

# **JAMES WOOD HIGH SCHOOL**

**“Working Together to Cultivate Excellence”**

**PRINCIPAL: Mr. Joseph M. Salyer**

**ASSISTANT PRINCIPALS:**

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**Student's Name:**

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## ***JWHS MISSION***

At James Wood High School all staff works together to provide a safe, supportive environment that enables all students to be self-directed, lifelong learners. Our instruction enables all students to meet and exceed curricular expectations, state mandates, and individual goals. We provide diverse learning opportunities, which include intervention, remediation, and enrichment.

This book is provided to all students of James Wood High School. It is to serve as a resource for academic and administrative guidelines, as an agenda and school calendar, and as a student's hall pass. This book serves as a supplement to the Frederick County Public Schools Student and Parent Information book, which contains additional information involving student conduct and other administrative items, as well as correlations to school board policy. Updated and revised policies and/or regulations may appear in the Student and Parent Information book and may supersede certain policies found in this book. It is the student's responsibility to retain both books.

### ***Frederick County Schools and Non-discrimination***

Frederick County Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination process:

Title IX Coordinator	Section 504 Coordinator
Larry Shobe	Lynette Johnson
Executive Director of	Director of Special Services
Human Resources	1415 Amherst Street
1415 Amherst Street	Winchester, Virginia 22601
Winchester, Virginia 22601	540-662-3888
540-662-3888	

For further information on notice of non-discrimination, see list of OCR enforcement offices for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## STANDARDS FOR STUDENT CONDUCT

The Frederick County School Board expects a high standard of student conduct in an effort to ensure that education is provided in an atmosphere conducive to learning, free of disruption and threat to person or property, and supportive of individual rights. Students are responsible, with each principal, faculty, and staff member, for maintaining a school environment in which educational programs can flourish and extracurricular programs can go forward for the pleasure and benefit of all participants. Students and staff have a primary responsibility for creating a climate of mutual respect and trust in each school in order that the dignity of the individual is protected and the hopes and ambitions of each student may be realized.

The principals of the schools and those to whom they delegate the authority are responsible for the consistent and uniform application of all school board policies and regulations, and rules of the individual school, which together set forth the standards for student conduct. The principal or his designee shall determine the appropriate disciplinary measures for each case of misconduct by a student, except where consequences are predetermined by specific school board policy or by law. Determinations of disciplinary measures shall include consideration of the relative impact of a violation on the entire student body as well as the individual, school and county-wide school regulations and rules, the student's cumulative discipline record, and the student's individual needs.

Principals shall inform, consult with, and/or refer to the central office administration any discipline matters that involve situations of extreme danger, acts of violence, threats to the school, and any discipline matters that involve unusual circumstances or need special handling. The principal shall notify the parent of each suspension and may request a parent conference prior to readmission. Disciplinary measures may include, but need not be limited to, the following: warning, counseling, detention, special assignments, in-school detention, in-school assistance, exclusion from class, suspension from extra-curricular activities, school probation, suspension, long-term suspension, and exclusion from school. All disciplinary actions shall be taken in accordance with due-process requirements.

Conduct which will constitute cause for discipline by school officials shall include, but not be limited to, any of the following:

- gambling
- gang-related activity
- bullying

- stalking
- continued and willful disobedience
- defiance of authority of any employee of the school system
- conduct of such character as to constitute a threat or a continuing danger to the physical well-being of others
- fighting or physical assault upon another student or upon any teacher, administrator, other school employee, or any other person
- taking or attempting to take another person's personal property or money including school-owned property or money
- vandalism (willfully causing, or attempting to cause damage to school property)
- unauthorized occupancy of any part of the school or school grounds, or failure to leave promptly after having been directed to do so by the principal or other school employee or law enforcement officer
- cursing or verbally abusing any person
- willful interruption or substantial disturbance of any school
- trespassing upon the property of any Frederick County school
- any threat or attempt to bomb, burn or destroy in any manner a school building or any portion thereof
- violation of law or school board policy or school regulations
- leaving school grounds without the prior written permission of the principal or his designee
- use or possession of any unauthorized firearm, knife, military armament, stun weapon, taser, or any other object that school officials consider to be a dangerous weapon on school property or in association with any school activity or the use or possession of any explosives including fireworks
- Use or possession of laser pointers
- possession, use or distribution of prescription or nonprescription drugs, anabolic steroids, alcohol, or drug paraphernalia
- use or possession of tobacco products by anyone on school property and in association with a school activity
- inappropriate behavior with regard to public display of affection
- violating the dress code
- cheating, plagiarizing, or assisting or encouraging others to do so

- violation of the human relations, harassment, or sexual harassment policy
- violation of school bus safety rules
- any other conduct which, in the judgment of the principal, interferes with the orderly operation of the school

**Administrators**

Mr. Loving	A-G (9-11 grade)
Mr. Daniel	H-N (9-11 grade)
Mrs. Spore	O-Z (9-11 grade)
Mr. Salyer	seniors

**ATTENDANCE POLICY**

All class absences will appear on high school report cards. The school will make a reasonable effort to contact the home of every absent student each school day.

**A. Excused Absences**

The parent/guardian shall notify the school of the student's absence either by telephone, e-mail, or note on the day of the absence or within (2) school days of the date of absence. The school will maintain an accurate record of the report from the parent/guardian. The record will include the name of the person notifying the school of the absence, the date of the notice, the reported reason for the absence, and the school staff member entering the information in the log.

The school principal or designee is authorized to excuse the student's absence. Absences will usually be considered as excused when verified by the parent or guardian as necessary and unavoidable for the following reasons:

- student illness,
- death of family member or close friend,
- medical or dental appointment,
- family emergency,
- religious obligations,
- pre-approved family trip,
- inclement weather,
- discipline actions requiring the student not to be present, or
- any other reason authorized by the school principal.

When the Frederick County Public Schools' administration cancels school for some students, although school is in session, those absences will be excused. Students, who otherwise would have been eligible to receive a perfect attendance award, will not be penalized for those absences. The designated school staff shall make an appropriate entry in the student's cumulative scholastic record.

When the parent/guardian judges that weather conditions are too severe for his/her student to attend school when school is in session, the absence will be authorized as excused. However, the student will not be eligible for a perfect attendance award for that year.

Students will not be excused from attendance for the purpose of work during regularly scheduled school days. (Code of Virginia, Section 22.1-265.)

Sponsors of school activities will provide for the faculty the date and time of the activity, along with the names of those students who will be participating.

**B. Make-up Work**

Students will be allowed to make up work when absent from school.

- This work shall be completed within a reasonable period of time (one day for each day of absence unless a make-up plan has been arranged with the teacher). Long-term assignments, such as term papers, must be turned in on time. Exceptions to these may be authorized by the school principal.
- Incomplete grades must be made up within fifteen school days after the quarter ends, or the grade will be changed to "F." Exceptions may be authorized by the school principal. Reconciling incomplete grades for a final grade average will occur upon availability of school staff.
- If parents anticipate that their children will be out of school for more than ten days under a doctor's order, the parents should request homebound instruction for the student through their child's school administrator.
- Parents or school activity sponsors shall notify the school prior to a student's planned absence. Students will obtain assignments and homework for each class prior to the absence. Assigned work is to be completed and submitted to the teacher on the day the student returns to class. Exceptions may be authorized by the school principal.

**C. Alternative Instructional Programs**

Alternative instructional programs may have alternate requirements for attendance and make-up work. Students enrolled in these programs are expected to comply with stated expectations.

**D. Attendance and Punctuality**

**1. Tardiness**

Students who arrive late or leave prior to the dismissal time shall be required to sign in and out of the school office. The school principal or designee is authorized to excuse the student's tardiness to school.

Tardiness will usually be considered as excused for reasons of school bus delayed arrival or verified physician's or court appointments. Excessive unexcused tardiness shall result in disciplinary action.

