the consequences of non-payment. The intent of this regulation is to provide for stewardship of division funds while supporting development of personal responsibility and equity of access to school and extracurricular activities.

### **II. FEES**

When practical, a common fee will be applied across all schools of the same level (e.g. high school). These fees will be posted annually on the division website by August 1. When fees are different by school or only apply to one school, they will be provided by that school to the students and parents.

### **III. FEE ADJUSTMENTS**

An application is available for a parent or guardian to request an adjustment to a fee. The fee adjustment may be available for conditions that may include:

- A. Economic hardship – Criteria include documentation of qualifications for assistance through TANF, SNAP, SSI, Medicaid, or free/reduced lunch status.
- B. Foster families
- C. Families that are homeless
- D. Temporary extreme hardship, such as a recent house fire or a job loss that substantially changes the family's economic status

Information on the fee adjustment is available on the division website and notice of the availability of fee adjustments will be provided each time a fee is assessed.

Fee adjustments may include a modification of the fee amount and/or the payment schedule.

### **IV. PAYMENT**

Payment of fees are due prior to participation in optional activities, unless otherwise noted. Optional Activities and related fees include:

- A. Parking
- B. Extra-curricular activities
- C. Field trips that are not part of the required instructional activities
- D. Musical instrument fees in which the instrument is not part of the required curriculum
- E. Distance learning classes not required for a diploma
- F. Summer school classes that are not required for remediation
- G. Materials fees for courses not required for graduation

Payment of fees for required activities, such as materials related to a required course and class dues, shall be due within two weeks of the start of the activity. If the parent or guardian applies for a fee adjustment and a reduced fee is determined, then the fee is due two weeks from notification of the review of the fee adjustment request.

When a fine or other charge is assessed, such as for a lost or damaged book, a parking fine, or loss or destruction of property, the payment will be due within two weeks of notification of the charge. Notification of the charge shall be provided by letter and phone call to the parent.

In some situations, the fee or fine will be offered to be paid in regular installments. Payment by the due date is required.

#### V. CONSEQUENCES OF NON-PAYMENT

For the Optional Activities noted in Section IV, payment for those activities must be made (or approval of a fee adjustment occurs) before the student may participate in that activity.

Additionally, a student may not begin participation in any Optional Activities if there are any obligations for other fees or fines previously incurred. If a fine or charge is incurred after an Optional Activity has begun, the student must pay for the charge within two weeks (as noted in Section IV) in order to remain in any Optional Activity.

If there is an outstanding charge due, a student is also not permitted to participate in activities at the school that are not considered to be core components of the instructional program, such as designated parties or events, until the charge is cleared. These activities may include prom, the graduation ceremony, viewing after-school events or performances, or other activities that the school may identify.

If a parent or guardian has not made payment by the conclusion of the school year and the total charges exceed \$100, the parent will be notified by the school that the legal process for collections may be started.

#### VI. CONSEQUENCES OF A LOST LIBRARY BOOK

The number of books a student may check out shall be determined by the librarian based on factors that include whether any books are currently lost or unreturned. The practices for

checkout established by the librarian should be reviewed with the principal. This will help minimize the possibility of multiple lost books.

No overdue fines shall be used. The librarian should work with the student and parent to determine the point at which an overdue book is considered lost, providing sufficient opportunity for the book to be located.

Once a book is determined by the librarian to be lost, the parent should be provided two weeks notice of the charge for the book, as noted in Section III. While the full cost of the book is owed if not returned, the family may work with the librarian to see if there are options for a replacement book.

At the point that there is a lost book that has not been repaid, the student will be restricted to only one book to checkout until the lost book is repaid. If two books are lost, checkout privileges will be lost until the books are re-paid or returned. In addition, the other consequences of non-payment in Section V shall be applied.

If a book that was considered lost and was paid for is then found within a reasonable period of time (usually the same school year or just after the summer), the money should be refunded if the book is then returned in good condition.

#### VII. CONSEQUENCES OF A LOST OR DAMAGED TEXTBOOK, CHROMEBOOK, CALCULATOR, OR OTHER LEARNING DEVICE

When a student has an LCS issued learning device that is required for a course, such as a textbook, Chromebook, or calculator, the student and family are responsible for the cost to have the learning device repaired or replaced. The school shall notify the parent or guardian immediately when it is known that a device has been determined to be lost or damaged. In some cases an optional accidental protection plan is available.

If there is loss or damage that prevents the use of the device during the school year, the school will provide a replacement for the student so that learning at school is not interrupted. However, this replacement will be restricted to minimize opportunities for further charges. Such a restriction typically includes the equipment only being available at school or in that classroom and not taken home, until the charge for the equipment has been paid.

If loss or damage is discovered at the end of the school year, then the parent should be notified as outlined in Section IV.

All other consequences of non-payment in Section V shall be applied.

#### VIII. COLLECTION EFFORTS

The principal or designee (typically the bookkeeper) is responsible for notifying the parent when

there is a fine or charge. For any fee assessed for an activity, these should be communicated annually on the website and also notice shall be given by the organizer of an activity that has a fee prior to participation.

The collection of fees shall be organized by the bookkeeper, in coordination with other lead staff in the school, under the supervision of the principal.

Funds that are collected shall be deposited to accounts, according to financial procedures, that relate to the activity being funded.

When a parent or guardian submits a fee adjustment request to the school, the request shall be reviewed by the principal or designee and the result communicated to the parent or guardian within one week of submitting the application, or at least prior to the start of the activity if the request is made well before the activity. The content of the fee adjustment request is confidential and should also be communicated with confidentiality to the leader of the activity.

If a parent or guardian disagrees with a charge or the outcome of the review of a fee adjustment request, the parent or guardian may appeal in writing to the principal. The appeal shall be heard and a decision rendered within two weeks of notice of the appeal. The decision on the appeal shall be considered final.

As noted, a parent may request and be granted the ability to make a series of partial payments for an amount owed. The parent shall notify the principal or designee and any agreement for this shall be communicated in writing that the parent or guardian must sign before the agreement is considered in place. If any one of the agreed upon partial payments is missed, the consequence shall be considered according to Section V.

#### ***CHECK CASHING POLICY***

The Lynchburg City Schools will gladly accept your checks. When you provide a check as payment, you authorize us either to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. You authorize us to collect a fee through an electronic fund transfer from your account if your payment is returned unpaid.

