

# Student Handbook 2017-18



**Center for the Fine and Performing Arts**

**Charles J. Colgan, Sr. High School**  
**13833 Dumfries Road, Manassas, VA 20112**  
**571.374.6550 (office) 571.350.9648 (fax)**  
<https://colganhs.pwcs.edu>

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip \_\_\_\_\_

Locker # \_\_\_\_\_ Student # \_\_\_\_\_ Homeroom # \_\_\_\_\_

### **Colgan Culture Statement**

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 relentlessly positive and create an 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.

### **Administration**

<b>Administrative Team</b>	<b>Role</b>	<b>Student Responsibilities</b>
Dr. Timothy Healey	Principal	
Mrs. Melissa McClellan	Assistant Principal	Student Alpha A - D
Mr. David Parrish	Assistant Principal	Student Alpha E - K
Ms. Karima Wesselhoft	Assistant Principal	Student Alpha L - P
Mrs. Jerri Piacesi	Administrative Intern	Student Alpha Q - Z
Mr. David Huckestein	Director of Student Activities	Athletics and Clubs
Mrs. Lien Weakland	Director of School Counseling	
Mr. Steve Bouton	Director of School Security	
Mrs. Vicki Burns	Specialty Program Coordinator	Visual Arts and Creative Writing
Mrs. Kristina Nelson	Specialty Program Coordinator	Performing Arts

### **Counselor Assignments**

<b>Counselor</b>	<b>Student Responsibilities</b>
Mrs. Claire Handville	A – Con
Ms. Laura Miller	Coo – Ha
Mrs. Levette Hull	He – Ma
Mrs. Yanet Boyd	Mc – Roc
Mr. Joshua Kline	Rod – Z
Dr. Leah Byrd	College & Career Counselor

### **Center for the Fine and Performing Arts**

Colgan High School is a state of the art facility specifically designed to support students involved in the arts. Our vision is to encourage and develop creativity, self-expression, academic achievement, and critical thinking in the young artist in a nurturing environment. Upon graduation, students will have mastered a common core of learning that supports the broader education of the artist and promotes a respect for cultural diversity and artistic expression. As a result of this training, the student will have the skills necessary to be successful in a college or university arts program and to become an active consumer, strong advocate, and valued participant in the larger arts community.

The Center for the Fine and Performing Arts (CFPA) offers six areas of concentration:

- Creative Writing
- Dance
- Instrumental Music (band or orchestra)
- Vocal Music
- Theatre
- Visual Arts

Student benefits include:

- Full range of comprehensive courses offering and extra-curricular activities
- Master classes to compliment concentration studies
- Arts related elective courses (examples include: AP Studio Art, AP Music Theory)
- Outdoor Amphitheater performances during lunches

