All students are expected to attend school regularly and on time. Students are required to attend all classes on their schedule each day. **Students who choose not to attend school on a regular basis will be considered truant; this is a violation of Virginia law (§22.1-254).** As such, if the student is under eighteen years of age, the attendance officer will file a complaint with the Juvenile and Domestic Relations Court alleging the student is a child in need of supervision and/or initiate proceedings against the parent(s). Virginia law notes that a parent/guardian is responsible for regular and punctual attendance of children in their charge who are within the compulsory attendance age. The withdrawal process will begin once a student has missed fifteen (15) consecutive school days.

If a student is unexcused absent from one or more periods throughout the school day, an automatic phone message will be sent to notify the parent or guardian. The notification message will be sent between 6:00pm and 9:30pm on the day of absence(s). It is imperative that we have current phone numbers on file. When a student has accumulated a specific number of excused or unexcused absences in a class the school will notify the parent/guardian by letter. This letter is automatically generated by the school’s computer system. If a parent/guardian has a question about an absence that appears on the letter he/she is asked to **contact the teacher immediately.** Absences for each class are also indicated on the student’s report card.

Parents/guardians may communicate with the school’s attendance assistant by phone. The attendance office phone number is **571-377-7037.**

**PROCEDURES GOVERNING ABSENCES**

When a student will be absent from school the parent/guardian is asked to **call the attendance office at 571-377-7037 by 9:30am on the morning of the absence.** Please provide the attendance assistant with the student’s name, your relationship to the student, and the reason for the absence. If you are routed to the attendance assistant’s voicemail, please speak clearly, slowly, and loudly enough to be heard.

**EACH ABSENCE MUST BE FOLLOWED UP WITH A WRITTEN NOTE** stating the student’s full name, student ID, the date(s) of the absence(s), the reason for the absence(s), a parent/guardian signature, and a phone number where the parent/guardian may be reached. **This documentation must be provided within 72 hours (3 school days) of the absence. Any documentation submitted after 3 days is filed but the absence is not changed to excused. All absences will be classified as unexcused until written documentation is provided. Any attempt to excuse an absence after 72 hours (3 school days) will require approval from school administration.**

Any decision regarding attendance may be appealed under the Appeal Procedure, School Board Policy 7-4.
EXCUSED ABSENCES
The only excused absences are:
   Student illness*#
   Medical or dental appointment^  
   Death in the immediate family (i.e. parent, legal guardian, sibling, grandparent, aunt, uncle, or a member of the immediate household)
   Religious holiday/observance
   Court Summons
   Extenuating Circumstances as recognized by the Principal/Designee

* If a student is absent five or more consecutive school days, he/she will be required to provide a doctor’s or dentist’s note as verification of the illness. This note must be presented within 72 hours (3 school days) of the last date of absence. Failure to present this note will result in the days missed being counted as unexcused.

# In order to be classified as chronically ill, a student must present a written notice from his/her physician stating the nature of the illness to an administrator. This notice must be on the physician’s office stationary. The administrator will notify the student’s teachers of the situation.

^ It is requested that routine medical and dental appointments be made for after the school day or during times when school is not in session.

UNEXCUSED ABSENCES
An absence will be unexcused if written documentation from the parent/guardian has not been provided to the attendance office within 72 hours (3 school days) of the absence (see procedures governing absences). The absence will remain unexcused if the provided reason for student absence does not meet definitions for excusal. Students with unexcused absences are subject to disciplinary action and Truancy Officer referral and intervention.

STUDENT SKIPPING OR CUTTING A CLASS
Definition of Skipping: Missing one or more classes after being present at school. If a student is found to be in a location other than that indicated on his/her class schedule, unless directed by a member of the school staff during class time, he/she is considered to be cutting class and will be subject to disciplinary action. Any time missed from class will be considered unexcused.

CORRECTIONS TO ATTENDANCE
It is possible for errors to occur when entering classroom attendance. If a student suspects there may be an error in his/her attendance record, the student is to contact the teacher who entered the attendance in question. The attendance assistant can only accept attendance corrections/changes from teachers.
ABSENCES DUE TO PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES
A student who misses a class due to participation in a school sponsored activity will be marked as off-site or on-site. The student is responsible for making up any work/assignments missed. A student who will miss a class for a school-sponsored event, such as an athletic contest, band trip, class trip, etc. may be required to take a test or submit work/assignments prior to the event.

ABSENCES DUE TO COURT SUMMONS/SUBPOENA
A student who misses a class due to being summoned to court as a witness will be marked excused as long as a copy of the summons is presented to the attendance assistant at least one (1) school day prior to the court date. The student is expected to return to school immediately after the court proceedings conclude and to check in at the attendance office.

ABSENCES DUE TO TRAVEL WITH PARENTS/CONVENIENCE ABSENCES
A student who is going to be absent due to travel with a parent(s)/guardian(s) should obtain and submit Convenience Absence form from the attendance office at least ten (10) school days before the anticipated absence. THIS TYPE OF ABSENCE WILL NOT BE EXCUSED. However, prearranging this type of absence will allow the student to request work in advance, develop a recovery plan for missed assignments, and meet with his/her administrator prior to the absence(s).

ELIGIBILITY FOR PARTICIPATION IN ATHLETIC, EXTRA-CURRICULAR, AND CO-CURRICULAR ACTIVITIES
A student must attend all scheduled classes on the day of a competition/activity to be eligible to participate in athletic/extra-curricular/co-curricular activities on that day. A coach/sponsor may make exceptions to this standard only with the approval of the principal/designee.

MAKE-UP WORK
In the event of an absence, the student is responsible for making up any missed assignments. When a student is absent, the teacher will record the assignments missed due to the absence as “Missing.” Once the student returns from absence the due date(s) for completion of the missed assignment(s) will be determined by the teacher. If the student fails to submit the missed assignment(s) by the determined due date(s), the assignment(s) will receive a grade of zero (0). Any missing assignment(s) not submitted by the end of the marking period will also receive a grade of zero (0). Missing assignments will not be carried from marking period to marking period. See teacher syllabus for more details regarding late work grading procedures.

* Obtaining and completing make-up assignments is the responsibility of the student. The teacher is not required to remind the student of missed assignments.

*Extenuating circumstances will be determined at the discretion of the teacher and administrator on a case by case basis.

Any test missed due to absence will be made up immediately upon return or on the earliest possible day at the teacher’s discretion. A different test may be administered to a student who misses the regularly scheduled test.
Parents or students may request homework for three (3) or more consecutive absences through the Attendance Office. The attendance office phone number is 571-377-7037. If a request is made by 8 a.m., assignments should be available by 3 p.m. the next day in the Attendance Office.

SUSPENSIONS
A student must make up all written work, tests, quizzes, etc. missed during a suspension or he/she will receive a zero or a failing grade for the missing work, test, quiz, etc. A student making up tests, quizzes, or assignments designed to be completed during class time or in a specific amount of time may be required to come to school early, stay after school, or complete the work in an alternate setting. It may not be possible for some work (e.g. lab work, physical education activities, group work, or work completed on a field trip) to be made up. In these cases, a teacher may give an alternate assignment or excuse the student from the assignment (i.e. no penalty or benefit will be derived). All written assignments given prior to a suspension that are due at any point during the suspension are due the day the student returns to class. Any assignment given prior to a suspension that has a due date the day the student returns to class must be turned in at that time.