Please include the following on your check:

Full Name  
Street Address  
Phone Number

#### **Student Activities**

Students, parents, and staff have always enthusiastically supported school activities. Student groups representing our school consistently experienced success in area and state competition. Our athletic programs, clubs and activities provide our students with a variety of opportunities for involvement and participation. All students are encouraged to take part in some phase of Glass life beyond their academic schedule.

The following is a list of clubs and activities offered at E. C. Glass. If students are interested in starting a club or organization, they should contact Dr. Lillian Guzlowski, Assistant Principal.

A'Cabellas  
A'Cafellas  
Air Force JROTC Drill Team (Glass Guard)  
Book Club  
Chemistry Club  
Climbing Club  
Creative Writing Club  
E.C. Glass Mountain Biking Club  
E.C. Glass Rock Band  
ECG Tradition of Excellence Stock Market Club  
Family, Career, & Community Leaders of America FCCLA  
Future Business Leaders of America  
Fellowship of Christian Athletes  
Field Hockey  
Film Club  
Forensics  
Gay Straight Alliance  
German Club  
Glass Theatre  
Glass Theatre Technical Crew  
HOSA  
KEY Club  
Kid's Haven  
Latin Club  
Le Cercle Francais (French Club)  
LIFE Club (Living Intentionally For Eternity)  
Mercy Care Council  
National Honor Society  
Natural High Club  
ReelBuzz (Film Club)  
Robotics  
Spanish Club  
Student Ambassadors

Student Council Association (SCA)  
Student Drug Awareness Association  
Table Top Gamers  
Ultimate Frisbee Club  
WECG  
Ygyrls Leadership Club  
Young Democrats  
Young Republicans  
YOVASO

### **Class Sponsors**

9<sup>th</sup> grade- Rivers, Scott, Melvin, McCormick (Admin- Barger)  
10<sup>th</sup> grade- Hansen, Dupere (Admin - Flaughner)  
11<sup>th</sup> grade- Wambold, Davis (Admin-Mabery)  
12<sup>th</sup> grade- Anthony, Friedman, Gray, Matthews, Rawls-Fanning, Wood, (Admin-Guzlowski)

Newsletter Coordinator Laura Wise

### **Publications**

Literary Magazine *Menagerie*- Ms. McCormick  
Yearbook *The Crest*- Mr. Doremus

## **Fall Athletics 2017-2018**

Varsity Football	Jeff Woody
JV Football	Matthew Smith
Golf	Mike Anthony
Volleyball	William Wilson
Junior Varsity Volleyball	Katherine Lesnak
Cross Country	Van Porter
Varsity Field Hockey	Kim Gibson McDonald
Junior Varsity Field Hockey	Meghan MacNair
Sideline Cheer	Lindsey Salyers

## **Winter and Spring Sports**

Athletic Trainer	Jennifer Armstrong
Baseball	TBD
JV Baseball	Adam Clampitt
Girls Basketball	Jawaad Douglas

JV Girls Basketball	TBD
Boys Basketball	TBD
JV Boys Basketball	DJ Best
Sideline Cheer	Lindsey Salyers
Indoor Track	Rodney Smith
Lacrosse	Eddie Ranuska
Lacrosse (Girls)	Karen Yates
Outdoor Track	Rodney Smith
Boys Soccer	Randy Turille
JV Boys Soccer	Jon Adams
Girls Soccer	Darien McClurg
JV Girls Soccer	Liz Kappler
Softball	TBD
Swimming	Patrick Frankfort
Girls Tennis	JB Potter
Boys Tennis	TBD
Wrestling	John Regner

To be eligible for participation (including practice) in the sports program representing E. C. Glass High School, a student must be currently enrolled in five subjects and must have passed at least ***five*** subjects the preceding semester, be in attendance that particular day for a minimum of fifty percent of his/her classes, and not have reached his/her 19<sup>th</sup> birthday on or before August 1, 2018. Participation also requires parents' written permission and depends on overall good citizenship on the part of the student.

#### **Standards of Student Conduct**

Students at E.C. Glass are expected to conduct themselves in all situations as responsible students. Students are held accountable to conduct themselves according to the following standards:

## E.C. Glass Expectations

Settings →→ Expectations ↓↓	All Settings	Classroom	Hallways	Cafeteria	Bathroom
Be Here	<ul style="list-style-type: none"> <li>Be on time to school</li> </ul>	<ul style="list-style-type: none"> <li>Be on time to class</li> <li>Participate and engage in the teacher's lesson</li> </ul>	<ul style="list-style-type: none"> <li>Take most direct path</li> <li>Ignore distractions</li> </ul>	<ul style="list-style-type: none"> <li>Wait until bell rings to exit</li> </ul>	<ul style="list-style-type: none"> <li>Return to class promptly</li> </ul>
Be Respectful	<ul style="list-style-type: none"> <li>Use appropriate language and volume</li> <li>Be kind</li> </ul>	<ul style="list-style-type: none"> <li>Cell phones and headphones are put away</li> <li>Allow everyone to learn</li> </ul>	<ul style="list-style-type: none"> <li>Keep moving</li> </ul>	<ul style="list-style-type: none"> <li>Stay in your place in line</li> </ul>	<ul style="list-style-type: none"> <li>Honor one another's privacy</li> <li>Keep area clean</li> </ul>
Be Responsible	<ul style="list-style-type: none"> <li>Report concerns to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Bring materials to class</li> <li>Complete and submit your own work on time</li> </ul>	<ul style="list-style-type: none"> <li>Take care of personal needs</li> <li>Have hall pass at all times when class is in session</li> </ul>	<ul style="list-style-type: none"> <li>Clean up trash, trays, and spills</li> <li>Take only what you purchase</li> </ul>	<ul style="list-style-type: none"> <li>Use the nearest bathroom</li> <li>Wash your hands</li> </ul>
Be Safe	<ul style="list-style-type: none"> <li>Tell an adult when you are worried about another student</li> </ul>	<ul style="list-style-type: none"> <li>Follow teacher's instructions during drills and activities</li> <li>Stay in seat until dismissed by teacher</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands to self</li> <li>Leave exterior doors closed</li> </ul>	<ul style="list-style-type: none"> <li>Remain in designated areas during lunch</li> </ul>	<ul style="list-style-type: none"> <li>Use area for intended purpose</li> </ul>

### Student Rights, Privileges, and Responsibilities

Lynchburg City School Policy 9-4 provides the framework for student rights and responsibilities at E. C. Glass High School.