During each nine-week grading period, students with unexcused tardiness to school will be disciplined as follows:

- The first tardy to school or class in a quarter will result in a warning
- The second tardy to school or class in a quarter will result in a detention with parent informed
- The third tardy to school or class in a quarter will result in a in-school or out-of-school suspension with parent informed
- The fourth tardy to school in a quarter will result in an out-of-school suspension with parent informed.

Students will be permitted to make up work missed while suspended for tardiness. As with all cases of suspension, it is the student's responsibility to request the make-up work from the teacher. Continued tardiness may result in other related consequences such as loss of parking privileges.

Students are allowed an appropriate time for change of class. Only written permission slips will be an acceptable excuse for tardiness to class. During each nine-week grading period, students with unexcused tardiness to class or the cafeteria will be disciplined as follows:

First time:	Warning
Second time:	Detention with parent informed
Third time:	Automatic day of ISA or out-of-school suspension with parent informed
Fourth time:	Automatic out-of-school suspension with parent informed.

Students will be permitted to make up work missed while suspended for tardiness. As with all cases of suspension, it is the student's responsibility to request the make-up work from the teacher. Continued tardiness may result in other related consequences such as loss or restriction of hall passes.

**2. Leaving School Without Permission**

Students must have permission to leave school during the day. Only the school nurse or an administrator/designee may grant such permission. Permission to leave school does not necessarily indicate that a student's absence from classes will be excused. Students leaving school without permission will be disciplined as follows:

- |              |   |
|--------------|---|
| First time:  | Automatic one-day suspension with parent informed                         |
| Second time: | Automatic two-day suspension with parent informed                         |
| Third time:  | Suspension with referral to the office of the superintendent or designee. |

Students who need to be excused from school before the end of the school day must bring a parental note to the office before school.

Students who need to see a physician are asked to schedule appointments when possible after the close of the school day. Students who cannot make these arrangements will be expected to attend school before or after such appointments as time permits.

**3. Truancy**

Truancy is an unacceptable behavior. When an absence occurs for which neither the parent nor the school had prior knowledge and consent, then the student shall be considered truant. The school authorities will notify parents of this truancy. Students "skipping" classes/school shall be disciplined in accordance with the following:

- |             |  |
|-------------|--|
| First time: | Parents are contacted and student is detained one hour after school for each hour "skipped." Truancy from school all day shall result in a five-hour detention or assignment to in-school suspension and referral to guidance for counseling and follow-up if deemed appropriate. A parent/student |
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conference with a school administrator may be requested.

Second time: Automatic one-day suspension with parents informed.

Third time: Automatic three-day suspension with parents informed.

Fourth time: Referral to the division superintendent or designee.

### Administrative Items

#### **A. HUMAN RIGHTS**

Let it be known and understood clearly by all members of this school system, that the philosophy of this system is that we are all members of the same family - the human family - and as such are each to be accorded respect, fairness, and equal treatment. We are not educated members of this school family until we understand that we are all to honor and respect each other and the differences we represent.

It is important that each student in this system come to school and enjoy freedom from intimidation or discrimination by threat, force, violence, or harassment.

Any treatment of another in this school family that is not in accord with this standard is not acceptable and will be dealt with pursuant to prescribed standards for student conduct.

A student who intimidates a teacher, student, or any school employee by threat, force, or violence, or assaults a teacher, student, or school employee will be automatically suspended from school, and expulsion may be recommended. Those persons intimidated or assaulted may press charges by obtaining a warrant from the proper authorities.

Verbal harassment in any form will not be tolerated at James Wood High School. Students who intimidate, label, use profanity or make inflammatory or insensitive statements directed towards other students or staff will face administrative consequences which could result in

suspension. Behavior that is sensitive, respectful, and tolerant will continue to be the expectation of the members of the James Wood community.

**B. SEXUAL HARASSMENT**

It is the policy of the Frederick County School Board to provide a working and learning environment free of sexual harassment of any kind. All employees and students must avoid offensive or inappropriate sexual behavior. All employees and students are responsible for assuring that the working and learning environment is free from sexual harassment at all times and that work and school activities are conducted in a professional manner.

1. All complaints of sexual harassment will be investigated promptly and fairly.
2. Any student who has a complaint of sexual harassment at school by anyone should report this immediately to a school counselor, a school administrator, or to the Title IX compliance officer.
3. All complaints must be put in writing, and should state in detail the basis for the complaint, the names of the persons involved, and the dates of any specific incidents.
4. Students are assured that the complaint and investigation will be handled confidentially.
5. All students are assured that they will be free from any and all reprisal or retaliation for filing a complaint of sexual harassment.

**C. BULLYING**

Students, either individually, or as part of a group, shall not harass or bully others. The following conduct is illustrative of bullying:

- Physical intimidation, making threats, hazing, taunting, name calling, and insults
- Comments regarding the race, gender, religion, physical abilities or characteristics of associates of the targeted person
- Falsifying statements about other persons

**D. STALKING**

Students shall not engage in a pattern of behavior that places another person in reasonable fear of serious harm.

**E. HAZING**

Students shall not recklessly or intentionally endanger the health or safety of a student or students or inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. The principal (building administrator) of any school at which hazing occurs that causes bodily injury shall report the hazing to the Commonwealth Attorney. The Code of Virginia, Section 18.2-56, imposes a Class 1 misdemeanor penalty for violations; i.e., confinement in jail for not more than 12 months and a fine of not more than \$2500.00, either or both.

**F. DISRUPTION**

A willful interruption or substantial disturbance of the school routine will not be permitted. Any student guilty of such interruption or disturbance or provoking interruption or disturbances will be subject to disciplinary action.

**1. FIGHTING**

Students who fight will be suspended. What constitutes a fight and the number of days of suspension will be left to the discretion of the administrator.

A teacher or school official may use physical force if necessary to stop fighting and prevent injury or damage. Students who interfere or attempt to prevent such action are subject to suspension.

A student deemed to be an aggressor may be suspended for at least three days. If a second offense occurs in a student's high school experience, the student shall be referred to the superintendent or designee, for a possible long-term suspension. A recommendation may be made to the school board for expulsion.

A willful interruption or substantial disturbance of the school routine will not be permitted. Any student guilty of such

interruption or disturbance will be subject to disciplinary action.

### **CONFLICT RESOLUTION**

Conflict Resolution is everybody's responsibility. There is no need to fight when you can talk. See any guidance counselor if you or a friend needs conflict resolution.

Fighting will result in suspension if no attempt at conflict resolution is made. You are not a victim if you do nothing to prevent a fight. Avoid suspension or charges of assault. See a counselor if you need conflict resolution.

## **2. WEAPONS**

Students shall not possess, use, manufacture, sell, or purchase any weapon, dangerous instrument, or look-alike that could be used as a weapon while on school property, on school vehicles, or during school-sponsored activities on or off school property. Violation may result in out-of-school suspension, referral to the superintendent's designee, or referral to the school board with a recommendation for expulsion.

## **3. POSSESSION OF FIREARMS**

Any student who has brought a firearm on school property or to a school-sponsored activity shall be expelled from school attendance for a period of not less than one year (365 calendar days). School staff members, students, parents, and others with knowledge shall report to the principal of the school or his designee all information related to suspected violations of the policy related to weapons in school. The principal shall report any violation of this policy to the superintendent or his designee and to local law enforcement. Another disciplinary action or term of exclusion may be taken by the school board following an examination of the particular facts of a violation of this policy.

- a. Firearm is defined as any weapon prohibited pursuant to Virginia Code Section 18.2-308.1 (including a starter gun) which will, or is designed or may be converted to, expel a projectile by means of an explosive, the frame

or receiver of any such weapon, any firearm, muffler or silencer, or any "destructive" device.

