



WILLIAMSBURG  
JAMES CITY COUNTY  
PUBLIC SCHOOLS

EST. 1955

# 2021-22 High School Student Handbook

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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 student return them to their 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

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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).

<b>Sports and Other VHSL Activities Offered</b>		
<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Cheerleading	Basketball	Baseball
Cross Country	Cheerleading	Soccer
Field Hockey	Debate	Softball
Football	Forensics	Tennis
Golf	Indoor Track	Track
Theatre	Scholastic Bowl	
Volleyball	Swimming	
	Wrestling	

### 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 student to know these requirements.

## Academic Resources

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### College Entrance Exam Testing Schedules

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

#### ACT Test Schedule

Test Date	Registration Deadline
September 11, 2021	August 6, 2021
October 23, 2021	September 17, 2021
December 11, 2021	November 5, 2021
February 12, 2022	January 7, 2022
April 2, 2022	February 25, 2022

#### SAT & SAT Subject Test Schedule

Test Date	Registration Deadline
October 2, 2021	September 3, 2021
November 6, 2021	October 8, 2021
December 4, 2021	November 4, 2021
March 12, 2022	February 11, 2022
May 7, 2022	April 8, 2022
June 4, 2022	May 5, 2022

#### PSAT Test Date

Wednesday, October 13, 2021. All first-time 9th and 11th grade students will be registered free. 10th grade students interested in testing must register and pay a registration fee.

#### 2022 Advanced Placement (AP) Examinations

May 2, 2022 through May 13, 2022. Contact the counseling office for additional details. The dates for AP examinations are set by the College Board annually and are subject to change.

#### Monitoring Academic Progress & WJCCVUE

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.

When questions arise regarding student performance in class, parents and students should first speak with the student'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 voicemail;
- sending a note to the teacher with your child or through the mail; or
- emailing through the Division's web site: [www.wjccschools.org](http://www.wjccschools.org). Please 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.

Teachers will also report student progress every week through WJCCVUE. School progress reports and report cards are also available

through WJCCVUE after each interim date or 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.

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.

## 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+	< 59 = F
93 - 96	A	83 - 86	B	73 - 76	C	63 - 66	D	
90 - 92	A-	80 - 82	B-	70 - 72	C-	60 - 62	D-	
<b>4.0 pts</b>		<b>3.0 pts</b>		<b>2.0 pts</b>		<b>1.0 pt.</b>		

## 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 WJCC 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

Please see the Program of Studies for a complete list of AP courses offered. Approved concurrent college courses may be taken in grades 11 and/or 12 according to the guidelines below.

## Weighting of Concurrent College Courses and Dual Enrollment Courses

### Concurrent College Courses

1. Per the Program of Studies, eligible juniors and seniors who have exhausted the available high school course offerings in a particular subject area may choose to take a 3-credit college course in that subject area for both high school and college credit. Students and families should review the Program of Studies for guidelines related to Concurrent College Enrollment, including the weighting of classes.
2. Students must seek permission from their high school prior to enrolling and are responsible for completion of the permission form required for college registration.
3. Students and their parents must assume the costs and risks associated with taking concurrent college courses.
4. Confer with your counselor to review expectations.



## Dual-Enrolled College Courses

Students may take advantage of opportunities to earn college credit while enrolled in high school through multiple avenues, including Dual Enrollment and through select courses taken at New Horizons Career & Technical Education Center and New Horizons Governor's School for Science and Technology. Students and families should review the variety of offerings in the Program of Studies and meet with their school counselor to assist with academic planning.

## Cheating/Plagiarism

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; and
- 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.

## 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 the following criteria:

- the average of both nine-week grading periods is 60% or greater (semester courses); or
- the average of all four nine-week grading periods is 60% or greater (year-long courses); and
- they earn a passing score on their End-of-Course SOL test.

Some students may still 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 the first time a course is taken; 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.

## 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.

## **Attendance Guidelines for High School**

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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.

As attendance and participation in all classes are directly related to a student's success, parents will receive communications from attendance staff regarding their student's attendance status. Listed below are the guidelines used in monitoring each student's attendance. **Parents and students should be familiar with the following:**

### **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 student'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**

The Student Code of Conduct outlines a range of consequences (levels 1-3) for student absenteeism.

