



James Wood High School
Student Handbook
2016-2017

JWHS HANDBOOK

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

JWHS Mission

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

Administrators:

Mr. Monty Loving, A-K (9-11 grade)

Mrs. Elizabeth Fout, L-S (9-11 grade)

Mr. Michael Bolin, T-Z (9-11 grade)

Mr. Joseph Salyer, all seniors

Frederick County Public Schools' Commitment to Non-Discrimination

Students attending Frederick County Public Schools may participate in education programs and activities, designed to meet the varying needs of all students, with the assurance that there will not be discrimination against any individual for reasons of race, color, national origin, sex, religion, age, political affiliation, disability, or veteran status. Questions concerning the application of this non-discrimination policy may be made to:

- Title IX Coordinator: John Linaburg, Executive Director of Human Resources
- Section 504 Coordinator: Michelle Sandy, Director of Special Instructional Services

Both are located at 1415 Amherst Street, Winchester, Virginia 22601, and can be contacted at (540) 662-3888. For further information on notice of non-discrimination, see list of OCR enforcement offices for the address and phone number of the office that serves your area, or call 1-800-421-3481.

STANDARDS FOR STUDENT CONDUCT

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

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

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

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

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

Human Rights

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

It is important that each student in this system come to school and enjoy freedom from intimidation or discrimination by threat, force, violence, or harassment. Any treatment of another in this school family that is not in accord with this standard is not acceptable and will be dealt with pursuant to prescribed standards for student conduct.

Harassment

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

Any student or school employee who believes he or she has been the victim of harassment or discrimination, or who has witnessed such behavior, should report the alleged harassment as soon as possible to their school administrator, guidance counselor, or one of the compliance officers noted above. The school division will promptly investigate all complaints, written or verbal, and take appropriate action to stop any harassment or other discrimination. The complainant can rest assured that the investigation will be handled confidentially.

Bullying, hazing, stalking, or otherwise threatening staff or students are likewise prohibited. Threats against staff and students will not be tolerated. Students, either individually or as part of a group, shall not harass others – either in person or by the use of any communication technology. Further, individuals shall not engage in a pattern of behavior that places another person in reasonable fear of serious harm. Similarly, students shall not recklessly or intentionally endanger the health or safety of another student, or inflict bodily harm on a student in connection with or for the purpose of initiation, admission into, or affiliation with, or as a condition for continued membership in a club, organization, association, etc., regardless of whether the student participated voluntarily in the relevant activity. All such behavior should immediately be reported to school personnel so that the events may be investigated and appropriate consequences administered.

Conflict Resolution

Conflict Resolution is everybody's responsibility. There is no need to fight when you can talk. See any guidance counselor if you or a friend needs conflict resolution. Fighting will result in suspension if no attempt at conflict resolution is made. You are not a victim if you do nothing to prevent a fight. Avoid suspension or charges of assault. See a counselor if you need conflict resolution.

ACADEMIC GUIDELINES

James Wood offers a wide scope of subjects in fifteen areas, and ranging from remediation through college level courses. Students and parents should refer to the High School Program of Studies as shared on the FCPS website, or contact the guidance department for more information.

Copyright and Plagiarism Guidelines for Students

A single photocopy of any material needed for schoolwork or personal research may be made. Copies may be kept but not sold, nor may copies be made from the copy. Material may not be modified or changed, performed or displayed except in class work. Use of copyrighted materials, including graphic material such as cartoon characters on posters or other decorative material, outside of regular class work requires written permission of the copyright holder. Computer software may not be copied either from or on school computers. Information received from school computers may be used only for regular schoolwork or personal research. Failure to follow established guidelines (MLA standards or other approved by the teacher) may result in the student receiving a zero for the assignment. Repeated incidents of this nature may result in suspension from school.

Dropping/Adding Classes

All schedule changes should take place prior to the beginning of the school year. Courses dropped after the first three weeks will result in a grade of "F" unless the decision to drop is based on teacher recommendation. Classes dropped before the end of the school year may not be taken as repeat subjects in summer school. New courses may not be added after the third week of school except upon recommendation by teacher or placement team. Students changing class levels (i.e. from honors to regular) will have their grade transferred to the new class.

Grading Scale and GPA Calculation

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

Superior	Good	Satisfactory	Poor	Failing
A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 67-69	F = 59 and below
A = 94-96	B = 84-86	C = 74-76	D = 64-66	
A- = 90-93	B- = 80-83	C- = 70-73	D- = 60-63	

All Grade Point Averages (GPA) will be calculated on the universally recognized 4 point scale (A= 4.0; B=3.0; C=2.0; D=1.0; F=0) to determine class rank. A factor of .05 point will be added to the GPA for each Advanced Placement or approved College Dual-Enrolled class that a student successfully completes. Refer to the Student and Parent handbook for a comprehensive list of eligible courses. Having completed requirements of an Advanced Studies Diploma and at least two Advanced Placement and/or College Dual-Enrolled courses with a minimum grade of "B" in both, students are eligible for consideration by GPA/class rank for valedictorian/salutatorian status. The student's grade-point average is calculated at the conclusion of each year and at the end of the first semester of the senior year. The final grade-point average at the end of the senior year is recorded on the student's transcript.