- b. Destructive devices include, but are not limited to, explosives, bombs, grenades, or other similar devices, as referred to in the Code of Virginia, Section 22.1-277.01.
- c. This policy shall not apply to persons who possess a firearm or firearms as a part of the curriculum or other programs sponsored by the school division, any organization permitted by the school division to use its premises, or to any law-enforcement officer while engaged in his duties.

**POINTS OF CLARIFICATION:**

**Students are advised that any weapons, whether being used for hunting or other purposes, are not to be brought onto school property under any circumstances.**

**Knives, chains, clubs and razors are considered weapons and are not to be brought to school. Appropriate administrative action to include suspension will be the result of bringing any weapon onto school property.**

**Appropriate law enforcement officials will be informed when the law is broken.**

**4. BOMB THREAT**

Any student who makes a threat to bomb a school building or who communicates by any means, knowing the information to be false, the existence of a bomb or burning to a school shall be suspended and referred to the superintendent's designee for review and possible further referral to the school board for expulsion.

**5. DRESS**

**A. General**

Habits of cleanliness and proper dress are of major importance in establishing patterns of school and social behavior. A close relationship between the attitudes and conduct of students and their personal habits of cleanliness and dress is observable. Proper dress is also necessary for reasons of health and safety.

The regulations that relate to this policy are designed to encourage young people to dress in a manner that displays reasonableness of fashion, decency, and refrains from extremes. If there are any doubts about what should be worn, students shall check with their school principal or designee, who is responsible for determining appropriateness of dress. Any clothing or accessories judged to be disruptive to the learning environment will be prohibited. Students who use poor judgment or fail to cooperate will be sent home to change into appropriate dress.

B. Standards of Dress

The standards of dress in the schools are as follows:

1. The following are examples of inappropriate dress: extreme short skirts, swimwear, gym or exercise shorts, muscle shirts, tank-tops, see-through blouses or cut-away blouses, and clothing made of spandex, lycra or other like fabric as outer garments.
2. Students are not allowed to wear clothing that does not cover midriffs or backs.
3. Clothing and accessories bearing obscene, suggestive, alcohol, tobacco, or drug-related slogans or symbols are prohibited.
4. Students shall not wear hats, bandanna-type headbands, caps, hair curlers, picks, or sunglasses.
5. Students are required to wear shoes at all times. Any footwear the administration considers to be unsafe will not be permitted.
6. In the interest of safety and health, the schools may require specific dress or grooming procedure for certain instructional activities (such as shop, work and family studies, driver training, science laboratories, and physical education).
7. Students acting as official representatives of the school in the band, chorus, state meetings, class activities, athletic teams or any other organization may be required to subscribe to a more rigorous dress code as determined by the school administration and staff.
8. Students may not be allowed to wear jackets or coats that are considered to be weather-protective

gear while in school. Examples of such outerwear garments include, but are not limited to trench coats, overcoats, large ski parkas, or other outerwear which, in the judgement of the principal, present concern for safety.

9. Pants or slacks must be worn to prevent slipping to hip level and must be worn so that the entire waistband is above the top of the hipbone. No cutouts are permitted.
10. The school principal may allow exceptions to the dress code for purposes of promoting "school spirit day", other like celebrations, or for special circumstances as deemed appropriate.
11. The school principal may ban any item of dress considered to be linked to gang activity, disruptive to the educational environment, unsafe for the student or others, or in violation of school policy.

**5. DISPLAY OF AFFECTION**

The administration and faculty of each school shall determine what constitutes inappropriate behavior with regard to public display of affection.

First Time: Warning to students involved and notification of parents.

Second Time: Students will be given detention.

Third Time: Students will be given one day of in-school assistance.

Extreme or repeated cases of inappropriate display of affection may be grounds for long term suspension or expulsion.

**G. VANDALISM**

School buildings, equipment, and materials belong to the community. The attractiveness and functional utilization of the school must be preserved for students who will use them in the future. All damage to school property deemed to be acts of vandalism or wanton destruction shall be prosecuted and attempts made to secure replacements or financial remuneration from those committing such acts.

Upon recommendation of the principal, any student found guilty of vandalism amounting to \$100 or more will be recommended to the Frederick County School Board for long-term suspension or expulsion.

#### **H. DRIVING REGULATIONS**

1. All cars parked on school grounds must be registered with the school and must display a current decal on the center of the windshield. Cars not displaying a current parking decal will not be allowed to park on school grounds. Unauthorized vehicles parked on school grounds may be towed away at the owner's expense. The only authorized area for student parking is in the assigned student parking lot.
2. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
3. Students may not loiter in the parking lot. Upon arriving to school students must exit cars immediately and proceed into the building. Students may not return to their cars during school hours unless they have written permission of an administrator and can display the proper pass. **Any student leaving school grounds without legal authorization, or any student who transports students who do not have legal authorization to leave school is subject to lose their driving privileges.**
4. All rules on the road must be adhered to while driving to or from school grounds.
5. Student vehicles may be subject to search if there are reasonable grounds to believe drugs, alcohol, weapons, stolen property or other contraband might be present in that vehicle.
6. Students are not allowed to sell, give away, trade or allow other students to use their parking permit. After selling or trading a registered vehicle, the student is to bring in a new registration to the office in order to update his or her parking registration card.
7. It is the responsibility of every student who drives to school to report on time. **Any student who frequently reports to school late will lose the privilege of parking on school grounds and face further disciplinary action, which may include suspension.** Parking regulations are strictly enforced. It is a privilege to park on school grounds. Any violation of parking regulation may result in one or more of the following: suspension of driving privileges for part or all

of the school year, suspension from school, towing of vehicles, or legal action.

8. The driver of the vehicle is responsible for the vehicle, its contents and passengers.
9. If a student leaves school (I.E., transfers, quits, goes to alternative program) he/she must turn in their parking permit. At this time they would be reimbursed monies on a prorated basis.
10. **Parking is generally reserved for Juniors and Seniors. Students who have accumulated enough credits to be considered Sophomores will be able to purchase passes after the first nine weeks if they meet the following criteria:**
  - a. **Student may have no failing grades in the previous grading period.**
  - b. **Student may not have received any disciplinary action related to tardies to school in the previous grading period.**
  - c. **Student's attendance record must be in good standing.**

Students who are considered Freshmen will not be allowed to purchase a parking permit under any circumstances.

## **I. DRUGS, MEDICATION, ALCOHOL, AND TOBACCO**

### **1. INTRODUCTION**

Substance abuse continues to be a serious problem among youths and young adults. Because misuse of chemicals and drugs can cause serious harm to the individual and society, the schools have recognized the problem and have addressed it. Instruction is provided K-12 in an effort to prevent drug misuse and abuse. A student-assistance program has been established to help those students identified to be in need of assistance with a drug or alcohol-related problem. Disciplinary measures have been designed in an effort to eliminate the sale or use of drugs during school hours and school activities.

Any student with a question concerning the possession of or identity of drugs should report to the school administration.

Appropriate law enforcement officials will be informed when a law is violated.

2. MEDICATION ADMINISTRATION REGULATION

A student who must take a **non-prescriptive medication** during the school day must bring it in a manufacturer-labeled container with a written request from the parent or guardian to the nurse in the clinic or to the principal or his designee in the main office. The request must specify dosage and the time the medicine is to be administered. Any exceptions to the manufacturer's recommendation will require an additional note from the student's physician.

A student who must take a physician-prescribed medication during the school day must bring that medication in a pharmacy-labeled container with a written request from the parent or guardian to the school nurse in the clinic or to the principal or his designee in the main office. Any exceptions to the physician's prescription will require an additional note from the same physician.

The parent of any student identified as being highly allergic to an environmental substance, including certain foods or insect stings or bites, and needing emergency care when exposed will assume responsibility for providing the school with the prescribed emergency kit or medication. The parent will also be responsible for annually completing the Request and Authorization/Parent Consent for Administering Long-term Prescription Medication During School Hours form.

