



Williamsburg-James City County Public Schools

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# 2019-20

# HIGH SCHOOL HANDBOOK

JAMESTOWN HIGH SCHOOL  
LAFAYETTE HIGH SCHOOL  
WARHILL HIGH SCHOOL

**Olwen E. Herron, Ed.D.**  
Superintendent

## Guide to The Student Handbook

Dear WJCC Families:

On behalf of the entire faculty and staff of each of our high schools, we welcome you to your high school and extend to you our best wishes for an enjoyable and successful school year!

This informative handbook contains school information, policies, procedures, and expectations for students for the coming year. We hope this handbook will be a valuable resource to provide important school information and to help you answer questions about procedures and policies. Please familiarize yourself with its contents and keep it in a convenient location.

This year the Student Discipline Guide and all opening day forms are provided separately. Please take time to review this pertinent information with your student. Once you have reviewed the Student Discipline Guide and all opening day information, **you must complete and sign the mandatory forms and have your son/daughter return them to his/her first block teacher.** Your understanding of the Student Discipline Rules and Related School Board Policies will greatly increase the probability of success for all our students.

You and your students are invited to attend all athletic events, school productions and concerts, and our conference night during each semester. Should you have questions or concerns, we encourage you to contact teachers, coaches, counselors, or one of our administrators. For additional information, visit your school's website for important school events and staff contact information. You can be sure that each of us is committed to helping make your student's high school experience enjoyable and successful.

Once again, we welcome you to the new school year!

Best regards,

*Howard Townsend*

Howard Townsend  
Principal  
Jamestown High School

*Daniel Miani, Ed.d*

Daniel Miani  
Principal  
Lafayette High School

*Jeffrey Carroll, Ph.D.*

Jeffrey Carroll  
Principal  
Warhill High School

## Student Athletics

Detailed information regarding the current Athletic Policy is contained in the ***Williamsburg-James City County Public Schools' High School Athletic Handbook*** and may be obtained from your school's Director of Athletics: Kenny Edwards (JHS); Kyle Neve (LHS); Dan Mullen (WHS).

### Sports and Other VHSL Activities Offered

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Volleyball JV/V	Basketball Boys JV/V	Baseball Boys JV/V
Cheerleading	Basketball Girls JV/V	Softball Girls JV/V
Golf	Cheerleading	Soccer Boys & Girls JV/V
Cross Country Boys & Girls	Wrestling JV/V	Track Boys & Girls
Field Hockey Girls JV/V	Indoor Track Boys & Girls	Tennis Boys & Girls
Football Boys JV/V	Swimming Boys & Girls	
Theatre Festival	Forensics	
	Debate	
	Scholastic Bowl	

**College Athletic Requirements:** Rising seniors who have the desire to play Division I or II college athletics must register in the NCAA Clearing House during their senior year. Contact your high school's Athletic Director for more details. NCAA has specific requirements for courses and GPA. Encourage your child to know these requirements.

## Academic Resources

### College Entrance Exam Testing Schedules

For questions about tests and test registration, see your counselor or the School Improvement Specialist (SIS).

#### ACT Test Schedule

<b>Test Date</b>	<b>Registration Deadline</b>
October 26, 2020	September 20, 2020
December 14, 2020	November 8, 2020
February 8, 2020	January 10, 2020
April 4, 2020	February 28, 2020
June 13, 2020	May 8, 2020

#### SAT & SAT Subject Test Schedule

<b>Test Date</b>	<b>Registration Deadline</b>
October 5, 2019	September 6, 2019
November 2, 2019	October 3, 2019
December 7, 2019	November 8, 2020
March 14, 2020	February 14, 2020
May 2, 2020	April 3, 2020
June 6, 2020	May 8, 2020

**PSAT Test Date:** Wednesday, October 16, 2019. All first-time 9<sup>th</sup> and 11<sup>th</sup> grade students will be registered free. 10<sup>th</sup> grade students interested in testing must register and pay a registration fee.

**2020 Advanced Placement (AP) Examinations:** May 4, 2020 through May 15, 2020. Contact the counseling office for additional details.

## Monitoring Academic Progress

Parents have a number of ways to keep track of their child's progress. Teachers are available by appointment before and after school to meet with parents and students and can also be reached by phone through their academic department. As a first step, parents should contact teachers directly if questions or concerns arise. Teachers will also report student progress every week through WJCCVUE); and school progress reports and report cards are issued at the conclusion of each marking period. To learn specific course requirements, parents should refer to the lists of classroom expectations and procedures distributed by teachers for each course.

## Numeric Grading Guidelines

Nine week and final exam grades will be recorded in teacher grade books in accordance with a 0-100 point numerical scale and converted to a letter grade on the report card:

97–100=A+	87–89=B+	77–79=C+	67–69=D+	
93–96=A	83–86=B	73–76=C	63–66=D	
<u>90–92=A-</u>	<u>80–82=B-</u>	<u>70–72=C-</u>	<u>60–62=D-</u>	< 59=F
4.0 pts	3.0	2.0	1.0	

**Weighted Courses and Grades:** Some courses, because of level of difficulty and additional time required for mastery, carry a “weighted” grade when final point averages are computed. Course weights are based on the grade standard four-point scale. Grades of A, B or C in designated weighted courses will receive increased point values (A=5, B=4, C=3); however, a grade of “D” in a weighted course will receive a point value of one (1) regardless of the course. Students should consult their counselor or the Secondary Program of Studies to determine which courses qualify for weighting.

**Semester Course Grading:** To pass and receive credit for any semester course (those that meet for 18 weeks), the final grade must be at least a 60%. The final grades for semester courses will be determined by counting the two nine week grades each as 40% of the final grade and the final exam as 20% of the final grade. Grades will be recorded as letters on the report card.

**Year-Long Course Grading:** To pass and receive credit for any yearlong course the final grade must be at least 60%. The final grades for yearlong courses will be determined by counting the four nine week grades each as 20% of the final grade and the midyear exam and final exam each as 10% of the final grade. Grades will be recorded as letters on the report card.

