School Board
Mr. Ryan Sawyers  
Chairman

Mrs. Lillie G. Jesse  
Vice Chairman  
Oxocquan District

Mr. William J. Deutsch  
Coles District

Ms. Diane L. Raulston  
Neabsco District

Mrs. Alyson A. Satterwhite  
Gainesville District

Superintendent of Schools  
Dr. Steven L. Wall

Superintendent’s Staff
Ms. Rae E. Darlington  
Deputy Superintendent

Mr. William G. Bixby  
Associate Superintendent for Middle Schools

Mr. David S. Cline  
Associate Superintendent for Finance and Support Services

Mr. R. Todd Erickson  
Associate Superintendent for Central Elementary Schools

Mr. Craig H. Gfeller  
Associate Superintendent for Eastern Elementary Schools

Mrs. Rita Everett Goss  
Associate Superintendent for Student Learning and Accountability

Mrs. Jarceylon M. Hart  
Associate Superintendent for Western Elementary Schools

Mr. Keith A. Imon  
Associate Superintendent for Communications and Technology Services

Mr. Keith J. Johnson  
Associate Superintendent for Human Resources

Mr. Michael A. Mulgrew  
Associate Superintendent for High Schools
**Prince William County Schools 2016-2017 Academic Calendar**

<table>
<thead>
<tr>
<th>DATE</th>
<th>CALENDAR EVENT</th>
<th>DAYS TAUGHT</th>
<th>WORKDAY/INSERVICE*</th>
<th>TOTAL</th>
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<tr>
<td>August 18-10</td>
<td>PWCS Connect (Proposed)</td>
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<tr>
<td>August 22</td>
<td>All Teachers Report</td>
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<tr>
<td>August 22-26</td>
<td>Teacher Professional Development/Workday</td>
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<tr>
<td>August 29</td>
<td>School Begins</td>
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<tr>
<td>August 2016</td>
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<td>3</td>
<td>7</td>
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<tr>
<td>September 5</td>
<td>Labor Day Holiday</td>
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<tr>
<td>September 21</td>
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<tr>
<td>October 10</td>
<td>Divisionwide Professional Learning Day (ES/MS/HS Closed) - No school for All students</td>
<td>20</td>
<td>1</td>
<td>21</td>
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<tr>
<td>November 3</td>
<td>End of First Grading Period (47 Days)</td>
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<tr>
<td>November 4</td>
<td>Teacher Professional Development/Workday (ES/MS/HS) - No school for All students</td>
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<tr>
<td>November 7</td>
<td>Parent Conference Day (ES) - Teacher PD/Workday/Conference Day (MS/HS) - No school for All students</td>
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<tr>
<td>November 8</td>
<td>Election Day - ALL SCHOOLS CLOSED for Students and Teachers</td>
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<tr>
<td>November 11</td>
<td>Veterans Day Holiday</td>
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<tr>
<td>November 23-25</td>
<td>Thanksgiving Break for Students/Teachers</td>
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<td>November 24-25</td>
<td>Thanksgiving Break for All Employees</td>
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<td>November 15</td>
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<td>15</td>
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<tr>
<td>December 22-30</td>
<td>Winter Break for Students/Teachers</td>
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<tr>
<td>December 23-26</td>
<td>Winter Break for All Employees</td>
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<td>January 2</td>
<td>Winter Break for Students/Teachers</td>
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<tr>
<td>January 2</td>
<td>Winter Break for All Employees</td>
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<tr>
<td>January 3</td>
<td>School Recopens</td>
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<tr>
<td>January 16</td>
<td>Martin Luther King Holiday</td>
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<td>January 27</td>
<td>Elementary School 1/2 Day - Parent/Teacher Conferences</td>
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<tr>
<td>January 27</td>
<td>End of Second Grading Period (45 Days)</td>
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<tr>
<td>January 27</td>
<td>End of First Semester - ES/MS/HS (92 Days)</td>
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<tr>
<td>January 30</td>
<td>Teacher Workday (ES/MS/HS Closed) - No school for All students</td>
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<tr>
<td>January 2017</td>
<td></td>
<td>19</td>
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<td>20</td>
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<tr>
<td>February 20</td>
<td>Presidents' Day Holiday (Potential Make-up Day #1)</td>
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<tr>
<td>February 2017</td>
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<tr>
<td>March 2017</td>
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<tr>
<td>April 6</td>
<td>End of Third Grading Period (47 days)</td>
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<tr>
<td>April 7</td>
<td>Teacher Workday (ES/MS/HS Closed) - No school for All students (Potential Make-up Day #2)</td>
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<tr>
<td>April 10-17</td>
<td>Spring Break for Students and Teachers</td>
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<td>April 13-14</td>
<td>Spring Break for All Employees</td>
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<tr>
<td>April 2017</td>
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<tr>
<td>May 2017</td>
<td>Memorial Day Holiday</td>
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<td>May 2017</td>
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<td>22</td>
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<tr>
<td>June 15</td>
<td>End of Fourth Grading Period (42 Days)</td>
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<tr>
<td>June 15</td>
<td>End of Second Semester (89 Days)</td>
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<tr>
<td>June 15</td>
<td>Last Day of School (181 Days)</td>
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<tr>
<td>June 16-19</td>
<td>Teacher Professional Development/Workday (June 16 is Potential Make-up Day #3)</td>
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<tr>
<td>June 2017</td>
<td></td>
<td>11</td>
<td>2</td>
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</tbody>
</table>

**YEAR TOTALS**: 181 14 195

* 2 floating workdays to be used during contract year for accounting purposes only are added to August

^ November Workday/Professional Development Day count includes the Conference Day
2016-17 Student Agenda and Handbook

Student Name: ________________________________

Teacher/Room # __________________________

Locker # ________

Administrator Name: ________________________

Counselor Name: _____________________________

My schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Class</th>
<th>Room</th>
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<tbody>
<tr>
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</table>

Honor Code: The Colgan High School community holds academic integrity as a core value. This means upholding the practices of honesty, responsibility, and accountability. Together they contribute to a culture of mutual trust and intellectual veracity. The Colgan honor code reads as follows;

"All work I submit is the result of my own effort without unauthorized or uncredited assistance."