During suspension a student may not attend classes, be present on school property or attend any school sponsored/school related activity. A suspended student may not attend school during the course of an appeal.

The attendance assistant will automatically inform teachers when a student is suspended for three (3) or more days and request that work be sent to the Main Office within twenty-four (24) hours of the effective date of the suspension. The parent/guardian of the student may pick up the work from the Attendance Office.

EARLY DISMISSALS FROM CLASS OR SCHOOL
As a component of the School Board’s initiative on Safe and Secure Schools, the following procedure has been established for releasing K-12 students before the end of the school day.
1. A student will be released ONLY to parents/guardians, or persons listed on the Emergency Card.
2. Release to anyone else (in an emergency situation) will be permitted only through telephone confirmation with a parent/guardian.
3. All persons checking out a student, regardless of relationship to the child, must provide current photo identification.
4. A high school student may be released after telephone verification is made with a parent/guardian.

Before a student can be given an early dismissal he/she must submit a note from a parent/guardian (please include a phone number where the parent/guardian may be reached) to the attendance assistant prior to the date of early dismissal. The attendance assistant will verify the validity of the note through contact with a parent/guardian.

IF THE EARLY DISMISSAL REQUEST CANNOT BE VERIFIED, PERMISSION FOR THE STUDENT TO LEAVE SCHOOL WILL BE DENIED.
An early dismissal should be requested only for a crucial and unavoidable situation that is so critical that it cannot be taken care of after school hours or on a day when school is not in session.

*Due to security and safety concerns (i.e. doors not closing completely and/or not latching shut), students are to leave the building through the main lobby doors only.*

**Please note the following:**
A student must have an early dismissal pass from a school official in order to be released from class attendance and to leave the school building. Failure to follow this procedure will result in an unexcused absence and disciplinary consequences for cutting classes or for leaving school without permission.

**ILLNESS DURING THE SCHOOL DAY**
Should a student become ill while at school, he/she will be given permission to go to the school health clinic. If deemed necessary, the school nurse will contact a parent/guardian to obtain permission for the student to leave school. **IF A PARENT/GUARDIAN OR ANOTHER ADULT ON THE STUDENT’S EMERGENCY CARD CANNOT BE REACHED, THE STUDENT CANNOT BE RELEASED FROM SCHOOL.**

**LATE ARRIVAL TO SCHOOL**
Any student who arrives to school after 8:15 a.m. must check in at the School Safety Monitor’s desk and will be signed in and given a tardy to school slip as their pass to class. The tardy to school may be excused if an excusal note is provided to the Attendance Clerk within 72 hours of the tardy. The student must have a pass from the School Safety Monitor in order to be admitted to class.

A student with a parking permit who frequently reports to school late (i.e. eight or more times during a semester) will have his/her parking privileges revoked and may face other disciplinary action.

Students returning to school AFTER signing out must report to the attendance office to obtain a pass to class. Failure to sign in at the attendance office will result in disciplinary action.

**LEAVING WITHOUT PERMISSION**
Osbourn High School is a closed campus. This means that once a student comes on to school grounds, he/she must remain on school grounds until his/her regular dismissal time unless proper checkout procedures are followed. A student who leaves the school building and/or school grounds at any time after arriving on school property without permission from a school official will be subject to disciplinary action. Any class absence will be recorded as unexcused. **A student with a parking permit is subject to having his/her parking privileges revoked** and may face other disciplinary action.

No student is permitted to leave campus to get/eat lunch and then return to school. This includes students who are eighteen years of age or older.
**EARLY RELEASE**
Only students in school-related work programs with abbreviated schedules and specific special programs may routinely leave school before the regularly scheduled dismissal time. An eligible student will be issued an off-campus pass by his/her teacher/sponsor. **This pass must be carried by the student on a daily basis and be presented to school personnel upon request.** No student may leave before he/she has completed the specific number of daily block classes designated on his/her schedule. **Early release students are to leave school property immediately following their last scheduled class.** If an early release student needs to return to school for an after school activity he/she may not reenter the building until the rest of the student body has been dismissed for the day. **Early release students are to sign-out prior to exiting the building through the main lobby doors only.**

**HOMEBOUND INSTRUCTION**
A student who will be absent from school for an extended period of time due to injury or illness may be eligible for homebound instruction. This program is designed to permit a student who is confined for serious illness or injury to have ongoing assignments at his/her home. Homebound program information can be obtained from the student’s counselor.
The Osbourn High School Honor Code supports the development of personal and academic integrity. To promote citizenship and an environment of respect and honesty, students will not engage in plagiarism, fraud, cheating, or theft.

Additional information can be reviewed in the School Board Policies JFC-M and JEDA located on the Manassas City Public Schools website.

Plagiarism
Plagiarizing is defined as “present[ing] another’s words or ideas as one’s own or without attribution.”¹ Plagiarism is intellectual theft.

Plagiarism includes, but is not limited to, the following practices:
- Paraphrasing or summarizing material from a source without proper citation (unless the material is considered common knowledge)
- Directly copying entire passages or choice words and phrases from a source without using both quotation marks and proper citation
- Copying a paper from another person and passing it off as your own

Fraud
Fraud is defined as “a deception deliberately practiced in order to secure unfair or unlawful gain.”²

Fraud includes, but is not limited to, the following practices:
- Intentionally giving false information to any school faculty or staff
- Signing a parent/guardian’s name or a name other than one’s own on any document
- Hiring or paying another person or business to complete school assignments
- Misrepresenting experience and/or participation in a club or organization on a resume
- Presenting community service hours for course credit or another purpose when no service was performed
- Submitting a project or assignment for credit more than once without making substantial changes or without getting teacher permission

Cheating
Cheating is defined as receiving or giving unauthorized academic assistance.

Cheating includes, but is not limited to, the following practices:
- Copying answers from another student’s assignment, in part or in whole
- Allowing another student to copy from your assignment, in part or in whole
- Providing or using unauthorized notes, data, online resources, or other aides such as dictionaries, calculators, cell phones, or other electronic devices during quizzes or tests
- Pressuring someone to provide his or her assignment for the express purpose of copying
Theft
Theft is defined as “the unlawful taking of the property of another.” ³

Theft includes, but is not limited to, the following practices:
- Taking someone else’s personal property, including academic work, without permission
- Taking school property without permission
- Taking a teacher’s materials from a classroom or workroom without permission

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Osbourn Community Responsibilities

Student Responsibilities
- Learn and practice the OHS Honor Code
- Pledge to uphold and sustain academic integrity in our school by being an example to others
- Help create an academic environment where all members of the school community view cheating as socially unacceptable
- Understand individual teacher assignment guidelines and, if anything in those guidelines is unclear, get clarification from the teacher

Parent/Guardian Responsibilities
- Fully understand and support the OHS Honor Code
- Support the academic integrity of the school by establishing clear expectations that their students will adhere to the OHS Honor Code
- Support the school’s decision regarding consequences should their student(s) violate the Honor Code
- Attend conferences with OHS personnel as requested

Teacher Responsibilities
- Clearly present the OHS Honor Code and individual assignment guidelines, including rules for proper citation of sources and specific guidelines for collaboration on assignments
- Maintain the integrity of the testing process by monitoring test-taking, changing assignments as needed, and developing multiple versions of tests
- Utilize a variety of resources to check for plagiarism and originality of thought
- Report any violation of the OHS Honor Code to the parent/guardian and appropriate administrator with a discipline referral
Administrator Responsibilities

- Provide students, parents, and faculty/staff with a written copy of the OHS Honor Code
- Maintain a written record of OHS Honor Code violations in student discipline folders
- Administer OHS Honor Code violation consequences according to the guidelines, including parent conferences

Consequences for Violating the Honor Code

Honor Code violations are cumulative; offenses will accrue over the course of each student’s four-year high school career. If a single incident violates both the Honor Code and MCPS Student Code of Conduct, consequences for both violations will apply. The list of possible consequences can be reviewed in the range of disciplinary actions listed in the Student Code of Conduct.

