



Matoaca High School

Student Handbook 2025-2026

Matoaca High School

17700 Longhouse Lane

Chesterfield, VA 23838

Phone (804-590-3108)

Fax (804-590-3022)

Mission Statement:

Ignite Passion through Authentic & Captivating Experiences

Office Hours:

8 AM to 4 PM, Monday - Friday

Website:

<https://matoacahs.oneccps.org/>

Mascot: Warriors ***Colors:*** Red & White

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Principal's Message

Warrior Families,

High school brings with it a wealth of opportunities for students to explore interests, develop skills for the future, and build relationships which will last a lifetime. I look forward to helping each student grow and enjoy the many worthwhile experiences Matoaca has to offer. Matoaca is a school known for its spirit, and I know everyone who walks through our doors quickly feels the Warrior Pride.

As I embark upon my fifth year as your principal, I bring with me the energy and enthusiasm to help every student feel connected and develop the skills to be college, career, and life ready. We exhibit the **Strength** of a Warrior by seeking adult support when conflict arises, exude **Positivity** by celebrating our individual accomplishments and those of our peers, demonstrate **Integrity** by dressing professionally, show **Respect** by attending class on time and staying focused on the learning, are **Involved** through not only activities but by sharing ideas and by being a leader, and by exemplifying what it means to be a Warrior through **Teamwork**.

At Matoaca High School our goal is to help each student find academic and personal success by providing students with a safe, nurturing environment, where teachers engage students in learning experiences which are relevant to each of their lives. I look forward to helping our students become the very best versions of themselves and ensuring they are ready for whatever challenges may await them after high school.

The Student Handbook has been carefully prepared to serve as a comprehensive guide to the procedures, programs, and activities of our school. As Matoaca High School continues to foster a 21st century learning environment supported by chromebooks, the Student Handbook is provided electronically to all students. The most updated version of the Student Handbook will be maintained on our school website. Parents and students will be notified if a significant change is necessary. A hard copy of the handbook is available upon request for a nominal fee which covers printing costs.

Please take the time to read the handbook carefully as it contains valuable information which is necessary to understanding our daily operations. When this publication does not provide you the information you need, please contact a member of the administrative team, a counselor, or a teacher for help.

High school should be a worthwhile experience that the students, faculty, and community love being a part of. I am excited for the adventure that lies ahead and look forward to taking this journey with you. We are better as ONE. One School, One Community, One Matoaca.

Sincerely,
Elizabeth S. Baber, Ed. D
Proud Principal

Core Values

About Chesterfield County Public Schools

Chesterfield County Public Schools is a student-centered, award-winning school system where all students have meaningful opportunities to succeed. Chesterfield County Public Schools — which includes seven National Blue Ribbon Schools, eight National ESEA Distinguished Schools, seven Middle Schools to Watch and one AMLE School of Distinction — prepares students to be college and career ready.

The largest school district in central Virginia and among the 65 largest in the nation, Chesterfield County Public Schools enrolls more than 64,000 students who attend 68 schools. The district is growing because families want their children educated in supportive, innovative learning environments.

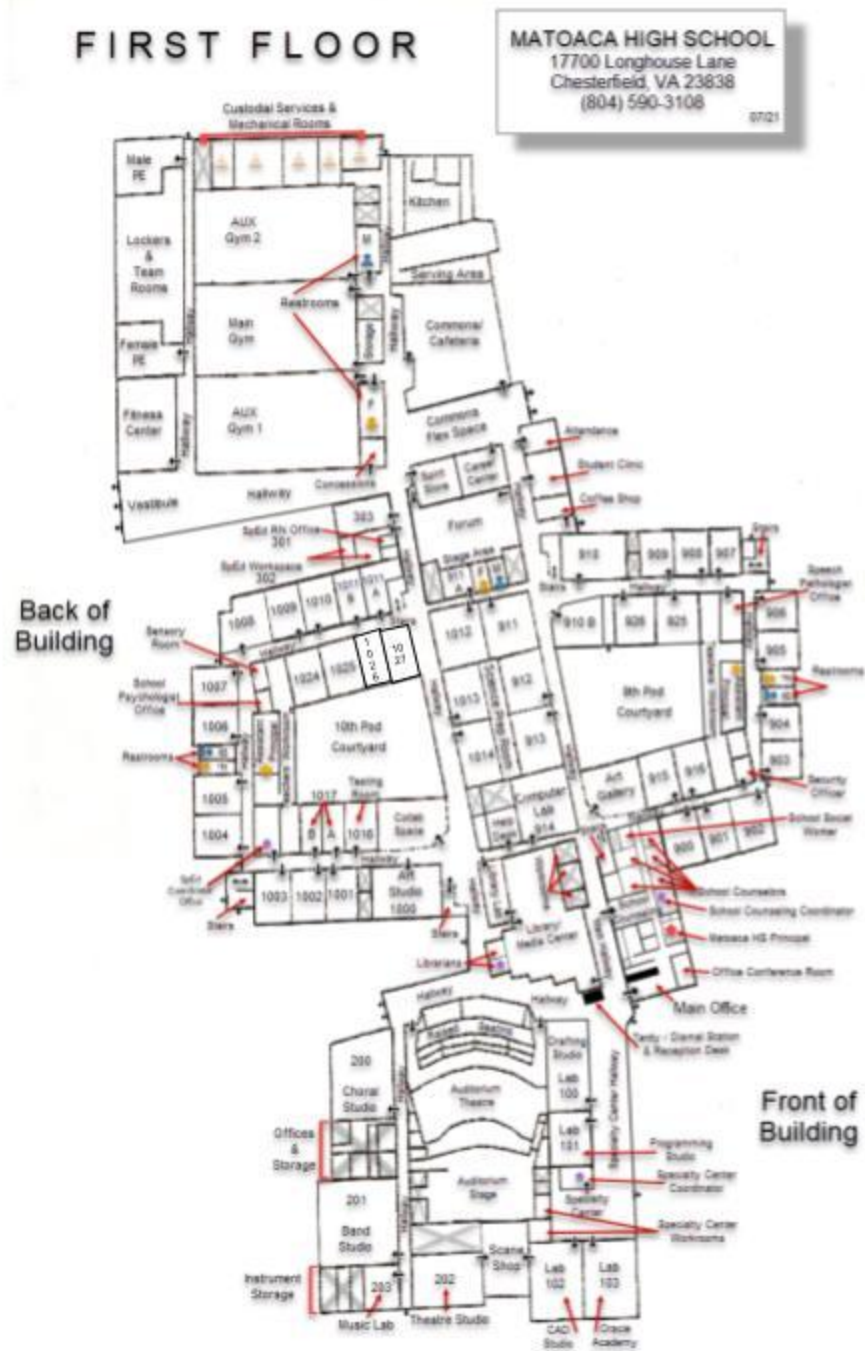
Educators from other localities routinely visit to learn more about what we are doing and how we are doing it. The district's updated strategic plan, [Imagine Beyond Tomorrow](#), seeks to continue our momentum:

- Our vision is to create a better tomorrow.
- Our mission is to ignite passion in all through captivating and authentic experiences.
- Our core values are integrity, equity, teamwork and ingenuity.