Cheating and plagiarism are incompatible with Colgan Culture and The Colgan Honor code.
Colgan Culture

Each member of our community has the unique opportunity to create and honor a new, dynamic culture. “Colgan Culture” is built on the principles of honor, creativity and service. Colgan is a community of respect, kindness and support. We strive to be a relentlessly positive and affirmative environment. Personal and academic integrity are vital to our school.

“We Are Colgan” is more than a slogan; it is a diverse group of individual’s proud proclamation of a commitment to unite in an inclusive and aspirational community.
BELL SCHEDULE 2016-2017

Blue Day: 1, 2, 4, 6
Gray Day: 1, 3, 5, 7

Warning Bell: 7:20 AM
1st Period: 7:30 AM - 8:25 AM
2nd/3rd Period: 8:32 AM - 10:10 AM
4th/5th Period: 10:17 AM - 12:25 PM

(A) Lunch: 10:17 AM - 10:42 AM
Class: 10:47 AM - 12:25 PM

(B) Lunch: 10:17 AM - 11:02 AM
Class: 11:07 AM - 11:32 AM

(C) Lunch: 10:17 AM - 11:55 AM
Class: 12:00 PM - 12:25 PM

6th/7th Period: 12:32 PM - 2:10 PM

(A)LUNCH
CTE/FACS Theatre Science
Art
Performing Arts

(B)LUNCH
English
Math
World Languages

(C)LUNCH
Social Studies
SPED
Business
HPE
Code of Behavior:

The school must seek to protect the rights of all young persons to an education and provide safeguards for the health, safety, and rights of the individual student. In establishing an orderly school environment, the school has the right to expect reasonable and self-disciplined behavior from each student. Students will assume the responsibility for learning and will exhibit conduct that does not infringe upon the rights of another. The Prince William School Board holds all students responsible for appropriate conduct as defined in the Prince William County Public Schools Code of Behavior, which can be accessed at pwcs.edu.

All students are oriented to the Code of Behavior and are able to access via the internet at pwcs.edu. Parents should read the Code of Behavior to view the complete description/explanation of infractions and student conduct. A limited number of paper copies are received by each school.

Administrative Measures

Student Removal from Class

A staff member with documented attempts of correction may request administration remove a student who is repeatedly disruptive from that particular class. The process for removal from class is on a case-by-case basis. Resolution will be determined in a collaborative manner by staff and administration.

After School Detention

Detention will be held on Thursdays from 2:20 until 4 p.m. Students must make arrangements for transportation home from detention.

Saturday Detention

Saturday detention will be for four hours as designated by the administrator in charge of Saturday detentions.

Out-of-School Suspension

For the most egregious violations of school rules, a student may receive out-of-school suspension. When suspended out of school, the student may not be on any Prince William County School property, including after school activities. In extreme instances of Code of Behavior violations and/or in conjunction with out of school suspension, a Principal's hearing may be held. The principal may recommend to the Prince William County Hearing Officer, long term suspension and/or expulsion based on the specifics of the offense.

Activity Probation

Students who violate school policies may be placed on activity probation. Activity probation prohibits students from attending/participating in after school and/or extracurricular activities without prior approval from his or her administrator. This probation is assigned by the administrator on a case-by-case basis for varying lengths of time.
Code of Behavior Infractions

**Bullying**

Each school is committed to creating an environment in which students are free from bullying. Students are strongly encouraged to report incidents to the school administration. The school administrator will take appropriate steps to respond quickly and decisively to student reports of bullying. Students may use the form in the “Code of Behavior” to report incidents of bullying. This includes cyber bullying.

**Care of School Property**

A student is requested to take appropriate care of and not damage or deface school property or personal belongings of others, such as, but not limited to lockers, books, furniture, tools, computers and other electronics, cabinets, etc. A student who loses or damages school property or equipment will be required to pay, correct, or replace lost or damaged items. Verified acts of vandalism could result in school and/or court action, as well as a request for restitution.

**Cheating/Plagiarism**

Cheating and plagiarism are violations of the Colgan Honor Code. Students are responsible for neither giving nor receiving assistance, written, oral or otherwise, in any assignment to be graded as the work of a single individual. Students are responsible for giving due recognition of sources from which material is quoted, summarized, or paraphrased. This includes persons who have provided assistance. Cheating is defined as copying another student’s work, allowing another student to copy work, communicating about a test during or after test administration, or plagiarizing. This includes plagiarizing sources from the Internet. Students caught cheating are subject to a zero on the assignment and/or a disciplinary referral to the office.

1st offense: Parent notification and a zero on assignment. Student may be given the option to complete an alternate assignment for credit. Student is assigned after-school detention.

Additional offenses: Parent notification, zero on assignment, and discipline up to Principal’s Informal Conference.

**Computer Ethics and Standards of Conduct**

Students must adhere to standards defined by Prince William County Public Schools (PWCS) Policy 295, Standards for Use of Telecommunications and Internet Technologies, Regulation 295-1, Computer Systems and Network Services- PWCS Acceptable Use and Internet Safety Policy, and Regulation 295-2, Web Site Development and Implementation. Further information is defined in the “Code of Behavior” and by Colgan HS administration. This information may be found at pwcs.edu.