### Rights and Appeals

-Every secondary student is guaranteed all the applicable rights and freedoms provided by the Constitution of the United States.

-Students may express their opinions so long as there is no evidence that they are materially and substantially interfering with appropriate discipline in the operation of the school or infringing on the rights of others.

-Students are encouraged to discuss conditions affecting their welfare within the school with the administration and faculty.

### Appeals

Whenever a parent/guardian feels his/her child has been denied his/her rights for any reason in this school, the parent may call this matter to the attention of the Principal. If the parent is not satisfied with the action taken, the parent may appeal to the director of student services.

## **Rules and Responsibilities**

Just as it is the responsibility of those who enjoy the rights of citizenship to respect the laws of the community, it is the responsibility of students to respect the regulations, policies, and practices of the school. Discipline is the key to an orderly society and it is expected that every student shall demonstrate self-control and accept the discipline provided by the rules of the school.

In order to aid students in making appropriate decisions governing their behavior, several specific responsibilities are outlined below. While these are not intended to be comprehensive, they indicate the types of behavior that are consistent with an orderly and functional school. It would be impossible to list every possible behavior infraction; however, every effort has been made to cover those areas most often addressed.

### **Cafeteria and Lunch Period**

Due to teaching and duty schedules, teachers shall be allowed to move directly to the front of either lunch line to purchase their food. **Students are to be in the cafeteria areas within five minutes of the beginning of each lunch period. If students secure a pass to eat in another location, they must stay there until the end of the lunch period.**

Students have access to the patio, the cafeteria, and the courtyard directly behind the patio during both lunches. Students may not be in any other area except by specific written permission of a teacher or other staff member. Students are not to leave the school grounds to eat lunch. All food and drink must be consumed in those approved areas prior to leaving the cafeteria.

Section 10 (a) of the Child Nutrition Act of 1966 directs USDA to regulate the service of foods made available in competition with meals served under the National School Lunch Program (NSLP) and School Breakfast Program (SBP). Competitive foods means the service of any foods or beverages in competition with the School Nutrition Program provided to children in food service areas during the lunch and breakfast periods.

### **Deliveries**

The delivery of flowers, food and gifts to students during the school day is not allowed because of the disruption to the school day. To leave an item such as chromebooks, shoes, books, etc, the person dropping off the item must be listed as a student's parent/guardian/emergency contact. The Attendance Office **will not** send for students to pick up items such as chromebooks, shoes, books. The parent/guardian must contact the student to let him/her know the item is in the Main Office.

### **Discipline**

The best discipline is self-discipline. When self-discipline fails, it is the responsibility of school personnel to take appropriate action to ensure an orderly, safe, productive educational

environment for individuals and the school community at large. Every student is responsible to any school employee who makes an inquiry or gives directions at school, at a school function, or while traveling to and from school or school functions. The school administrator has a responsibility to act reasonably and within the scope of his/her authority; however, at anytime under any circumstance, any administrator may suspend a student if he or she feels it is appropriate to do so.

Actions taken by school personnel shall be to help a student, to further school purposes, or to prevent interference therewith. Disciplinary actions will be handled using the Discipline Matrix as a guide:

## Discipline Matrix

Lynchburg City Schools' vision is "A Tradition of Excellence for All" as measured by division-wide indicators in achievement, behavior, and culture. In alignment with this vision, LCS has developed a discipline matrix which provides guidelines to building administrators in assigning consequences for inappropriate behavior on the part of our students. This matrix is not inclusive of all behaviors that might occur. It does, however, serve as a guide to building administrators who maintain the latitude of conserving special circumstances which may impact their decisions and of viewing each occurrence on a case-by-case basis.

**TO BE USED AS A CONTINUUM BASED ON FREQUENCY AND SEVERITY OF THE OFFENSE(S) WHICH MAY INCLUDE PROGRESSIVE DISCIPLINE FROM ONE CATEGORY OFFENSE TO ANOTHER**

### \*Persistently Dangerous

Offense	Who	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>AL1-Alcohol</b>  <u><b>Sub-Categories</b></u> <b>AC1</b> – Alcohol Use <b>AC2</b> – Alcohol Possession  <b>AC3</b> – Alcohol Sale/ Distribution	ES MS HS	B,G,K,O,CC,DD,H H,JJ	B,G,K,O,CC,DD,EE, HH,JJ	B,G,K,O,EE,HH,J J	Progressive Discipline
		B,G,K,O,DD,EE,H H,JJ	B,G,K,O,EE,HH,JJ		
<b>AR1-Arson</b>  <u><b>Sub-Categories</b></u> <b>AS1</b> – Arson: Actual <b>AS2</b> – Arson: Attempted <b>AS3</b> – Lighted firecrackers, Cherry Bombs, or Stink-bombs that Contribute to a Damaging fire.	ES MS HS	B,L,M,BB,CC,DD, EE FF,JJ	B,L,M,CC,DD,EE FF,JJ		Progressive Discipline

Firecrackers or fireworks should be coded as <b>W9P</b>					
<b>Assault/ Battery</b> <b>*BA1 - With Firearm or Other Weapon Against Staff</b> <b>BA2 - With No Firearm or Weapon Against Staff</b> <b>*BA3 - With Firearm or Other Weapon Against Student</b> <b>BA4 - With No Firearm or Weapon Against Student</b> <b>*BA5 - Malicious Wounding; Without a Weapon</b>	ES MS HS	B,G,M,AA,BB,CC,DD,EE,FF,HH,JJ	B,G,M,BB,CC,DD,EE,FF,HH,JJ	B,G,M,DD,EE,FF,HH,JJ	Progressive Discipline
<b>Offense</b>	<b>Who</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
<b>AT1</b> -Attendance Habitual ( 5 missed days in a marking period)	ES MS HS	B,Y,Z	B,Y,Z,H, Referral to Truancy		Progressive Discipline :
<b>BB1</b> -Bomb / School Threat-  <u><b>Sub-Categories</b></u> <b>BO1</b> – Bomb Threat <b>BO2</b> – Chemical/Biological Threat <b>BO3</b> – Terrorist Threat <b>BO4</b> – Setting off False Fire Alarm	ES MS HS	B,G,EE,FF,JJ	→	→	Progressive Discipline
<b>BR1</b> -Breaking and Entering - or <b>BR1</b> -Burglary -  <u><b>Sub-Categories</b></u> <b>BK1</b> – Burglary: Actual	ES MS HS	B,G,H,K,L,M,CC,D,EE,JJ	B,G,H,K,L,M,DD,EE,JJ	B,G,H,K,L,M,DD,EE,JJ	Progressive Discipline