**Imagine
Beyond
Tomorrow**
2025-2028

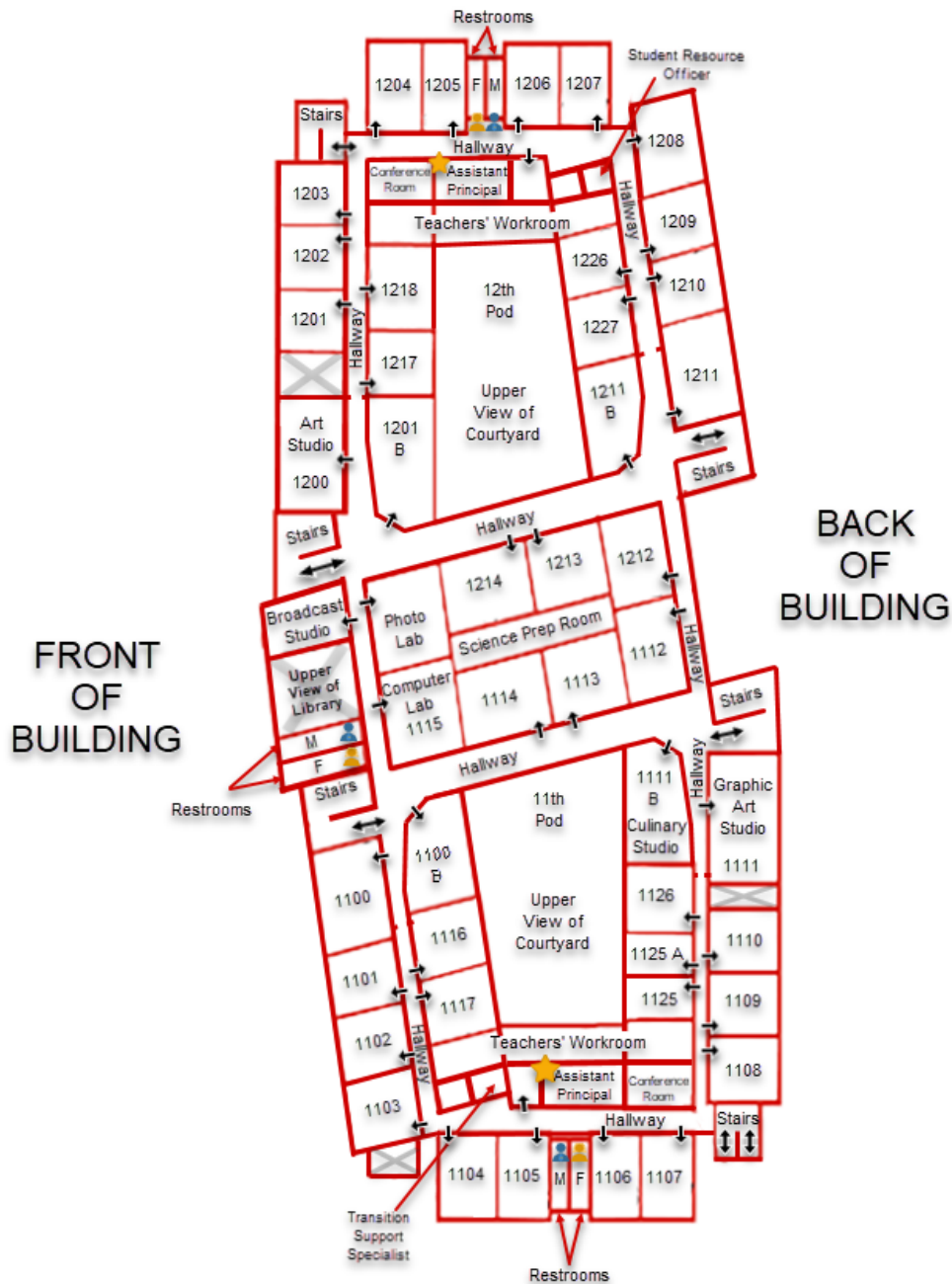
School Maps



MATOACA HIGH SCHOOL
17700 Longhouse Lane
Chesterfield, VA 23838
(804) 590-3108

07/21

SECOND FLOOR



Important Dates

Aug. 18, 2025	First day for 9th grade students only -no other grade level students (grades 10-12) report to school that day.
Aug. 19, 2025	First day of school for students in grades 10-12 (9th graders report as well).
Aug. 29, 2025	Student holiday
Sept. 1, 2025	Student holiday
Sept. 5, 2025	Club Fair Day
Sept. 19, 2025	Senior Convocation
Sept. 29-Oct. 3, 2025	Spirit Week (Homecoming)
Oct. 2, 2025	Student and holiday
Oct. 3, 2025	Fall Pep Rally
Oct. 4, 2025	Homecoming Dance
Oct. 15, 2025	PSAT/Senior Day
Oct. 22, 2025	End of the 1st 9 weeks/3-hour early release for students
Nov. 3, 2025	Student holiday/parent-teacher conference day
Nov. 4, 2025	Student holiday
Nov. 26-28, 2025	Student holiday
Dec. 22, 2025-Jan. 2, 2026	Winter break
Jan. 8, 2026	Scheduling Night
Jan. 13, 2026	End of the 2nd 9 weeks and 1st semester/3-hour early release for students
Jan. 16, 2026	Winter Pep Rally
Jan. 19, 2026	Student holiday
Feb. 6, 2026	3-hour early release for students
Feb. 16, 2026	Student holiday
Mar. 4, 2026	School day SAT for Juniors (Tentative)
Mar. 19, 2026	End of the 3rd 9 weeks/3-hour early release for students
Mar. 20, 2026	Student holiday
Mar. 27, 2026	Senior vs. Faculty Basketball Game
Mar. 30 - Apr. 3, 2026	Spring break
Apr. 17, 2026	3-hour early release for students
Apr. 25, 2026	Prom
TBD	Graduation (Info will be shared once determined by CCPS)
May 25, 2026	Student holiday
May 28, 2026	3-hour early release for students
May 29, 2026	3-hour early release for students
May 29, 2026	Last day of school for students/end of 4th 9 weeks and 2nd semester

General Information

Important Telephone Numbers

Main Office	590-3108
Main Office Fax	590-3022
Professional School Counseling Office	590-3190
Professional School Counseling Office Fax	590-3375
Attendance	590-3155
Activities Director	590-3108, ext. 216

Administration

Elizabeth Baber	Principal
Roscoe Johnson	Associate Principal-last names A-D (grades 9-12)
Danielle Mayo	Assistant Principal-last names E-K (grades 9-12)
Scott Birmingham	Assistant Principal-last names L-R (grades 9-12)
Nichole Fowler	Dean of Students-last names S-Z (grades 9-12)

Department Chairs

Activities Director	Tiffany Anglin
Career/Technical Education	Troy Guerra
English	Brooke Vaughan
Fine/Performing Arts	Don Davis
World Languages	Ramon Zabala
Health & PE	Kelly Mahan
Library Media Specialist	Amanda Waters
Math	Carrington Kreinbrook
School Counseling Coordinator	Melloney Johnson
Science	Terry Johnson
Special Education & 504 Coordinator	Jami Papakostas
Special Education, ADP & IDP	Jonathan Collins
Social Studies	Bill De Salvatore
Technology Specialty Center Coordinator	Pamela Fayman

School Board

Ann Coker	Chair, Bermuda District
Lisa Hudgins	Vice Chair, Midlothian District
Dorothy Heffron	Chair, Clover Hill District
Dominique Chatters	Dale District
Steven Paranto	Matoaca District

Chromebooks

All prek-12 students will be provided with a personal learning device for use at home and/or school. In order to receive a Chromebooks, a student's parent/guardian must sign the Chromebook User Agreement located in ParentVue or print and return a signed paper copy, which can be accessed by going [here](#). After Chromebook distribution, if you have any questions and/or need technical support, please contact Matoaca HS as soon as possible.FC

ParentVue

The school division requests **ALL** parents to update ParentVUE with any changes from last year. Parents/Guardians will need to respond for **EACH** student that they have in our school division.

ParentVUE is a website or mobile app that provides parents/guardians the opportunity to update contact information, view attendance information and access grades at the secondary level. Parents/Guardians may use ParentVUE to update their email address and phone numbers at any time. Access to ParentVUE is available via computer at <https://parentvue.ccpsnet.net> or via an iOS/Android app where the district URL is <https://parentvue.ccpsnet.net>. Please note that accessing attendance, updating contact information and/or grades (at times) is more reliable via a computer than a phone.

Bell Schedules

Warrior Time Bell Schedule

Pd	M/T/W No Warrior Time	Pd	Th/F Warrior Time
1st	8:30 – 9:20	1st	8:30 – 9:20
	n/a	WT	9:20 – 9:50
20/2E	9:25 – 11:05	20/2E	9:55 – 11:20
30/3E	11:10 – 1:15	30/3E	11:25 – 1:30
40/4E	1:20 – 3:00	40/4E	1:35 – 3:00

Alternate Bell Schedules

Period	No Warrior Time	3-Hour Early Dismissal	2 HR Delay	Activity Period	Walking Pep Rally
Block 1	8:30 – 9:20	8:30 – 9:15	10:30 – 11:05	8:30 – 9:20	8:30 – 9:15
Warrior Time	n/a	n/a	n/a	n/a	9:20 – 9:40
Block 2 Odd/Even	9:25 – 11:05	9:20 – 10:10	11:10 – 12:00	9:25 – 10:40	9:45 – 11:05
Block 3 Odd/Even	11:10 – 1:10	10:15 – 11:05	12:05 – 2:05	10:45 – 12:40	11:10 – 1:05
Block 4 Odd/Even	1:15 – 3:00	11:10 – 12:00	2:10 – 3:00	12:45 – 2:00	1:10 – 2:30
Activity Period	n/a	n/a	n/a	2:00 – 3:00	2:30 – 3:00

Lunch Schedules

No lunch periods on 3-Hour Early Dismissals

Lunch Periods	No WT M/T/W	WT Th/F	3-Hour Early Dismissal	2-Hour Delay	Activity Period	Walking Pep Rally
1 st Lunch	11:20 – 11:45	11:35 – 12:00	10:10 – 10:20	12:10 – 12:35	10:45 – 11:10	11:10 – 11:35
2 nd Lunch	11:50 – 12:15	12:05 – 12:30	10:25 – 10:35	12:40 – 1:05	11:15 – 11:40	11:40 – 12:05
3 rd Lunch	12:20 – 12:45	12:35 – 1:00	10:40 – 10:50	1:10 – 1:35	11:45 – 12:10	12:10 – 12:35
4 th Lunch	12:50 – 1:15	1:05 – 1:30	10:55 – 11:05	1:40 – 2:05	12:15 – 12:40	12:40 – 1:05

Warrior Time

Warrior Time is an academic enrichment period that meets every Thursday and Friday, excluding those Fridays during the first nine weeks assigned for homeroom. Homeroom will meet on the following dates in 2025

- Every day the first two weeks of school
- September 12
- September 26
- October 10
- October 24
- November 7

All students should use the time for subject enrichment, remediation, or silent study. Students will remain in their 1st period class for Warrior Time unless they have received a pass to another of their teachers prior to Warrior Time.

In order to travel to another teacher for Warrior Time a student must

- Obtain an electronic hall pass from the receiving teacher at least one day prior
- Sign out of their assigned 1st period class
- Immediately report from their 1st period class to the receiving teacher. There is no transition time between 1st period and Warrior Time.
- Sign in at the receiving class

Visiting the Library during Warrior Time:

1. Students wishing to spend the entire Warrior Time in the library must reserve a seat prior to each Warrior Time through the library
2. Once the maximum number of students have signed up, the library will stop issuing passes for that day.
3. Students must check in at the circulation desk to confirm their attendance.

Canvas

Canvas is a Learning Management System (LMS) with integrated learning products that support a dynamic, digital learning environment to meet the unique instructional needs of teachers and their students. Canvas also provides visibility and tools for parents, school leaders, and division leaders to support effective teaching, learning, and communication. Parents/Guardians can access the [CCPS Canvas for Parents and Guardians](#) page for more information. Parents/Guardians can also create their own accounts and enroll in their student's Canvas classes as observers by following the steps in this [document](#).

Positive Behavioral Interventions & Supports (PBIS)

PBIS is a framework which utilizes a proactive approach in supporting students socially, emotionally, and academically. By using a common language, as well as a continuum of school-wide instructional

and behavioral supports, our hope is that students feel more connected and will rise to their fullest potential. We believe in addressing the needs of each child and being proactive in our problem-solving abilities. Our PBIS acronym is “SPIRIT.”