Graduation Requirements

In the Frederick County Public Schools, both high-school diplomas and certificates shall be awarded to qualified seniors during the annual graduation ceremonies. The awarding of diplomas and certificates shall be based on the guidelines as defined in the Frederick County Public Schools Program of Studies which may be viewed in the guidance office. Except for fifth-year seniors, all students in grades 9-12 shall be required to take a minimum of seven credits each year. Exceptions for extenuating circumstances must be approved by the Principal, in consultation with the Assistant Superintendent for Instruction.

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

Homebound Instruction

Homebound instruction may be available to students who are absent from school for extended periods because of illness. Parents should contact the Guidance department for information regarding this program.

Homework

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

Homework Requests

If a student is going to be absent from school for more than three days, parents may call the main office to get their child's assignments. An office secretary will request the student's work from the teachers, which will be available for pick-up in the main office 24 to 48 hours after the request is made. Parents are asked to bring the student's locker number and combination in order to get the appropriate textbooks.

Honors and Awards

- HONOR ROLL - The honor roll each grading period shall consist of those students who maintain an A or B average. Honor-roll students may have one "C" provided they have at least one "A".
- BLUE AND GOLD AWARD - These prestigious awards are presented to students who demonstrate the Core Character Traits adopted by Frederick County Public Schools.
- GOLD TASSEL - Graduating seniors who have maintained a 3.00 average or above throughout high school will have earned the privilege of wearing a gold tassel for graduation.

- NHS MEMBERSHIP - Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. No student is inducted simply because of a high academic average. The National Honor Society strives to recognize the total student. Standards for selection are as follows: Scholarship is based on a 3.5 cumulative grade point average; leadership, service, and character - as demonstrated by activities and teacher recommendations.
- QUILL AND SCROLL – Membership in this national honor society is open to students who have worked on school publications for two years, maintained an A or B average in the course, and are members of the top one-third of their class. Senior members graduate with a blue and gold cord.
- ACADEMIC LETTERS AND BARS - James Wood High School recognizes academic achievement through the awarding of academic letters and bars to students. Requirements for these awards are as follows: Students who earn a cumulative GPA of 3.5 at the end of the school year will receive an academic letter; students who have earned a letter in a previous year will be awarded an academic bar for each year they maintain their 3.5 cumulative GPA; seniors may be awarded bars and letters based upon their final GPA.
- PRESIDENTIAL AWARD - The Presidential Award will be given to graduating seniors who have a cumulative grade-point average of 3.50 or above and must also have scored at or above the 85th percentile on a nationally recognized standardized test.
- ANNUAL SCHOLARSHIPS AND AWARDS - Each year near the end of the high school session many scholarships and awards are presented to members of the senior class. Some of the scholarships are earned by students through competitive examinations or other forms of academic or talent competition. A large number of scholarships are presented each year by local organizations, clubs, or private foundations. The selection of students in these cases usually is made by a committee independent of the school. The students selected by the Scholarship and Awards Committee of James Wood High School are recommended by individuals, clubs, or other organizations and the credentials are carefully evaluated in relationship to the guidelines that govern the scholarships and awards. Certain scholarships received by students are awarded by the college or university in which the recipient has matriculated. Every effort is made on the part of the administration, faculty, and special award committees to be fair in selecting the recipients of the various scholarships and awards.

Peer Tutoring

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

Remediation

Frederick County Public Schools provides programs of prevention, intervention or remediation for students who are educationally at risk. Such students include, but are not limited to, those who fail a Standards of Learning assessment or who fail to demonstrate satisfactory progress in an SOL tested course. These programs may include programs such as tutorial sessions, specialized reading programs, academic review classes, and other special remediation classes. Student's schedules may be affected by the requirement to participate in a remediation program for eighth grade or high school end-of-course SOL tests.

Reporting to Parents

Student progress will be communicated with parents via report cards, interim reports, internet-based reporting (Edline), and designated parent-teacher conferences. Report cards will be given to the students to take home at the end of each of the first three nine-week periods. The final report cards will be mailed to the student's home. Advisory reports will be sent to the parents of students who are failing or having difficulty in a given subject, or who have excessive absences in a class. Parents can request advisories by calling the guidance secretary.