3. USE OR POSSESSION AND SALE OF DISTRIBUTION OF UNAUTHORIZED LEGAL DRUGS

The use or possession and sale or distribution of unauthorized legal drugs on school property, school bus stops during the times school children are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity, or at school functions may be grounds for suspension or expulsion.

- a. As a result of a first offense, the student may be suspended. The number of days will be left to the discretion of the administrator. The student may be referred to the superintendent or designee for a conference with parents and student.

- b. The second offense shall result in an immediate suspension and referral to the superintendent or designee. The superintendent may recommend long-term suspension or expulsion to the school board.

4. USE OR POSSESSION AND SALE OR DISTRIBUTION OF CONTROLLED OR IMITATION CONTROLLED DRUGS

No student shall possess, use, sell or distribute, transmit, or be under the influence of any drug, alcoholic beverage, anabolic steroid, other intoxicant, or substance in any form whatsoever prior to arriving at school or while on school property, at school-sponsored functions, or under the legal jurisdiction of the school system. For reasonable cause, a student may be required to take an alcohol or drug screening at the request of school authorities.

The possession, sale, distribution, or use of a controlled substance, imitation controlled substance, marijuana, including imitation marijuana, or any mood-altering chemicals, including inhalants on school property or at school-sponsored activities is prohibited. A violation shall result in immediate suspension and referral to the superintendent. A conference with the superintendent or designee involving students, parents, and school authorities shall be held. A student who is determined in accordance with the procedures set forth in the Code of Virginia, Section 22.1-277 to have had in his possession, sold, distributed, or used a controlled substance, imitation controlled substance, marijuana, including imitation marijuana, or any mood-altering chemicals, including inhalants, on school property or at school-sponsored activities shall be expelled from school attendance for a period of not less than one year (365 calendar days). The school board may, however, determine, based on the facts of the particular case, that special circumstances exist and another disciplinary action is appropriate. Enrollment in a drug treatment program may be required.

5. DRUG PARAPHERNALIA

The sale, use or possession of drug paraphernalia will result in the following action:

- a. The paraphernalia shall be confiscated, and parents shall be notified. The student shall be suspended, with the number of days left to the discretion of the administrator.
- b. If a second violation occurs, the student shall be suspended and referred to the superintendent or designee for further action.

Clothing and accessories bearing drug-related or alcohol-related slogans and symbols are prohibited.

6. ALCOHOL

A student shall not possess, use, transmit, or be under the influence of any alcoholic beverage or intoxicant of any kind in the building, on the school grounds, prior to arriving at school, or at any school-sponsored activity, including a field trip. Any student guilty shall be suspended a minimum of five days. A conference with the superintendent or designee involving students, parents, and school authorities shall be held. Enrollment in an alcohol-treatment program may be required. A second offense will result in a recommendation to the superintendent and school board for a long-term suspension or expulsion from school.

7. TOBACCO

Students shall not use any form of tobacco while they are on school property or are engaged in school-sponsored functions. The consequences for violations of this policy are as follows:

- a. The first offense shall result in a one-day suspension or in-school assistance.
- b. The penalty for the second offense shall be a two-day in-school assistance and mandatory attendance in tobacco use counseling sessions provided by the school system.
- c. The third offense shall result in a three-day suspension and mandatory attendance in tobacco use counseling sessions provided by the school system.
- d. Subsequent violations or a failure to complete the counseling sessions in b or c, shall result in a referral to the superintendent or designee for action that may be long-term suspension or expulsion.

- e. Tobacco products, when found, will be confiscated and parents may be notified.

8. DRUG OR ALCOHOL SCREENING

The school administration may require a drug or alcohol screening when there is individualized reason to suspect the student may have used an unauthorized legal or illegal substance while under the jurisdiction of Frederick County Public Schools. Student refusal to cooperate with the screening will give the school administration no choice but to infer that the test will be positive.

**J. CONDUCT ON THE BUS**

Students must recognize that the bus driver is the authority on the bus. They are to obey the bus driver and be courteous to fellow students. Any of the following acts of misconduct is a sufficient reason for denying the student the privilege to ride buses:

- Use of any form of tobacco, alcohol, or drugs.  
Violations will result in the student being removed from the bus consistent with policy and the student may receive a long-term suspension from school.
- Use of profane or vulgar language.
- Throwing of any objects in or from the bus.  
Any student guilty of throwing objects from the bus that strike a vehicle or a person or in any other way damage property or create a safety hazard will be removed from the bus until the student and parents appear before the division superintendent or his designee, who will decide whether the student may return to the bus.
- Extending arms, legs, or head out of bus.
- Disobedience of or disrespect for authority.
- Fighting on the bus.
- Persistently talking loudly or displaying rowdy behavior...
- Willfully destroying of any part of the bus.
- Engaging in other acts of misconduct affecting safety
- Using beepers, cellular telephones, or other similar portable communication devices.

(These are to be turned off with the power off. Turning the ringer or call signal off and placing a cellular telephone, beeper, or pager on vibrate does not meet the requirement of being turned off.)

**1. ITEMS NOT PERMITTED ON SCHOOL BUSES**

- Exploding devices, fireworks, and flammable materials, including lighters, matches, and aerosols. No laser pens.
- Bottles or glass containers.
- Live pets, animals, or wildlife.
- No cleats or other types of spikes may be worn on a bus.
- Musical instruments or other items that cannot be carried or held on student's lap.
- Skateboards, in-line skates, or scooters.
- Any other items that could create a safety problem

**2. OTHER CONDITIONS:**

- Students may be assigned to a specific seat by the driver or school administrator and shall not be permitted to move from the assigned seat except with permission.
- No student is permitted to interfere with another student or with the property of another student.
- Students must ride the bus to which assigned. They are not allowed to ride another bus or get off at another stop other than their own, unless they have a note from their parent approved by the school office. Once students are on the bus they are expected to remain there.
- Students will be allowed to exit the bus only in instances when it has been determined to be an emergency. It is expected that the student will be under the supervision of a responsible adult.
- No student is permitted to eat, chew gum, or drink while on the bus.
- Unauthorized personnel are not allowed on a school bus and are in violation of school board policy. Drivers are instructed to contact the supervisor of transportation or his designee for further action.

### **3. DISCIPLINARY PROCEDURES FOR MISCONDUCT**

- a. The following procedure will be used whenever a student is involved in misconduct on a bus:
  - First Offense: The student will be warned by a letter from the principal
  - Second Offense: Will result in a three-day suspension from riding the bus.
  - Third Offense: Will result in a five-day suspension from riding the bus.
  - Fourth Offense: Will result in a ten-day suspension from riding the bus. The student will only be returned to the bus by order of the superintendent or his designee. The parent may call the office of the director of student support services, to schedule a meeting to determine reinstatement to the bus.
- b. In instances of flagrant violations warranting more action than a warning, a student may be suspended from the bus or from school after the first offense.
- c. The parent or guardian is to be notified by the principal whenever a pupil is suspended from a bus. The notification should include the reason for suspension and the length of suspension.
- d. High school students who misbehave on inter-campus bus routes (e.g., Dowell J. Howard Center) will be disciplined as follows:
  - First Offense: The student shall be warned about the consequences of continued misbehavior, and his/her parent or guardian shall be notified.
  - Second Offense: Shall result in suspension from school for one day.
- e. Activity Bus Misbehavior: The following steps will be taken when a student is referred to the school principal for misbehavior on an activity bus.
  - First Offense: Warning to student and parents.
  - Second Offense: The student is removed from the activity bus for the remainder of

the sports season. If the activity does not involve a season (example: club meetings, debate, forensics, etc.), the student will be removed from the bus for the remainder of the semester.

- f. Students who are waiting at a school for a bus to another school are under the authority of the school while waiting and the principal may suspend them from riding the bus if they do not conduct themselves properly while there. Incidents that occur before or after school at a bus stop or prior to arrival home may be judged as if they were incidents at the school site.