SPIRIT Expectations Matrix

	<i>In the classroom</i>	<i>In the halls</i>	<i>In the cafeteria</i>	<i>In assemblies</i>	<i>On the bus.</i>
S Strength	→Strive to do your best. →Stay in class as much as possible.	→Be aware of your surroundings. →Be on time to class (walk and talk).	→Make healthy food choices. →Avoid running around or throwing items.	→Set the example of appropriate behavior.	→Follow all bus rules and safety regulations.
P Positivity	→Be confident that you can be successful. (Adopt a growth mindset.) →Support others as they learn and grow.	→Have positive interactions with other students and with your teachers. →Greet others with a smile.	→Focus on positive conversations and relationships.	→Show support for your peers by applauding for student performances.	→Have positive interactions with other students and the bus driver.
I Integrity	→Only take credit for your own work. →Use technology appropriately. →Keep comments and questions relevant to the topic at hand.	→Use passes appropriately. →If there is a fight, walk away and encourage others to walk away.	→Go straight to the cafeteria at the beginning of lunch, and straight back to class at the end of lunch.	→Be attentive and engaged.	→Only ride your bus and get off at your stop.
R Respect	→Be respectful -- respect your teacher and your peers, even when you disagree, and respect yourself. →Be mindful of others' learning needs and how your behavior impacts them. →Listen quietly and attentively when the teacher is speaking. →Keep cell phone away at all times 8:30am to 3:30pm	→Avoid inappropriate displays of affection and inappropriate language. →Speak with teachers when they address you. →Respect school property, personal space, and belongings.	→Wait in line instead of cutting in front of others. →Throw away trash and clean up your space before leaving. →Use appropriate language and volume while being polite and courteous to others.	→Avoid phone and earbud use or talking during speeches or performances.	→Be respectful of others' personal space and belongings.
I Involvement	→Contribute to class discussions and suggest ideas to the teacher. →Come to class prepared and ready to learn. →Share your perspectives on how the information being learned is relevant.	→Avoid hanging out in the bathroom. →Listen for announcements as you walk.	→Engage your peers in conversation.	→Perform at your best.	→Engage your peers in conversation.

T Teamwork	→Work collaboratively on assignments as directed by the teacher. →Acknowledge our shared diversity.	→Be careful not to hinder others' efforts to get to class.	→Work together to keep the cafeteria clean.	→Encourage those around you to pay attention.	→Work with your peers and bus driver to maintain a safe and clean environment.
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SPIRIT Point System

Overview/Purpose

Students will be assigned a certain number of points, and they will be able to either gain or lose points based on their behavior, attendance, and other factors. Students who maintain a high point level will be eligible for periodic reward drawings, while students whose points fall below a specific level will lose the privilege of participating in certain activities. The goal of this program is to reward students for consistent positive behavior and to apply consequences for consistent negative behavior.

The Point System

At the beginning of the year, students will start with 100 "SPIRIT" points. The students lose points for certain behavior infractions and attendance issues, with the number of points lost being tied to the severity of the infraction. They can gain back points through various means, including participating in community service, engaging in restorative actions, or improving their attendance. If their point total falls below 75 points, they lose the privilege of participating in the activities listed below as long as their point total remains below 75. Students whose point levels are above 95 will be eligible for periodic drawings for gift cards and other rewards.

Activities tied to points:

- Pep rallies
- Homecoming dance
- Prom
- Freshman Olympics
- Senior picnic
- Faculty vs. Student Basketball games
- Other activities as determined by the principal and provide in advance written notice

Infractions that lead to point deductions:

- Referrals resulting in one period of ISD -1
- Referrals resulting in one day of ISD -2
- Out-of-school suspensions -4 per day
- Tardies (in the last 60 days) -.5 per period
- Unexcused absences (in the last 60 days) -1 per day

Ways to earn points back:

- Engaging in community service +2 per hour
- Good behavior in ISD +.5
- Completing a “think-sheet” in ISD +.5
- Positive office referral +2

Department of Professional School Counseling

The mission of the CCPS **Professional School Counseling Program** is to empower **ALL** students to become productive and contributing members of society by addressing their academic, social/emotional, and career development needs.

Counselors assist teachers and school administrators in the identification of students’ academic needs and help determine strategies to maximize learning. Counselors teach students life-ready skills that promote how to learn, how to cope, and how to plan. Services are provided in the areas of academic guidance and counseling; the interpretation of academic testing; career counseling; and social/emotional counseling. These services are delivered via Classroom Counseling; Small Group Counseling; and Individual Counseling.

Students with special needs that are outside of the typical student-teacher or student-counselor relationships may require services via critical incident teams and other organized helping processes made up of the school’s student support professionals and led by designated members of the school’s administrative/leadership team.

Each student is assigned a professional school counselor as listed below:

<u>Counselor</u>	<u>Areas of Responsibility</u>
Melloney Johnson	School Counseling Coordinator Dual Enrollment Student Support Team Coordinator McKinney Vento Liaison
Lindsey Collins	A-C 9th-12th Grades Special Programs Month of the Military Child
Kelly Murphy	D-GON & CIT 9th-12th Grades Enrichment Programs

Victoria Garrett	GOO-MARS 9th-12th Grades School Counseling Website/Canvas Scholarships & Financial Aid GRASP
Emily Pond	MART-R 9th-12th Grades AP Coordinator/AP exams
Rashad Ferebee	S-Z 9th-12th Grades NCAA Eligibility Center First Generation College-Bound Co-AP Coordinator

Other student support/school counseling staff members:

Noelia Feliz, School Psychologist
 Kayla Holt, School Social Worker
 Kristi Renshaw, Testing/College and Career Center Coordinator
 Wanda Brazee, School Counseling Technician/Registrar
 Kanika Pride, School Counseling Secretary

Services

Counselors can help students with:

- Academic planning and educational progress;
- Concerns that interfere with learning;
- Ability to cope with pressure;
- Interpreting test results and what they mean;
- Various school programs and community opportunities;
- College planning and post graduation planning.

The job of the School Counselor is to:

- Work with parents, students, and other school staff members;
- Work with students individually and in groups to help resolve problems that interfere with learning;
- Support students with special needs and may serve as a member of the Child Study team;
- Coordinate gifted program opportunities;
- Provide college and scholarship information;
- Offer crisis intervention and prevention;
- Maintain contact with and make appropriate referrals to various community and social

- agencies;
- Plan and coordinate various school-wide programs for students and parents;
- Help students explore post graduation options and make plans for life after high school.

School counselors are prohibited from using counseling techniques which are beyond the scope of the professional certification or training of the counselors. These techniques include hypnosis and other psycho-therapeutic techniques which are normally employed in medical/clinical settings that focus on mental illness or psychopathology.

The Chesterfield County Public School System affirms that parents/guardians are a child's first teachers. They have the right to direct the care, education, and development of their children. Therefore, provisions are available where parents can elect to have their child not participate (opt-out) in classroom counseling.

Further, provision shall be made for procedures requiring affirmative parental consent (opt-in) after a student's initial contact for participation in small group or on-going, structured, individual personal/social counseling. Parental permission is not required of individual counseling when required to maintain order, discipline, and a productive learning environment. When parents/guardians fail to respond either affirmatively or negatively to documented reasonable requests for consent, the school officials may permit personal/social counseling for children whom they believe would benefit.

Counseling services are available through the following delivery systems:

- **Core Curriculum** - A series of classroom lessons conducted by the school counselors in the classrooms at each grade level to include learning experiences designed to promote academic, personal/social and career development for all students.
- **Small Group Counseling** - Available to students experiencing commonly shared concerns. Emphasis is upon problem-solving and the development of positive attitudes and effective personal skills. The delivery system for small group counseling is "opt-in" for Standard of Learning Objective at all levels.
- **Responsive Services** - Responsive services are activities designed to meet students' immediate needs and concerns. Responsive services may include counseling in individual or small-group settings or crisis response.

Parent/guardian permission is not required for short duration personal/social counseling which is needed to maintain order, discipline or a productive learning environment.

Written notification, at least annually, will be sent to parents/guardians about the academic, career, personal/social guidance, and counseling programs which are available to their children. The notification shall include the purpose and general description of the programs, information regarding ways parents/guardians may review materials to be used in counseling programs and information about the procedure by which parents/guardians may limit their child's participation in such programs.

Records-Records of on-going, structured, personal/social counseling with a student shall be kept confidential and separate from a student's educational records and will not be disclosed to third parties without prior parental consent or as otherwise required by law. Parents/guardians may request to review this confidential record by contacting the school counselor. The counselor will make the records available within five (5) working days.

Class Standing - In order for a student to be considered a member of a specific class and to be promoted from one grade level to the next, a certain number of credits must be earned:

- Sophomore status - students must have earned five (5) credits
- Junior status - students must have 11 credits
- Senior status - students must have earned enough credits to be considered a candidate for May graduation.

The school counseling department is the focal point for research in the areas of college choice, career decisions, summer opportunities, military options, and job searches. Our GRASP representative is available to assist families with the financial aid process.

Pertinent college and career pathway information is available to students and parents. Additionally, the counseling department sponsors special events such as Senior Night, Life After High School , Financial Aid information programs, and college representative visits--all of which are designed to give students an opportunity to meet one-on-one with professionals in particular areas of interest.

Other Student Services

Matoaca students may require the assistance from a number of different resources, some of which are described below. Individuals may be referred through an administrator, teacher, counselor, or parent/guardian. Contact the school counseling office for assistance.

School Support Team - A group of professionals who are organized to help students who are experiencing problems in one or more of the following areas: attendance, academic performance, family problems, known or suspected alcohol or other drug involvement, behavior issues, and/or social problems. A team approach is used to evaluate student problems and develop ways to provide assistance. Contact the school counseling office for assistance.

Family and Community Engagement

Almost everyone, at one time or another can use assistance. Whether it is with the essentials of clothing, food, or shelter, or family support services the following resources and community agencies are available, many 24/7.