### **Early Release**

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 student. Phoned-in early dismissal requests may not be approved.

### **Early Release Procedures**

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, they 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 student's absence on the day they are home.

## Student Rights and Responsibilities for the Age of Majority

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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 they become 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 their 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.; and
  - 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 their decision in writing to the Office of the Assistant Principal.

## Student Services

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The following are a few simple regulations that are requested of students in order to help maintain health and safety for all students.

### 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.

### 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.

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.

The consent form for prescription and over-the-counter medication is available on the WJCC Schools division website at [wjccschools.org/parents/health-services](http://wjccschools.org/parents/health-services); this document must be completed by a parent/guardian (and physician, if applicable) and turned into the school nurse.

## 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 student’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.**

## Over-The-Counter Medication

The medication must be brought to the clinic in the original bottle. 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.**

## 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 through the K&K Insurance Group, Inc. (855) 742-3135 [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com).

## 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, and influenza.

## Transportation

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### 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 ride any other than their 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

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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.
- Wait patiently in line.
- Keep the table areas clean by removing their trays and garbage and placing them in the provided garbage receptacles.
- Conduct themselves appropriately at all times.

## Lunch Assistance

All schools in the division will be participating in the Seamless Summer Option (SSO) as implemented under the Healthy, Hunger-Free Kids Act of 2010. Students enrolled during the 2021-2022 school year will be provided a nutritious meal for breakfast and lunch each day at no charge to the household. Households will not be required to submit a meal application form to receive meals at no charge.

Although school meals will be provided free to all children, school funding and eligibility for other programs depends on completed meal applications. School meal eligibility does not roll over from year to year. It is important to submit a completed meal application as soon as possible to determine eligibility for other programs such as P-EBT.

The student's parent or guardian should complete an application form and have the form returned to the school.

The directions/application form is available on the WJCC Schools division website at [wjccschools.org/parents/school-nutrition-resources](http://wjccschools.org/parents/school-nutrition-resources). Once you have navigated to this webpage, the online and paper versions of this form can be accessed by selecting the blue 'School Nutrition Resources' link on the right side of the webpage. A paper copy of the form can also be provided by front office staff at your student's school. If a student was eligible for free or reduced meals last year, then that eligibility is good through the first 30 days of school. After that time, if a new application has not been submitted, free/reduced eligibility 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.

## Child Study

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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. For questions regarding the Child Study process, please contact your school's Child Study Chair or School Counselor.

## Counseling Services and Information

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The High School Counseling Program is a comprehensive, results-based and developmental program that promotes and enhances student achievement by focusing on academic development, social/emotional development and career and college readiness. Delivery of this program requires the collaboration and support of school counselors, parents, teachers, administrators, and all members of the school community.

The High School Counseling Program consists of three components:

1. Academic counseling: The primary focus of academic counseling at the high school level is to familiarize students and their parents/guardians 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.
2. Career counseling: Career counseling includes programs that help expand students' career awareness and help them acquire the information necessary to plan for post-secondary educational and career opportunities.
3. Social/Emotional counseling: Social/Emotional 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 components of the school counseling program are provided in one of three ways at each high school. Students may receive these services through individual meetings with their school counselor, a small group session or through classroom instruction from a school counselor.

No student shall be required to participate in social/emotional counseling to which the parents object. Parents/Guardians may exercise their right to have students not participate (OPT OUT) in social/emotional counseling services by writing a letter to the school's principal. Parents/Guardians 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.

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 are encouraged to schedule an appointment. This is not only a courtesy to the counselor but may decrease a long wait and will ensure counselor availability. 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/Guardians should attend this appointment with their student. If the time given is inconvenient, families may reschedule the appointment. Parents/Guardians and students should plan ahead which courses the student would like as first choices along with several backups. Information such as student grade point average (GPA), class rank, and future goals will also be discussed during these meetings.

### College Planning

It's never too early to think about college! College catalogs are available in the School Counseling office and may be used by students and parents. The school has access to programs that include information on all colleges in the country. It is important to be aware that college application deadlines vary widely. Some have two-part applications with Part I due as early as October of the senior year. Students and families should plan to attend the College Night held in the fall where 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.