<b>BK2</b> – Burglary: Attempted					
<b>BU1</b> -Bullying	ES MS HS	A,B,D,F,Q,R,Y,Z,A A	B,D,E,G,Q,R,U,Z,AA ,BB		Progressive Discipline
<b>BU1</b> -Cyber Bullying		A,B,D,F,Q,R,Y,Z,A A,HH,JJ	B,D,E,G,Q,R,U,Z,AA ,BB,HH,JJ		
Bus  <b>D1C</b> -Bus Disrespect <b>D2C</b> Bus Defiance <b>D3C</b> Bus Disruption	ES MS HS	B,KK,LL,MM,NN,O O	U,KK,LL,MM,NN,OO	B,LL,MM,NN,OO	Progressive Discipline
Disorderly Conduct/Insubordin ate  <u><b>Sub-Categories</b></u> <b>D1C</b> – Disrespect (walking away, etc) <b>D2C</b> – Defiance (failure to Identify/failure to comply with request of school official) <b>D3C</b> – Disruptive Demonstrations <b>D4C</b> – Possession of Obscene or Disruptive Literature <b>D5</b> – Classroom or Campus Disruption <b>D6C</b> – Using Obscene or Inappropriate Language or Gestures <b>D8C</b> – Minor Insubordination	ES MS HS	A,B,D,F,G,H,J,P,Q ,R, U,V,X,Y,Z,AA,BB, CC	A,B,D,F,G,H,J,P,M, Q,R,U,V,Y,Z,AA,BB, CC,DD	A,B,D,F,G,H,J,P, M,Q,R,U,V,Z,AA, BB,CC,DD,EE	Progressive Discipline
<b>Offense</b>	<b>Who</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
<b>DR1</b> -Drug Violations Schedule I & II <b>DR1</b> -Anabolic Steroid Marijuana  <u><b>Sub-Categories</b></u> Schedule I & II Drugs / Marijuana/Anabolic -	ES MS HS	B,D,K,M,O,U,BB,C C, DD,HH,JJ	B,D,K,M,O,U,CC,DD , EE,HH,JJ		

Use and Possession <b>DG1</b> – Schedule I & II Drug Use <b>DG2</b> – Schedule I & II Drug Possession <b>DG7</b> – Marijuana Use <b>DG8</b> – Marijuana Possession <b>D20</b> – Anabolic Steroid/Use and Possession <b>DG5</b> - Synthetic Marijuana Use/Possession  ----- ---- <b>DR2</b> - Drug Violations Look-alikes Use/ Possession  <u><b>Sub-Categories</b></u> <b>D17</b> – Substances Represented as Drugs (Look-alikes)  ----- ---- <b>D15, D16-</b> Drug Violations Inhalants  <u><b>Sub-Categories</b></u> <b>D15</b> - Possession of Inhalants <b>D16</b> - Use of Inhalants					
		B,D,K,M,O,U,BB,C C, DD,HH,JJ   B,D,K,M,O,U,BB,C C, DD,JJ	B,D,K,M,O,U,CC,DD , EE,HH,JJ   B,D,K,M,O,U,CC,DD , EE,JJ		
<b>DR3</b> -Drug Violations/ Prescription Theft/ Attempted Theft	ES MS HS	B,M,U,Z,AA,BB,C C, HH,JJ	B,M,U,AA,BB,CC,D D, HH,JJ	B,M,N,U,AA,BB, CC,DD,EE,HH,JJ	Progressive Discipline
<b>*DR4</b> -Drug Violations Schedule I & II/ Anabolic Steroid Sale/Distribution  <u><b>Sub-Categories</b></u> Schedule I & II Drugs/ Marijuana/ Anabolic Steroid Sale/Distribution.  <b>DG9</b> -Schedule I & II Drug Sale/Dist.	ES MS HS	B,K,M,U,CC,DD,E E,JJ HH,JJ	B,K,M,U, DD,EE,JJ, HH,JJ		Progressive Discipline

Marijuana Sale/Distribution <b>D19</b> – Anabolic Steroid Sale/Distribution <b>DG6</b> – Synthetic marijuana sale and/or distribution					
Offense	Who	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense
<b>DR5</b> -Drug Violations <i>Schedule III-VI</i>  <b>DR5</b> -Use, Possession, Sale/Distribution, Paraphernalia Possession  <u><b>Sub-Categories</b></u> Schedule III-VI Drugs/Use/ Possession/ Sale/Distribution <b>D10</b> – Other Drug Use/Overdose <b>D11</b> – Other Drug Possession/ Paraphernalia Possession <b>D12</b> – Other Drug Sale/Distribution ----- ----- Drug Violations  Over-the-Counter Use, Possession, Sale/Distribution <u><b>Sub-Categories</b></u> <b>D4G</b> – Over-the Counter Medicine/Use <b>D5G</b> – Over-the-Counter Medicine/Possession <b>D6G</b> – Over-the-Counter Medicine Sale/Distribution	ES MS HS	B,K,M,U,CC,DD,E E,JJ HH,JJ	B,K,M,U,CC,DD,EE, JJ HH,JJ		Progressive Discipline
Electronic Devices  <u><b>Sub-Categories</b></u> <b>C1M</b> – Beepers <b>C2M</b> – Cellular Telephones <b>C3M</b> – Electronic Devices	ES MS HS	A,B,D,I,K,P,U,W,V , X,Y,Z,AA	A,B,D,I,K,U,W,V, AA,BB	A,B,D,H,I,K,U,W, V, AA,BB,CC,DD	Progressive Discipline