1st Offense

- Opportunity to re-do the assignment (with 50 percent maximum credit) for the purpose of demonstrating learning
- Referral to assistant principal and notification of parent/guardian
- Conference with student, parent/guardian, teacher, counselor, and administrator
- Violation entered into student’s school record within the student data management system
- Counseling about possible removal from or ineligibility for Honor Society membership and student leadership positions
- Appropriate consequences in accordance with the MCPS Code of Conduct if applicable

2nd Offense

- No credit on assignment
- Referral to assistant principal and notification of parent/guardian
- Conference with student, parent/guardian, teacher, counselor, and administrator
- Violation entered into student’s school record within the student data management system
- One calendar week of activity/athletic suspension and 5 days of administrative detention (served concurrently)
- Removal from student leadership position (i.e. editors, class/club officers, team captains) for the remainder of the academic year
- Removal from or ineligibility for Honor Society membership
- Appropriate consequences in accordance with the MCPS Code of Conduct if applicable

3rd Offense

- No credit on assignment
- Referral to assistant principal and notification of parent/guardian
- Conference with student, parent/guardian, teacher, counselor, and administrator
- Violation entered into student’s school record within the student data management system
- Two calendar weeks of activity/athletic suspension
- Possible suspension from school
• Removal from student leadership position (i.e. editors, class/club officers, team captains) for the remainder of high school
• Continued ineligibility for Honor Society membership
• Appropriate consequences in accordance with the MCPS Code of Conduct if applicable

Additional violations beyond the third offense will result in further disciplinary action. We gratefully acknowledge surrounding schools for allowing us to adapt portions of their honor codes in the creation of our own policy.

HOMEWORK

Students and parents will receive a syllabus and/or other notice from the teacher explaining the homework expectations and practices for each subject in each grade level at the beginning of the year and/or semester as applicable to the grade level or course.

Homework may be graded for completion or accuracy at the teacher’s discretion.

Students enrolled in advanced classes should anticipate extended homework time requirements on independent work due to the rigorous demands of these classes.

When a homework or class work assignment is missed because of an absence or other reason, the student should initiate contact with teacher. Obtaining and completing make-up assignments is the responsibility of the student (refer to make-up work section of handbook). The teacher is not required to remind the student of missed assignments.

FIELD TRIPS

A field trip is any school-sponsored trip that is an extension of the classroom or an extra-curricular activity and has been planned as an integral part of the educational program. All school rules and regulations apply on school-sponsored trips. Students must have a signed parental consent form before participating. Students are required to ride the transportation provided or approved by the school to and from the event.
GRADING

Grade Scale

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Description</th>
<th>Percentages</th>
<th>Quality Point Value</th>
<th>Honors Courses</th>
<th>Advance Placement/ Gov School/ Dual Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>100% - 90%</td>
<td>4.0</td>
<td>4.5</td>
<td>5.0</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>89% - 80%</td>
<td>3.0</td>
<td>3.5</td>
<td>4.0</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>79% - 70%</td>
<td>2.0</td>
<td>2.5</td>
<td>3.0</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>69% - 60%</td>
<td>1.0</td>
<td>1.0</td>
<td>1.4</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>59% - Below</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>I*</td>
<td>Incomplete</td>
<td>Complete</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*An “I” signifies an “Incomplete” because work needs to be made up as a result of sickness or an emergency before a grade can be given.

Grade Calculations

The following percentages will be used to calculate students’ quarterly, semester, and final course grades. A range of weighted percentages is provided for each category so departments or grade level teams can individualize the calculation formula to meet the curricular needs of different subjects. Teachers will use a variety of assessments and assignments to evaluate student learning.

- **40-50% = Major Assessments/Assignments:** Grades that are summative in nature – (i.e., division-wide unit assessments, chapter tests, spelling/vocabulary tests, reports, projects, portfolios, student exhibits, lab projects, oral presentations, final drafts of compositions, etc.) Minimum of at least three summative grades per quarter are required.

- **20-30% = Quizzes**

- **20-30% = Classwork**

- **10-20% = Homework**

Grading Practices

In determining the final grade for a course without a final exam, teachers will use the following methodology:

**Full Year Courses without Final Exams**

1st Quarter = 25%
2nd Quarter = 25%
3rd Quarter = 25%
4th Quarter = 25%

**Semester Courses without Final Exams**

1st Quarter = 50%
2nd Quarter = 50%
Seniors with an “A” average and no unexcused absences in a course are exempt from that final exam but cannot be exempt from the state mandated Standards of Learning (SOL) end-of-course tests. Students who pass the SOL end-of-course tests or a CTE Industry Certification Test are exempt from final exams in the corresponding courses. Students may choose to take a final exam to improve their course grade.

Full Year Courses WITH Final Exams

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>21.25%</td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>21.25%</td>
</tr>
<tr>
<td>3rd Quarter</td>
<td>21.25%</td>
</tr>
<tr>
<td>4th Quarter</td>
<td>21.25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
</tr>
</tbody>
</table>

Semester Courses WITH Final Exam

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>42.5%</td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>42.5%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>15%</td>
</tr>
</tbody>
</table>

1. Dropping a Class During the School Year (Grades 9 – 12)
   a. If a student drops a year-long course more than one week after the issuance of the first interim, a notation will be made on the student’s transcript indicating either “WP” (Withdrawn Passing) or a “WF” (Withdraw Failing) notation on the student’s transcript. Year-long courses dropped more than one week after the issuance of the second report card will result in an “F” (Failing) notation on the student’s transcript.
   b. If a student drops a semester course more than one week after the issuance of the first interim, a notation will be made on the student’s transcript indicating either “WP” (Withdrawn Passing) or a “WF” (Withdraw Failing). A first semester course dropped more than one week after the issuance of the first report card will result in an “F” (Failing) notation on the student’s transcript.

*Note: A student who has a passing grade may not withdraw after the first quarter of a year-long course unless extenuating circumstances are presented and approved by the principal.
2. **Reassessing:**
   a. Re-teaching and reassessing are an integral part of the student learning process. Remediation and reassessment will be available upon request from the parent/student for a student who scores below 60% on a division unit test. Requests for reassessment may be submitted to the teacher within two weeks after student receipt of the unit test results.

   b. When students are reassessed, a decision to reassess all or part of the assessment is based on the judgment of the teacher. The maximum score allowed when reassessed is stated on the table below.

<table>
<thead>
<tr>
<th>Reassessed Score Range</th>
<th>Maximum Grade Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>90%</td>
</tr>
<tr>
<td>80-89</td>
<td>80%</td>
</tr>
<tr>
<td>70-79</td>
<td>70%</td>
</tr>
<tr>
<td>60-69</td>
<td>Actual Score</td>
</tr>
</tbody>
</table>

   If a student fails the reassessment, he/she will keep the higher score of the two attempts.