**K. INTER-CAMPUS BUS REGULATIONS**

1. Students who misbehave on inter-campus bus routes (i.e. Dowell J. Howard Vocational School) will be disciplined as follows:
  - a. For the first offense, students shall be warned about the consequences of continued misbehavior, and their parents or guardians shall be notified.
  - b. The second offense shall result in suspension from school for one day.
  - c. In instances of flagrant violation warranting more action than a warning, a student may be suspended from the bus on the first offense.

A copy of the Frederick County School bus rules and regulations is available on request.

2. DRUGS AND ALCOHOL – Student possessing, using, or transmitting any form of drugs or alcohol on a school bus, or during a transfer from one bus to another, will be disciplined according to the policy covering these offenses in school. Any suspension shall be from both school and the bus.
3. TOBACCO – Students using any form of tobacco on a school bus, or during a transfer from one bus to another, shall be disciplined according to the policy for use of tobacco products in school.

**L. SEARCH AND SEIZURE**

Lockers and other storage facilities made available to students for temporary storage of their personal possession remain under the joint control of the school administration. The school administration has the right to search lockers, desks, and other

storage facilities for items that violate law, school policies and regulations, or that may be harmful to the school or its students. Lockers and other storage facilities are subject to periodic searches by school officials.

The school administration also has the right to search students and their property including automobiles on school property where there is a reasonable basis to believe that the students possess items that violate law, school policies and regulations, or that may be harmful to the school or its students. In no event shall strip searches of students be conducted.

**M. GENERAL POLICIES**

The superintendent of schools will be sent a copy of all letters of suspension.

Students who are suspended from school are not to be on school grounds for any reason.

Suspended students will be referred to the guidance department for counseling and follow-up if deemed appropriate.

Discipline problems involving Frederick County students at schools other than those at which they are enrolled shall be treated in the same manner as they would be at the school they attend.

Any student who is suspended more than four (4) times in one school year will be referred to the office of the superintendent for further consideration. A history of disciplinary problems or more serious offenses may result in immediate referral to the superintendent's office at the discretion of the administrator.

Any student receiving more than seven (7) suspensions in a two-year period will be referred to the office of the division superintendent.

Disciplinary penalties and their appeal processes are outline in the Student and Parent Information book.

**READMISSION OF STUDENTS FOLLOWING EXPLUSION OR WITHDRAWAL:**

If a student is readmitted after **long-term suspension, expulsion or withdrawal**, the student must participate in a reentry conference with the home-school coordinator and a school

administrator. Reentry, if permitted, will be under a strict conditional-return agreement.

A reentry conference may be arranged by contacting the home-school coordinator.

**N. EXPULSION**

A student's privilege to attend school may be terminated by the Frederick County School Board. Expulsion is an action by the school board which terminates the students from regular school attendance on a permanent basis. Expulsion denies attendance at any and all programs of the Frederick County Public School System.

**O. DISCIPLINE FOR ACTIONS OCCURRING OUTSIDE OF SCHOOL**

Based on state law (22.11-78), opinion of the Virginia attorney general, and decision of the Virginia State Supreme Court, students can be disciplined for conduct going to and returning from school and for acts committed away from school property and outside of school hours which are detrimental to the interests of the school, or adversely affect school discipline, or the school environment.

**IN-SCHOOL ASSISTANCE PROGRAM**

- I. The In-School Assistance Program is designed to:
- A. Reduce the number of out-of-school suspensions by providing a structured setting in which academic work and student support can continue.
  - B. Improve attendance by reducing time missed from school.
  - C. Decrease the chances of a student dropping out because of excessive loss of instructional time.

**P. COMPUTER NETWORK USE**

The goal of Frederick County Public Schools (FCPS) in providing computer network access is to support instructional programs and administrative operations.

In support of this goal, connections to local, regional, and worldwide resources are provided.

The FCPS wide area network is established solely to support the mission of the school division. This regulation provides general guidelines and an example of prohibited uses for illustrative purposes, but does not attempt to state all required or prohibited activities by users.

**A. Access to School Computers, Networks and Internet Services**

1. Access to the FCPS network is permitted to the extent that available resources allow.
2. The level of access that employees have to school computers, networks and Internet services is based upon specific employee job requirements and needs.
3. Students in grades K-5 may have access to the network through a classroom account managed by school personnel.
4. Students in grades 6-12 may have access to the network either through an individual account or a classroom account managed by school personnel.
5. As appropriate, Frederick County Public Schools will make decisions on whether specific uses of its network are consistent with this regulation. Frederick County Public Schools shall remain the final authority on use of the network and the issuance and cancellation of user accounts.

**B. Acceptable Use**

1. Any user's traffic that traverses another network may be subject to that network's acceptable use policy.
2. Photographs, art work, writing, or other original works of students may be included in documents published to the Internet only when written permission is provided by the parent, guardian, student eighteen years of age or older, or emancipated student.
3. Employees are to utilize the school division's computers, networks, and Internet services for school-related purposes and performance of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this regulation and

all other applicable policies, procedures and rules of Frederick County Public Schools. All such communication is subject to the requirements of the Freedom of Information Act.

4. FCPS network resources will not be used as the sole instructional research source, but rather will be considered with all research tools available in the library and/or classroom.
5. Given the fluid nature of many network resources, students and staff must evaluate the validity and appropriateness of a particular resource for a given assignment or application.

### **C. Prohibited Use**

All users are prohibited from knowingly using Frederick County Public School computing resources in such a way that does not promote the educational or instructional program or administrative operations of FCPS. General examples of prohibited uses which are expressly prohibited include, but are not limited to, the following:

1. Users are responsible for all activities in or from their account. To safeguard accounts, passwords may not be shared, logged-in workstations are not to be left unattended, and access may not be provided to another person by the account owner.
2. Any use of the FCPS network for personal gain such as operating a business, soliciting money, or product advertising is prohibited. Political lobbying also is prohibited.
3. Any use that is illegal or in violation of school board policies and regulations, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws, etc. is prohibited.
4. Any student access or attempt to access the following is prohibited during the instructional day unless it is school approved or teacher-supervised filtered Internet communication: instant messages, chat rooms, forums, e-mail, message boards, or hosted web pages.
5. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive are prohibited.
6. Any inappropriate communications among/between students, or adults, is prohibited.
7. Use of the FCPS network to impersonate other individuals in electronic communication, such as forging electronic mail, is prohibited.
8. Any attempt to circumvent security safeguards, guess passwords, or in any way gain unauthorized access to any system or files is prohibited.

9. FCPS wiring, computer hardware, and software may not be tampered with or modified.
10. Knowingly opening or forwarding any e-mail attachments from unknown sources and/or that may contain viruses is prohibited.
11. Downloading or loading software or applications without permission from the system administrator is prohibited.
12. Students are to report unacceptable use to a supervising adult at the school. Employees have the responsibility to report unacceptable use of FCPS computer resources to their immediate supervisor or a representative of the information technology department.
13. Any malicious use or disruption of the school division's computers, networks and Internet services or breach of security features is strictly prohibited.
14. Any misuse or damage to the school division's computer equipment is prohibited.
15. Any communication that is in violation of generally accepted rules of network etiquette and/or professional conduct is prohibited.
16. Any intentional attempt to access unauthorized sites is prohibited.
17. Using school computers, networks and Internet services after such access has been denied or revoked is prohibited.
18. Any attempt to delete, erase or otherwise conceal any information stored on a school computer that is intended to violate these rules is prohibited.

**D. No Expectation of Privacy**

The school division retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school division. The school division reserves the right to monitor all computer and Internet activity by employees and other system users. Network users have no expectation of privacy in their use of school computers, including e-mail messages and stored files.