## Advanced Placement/Weighted Courses

Designated high school courses, because of the level of difficulty and time required for mastery, will carry a weighted grade when final point averages are computed. The course weights are based on the grade standard four-point scale. Grades of A, B, or C in designated weighted courses will receive increased point values (A=5.0, B=4.0, C=3.0). A grade of "D" will receive a weight of one (1), regardless of the course. Weighted courses include the following:

AP English Lit. & Composition	AP Biology	AP Art History
AP English Lang. & Composition	AP Chemistry	AP Studio Art
AP Human Geography	AP Physics I	AP Music Theory
AP US History	AP Physics II	AP Spanish Language
AP American Government	AP Calculus AB	AP Latin
AP Comparative Government	AP Calculus BC	AP French
AP European History	AP Statistics	AP German
AP Economics	AP Computer Science	Other AP classes as added
AP Psychology		

Approved concurrent college courses may be taken in grades 11 and/or 12 according to guidelines below.

## Weighting of Concurrent College Courses and Dual Enrollment Courses

### Concurrent College Courses

1. Students should exhaust the available high school offerings in a particular subject prior to taking a concurrent college course.
2. Students are responsible for completion of the permission form required for college registration.
3. Except for extenuating circumstances, the weighting of concurrent college course options is limited to students who have completed their junior year.
4. Extenuating circumstances should be determined by the principal based on (a) academic necessity, (b) student academic record, and (c) student maturity.
5. Only one concurrent college course per semester will be granted additional weight.
6. The concurrent college course must be a three (3) credit course in a content area.
7. College courses excluded from weighting are all introductory courses and world languages that do not exceed the rigor of Advanced Placement.
8. Students who take a college course to satisfy the full-enrollment requirement must supply official college transcripts prior to the end of the high school semester in which the course is taken.
9. Students who take a college course in addition to being fully enrolled in high school courses must supply an official college transcript prior to the end of the high school semester in which the course is taken if they wish to include the course on their high school transcript.

10. Students who drop a concurrent college course that is taken as part of the full-enrollment requirement will receive an “F” on the high school transcript for that course.
11. Students and their parents must assume the costs and risks associated with taking concurrent college courses.
12. Confer with your counselor to review expectations.

### **Dual-Enrolled College Courses:**

1. Courses taught at the Governor’s School for Science and Technology that offer dual enrollment at Christopher Newport University or Thomas Nelson Community College shall receive additional weight.
2. Courses that are dual-enrolled with Thomas Nelson Community College and are taught at the high school level will receive additional weight if:
  - a. the course has been articulated by TNCC to a four year college (subject to annual review and teacher credentialing), and the student has completed the dual enrollment process, **OR**
  - b. the course is the second course in a tech prep completer sequence.

### **Cheating**

The Student Discipline Code for WJCC Schools contains the following definitions: **Cheating** includes the actual giving or receiving of any unauthorized aid or assistance, or the actual giving or receiving of unfair advantage on any form of academic work.

**Plagiarism** includes the copying of the language, structure, idea and/or thought of another representing it as one’s own original work.

Incidents of cheating and/or plagiarism threaten the integrity of instruction and compromise the character of the individual. Examples of cheating may include but are not limited to: permitting another student to copy work or assignments, giving or receiving answers, plagiarizing and improperly using the internet and web materials to complete papers or assignments. The faculty and staff encourage students to take pride in their own success and support and guide students to achieve success through their own initiative and perseverance. If a student has cheated, it will be regarded as a serious matter and appropriate consequences will be administered.

### **Graduation Exercises**

In order to participate in any graduation ceremony, a student must have satisfied all the requirements for a diploma and be subject to no active or pending disciplinary action. In accordance with the requirements of the Standards of Quality, students who complete prescribed program of studies defined by the local school board but do not qualify for diplomas shall be awarded Certificates of Program Completion. Students who are awarded a Certificate of Program Completion may continue to take the Standards of Learning tests needed to upgrade their certificate to a diploma. Seniors will be provided information on ceremonial attire (e.g. caps, gowns, etc.) and other academic products during the school year.

## Exam Exemptions

Students in either semester of the twelfth grade, who maintain at least a “B” average in a course through both marking periods, may qualify for an exemption from the final examination in that course, provided that the student’s total absences for the semester do not exceed five (5) days with no unexcused absences from that class.

Students in yearlong classes of the twelfth grade, who maintain at least a “B” average in a course through all marking periods may also qualify for exemption from the final examination in that course, provided that the student’s total absences for the year do not exceed ten (10) days with no unexcused absences from that class.

Students who do not meet the attendance eligibility criteria for exam exemptions, including any suspensions, have the right to appeal. An exemption may be granted at the discretion of the principal when excused absences exceed five days. Absences due to school-sponsored field trips, while representing the school in extracurricular activities, or on official school business as authorized by the principal, will not be counted against the student in declaring eligibility for exam exemption. Three tardies to class convert to one class absence for exam exemption eligibility.

**SOL Exemptions:** Any high school student who passes a given End-of-Course Standards of Learning Assessment will be exempt from the exam which is given on the designated day for that course. Students enrolled in teamed courses where more than one SOL test is given will be required to pass all the SOL tests given during that course in order to qualify for exam exemptions.

Students in SOL courses may be exempt from a teacher’s final exam if they meet each of the following criteria:

- The average of their two 9-week grading period exceeds 60%;
- They earn a passing score on their End-of-Course SOL test.

Some students still may need to complete a teacher’s final exam to earn a passing numerical grade. An exempted student may opt to take the final exam. Students who pass an SOL test qualify for an exam exemption only during the original semester of the course; students repeating an SOL course, despite having previously passed the SOL test, are required to complete the final exam for the repeat course.

If the End-of-Course Standards of Learning test results for a class are not received by the school within two full school days prior to the beginning of the first day of examinations, students in SOL courses will be exempted according to the same criteria that apply to seniors. An exempted student may opt to take the exam.

Changes may be coming in reference to Midterm Exams.



## Academic Competitions

Several competitions are offered throughout the school year including: National Foreign Language Exams, Scholastic Bowl, the Virginia Math League, and the American High School Mathematics Competitions. Students may ask their course teacher for further information.