**Special Provisions**

Students shall not receive a final quarterly grade below 50% for the first and second grading periods of a year-long course.

Students shall not receive a final quarterly grade below 50% for the first grading period of a semester course.

**Transfer Students**

When a student transfers in with a letter grade, the student will receive the middle score for the grade assigned MCPS grading scale.

- A = 95%
- B = 85%
- C = 75%
- D = 65%
- F = 55%

**INTERIM REPORTS**

Interim reports are issued to all students at the midpoint of each nine-week reporting period. Interim grades are estimates of the student’s current standing. Letter grades are recorded for interim reports only. Parents/guardians are urged to study the information provided on any interim report and to contact the appropriate teacher to discuss the information in greater detail if necessary. The student is responsible for delivery of the interim report to the parent/guardian.
REPORT CARDS

Report cards are issued at the end of each nine-week marking period. In addition to the numerical grade earned, the number of total absences is indicated for each course. Parents/guardians are asked to review the grades, attendance, and other information on the report card with their son/daughter. Since no report card format can adequately provide all the information necessary to explain a student’s total performance, parents/guardians are encouraged to contact the appropriate teacher when questions arise.

The student is responsible for delivery of the report card to the parent/guardian unless the report card is mailed home. Only the final report card at the end of second semester is mailed home.

Requests for grade corrections on report cards should be timely. Errors on the report card are to be reported to the teacher within ten (10) school days of the issuance of report cards.

CONFERENCES

Parents/guardians and teachers are encouraged to establish and maintain frequent communication about student progress. A student or parent/guardian who wants/needs information or has a question or concern should talk first with the appropriate teacher. Students and parents/guardians may expect teachers to request a conference as necessary. Parents/guardians may also request teacher conferences as needed.

HONOR ROLL

Students who receive all A’s in any academic quarter will be identified and acknowledged by the Principal.

Note: Courses taken on a pass/fail status do not qualify as graded courses for honor roll purposes.
STUDENT ACTIVITIES/CLUBS/ORGANIZATIONS AND SPONSORS

Student activities, clubs, and organizations are for you! Involvement in your school plays an integral role in making your high school experience both fun and memorable. All students are encouraged to participate in the areas in which they have a talent or an interest. Many of the clubs and organizations at Osbourn High School appear below.

Participation in extracurricular and interscholastic activities/athletics is dependent on compliance with all applicable rules, policies, and regulations of MCPS, Osbourn High School, the specific team/club/organization/activity, and any governing body/organization that has jurisdiction over the team/club/organization/activity (example: The Virginia High School League). A minimum requirement of all students for participation is good school standing. The principal has been given the authority by the School Board to revoke a student’s privilege of participation in extra-curricular activities.

Extracurricular activities/events are those activities/events that do not fall within the scope of the regular curriculum, are voluntary, are officially recognized, and for which students do not receive academic credit. In accordance with the MCPS Student Code of Conduct, when a student violates any section of that code and receives an out-of-school suspension as a consequence, suspension from extra-curricular activities begins immediately upon disposition of the violation. In addition, all out-of-school suspensions of five (5) days or greater will result in an additional loss of the privilege to participate in extra-curricular activities. Suspensions of less than five (5) days may result in additional loss of the privilege to participate in extra-curricular activities. This loss of privilege is in addition to the suspension and extends beyond the school day upon which the student is eligible to return to school. Duration of this loss of privilege will be determined by the principal/designee based upon the severity of the violation.

STUDENT GOVERNMENT
The Student Council Association (S.C.A.) promotes student unity, participation, communication, and understanding between students and faculty. S.C.A officers are elected by the student body.

S.C.A OFFICERS
President Vivienne Penders
Vice-President Lauryn Grosshans
Secretary Sophia Sam

ACTIVITY FEES FOR 2016-2017 SUBJECT TO CHANGE

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>Proposed 2016-2017 Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Athletic Participation</td>
<td>$50/Activity w/$100 Family Max*</td>
</tr>
<tr>
<td>Musical Instrument Rental Fee</td>
<td>$75 ($30 per semester, $15 summer)</td>
</tr>
<tr>
<td>Parking</td>
<td>$100 - $50 after start of second semester</td>
</tr>
<tr>
<td>Driver’s Education</td>
<td>$175</td>
</tr>
<tr>
<td>PSAT Test Fee</td>
<td>$15 per test</td>
</tr>
</tbody>
</table>

* Fee subject to change.
CLASS INFORMATION

FRESHMEN CLASS
Freshmen begin fund-raising activities and planning for the Junior/Senior Prom.

FRESHMEN CLASS OFFICERS
- President
- Vice-President
- Secretary
- Class Rep.

SOPHOMORE CLASS
Sophomores continue fund-raising activities and planning for Prom. Sophomores also order their high school rings during the spring.

SOPHOMORE CLASS OFFICERS
- President: Gianna Galang
- Vice-President: Emily Kakar
- Secretary: Leon Sunga
- Class Rep.

JUNIOR CLASS
Juniors receive their class rings in the fall, and plan, prepare, and host the Junior/Senior Prom.

JUNIOR CLASS OFFICERS
- President: Litzy Morales
- Vice-President: Queenberly Escalante
- Secretary: Emma Boaz
- Class Rep.: Patricia Matyas

SENIOR CLASS
Seniors, who set the atmosphere of the school, are frequently called upon to represent the school at various community activities and functions. A Senior King and Queen are crowned at Homecoming and the Junior/Senior prom. They also sponsor the Annual Senior/Faculty Basketball Game. Seniors are honored at the Senior Banquet, award programs, Scholarship/Awards Reception, and Commencement.

SENIOR CLASS OFFICERS
- President: Juliet Morales
- Vice-President: Abigail Silber
- Secretary: Charlotte Reid
- Class Rep.: Jessica Liu
CLASS DUES
In order to provide activities for the students, the four classes find it necessary to assess class dues from each member of the class. The money collected helps pay for such activities as Homecoming, Junior/Senior Prom, Senior Picnic, Graduation, etc. Although most of these activities occur during the junior and senior years, the cost of these activities is dispersed over a four-year period in order to ease the burden of payment. Students are asked to pay dues yearly and meet their obligations to their class and the school. Seniors who do not pay all financial obligations prior to graduation may not participate in the graduation ceremony.

JUNIORS  $30.00
SENIORS  $30.00

OUTSTANDING SCHOOL OBLIGATIONS/DEBTS
A student with outstanding obligations to the school, financial or otherwise, may not be issued a parking permit or participate in certain school activities or events. Among these are class trips, the homecoming dance, the prom, the senior banquet/picnic and commencement.
CAMPUS FACILITIES

MAIN OFFICE
The main office, housing the administrative offices, is the business and attendance center of the school. Financial affairs and lost and found are handled there. During the days when school is in session, office hours are 7:30 a.m. to 4:30 p.m. The school office is closed on legal holidays when school is not in session.

ATTENDANCE OFFICE
The Attendance Office is located at the main entrance. Daily attendance information is maintained in a computer database. The school’s computer system calls home the evening of an absence to notify parents. All early dismissals are handled in this office. Students who arrive at school after 8:15 a.m. are to check in at the attendance office or with the School Safety Monitor in the lobby. The phone number for the attendance office is 571-377-7037.