**PRINCE WILLIAM COUNTY PUBLIC SCHOOLS**  
**2017-18 Annual School Calendar - Modified Pre-Labor Day Option**

DATE	CALENDAR EVENT	DAYS TAUGHT	WORKDAY/ INSERVICE*	TOTAL
August 17-18	PWCS Connect (Proposed)			
August 21	All Teachers Report			
August 21-25	Teacher Professional Development/Workday			
August 28	School Begins			
<b>August 2017</b>		<b>4</b>	<b>7</b>	<b>*11</b>
September 4	Labor Day Holiday			
<b>September 2017</b>		<b>20</b>	<b>0</b>	<b>20</b>
October 9	Divisionwide Professional Learning Day (ES/MS/HS Closed) - No school for All students			
<b>October 2017</b>		<b>21</b>	<b>1</b>	<b>22</b>
November 3	End of First Grading Period (48 Days)			
November 6	Teacher Professional Development/Workday (ES/MS/HS) - No school for All students			
November 7	Parent Conference Day (ES) - Teacher PD/Workday/Conference Day (MS/HS) - No school for All students			
November 10	Veterans Day Holiday			
November 22-24	Thanksgiving Break for Students/Teachers			
November 23-24	Thanksgiving Break for All Employees			
<b>November 2017</b>		<b>16</b>	<b>2 ^</b>	<b>18</b>
December 22-29	Winter Break for Students/Teachers			
December 25-26	Winter Break for All Employees			
<b>December 2017</b>		<b>15</b>	<b>0</b>	<b>15</b>
January 1	Winter Break for Students/Teachers			
January 1	Winter Break for All Employees			
January 2	School Reopens			
January 15	Martin Luther King Holiday			
January 26	Elementary School 1/2 Day - Parent/Teacher Conferences			
January 26	End of Second Grading Period (46 Days)			
January 26	End of First Semester - ES/MS/HS (94 Days)			
January 29	Teacher Workday (ES/MS/HS Closed) - No school for All students			
<b>January 2018</b>		<b>20</b>	<b>1</b>	<b>21</b>
February 19	Presidents' Day Holiday			
<b>February 2018</b>		<b>19</b>	<b>0</b>	<b>19</b>
March 26-30	Spring Break for Students and Teachers			
March 29-30	Spring Break for All Employees			
<b>March 2018</b>		<b>17</b>	<b>0</b>	<b>17</b>
April 13	End of Third Grading Period (48 days)			
April 16	Teacher Workday (ES/MS/HS Closed) - No school for All students			
<b>April 2018</b>		<b>20</b>	<b>1</b>	<b>21</b>
May 28	Memorial Day Holiday			
<b>May 2018</b>		<b>22</b>	<b>0</b>	<b>22</b>
June 8	End of Fourth Grading Period (38 Days)			
June 8	End of Second Semester (86 Days)			
June 8	Last Day of School (180 Days)			
June 11-13	Teacher Professional Development/Workday			
<b>June 2018</b>		<b>6</b>	<b>3</b>	<b>9</b>
<b>YEAR TOTALS</b>		<b>180</b>	<b>15</b>	<b>195</b>

\* 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

**Report Cards- 2017-18 School Year Interim and Report Card Distribution Schedule**

	Interim	Report Cards
Marking Period 1 August 28- November 3	October 11	November 16
Marking Period 2/Semester 1 November 8- January 26	December 20	February 6
Marking Period 3 January 30 - April 13	March 13	April 25
Marking Period 4/Semester 2 April 17- June 8	May 18	June 8 (Mailed by June 20)

**Bell Schedule-** Colgan High School runs on a blue day, grey day schedule with first period meeting every day.

**Bell Schedule**

Warning Bell	7:20 AM
1 <sup>st</sup> Period	7:30 AM - 8:24 AM
2 <sup>nd</sup> /3 <sup>rd</sup> Period	8:31 AM - 10:06 AM
4 <sup>th</sup> /5 <sup>th</sup> Period	10:13 AM – 12:23 PM
A Lunch	
Lunch	10:13 AM - 10:38 AM
Class	10:43 AM - 12:23 PM
B Lunch	
Class	10:13 AM - 10:43 AM
Lunch	10:48 AM - 11:13 AM
Class	11:18 AM - 12:23 PM
C Lunch	
Class	10:13 AM - 11:18 AM
Lunch	11:23 AM - 11:48 AM
Class	11:53 AM – 12:23 PM
D Lunch	
Class	10:13 AM - 11:53 AM
Lunch	11:58 AM – 12:23 PM
6 <sup>th</sup> /7 <sup>th</sup> Period	12:30 PM - 2:10 PM

**Two Hour Delay Bell Schedule**

Warning Bell	9:20 AM
1 <sup>st</sup> Period	9:30 AM - 10:05 AM
2 <sup>nd</sup> /3 <sup>rd</sup> Period	10:12 AM - 10:59 AM
4 <sup>th</sup> /5 <sup>th</sup> Period	11:06 AM – 1:23 PM
A Lunch	
Lunch	11:06 AM - 11:31 AM
Class	11:36 AM – 1:23 PM
B Lunch	
Class	11:06 AM – 11:36 AM
Lunch	11:41 AM – 12:06 PM
Class	12:11 PM – 1:23 PM
C Lunch	
Class	11:06 AM – 12:11 PM
Lunch	12:16 PM – 12:41 PM
Class	12:46 PM – 1:23 PM
D Lunch	
Class	11:06 AM – 12:46 PM
Lunch	12:51 PM – 1:23 PM
6 <sup>th</sup> /7 <sup>th</sup> Period	1:23 PM – 2:10 PM

## **Attendance**

Absences, tardies, and/or early dismissals must have documented approval from a parent/guardian and/or school personnel. A written statement which provides the reason for the absence and is signed by the parent/guardian is the preferred procedure. Classwork for excused absences may be made up according to Regulation 724-1. The student or parent is responsible for obtaining assignments.