## After School Tutorials

Academic assistance is available after school for students. Several tutorial programs are in place; however, many teachers remain after-school for individual student assistance, as well. Students should ask their teachers directly for information regarding specific days/times of availability.

## WJCCVUE

WJCCVUE is an online resource for students and parents. Teachers use TeacherVue to post student grades, assignments, course syllabus and other course materials and resources. Parents and students may utilize ParentVue and StudentVue to check grades, review information, and communicate directly with teachers. Students and parents are encouraged to check their ParentVue and StudentVue accounts regularly. Contact your school if you need an access code for ParentVue or if you have questions about your ParentVue or StudentVue account.

## Attendance Guidelines for High School

The high school is committed to cooperating with parents and the community to provide the best learning environment in which all students are given the opportunity to become confident, responsible, and successful, life-long learners. Since attendance and participation in all classes are directly related to a child's success, parents will receive communications from attendance staff regarding their child's attendance status. Listed below are the guidelines used in monitoring each student's attendance.

**Parents and students should be familiar with the following definitions:**

**Excused absences:** An excused absence is when the parent provides permission for a student to miss school for circumstances beyond the control of the student, parent, and the school. The parent must provide a written excuse for the school immediately upon the child's return to school. Examples of excused absences include but are not limited to: illness, medical, dental, legal appointments, religious observances, death in the immediate family, family trip (one trip per year and not to exceed five days) if pre-approved by the principal at least one week in advance.

**Unexcused absences:** An unexcused absence is an absence that keeps a student away from school without a valid reason. Examples of unexcused absences include but are not limited to: truancy (the student is absent and the school has not received notification from the parent that they are aware and support the absence); class cuts (defined as missing 10 or more minutes of class time); consecutive days of absence without communication from the parent; unapproved (pre-arranged) family trips; suspension from school; excessive absences not verified by a physician; patterned absences, etc. Students who elect to drive to school (or who ride with students that drive) and arrive late or miss school as a result of traffic conditions or problems with personal vehicles are considered unexcused. Students must sign out properly through the attendance office or the absence will be considered unexcused.

**Consequences for Absenteeism** can be divided into two categories: those assigned through school policy and procedure and those mandated by state law.

**School-related consequences.** Consequences for excused absences relate to academic performance and investigation of the student's health. Since attendance and participation in all classes are important, students run the risk of missing valuable instruction and receiving a grade that does not accurately reflect their potential. Students are held accountable for schoolwork missed due to any absence. Teachers have the responsibility to offer students the opportunity to make up work within a reasonable time period. Students have the responsibility for completing the missed work within the designated time period. In addition, if a student has developed a pattern of habitual absence that may be due to chronic illness, the principal may request the school nurse to evaluate the student's physical condition. If it is determined that no bona fide medical illness exists or the student is being kept home unnecessarily, the principal may require the student be given a complete medical evaluation by a private doctor or by a clinic and a copy of the report be sent to the school. If the problem continues, the school social worker will be requested to review the situation. The principal may also require a medical excuse for each day of absence unless the school nurse requests that the student remain at home.

**School-sanctioned consequences for unexcused absences are those permitted by school board policy.** Examples of consequences for truancy and class cutting include but are not limited to: detention, school community service, revocation of parking privileges, prohibition from participating in extracurricular activities, suspension, and recommendation for a hearing to consider additional consequences. School personnel will also employ a variety of interventions to assist with attendance issues. Interventions may include but are not limited to: meetings with counselors, the resource officer, the social worker, administrators; referrals to community agencies, Child Study Committee, and alternative education programs.

**State Law (§22.1-254) mandated consequences are applied to those absences considered trancies.**

- If a student is truant five days during the school year, then the parent and child must participate with school officials to develop a plan to resolve the child's nonattendance.
- If a sixth truancy occurs during the school year, a conference will be scheduled to resolve issues related to the nonattendance.
- Finally, if a seventh truancy occurs during the school year, the law specifies that the school may file a complaint with the Juvenile and Domestic Relations Court alleging the child is in need of supervision. School personnel are also permitted to institute proceedings in this court against the parent(s) if they refuse to participate in the development of the plan to resolve the child's truancy (at the fifth truancy) or if the parent refuses to participate in the conference (at the sixth truancy).

**Early Release Procedures:** A student may have to leave school before the end of the school day due to certain situations, medical appointments, or family emergencies. When the early dismissal is not planned, as in the case of a family emergency, or if the parent forgot to send a note, the parent/guardian must come to the attendance office in person and request the early dismissal of their child. Phoned-in early dismissal requests may not be approved.

1. The student should bring a note requesting early dismissal, signed by the parent/guardian, and listing a phone number where the parent can be reached, to the attendance office before the beginning of school.
2. The note will be verified by phone before permission is granted for early release.
3. The parent/guardian or designee, as specified in the note, must report to the attendance office to sign the student out of school. The student will only be released to this adult. Students who have permission to drive must report to the attendance office to sign out. Students who leave or are picked up by their parent/guardian and who are not officially approved for absence by the attendance office will be considered truant and may face disciplinary action.
4. Should the student return to school, he/she must report to the attendance office to sign in.
5. Chronic early release requests by parents and/or students are subject to investigation.

**Telephone Contacts and Notes from Parents/Guardian**

The attendance office will attempt to reach parents by phone daily when a child is absent. In addition, parents/guardians are required to provide dated notes on the first day of a student's return to school from an absence stating the specific reason for the absence and signed by the parent/guardian. It is helpful to call the attendance office notifying them of your child's absence on the day he/she is home.

## Student Rights and Responsibilities for the Age of Majority

School personnel have an obligation to inform students of their rights and responsibilities as they reach the age of majority. Necessity dictates that age of majority students follow the same school rules that traditionally have applied to all students. In accordance with the Code of Virginia, a person shall be an adult, shall be of full age, and shall reach the age of majority when he/she becomes 18 years of age. The application segments of the procedure will be provided in writing to age of majority students.