Please work with the CCPS School Social Work staff to help you obtain the resources you need to bring balance back into your life. Additional help and support may be found here:

Student Emergency Hotlines -

Chesterfield County 24-hour Crisis Line: 804-748-6356

National Crisis Text Line: Text 988

National Dating Abuse Helpline: 800-799-7233

National Drug Information Treatment and Referral Hotline: 800-662-HELP

National Suicide Prevention Hotline in English: 988

National Suicide Prevention Hotline in Spanish: 988

Chesterfield Domestic and Sexual Violence Resource Center: 804-748-1600

Side by Side: 804-644-4800

Virginia Sexual and Domestic Violence Action Alliance: 800-838-8238

Diplomas

Standard Diploma Requirements for Students Entering High School in 2018-19 & Beyond

<https://www.doe.virginia.gov/parents-students/for-students/graduation/diploma-options/standard-diploma-graduation-requirements>

	Credits for First-Time in 9th grade in 2018-19 and beyond	Verified Credits (SOLs)
English	4	2
Math	3	1
Science	3	1
Social Studies	3	1
Health/PE	2	
World Lang/Fine Arts/CTE	2 (1 CTE OR 1 FA)	-
Econ./Personal Finance	1	-
Electives	4 (2 Sequential Electives)	-
AP/DE/WBL/CTE Credential	Required	-
Virtual Component (included in Econ/PF)	Required	-
CPR/AED Training (included in H/PE 1)	Required	-
Total	22	5

Advanced Studies Diploma Requirements for Students Entering High School in 2018-2019 & Beyond

	Credits for First-Time in 9th grade in 2018-2019 and beyond	Verified Credits (SOLs)
English	4	2
Math	4	1
Science	4	1
Social Studies	4	1
Health/PE	2	-
World Lang	3	-

Fine Arts/ CTE	1	-
Economics/Finance	1	-
Sequential Electives	2	-
AP/DE/WBL/CTE Credential	Required	-
Virtual Component (<i>included in Econ/PF</i>)	Required	-
CPR/AED Training (<i>included in H/PE 1</i>)	Required	-
Total Credits	26	5

Diploma Seals

Diploma Seals are awarded to eligible graduating seniors. Parents may contact their student's counselor regarding these seals or visit the VDOE website noted below.

- Governor's Seal
- Board of Education Seal
- Career and Technical Excellence Seal
- Math and Technical Seal
- Excellence in Civics Education Seal
- Thespian Seal
- German, Spanish, Latin, and French Honor Society Seal
- National Technical Honor Society Seal
- National Art Honor Society Seal
- National Honor Society Seal
- Specialty Center Seal

The Early Scholars Certificate is awarded to graduating seniors who have earned an Advanced Studies Diploma with a B average or better and who have taken and completed college level work that will allow them to earn at least 15 transferable college credits.

Testing Dates

AP Testing Dates
May 4 - 8, 2026
May 11-15, 2026

SAT Day
March 4, 2026

PSAT Testing Date

Oct. 15 , 2025

SAT and SAT Subject Testing Dates		
Test Date	Registration Deadline	Late Registration Deadline (made online or by phone)
Aug. 23, 2025	Aug 8, 2025	Aug. 12, 2025
Sept. 13, 2025	Aug. 29, 2025	Sept. 2, 2025
Oct. 4, 2025	Sept. 19, 2025	Sept. 23, 2025
Nov. 8, 2025	Oct. 24, 2025	Oct. 28, 2025
Dec. 6, 2025	Nov. 21, 2025	Nov. 25, 2025
Mar. 14, 2026	Feb. 27, 2026	Mar. 3, 2026
May 2, 2026	Apr. 17, 2026	Apr. 21, 2026
Jun. 6, 2026	May 22, 2026	May 26, 2026
ACT Testing Dates		
Test Date	Registration Deadline	Late Registration Deadline
Sept. 6, 2025	Aug. 1, 2025	Aug. 19, 2025
Oct. 18, 2025	Sept. 12, 2025	Sept. 30, 2025
Dec. 13, 2025	Nov. 7, 2025	Nov. 24, 2025
Feb. 14 , 2026	Jan. 9, 2026	Jan. 23, 2026
Apr. 11, 2026	Mar. 6, 2026	Mar. 24, 2026
June 13, 2026	May 8, 2026	May 29, 2026
July 11, 2026	June 5, 2026	June 24, 2026

Summer School

Summer School is offered at various CCPS sites each year. Information is available in the School Counseling Department.

Course Selection

Students select courses for the upcoming school year between January and March of each year. Course selections reflect alignment with future goals and incorporate student aspirations, conversations with teachers, parent input, and guidance from professional school counselors.

Schedule Changes

After the schedule is set and the staff is hired, it becomes extremely difficult to honor class change requests and still be able to maintain the integrity of the master schedule. Classes could easily become overcrowded, creating an environment that is not conducive to learning and student performance could be impacted. The administration makes every effort to correct mistakes that have been made in scheduling. Nevertheless, the administration cannot alter schedules because a student wants different classes or is trying to avoid a particular teacher. Parents and the school can be

powerful allies in teaching students the importance of making good choices and the commitment that needs to be developed in order to be successful. Level change requests will not be considered until after the close of the first nine weeks of school.

Step 1: The student and parent/guardian must meet or discuss the reason for a level change with the student’s teacher. The student/parent will provide the teacher with a completed level change form, which is available through school counseling. The purpose of this parent/student/teacher conference is to discuss opportunities for the student to successfully complete the course on the current level.

Step 2: If it is determined during the conference that it would be in the best interest of the student to change to the level requested, the teacher will submit the completed level request form to the school counseling office.

Step 3: The student’s professional school counselor will confer with the school's administration for a decision based on the supplied information.

Step 4: The last day to withdraw from a course without the academic penalty of an F is September 22, 2025. Students who withdraw from a course after the deadline will receive a grade of “WF.” This “WF” is equal to a grade of “F” and is averaged into the GPA. Appeals may be made to the principal.

Academics

Grading, Weighting of Grades

Based upon the end-of-the-year (final) grades, a cumulative grade point average and class rank are obtained for each student. These become official at the end of the junior year of high school.

Students may repeat a previously **passed** course for strength. A student’s GPA will reflect only the higher grade earned. Both attempts in the class will still appear on the student’s transcript and the student will only receive one (1) credit for the course.

Grading Scale				
Letter Grade	Percent Grade	Average (C, O)	Honors (H)	Advanced Placement and Dual Enrollment (AP, DE)
A+	97-100	4.5	5	5.5
A	90-96	4	4.5	5
B+	86-89	3.5	4	4.5
B	80-85	3	3.5	4
C+	76-79	2.5	3	3.5

C	70-75	2	2.5	3
D+	66-69	1.5	2	2.5
D	60-65	1	1.5	2
F	Below 60	0	0	0

Report Cards

Report cards will be issued to each student during their first period class at the end of each nine weeks. For the 4th nine weeks, a final copy will be available through ParentVue. GPAs are calculated using final grades and are printed on the final report card. Ranks are printed on final report cards for juniors and seniors only.

ParentVue and **StudentVue** provide a means for students and parents to monitor grades throughout the nine weeks term. Teachers will update grades on a regular basis. Please do not hesitate to contact a teacher if there is a question about a particular grade in a class.

Academic Letter

Students meeting the requirements for the ACADEMIC LETTER are recognized in the spring of the year and receive awards as follows:

- o First recognition: Certificate
- o Second recognition: Letter
- o Third recognition: Bar
- o Fourth recognition: Star

Eligibility for Academic Letter

1. The academic letter will be based on the first three nine weeks' grades.
2. Students are required to carry a minimum of 5 credits in each nine-weeks in order to be eligible for an academic letter.
3. For academic letter eligibility (Class of 2023 and beyond), a student may not have any grade below a "B" for any nine week's period. "I" grades will be considered provided that they are changed to an "A" or "B" prior to the award's assembly.

Transcripts

Transcripts contain only final letter grades. Based upon final OSC averages, a cumulative grade point average is computed at the end of each year. Class rank, based on cumulative GPA, is obtained for each student at the end of the sophomore year. Transcripts are provided through the web-based program, Parchment. Once a parent release form is signed, seniors will be provided with an access code to set up an account.

The Virginia Department of Education requires that ALL college entrance standardized tests such as the ACT, SAT, and TOEFL received by the high school must be included on a student's transcript. Chesterfield County High Schools post these test scores on the transcript about six (6) weeks after the test administration. To ensure that colleges/universities/organizations receive an official, timely, and accurate report of standardized testing results, students should have their test scores sent directly from the test center.

Attendance & Tardy Policies

The School Board holds the position that school attendance is directly related to academic achievement and the development of good habits which are important in the world of work. Optimum student attendance is a cooperative effort and the School Board expects parents and students to take an active role in accepting the responsibility for good attendance. [The Chesterfield County Standards for Student Conduct](#) addresses the overall philosophy and policy for all county schools. This publication is provided to all students and parents at the beginning of each school year. or you may also refer to [School Board Policy 4020](#).

The complete attendance policy (section 400) can be found online at <http://mychesterfieldschools.com/parents/attendance/> and is also printed in the Standards of Student Conduct and Attendance booklet. Here are key points for high school students:

- Whenever a student is absent for all or part of a school day, parents must notify the school.
- Excused absences are limited to illness, medical or dental appointment, court appearance, death in the family, observance of a religious holiday or extenuating circumstances as determined by the principal. Please note that **personal reasons are not excused unless approved by the administration.**
- Students who know in advance that they will be absent should report the absence to our Attendance Office prior to the absence in order to receive the makeup work. **This should be completed if more than one day of school will be missed.**
- A student participating in a school-sponsored field trip or activity will not be marked absent but must complete a Field Trip Permission Form and have teachers sign it at least one week prior to the trip.
- For any student whose absences exceed, during a school year, more than ten school days or ten class periods of a course scheduled daily or five class periods of a course on the block schedule, the principal or principal's designee may require documentation beyond the written excuse. Any student whose absences exceed, during a school year, 20 school days in a year or 20 class periods of a course scheduled daily or 10 class periods for a block class will not receive credit for the course unless the student completes seat time.
 - o The principal may waive this requirement upon consideration of extenuating circumstances.
 - o This consequence complies with the State Standards for Accrediting Public Schools that define the standard for awarding course credit for graduation.
 - o **Please note that unexcused and excused absences both count toward "seat time"/required make-up time. Seat time is held after school from 3-5 p.m. Monday through Thursday.**

Tardiness to school

After 8:25 A.M. students who are not arriving by bus must enter the building through the main entrance (Door 1).