**Displays of Affection**

Inappropriate display of affection will be handled at the discretion of an administrator.

**Disrespect/Open Defiance**

No student shall show disrespect towards a staff member or another student. Disrespect includes abusive language to staff members and students. Any student who disobeys a reasonable request or
otherwise openly defies a school staff member shall be subject to disciplinary action. Failing to give a staff member your correct name will be considered an act of defiance.

**Dress and Appearance**

Colgan High School is a place of learning where students are learning both academic and social skills. Students are expected to wear attire that is appropriate for school day activities. Such attire should reflect a positive attitude toward school and should not be distracting to the educational environment. In some instances, current fashion may not be acceptable for the school setting. Students and parents share the responsibility for appropriate dress and grooming. Students in violation of these guidelines will be asked to change clothing. If this is not possible, parents will be involved in providing appropriate clothing for school. Disciplinary action may be taken if a student is noncompliant after repeated requests of the staff.

The determination of dress appropriateness will be at the discretion of administration. The following reminders outline some, but not all, improper dress:

- Bedroom slippers, bare feet, or only socks/stockings;
- Cleats (except at athletic events);
- Head coverings or items worn on the head (e.g. caps, hats, bandanas, headbands, sweatbands, etc.) unless related to one’s religious beliefs or practices;
- Undergarments worn as outer garments or exposing undergarments;
- Sheer “see-through” garments;
- Clothing, buttons, signs or other items with suggestive, profane, offensive, or other inappropriate words, pictures or meanings;
- Gang related clothing, jewelry, symbols, or paraphernalia;
- Garments that are too tight, too revealing, too short, and/or inappropriate;
- Garments exposing the midriff or have low necklines;
- Jewelry or other items that can be regarded or used as a weapon (e.g. belt buckles that conceal weapons, studded belts or collars, large rings, etc.);
- Tops with oversized arm openings or spaghetti straps, or strapless, or tube;
- Short shorts, spandex shorts, and un-hemmed, ragged items;
- Sunglasses;

Beachwear;
- Sleeping attire;
- Gloves;
- Non-jewelry chains attached to clothing or items.
**Electronic Devices**

Students may use cellular phones, iPods, and other electronic devices during non-instructional time. During instructional time, students may possess these items but they must be turned off. At the classroom teachers’ discretion, students may use electronic devices in conjunction with instructional practices, activities, and materials in the classroom or library. However, disruptions to the learning environment will not be tolerated. Students who wish to bring their own electronic device to school for instructional purposes (iPad, NOOK, KINDLE, LAPTOP) must abide by the policies and regulations set forth in PWCS Regulation 295-1, Computer Systems and Network Services-PWCS Acceptable Use and Internet Safety Policy. Students using their personal electronic devices who experience technical difficulties with their device or with connecting to the PWCS Guest Network will need to consult their device’s user manual.

Disruptions include, but are not limited to text messaging, gaming, phone calls during the school day, taking video/pictures of others, taking inappropriate video pictures of self or others, multimedia, or using the telephone for any inappropriate and/or illegal activities including communications to others while taking tests or quizzes.

During the school day, families are expected to contact their student(s) through the school office telephone to limit disruptions to the school classrooms, to allow for the appropriate supervision of the student while using the telephone, and further promote an effective two-way communication between the school and the family.

Students are encouraged to secure cellular phones and other electronic devices. If needed for classroom instruction, the student should secure the electronic device on their person at all times. Students assume all responsibility for the loss of the item(s).

Electronic devices must be on vibrate during official school extracurricular activities so as not to disrupt the activity. Student should defer to bus driver direction regarding electronic devices.

Disciplinary actions and consequences will be taken should the rules governing the use and/or possession of cell phone, iPods, and other electronic devices be violated. Electronic devices confiscated during an investigation will be made available to the parent(s) of the student upon completion of the investigation. Any electronic device that is of a dangerous nature like tasers, stun-guns, and other shock devices that are classified as weapons will be transferred to law enforcement as evidence in a violation of local, state, or federal law.

Any student in violation of the conditions for possessing a cell phone or electronic device will lose the privilege and will be subject to disciplinary action including confiscation and up to out-of-school suspension. Any student who uses an electronic device for illegal activities while on school grounds or at school events will be subject to disciplinary actions that may include out-of-school suspension or a recommendation for expulsion.

1st offense: confiscation, phone may be picked up by the student

2nd offense: confiscation, phone picked up by parent

3rd offense: confiscation, 2-hour afterschool detention, picked up by parent
Additional offenses: Saturday school, picked up by parent

**Fighting**

Fighting is defined as any form of physical abuse. Students are responsible for settling confrontations in a peaceful manner and without the use of violence. When students feel that they are unable to settle disagreements in a peaceful manner, they should seek assistance from school personnel, such as a teacher, counselor, principal, School Resource Officer (SRO), etc. Students are also subject to corrective actions for behavior which they may not consider to be serious or threatening (horseplay, playing around, etc.), when the behavior could lead to injury, discomfort or disruption. Fighting will result in corrective action, which may include suspension or expulsion.

1st offense: minimum one day to maximum five days of OSS

2nd offense: minimum five days of OSS, principal’s hearing, referral to Prince William County Police and possible expulsion from Prince William County Schools.

**Food and Drink**

When food from outside sources are brought by a parent, a pass will only be sent during the student’s lunch time. Students should only bring water in a clear water bottle.