- Grade reports, disciplinary reports, statements of disciplinary action, student personnel records, and general school notices will be directed solely to the student upon reaching the age of majority (18 years of age).
- The student may waive his/her right to age of majority privileges in order for all pertinent information to be sent to the parents/guardians as with younger students.
- Age of majority students are responsible for:
  - Telephoning all legal absences.
  - Writing excuses for legal absences, early releases and tardiness.
  - Signing school forms granting approval for participation in various activities such as field trips, athletic activities, extended vacation notices, etc.
  - Assuming responsibility for all school financial payments.
- Signing an authorization/waiver indicates that the student, upon reaching the age of 18, waives certain legal rights and authorizes the student's parents/guardians to be central in decision-making.
- The authorization/waiver form is available from the Office of the Assistant Principal. Authorization/waivers are honored until such time as the student rescinds his/her decision in writing to the Office of the Assistant Principal.

## Student Services

Following are a few simple regulations that are requested of students in order that we may help maintain safety and health for all students.

**Clinic Services:** The school nurse can assist students in seeking an optimal level of physical, mental and social well-being and can explore ways to eliminate barriers that hinder student learning. The school nurse is available to any student who may need assistance during school hours and can serve as a liaison between the student, home, school, and community. Students may utilize clinic services by first reporting to the classroom and receiving a hall pass to the clinic at the discretion of the teacher (guidelines for clinic use are available to all staff). Students may also schedule appointments with the nurse. In the case of emergency, students may report directly to the school clinic or the main office.

**Medication:**

The WJCC School Division discourages the use of medication by students during the school day unless absolutely necessary. Any necessary medication that possibly can be taken before or after school should be so prescribed. The WJCC Public School Division's medication policy requires that medication be administered by the school nurse (R.N.) during school hours provided the appropriate authorization by the physician and parent permission have been received by the school nurse and that it has been determined by the R.N. that it is necessary or advisable that the medication be administered during the school day (see medication form HS# 2-1 located in the back of this handbook; this document must be completed by parent and physician and turned into the school nurse). The R.N. will consult with the health care provider if appropriate. Trained school personnel will, when absolutely necessary, administer medication while participating in sports and on field trips as directed by the ORIGINAL container supplied by the pharmacy with the label intact. The WJCC Public Schools' Medication Administration Protocol and Policy states students may not carry medication (PRESCRIPTION or OVER THE COUNTER). The only medications authorized for students to self-carry include inhalers, Epi-pens, insulin or glucagon and only with the signed permission from parent/guardian and physician authorization.

**Prescription Medication:** The medication must be brought to the clinic in the original prescription bottle. Tip: Have your pharmacist prepare an extra "bottle" of your child's medication to avoid the problem of forgetting it. Students may bring their medication themselves but it must be delivered to the clinic immediately upon school arrival. **All medications will need to be picked up from the clinic prior to the last day of school.**

**Health Screening:** All tenth graders and transfer students will receive vision and hearing screens. Transfer students receive an additional speech screen. If a problem is detected, students are re-screened, and letters are sent home to parents as needed.

**Accidents and Insurance:** Students are requested to report any accident or injury, no matter how minor, immediately to a staff member. In the case of severe accidents or acute illness, emergency care will be sought, and the parents will be notified. The Board of Education does not pay any medical or hospital bill incurred as a result of an accident to the student at school. The parent or guardian is responsible for the payment of any bills incurred as a result of accidents. Optional student accident insurance is made available to families; information regarding supplemental insurance plans may be obtained from the school office or at <http://markel.sevencorners.com>.

**Medical Transportation:** It is the responsibility of the parents to provide transportation and further care of the student if the student becomes ill or injured on school property. Students may not be sent home without parental approval, and no student may drive when excused for medical reasons unless parental consent has been given.

**Emergency Cards:** Emergency cards must be filled out for each student and returned to the school for use in emergency situations. Emergency cards will be maintained in the Nurse's Office. Parents need to inform the school nurse, Counseling Office, and Attendance Office of changes in their address, or home, cell, and work phone numbers, as well as any other important contact information.

**Communicable Diseases:** Students returning to school after recovering from a communicable disease must be readmitted through the school nurse's office. Communicable diseases include but are not limited to: measles, mumps, chicken pox, scarlet fever, conjunctivitis (pink eye), meningitis, acute influenza (e.g. H1N1).

## **Transportation**

**Bus Transportation:** Bus transportation is provided to students of the Williamsburg-James City County School Division. School bus transportation is a privilege that should be appreciated and not abused. All rules that apply in school also apply while on the bus, at bus stops, and during transit to and from school. Students who behave inappropriately or irresponsibly may be denied the privilege of bus transportation and may be subject to additional consequences. Bus information can be located on the school division web site.

**Bus Notes:** A student may not arbitrarily ride any other than his/her designated bus and may not utilize any other bus stop than the one designated by WJCC Transportation. Students who desire to ride a different bus must present a signed parental request note to their assistant principal before school. All bus notes must be signed by parents and will be verified before permission is granted. No bus notes will be approved during the boarding process.

**Student Drop Off and Pick Up:** Please drop off and pick up students at the designated locations applicable to each high school. Jamestown and Warhill High School's designated location is the loop by the flagpoles. Lafayette's designated area is on the side of the school nearest the faculty parking area.

## Food Services

The WJCC School Division provides an excellent food service program for students. Since nearly all students use the cafeteria, everyone should help keep it clean and attractive by following simple rules of courtesy and cleanliness.

### **Students are expected to:**

- Eat only in the cafeteria or other approved areas.
- Pay for their meals: no meal credits are given.
- Wait patiently in line.
- Keep the table areas clean by removing their trays and garbage to the dishwashing area.
- Conduct themselves appropriately at all times.

**Lunch Assistance:** Free and/or reduced-price meals are available to those who qualify. In order to receive free or reduced price meals, students must meet eligibility requirements. The student's parent or guardian should complete an application form and have the form returned to the school. The directions and application forms will be made available during the first week of school. If a student received free or reduced lunch last year, then he/she may continue to receive free/reduced lunch through the first 30 days of school. After that time, if a new application has not been submitted, free/reduced lunch will end.

### **Parents Contacting Student:**

The staff is committed to providing the best learning environment in which all students receive opportunities to be successful. Interrupting the classroom creates disturbances in the educational environment that may jeopardize learning opportunities. Classes will not be interrupted to deliver phone messages, money, lunch, equipment, or other items to individual students. It is essential that family members plan ahead and communicate carefully with each other before school starts to avoid interruptions. The office staff will assist families with emergencies.