<b>HO4-Homicide against Student With Other Weapon</b>					
<b>RT1-Inciting a Riot</b>  <u><b>Sub-Categories</b></u> <b>RG1</b> – Inciting a Riot <b>RG2</b> – Attempting To Incite a Riot	ES MS HS	B,D,M,U,Z,AA,BB,CC, JJ	B,D,M,U,AA,BB,CC,DD ,EE, JJ	B,D,M,U,B B,CC,DD, EE, JJ	Progressive Discipline
<b>* KI1-Kidnapping-</b>	ES MS HS	B,K,DD,EE,FF,GG,HH , JJ			Progressive Discipline
<b>S1V, S2V, or S3V</b> -Other Violations  <u><b>Sub-Categories</b></u> <b>S1V</b> – Inappropriate Personal Property (i.e., Dress Code Violation)  <b>S2V</b> – Misrepresentation (i.e., Lying, Cheating or Plagiarism)  <b>S3V</b> – Other School Code of Conduct Violation Not Otherwise Included	ES MS HS	A,B,C,G,H,M,N,P,L,T, U, Z,JJ			Progressive Discipline

Offense	Who	1st Offense	2nd Offense	3rd Offense	4th Offense
<b>*RO1-Robbery</b>  <b>Sub-Categories</b> Robbery (Using Force) <b>RB1</b> – Actual Robbery <b>RB2</b> – Attempted Robbery See also Burglary/ Theft	ES MS HS	B,G,H,K,L,M,AA,BB, JJ	B,G,H,K,L,M,BB,CC, DD, EE, JJ	B,G,H,K,L,M,CC, DD, EE, JJ	Progressive Discipline
<b>ST1-Stalking</b>	ES MS HS	B,D,G,M,N,U,BB,C C,DD,EE,FF,HH,JJ	B,D,G,M,N,H,U,BB, CC, DD,EE,HH,JJ		Progressive Discipline
Sexual Offenses <b>SB1</b> -Sexual Battery Against Staff <b>SB2</b> - Sexual Battery Against Student <b>*SX3-Sexual Offenses Against Staff Forcible Assault</b> <b>*SX4- Sexual Offenses Against Student Forcible Assault</b> <b>SX5</b> -Sexual Offenses Against Staff Attempted Forcible Assault <b>SX6</b> - Sexual Offenses Against Student Attempted Forcible Assault <b>SX7</b> -Sexual Offenses Without Force <b>SX8</b> -Sexual Offense Aggravated Sexual Battery	ES MS HS	B,D,G,M,N,H,U,AA, BB, HH	B,D,G,M,N,H,U,BB, CC, DD,EE,HH,JJ		Progressive Discipline
Sexual Offenses <b>SX0</b> -Sexual Harassment <b>SX1</b> - Sexual Offenses Offensive Touching Against Staff <b>SX2</b> - Sexual Offenses	ES MS HS	B,D,G,M,N,H,U,Z,A A,BB	B,D,G,H,M,N,U,BB, CC, DD		Progressive Discipline

Offensive Touching Against Student					
Technology Use Violations  <b>Sub Categories</b>  <b>T1C</b> -Unauthorized use of Technology/Information <b>T2C</b> -Causing/Attempting to Cause Damage to Computer Hardware, Software/Files <b>T3C</b> - Violations of Acceptable Use Policy <b>T4C</b> - Violations of Internet Policy	ES MS HS	A,B,R,S,X,Y,Z,AA,J J	A,B,R,S,AA,BB,CC,DD,EE,JJ		Progressive Discipline

Offense	Who	1st Offense	2nd Offense	3rd Offense	4th Offense
<b>T11</b> -Threat/Intimidation Against Staff -  Also see Harassment-Non Sexual/ Hazing/School Threat/Bullying	ES MS HS	A,B,D,F,Q,R,Y,Z,AA, BB,CC,FF	A,B,D,F,Q,R,Y,BB,C C, DD,EE,FF		Progressive Discipline
<b>T12</b> -Threat /Intimidation Against Student	ES MS HS	A,B,D,F,Q,R,Y,Z,AA	B,D,E,G,Q,R,U,Z,AA ,BB		Progressive Discipline
<b>TH1</b> -Theft Offenses (No Force)  <b>Sub-Categories</b> Theft Offenses (except motor vehicle) <b>TF1</b> - Theft of School Property <b>TF2</b> - Theft of Staff Property <b>TF3</b> - Theft of Student Property <b>TF4</b> - Possession of Stolen Property	ES MS HS	B,G,H,K,L,M,AA,BB ,JJ	B,G,H,K,L,M,BB,CC, DD,JJ	B,G,H,K,L,M,CC,D D, EE,JJ	Progressive Discipline

Tobacco  <b>Sub Categories</b> <b>TC1</b> -Tobacco Use <b>TC2</b> -Tobacco Possession <b>TC3</b> -Tobacco Sales/ Distribution ----- <b>T4B</b> -Tobacco Paraphernalia	ES MS HS	A,B,O,U,JJ	B,O,U,Z,JJ	B,U,Z,AA,JJ Suspension (failure to comply with school rules (D2C)	Progressive Discipline  <hr/>
<b>TR1</b> -Trespassing	ES MS HS	A,B,D,U,Z,AA,BB,C C, JJ	B,U,AA,BB,CC,DD,J J	B,U,CC,DD,JJ	Progressive Discipline  <hr/>
<b>VA1</b> -Vandalism-  <b>Sub-Categories</b> <b>VN1</b> – Vandalism of School Property <b>VN2</b> – Vandalism of Private Property <b>VN3</b> – Graffiti	ES MS HS	B,G,K,L,M,Z,AA,BB, JJ	B,G,K,L,M,AA,BB,D D,JJ	B,G,K,L,M,AA,BB, DD, EE,JJ	Progressive Discipline  <hr/>
*Weapons  Weapon (1) <b>WP1</b> -Firearm/ Handgun/Pistol Weapon (2) <b>WP2</b> -Firearm/Shot gun/Rifle	ES MS HS	B,K,DD,EE,FF,GG, HH, JJ	<hr/>	<hr/>	Progressive Discipline  <hr/>