**Forgery**

Any falsifying of information (e.g. documents, signatures) will result in discipline.

**Harassment**

Words, gestures, symbols, or physical contact that offend, intimidate, threaten or persecute others will not be tolerated and should be reported to school officials. This includes such behavior as non-physical intimidation, posturing, or stare downs. Harassment of students or staff for any reason is prohibited. Among other types of harassment, this includes sexual harassment as stated in Regulation 733-3. Consequences for harassment range from detention to out of school suspension.

**Hall Passes**

Any student in the hallways during instructional time should have a pass; no exceptions. Hall passes will only have one student’s name, destination, time and date listed with a staff member’s legible signature. Students will be in areas only as designated on their pass. Loitering in restrooms and using the phone during class time is not permitted. Hall passes and/or aide badges should be visible for confirmation. Students who do not have a pass will be escorted to class to obtain one. Forgeries, abuse of privileges, or unauthorized use will result in disciplinary consequences.

**After School Hours**

Students are welcome to be at school after the final bell, and are encouraged to participate in extracurricular activities, athletics, and club meetings. Students may also utilize the library, meet with teachers for extra help and collaborate with their fellow students. Students should be under the supervision of a sponsor, coach, or staff member while on campus. After completion of the activity, students can wait for transportation in Commons A.
**Refusal to Give or Giving an Incorrect Name**

In order to ensure a safe school environment, students are expected to identify themselves to any staff member requesting that information.

**Search and Seizure**

Students will be held responsible for items that they have at school and at school related activities. Student desks and lockers are the property of the school, and school officials reserve the right to search them. Lockers, desks or vehicles on school property may be searched to repossess school property or to locate contraband, which is not permitted at school. The Prince William County School System reserves the right to use trained dogs in searches. Students and their belongings may be searched under certain circumstances as described in Regulation 737-1. The student’s individual right to privacy and freedom from unreasonable search and seizure is balanced by the school’s responsibility to protect the health, safety and welfare of all persons within the school community.

Should illegal materials be found during a search, law enforcement officials will be notified. If a student refuses to be searched, parents and/or authorities will be contacted and the student will be subject to disciplinary action.

**Smoking**

All Prince William County Schools are smoke-free environments. Smoking and/or vaping is not permitted in any building in Prince William County Public Schools at any time. Students, regardless of age, are not permitted to smoke or be in possession of tobacco products, vaping products, matches, or lighters on school buses, in school buildings, or on school property.

The consequences will be determined by the administration in compliance with the Code of Behavior.

**Substance Abuse Violations**

No student will have or use alcohol, drugs, or anything that resembles alcohol or drugs. A substance offense includes being under the influence of, possessing, distributing, or attempting or intending to distribute a prohibited substance. Prohibited substances include:

- alcohol, non-alcoholic brews, alcohol products, or alcohol containers;
- prescription medications, over-the-counter drugs and inhalant intoxicants, anabolic steroid, illegal narcotics, or look-a-likes/placebos; and
- drug paraphernalia or look-a-likes.

Substance abuse offenses will routinely receive a five-day out-of-school suspension. More than one substance abuse offense will result in automatic recommendation of expulsion. Principals or their designated representative may offer first time substance abuse offenders and their parents the opportunity to voluntarily participate in the IMPACT PROGRAM. Out-of-school suspension days will result in an immediate suspension for thirty (30) calendar days from participation in all school activities (teams, clubs, and all other school-sponsored activities).

Distribution will result in a recommendation for expulsion.
Any student who, on school property, at a school function, or while going to and from school, distributes by sale, attempted or intended sale, gift or otherwise attempts or intends to purchase/receive drugs (illegal, prescriptions, and/or over-the-counter), alcohol, non-alcohol, steroids, look-a-likes (placebos), or paraphernalia will be recommended by the principal for expulsion.

Substance abuse violations may be punishable under law and shall be reported to the police for appropriate legal action.

Under Virginia law, “School boards shall expel from school attendance any student determined to have brought a controlled substance, imitation controlled substance, or marijuana onto school property or to a school-sponsored activity. A school board may, however, determine, based on the facts of the particular case that special circumstances exist and another disciplinary action is appropriate.” Controlled substances are those drugs or other chemical substances, which are illegal for a person to possess. An imitation controlled substance is any material which resembles an illegal drug or chemical substance (including marijuana), and is represented as such. Students are subject to expulsion for possession of such substances at school, on school buses, at bus stops, and at school related activities.

**Theft**

Theft is forbidden and illegal. It also violates the rights of others, and destroys the learning environment. Any incident of theft will result in serious consequences up to and including out-of-school suspension, restitution, and a referral to PWC police/Security Resource Officer (SRO).

**Trespassing**

Students may be in approved areas of the school building and grounds during normal school hours or after hours with the approval of a school staff member. Students who have been suspended or expelled are not permitted on any school property (including school buses) or at any school related activities without the permission of the school principal. Students are considered to be trespassing if they are at a school other than the school in which they are enrolled unless they are attending an approved school activity or have the approval of a school staff member. All visitors must report directly to the office.

**Unauthorized Areas**

Students must have a written pass from their teacher to be out of the classroom while classes are in session. Students will be in areas only as designated on their pass. Loitering in restrooms and using the phone during class time is not permitted. The pass must include the name of the student, the teacher issuing the pass, and the date and destination. The consequence for being out of bounds may range from detention to OSS, based on an accumulation of this infraction.