Students are responsible for attending school every day that school is in session. In the event of an absence, students should submit a note from a parent or guardian to the attendance office, within two (2) days of the absence.

All early dismissals will be coordinated through the attendance office. Students should turn in a note from a parent/legal guardian to the attendance office before school starts in the morning. The request must include a time of dismissal, parent/guardian's signature, and telephone number. An early dismissal pass is written for the student only after verbal confirmation is received from a parent or emergency contact designee.

Students who do not follow proper procedure for checking in or out of school with the attendance office, will receive an unexcused absence for each class missed and may be subject to disciplinary action. High school students who miss 10 or more class periods per year during which little or no make-up work was complete may fail that class for the year.

Types of Excused Absences may be found in the *Code of Behavior*, posted online at PWCS.edu.

## **Tardies**

Students arriving late to school should report directly to the attendance office to sign in and get a pass to class. The student should bring a note from a parent to excuse the tardy.

Students who arrive late to class will be marked tardy by the teacher. Tardies are cumulative across all classes per quarter. Consequences for unexcused tardies are as follows:

3 <sup>rd</sup> offense	Letter home warning of potential consequences
4 <sup>th</sup> - 6 <sup>th</sup> offenses	After school detention
7 <sup>th</sup> – 8 <sup>th</sup> offenses	2 hour Saturday school
9 <sup>th</sup> + offenses	4 hours Saturday school (additional consequences may apply)

Student drivers may face consequences that may include a loss of parking privileges.

### **Grading Scales**

<b>Letter</b>	<b>Percentage</b>	<b>Point Scale</b>	<b>Point Value for AP and Certain Tech Ed Courses</b>	<b>Point Value for Designated Prerequisite Courses</b>
A	90 – 100	4.0	5 points	4.5 points
B+	87 – 89	3.4	4.4 points	3.9 points
B	80 – 86	3.0	4 points	3.5 points
C+	77 – 79	2.4	3.4 points	2.9 points
C	70 – 76	2.0	3 points	2.6 points
D+	67 – 69	1.4	1.4 points	1.4 points
D	60 – 66	1.0	1 point	1 point
F	0 – 59	0.0	0 point	0 point

### **Makeup Work**

In the event of an absence, the student should make arrangements with the teacher to retrieve missed work. If the student is aware of an absence ahead of time, the student should plan to get the work prior to the absence. If a student misses school unexpectedly, the student should contact the teacher within two class periods regarding makeup work.

### **Counseling**

Colgan offers a wide range of support to students and families. Students are encouraged to discuss these options with teachers, counselors, and administration. 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 for appointments before and after school, online, or during lunch. In an emergency, a student may come to the school counseling office at any time.

## **Schedule Changes**

Schedule change requests are granted only after approval by the parent, teacher, and principal/designee. Dropping from an Advanced Placement course to its regular counterpart (i.e. AP Government to Government) will only be considered at the end of the first grading period in extenuating circumstances. The student must demonstrate that they have put forth effort to be successful in the class, including:

- attending class regularly
- completing assignments
- participating actively in class
- seeking additional support from the teacher on a regular basis

In isolated cases, where by agreement of all parties that a student is inappropriately placed, the course may be changed. Should a student elect to change a class, the following rules will apply:

- If a student drops a one-year course during the first semester, a notation will be made on the student's permanent record stating either "Withdrawn, Passing" or "Withdrawn, Failing." For a one-year course dropped after the first semester, a failing grade will be recorded on the student's transcript. This procedure will become effective within one week after the issuance of the first interim.
- For students enrolled in a one-semester course who drop the course before the end of the nine weeks, the notation "Withdrawn, Passing" or "Withdrawn, Failing" will be recorded. For a one semester course dropped after the nine-week period, a failing grade will be recorded on the student's transcript.
- If a student moves from one level to another level of the same course, the grades earned in the initial course will transfer to the second course.