HEALTH CLINIC
Students must obtain a pass from their teacher to see the nurse. The nurse is responsible for counseling and education on health related matters, annual health screenings, and serves as a resource to students, teachers, and parents. The nurse is available to temporarily assist students needing first aid or those who are too ill to remain in school. The nurse cannot diagnose illnesses or prescribe medications. A STUDENT WHO BECOMES ILL DURING THE SCHOOL DAY CANNOT BE RELEASED FROM SCHOOL UNLESS A PARENT/GUARDIAN OR ANOTHER ADULT ON THE STUDENT’S EMERGENCY CARD CAN BE CONTACTED TO GIVE PERMISSION.

LIBRARY
The library is open from 7:30 a.m. until 4:15 p.m. Monday through Thursday. The library functions in many ways with emphasis on research, class studies, and the checking out of materials. A valid pass is required of all students using the library after 8:10 a.m.

Students are responsible for the materials they check out. The Osbourn High School Library does not charge fines for overdue material however, failure to return material may result in the suspension of library privileges until financial obligations are fulfilled through the Finance Office. All library obligations must be settled before graduation.

ELEVATOR
Elevator use is restricted to teachers for moving equipment and materials and to teachers/students who are unable to use stairways due to injury or handicap. These are the only people who may use the elevator. Since a key is needed to operator the elevator, please contact a secretary in the main office. Keys issued may not be duplicated or loaned and are for the sole use of the person to whom the key is issued. If an elevator key is lost or not returned the charge to replace it is $10.00.

LOCKERS
At the beginning of the school year a hall locker with a combination lock is assigned to each student. Students have full responsibility for the security of their lockers and shall make certain they are securely locked. Students are responsible for keeping locker combinations confidential.
Money and valuables are not to be left in a student’s locker. The school is not responsible for stolen items.

No personal locks are to be placed on student hall lockers. Personal locks will be removed and discarded without notice. The office will provide a new lock if the assigned lock does not work. Students will be held accountable for lost or damaged locks. Replacement locks are $5.00.

Students are not to write on lockers, place stickers in or on lockers, or decorate the front of lockers except with permission from the Athletic/Activities Director. Students are responsible for damage to lockers and may be assessed fines.

Students with locker problems should contact the main office immediately.

Physical Education Lockers: Students are not assigned a specific PE locker. Each student selects a locker each day he/she has a PE class on a first come first served basis. A student may only use the locker selected during the class block he/she has a PE class that day. The student must provide his/her own lock. The lock and the contents of the PE locker must be removed at the end of the class block. Locks left on lockers will be removed and discarded without notice. Money and valuables are not to be left in the locker room. The school is not responsible for stolen items.

All lockers are the property of Osbourn High School and subject to inspection and search by authorized personnel. Responsibility for the locker and its contents resides with the student to whom the locker was issued. Locker contents will be discarded immediately after the conclusion of the school year or after a student withdraws from school.

GENERAL PARKING INFORMATION

There are seven parking lots on school property. Vehicles parked on school property without proper authorization or permit, are subject to being ticketed and/or towed without warning. A valid Faculty/Staff or Student Parking Permit is required.

1. **The Main or Front Lot (Blue Lot)** is located in front of the school and is divided into six sections: Handicap Parking, Reserved Parking, Office Staff Parking, Visitor Parking, Faculty/Staff Parking, and Student Parking (Blue Lot).

   - **Handicap Parking** – designated by post signs and the handicap symbol on the pavement. A Valid Handicap Parking Permit is required. In effect and enforced 24/7.
   - **Reserved Parking** – designated by post signs. A Faculty/Staff Parking Permit is required. In effect and enforced 24/7. **Students are not permitted to park in these spaces at any time.**
   - **Office Staff Parking** – designated by “Office Staff” on the pavement in front of the parking space. A Faculty/Staff Parking Permit is required. In effect and enforced 24/7, including summer months. **Students are not permitted to park in these spaces at any time.**
   - **Visitor Parking** – designated by “Visitor” on the pavement in front of the parking space. In effect and enforced from 7:30 a.m. – 4:00 p.m., Monday – Friday including summer months. **Students are not permitted to park in these spaces at any time.**
Faculty/Staff Parking – designated by “Staff” on the pavement in front of the parking space. A Faculty/Staff Parking Permit is required. In effect and enforced from 7:30 a.m. – 4:00 p.m., Monday – Friday.

Front Student Parking – these spaces are numbered and are designated assigned spaces when a permit is purchased. These parking spaces are assigned to a specific student. A valid Blue Lot Student Parking Permit is required and students may only park in their assigned space. In effect and enforced from 7:30 a.m. – 4:00 p.m., Monday – Friday. If an assigned space is occupied by another vehicle, students should park in the designated overflow parking spaces in the far lot and report offense via parking form at Greeter desk.

2. The Johnson Building Lot is located between Osbourn High School and the Johnson Building and is divided into four sections: Handicap Parking, OHS Faculty/Staff Parking, and Johnson Building Parking (Faculty/Staff Parking Permit required), and Johnson Building Visitor Parking. Students are not permitted to park in any space in the Johnson Building lot from 7:30 a.m. – 4:00 p.m. Monday – Friday.

3. The Main Street (Gray) Parking Lot is located adjacent to Main Street. A valid Gray Lot Student Parking Permit is required. In effect and enforced from 7:30 a.m. – 4:00 p.m. Monday – Friday.

4. The Rear (White) Parking Lot is located off of Wellington Road (formerly Richmond Avenue). This lot is used for athletic/special event parking. Students are not permitted to park in this lot from 6:00 a.m. to 6:00 p.m. when school is in session.

5. The Rear Faculty Lot at the end of the “vocational wing” (career and tech ed) is reserved for Faculty/Staff Parking. A Faculty/Staff Parking Permit is required. In effect and enforced from 7:30 a.m. – 4:00 p.m. Monday – Friday.

6. The “Vocational” Compound Lot is located between the football stadium and the “vocational wing”. This is a gated lot reserved for vehicles being serviced by the Auto Body and Auto Tech programs. Students are not permitted to park in this lot. In effect and enforced 24/7. The gate to this lot is locked between 7:30 a.m. and 4:00 p.m. Monday – Friday.

7. The Loading Dock Lot is located between the football stadium and the loading dock. This lot is reserved for the cafeteria and custodial staff from 6:00 a.m. – 4:00 p.m. A Faculty/Staff permit is required. Students are not permitted to park in this lot at any time. In effect and enforced 24/7.
BEHAVIOR GUIDELINES
All students are expected to be familiar with and follow the rules and procedures specified in the MCPS Student Code of Conduct and in the Osbourn High School Student Handbook. These rules and procedures apply anywhere on school property, on school buses, at bus stops, going to and from school, and at any school activity. Students are asked to assist in promoting a safe and orderly school environment and are encouraged to report any serious violations they might observe. The Osbourn High School Administration is ultimately responsible for the proper environment of the school; therefore, parents and students must understand that the Administration reserves the right to make judgments and take action as required about inappropriate dress, behavior, etc. in order to maintain this environment.