**Student Meal Accounts:** Students are encouraged to use their meal accounts for meals at school. Students can pay into their accounts with cash, check (payable to your respective school cafeteria) or online via the WJCC website. For more information about account access, students should speak with the cafeteria manager.

## Lockers

Lockers are **not** automatically assigned to students. A student may request a locker from the security office. Announcements will be made to students when lockers are available for issue. Students are responsible for all items in their lockers and lockers should always be locked when not in use. Do not give locker combinations to anyone else nor permit anyone else to use your locker. Do not leave money or valuables in your locker. The school is not responsible for lost or stolen items. In accordance with WJCC Policy, student lockers are the property of the school and are subject to search or inspection at any time. Students attending shared courses at other WJCC high schools may request a locker. Students in Physical Education classes are issued a locker and must provide their own personal lock.

## Telephones

Students needing to make emergency calls during the school day are directed to their assistant principal, attendance office, or main office. **Routine, non-emergency messages from parents, guardians, or acquaintances will not be forwarded to students during the school day.**

## Work Permits

Students who are 14 and 15 years old and who wish to work must have a work permit. Work permit applications are available online at <http://www.doli.virginia.org>.

## Lost & Found

Students should keep track of their belongings at all times. The school is not responsible for replacing any lost or stolen articles. Report all lost and found items to the Security Office. Articles that are not claimed within a reasonable amount of time will be discarded or donated.



## Child Study

The Child Study Committee (CSC) is required to be in each public school within the Commonwealth of Virginia to assist school personnel in meeting the needs of individual children who are having difficulty in school. The problems may be academic, developmental, behavioral, social or emotional. The committee is child-centered and facilitates a process that results in the implementation of accommodations, services, and/or interventions that will enable the child to be successful in school. The options to be considered exist along a wide continuum of support, ranging from mild accommodation to extensive intervention and may be available within the public school system or elsewhere in the community.

### **Procedure for Requesting Assistance from the CSC:**

- The referring source (typically parents, teachers, or other school personnel) may request assistance from the CSC at any time during the calendar year. The request may be submitted verbally or in writing to the CSC Chair of your high school or to the student's counselor. It should describe academic/developmental, behavioral and/or social/emotional concerns and document attempts already employed to remedy the problem(s).
- The CSC Chair will schedule a meeting with the parent, referring source as appropriate, appropriate staff and the CSC committee members.
- The CSC committee will meet and analyze the problem(s).
- The CSC committee will generate possible solutions, plans, or referrals to other school-based, or community programs.

## Contacting Teachers

When questions arise regarding student performance in class, parents and students should first speak with the child's teacher. Teachers provide specific information on how to contact them on their course syllabus. You may also contact your child's teacher by:

- Accessing ParentVue,
- Leaving a voice mail,
- Sending a note to the teacher with your child or through the mail,
- Emailing through the Division's web site: <http://www.wjccschools.org>. Note: when emailing teachers, please include the student name in the subject line of each email to help alert teachers of the importance of your communication and avoid the SPAM filter.

## Student Parking

Eligible students must apply for permission to park a vehicle in the student parking areas. Only a limited number of student parking permits are available and only students issued a valid JHS, LHS or WHS parking permit may park their vehicles on school property and only in designated student parking areas. Students attending shared courses at other WJCC high schools may use the parking permit issued by their home school.

**Note:** Students who missed their bus or ride to school will not be permitted to park on campus without a parking permit.

It is the student driver's responsibility to apply for and obtain a parking permit before driving to school. Applications are available in the Assistant Principal's office and on the school's website. The necessary parking pass paperwork includes:

- A completed parking pass application form.
- A photocopy of the vehicle(s) registration.
- A photocopy of the student's driver's license.
- Students who park on campus without a permit will receive a parking violation.

**All recipients of parking passes are required** to follow all driving regulations, the Student Discipline Policy, and all rules applying specifically to the student's home school. Among other consequences, students authorized to use school parking will forfeit this privilege if in violation of any rules, regulations, or policy, and will not receive a refund of fees.

## Student Decorum

### Important Rules and Regulations

**In addition to the WJCC School Board policy on Student Discipline: Rights and Responsibilities, students must adhere to the following rules:**

- Adhere to the WJCC Code of Conduct
- Respect the property and the personal and educational rights of others.
- Follow all directions and requests given by school personnel.
- Attend class and be on time.
- Students are not permitted to take or display audio, video graphic, or still images of a person while on school property or any school related activity. Schools reserve the right to monitor and govern student use of electronic guidelines during the school day.

### Dress Code

The primary responsibility for the appearance of the students in WJCC Schools rests with parents and students themselves. It is the goal of WJCC schools to partner with parents and with students to help students develop self-respect and to prepare them for success in the business world. The Dress Code Policy is intended to provide guidance so student attire will reflect positively on the student and the school. In addition, the policy is designed to ensure that student attire will not be distracting or disruptive to the school environment, will not interfere with the educational process, will ensure observance of the health code of the Commonwealth of Virginia, and support the safety of the student and those about him or her.

School Administrators reserve the right to make decisions concerning questionable and inappropriate school attire. Parents of students violating the dress code policy will be contacted and requested to immediately provide appropriate clothing. Students unable to correct their dress may be placed in an alternative educational setting for the remainder of the day. Repeat violations will be cause for additional consequences.

**School staff reserves the right to make judgment about the propriety of student attire and take appropriate action.**

General Statements:

- a. All undergarments must remain properly under appropriate cover or clothing.
- b. Clothing that exposes or reveals the hips, midriff, lower back, upper thigh, buttocks, excessive cleavage, or navel is forbidden.
- c. All shorts, skorts, skirts and dresses must not be shorter than the student's fingertips when arms are fully extended.
- d. Clothing or accessories which are form-fitting, suggestive, provocative, disruptive, defamatory, or distracting are not permitted.
- e. Clothing or accessories which identify students with, or can be perceived as, gang affiliations are not permitted.