## **Transcripts**

Per the PWCS Transcript Process:

- First three college applications and accompanying transcripts requested for the school year = No Charge
- All college applications beyond the first three with all accompanying transcripts = \$5 per college application
- Scholarship and NCAA Clearinghouse transcripts = No Charge

**\*\*Any student who has been granted a fee waiver for the SAT, ACT, or a specific college application may request a transcript fee waiver at the school level. Schools will deal with unique and extenuating circumstances on an individual basis as needed.**



### **Clinic**

A school nurse is available for students to check in medication, to contact parent if student is ill, and to help with student health issues.

- Elevator-Any student needing to use the elevator should bring a signed physician's note, stating the students name and the length of time the elevator will be needed to the clinic.
- Illness- The student must get a pass from the teacher and report to the clinic. Parents will be contacted if the student needs to go home. A student who leaves school without permission is subject to disciplinary action.
- Medication- Students may not keep prescription or non-prescription medication on their person or in their locker. Medication will be kept in the clinic and dispensed by authorized school personnel. No medication may be administered without a parent's and/or authorized physician's signature on file on the medication form. Any medication must be in the original container; unopened, if applicable, and not past the expiration date. Should the student need to carry the medication (e.g. prescription inhalers, epinephrine) with him or her, the school nurse should be contacted immediately.

### **Parking**

Students should have a current parking pass to park on campus during the school day. See Mr. Bouton to purchase a parking pass. Parking passes are \$100, established by PWCS. Parking on campus is a privilege. Failure to follow student behavior guidelines could result in a revocation of parking privileges.

### **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 staff are encouraged to participate in extracurricular activities. Clubs and activities are based on students' interests and needs. Students that are interested in starting a new club or activity should see the Activities Director for the appropriate procedures. New clubs and activities must go through an approval process.

## **Sports**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Cheer- Sideline and Competition	Basketball (Boys)	Baseball
Cross Country (Boys & Girls)	Basketball (Girls)	Crew
Dance	Indoor Track (Boys & Girls)	Lacrosse (Boys & Girls)
Field Hockey	Swim & Dive (Boys & Girls)	Soccer (Boys & Girls)
Football	Wrestling	Softball
Golf (Boys & Girls)		Tennis (Boys & Girls)
Volleyball		Track & Field (Boys & Girls)

## **Clubs**

Clubs below include both school-sponsored and equal access clubs. For more information, please see the Activities Director.

A World of Difference	International Heritage Club
Colgan Acapella "Sharks & Flats"	Junior Class
Colgan Book Club	Key Club
CSHS Science Club	Kpop & Anime Club
Cyber Patriot Team	Literary Magazine
Dance Team	Math Honor Society
Debate	Muslim Student Association (Non-School Sponsored Student Club)
Drama	National Art Honor Society
E.D.G.E. Club (Non-School Sponsored Student Club)	National Honor Society
Family Career and Community Leadership of America (FCCLA)	Quill & Scroll Club
FIN Friends	Robotics
French Club	SCA
French Honor Society	Sophomore Class
Freshman Class	Spanish Club
Future Business Leaders of America (FBLA)	Spanish Honor Society
German Honor Society	Tri-M Music
Healthy Communities Healthy Youth	Yearbook
Humane Society Club (Non-School Sponsored Student Club)	

### **Behavior Expectations**

The Prince William County Schools *Code of Behavior* is our guiding principle for Colgan High School. The PWCS *Code of Behavior* supersedes any descriptions in the Student Handbook.

### **Academic Integrity**

Cheating and plagiarism are incompatible with the Colgan culture and honor code. Violations are subject to consequences. 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 provide 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, accessing any material(s), which would assist in completing the assessment, or plagiarizing. This includes plagiarizing sources from the Internet. Students who violate academic integrity at Colgan High School will face consequences appropriate to the offense.

### **Defiance (Refuse Request)**

Any student who disobeys a reasonable request or otherwise openly defies a school staff member shall be subject to disciplinary consequences up to and including out-of-school suspension (OSS). Failing to give a staff member the correct name is considered an act of defiance.