**E. Internet Access-Proxy Server**

Internet access is provided via the FCPS network. Standard use of the www utilizes a proxy server based filter that screens for non-curriculum related pages as required by the Children's Internet Protection Act of 2000. Due to the nature of such filtering technology, the filter may at times filter pages that are

appropriate for staff and student research. If appropriate, modifications may be made to provide access to these pages.

Modified accounts may be requested in writing through the school principal or administrative department head. Students and staff should be aware that all web access is logged by the server and that these logs may be reviewed by the system administrators periodically.

**F. Confidentiality of Information**

Employees are expected to use appropriate judgment and caution in communications, concerning students and staff to ensure that personally identifiable information remains confidential.

**G. Staff Responsibilities to Students**

Teachers, staff members, substitutes, and volunteers who utilize school computers for instructional purposes with students have a duty of care to supervise such use. Teachers, staff members, substitutes, and volunteers are expected to be familiar with the school division's policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees/volunteers become aware of student violations, they are expected to stop the activity and inform the building principal.

**H. Compensation for Unauthorized Losses, Costs and/or Damages**

Students shall be responsible for any losses, costs or damages incurred by the school division related to violations of policy 323R (Computer Network and Internet Use) and/or these rules. The school division assumes no responsibility for any unauthorized charges made by students, including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

**I. Limitations**

Frederick County Public Schools endeavors to provide safe and appropriate network computing resources for use by students and staff. However, it cannot provide a guarantee that students or staff may not be impacted by intentional or unintentional misuse of these resources.

#### **J. Consequences for Violations**

Misuse of FCPS computing resources or a violation of these regulations may result in the account or the user's access privilege being denied, revoked, or suspended. Misuse may also subject the user to disciplinary action up to and including oral or written reprimand, suspension, as well as potential civil or criminal liability and prosecution.

#### **K. Disciplinary Procedures (K-12)**

- The first offense shall result in a conference with a school administrator. Additional discipline may be assigned.
- The second offense may result in a suspension. A referral may also be made to the superintendent or designee for further action.
- Additional offenses may result in a referral to the superintendent or designee for further action.

### **ADMINISTRATIVE GUIDELINES**

**HALL LOCKERS** -Students must use assigned lockers only. Students are responsible for all articles placed in lockers (textbooks, etc.). Hall lockers may be searched by school administrators with reasonable cause. The school is not responsible for items left in lockers at the close of school.

**CHEATING/PLAGARISM** - Students, who cheat, participate in any form of plagiarism, assist or encourage others to do so, or who otherwise willfully disregard the Board Copyright Policy will be counseled, will lose credit for the assignment, and will be referred to the school administrator for disciplinary action. The school administrator will notify the parent/guardian of the action and the reason for the action.

**COPYRIGHT AND PLAGIARISM GUIDELINES FOR STUDENTS** - A single photocopy of any material needed for schoolwork or personal research may be made. Copies may be kept but not sold, nor may copies be made from the copy.

Material may not be modified or changed, performed or displayed except in class work.

Use of copyrighted materials, including graphic material such as cartoon characters on posters or other decorative material, outside of regular class work requires written permission of the copyright holder.

Computer software may not be copied either from or on school computers. Information received from school computers may be used only for regular schoolwork or personal research.

Failure to follow established guidelines (MLA standards or other approved by the teacher) may result in the student receiving a zero for the assignment. Repeated incidents of this nature may result in suspension from school.

**STEALING** - Students are reminded that legal action may be taken against those who are involved in stealing school property. Students and other persons from whom items are stolen may press charges by obtaining warrants from the proper authorities. All students are asked to exercise caution in taking care of their possessions. School authorities are not responsible for lost or stolen articles. Every attempt will be made to recover stolen property. Students who are guilty of stealing will be suspended, and restitution will be required.

**PORNOGRAPHIC MATERIALS** - The possession, writing, or displaying of pornographic materials may result in a one-day suspension.

**SOUND DEVICES** - CD players, tape recorders, radios, scanners, beepers, and electronic games are prohibited.

**POSSESSION OF BEEPER, CELL PHONE OR SIMILAR COMMUNICATION DEVICES –**

Students may possess a beeper, cellular telephone, or similar portable communication device under the following conditions:

1. Students may not have these devices turned on during the school day. They shall be turned off with the power off. Placing the device on vibrate does not meet the requirement of being turned off.

2. Students must not carry the devices openly on their person. They must be out of sight in their lockers, purses, book-bags, etc.
3. Students may not call home to parents or others to come to school and pick them up for an illness unless having this call approved by the nurse or administrator.
4. Students may not call home to parents or others to come pick them up during the school day unless approved by school administrators.

These regulations shall not apply to any school official, teacher, security officer, support employee, law enforcement officer, or any other person who may use or possess such devices in the performance of their duties in a legal volunteer activity, trade or business, or for medical necessity.

A. First Offense and any Subsequent Offenses

1. Device will be confiscated and the student may be suspended. The device will be returned only to the student's parent or guardian.
2. Parents shall be notified of confiscation of the device and the basis for action taken by school officials.
3. Repeated violations may result in further disciplinary action being taken by the school administration, up to and including referral to the superintendent's designee for consideration of further disciplinary action.

**CAFETERIA** - All students are required to eat lunch in the cafeteria and remain there until the end of the lunch period, whether they eat a school lunch or carry their lunch. Good conduct is expected at all times while using this service.

**DETENTION** - A student may be detained for a reasonable period of time before or after scheduled classes and may be required during this time to engage in such activities as may reasonably contribute to better behavior. The parent of the student to be detained will be notified by the school. Except in certain circumstances, the notification of an assigned detention will be given at least one day in advance. Normally, this notification will consist of sending the detention form home with the student to deliver the form to his/her parents. It is important that students assume accountability and responsibility for their behaviors. Parents will be requested to sign the form and return it to school. If the signed form is not returned to school by the

designated date, school staff will notify the parent by other methods which will be either by telephone call, parent conference, home visit, or mail. Failure to return the signed form will not negate the assigned detention. Parents will be responsible for providing transportation at the designated time. Students are not permitted to loiter on school property.

**VISITORS** - All visitors must report to the main office upon entering the building. Students may not bring visitors to school.

**LOST AND FOUND** - The school cannot accept responsibility for private property. Lost and found articles are kept in the custodial area. At the end of the year, all unclaimed articles are given away. It is highly recommended that articles of clothing and other belongings have a name tag or be marked in some manner. It is not wise to carry large sums of money or to wear valuable jewelry. The school will not be responsible for any lost articles.

**ASSEMBLIES** - Appropriate assemblies are held during the school year. They consist of community and school-oriented programs. All students are expected to follow proper assembly procedures. Students removed from assemblies for misbehavior may not be allowed to attend any assemblies for the remainder of the year.

**ANNOUNCEMENTS** - Announcements are made every day over the public-address system. They inform students about various school activities. A copy of the announcements is posted in the main lobby.

**POSTING ANNOUNCEMENTS** – Community Boards are provided for the posting of announcements. Students and organizations must have prior administrative approval before posting announcements on the Community Boards.

**SALE OF ITEMS** - Outside groups/individuals may not sell items in the building or on school grounds.

**RETURNED CHECKS** - Frederick County Public Schools has entered into an agreement with a third party administrator for the collection of all returned checks. If your check is returned by your bank, it will be automatically forwarded to a third party administrator after the first presentation. They will contact you in

order to collect the face amount of the returned check plus the maximum collection fee allowable by law. Further action within the limits of law may be taken if you do not properly respond and Frederick County Public Schools may elect to cease accepting checks from you.

**LOITERING** – Students should not stay on school grounds before or after school longer than necessary. Students staying after school must be under supervision of an adult and have a clear purpose for staying after school.