As soon as students arrive, they must come inside and remain in authorized areas. Parking lots, outside areas, and vehicles are off limits during the school day. At lunch, students must remain in Commons A and B, and as appropriate, the courtyards. Hallways, lockers, parking lots, other outside areas, and vehicles are off limits at lunch. The same rules for authorized areas apply to early morning students. Students are not permitted to go to their vehicles or leave school grounds after arriving unless a parent and/or guardian gives permission to leave.
Extracurricular Activities

A variety of extracurricular activities complimenting classroom activities are available for students. These activities allow students to develop and enhance leadership skills, special talents and interests, social and civic awareness, teamwork, school pride and spirit, and physical abilities. Extracurricular activities are an important and integral part of school life that should complement, not dominate, the instructional program. All students and teachers are encouraged to participate in extracurricular activities.

All clubs and activities are based on students' interests and needs. All new extracurricular activities must be approved by the principal and the School Board. Each extracurricular organization must be approved by the activities director and placed on the activity schedule. The sponsor, coach, or a teacher must be present for all meetings and activities. The sponsor must insure that all participants remain in the assigned area, remain until all students have left school grounds, and secure the meeting room/area before leaving.

Extracurricular Eligibility

Students must meet the following requirements to be eligible to participate in VHSL and extra-curricular activities. All students entering 9th grade for the first time are automatically eligible. The student:

• must have passed five (5) subjects in the previous semester, with at least two (2) C’s or better.

• must be enrolled in five (5) subjects for the current semester. Courses repeated for a higher grade for which credit has been previously awarded do not count. In addition, student aide/assistant courses for credit do not count as one of the required courses.

• must pass five (5) subjects and have at least two (2) C’s or better at the end of the first grading period, at the end of the first semester, at the end of the third grading period, and on the final grades for the year.

• must not have reached their nineteenth birthday on or before the first day of August of the current school year.

• must have a physical dated after May 1 of the current school year.

Off-campus Athletic Practice

School athletic teams and clubs may not use off-campus streets and roads for practice. This includes cross country, indoor track, spring track, and other school athletic teams and clubs.
# Clubs and Sponsors

<table>
<thead>
<tr>
<th>Club</th>
<th>Sponsor</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dance Team</strong></td>
<td>Natalia Anaya</td>
<td><a href="mailto:anayana@pwcs.edu">anayana@pwcs.edu</a></td>
</tr>
<tr>
<td></td>
<td>Julie Colgan</td>
<td><a href="mailto:stagedoorjc@aol.com">stagedoorjc@aol.com</a></td>
</tr>
<tr>
<td><strong>Debate</strong></td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td><strong>Drama</strong></td>
<td>Lanny Warkentien</td>
<td><a href="mailto:Lanny01@aol.com">Lanny01@aol.com</a></td>
</tr>
<tr>
<td><strong>FCCLA (Family Career and Community Leadership of America)</strong></td>
<td>Emily Minium</td>
<td><a href="mailto:MiniumEL@pwcs.edu">MiniumEL@pwcs.edu</a></td>
</tr>
<tr>
<td><strong>Forensics</strong></td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td><strong>French Honor Society</strong></td>
<td>Matthew Forrester</td>
<td><a href="mailto:ForrestMJ@pwcs.edu">ForrestMJ@pwcs.edu</a></td>
</tr>
<tr>
<td><strong>French Honor Society</strong></td>
<td>Kristen Misencik</td>
<td><a href="mailto:Misenciks@pwcs.edu">Misenciks@pwcs.edu</a></td>
</tr>
<tr>
<td></td>
<td>Gabriele Munns</td>
<td><a href="mailto:munnskg@dukes.jmu.edu">munnskg@dukes.jmu.edu</a></td>
</tr>
<tr>
<td><strong>Junior Class</strong></td>
<td>Michele Bordelon</td>
<td><a href="mailto:bordelLM@pwcs.edu">bordelLM@pwcs.edu</a></td>
</tr>
<tr>
<td></td>
<td>Heather McGrath</td>
<td><a href="mailto:Hmcgrath87@gmail.com">Hmcgrath87@gmail.com</a></td>
</tr>
<tr>
<td><strong>Literary Magazine</strong></td>
<td>Garrett Carlson</td>
<td><a href="mailto:CarloGJ@pwcs.edu">CarloGJ@pwcs.edu</a></td>
</tr>
<tr>
<td><strong>National Honor Society</strong></td>
<td>Trevor Aleo</td>
<td><a href="mailto:AleoTC@pwcs.edu">AleoTC@pwcs.edu</a></td>
</tr>
<tr>
<td></td>
<td>Kristine Beckman</td>
<td><a href="mailto:Beckmaks@pwcs.edu">Beckmaks@pwcs.edu</a></td>
</tr>
<tr>
<td></td>
<td>Cheryl Jackson</td>
<td><a href="mailto:Jacksocly@pwcs.edu">Jacksocly@pwcs.edu</a></td>
</tr>
<tr>
<td><strong>Robotics</strong></td>
<td>Brian Eichas</td>
<td><a href="mailto:Eichasba@pwcs.edu">Eichasba@pwcs.edu</a></td>
</tr>
<tr>
<td><strong>SCA</strong></td>
<td>Levette Jones</td>
<td><a href="mailto:LovetteJones@gmail.com">LovetteJones@gmail.com</a></td>
</tr>
<tr>
<td></td>
<td>Trisha Turner</td>
<td><a href="mailto:Tetturner8@gmail.com">Tetturner8@gmail.com</a></td>
</tr>
<tr>
<td><strong>Sophomore Class</strong></td>
<td>Emily Minium</td>
<td><a href="mailto:MiniumEL@pwcs.edu">MiniumEL@pwcs.edu</a></td>
</tr>
<tr>
<td></td>
<td>Cassandra Pettit</td>
<td><a href="mailto:PettlEc@pwcs.edu">PettlEc@pwcs.edu</a></td>
</tr>
<tr>
<td><strong>Spanish Club</strong></td>
<td>Rosa Urena</td>
<td><a href="mailto:urenaal@pwcs.edu">urenaal@pwcs.edu</a></td>
</tr>
<tr>
<td><strong>Spanish Honor Society</strong></td>
<td>Monica Camazon</td>
<td><a href="mailto:CAMAZMX@pwcs.edu">CAMAZMX@pwcs.edu</a></td>
</tr>
<tr>
<td><strong>Yearbook</strong></td>
<td>Elizabeth Skaggs</td>
<td><a href="mailto:SkaggEJ@pwcs.edu">SkaggEJ@pwcs.edu</a></td>
</tr>
</tbody>
</table>
Grading