### **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 will result in school consequences, to include restitution, and possibly a referral to the police.

### **Passes**

Classroom instruction time is important to academic success and development. In the event that a student needs to leave class he/she should have a signed pass from a faculty member. Students may not be dismissed from class during the first 10 or last 10 minutes of class.

### **Bullying and Harassment**

Colgan High School is committed to creating an environment in which students are free from bullying, cyberbullying, and harassment. Students should report any incidents of bullying and harassment to school administration. The school administrator will take appropriate steps to respond quickly and decisively to student reports of bullying. Students have the option of using the Complain of Bullying form in the *Code of Behavior*, or may speak directly to any faculty member.

### **Search and Seizure**

Students will be held responsible for items that they have at school and at school related activities. Student lockers are the property of the school, and school officials reserve the right to search them. Lockers may be searched to repossess school property or to locate material which is not permitted at school. Prince William County Schools reserve the right to use trained dogs in searches. Students and their belongings, and items under their control (including cars), 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.

### **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, attempting or intending to distribute a prohibited substance. 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.

### **Loitering**

Students may not loiter on school grounds. Students should be under the direct supervision of a sponsor, coach, or staff member while on campus. This is in effect on school days as well as weekends. Students that remain at school after hours who are not under the direct supervision of a sponsor, coach, or staff member should report to Commons A.

### **Electronic Usage**

Students may use cell phones, iPods, and other personal electronic devices before school, after school, at lunch, during class changes, and other non-instructional times. During instructional time, students may possess these items, but use is at the discretion of the instructor. Disruptions to the learning environment will not be tolerated. Students who wish to bring their devices to school should keep them secure. At specific times (i.e. PSAT, SOL, AP tests) electronic devices may be collected and secured.

Communication with students during class time is a major disruption. Emergency contact with students should be made through the school switchboard. In the case of a medical emergency, student should communicate with school officials to properly address the situation and ensure safety.

### **Computer Ethics and Standards of Conduct**

Students must adhere to the standards defined by the Acceptable Use and Internet Safety Policy. Further information may be found on the PWCS website.

## **Dress Code**

Colgan High School is a place of learning where students are growing both academically and socially. Students are expected to wear attire that is appropriate for school day activities. Such attire should not be a distraction to the educational environment. In some instances, current fashion may not be acceptable for the school setting.

**Colgan High School follows the PWCS guidelines on school dress and appearance.** Students and parents share the responsibility for appropriate dress and grooming. Students in violation of these guidelines will be asked to correct the violation. If this is not possible, parents will be involved in providing appropriate clothing for school. Disciplinary action may be taken if a student is non-compliant 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:

- 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 (ie. 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
- Gang-related clothing, jewelry or paraphernalia
- Any clothing which represents drugs, alcohol, or tobacco products
- Any clothing which promotes violence or hate

## **Food and Drink**

Students should only bring water in a clear water bottle. When food from outside sources are brought by a parent, a pass will be sent during the student's lunch time. Food from outside sources should not be delivered to the school during the school day. When food from an outside delivery source is delivered to the school, the student may pick it up at the end of the school day.

### **Library**

The library is a hub of learning and information, both formal and informal. The focus of the library is to support 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.

**Library hours:** Monday – Thursday: 7 a.m. – 3 p.m.

Friday: 7 a.m. – 2:15 p.m.

### **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 other 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.

### **Activity Bus**

Riding the activity bus is a privilege. Students violating after-school procedures may lose the privilege of riding the activity bus and/or staying after school hours. Activity buses are provided for students after school on Tuesdays and Thursdays. Students who are staying after school for a sponsored event, should have their coach or sponsor write them a pass. After leaving the sponsored event, students should report directly to the activity bus study hall and remain there until buses leave at 4:30 p.m. Students are not permitted to leave campus and return to catch the activity bus. Students whose whereabouts are unaccounted for, will not be permitted to ride the activity bus home.

*Prince William County Public Schools (PWCS) does not discriminate in employment nor in its educational programs, services and activities on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, pregnancy, childbirth or related medical conditions, age, marital status, veteran status, or disability.*