**GUIDANCE DEPARTMENT** - Members of the guidance staff are responsible for working with each student as time permits. The scope of our program embraces the following services: registration and orientation of students; maintenance of individual cumulative records; testing of students and interpretation of test results for teachers, students, and parents; counseling with students (careers and personal); provision and interpretation of educational and occupational information to students and parents; educational placement of students; use of community agencies; interpreting needs of the students to the administration and those in charge of instruction; liaison agent for pupil, parents, and school.

**STUDENT ASSISTANCE** - James Wood High School provides a student-assistance program to help students deal with severe personal problems. Problems may include peer relationships, family relationship, drug and alcohol related problems, loss of a parent or other significant person, adjustment to a new environment -- community, home, or school, and other personal problems which interfere with academic achievement. Referrals to this program can be made by parents, teachers and other professional staff, or by a student's self-referral. Contact a guidance counselor or administrator for additional information.

**CLINIC** - A clinic is provided for emergencies and illnesses which may occur during the course of the school day. A registered nurse is on duty. If clinic is closed, students should report to the main office. Students who must take medication during the school day, whether prescription or non-prescription, must bring that medication along with written permission from their parent or guardian to the school nurse in the clinic or to the main office immediately upon entering the building.

**PEER TUTORING** - Peer tutors are available in certain subjects. Students who are experiencing difficulties in a subject may fill out a tutoring application in the guidance office.

**REMEDICATION** - Frederick County Public Schools provides programs of prevention, intervention or remediation for students who are educationally at risk. Such students include, but are not limited to, those whose scores are in the bottom national quartile on Virginia State Assessment Program Tests, who do not pass the literacy tests prescribed by the Virginia Board of Education, or who fail to achieve a passing score on any Standards of Learning assessment in grade three, five, and eight. These programs may include certain summer school options for elementary and middle school students as well as school year programs such as tutorial sessions, specialized reading programs, academic review classes, and other special remediation classes. Student's schedules may be affected by the requirement to participate in a remediation program for eighth grade or high school end-of-course SOL tests.

**SCHOOL CURRICULUM** - James Wood offers a wide scope of subjects in fifteen areas. Students and parents should refer to the Program of Studies or contact the guidance department.

**REPORT CARDS** - Report cards will be given to the students to take home at the end of each of the first three nine-week periods. The final report cards will be mailed to the student's home.

**ADVISORY REPORTS** - Advisory reports will be sent to the parents of students who are failing or having difficulty in a given subject, or who have excessive absences in a class. Parents can request advisories by calling the guidance secretary.

**DROPPING CLASSES** - Courses dropped after the designated period will result in a grade of "F" unless the decision to drop is based on counselor recommendation. Changes in levels of courses (i.e. college, career) can occur whenever needed prior to the 2<sup>nd</sup> semester as determined by the student, counselor and administrator. Classes dropped before the end of the school year may not be taken as repeat subjects in summer school.

**GRADING SCALE** - The grading scale used by all teachers at James Wood High School is as follows:

**NUMERIC GRADING SCALE**

<u>Superior</u>	<u>Good</u>	<u>Satisfactory</u>	<u>Poor</u>	<u>Failing</u>
A+=99-100	B+=92-93	C+=84-86	D+=75-76	F=67
A =96-98	B =89-91	C =80-83	D =71-74	
A- =94-95	B- =87-88	C- =77-79	D- =68-70	

**WEIGHTED GRADING SCALE**

The following weighted grading scale is used for honors and advanced placement courses:

**HONORS/AP NUMERIC GRADING SCALE**

<u>Superior</u>	<u>Good</u>	<u>Satisfactory</u>	<u>Poor</u>	<u>Failing</u>
A+=98-100	B+=87-89	C+=77-79	D+=67-69	F=59
A =94-97	B =83-86	C =73-76	D =63-66	
A- =90-93	B- =80-82	C- =70-72	D- =60-62	

**GRADUATION REQUIREMENTS** - In the Frederick County Public Schools, both high-school diplomas and certificates shall be awarded to qualified seniors during the annual graduation ceremonies. The awarding of diplomas and certificates shall be based on the following guidelines that are available in the *Frederick County Public Schools Program of Studies* which may be viewed in the guidance office.

Except for fifth-year seniors, all students in grades 9-12 shall be required to take a minimum of seven credits each year. Exceptions for extenuating circumstances must be approved by the division superintendent.

A. Commencement

All seniors receiving any offered type of diploma will be called alphabetically to receive their award. All will be listed on the graduation program as members of the graduating class. Students who do not meet prescribed graduation requirements for a Frederick County Public Schools diploma or certificate will not participate in commencement exercises.

B. Valedictorian and Salutatorian

Beginning with the class of 2005, the following requirements for determining valedictorian and salutatorian status will be in effect:

1. A student must have completed requirements for an advanced studies diploma.

2. A student must have successfully completed at least two Advanced Placement courses with a minimum grade of “B” in each.
3. When a course is repeated for further skill development, the original grade and the grade earned when the course was repeated will be averaged for calculation of valedictorian or salutatorian status.

Authorized to repeat courses must be given in advance by the principal, and authorization will be given only for those cases in which further skill development is necessary to proceed in a specific *high school course* sequence. Certain mathematics courses, science courses within the same discipline (ex. Biology, chemistry, physics), foreign language, and certain Career and Technology Education courses qualify as courses that could be repeated for further skill development. *High school courses may be repeated only for skill improvement when additional skill development is needed to proceed in a specific course sequence within a discipline. Re-enrollment in a class is reserved for those cases in which inadequate preparation is evident. Requests to repeat a course will not be honored after the end of the first semester following completion of that course.* (FCPS High School Program of Studies)

4. When two or more students share valedictorian status, no salutatorian will be named.

**GPA CALCULATION** - Honors and Advanced Placement courses will be graded on the alternate grading scale specified in the charts on page 37. All Grade Point Averages (GPA) will be calculated on the universally recognized 4 point scale (A= 4.0; B=3.0; C=2.0; D=1.0; F=0) to determine class rank. A factor of .05 point will be added to the GPA for each Advanced Placement class that a student successfully completes. Having completed requirements of an Advanced Studies Diploma and at least two Advanced Placement courses with a minimum grade of “B” in both, students are eligible for consideration by GPA/class rank for valedictorian/salutatorian status. Only Advanced Placement classes taught at FCPS high schools will earn the .05 factor. Dual enrollment classes taken at Lord Fairfax Community College or other institution of higher education will not earn the additional .05 point. The student's grade-point average is calculated at the

conclusion of each year and at the end of the first semester of the senior year. The final grade-point average at the end of the senior year is recorded.

**HOMEWORK** - Homework is a fundamental part of the learning process as an extension of classroom instruction. Meaningful homework assignments serve many purposes. These range from drill and providing practice in applying concepts and skills, self-discipline, and a sense of responsibility on the part of students. It can also provide an essential communication link between the school and home. Research clearly shows that the amount of time devoted to learning is related to achievement and that homework has a positive effect on student achievement, particularly at the high school and middle school levels. **Therefore, in the Frederick County Public Schools, homework is an essential part of the total school program. It is considered beneficial and important in a student's overall educational program and is to be assigned on a regular basis.**

**HOMEWORK REQUESTS** - If a student is going to be absent from school for more than two days, parents may call the guidance office to get their child's assignments. The guidance office will request the student's assignments from the teachers, and these will be available for the parents to pick up on the following day. Parents are requested to bring the student's locker number and combination in order to get the appropriate textbooks. Pick up these assignments from the front office switchboard secretary.

**HOMEBOUND INSTRUCTION** - Homebound instruction may be available to students who are absent from school for extended periods because of illness. Parents should contact the Director of Pupil-Personnel at the central office (662-3888) for information regarding this program.

#### **HONORS AND AWARDS**

*HONOR ROLL* - The honor roll each grading period shall consist of those students who maintain an A or B average. Honor-roll students may have one "C" provided they have at least one "A".