**Headwear:** The wearing of hats, hoods, sweatbands or any headpieces or head coverings such as bandanas, skullcaps, handkerchiefs, headbands, or any scarf or cloth worn about the head and covers the majority of the head will not be permitted inside the school building. Sunglasses are not to be worn inside the school building.

**Footwear:** Appropriate footwear must be worn at all times. Students are not to wear bedroom slippers in school.

**Shirts and Blouses:** All undergarments will remain under appropriate cover or clothing. Transparent shirts or blouses, backless shirts, halter-tops, tube tops, open sided tops (such as basketball-type jerseys) or cut off tee shirts and other tops that expose the chest, cleavage, back, midriff, navel or waistline are prohibited. Mesh-type shirts or jerseys that expose the chest or midriff also are inappropriate. Clothing with string or “spaghetti” straps is not permitted. The minimum acceptable width of a shoulder strap is the width of three of the student’s fingers.

**Bottoms:** All undergarments must remain fully under appropriate cover or clothing. Hips, midriff, buttocks, lower back, upper thigh and navel will remain covered with clothing whether standing, sitting or bending. Mini-skirts, short skirts, “short” shorts, or form fitting attire that is revealing or disruptive to the learning environment are prohibited. Leggings and yoga pants must be worn with shirts that are not shorter than the student’s fingertips when arms are fully extended. Sleepwear or lounge pants will not be permitted. Skirts and dresses must not be shorter than the student’s fingertips when arms are fully extended.

**Symbolic and Suggestive Clothing:** Any clothing that contains or displays nudity, provocative or vulgar messages or suggestions, sexual innuendo, drugs, drug paraphernalia, alcohol, tobacco, or any alcohol/tobacco products, advertisements, or logos will not be permitted. Clothing that is defamatory or offends or incites others is prohibited.

**Accessories:** Display of bandanas or accessories which identify students with or can be perceived as gang affiliations are not permitted. Students may not wear chains as part of their daily attire. Any decorative or excessive jewelry or accessory that may be considered dangerous or impact students’ safety, such as studded or pointed rings, bracelets, necklaces, belt buckles, or other adornments, shall not be permitted on school property. Accessories that contain or display provocative or vulgar messages, suggestions, advertisements or logos, sexual innuendo, drugs, drug paraphernalia, alcohol or tobacco products will not be permitted on school property.

Students violating the dress code will be requested to correct their dress immediately. If unable to do so, the Assistant Principal or designee will authorize the student to call his/her parent/guardian to arrange a change of clothing. Students unable to correct their dress may be placed in an alternative educational setting for the remainder of the day. Repeat violations will be cause for additional consequences.

## School Dance Decorum

In an effort to promote a healthy, safe and enjoyable evening for all students and guests, the following procedures have been established for school-sponsored dances. All parents, students, and guests must read, understand, and sign this dance contract. We encourage families to discuss these rules and expectations together prior to the event.

1. All students and guests must submit a signed dance contract prior to the receipt of any dance tickets. Forms will be made available prior to the sale of the tickets.
2. All tickets must be obtained in advance. Tickets will not be sold at the door.
3. Students and guests who enter the dance must remain in the dance location until they are ready to leave the event. When leaving, students and guests must leave the grounds and may not return. Loitering is not permitted in parking areas.
4. Students who do not drive themselves to the dance must be picked up within 15 minutes of the event's conclusion.
5. Guests may be required to show a valid picture ID to verify identity and eligibility. The maximum age of eligibility for guests is 20 years old.
6. Any person suspended or expelled from WJCC Schools, or any other school division, may not attend a dance or any other school function.
7. Guests from another WJCC high school (or any outside school) must provide administrative clearance to host schools that confirms their good standing at their home school. A signed form must be submitted at the time of ticket purchase. This clearance must be received by the host school no later than 48 hours prior to the dance.
8. Dress requirements are outlined below and will be included on the dance contract. The dress requirements will be enforced at the door. When in doubt, ask your event sponsors or administrators.

### Semi-Formal Standards of Dress (Young men):

- Dress shirt with collar and sleeves, worn with a necktie (exception: tuxedo shirt with decorative buttons). Shirts must remain on and tucked inside waistband for the entire event.
- Dress pants (no jeans) with belt (exception: tuxedo with cummerbund).
- Jackets are desired, but optional.
- Hats, bandanas, chains, or canes are inappropriate.
- Appropriate shoes and socks.

### Semi-Formal Standards of Dress (Young women):

- Dresses must extend to fingertip length
  - Bare midriff and plunging necklines are inappropriate.
  - The back of the dress may not be lower than the natural waistline.
  - Sheer or see-through materials that expose thighs, excessive cleavage, or midriff are inappropriate.
  - Dress slits may not be higher than fingertip length.
  - Pantsuits must be of a formal nature (no jeans).
9. Valuables should not be left unattended. While some dance events may incorporate a “coat check” station, it is advisable to secure all valuables prior to entering the event. The school is not responsible for lost or stolen items.
10. Students who dance inappropriately will be asked to leave the dance without refund and may be ineligible to attend the next school dance event. The following guidelines may be used for determining inappropriate dancing:
- Straddling the legs of a dance partner is inappropriate.
  - Touching or “grinding” when dancing back-to-front is inappropriate.
  - Simulated sexual movement or behavior is inappropriate.
  - Touching of breasts, buttocks, or genitals is inappropriate.
  - Both feet must remain firmly on the floor.
  - Hands on waist or shoulders only.
  - Hands may not touch the floor.
  - “Moshing,” “grinding” and “twerking” are inappropriate.
  - No multiple student “freak” dancing.
  - Dancers must avoid excessive crowding on the dance floor.

Dance chaperones reserve the right of discretion and judgment when determining appropriate forms of dance and conduct at dance events. Parents will be notified if students have been asked to leave the dance.

11. For some events, students and guests entering the dance may be issued a wristband. Those who dance in an inappropriate manner will be given one warning and the wristband will be removed. The second time a student or guest dances in an inappropriate manner, he or she will be asked to leave the dance.
12. The WJCC Schools *Student Code of Conduct* applies to all participants at any school-sponsored activity—including school dances. Failure to comply with the rules may result in additional disciplinary action and denial of activity participation privileges.