- Students who are not in their classroom by 8:30 A.M. are tardy (unless arriving on a late bus).
- The student should present a note signed by a parent indicating the date, the student's name, a telephone number of the parent/guardian who signed the note and a specific reason for the tardiness at the time of the tardy. Notes are not accepted after the tardy.

Students who have an excessive number of tardies to school will receive consequences as listed below. Additionally, student drivers may be penalized by having the parking permit revoked for a period of time.

Tardiness to class

Students are required to be in class on time and prepared to start the work assigned.

- A warning bell rings 2 minutes prior to each class.
- Students who are late to class will be marked as tardy by the teacher.
- If students are more than 5 min. late to class or don't report to class, it is considered skipping.

Matoaca High School Tardy Consequences:

1st-3rd tardy: Teacher issued warning to student

4th-5th tardy: Teacher calls the parent/guardian

6th + tardy: Teacher submits a referral for disciplinary action

*Please note that parental notes do not automatically excuse a student's tardiness. The note does, however, allow the student to make up missed assignments.

The only excused tardies that are accepted by the School Board and Matoaca HS are as follows: court/legal appointments; illness; medical/dental appointments; death in the family; and religious observance.

Student Drivers & Unexcused Tardies

Student drivers who arrive late and accrue 5 unexcused tardies to their first period will **lose** the school parking permit for one week. Students accumulating 10 unexcused tardies to first period will lose the privilege to drive for two weeks.

Excessive tardies may result in the total loss of driving privileges for the remainder of the school year.

Early Dismissals

- Students must bring a note signed by a parent/guardian on the day of the early dismissal to the attendance office between 8:05 a.m. and 8:20 a.m.
- Notes must include the date, the student's name, student id, grade, phone number of the parent/guardian and the reason for the early dismissal.
- Parents picking up a student must report to the attendance office after checking in at the welcome desk.
- Students are to remain in class until called for the dismissal.
- Students must leave school at the time indicated on the note. Failure to do so will result in disciplinary action.
- Forged or altered notes will result in disciplinary action. Parental notes rendered after the presentation of the "false note" will not render the note valid.
- Students may not, under any circumstances, leave during school hours to go to any food establishment.
- Students are not permitted to order food and/or accept food deliveries from those establishments. These items will be confiscated. Repeat offense may result in disciplinary action.
- Students scheduled to leave early during lunch should report to the front door of the school. No public address announcements will be made during lunch to page students for a dismissal.
- The school will not accept phone calls for early dismissals on days where we have an altered schedule due to standardized testing, exams, or activities.
- Students must have a parental note to ride another bus. Notes will be verified and a bus pass will be issued to the student. These parental notes should be turned into the attendance office by 8:20 a.m.

Make up Work

It is the student's responsibility to communicate with the teacher on the day he or she returns to class to schedule the make-up of missed work. Daily assignments that were given prior to a student's absence from school or from a particular course remain due the day the student returns to school. If any such assignment is not completed and submitted the day the student returns to school, the assignment will be considered late and will receive a grade in accordance with the teacher's published late work protocol. Likewise, a student is expected to complete or submit any formative or summative assessment that was assigned prior to the student's absence on the day the student returns to school. In extenuating circumstances, a teacher or administrator may extend an assignment's due date. No credit will be given for work that is not submitted by the student.

Long-term assignments, such as projects or research papers, remain due on the original due date notwithstanding a student's absence from school or from a particular course. If any such assignment is not completed and submitted on the original due date, the assignment will be considered late and will receive a grade in accordance with the teacher's published late work protocol.

Work assigned during the time a student was absent from school or from a particular course must be completed and submitted within the time limit that is established by the teacher, not to exceed six school days from the date the student returns to school. Any such school work that is not completed and submitted within the time limit that is established by the teacher will be considered late and will receive a grade in accordance with the teacher's published late work protocol.

Withdrawals

Please notify the School Counseling Office if your child needs to be withdrawn from school. Students must return materials, textbooks, and chromebook (with charger) to Matoaca High School so as to not incur charges at the time of withdrawal.

Students will be automatically withdrawn from school after being absent fifteen (15) consecutive school days for any reason.

Dual Enrollment (DE) First Semester Exams

It is a requirement that first semester teacher-made exams be taken by all students during the exam period in all courses where dual enrollment credit is offered. Failure to do so will negate the dual enrollment opportunity for credit and impact the existing high school grade. For the first semester, DE exams are the only course level exams that will be given.

Final Exams

- Every teacher is to administer an exam to every student in every class according to the final exam schedule. The only exception will be exempt seniors and/or SOL exemptions.
- Exams will count no more than 20% of the semester average.
- Exam schedules will be made available to teachers and students as soon as the schedule is determined by Chesterfield County Public Schools.

Second Semester Exemptions:

SOL Testing

- SOL Exemption: Any student, grades 9-12, who is required to take and pass the SOL test for the current year may earn an exemption for the second semester teacher-made exam.

Senior Exemption Requirements

- The student shall have earned an A or B for the semester in the course in which the exemption is granted.
- In first-period classes, the student shall have no more than five absences and five tardies since winter break. In block classes, the student shall have no more than three absences and three tardies.
- Extenuating circumstances may be appealed to the principal.

ADVANCED PLACEMENT (AP) AND DUAL ENROLLMENT (DE) COURSES:

I. Advanced Placement Second Semester Senior Exam Exemption

Clarification: This applies only to seniors and for the end-of-year exam.

Part A: In an AP course, second semester, seniors (meeting the attendance requirement) may be exempt from their teacher-made final exam if the AP Test is taken and a "C" average is maintained for the second semester in that course.

Part B: If a senior has not taken the AP Test, that student in an AP course must take the teacher-made final exam in that course. A student who is scheduled in two or more AP courses may request that this requirement be waived if taking an AP test in at least one subject in that May testing window. The principal may waive this requirement as long as the student has maintained a semester B average and meets the attendance requirement for seniors.

Extenuating circumstances may be appealed to the principal.

II. Advanced Placement Second Semester Underclassmen Exam Exemption

Clarification: This applies only to underclassmen for the end-of-year exam.

Part A: If an underclassman takes the AP Test for a course, meets the attendance requirements and has maintained a 2nd semester B average, that student may be exempt from the teacher-made final exam in that course.

Part B: For a student in an AP course, the SOL Exam Exemption may also apply in a course with a corresponding SOL Test that is required and successfully passed.

III. Dual Enrollment Second Semester Teacher Exams

It is a requirement that first semester and second semester teacher-made exams be taken by all students during the exam period in all courses where dual enrollment credit is offered. Failure to do so will negate the dual enrollment opportunity for credit and impact the existing high school grade.

IV. CCPS Online Exams

There are no exam exemptions granted for CCPS Online courses.

School Procedures

Staying After School

Students are to be under the supervision of a teacher, coach or sponsor at all times. Early-release students must exit the building during the class change after their last class. Early-release students who do not leave the premises will be scheduled into classes that require them to attend school for a full day. Athletes may be picked up at the designated area indicated by the coach or sponsor. All other students must be picked up at the front of the school.

Field Trips

Written parental permission and medical release forms are required for all students prior to participation in any field trip. Students are required to complete a Field Trip Permission Form. This permission form must be submitted to the teacher sponsoring the field trip at least one week prior to departure. Students who are going on a field trip must have the field trip approval signed by the teachers of the classes the student will miss due to the field trip more than one week prior to the field trip. Teachers of the student who is scheduled to go on the field trip can deny the student the privilege of going on an elective field trip for the following reasons:

1. If the trip is during the first nine weeks, the student may not have missed more than five days in the class.
2. If the trip is during the second nine weeks or later, the student may not have missed more than ten days of the class.
3. If the student is missing multiple assignments that are past due in the class.

This does not apply to students who must miss classes in order to represent the school in a required district, regional, or state competition. Students participating on school field trips are required to observe all rules established by Chesterfield County Schools. Regardless of the destination or length of the trip all rules that apply while on school grounds are to be followed. Students failing to comply will not be allowed on field trips for the remainder of the school year and may face disciplinary consequences.

Dances

Only students who attend Matoaca High School and their dates, who have received prior approval, may attend Matoaca High School dances. Individuals who leave the dance will not be readmitted. The following rules apply:

- No tickets will be sold at the door.
- Student ID is required for admission.
- Appropriate dress is required. The school dress policy applies.
- Be respectful of yourself and others.
- No sneakers, blue jeans, or hats (except top hats) may be worn. Dress shoes must be worn.
- No inappropriate or offensive dancing or contact is allowed. Inappropriate dancing (ex. moshing, grinding, twerking, hands in inappropriate areas, etc.) will be grounds for the individuals to be removed from the dance.
- Invited guests must be 20 years old or younger.

- Students are expected to leave promptly at the end of the dance. Students should contact their rides well in advance of the dance's conclusion. Students who remain longer than 30 minutes after the conclusion of an event may have their privilege to attend future events revoked.

Any student in violation of the rules will be asked to leave. No refunds will be granted.

Cell Phone Policy

Cell phones must be off and stored in the student's backpack from **8:30 a.m. to 3:00 p.m.**, which includes both instructional periods and non-instructional periods such as transitions between classes and lunch.

Personal Electronic Communication Devices:

The policy extends beyond just cell phones to include **all personal electronic devices** that can connect to smartphones, the internet, or any type of network (Wi-Fi, cellular, etc.). This could include tablets, and other similar devices.