Career Coaches are also available to assist students. Career Coaches help students define their career aspirations and determine the best path to reach that goal. Information on scheduling an appointment with one of the Career Coaches can be found on your school counseling website, or directly through the WJCC website.

## **Scholarships and Financial Aid**

There are many sources for financial aid for college. One resource in this search is the scholarship database provided by WJCC that can be found through the WJCC website. WJCC has partnered with GRASP (Great Aspirations Scholarship Program) to provide GRASP advisors in each one of our high schools. GRASP advisors are available to meet with students and families and are uniquely trained to provide education on funding post-secondary education. GRASP advisors are able to provide hands-on help with required applications for post-secondary funding as well. Please contact your school counseling department to schedule an appointment with the GRASP advisor for your school.

## **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.

## **School Library**

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The Library is a resource open to our high school students and open daily unless the space is reserved for a special event or testing. Passes are required during school hours, and students are asked to sign in and out when they enter and leave the library.

Teachers often schedule time for a class to use the Library. The teacher and the Librarians collaborate to facilitate the lesson for the students. If needed, the Librarians can provide an assignment alert to the Williamsburg Regional Library to secure additional resources. Together, the teacher and librarian(s) answer student questions and keep students actively engaged in the assignment. As a general rule, student notetaking is preferred instead of printing and/or photocopying textual information. Students and teachers also have access to digital resources through Destiny (on the school – library website) and SORA (eBook collaboration with Williamsburg Regional Library).

## **Computers**

WJCC is now a 1:1 school division but when allowed, there are additional computers in the Library for student use. Use of all WJCC technology resources 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 Library is intended for student use and photocopying charges apply. Some charges may be waived by the Librarians 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 Librarian before printing to avoid network conflicts that can result in lost data. As with photocopying, printing charges may be waived by the Librarians for specific assignments.

## **Circulation**

Students are welcome to check out books from the Library. Reference books are to be used in the Library but may be checked out at the end of the day for overnight use at the discretion of the Librarian. All overnight loans are due back by 7:10 a.m. Students also have access to eBooks through a variety of resources including Destiny and SORA. See the Librarian for more information.



Reserved book carts are assembled when necessary to provide equitable access to resources, especially when more than one class is studying a topic. Reserved books are not checked out except at the direction of the teacher(s) for whom the reserved books were 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.

## **Student Decorum**

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### **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; and
- 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**

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The responsibility for the student's appearance rests with the parents/guardians and the students. This includes the right to determine students' dress, providing it does not interfere with the educational process or pose a threat to the safety of the student or others. Student dress will reflect positively on the students, school, and learning environment.

Dress that is disruptive or distracting is not acceptable. Schools shall administer and enforce dress and grooming codes consistently across the student body. If contacted by the school administration, parents/guardians may be requested to come to the school to exchange unacceptable clothing.

Requirements for attire for school-related programs, activities, and events shall be gender neutral or provide a choice that allows for students to dress in a manner consistent with their gender identity or gender expression.

Students shall comply with individual dress codes established by their school. Individual schools in Williamsburg-James City County may establish requirements for students to wear uniforms while in attendance during the regular school day.

#### **Tops**

Tops that expose the chest, back, midriff, navel, waistline, or other private areas of the body are prohibited. Tops made of a transparent, sheer, or other type of see-through material must be worn over another top that is not transparent, sheer, or otherwise see-through and does not expose any of the areas of the body listed above.

#### **Bottoms**

Pants may not be made of a transparent, sheer, or other type of see-through material or allow undergarments to show through the material. Hips, midriff, buttocks, lower back, upper thighs, navel and other private areas of the body will remain covered with clothing whether standing, sitting, or bending. Sleepwear is not permitted.

#### **Undergarments**

All undergarments will remain under appropriate cover or clothing.

#### **Footwear**

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

#### **Symbolic and Defamatory Clothing**

Any clothing that includes defamatory, derogatory, vulgar or offensive text, symbols or visual imagery is not permitted. This may include but is not limited to:

- sexual innuendo;
- nudity;
- drugs/drug paraphernalia;



- alcohol;
- tobacco; or
- alcohol/tobacco products, advertisements, or logos.