ACTIVITY BUS
An activity bus runs at approximately 4:15 p.m. Monday - Thursday to transport students who stay after school hours to serve detention/community service, to obtain additional academic help from their teachers, and who participate in sponsored after-school activities. An additional late bus offered for students who attend athletic practices later in the afternoon will leave at 5:30 p.m. To ride the activity bus a student must have a valid pass from his/her teacher, sponsor, or coach. Riding the activity bus is a privilege. Failure to follow MCPS bus regulations or the instructions of the driver will result in the loss of this privilege.

AUTHORIZED MEDICATION
Students are not to carry medications (over-the-counter and prescription) with them (e.g. pockets, purses, backpacks) or keep them in lockers while they are on school grounds, except for prescribed asthma inhalers. (A copy of the prescription must be on file in the school clinic). If it is necessary for a student to take medication during the school day, such medication must be administered in compliance with the MCPS medication policy and guidelines, including the completion of a medication consent form. A copy of this policy and the medication consent form may be obtained in the main office.

PERSONAL ITEMS and EQUIPMENT
Bicycles, skateboards, roller blades, scooters, etc. are not permitted inside the athletic venues (e.g. James J. Leo Stadium, Marvin L. Gillum Fields, etc.).

A student may ride a bike to school. However, upon arrival to school it must be immediately parked in a bike rack and locked. BIKES ARE NOT PERMITTED INSIDE THE SCHOOL BUILDING AT ANY TIME. The school is not responsible for damage or theft while bikes are parked on campus. A student who operates a bike on school grounds in an unsafe or reckless manner will no longer be able to bring a bike onto school property.

Skateboards may be used only for transportation to and from school grounds. SKATEBOARDING/ROLLER BLADING IS NOT PERMITTED ANYWHERE ON SCHOOL PROPERTY. Therefore, a student must dismount a skateboard/remove roller blade when he/she arrives on campus and may not get back on the skateboard/put roller blades on until
he/she is off school property. A skateboard must be placed in the student’s locker upon entering the school building and must remain there until the end of the school day. A student may not carry a skateboard or roller blades around the school during the school day. Violators will have their skateboard/roller blades confiscated. The skateboard/roller blades will only be returned to a parent/guardian.

STUDENTS ARE NOT PERMITTED TO CARRY BASEBALL BATS, LACROSSE STICKS, BASKETBALLS, ETC. THROUGH THE SCHOOL DURING SCHOOL HOURS. Any athletic equipment brought to school by a student must be stored in an appropriate/designated place immediately upon arrival to school and must remain there until the end of the school day. Violators may have their athletic equipment confiscated.

Confiscated skateboards, athletic equipment, etc. not picked up by July 1 will be discarded.

**CAFETERIA BEHAVIOR**

- Students are expected to report directly to the cafeteria at the beginning of their designated lunch period. Once a student arrives in the cafeteria area, he/she may not leave until the bell indicating the end of the lunch period sounds.
- Vending machines not within the cafeteria are off limits to students during lunch periods.
- Students are only permitted in the cafeteria during their assigned lunch period.
- Students must keep food and beverages in the cafeteria.
- Students are expected to place all trash in the trashcans provided.
- Students are not permitted to cut into a lunch line or to save a place for friends.

Note: Faculty and staff have “Front of the Line” privileges during lunch periods.

**CHILD ABUSE**

All school personnel, while acting in their professional capacity, are required by law to report suspected child abuse or neglect.

**COMPUTER USE**

Student computer use is addressed by the Computer Data and Equipment section of the MCPS Student Code of Conduct and School Board Policy 7-60.

**VIOLATIONS OF THE COMPUTER USE POLICY ARE CLASSIFIED AS SERIOUS OFFENSES BY THE SCHOOL ADMINISTRATION.** Students who violate the computer use policy are subject to disciplinary action and criminal prosecution if applicable. Please refer to the website and student packet distributed at the start of the school year for more information regarding Acceptable and Responsible Use Agreements.

**ELECTRONIC DEVICES**

The possession of personal electronic devices on school property or on a school bus is a privilege, not a right. Devices must not be used in a manner that violates MCPS Code of Student Conduct or the MCPS Acceptable Use Agreement. If a student violates school rules or school division regulations, in addition to other disciplinary sanctions that may be imposed, the
student may lose the privilege to use electronic devices on school property in the future (School Board Policy JEDA).

**EMERGENCY DRILLS**
Emergency drills of various types are held periodically throughout the school year. Students and staff participate in these emergency drills in a serious and orderly manner.

When the alarm sounds or the emergency announcement is made, students are to follow the direction of school personnel. If the building is evacuated:

**Note:** Setting off a false alarm, making a bomb threat, discharging a fire extinguisher unnecessarily, or setting off a smoke bomb is a criminal offense and will be handled accordingly. A violation will result in a ten-day suspension and recommendation for expulsion.

**FOOD/BEVERAGES FROM OUTSIDE SOURCES**
Students may not order food/beverages from outside sources (e.g. Domino’s, Chinese carry-outs, sandwich shops, etc.) and have them delivered to the school. Parents and friends may not bring food from an outside source into school for the students during the school day.

**HALL PASSES**
Students are expected to use the restrooms and water fountains during class changes. Only students with an emergency situation should be excused from class to use the water fountains and/or restrooms. Then the student must use facilities nearest the classroom from which he/she is excused. A student with a medical problem necessitating frequent use of the restroom is to present a doctor’s note to the school nurse and his/her administrator who will notify the student’s teachers.

A student must have a hall pass validated by his/her classroom teacher when out of the classroom. No student is to go to the main office, counseling center, clinic, etc., without a valid pass from a teacher or counselor. **When a student is issued a pass, it is expected that the student will report directly to the destination indicated on the pass.** Failure to do so will result in disciplinary action. Only one student will be allowed to leave the classroom at a time. Any student abusing the hall pass procedure will be subject to placement on the “no hall pass list” and will require an escort to leave the classroom.

**Use of electronic devices will not be permitted in the hallways or restrooms during instructional times.**

**IDENTIFICATION**
Due to the concern for the safety of our students and staff, the need to identify one’s self when requested is extremely important. The **failure of any student to immediately identify himself/herself correctly** when approached by a staff member or to go where directed by a staff member **will be subject to disciplinary action.**

**DEFIANCE**
Failure or refusal to follow the directions/instructions of school personnel is defiance and will result in immediate disciplinary action.
LEAVING WITHOUT PERMISSION
Osborn High School is a closed campus. This means that once a student comes on to school grounds, he/she must remain on school grounds until his/her regular dismissal time. A student who leaves the school building and/or school grounds at any time after arriving on school property without permission from a school official will be subject to search and seizure procedures and further disciplinary action. A student with a parking permit will have his/her parking privileges revoked and may face other disciplinary action.

No student is permitted to leave campus to get/eat lunch and then return to school. This includes students who are eighteen years of age or older.

LOST AND FOUND
Any items turned in are kept in the main office. The school is not responsible for any lost/found items. All unclaimed items will be cleaned out of the lost and found and donated periodically throughout the school year. This includes unclaimed confiscated items.

OPENING EXERCISES
At the beginning of each school day, all activities cease so that students and staff may participate in the Pledge of Allegiance and a minute of silence as required by state law (§22.1-202 & §22.1-203 of the Code of Virginia). Students are expected to demonstrate respect during all opening exercises.