Offense	Who	1st Offense	2nd Offense	3rd Offense	4th Offense
Weapons  Pneumatic Weapon (BB Gun) - <b>WP0</b> <b>*Weapon (3)</b> <b>Expels a Projectile - WP4</b>  <b>WP5</b> -Weapon (4) Knife <b>WP8</b> -Weapon (5) Other Firearm Weapon (6) Other <b>WP9</b> -Weapon ----- ---- <b>WP6</b> -Possession of Explosive Device	ES MS HS	B,K,U,CC,DD,EE,F F, GG,HH,JJ			Progressive Discipline
Weapons  <b>W1P</b> -Weapons Possession of Ammunition <b>W1P</b> – Bringing <b>W3P</b> - Ammunition to School or School Event Weapon/Look-alike  <b>WP2</b> -Weapon/Chemical Substance  Possible Weapons  <b>*W8P</b> – Bringing Razor Blades/Box Cutters/ Less than 3 inch blade knife to School or School Events. <b>W9P</b> – Bringing Fireworks, Firecrackers, or Stink Bombs to School or School Event ----- --- <b>WT1</b> -Possession of Taser Gun  Possession of Stun <b>WS1</b> -Gun	ES MS HS	B,K,U,AA,BB,CC,D D, FF,GG,HH,JJ	B,K,BB,CC,DD,EE,F F, HH,GG,JJ		Progressive Discipline

# Action Legend

## Administrative Consequences/ Interventions

Documentation in Infinite Campus and parental contact is required for all violations requiring administrative action. Discipline for IEP/ 504 Students with disabilities shall be in accordance with state and federal laws and School Board Policy.

A. Verbal Warning B. Parent Contact C. Parent Teacher Conference D. Counseling and Redirection E. Mediation F. Timeout (Elementary) G. PBIS/Behavior Team Referral H. Attendance/Behavior Contract I. Referral to Child Study/ IEP Team/ 504 Committee J. FBA/ Behavior Support Plan K. Confiscation (when applicable) L. Restitution (Payment of Minor Damages) M. Referral to Social Worker/Guidance N. Referral for Mental Health Assessment O. Referral to Substance Abuse Counseling P. Detention (1-3)	Q.No Recess (Elementary) Only when offense occurs during recess R. Loss of Privilege S. No Internet Access T. No Field Trips Allowed U. PAC-Parent/Administrator Conference V. Saturday Detention W. Community Work Duties X. AIA-(Less Than A Day) Y. AIA (1 Day) Z. AIA-(Up to 3 Days) AA. Out of School Suspension (1-2 Days) BB. Out of School Suspension (3-5 Days) CC. Out of School Suspension (6-9 Days) DD. Out of School Suspension (10 Days) EE. Out of School Suspension with Recommendation for LTS/ALT ED	FF. Threat Assessment Protocol GG. Mandatory Recommendation for Expulsion HH. Required to Report to Law Enforcement II. Referral to DSS JJ. Consultation With Law Enforcement KK. Bus- Verbal or Written Reprimand LL. Bus-Suspension From Bus Transportation (Up to 3 Days) MM. Bus-Suspension From Bus Transportation (Up to 5) NN. .Days Bus-Suspension From Bus Transportation (Up to 10 Days) OO. Expulsion From School Bus Transportation for Remainder of School Year
---	---	---

The Disciplinary Matrix sets the guidelines for assessing consequences for violations of School Board Policies. School principals have the discretion to deviate from these guidelines by assessing an appropriate consequence other than stated in the Matrix if he or she determines in his or her sole discretion that there are mitigating or aggravating circumstances.

**ES-Elementary School**

**MS – Middle School**

**HS – High School**

**ALT ED- Alternative Education**

**LTS – Long term suspension**

**AIA – Alternative Instructional Arrangement (formerly known as ISS)**

**PAC – Parent/Administrator conference (formerly known as ONS) – Students given this consequence can still attend extra-curricular activities during this timeframe**

**Acceptable Use of the Internet**

Students shall abide by the Lynchburg City School Division's Acceptable Use of Technology Policy (AUP) P 6-48 and Regulation.

**Assault and Battery**

A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery. Physical assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting and fighting.

**Bomb Threats**

Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.

**Bullying**

Bullying is defined, by the School Board in Policy JFC-R, as "Bullying means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. 'Bullying' includes cyber bullying. 'Bullying' does not include ordinary teasing, horseplay, argument or peer conflict."

A student, either individually or as a part of a group, shall not harass or bully others either in person or by the use of "cyber-bullying." Cyber-bullying is defined as the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system. It also includes the creation of a web page or blog in which the creator assumes the identity of another person. Cyber-bullying shall include electronic mail, internet communications, instant messages, facsimile communications, telephones, cellular phones, computers, electronic mail, instant messaging, text messaging, and websites, or any combination thereof, directed at another student or school employee which meets all of the following criteria:

- (1) Causes emotional or psychological distress to a student or employee;
- (2) Interferes with a student's educational environment; and
- (3) Creates or is certain to create a hostile school environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities. Prohibited

conduct also includes verbal or written conduct consisting of comments regarding the race, gender, religion, physical abilities or characteristics or associates of the targeted person. Any individual who violates this law is subject to discipline within the school. The individual is also guilty of a Class 1 misdemeanor.

### **Bus Behavior**

Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.

### **Cell Phone/Electronic Device Policy**

Students enrolled in grades 9-12 may have a personal electronic communication device (e.g. cell phone) in their possession before, during, or after the regular hours of operation of the school day. The device may be used in non-instructional times and spaces (e.g. in hallways, cafeteria, on buses) or when directed by the teacher for instructional purposes, so long as it is not disruptive and is not used to record others when there is a reasonable expectation of privacy. Headphones or earbuds are only permitted in the cafeteria and the hallways. Students are expected to use electronic devices responsibly; “not hearing” is not an excuse for failure to comply.

Any inappropriate use of personal electronic communication devices, including but not limited to, inappropriate photographs, text messaging, practice known as sexting, and recording/videotaping will result in confiscation of the device; further consequences may include suspension from school and possible referral to appropriate authorities.

### **Cheating**

Students shall not cheat, plagiarize or knowingly make false statements with respect to any assigned school work or tests. The first time a student is found cheating, the student will receive a “0” on the assignment as well as a referral and an overnight suspension. This incident may hinder a student from receiving other academic honors (i.e.- National Honor Society).

### **Compliance with Directions of Administrators, Teachers and Other School Personnel**

Students shall obey directions of administrators, teachers, and all other school personnel while on school premises and at school-related activities. Failure to comply with a reasonable request will result in a three-day suspension. Examples of behavior leading to a suspension are: failure to identify oneself, failure to report to the office when directed, failure to give contraband to teacher, and failure to move to your assigned seat.

**Conduct Away From School**

Conduct during school sponsored activities away from the school or outside regular school hours is subject to all school policies and regulations. Also, under state law, the school regulates student conduct while traveling to school and returning home.