If a student chooses to bring a cellular telephone or electronic device to school, they must adhere to the following procedures:

- Devices are powered off and stored from 8:30 a.m. to 3:00 p.m.
- A student found using a cellular telephone or electronic device during any testing situation will have the cellular telephone or electronic device immediately confiscated and will lose the privilege for the remainder of the school year.
- Any student, who uses a cellular telephone or electronic device for unlawful activity while on school property, or while attending any school function or activity, will be subject to disciplinary action that may include out-of-school suspension or a recommendation for expulsion.
- Chesterfield County Public Schools is not responsible for lost or stolen personal cellular telephones or other personal electronic devices.

If a student is found in violation of cellular telephone or electronic device use, the following consequences will be issued:

1st Violation

- Cellular telephone or electronic device is confiscated and given to the administration.
- Cellular telephone or electronic device is returned to the student at the end of the day.

2nd Violation

- Cellular telephone or electronic device is confiscated and given to the administration.
- Cellular telephone or electronic device is returned to the parent at the end of the day.

- Students are subject to appropriate disciplinary consequences which may include in-school or out of school suspension.

3rd Violation and Subsequent Violations

- Cellular telephone or electronic device is confiscated and given to the administration.
- Parents must schedule a parent/student/administrator conference between 8:00 a.m. and 3:45 p.m. Cellular telephone or electronic device is returned to the parent.
- Students are subject to appropriate disciplinary consequences which may include in-school or out of school suspension.

If a student refuses to hand over a cellphone or personal electronic communication device, it will be considered refusal to comply with staff request. Refusal to comply with staff request and use of the cell phone or personal electronic communication device in school may result in more severe disciplinary consequences for defiance.

Cameras and Video Recording

Video recording equipment may not be used in the school unless permission is granted by a staff member for a student to use the equipment for instructional purposes. Cameras may be used with administrative permission on special occasions, such as dress-up days during Homecoming Week. Students are expressly forbidden from bringing a camera or camera phone into the locker rooms at any time. Possession of a camera or camera phone in the locker rooms will result in an office referral and disciplinary consequences.

Compliance

All students must comply with a staff member's request. Failure to comply will result in immediate disciplinary action which may include any sanction up to an out-of-school suspension.

Computer Code of Ethics

Computer equipment, including Chromebooks, are part of the school property and students who abuse or misuse this equipment are subject to disciplinary action. Abuse/misuse of this equipment is defined as:

- Rough or improper treatment of the equipment causing it to break, malfunction, or be otherwise inoperative;
- Copying, deleting, or tampering in any way with other user's files, program files, or programs;
- Logging onto a network with another user's ID;
- Operating a networked computer outside of the network shell without specific permission;
- Programming a computer in an irresponsible way causing unnecessary delays or memory damage;
- Copying or attempting to copy a copyright protected program;
- Using applications for non-instructional purposes (ie. playing computer games and downloading music);
- Failure to follow [Regulation 7230](#) and [School Board Policy 7200](#).

Chromebook Expectations

Students at Matoaca High School are expected to adhere to the Mobile Device Usage Agreement ([English and Spanish](#)), the expectations of the Chesterfield Public Schools Standards for Student Conduct and Attendance handbook and follow the guidelines of appropriate digital citizenship. Mobile Device Usage Agreements may be found in StudentVue and ParentVue.

Additional guidelines are as follows:

- All Chromebooks are to remain closed in the hallways;
- All pictures or videos are to be used for instructional purposes ONLY and may not be obtained without consent;
- Students are expected to come prepared to class with Chromebooks fully charged at the beginning of each day. Student charge cords should ***not*** be brought to school;
- Students must report Chromebook issues immediately to their teacher and the Chromebook help desk or an administrator;
- Students who misuse or fail to bring a fully charged and working Chromebook may receive disciplinary consequences.

Chromebook Help Desk

The Chromebook help desk (located behind the library across from room 914) is available daily to assist students with Chromebook repairs.

Internet access

Please contact the school if you do not have access to the internet on your Chromebook.

Network access

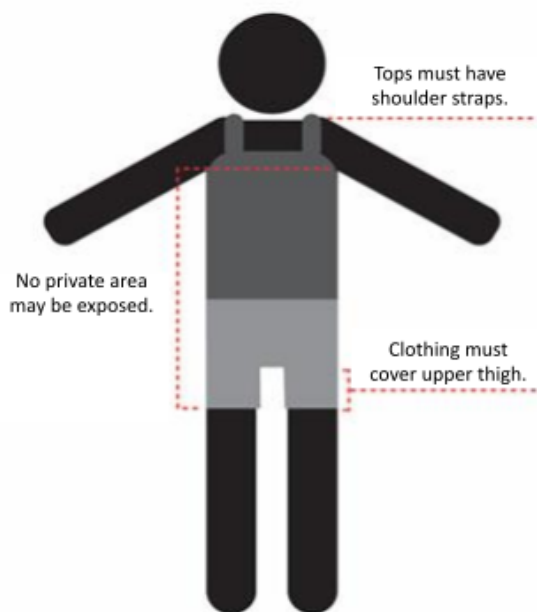
Chesterfield County Schools provide access to the internet via the CCPSNet. The responsible use of computers and computer networks is a powerful tool in support of the instructional programs. [Regulation 7230](#) outlines acceptable and unacceptable use of the CCPSNET; a wide area network linking the schools, offices, and the Internet. The CCPSNET is established solely for educational purposes.

Any use of the CCPSNET for commercial purposes, political lobbying, illegal, inappropriate, or obscene purposes or in support of such activities is prohibited. Illegal activities shall be defined as a violation of local, state, or federal laws. Inappropriate use shall be defined as a violation for the intended use of the network, including the intentional introduction of viruses, corruption of systems, files, and resources.

Any use of the CCPSNET for purposes in conflict with approved School Board policies and procedures is prohibited. [School Board Policy 7200](#) prohibits the illegal copying of documents, software, and other materials.

Dress Code Guidelines

Believing that school is a place of business where students are learning both academic and social skills, students are expected to dress appropriately for a high school educational environment. Clothing shall fit, be neat and clean, and conform to standards of safety, good taste, appropriateness, and decency. **Any clothing that interferes with or disrupts the educational environment is prohibited.** Parents may access [School Board Policy 4009](#) in reference to Dress Code Policies.



Minimum Requirements:

1. Tops must have shoulder straps. Rips or tears in clothing should be lower than the upper thigh.
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Hats and head coverings may be worn if face and ears are visible
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.

Teachers will notify administration of students in violation of the dress code. Students who violate the dress code will be required to change into proper attire and disciplinary actions may be imposed for repeat offenses. Time missed from class for a dress code violation is considered to be unexcused. Unless parents/guardians can provide alternative apparel for the duration of the day, the student(s) will remain in in-school detention. Exceptions will be provided to students who drive and can change clothes at home before returning to school. In those cases, parental/guardian permission to leave school must be obtained.

Hall Passes

Students are not permitted in the halls during the instructional day without obtaining an electronic pass from their classroom teacher. Students are not permitted in the halls for the **first 5 and last 5 minutes** of each class period. Third period passes will be limited and only granted for emergencies.

Family Life Education

All printed materials and descriptions of audio-visual materials used in the Family Life Education curriculum are available for parental review. Parents may opt their children out of family life lessons in their Health and PE classes by sending a note to the student's teacher. Students will be responsible for completing alternative lessons.

Honor Code

Activities deemed to be a violation of the Honor Code include, but shall not be limited to cheating, lying or theft. Any offense to the Honor Code could result in denial or termination of membership in the **National Honor Society**, as well as other disciplinary action.

Cheating occurs when a student obtains, or assists others in obtaining, credit for work that is not his/her own, whether it is accessed verbally, in writing, graphically, or electronically. Examples of cheating/academic dishonesty include, but are not limited to, the following:

- Copying from another student's test/quiz, helping another student during a test/quiz, or providing other students with information regarding a test/quiz.
- Submitting another person's work as one's own.
- Stealing copies of tests or answer keys.
- Copying, or allowing another student to copy, a homework assignment, test, quiz, project, book report, or take-home test.
- Plagiarizing or presenting material taken from another source, including the Internet or computer files, and translation programs without appropriate documentation.
- Using unapproved written materials, such as crib sheets or cheat sheets.
- Using unauthorized materials to complete any form of academic work, including unapproved use of Artificial Intelligence (AI) software for assistance with any form of schoolwork, at any stage. Artificial Intelligence may only be used with prior teacher approval and appropriate citations.
- In addition to cheating, failure to follow acceptable testing procedures is also an honor code violation.

"Cooperative learning" is a recognized instructional practice. When this practice is acceptable to the teacher for a project or assignment, the teacher must clearly explain this expectation to the students. If not clearly delineated as approved, the copying of homework, papers, tests, quizzes, reports, etc. will be considered episodes of cheating.

Violations of testing procedures are also a violation of the Honor Code. Violations of testing procedures include, but are not limited to, the possession of an electronic device during a test.

Students at Matoaca High School are expected to uphold the honor code as violation of the code carries considerable weight and consequences such as in-school detention, out-of-school suspension, zero on the assignment and notification to the honor society sponsor.

1st violation: Zero on the assignment, parental notification, student conference with administration. Notification of the incident will be made to the honor society sponsor.

2nd violation: Zero on the assignment, parental notification, office referral for 1 class period of in-school detention. Notification of the incident will be made to the honor society sponsor.

3rd violation: Zero on the assignment, parental notification, office referral for 2 class periods of in-school detention. Notification of the incident will be made to the honor society sponsor.

*Please note that honor violations are cumulative for the student's entire high school career.

Lockers

Lockers may be requested through a student's administrator.

Parking

Since the county furnishes bus transportation for all students, parking and driving on the Matoaca High School property is a special privilege. School officials reserve the right to suspend or revoke this privilege to anyone who willfully disobeys traffic laws, misuses the vehicle, endangers the safety of himself or others, or fails to comply with parking regulations, staff directives, or school rules. [Parking Applications](#) must be submitted and approved before students may park on school grounds. A parking permit is issued by the school to indicate the privilege has been approved.