## 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 defamatory, derogatory, vulgar or offensive text, symbols or visual imagery is not permitted. This may include but is not limited to:

- sexual innuendo;
- nudity;
- drugs/drug paraphernalia;
- alcohol;
- tobacco; or
- alcohol/tobacco products, advertisements, or logos.

If a student is unable to correct their dress, the Assistant Principal or designee will work with the student to develop an appropriate plan to correct the student's dress.

## School Dance Decorum

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In an effort to promote a healthy, safe and enjoyable event 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 a provided dance contract. We encourage families to discuss these rules and expectations together prior to the event.

## Emergency Drills

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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

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.

### Building Evacuation Guidelines

- 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 tornado, high wind alert drill, lockdown, and earthquake. For more information about safety drills and emergency procedures contact your school.

## Student Parking

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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; and
- a photocopy of the student's driver's license.

**Note:** 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.

## Other Information

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### Emergency Phone Calls

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.**

### E-Hallpass

Students will use a digital hall pass, E-Hallpass, to move about the building. The E-Hallpass format allows for monitoring students' location outside of the classroom.

### Work Permits

In Virginia, all 14 to 15 year-old individuals who wish to work must obtain a work permit. Work permit information and applications are available online at <http://doli.virginia.gov>.

### 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.

### 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: 757-229-2222.

# High School Bell Schedule

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

Regular Day Bell Schedule			
A Day	B Day	Start Time	End Time
Warning Bell		7:15 a.m.	
Block 1	Block 5	7:20 a.m.	8:55 a.m.
Block 2	Block 6	9:00 a.m.	10:35 a.m.
Block 3	Block 7	10:40 a.m.	12:45 p.m.
Lunch 1		10:40 a.m.	11:05 a.m.
Lunch 2		11:10 a.m.	11:35 a.m.
Lunch 3		11:45 a.m.	12:10 p.m.
Lunch 4		12:20 p.m.	12:45 p.m.
Block 4	Block 8	12:50 p.m.	2:20 p.m.

One-Hour Delay Bell Schedule			
A Day	B Day	Start Time	End Time
Warning Bell		8:15 a.m.	
Block 1	Block 5	8:20 a.m.	9:25 a.m.
Block 2	Block 6	9:30 a.m.	10:35 a.m.
Block 3	Block 7	10:40 a.m.	12:45 p.m.
Lunch 1		10:40 a.m.	11:05 a.m.
Lunch 2		11:10 a.m.	11:35 a.m.
Lunch 3		11:45 a.m.	12:10 p.m.
Lunch 4		12:20 p.m.	12:45 p.m.
Block 4	Block 8	12:50 p.m.	2:20 p.m.

Two-Hour Delay Bell Schedule			
A Day	B Day	Start Time	End Time
Warning Bell		9:15 a.m.	
Block 1	Block 5	9:20 a.m.	10:25 a.m.
Block 2	Block 6	10:30 a.m.	11:30 a.m.
Block 3	Block 7	11:35 a.m.	1:10 p.m.
Lunch 1		11:35 a.m.	11:55 a.m.
Lunch 2		12:00 p.m.	12:20 p.m.
Lunch 3		12:25 p.m.	12:45 p.m.
Lunch 4		12:50 p.m.	1:10 p.m.
Block 4	Block 8	1:15 p.m.	2:20 p.m.

Early Release Schedule (Early release at 11:30 a.m., no lunches served)			
A Day	B Day	Start Time	End Time
Warning Bell		7:15 a.m.	
Block 1	Block 5	7:20 a.m.	8:20 a.m.
Block 2	Block 6	8:25 a.m.	9:25 a.m.
Block 3	Block 7	9:30 a.m.	10:25 a.m.
Block 4	Block 8	10:30 a.m.	11:30 a.m.

Exam Day Schedule		
Exam 1	7:20 a.m.	9:15 a.m.
Transition to Exam 2 Classroom	9:15 a.m.	9:20 a.m.
Break in Exam 2 Classroom	9:20 a.m.	9:35 a.m.
Exam 2	9:35 a.m.	11:30 a.m.



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