The school year is divided into four 9-week quarters, two 18 week semesters. At the end of each reporting period, teachers shall report each student’s progress in the areas of academic achievement, effort, conduct, and attendance. A marking period grade will be based on the student’s performance during that marking period.

Grades and Grading

The grading scale for students is as follows:

A = 90-100 4.0
B+ = 87-89 3.4
B = 80-86 3.0
C+ = 77-79 2.4
C = 70-76 2.0
D+ = 67-69 1.4
D = 60-66 1.0
F = 0-59 0.0
**Missed Work**

It is the responsibility to the student to make arrangements with the instructor when absent. If the student is aware of an absence ahead of time, the student should make arrangements to get the work ahead of time. If a student misses school unexpectedly, the student should make contact with the teacher within 2 class periods.

**Final Exams**

Final examinations constitute 10 percent of the final course grade. Examinations will be constructed to reflect the course content and objectives of each class.

Please follow Regulation 661-4
# Graduation Requirements


<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Advanced Studies Diploma</th>
<th>Standard Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Standard units of credit</td>
<td>Verified units of credit</td>
</tr>
<tr>
<td><strong>English</strong> – 9, 10, 11, and 12</td>
<td>4</td>
<td>2 Writing and Reading</td>
</tr>
<tr>
<td><strong>Mathematics</strong> – Courses 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 (Standard Diploma) or at least three different course selections from among Algebra I, Geometry, Algebra II, or other mathematics courses above the level of Algebra II (Advanced Studies Diploma).</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td><strong>Laboratory Science</strong> – Courses shall include at least two different course selections from among Earth Science, Biology, Chemistry, or Physics or completion of the sequence of science courses required for the IB Diploma (Standard Diploma). The Advanced Studies Diploma requires at least three different course selections from among Earth Science, Biology, Chemistry, or Physics or completion of the sequence of science courses required for the IB Diploma.</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td><strong>History and Social Sciences</strong> – Courses shall include U.S. and Virginia History, U.S. and Virginia Government, and one (Standard Diploma) or both (Advanced Diploma) of the following: World History to 1500; World History from 1500; World Geography may be accepted as one of the required courses for the Advanced Studies diploma for transfer students.</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td><strong>Foreign Language Courses to include Spanish for Native/Heritage Speakers courses.</strong> Courses shall include three years of one language or two years each of two languages.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td><strong>Health/Physical Education I, II</strong></td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td><strong>Economics and Personal Finance</strong></td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Fine Arts or Career and Technical Education</strong></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>Foreign Language, Fine Arts, or Career and Technical Education</strong> – Credits earned shall include one credit in fine or performing arts or career and technical education.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Electives</strong> – Courses to satisfy this requirement shall include at least two sequential electives (Standard Diploma only).</td>
<td>3</td>
<td>4*</td>
</tr>
<tr>
<td><strong>Student Selected Test</strong> – 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.</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CREDITS REQUIRED</strong></td>
<td>26</td>
<td>9</td>
</tr>
</tbody>
</table>

## ADDITIONAL REQUIREMENTS

| Virtual Course for Credit or Non-Credit | Virtual Course for Credit or Non-Credit Career and Technical Education Credential |
Graduation Requirements

**Students Entering 9th Grade in 2016-17 and Beyond**

<table>
<thead>
<tr>
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<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Laboratory Science – Courses shall include at least two different course selections from among Earth Science, Biology, Chemistry, or Physics or completion of the sequence of science courses required for the IE Diploma (Standard Diploma). The Advanced Studies Diploma requires at least three different course selections from among Earth Science, Biology, Chemistry, or Physics or completion of the sequence of science courses required for the IE Diploma.</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>History and Social Sciences – Courses shall include U.S. and Virginia History, U.S. and Virginia Government, and one (Standard Diploma) or both (Advanced Diploma) of the following: World History to 1500; World History from 1500; World Geography may be accepted as one of the required courses for the Advanced Studies diploma for transfer students.</td>
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<td>2</td>
</tr>
<tr>
<td>Foreign Language Courses to include Spanish for Native/Heritage Speakers courses. Courses shall include three years of one language or two years each of two languages.</td>
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<td></td>
</tr>
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<td>Health/Physical Education I, II</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
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</tr>
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<td>Student Selected Test – 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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CREDITS REQUIRED</strong></td>
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<td>9</td>
</tr>
<tr>
<td><strong>ADDITIONAL REQUIREMENTS</strong></td>
<td>Virtual Course for Credit or Non-Credit CPR/First Aid and AED Training</td>
<td>Virtual Course for Credit or Non-Credit CPR/First Aid and AED Training</td>
</tr>
</tbody>
</table>
Library