**Defiance**

Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by board policies and regulations.

**Disruptive Conduct**

Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function or process of the school or is dangerous to the health or safety of students or others. A student shall not disrupt any class or school function by use of violence, force, noise, odor, coercion, sign intimidation, or any other conduct. A student shall not urge others to do so.

**Distribution or Sale of Illegal Drugs or Possession or Distribution with Intent to Sell**

Students shall not manufacture, give, sell, distribute or possess with intent to give, sell or distribute marijuana, synthetic cannabinoids, or other controlled substance as defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia.

**Felony Charges**

Students charged with a "reportable offense" must schedule an appointment with the Director of Student Services.

**Fire Equipment**

Fire extinguishers, fire alarms, and room call buttons are to be operated only under the supervision of a teacher. It is considered serious misbehavior to do otherwise.

**Gang Activity**

A student shall not engage in gang activities as defined in Policy JFCE, incorporated by reference.

**Gate Crashing**

No student shall try to enter an athletic or extra-curricular activity without a ticket at a school function for which an admission is charged. Discipline will be administered.

**Harassment**

A student shall not harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions in violation of LCS Policy P7-40.1 Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion.

All students at E. C. Glass High School shall be respectful in their relationships with their peers, teachers, and the public and shall treat each person with respect and courtesy. Violent, profane, insolent, or suggestive language or gestures, or language intended to demean a person because of his or her race, gender, religious affiliation, or sexual orientation, shall not be expressed. Any instance of verbal, physical, or sexual harassment will be dealt with through appropriate disciplinary action. Instances of harassment will be treated as major offenses that could result in suspension or expulsion. Complaints may be initiated by contacting your teacher or school counselor or by reporting directly to the Principal or Assistant Principal.

### **Hazing**

Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local commonwealth Attorney. Hazing, as defined above, is a Class 1 misdemeanor which may be punished by confinement in jail for up to 12 months and a fine of up to \$2,500, or both, in addition to any disciplinary consequences which may be imposed under this policy. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or infants. See Va. Code § 18.2-56.

#### **1. Other conduct**

In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

### **Laser Pointers**

Students shall not have laser pointers.

### **Leaving and Loitering on School Grounds**

A student shall not leave the school grounds during school hours without the approval of the Attendance Office, school nurse, or school administrator. Students found re-entering after leaving school grounds will be searched and issued school consequences. **Students on a reduced class schedule are expected to leave the building and grounds within five minutes of their last class. Students may NOT prop or open doors allowing students to make unauthorized entry. Students found propping/opening doors will be assigned school consequences.**

**Married Students**

Married students have all the rights and obligations of other students.

**Other Schools**

No student shall go into another school building or onto its grounds during school hours without proper authorization.

**Parking and Driving**

Students are not to park in faculty spaces or fire lanes, reserved senior area, drive recklessly, or speed on school grounds. Students are not to park on school grounds without a school-parking decal, which may be purchased in the Main Office for \$50.00. The auditorium parking lot is designated as the student parking area; the gym parking lot, the front of the building, and the front of the vocational annex are designated as staff parking areas. Violations can result in towing, fines, and/or revocation of the student privilege of parking at the school. Vehicles driven to school are not to be operated or visited during the school day without the permission of an administrator.

**Passes**

Passes communicate to those doing hall supervision that a student has permission from a staff member to be in the halls and not in class. It is the STUDENT'S responsibilities to secure the appropriate documentation from a staff member. No student shall be in the halls during classes or lunch without an official hall pass or a written hall pass signed by a staff member.

**Portal-to-Portal**

Students are under the authority of LCS Code of Conduct from the moment they leave their residence until they return to their residence or in custody of an authorized guardian.

**Possession or Use of Weapons or Other Dangerous Articles**

Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such. This regulation incorporates LCS Policy 7-48.

**Pregnant/ Students with children**

Students who become pregnant may continue their classes so long as their physicians approve. Pregnant students should meet with their counselors to get special assistance needed to make plans to minimize the effects of loss of time in school. Pregnant students who are unable to continue in regular classes may, upon request, be assigned to special classes Homebound with doctor's note.

**Profane, Obscene or Abusive Language**

Students shall not use language, gesture, or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.

### **Prohibited Items**

*Students will not bring the following items to school:*

1. Recreational equipment such as basketballs, cards (playing), footballs, and skateboards.
2. Water pistols or toy guns.
3. Laser pointers

Any of these items brought to school will not be returned to the student. They will be returned only to a parent, legal guardian, or the police. If a student fails to turn over such items when directed to do so by a teacher or administrator will result in disciplinary action, which may result in suspension. ***If items prohibited on school grounds are stolen or lost the school will not investigate.***

### **Protest Marches or Picketing or Walk-outs**

No student shall participate, or encourage any other student on or off school property to participate in any protest march, picketing, or similar activity that caused or results in the disruption of school and its functions.

### **Reports of Conviction or Adjudication or Delinquency**

Any student for whom the superintendent has received a report pursuant to Va. Code § 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. code § 16.1-260 may be suspended or expelled.

### **Selling Items on School Property**

Students on school grounds may sell no items unless they are involved in fundraiser approved by Dr. Guzowski. Non-school organizations may not sell items on school grounds.

### **Student Dress**

A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. Students must comply with specific building dress regulations and of which students will be given prior notice.

### **Student Searches**

Student lockers are the property of the school and are subject to regular and/or spot inspections by the administration to determine proper use and content. Regarding searches of individual students, the school will exercise its authority in this area when there are reasonable grounds or suspicion to believe a student has in his/her possession items in violation of law or School Board policy. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in that vehicle, or that a student is otherwise in violation of law or school board policy.

## **Suspensions**

(School Board Policy 7 – 19)

Any principal or his/her designated representative can suspend a student for a period of ten days or less when a student fails to fulfill responsibilities to the school or to classmates. Under normal circumstances, the administrator must inform the student of the reasons for the suspension and permit the student to present arguments on his behalf. A student or parent may appeal a suspension to the Principal. Appeals must be submitted, in writing, within one day to the Principal. To appeal the ruling of the Principal to the Superintendent, parents must appeal (in writing) to the Director of Student Services, Alternative Education and Behavior Support within three days of the notice of suspension. Principals may remove students from school immediately when their safety, the safety of others, or the orderly operation of the school is in jeopardy.