Parking is allowed by permit only. A car without a displayed permit may be towed at the owner's expense.

1. All vehicles parked on school property must be registered with the school and display the current permit on the rear view mirror;
2. Loitering in the parking lot is not permitted;
3. All parking lots are off-limits to students during the school day. Students needing to retrieve items from vehicles may obtain approval from the main office;
4. All student drivers and vehicles must have a valid registration in the Commonwealth of Virginia;
5. The school assumes no liability for the automobile or its contents;
6. Reckless driving on school grounds, improper parking, and/or littering may result in loss of parking privilege;
7. Students may only park in the parking lot adjacent to the football stadium; exceptions may be made on a case by case basis and must be approved by the Principal or designee;
8. Students driving to school have a responsibility to be punctual each morning. Student drivers who are consistently late to school and/or who carry other students who are consistently late to school may be denied the privilege of driving to school and have their parking privileges revoked;
9. All school fines (past and current) must be cleared prior to the purchase of a parking permit.

"Use & Lose" - Students violating School Board policy regarding alcohol or other illegal or controlled substances, regardless of the time or place of violation, shall lose all parking privileges for a period of at least 365 days from the date of the violation in accordance with [School Board Policy 4010-R, Standards for Student Conduct](#). Additionally, the student and their parent must meet with the

Coordinator of Student Conduct and show evidence of rehabilitation before applying for any subsequent parking privilege.

School Buses

School bus routes and stops are established by the [Chesterfield County Public Schools Transportation Department](#). Students riding buses are not allowed to leave the bus at any stop other than their regular stop, nor are they allowed to ride a different bus than their regular bus unless they have a note from their parents pre-approved by the school office.

Permission requests must be submitted to the front office upon arrival to school; permission **may not be granted during dismissal time**. Requests must contain the date, the student's name and student ID number, person with whom the student is requesting to ride, the requested bus number, a parent signature, and a parent phone number and must be approved by the main office.

Buses load and unload in the bus loop. Private vehicles are not allowed in the area between 8:00 am - 9:40 am and 2:10 pm - 3:40 pm

Bus Discipline - The school bus driver is responsible for maintaining discipline of passengers on the school bus. The following countywide discipline policy has been adopted by the [CCCP Transportation Department](#) to help fulfill this important responsibility. Copies of this policy are posted on the school bus at all times. Students who misbehave on the bus *may be suspended* from riding the bus and will have to provide *their own* transportation, or the student may receive other consequences from administration.

Bus Expectations:

- Follow directions the first time they are given;
- Keep all objects and your body inside the bus at all times;
- Keep hands, feet, and objects to yourself;
- Stay in seat with feet on the floor while the bus is in motion;
- Use appropriate language and volume;
- Honor the bus space and clean up after yourself;
- Disruptive items may be confiscated by an administrator.

Sexual Harassment & Bullying

- Students should report repeated harassment and bullying to their grade level administrator and/or counselor.
- Students may also contact the School Resource Officer (SRO) for assistance.
- Sexual harassment is defined as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that has the purpose or effect of limiting any student in the enjoyment of any right, privilege, advantage, or opportunity in the educational environment.
- Bullying is **an ongoing harassment, not a one-time problem between individuals, including visitors**. Bullying includes, but is not limited to, **repeated** name-calling, making fun

of somebody, inappropriate touching of a non-sexual nature/hitting, threatening, intimidating, or extortion.

- In accordance with Title IX and the Office of Civil Rights (OCR), Matoaca HS abides by Title IX and OCR regulations and enforces nondiscriminatory practices with respect to race, color, national origin, sex, disability, and age. The Title IX Coordinator for the building is the associate principal, Ben Shindler. Any student(s) who feel discriminated against should make an appointment with the associate principal as soon as possible.

Promote Respect

Students who feel they are being treated unkindly/disrespected or witness or know someone who is being disrespected, are asked to speak with a teacher or staff member or go to the school counseling office to submit a written form. If you witness another student being disrespected, ask the student to stop and alert a staff member about the issue. Students are the first line in stopping and preventing disrespect or unkind acts at Matoaca High School. If you see something, say something.

Visitors to the School

Visitors arriving at school will need to enter through door #1 only and shall first register in the main office using the Raptor Visitor Management System (VMS) before visiting any other part of the school. Driver's license or other government issued photo I.D. is required. Visitors may not visit friends or relatives during school hours, including lunch, unless the visit is deemed an emergency by the administration or has received prior administrative approval. ***The main office will not accept deliveries of flowers, balloons, food, etc. to students. No deliveries should be sent to the school.***

It is not necessary to check in through the VMS If you are dropping an item off for a student. When dropping off an item, please be sure to clearly label it with your student's name, and provide it to a member of the front office staff. Chromebooks or money being dropped off should be signed in at the front desk. ***The main office will not accept deliveries of flowers, balloons, food, etc. to students.***

Thefts

Students are responsible for securing their personal items. Do not bring valuable electronics or large sums of money to school as Matoaca HS will not be responsible for their loss or recovery.

Weapons Detection System

Weapons detection systems are bringing an additional layer of security to every Chesterfield County middle school and high school. Starting in August 2025, when school opens, students and school visitors will enter through OpenGate scanners, which are similar to those used at amusement parks, concerts and sporting events.

Weapons detection will be active from the start of the school day until dismissal, working to improve safety while maintaining a welcoming school environment. The system is designed to detect a variety of weapons. But no system is perfect, so it will sometimes alert on acceptable metal items and may sometimes miss items that should not be in school.

Here's how the automatic, noninvasive screening will work:

- Students and school visitors will pass through freestanding pillars that use advanced technology to detect weapons that may be concealed on a person, in backpacks or in other bags.
- Some safe items may cause nuisance alerts, therefore students should remove them from their bags and place them in a designated bin or hand them to a school staff member before going through the scanner. Chromebooks, three-ring binders, musical instruments, umbrellas, metal lunch boxes, metal pencil cases, and metal eyeglass cases are the most common items that can trigger nuisance alert
- After going through the scanner, students should retrieve their belongings and head to class.
- If a potential weapon is detected, the system will flash red and beep. When that happens, the student or school visitor will step to one side so a closer search can be conducted.
- If a weapon or other contraband is found, then school administrators, the school safety officer and/or the police will be notified, and the person may face both school and legal consequences.

To ensure the safety and efficiency of the system at our school:

Student Entry

- Students must enter through one of the following locations:
 - Main entrance: Door 1
 - Athletic Hall entrance: Door 11
 - Bus Loop entrance: Door 19
 - Special Education Transportation: Door 9
- Students must not open any door to allow others to enter the building under any circumstances. Students who open a door for someone else or who enter the building through an unauthorized door could face serious disciplinary consequences.

*For safety reasons, students will not be permitted to go to their car during the school day.

Visitor Entry

- All visitors must use the **Main Entrance (Door 1)** during school hours.

More information about weapons detection and other school safety measures is available on oneccps.org.

Use of Parents, Volunteers, & Community Resources

Chesterfield County Public Schools support and encourage the active participation of parents and members of the community in providing and extending educational opportunities for children. The involvement of parents, volunteers and those in the community who can serve as a resource to schools is a fundamentally important component of successful school programs. The administration of each school will direct the activities of parents, volunteers and community resources at the building

level. All volunteers (including chaperones) must fill out the online volunteer application. Information about volunteering in Chesterfield County Schools and the required forms can be found [here](#). Please refer to [Volunteer School Board Policy 3070](#) for more details regarding volunteers in schools.

The CCPS Nondiscrimination Policy (#1011) can be viewed by clicking the link below.
[https://go.boarddocs.com/vsba/chesterfield/Board.nsf/files/D6ELJH56C953/\\$file/Policy%201011%20REVISED%2006-17-24.pdf](https://go.boarddocs.com/vsba/chesterfield/Board.nsf/files/D6ELJH56C953/$file/Policy%201011%20REVISED%2006-17-24.pdf)

Emergency Plans

An emergency can occur at any time in a school environment. In all cases, the most important consideration is the health, safety, and welfare of the students and staff. With this in mind, the Matoaca High School Emergency Plan has been developed in conjunction with the Chesterfield County Public School Crisis Management Plan.

School Closings - Inclement weather may make it necessary to close schools early or all day. As soon as this need is determined, local media outlets, CCPS website, and the CCPS phone and email system will communicate updates and announcements.

Emergency Evacuation - The standard signal for the need to immediately evacuate the building is an announcement over the PA system or a loud pulsing horn and flashing lights.

When the signal to evacuate the building is given, please observe the following:

- Close windows and doors;
- Disconnect electrical appliances, make experiments safe;
- Leave the room in an orderly manner following the evacuation plan posted in the classroom;
- Exit, staying close to the side of the hall nearest the classroom;
- Move a safe distance from the building (do not block roads or areas needed by emergency equipment);
- Stay with your class and listen for your teacher to verify attendance;
- Report any missing classmates to your teacher immediately;

The all-clear signal to return to the building will be three tones of the regular school tone.

Imminent Threat - In the event of certain emergency situations an alert message "LOCK DOWN" is announced to indicate that protective action needs to be taken.

Upon hearing the lock down signal, teachers and students will follow the **ALARM** protocol:

A - Active Response

Each person needs to be prepared to take actions to protect themselves and nearby students.

L - Lockdown

If in a defensible location and there is warning or alarm of an attack, lockdown may be the best option and should include barricading the door and being prepared for an Active Response.

A - Alert Others

Anyone who becomes aware of an attack should alert others in any way possible.

R - Run

Move away from danger toward a safer location.

M - Make a Decision and Act On It!

There is no better or worse answer when it comes to what to do in an attack. Every threat or attack is different, and a specific response cannot be planned.