The library is a hub of learning and information, both formal and informal, for the entire building supporting every curriculum area with materials, equipment, and services for the students and faculty through collaboration, instruction and resource management. The library offers robust literary offerings for both course and independent growth. Considering all students’ personal development, interests and academic needs means we can provide a wide variety of materials to build research, critical thinking, decision making and reading skills for all of our students. By making the library a welcoming space and extension of the classroom we will help our students be informed, efficient information users able to identify their needs, locate, evaluate and apply information for balanced, informed problem solving.

x6190 circulation desk@colganlibrary

Staff: Hours:

Lisha Viens, Librarian (vienslw@pwcs.edu) 7:15 a.m. until 3:00 p.m. Monday -Thursday

Amy Ivory, Librarian (ivoryae@pwcs.edu) 7:15 a.m. until 2:15 p.m. Friday

Lesley Masters, Library Media Assistant (kubicelj@pwcs.edu)

TEACHER SUPPORT

The library is here to help support your classrooms for daily instruction as well as specific project support. We can teach lessons in the library, in the classroom, using our YouTube Channel and any other method that will help you most. Some examples of instructional topics include...

- Project guides with keywords, call numbers, database recommendations, pulled books, vetted websites
- Copyright, fair use MLA formatting lessons
- Taking notes electronically and manually
- Information organization
- Research question formulation
- Research quick tips
- Research project/lesson planning and structure
- Information skills to expand daily instruction
- Bibliography use
- Bias and how to use it
- What’s Wikipedia GOOD for
- Keywords construction
- Google and Boolean searching
• How to use print sources for information structure
• Primary and secondary sources
• Database use (Colgan and public library)
• One on one reference/information help for students in the library
• Trivia setup for curriculums
• Library You Tube Channel for instruction support and projects
• We will offer lunch and after school seminars and events as well as trivia challenges and information, scavenger hunts for weekends and breaks so student to practice information skills on a regular basis (if you would like something similar for your classes we can develop that for you.)

SCHEDULING
If you would like to plan a lesson integrating information and technology skills, or need resource and research support we can meet when and where it is most convenient for you. There will be a link from our website to access our scheduling form and a library calendar available online that will be viewable by the entire school. Once you fill out the scheduling form we will get back to you quickly for more specifics and to set up a time to meet. Please feel free to stop by and see using person anytime if you prefer!

SMALL GROUP/STUDENTS
Students may come to the library in small groups or individually to use the resources and receive assistance from the library staff!
• During class students must have a library pass from a teacher and sign in at the desk with the librarians or library assistant.
• There is a quiet study room available to students who want a more traditional work space.
• Students may come to the library on their own before school, during lunches and after school
• Students will be able to go outside into the courtyard to work if they like.
• There is no fee for printing.

OVERDUES/CIRCULATION
• We will print and distribute overdue notices based on 1stBlock teacher every other Friday. Please distribute them to your classes on Monday morning.
• Students may checkout 5 books at a time from the library.
• We do not have fines for overdue books.
• Lost books will be paid for or may be swapped for a similar title in good condition.

LIBRARY BYOD POLICIES

• Devices may be used for educational purposes only.
• Device cannot interrupt instruction or disturb others.
• We are not permitted to help with devices.
• For safety reasons, students may not use earbuds or headphones unless arrangements have been made with the library staff.

Career Center

The Career Center (located within the Counseling Department) is available Monday-Friday from 7:15 a.m. – 2:15 p.m. The mission of the career center is to assist students to identify and plan for post-secondary college or career opportunities. Through resources within the career center, students will develop and implement pathways to assist his or her progression towards post-high school career and educational goals.
Safety and Security

Colgan High School staff has the moral and legal responsibility for providing a safe school environment that will prevent, reduce and minimize injury or loss of life or the destruction/loss of property to the community we serve. If a crisis were to arise a plan has been developed to include the school counseling director, counselors, school psychologist, principal, school social worker, and security personnel. The Crisis Management Plan is available in the front office for those who wish to become familiar with it.

Crisis Management Plan

**Lockdown** is initiated when there is an immediate hostile threat to school staff and students. The threat may be inside the school or on the school grounds.

Teachers will:

- Stop the education process;
- Lock all classroom doors and windows;
- Conceal students;
- Conceal where you are not visible form the door window; and
- Close blinds only if concealment is not otherwise possible;
- Turn off the lights;
- Remain calm and quiet until police or administration contacts you;
- Ignore fire alarms unless you are in imminent danger

Teachers outside for PE or recess will:

- Hear the plain language announcement via PA system or handheld walkie-talkie;
- Hide–seek concealment using school terrain features such as a hillside or wooded area;
- Move offsite to the surrounding neighborhood, if possible
- Move to the offsite assembly area noted in the school’s Crisis Management Plan, if safe to do so

Secure the Building is initiated when there is a general threat in the vicinity of the school, such as a police suspect on the run, regional event, such as the “sniper shooting” or “9/11,” or any violent crime in the area.

Teachers will:

- Hear the Secure the Building announcement;
- Continue the education process;
- Account for all students at all times;
- Ensure exterior doors are secure in your area;
- Report any unusual activity observed (inside and out);
- Ensure persons inside are displaying a PWCS ID Badge or Visitor’s badge.

Shelter-In-Place is initiated when atmospheric conditions exist that are of a dangerous nature. These potential conditions or attacks may be biological, chemical, nuclear, natural, or radiological in nature. All
students and staff will be brought inside the building. All exterior doors and windows are secured. The HVAC system is turned off.