## Emergency Drills

Emergency drills are important and serious exercises that may save lives. Everyone should know the designated escape routes from those areas of the building where they may be located.

**Building Evacuation Guidelines:** There are several scenarios in which it may be necessary to evacuate the building. There will not always be an alarm given; notice may be given verbally. Therefore, it is essential that each student know where to report in the case of a building evacuation.

- When evacuation notice is given, students will take all belongings with them, unless other directions are given. Students in a class need to stay together with the teacher/adult in charge.
- Walk quickly out of the building, keeping the access roads to the school clear for emergency vehicles.
- Report to your class's designated location. The teacher will take roll to determine attendance. Any student not present will be reported to the command center. A search will be conducted for each missing student.
- Students who are unable to evacuate with their class or who become separated from their class must report to the command center for attendance.
- Students must remain with their class.
- Since no non-emergency vehicles will be permitted to enter or leave school grounds either during a drill or an actual emergency, students scheduled to leave school, for any reason, must report to the command center to obtain clearance.
- When the "all clear" notice is given, everyone will reenter the building through the nearest entrance and report to their classrooms immediately.

Other drills and events will occur throughout the year. Examples include but are not limited to: high wind alert drill, lockdown, and earthquake. For more information about safety drills and emergency procedures contact your school.

## Loitering

Students and visitors are not permitted to loiter on school premises. Students who remain after school must be authorized to do so for bona fide extracurricular activities or after school programs. Students must remain under the supervision and authority of their sponsor, teacher, coach, or other authorized staff at all times. Students found loitering may be required to leave school property immediately or remain under supervision until a ride home can be obtained.

## Corporal Punishment Code of Virginia §22.1-279.1

Corporal punishment as a means of discipline is prohibited. However, this does not prevent teachers, principals or other staff from using “reasonable and necessary force” to maintain order and control, quell a disturbance, remove a student from a disturbance which threatens physical injury to persons or property damage, prevent self-infliction of harm, defend oneself or others, or obtain possession of weapons or other dangerous objects, controlled substances, or paraphernalia.

## Miscellaneous Information

**P.E. Uniforms:** A specific WJCC uniform is not required. However, the student must dress out for class wearing a tee-shirt and pull on shorts.

**Learner’s Permit:** Before students and their parents visit the DMV to apply for a learner’s permit, they will need:

- A signed form from the student’s designated administrator verifying the student is enrolled in school and is in good standing
- Student’s birth certificate
- Student’s social security card
- A parent’s signature on the consent form at the DMV

## Counseling Services and Information

The High School Counseling Program in the WJCC school division is concerned with all aspects of public school development. The primary goal of the program is to aid the academic, personal/social, and career development tasks that are essential for student success. Achieving this goal requires a collaborative effort by school counselors, parents, teachers, administrators, and other school personnel.

**The High School Counseling Program** consists of three components:

**Academic counseling:** The primary focus of academic counseling at the high school level is to familiarize the student with curricula choices, assist students in making appropriate course choices, and plan a course of study. Counselors also monitor the academic progress of students and interpret academic testing.

**Career counseling:** Career counseling includes programs that help expand students’ career awareness and help them explore the information necessary to make decisions about post-secondary and career choices.

**Social/Emotional counseling:** Personal/social counseling assists students in developing an understanding of themselves, the rights and needs of others, how to resolve conflict, and how to define individual goals which reflect their interests, abilities, and aptitudes.



For additional information or services see your school counselor.

All three of these components are conducted at schools in one of three ways. Students may receive these services through an individual meeting with the counselor, a small group session or with an entire classroom of students.

No student shall be required to participate in any counseling program to which the parents object. Parents may exercise their right to have students not participate (OPT OUT) in counseling activities by writing a letter to the school's principal. Parents have the option, when writing the letter, to exempt students from all facets of the program or to allow participation in some parts of it.

This "opt-out" policy is applicable to the **current** year only and parents must request that their child not participate on an annual basis.

### **Additional Counseling Information**

The variety of opportunities for college, professional and technical school, and post high school employment increases every day. All students and parents are invited to explore reference materials on occupational training, colleges, financial aid, and scholarships in the Counseling Office.

- **Counselor Appointments:** Students and parents wishing to meet with a counselor need to schedule an appointment. This is not only a courtesy to the counselor but may decrease a long wait. Students may stop by the Counseling Office before or after school or during their lunch to schedule an appointment.
- **Schedule Planning:** Notices for planning schedules with counselors are sent out annually. Parents should attend this appointment with their child. If the time given is inconvenient, reschedule it. Parents and students should plan ahead which courses the student wants as first choices along with several backups. While there, parents should ask for their child's grade point average (GPA) and rank in class. Many students are unaware that class rank and GPA exist until it's too late to change them.
- **College Planning:** It's never too early to think about college! College catalogs are available in the Counseling Department career rooms and may be used by students and parents. The school has software available that includes information on all colleges in the country. A counselor or intern can show students and/or parents how to use the college selection software, called Project Discovery. Beware: college application deadlines vary tremendously. Some have two-part applications with Part I due as early as October of the senior year. Plan to attend College Night held in the fall. You will be able to talk with college recruiters and gather information about a variety of college programs and services.
- **Recruiter Visits:** Recruiters from colleges, trade schools, and the military visit schools throughout the school year. It is recommended that students make appointments as early as tenth or eleventh grade so they have enough information to help them plan for the future.

- **Career Planning:** In the fall, all seniors have a planning appointment with their counselors. Students who do not plan to attend college will be given career information, résumé writing techniques, and job interviewing tips. Students who may want to apply for college at a later date are encouraged to take college entrance exams prior to graduation while still a student and in the habit of taking tests. The Educational Testing Service will keep their scores on file.
- **Scholarships and Financial Aid:** There are many sources for financial aid for college. The Counseling Department offers a workshop to help parents and students with the financial aid forms required by colleges. Notices about special scholarship opportunities are in the career room. Church leaders, employers, or clubs may also offer scholarships.
- **Transfer or Withdrawal of Students:** When a student transfers or withdraws, a parent will need to sign a release for records in the Counseling Office. Please let the Registrar know several days in advance so a packet with the necessary papers can be prepared.
- **Multi-Cultural Affairs Program:** This program provides quality services, programs, activities, and opportunities that educate, promote involvement, and stimulate holistic learning and development of minority students in WJCC schools. For more information, contact the main office.
- **Conflict Resolution:** Students can request mediation through their counselor or administrator. The mediation itself is a confidential process. The conflicting parties agree on mutually acceptable points and sign an agreement.