Student Regulations

All rules and regulations of the Chesterfield County School Board apply to Matoaca students “while on school property, at school sponsored activities, and when going to and from school.” Disciplinary rules at Matoaca have not been designed to restrict or harass students, but rather to provide overall guidelines to assist students in the development of becoming responsible citizens and to assist in the improvement of students who purposely conduct themselves inappropriately. Students who are sent to the office for inappropriate behavior must report to the main office or face additional consequences.

Discipline Violations and Consequences - Students found to be in violation of the *Standards for Student Conduct* as defined by the Chesterfield County [School Board Policy 4010-R](#) will be disciplined using the referral system. Action taken by the administration will depend on the number of referrals and/or the severity of the offense. Teachers are encouraged to counsel students, make parental contacts for minor violations, and assign teacher detentions. Major offenses will be dealt with as determined by the administration.

Detentions - Any student assigned detention will be apprised of their misconduct and issued a letter at least 24 hours in advance of the scheduled detention. The form must be signed by a parent/guardian and returned to the individual assigning the detention at the time of the detention. Should a student be absent from school on the day of the assigned detention, they will be expected to serve the detention the day they return to school. Having extracurricular or employment commitments do not constitute an excuse from detention. Students are reminded that those serving detention must arrange their own transportation home. Additional consequences may be assigned for failing to serve an assigned detention.

Teacher Detention - A student may be assigned to serve a detention with the teacher after proper notification. Any student who does not attend an assigned teacher detention may be referred to an administrator.

Administrative Lunch Detention - A student assigned administrative lunch detention must bring their lunch and report to ISD for their designated lunch period within five minutes of the start of the lunch period.

Administrative Detention - Administrative detention will be held on designated days from 3:00pm - 4:00pm in the library. Students assigned an administrative detention may be given a special assignment for general assistance to the school facility that may include such tasks as grounds maintenance, building cleanup, etc.

In-School Detention - A student may be removed from their regular schedule of classes and assigned to a classroom for the entire day or for a reasonable period of time.

Suspensions - A student may be suspended from school for violation of CHESTERFIELD COUNTY PUBLIC SCHOOLS regulations as set forth in [VA. Code §§ 22.1-277, 22.1-277.04, 22.1-277.05](#). A student shall not be permitted to participate in any school-sponsored activities while suspended. The principal may impose up to a ten-day suspension as deemed appropriate. A recommendation for suspension in excess of ten days or expulsion will be forwarded to the Superintendent's designee. Regularly scheduled school days that have been canceled by the Superintendent due to unforeseen circumstances do not count toward completing the assigned out-of-school suspension.

Out-of-School Suspension Guidelines

- a. A student suspended out-of-school is excluded from all school activities including extracurricular activities for the period of the suspension;
- b. A suspended student may not enter any school building in Chesterfield County or come on any school property during the period of suspension except with the prior permission of the Principal;
- c. Any student who is suspended out of school from any Chesterfield County school and who is also enrolled in the Chesterfield Technical Center will be deemed to be suspended from both their home school and the Technical Center. A student enrolled in a work cooperative education program who is suspended may be also restricted from employment during the tenure of his/her suspension;
- d. Students may be suspended from school for one to ten days depending on the severity of the offense;
- e. Students suspended because of drug and alcohol violations will be suspended from participation in or attendance at all after school or school sponsored activities for a period of the suspension and have successfully attended five full-school days and completed formalized plans for all of the student's courses as it pertains to instructional make-up work. A student suspended for the possession, use, or being under the influence of illegal substances and/or alcohol may have this requirement waived by an assistant superintendent or designee if the parent(s) or guardian presents evidence of appropriate substance abuse screening and intervention;
- f. Students suspended because of drug and/or alcohol violations will lose their parking privileges for a period of 365 days beginning with the date of suspension.

Procedure for Appealing Out-of-School Suspensions - See [Standards of Student Conduct handbook](#)

Clinic

- If it is necessary for a student to receive medication during school hours, parents should contact the school for more information on the medication policy.
- Under [School Board Policy 4130](#) and its accompanying regulation 4130-R, all medications and refills must be brought to school by a parent or guardian. Prescription medication requires a written doctor's order. Parents must sign a student medication administration request form

([over the counter/prescription](#)). Except as provided in Policies 4130 and 4130- R, students found with medication are subject to disciplinary action as described in the [Standards for Student Conduct](#). Prescription medication must be in the original container labeled by a pharmacist.

- Over-the-counter medication must be in a new, unopened container. Parents of a student with a chronic health condition must provide to the school clinic all medication prescribed by a healthcare provider and related supplies/equipment in the student's emergency action plan, keeping both refilled as needed throughout the school year. Parents should be aware that medication is not accessible from the clinic during 'before- or after-school' activities. At the end of each school year, parents must pick up their child's medication from the school or it will be discarded. The deadline to pick up medication will be announced in May.

Posting of signs and announcements

The Activities Director or Principal must approve all signs and announcements posted in the building, prior to the posting. All signs must be removed 24 hrs after completion of the activity.

Library Media Center

The Library is open school days 8:05 am until 5:00 pm

Student Access

- To visit the library during Warrior Time, students must get a pass from a member of the library staff before or after school.
- During class periods and after school, students sign in and out at the library desk

Student Conduct

- Respect others, our public property and facility
- If the detection system sounds an alarm, anyone exiting is required to stop and return to the circulation desk until library staff determine the cause of the alarm
- Food and drinks are allowed in designated areas in the library

Materials Circulation

- Student numbers are used for book checkout, four books per student
- Books checkout for three weeks
- To renew books students may visit the library desk or the Matoaca Online Library Catalog - My Account link from any Internet location
- Students with overdue books or unpaid fines cannot check out materials
- Electronic books, databases and web based materials are included in our online catalog providing 24/7 access to reading and research materials

Overdue Fines & Notices

- Overdue items: 10 cents per day (\$5 maximum)
- Damaged/removed barcode: \$2.00
- Damaged/lost book: Replacement cost
- Overdue and fine notices distributed with nine-week grade reports

Printing & Saving Materials

- Students should save all online work to their GoogleDocs or other media
- Students may print or copy three pages of schoolwork each day, additional pages are charged at 10 cents per page
- FEDERAL COPYRIGHT LAWS APPLY TO ALL WHO USE SCANNERS, COMPUTERS, COPIERS and PRINTERS

Network & Database Access

- Student ID number and password are used to access the CCPS network.
- Student ID number and PIN number are used to access the CCPS databases from any Internet station
- Students should speak with their teacher to have their password reset.

Specialty Center--The Center for Innovative Technology (CIT)

This program is designed for the purpose of learning and working in a computer enriched learning environment.

All students will engage in extensive use of technologies within every classroom and discipline. The school-wide use of technology involves increased attention to creating activities and lessons that foster critical thinking, problem solving, communication, and research.

Students who fail to make adequate academic progress and/or exhibit significant behavioral/attendance issues may be sent back to the home school. For any CIT questions, please contact the Specialty Center Coordinator.

EXTRACURRICULAR ACTIVITIES

The Virginia High School League requires that a student who wishes to participate in any athletic and/or academic extracurricular activity shall be enrolled in and shall have passed, at the end of the semester immediately preceding that in which he/she wished to participate, no fewer than five

subjects. Classes taken for grade improvement do not count in this total. All extracurricular activities are offered regardless of gender in accordance with Title IX.

Athletics

Refer to the [Central District](#) website for schedules and rosters.

Eighth Graders Participating at the High School Level - Eighth graders may try out for the teams at the high school level in sports not offered at the middle school and if the high school has a Junior Varsity or freshman team. Eighth graders must try out at the high school in the attendance zone in which they reside unless an exception is approved by the principal.

Workouts/Open Gym/Practices - Students participating in any workouts, the weight room, open gym, team practices, or other conditioning program must have an up-to-date VHSL physical on file with the school prior to any participation. A physical form may be downloaded from the [VHSL](#) website and is effective from May 1-June 30 of each academic school year. Students must also be an enrolled student at the schools or from the feeder middle school in the attendance zone.

Equipment - Each athlete will be responsible for all equipment that is issued to them by the school. No athletic letters or awards will be given to any athlete who fails to turn in equipment. Athletes will be charged for the replacement cost for any equipment that is not returned or is damaged through negligence or abuse.

Transportation - Transportation provided by the school must be taken both to and from competitions. When previously approved by the head coach, students may ride home with a parent/guardian upon physically seeing and signing them out with the coach.

Virginia High School League - All interscholastic activities are regulated by the Virginia High School League, whose headquarters are in Charlottesville. Although the University of Virginia has no control or regulatory power over this group, it is a sponsoring agency and furnishes office space for it. The [League Handbook](#) carries all rules for sports, forensics, the one-act plays, and all other interscholastic competitions in which Virginia schools participate.

Individual Eligibility Rules - To be eligible to represent our school in any VHSL, Inc. interscholastic contest, a student must meet [VHSL eligibility](#) requirements. These rules are contained on the VHSL participation form which must be completed prior to participating in any VHSL activity. For additional information, see the Athletic Director or a school counselor.

Student athletes found in possession of or under the influence of alcohol and/or other controlled substances, during or outside of school hours, may face suspension or dismissal from the team.

Spectators' Code for Interscholastic Athletics - The spectator should:

- Recognize that they represents the school just as a member of a team, and has, therefore, an obligation to display conduct as a true sportsman, encouraging the practice of good sportsmanship by others;
- Recognize that good sportsmanship is more important than victory, by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team;
- Recognize that the primary purpose of interscholastic athletics is to promote the physical, mental, moral, social, and emotional well-being of the players through the medium of contests; therefore, victory or defeat is of second importance;
- Treat visiting teams and officials as guests by extending to them every courtesy;
- Be modest in victory and gracious in defeat;
- Respect the judgment and integrity of officials, realizing that their decisions are based upon game conditions as they observe them.

Clubs/Organizations

ALL Clubs must be registered annually using the CLUB REGISTRY master form.

ALL Clubs must have a current copy of the Sponsorship, and Bylaws forms on file.

Clubs are subject to change at the beginning of each semester. Contact the Director of Student Activities, if you have any questions about an existing club or about how to start a new club.