OFFENSES OFF SCHOOL GROUNDS
Off-campus behavior unrelated to school activities that causes a substantial disruption to the educational environment, interferes with other students’ rights, or constitutes a threat to anyone in the school division can result in disciplinary action to include placement in an alternative educational setting, long-term suspension and expulsion.
Any student for whom the school division has received a report pursuant to Section 16.1-305 of the Code of Virginia of adjudication of delinquency or a conviction for an offense listed in subsection G of 16.1-260 may be suspended or expelled from school attendance in accordance with Section 22.1-277 of the Code of Virginia.

DISTRIBUTION OF LITERATURE/POSTER DISPLAYS
A student must have administrative approval before posting any material (e.g. posters, signs, announcements) or distributing literature on school property. A school group/club must have the approval of both the Athletic/Activities Director and the group/club sponsor to display poster-type material on or off campus. This approval is to be sought at least five school days prior to the requested day of posting. Outside organizations must submit a written request for approval to the City of Manassas School Board Office at least ten business days prior to the requested date of posting. Administration reserves the right to limit the quantity of material displayed and to specify the time(s) and location(s) of display. All material posted on school property must be removed within 24 hours after the completion of the event. If an individual/organization fails to comply with this rule the individual/organization may be denied permission to post material in the future.
PUBLIC DISPLAYS OF AFFECTION
Students are to refrain from public displays of affection at school and at school functions. Kissing and prolonged embracing is **not** appropriate in the school environment and may result in parent contact and/or disciplinary action.

RESTITUTION FOR VANDALISM/DAMAGE TO PROPERTY
The school is responsible for disciplinary action as a result of vandalism to any personal property located at school. It is the parent’s responsibility to seek monetary restitution for their student’s vandalized property, either privately or through the appropriate law enforcement agency. If school property is vandalized, school officials may levy both disciplinary action and monetary restitution.

SCHOOL DRESS
A student found in non-compliance with dress expectations or whose appearance is deemed distracting or disruptive to the educational environment may be sent home to be properly attired for school. Time missed from class will be the student’s responsibility. A second or repeated violation may result in disciplinary action. The building principal or designee will make decisions regarding the appropriateness of clothing, footwear, and accessories. See School Board Policy 7-51

Please review the guidelines under the Student Code of Conduct for “Dress” so you will better understand what dress is appropriate for school. Clarifications and additional guidelines for Osbourn High School include the following:

1. **Any excessive show of skin is inappropriate.** Examples include, but are not limited to:
   - short shorts, short skirts or short skorts, tank tops, muscle shirts, halter-tops, crop tops, strapless shirts and dresses, garments with spaghetti straps, see through garments, garments that reveal exposed backs or midriffs, garments with plunging necklines or other attire that exposes cleavage, etc.
   - Shorts, skirts and skorts must extend to at least the finger tips when the arms are extended straight down the side of the body when standing.
   - Slits/splits in shorts and skirts that reveal the body above the fingertips when standing are not permitted.
   - All shirts/tops must reach the waist and the outside point/edge at the top of the shoulders. The midriff must be covered. Any article of clothing designed to reveal any portion of the midriff (male or female) is prohibited. No undergarments are to show.
   - Hip hugger or low rise pants must be worn with tops which cover the midriff, including the navel, at all times.
   - No tank tops, sundresses, strapless shirts/dresses, or garments with spaghetti straps are to be worn without a cover or jacket.
   - Tights and form fitting apparel are to be covered with appropriate outer garments worn to at least finger tip level.

2. Swimwear/beachwear, spandex exercise wear and bedroom attire (i.e. pajamas, slippers, etc.) is not permitted.

3. Students are expected to wear pants securely attached around the waist. No undergarments (e.g. underwear, jogging pants, shorts or gym shorts) are to show.

4. **The wearing of hats and other headgear or head covering,** except for religious or medical purposes, (e.g. ball caps, visors, dew rags, bandanas, head wraps, head scarves,
sweat bands, hair rollers, hair nets, stocking caps, hoods, etc.) is not permitted in the school building at any time. This includes before and after school hours. These items are to be removed upon entering the building and properly stored in the student’s locker or backpack during the school day (i.e. 8:15-3:15).
If not removed and stored, the items may be confiscated and returned to the student at the end of the school day. Subsequent violations may result in the item being confiscated and returned at the end of the semester.

5. Sunglasses are not to be worn inside the building without proper medical documentation on file in the clinic.

6. Excessive dramatic make-up/face painting is not permitted.

7. Garments, jewelry, or accessories that have sharp items such as spikes and bolts protruding from them are prohibited.

8. Chains, fish hooks, safety pins worn as jewelry, multi-finger rings, any type of studded bracelet or collar, and nose/lip to ear chains are not permitted.

9. Lewd or suggestive clothing may not be worn (e.g. Big Johnson T-shirts)

10. Items of clothing, jewelry, buttons/badges, accessories, or personal belongings that advertise, glorifies, or symbolizes any illegal substance, including, but not restricted to: drugs, alcohol, tobacco, sex, weapons, nudity, or vulgarity (including, but not restricted to, offensive or obscene language or images) are prohibited.

11. Items of clothing, jewelry, buttons/badges, accessories, or personal belongings, which depict a flag, sign, logo, etc., which is inflammatory or derogatory to a particular race, gender, color, creed, national origin/ancestry, or culture are prohibited.

12. Symbols, styles or attire frequently associated with intimidation, violence or violent groups about which students have been notified will not be permitted.

13. Any clothing, jewelry, or accessory that would lead a reasonable person to believe it is gang-related may not be worn.

14. Rolled up pant legs or rolled up shorts is not allowed.

15. Bandanas are not permitted on school property and will be confiscated.

The administration reserves the right to modify these guidelines as trends change or as circumstances warrant.

Note: Sunglasses, hats/headgear, chains, etc., may be confiscated by school staff. Refusal by the student to turn over an item when requested may result in disciplinary action.

Costumes or other clothing worn for special school activities must have the prior approval of an administrator and activity sponsor.

SCHOOL ENTRANCES/EXITS
Exterior school doors are secured at approximately 8:15 a.m. After 8:15 a.m. students and visitors must enter the school through the main lobby doors.

Because of security concerns (i.e. doors not closing completely/not latching shut) students must exit the building only through the main lobby doors between 8:15 a.m. and 3:20 p.m.
SCHOOL HOURS
During the days when school is in session, office hours at Osbourn High School are 7:30 a.m. to 4:30 p.m. The school office is closed on legal holidays when school is not in session.

Students are asked not to enter the building before 7:30 a.m. The 8:10 a.m. bell denotes the start of school.

The regular school day ends at 3:15 p.m. Students who are not under the direct supervision of a teacher, coach, or sponsor must exit the building at that time.

SCHOOL ISSUED PROPERTY
The student is responsible for all school property issued to him/her, including but not limited to: athletic equipment, music instruments, uniforms, textbooks, calculators, tablets, and other instructional materials. The student must pay for any school issued property that is lost, stolen or damaged.

All textbooks assigned to a student must be returned to the issuing teacher by the date of the final exam for that class. Each student is responsible for returning the textbook specifically assigned to him/her by number.

SCHOOL RESOURCE OFFICER (SRO)
The Manassas City Police Department assigns a full-time School Resource Officer to Osbourn High School. The SRO lends assistance in maintaining safety and security for students and staff as well as for the campus facilities. In his/her official capacity as a law enforcement officer, the SRO has the authority to enforce local, state, and federal laws at any time on school property and at school activities.