## Media Center

The Media Center is open for student use every school day.

Passes are required for individual students who come to the Media Center during school hours. Students are asked to sign in and out when they enter and leave the Media Center.

Teachers often schedule time for class use of the Media Center. At the beginning of a scheduled class, the Media Specialist gives a list of suggested print and computer resources to each student. The teacher and the Media Specialists then work together to answer questions and keep students actively engaged in the assignment. As a general rule, student note-taking is preferred over printing and photocopying of textual information. The Media Specialists may also provide an Assignment Alert to the Williamsburg Regional Library for long-term projects that require additional resources.

- **Computers:** Use of computers in the Media Center is regulated by the Network Acceptable Use and Responsibility Policy, which is posted at every workstation. According to the Williamsburg-James City County School Board, the computer network is to be used to “support research and instruction ... use for any non-educational purpose ... is not acceptable.”
- **Photocopying and Printing:** The photocopier in the Media Center is intended for student use and photocopying charges apply. Some charges may be waived by

the Media Specialists when arranged in advance by a student's teacher. Computer printing is also available at a charge per page. Due to network restrictions, all users are asked to alert a Media Specialist before printing to avoid network conflicts that can result in lost data. As with photocopying, printing charges may be waived by the Media Specialists for specific assignments.

- **Circulation:** Students are welcome to check out books from the Media Center. Reference books are to be used in the Media Center, but may be checked out at the end of day for overnight use at the discretion of the Media Specialist. All overnight loans are due back by 7:10 a.m. Reserve book trucks are assembled when necessary to provide equitable access to resources, especially when more than one class is studying a topic. Reserve books are not checked out except at the direction of the teacher(s) for whom the reserve book truck was assembled. Students cannot check out books when they have overdue material. Students should respond promptly to overdue notices. Students are responsible for payment of any material that is lost or damaged while checked out in their name.

### Publications of Interest

**Secondary Program of Studies** provides descriptions of courses and their requirements.

**Principal's Newsletter and PTSA Flyer**—provide basic information.

### Student Publications

High School Student Newspaper  
Student Literary Magazine  
Yearbook

## SOL Study Resources

Access the state website and use the released test items to study, see below:  
[http://www.doe.virginia.gov/testing/sol/practice\\_items/testnav8.shtml](http://www.doe.virginia.gov/testing/sol/practice_items/testnav8.shtml)

### Study Suggestions for Students and Parents

- Students are encouraged to study with another student or at least call another student from the class to clarify and discuss assignments.
- Contact the teacher to discuss concerns and ask for suggestions as to how to correct it. Parents can ask to be informed about progress (good or bad). Teachers are often available for extra help after school. Ask teachers when they have available time.
- Students or their parents may contact the counselor for information on tutoring.
- Contact the case manager if the student received special education or Section 504 accommodations.
- Contact the student's counselor to discuss concerns and receive suggestions.

**Writing Resources at Home:** Have a good dictionary and thesaurus and encourage your child to use them. A writing handbook such as the Modern Language Association (MLA) handbook may also be useful. Ask your child's English teacher to recommend a preferred resource.

**Computer Resource Lab:** Help with class work, homework, and make-up work is available in the Computer Resource Lab. The lab is open Monday-Thursday after school and by appointment. A teacher and/or an assistant is available during lab hours to help with students' needs. It is best for students to make an appointment, but it is not necessary. Software is available for word processing, all core subjects, and foreign languages, as well as library research databases, and Internet availability with the teacher's permission. For questions, please contact the Media Specialists. Activity bus transportation home is available Monday–Thursday.

**United Way of Greater Williamsburg Help-line:** This one-call-for-all service help-line offers information and referrals for health and human service needs to residents of the Greater Williamsburg area: 229-2222.

## High School Bell Schedules

(Depending upon school events, some daily schedules at specific schools may vary slightly)

### Regular Day Bell Schedule (starting September 16, 2019)

First Block ..... 7:20 – 8:45

Second Block ... 8:50 – 10:15

AEP ..... 10:20 – 10:50

\*Third Block ..... 10:55 – 12:50

Fourth Block ..... 12:55 – 2:20

After School ..... 2:25-4:30

### \*Lunch Schedule

1<sup>st</sup> Lunch.....10:50 - 11:20

2<sup>nd</sup> Lunch.....11:30 - 12:00

3<sup>rd</sup> Lunch.....12:20 - 12:50

### Early Release at 11:30– (No lunches served, No AEP)

First Block.....7:20 - 8:20

Second Block.....8:25 - 9:25

Third Block.....9:30 - 10:25

Fourth Block.....10:30 - 11:30

### One-Hour Delay Bell Schedule (No AEP)

First Block .....8:20 - 9:20

Second Block ....9:25 - 10:25

\*Third Block .....10:30 - 12:45

Fourth Block .....12:50 - 2:20

### \*Lunch Schedule

1<sup>st</sup> Lunch..... 10:30 - 11:00

2<sup>nd</sup> Lunch.....11:25 - 11:55

3<sup>rd</sup> Lunch..... 12:20 - 12:45

### Two-Hour Delay Bell Schedule (No AEP)

First Block .....9:20 - 10:25

Second Block ....10:30 - 11:30

\*Third Block ..... 11:35 -1:10

Fourth Block .....1:15 - 2:20

### \*Lunch Schedule

1<sup>st</sup> Lunch..... 11:35 - 12:00

2<sup>nd</sup> Lunch.....12:10 - 12:35

3<sup>rd</sup> Lunch..... 12:45 - 1:10

### Exam Day Bell Schedule

First Exam .....7:20-9:15

Break.....9:15-9:30

Second Exam..... 9:35-11:30