Teachers will:

- Hear the Shelter-In-Place announcement;
- Stop the education process;
- Close all windows and exterior doors to classroom;
- Have a class roster with you;
- Staff and students should be moved as close to building’s central interior as possible (away from exterior walls);
- Take roll call and report missing students;
- Determine if any staff or students are in need of medical assistance due to exposure to the hazardous material

Evacuation will take place in the following situations:

- Fire;
- Gas leak;
- Bomb threats (as determined by administration);
- Major structural damage;
- Any situation where it would be more hazardous to remain inside than outside

Teachers will:

- Take possession of all class rosters;
- Immediately escort students to the safest evacuation route from the classroom to their pre-designated evacuation area; and
- Call roll and account for all students.

Teachers outside for PE or recess will:

- Remain outside and respond with their students to the pre-designated evacuation area (class rosters will be with you when outside).

Fire Drills

The primary purpose of fire drills is to evacuate the building in an orderly, rapid, and safe manner whether for a fire or for a drill. Students should evacuate the building quietly and orderly. They should walk quickly to the designated outside areas and assemble in a quiet and orderly manner with their teachers. They are to remain with their teachers until instructed to return to the building or further instructions are given. The fire drill procedures and evacuation route shall be posted in all rooms. Teachers are responsible for instructing all classes in the proper fire drill procedures.
The following procedures are to be followed during all fire drills:

1. When the fire alarm sounds, everyone is to leave the building quickly and orderly. The teacher should be the last person to leave the classroom insuring that all students have been evacuated and all windows and doors are closed.

2. If your designated exit is blocked, then you should use the next nearest exit.

3. Walk a safe distance from the building to your assigned area.

4. State law requires that all teachers take their grade books with them on all drills. Once clear of the building, a prompt roll of the class shall be taken to determine if all students are present. Missing students should be reported immediately to an administrator.

5. The teacher should display the red card if they are missing a student(s) or green card to show that everyone is accounted for.

5. The elevator should not be used during a fire drill.

6. Talking should be kept to a minimum during drills.

7. Teachers and students are to re-enter the building only when the all clear is sounded.

8. Students are to return to the building and their classrooms by retracing their exit route. Teachers should again take roll.

9. Report any problems (fire drill procedures or student problems) to an administrator.

10. Teachers without classes should assist whenever they can to insure an orderly and swift evacuation of the building.

Tornado/Severe Weather

Tornado “Watch”–No funnel clouds have been sighted but weather conditions exist that are conducive to their formation.

Tornado “Warning”–A funnel cloud has been sighted or indicated on radar. The approximate location and direction is usually broadcast via NOAA Weather Radio during the warning.

Teachers will:

Immediately direct your class to the classroom’s designated Safe Zone

• Be familiar with the “drop and tuck” position.

• Severe Weather
**Counselor Appointments**

Students should only come to the counseling department with an appointment pass or a pass from a teacher or an administrator. Students may sign up before and after school, online, or during lunch. In cases of an emergency, a student may come to the school counseling office at any time. Students with a Flash Pass may go to counseling as needed.

**Class Drop**

As governed by Regulation 661.04-5, Reporting/Grading Procedures, any full year class dropped after the first grading period is recorded on the student’s record as withdrawn/passing (WP) or withdrawn/failing (WF). The student will not receive credit for the class. Any full year class dropped after the first semester will be recorded as a failure (F) for the year.

Any semester class dropped before the first grading period ends will be recorded on the student’s report card as withdrawn/passing (WP) or withdrawn/failing (WF). The student will not receive credit for this class. Any semester class dropped after the first grading period will be recorded as a failure (F) for the semester.

**Dress Code**

Student Dress and Appearance - Students shall be appropriately dressed for school as determined by the dress code which is developed cooperatively at the school by students, parents, and school staff. Student dress and overall appearance must meet basic standards of health, safety, cleanliness, and decency. Students are not permitted to wear or display items which represent drugs, alcohol or tobacco products, gang membership, or which promote violence or hate. Students are not permitted to wear long trench coats. Except in the case of inclement weather where students must walk between remote facilities to and from class, students are not permitted to wear hats, gloves, scarves, or bulky, oversized coats within a school building.

Dress/appearance/hygiene which disrupts or interferes with the orderly operation of the school will not be tolerated. If dress/appearance/hygiene violates school standards, the student may be required to remove the offensive item(s), change into something appropriate, or the principal/designee may send the student home to be properly prepared for school. Extreme or repeated violations may result in more serious corrective measures. The following items are considered improper dress (Principals have the right to include additional items as they deem necessary);

- Hats, scarves, skull caps, headbands, visors or any other type of head covering unless related to one’s religious beliefs or practices;
- Sunglasses;
- Beachwear;
- Sleeping apparel;
- Undergarments worn as outer garments;
- Garments which are excessively short;
- Sheer “see-through” garments;
- Clothing with lewd, obscene, patently offensive, or sexually suggestive signs, slogans, pictures or messages;

- Garments which expose the midriff;
- Garments which are too revealing, expose undergarments, are excessively tight and form-fitting or which have very low necklines;
- Jewelry or other items which could be regarded or used as a weapon (i.e., belt buckles that conceal weapons, studded belts or collars, large rings, etc.);
- Tops with oversized arm openings, strapless tops, tube tops, tops with spaghetti straps, tank tops;
- Bare feet, bedroom slippers, stockings/socks only;
- Cleats (except while at athletic
activities); • Gloves; • Non-jewelry chains attached to clothing; and • Gang-related clothing, jewelry, or paraphernalia
Tip Line

Students share the responsibility for an orderly and safe school environment. Information about drugs, weapons, or other factors that may be harmful to the school environment should be reported. Here are some suggestions for reporting such information: contact the school principal or other administrators, dial the PWCS TIPLINE at 703.791.2921, or contact the police in cases of emergency.