*BLUE AND GOLD AWARD* - These prestigious awards are presented to students who demonstrate the Core Character Traits adopted by Frederick County Public Schools.

*GOLD TASSEL* - Graduating seniors who have maintained a 3.00 average or above throughout high school will have earned the privilege of wearing a gold tassel for graduation.

*NHS MEMBERSHIP* - Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. No student is inducted simply because of a high academic average. The National Honor Society strives to recognize the total student. Standards for selection are as follows: Scholarship is based on a 3.5 cumulative grade point average. Leadership, service, and character - as demonstrated by activities and teacher recommendations.

*QUILL AND SCROLL* - Membership in this national honor society is open to students who have worked on school publications for two years, maintained an A or B average in the course, and are members of the top one-third of their class. Senior members graduate with a blue and gold cord.

*ACADEMIC LETTERS AND BARS* - James Wood High School recognizes academic achievement through the awarding of academic letters and bars to students. Requirements for these awards are as follows:

Students who earn a cumulative GPA of 3.5 at the end of the school year will receive an academic letter. Students who have earned a letter in a previous year will be awarded an academic bar for each year they maintain their 3.5 cumulative GPA. Seniors may be awarded bars and letters based upon their final GPA.

*PRESIDENTIAL AWARD* - The Presidential Award will be given to graduating seniors who have a cumulative grade-point average of 3.50 or above and must also have scored at or above the 85<sup>th</sup> percentile on a nationally recognized standardized test.

**ANNUAL SCHOLARSHIPS AND AWARDS** - Each year near the end of the high school session many scholarships and awards are presented to members of the senior class. Some of the scholarships are earned by students through competitive examinations or other forms of academic or talent competition. A large number of scholarships are presented each year by local

organizations, clubs, or private foundations. The selection of students in these cases usually is made by a committee independent of the school.

The students selected by the Scholarship and Awards Committee of James Wood High School are recommended by individuals, clubs, or other organizations and the credentials are carefully evaluated in relationship to the guidelines that govern the scholarships and awards. Certain scholarships received by students are awarded by the college or university in which the recipient has matriculated.

Every effort is made on the part of the administration, faculty, and special award committees to be fair in selecting the recipients of the various scholarships and awards.

#### **STUDENT FINANCIAL RESPONSIBILITIES**

*REPLACING LOST BOOKS* - When a student loses a book, the student must pay the replacement cost before being issued a new book. If the book is found before the end of the school term, a refund will be granted.

#### *PRICE TO SECURE A LOST BOOK* -

New Book -- Full price on the textbook price list

Old Book -- Two years or older is one half the price on the textbook price list

Damaged Book -- \$3.00 for hard back books and 25% of retail price for paperbacks.

*REPLACING LOST CALCULATORS* - All students assigned a calculator will be charged the full replacement fee for lost or damaged calculators.

*STUDENT FEES* - Fees may be charged for certain courses. One half of the fees charged will be refunded to the parents through the first semester. After the beginning of the second semester, no refunds will be granted. Students entering from another division during the first semester will pay the full fee. Students entering the second semester will pay one-half of the fee. No fees will be collected for entering students after May 1.

**STUDENT ACCIDENT INSURANCE** - Students have the option of purchasing a student accident insurance plan. This insurance is supplemental to any other health insurance coverage by the family.

To participate in certain programs, such as athletics, a student must carry the student accident insurance or be covered by a family policy.

**The school and the school board do not carry insurance for injuries to students. We encourage those who do not have their own insurance to purchase the student insurance which is made available through the school board. Forms for the purchase of student insurance are provided to students at the beginning of each school year and are also available in the school office throughout the year.**

**ATHLETICS** - Every student is urged to participate in various sport and club activities available to students at James Wood.

*SPORTS:*

Basketball	Tennis	Soccer
Cheerleading	Track	Softball (Girls)
Cross Country	Wrestling	Swimming
Football	Baseball	Volleyball (Girls)
Golf		

James Wood High School adheres to the eligibility regulations of the Virginia High School League. In order to participate in any interscholastic contest sponsored by the Northwestern District of Region II of the Virginia High School League, students shall meet the following scholarship requirements:

Students shall have passed, at the end of the semester immediately preceding that in which they desire to compete, no fewer than five subjects or their equivalent, offered for credit or required for graduation, and requiring full time in the regular schedule of classes. They shall be currently enrolled in no fewer than five subjects or their equivalent.

Students who have not passed the literacy passport test are not eligible for Virginia High School League competition unless they have an Individualized Education Plan that waives this requirement.

**STUDENT ORGANIZATIONS** - Student organizations have an important place in the educational program of our schools. They extend and reinforce the instructional program, give the student practice in democratic self-government, build student morale and a spirit of positive support for the school, recognize outstanding student achievement, and provide wholesome social and recreational activities. A list of school organizations, as well as

the policy guides for student organizations, can be obtained from the Coordinator of Student Activities.

Pupils are under the jurisdiction of the school board and its agents while in school, while at school sponsored events, and when going to and from school. The policies and regulations of the school board and the rules of the individual schools including the standards of conduct apply in all circumstances stated above.

### **Student Photographs**

**Parents and eligible students must annually notify the office of the student's school in writing if they do not want the school division or the media to have access to their image, voice recordings or other similar identifying information during school-day operations; otherwise, they will be deemed to have given their permission for publication and/or broadcast of their image, voice recordings, other similar identifying information, and work by the school division and the media. Such notification will remain in effect through the end of the current school year and must be renewed annually.**

## **JAMES WOOD HIGH SCHOOL**

### August

27 First Day of School

### September

1 Administrative Offices Closed

### October

13 Early Dismissal – Parent conferences

29 End of First Nine Weeks

### November

3 NO SCHOOL - Teacher Work Day

4 NO SCHOOL – Inservice Day

7 Report Cards Issued

26, 27, 28 NO SCHOOL

### December

23 Early Dismissal

24 – January 2 NO SCHOOL (Winter Break)

### January

5 School Reopens

19 No School: Martin Luther King Day

20 No School: Teacher Work Day

23 End of First Semester

### February

2 Report Cards Issued

4 Early Dismissal Parent Conferences

16 No School: Administrative Offices Closed

### March

27 No School: Teacher Work Day

31 End of third nine weeks (45 days – subject to change  
due to inclement weather)

### April

8 Report Cards Issued

10, 13, 14 NO SCHOOL – Spring Break

### May

1 NO SCHOOL: Administrative Offices Closed

25 NO SCHOOL: Administrative Offices Closed

### June

5 GRADUATION (James Wood High School – 7:00  
pm)

12 LAST DAY OF SCHOOL - EARLY DISMISSAL

15 & 16 Teacher Work Days

19 REPORT CARDS MAILED – ALL SCHOOLS

**The school board reserves the right to change the calendar in  
relation to holiday observances and make-up days.**

## ALMA MATER

By the city that he founded,  
Heart of Frederick Lands  
James Wood High, our Alma Mater,  
In her beauty stands  
From five schools of age and service  
Came her history.  
Now we all give full devotion,  
James Wood, Hail to Thee.

Days with James Wood ne'er are over  
For with school days through,  
As alumni we will ever  
Keep her service true.  
Be our years but few or many,  
Fraught with joy or woe  
We will sing to James Wood praises,  
Wheresoe'er we go.

Tho' for future we are planning  
Lives of useful joy.  
Memories of youth are longest  
May they never cloy.  
Onward ever! Be the watchword  
Conquer and prevail,  
Hail to Thee, dear James Wood High School!  
Hail to Thee, All Hail!

On the ridge 'midst rolling mountains'  
Colonels we hold true!  
Long traditions stand behind us  
Shining gold and blue.  
Strengthen our minds and body  
Future dreams foresee  
James Wood High School, we salute your  
Golden legacy.

Written by:

Verses 1-3 - R.E. Denney  
Verse 4 - Concert Choir of 2000