The orderly operation of a school requires that students and teachers know one another and that students respond appropriately to inquiries, requests, and directions of school personnel.

All School Board policies are in compliance with the Code of Virginia and have been approved by the Lynchburg School Board and a complete copy of the entire policy and regulation manual is housed in the Principal's office and the school library for review. The following are standards of student conduct established by the Lynchburg City School Board for all students under its jurisdiction. Consequences shall be determined on the basis of the facts presented in each instance of misconduct in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

### **Theft**

A student shall not intentionally take the personal property of another person without consent under duress, threat or otherwise.

### **Threats or Intimidation**

Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason.

### **Trespass**

The student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

### **Unexcused Absence or Tardiness**

Students shall not be absent from or report late to class or school without appropriate parental permission, school permission or an otherwise valid excuse. If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the

attendance coordinator may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license. Please see attendance section

### **Use and/or Possession of Alcohol, Tobacco, Juul, Vapes, and Other Drugs**

A student shall not possess, use, and/or distribute alcohol, tobacco and/or tobacco products, or other drugs on school property, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, Juul, vapes, look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug not possessed in accordance with LCS Policy 7-41.

A student shall not possess, procure or purchase or attempt to possess, procure, or purchase, or be under the influence of (legal intoxication not required), or use or consume or attempt to use or consume, any of the restricted substances listed in this regulation or what is represented by or to the student to be any of the restricted substances listed in this regulation or what the student believes is any of the restricted substances in this regulation.

This regulation incorporates LCS Policy 7-1.

Restricted Substances include alcoholic drinks, marijuana, synthetic cannabinoids, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below, as well as any abusable glue, paint and similar materials, anabolic steroids and both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package, and includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two years to compete in interscholastic athletic competition if the school principal and the division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

### **Vandalism**

Students shall not willfully or maliciously damage or deface any school building or other property owned or under control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events. Students will be responsible for paying restitution on any damage.

### **Vending Machines**

Vending machines are located in various parts of the building for student use after lunch. **Drink and vending machines may not be used from 7:15-7:35 a.m. and 11:00 a.m. - 1:00 p.m.**

They are operated with the understanding that there are no refunds and that bottles and refuse must be discarded in the proper containers. Tampering with a machine is a serious offense, and anyone doing so jeopardizes our use of machines and is subject to discipline for theft or vandalism.

**Visitors**

Visitors are not allowed in the school without the advance permission of the Principal, Associate Principal, or Assistant Principal. Anyone entering the building must present a valid ID for an outside visitor's pass. Students may visit classes only if they are thinking about enrolling at Glass and they must be facilitated through the Counseling Office.

## School Calendar 2018—2019

August 15 2018.....	First Day of School
September 3, 2018.....	Labor Day Holiday
September 28,2018.....	Homecoming
October 9, 2018.....	End of 1 <sup>st</sup> Quarter Full for students
October 10, 2018.....	Professional Development/Planning Day (Students Do Not Attend)
October 11-12, 2018.....	Fall Break
November 6, 2018.....	Election Day/ Students & Staff do not attend
November 12-16, 2018.....	Virginia College Application Week
November 21-23, 2018.....	Thanksgiving Holiday (No Students or Teachers Attend)
December 19, 2018.....	End of 1st semester, ½ day for students
December 20-January 2, 2019.....	Winter Break
January 21, 2019.....	Martin Luther King, Jr. Holiday (No Students or Teachers Attend)
March 5, 2019.....	End of 3 <sup>rd</sup> Quarter
March 6, 2019.....	Professional Development Day (Students do not attend)
March 7-8, 2019.....	Late Winter Break (staff/students do not attend)
April 15-19, 2019.....	Spring Break
May 27, 2019.....	Memorial Day Holiday (No Students or Teachers Attend)
May 31, 2019.....	Last Day of School
June 2, 2019.....	Graduation

### BELL SCHEDULE

Regular Day			Early Dismissal *Please note that 6th & 7th will be held BEFORE 5th due to lunches			2 Hour Late Schedule		
Period 1	7:35	8:31	Period 1	7:35	7:53	Period 1	9:35	10:06
Period 2	8:36	9:26	Period 2	7:58	8:16	Period 2	10:11	10:42
Period 3	9:31	10:21	Period 3	8:21	8:39	Period 3	10:47	11:18
Period 4	10:26	11:16	Period 4	8:44	9:02	Period 4	11:23	11:54
Lunch A	11:21	11:44	Lunch A	9:53	10:12	Lunch A	11:59	12:22
Period 5	11:49	12:40	Period 5	10:17	11:00	Period 5	12:27	1:18
Period 5	11:21	11:49	Period 5	9:53	10:17	Period 5	11:59	12:27
Lunch B	11:49	12:12	Lunch B	10:17	10:36	Lunch B	12:27	12:50
Period 5	12:17	12:40	Period 5	10:41	11:00	Period 5	12:55	1:18
Period 5	11:21	12:17	Period 5	9:53	10:41	Period 5	11:59	12:55
Lunch C	12:17	12:40	Lunch C	10:41	11:00	Lunch C	12:55	1:18
Period 6	12:45	1:35	Period 6	9:07	9:25	Period 6	1:23	1:54
Period 7	1:40	2:30	Period 7	9:30	9:48	Period 7	1:59	2:30

\*Lunches are listed on the next page.

<b>1st Lunch</b>	<b>2nd Lunch</b>	<b>3rd Lunch</b>
Barra/Parker	Arslain	Anthony
Burford/Decker	Baldwin	Armstrong
Eubank	Doremus	Bane
Garnett/Graves	Harris, M	Clark
Gonzalez/Lynam	Hodges	Crews
Gray	Imboden	Davis
Harding, C	Johnson	Friedman
Harding, L	Markovinovic	Gibson-McDonald
Litevich	Mayhew	Justice/McGarrity
Matthews	McClurg	Kramer/Tyler
McCormick	Moncada	Liggon
Palmer	Norwood	Marshall
Payne	Ranuska	McDonald
Regner	Smitherman	Melvin
Rivers	Wilkins	Pawlas
Whitacre	Worley/Daugherty	Rawls-Fanning
Wommack/Edward-Brookins	Yates	Reid
Woodward		Smith
Woody		Volk-Stalcup
Worsham		Wambold