SCHOOL SPONSORED ACTIVITIES/ATHLETIC EVENTS
In the interest of safety and security, the administration of Osbourn High School reserves the right to deny access by any person to any school-sponsored activity/athletic event if that person’s presence can be reasonably expected to cause or present a disruption to that activity/event.

If an individual refuses to leave a school sponsored activity/athletic event after having been directed to do so by appropriate and authorized school personnel, the police will be contacted and the individual will be charged with trespassing.

STAYING AFTER SCHOOL/LOITERING
Students staying after school must be involved in a faculty/staff/sponsor supervised activity and must be under the direct supervision of faculty/staff/sponsor at all times. Students who are not involved in a supervised activity are expected to leave the school building and grounds immediately after school is dismissed. Students who loiter, or do not leave school property when instructed to do so, will be considered trespassers. They will be subject to one or more of the following: disciplinary action, issuance of a No Trespass Order, and/or prosecution.
Students who are eighteen years old or older come under the same rules/regulations as all other students enrolled at Osbourn High School.

STUDENT SEARCHES
When there is reasonable suspicion school authorities may search a student’s person, clothing, and possessions (handbag, backpack/book bag, notebooks, books, and other items that can be connected to the student), student lockers, desks, or automobiles and may seize any illegal, unauthorized or contraband material discovered in the search. The school division reserves the right to use trained dogs in searches. Should illegal materials be found during a search law enforcement officials will be notified. In addition, the computer network (including work stations and peripheral devices) and the data they contain remain under the control of the school. Therefore, a student’s educational technology/computer use records may be inspected/ reviewed at any time. Leaving the building without permission and returning to the building will automatically result in a student search.

STUDENT VALUABLES
Valuables and/or large sums of money should not be brought to school and such items must not be left in a student’s physical education or hall locker. Students are responsible for taking precautions to keep their belongings safe. They are not to leave their possessions unattended in a classroom, restroom, hallway, etc. THE SCHOOL IS NOT RESPONSIBLE FOR LOST/STOLEN ITEMS OR MONEY.

VIDEO CAMERAS/SURVEILLANCE EQUIPMENT
Video surveillance equipment may be used during the investigation of violations of the MCPS Student Code of Conduct or school rules/policies/regulations. Students may be disciplined as a result of what is recorded. The appropriate law enforcement agency will be notified if a law has been violated.

VISITORS
In order to protect the students, staff and property, any person not enrolled at OHS who has appropriate business must enter the school through the main entrance and register with the School Safety Monitor in the lobby or in the main office. Failure to report to the School Safety Monitor to obtain a visitor’s pass constitutes trespassing. A photo ID is required of all visitors.

Parents who wish to visit a classroom must receive permission from the appropriate administrator. Such a request should be made at least twenty-four (24) hours in advance. During the visit the parent cannot interfere with classroom instruction in any way.

Students may not bring visitors to school with them, including relatives, family friends, or students from other schools.

It is unlawful for any person, whether or not a student, to enter upon or remain upon any school property after (1) being directed to vacate the property by an individual authorized to give such direction or (2) any posted notice which contains such information, posted at a place where it reasonably may be seen. (VA Code Ann. §18.2-128)
ENFORCEMENT OF SCHOOL RULES

PHILOSOPHY OF DISCIPLINE
While discipline is ultimately the responsibility of the individual, the implementation of an effective discipline program requires a cooperative effort on the part of students, parents, and school personnel.

Whenever possible, a preventive approach to discipline shall be taken in an effort to clarify standards of conduct, effectively assess a student’s individual needs, and identify any significant factors that may be contributing to a student’s misconduct. It is recognized, however, that there may be occasions when all efforts seem to fail to produce acceptable behavior whereby one or more forms of the following enforcement procedures summarized below may be used.

DETENTION
A teacher or an administrator may detain students after school as a consequence for tardiness, cutting classes, and other forms of inappropriate behavior.

Rescheduling the detention is left to the discretion of the teacher or administrator who made the assignment. A detention assignment will not be rescheduled more than once. Failure to report for after-school detention will result in further disciplinary action.

IN-SCHOOL SUSPENSION (ISS)
Students may be assigned to the in-school detention room for misconduct. The student is required to complete his assigned classroom work in the ISS room. Failure to report to ISS when assigned will result in further disciplinary action.

SCHOOL/COMMUNITY SERVICE
An administrator may give tasks or assignments to students for hours of service in the school or community for disciplinary reasons. Failure to complete the hours assigned may result in further disciplinary action.

OUT-OF-SCHOOL SUSPENSION (OSS)
A building administrator is authorized to suspend a student for up to ten (10) school days for a single incident. Minimal due process procedures must be followed in the exclusion of a student from school. The student shall be informed of any charges against him/her and shall be given the right to present his/her side of the event. Students are prohibited from attending classes, being present on school property, or attending any school sponsored/related activity (home or away) during the time of suspension.

In accordance with the MCPS Student Code of Conduct, when a student receives an out-of-school suspension as a consequence, suspension from extra-curricular activities begins immediately upon disposition of the violation. In addition, all out-of-school suspensions of five (5) days or greater will result in an additional loss of the privilege to participate in extra-curricular activities. Suspensions of less than five (5) days may result in additional loss of the privilege to participate in extra-curricular activities. This loss of privilege is in addition to the suspension and extends
beyond the school day upon which the student is eligible to return to school. Duration of this loss of privilege will be determined by the principal/designee based upon the severity of the violation.

**LIMITED NO TRESPASS**
A student who loiters at the end of the school day or who behaves inappropriately after school is dismissed or at a school activity/function or athletic event may be issued a Limited No Trespass Notice. A student who receives such a notice is only permitted on school property when he/she has a scheduled class. **He/she must leave school property immediately after the conclusion of the last class on his/her schedule. He/she is not permitted to attend or participate in any after school activity/event (home or away) without permission from an administrator.**

**DISCIPLINARY PROBATION/POOR SCHOOL STANDING/EXTRA-CURRICULAR ACTIVITY SUSPENSION**
A student at Osbourn High School who receives any of the above six disciplinary actions (i.e. detention, in-school detention, Saturday school, school/community service, limited no trespass, out-of-school suspension) for violation of the MCPS Student Code of Conduct, VHSL policies, or school policies may be placed on Disciplinary Probation/Poor School Standing/Extra-Curricular Activity Suspension and will not be allowed to attend and/or participate in any school sponsored or related function/event, athletic event, or extra-curricular activity of any type for an established period of time (applies to both home and away functions/activities/events). Conditions may also be set for the student’s continued enrollment in school.

**RECOMMENDATION FOR LONG-TERM SUSPENSION**
A building administrator may recommend to the Division Superintendent that a student be long-term suspended for violating the MCPS Student Code of Conduct. The Superintendent is authorized to suspend a student for more than ten (10) days but less than 365 days.

**RECOMMENDATION FOR EXPULSION**
A student may be expelled from the Manassas City Public Schools for sufficient cause. There are sections of the MCPS Student Code of Conduct that require the principal to recommend a student be expelled if a student violates any of those sections. In addition, the principal may recommend expulsion to the Superintendent if a student: (1) accumulates more than fifteen (15) days of out-of-school suspension for disruption of the learning environment; (2) violates disciplinary probation; (3) perpetrates repeated physical assaults on other students or if an assault results in injury; (4) assaults a staff member; (5) makes a substantive threat toward a staff member.