ADMINISTRATIVE GUIDELINES

Announcements

Announcements are made twice daily to keep students informed of various school activities, upcoming events and academic deadlines. Typically, a copy of the morning announcements is posted on the school website under NEWS. The website also includes a calendar of events as well as general information relative to JWHS and the school division. Additionally, Community Boards located throughout the building are provided for the posting of announcements. Students and organizations must have prior administrative approval before posting information on the Community Boards. Finally, the school district uses PEACHJAR to distribute printed information to students, families and staff. To access e-flyers about community and school events that have been approved for distribution, click on the PeachJar icon at the school website. Users can register to have these notices sent to their personal email addresses.

Assemblies

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

Clinic

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

FCPS Rapid Communication System

Frederick County Public Schools' Rapid Communication System will be used to contact parents/guardians and school division employees in a variety of situations ranging from severe weather and power outages to other emergencies that may cause a school to evacuate, relocate, or lockdown. The system also will be used to inform parents/guardians and staff when schools are closed or opening late due to inclement weather. Individual schools may use the system to communicate information to their school community. In order for the system to be effective, the school must have accurate contact

information for all parents/guardians. Whenever such contact information changes, the school should be notified. Parents/guardians and eligible students must annually notify the main office at the school, in writing, if they do not want to receive messages via the FCPS Rapid Communication System. Such notification will remain in effect through the end of the current school year and must be renewed annually.

Guidance Department

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

Hall Lockers

Students must use assigned lockers only. Combinations are issued and maintained in the guidance department. Students are responsible for all articles placed in lockers (textbooks, etc.). Hall lockers may be searched by school administrators with reasonable cause. The school is not responsible for items left in lockers at the close of school.

Loitering

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

Lost and Found

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

Solicitation

Outside groups or individuals may not sell items in the building or on school grounds. All school sponsored fund raising must be approved by the Principal. Any vendors who wish to solicit through school clubs must first be approved by the School Board or Principal or designee.

Student Assistance

James Wood High School provides a student-assistance program to help students deal with severe personal problems. Problems may include peer relationships, family relationship, drug and alcohol related problems, loss of a parent or other significant person, adjustment to a new environment (community, home, or school), and other personal problems which interfere with academic achievement.

Referrals to this program can be made by parents, teachers and other professional staff, or by a student's self-referral. Contact a guidance counselor or administrator for additional information.

Student Photographs

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

Visitors

All visitors must report to the main office upon entering the building. Students may not bring visitors to school during school hours.

Work Permits

Work Permits are required for fourteen (14) and fifteen (15) year olds. After the age of sixteen (16), they are no longer required. Visit www.doli.virginia.gov to obtain information about requirements and to download an application.

ATHLETICS

Every student is urged to participate in various sport and club activities available to students at James Wood. Sports offered include the following: Baseball, Basketball, Cheer, Cross County, Football, Girls' Softball, Girls' Volleyball, Golf, Soccer, Swimming, Tennis, Track, and Wrestling. James Wood High School adheres to the eligibility regulations of the Virginia High School League. In order to participate in any interscholastic contest sponsored by the Northwestern District and Conference 21 West of Region 4A West of the Virginia High School League, students shall be currently enrolled in no fewer than five subjects or their equivalent. They must also have passed, at the end of the semester immediately preceding that in which they desire to compete, no fewer than five subjects or their equivalent, offered for credit or required for graduation. Finally, students must have an approved VHSL sports physical dated after May 1st of the current school year, signed acknowledgement of the FCPS Student-Athlete Handbook, and an FCPS Emergency Card on file to participate in tryouts, practices and games.

ATTENDANCE POLICY

Student attendance is a cooperative effort, and the School Board shall involve parents and students in accepting the responsibility for good attendance. Continuity in the learning process is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after leaving high school. As such, all class absences will appear on high school report cards. The school will make a reasonable effort to contact the home of every absent student each school day.

Excused Absences

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

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

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

Students will not be excused from attendance for the purpose of work during regularly scheduled school days (Code of Virginia, Section 22.1-265). Additionally, sponsors of school activities will provide for the faculty the date and time of the activity, along with the names of those students who will be participating, so that the absence will be excused.

Inclement Weather

When the Frederick County Public Schools' administration cancels school for some students, although school is in session, those absences will be excused. Students who otherwise would have been eligible to receive a perfect attendance award will not be penalized for those absences. The designated school staff shall make an appropriate entry in the student's cumulative scholastic record. When the parent/guardian judges that weather conditions are too severe for his/her student to attend school when school is in session, the absence will be authorized as excused. However, the student will not be eligible for a perfect attendance award for that year.

Make-up Work

Parents or school activity sponsors shall notify the school prior to a student's planned absence. Students should obtain assignments and homework for each class prior to the absence. Assigned work is

to be completed and submitted to the teacher on the day the student returns to class. Exceptions may be authorized by the school principal. If parents anticipate that their children will be out of school for more than 10 days under a doctor's order, the parents should request homebound instruction for the student through their child's school administrator.

Students will be allowed to make up work when absent from school. This work shall be completed within a reasonable period of time (one day for each day of absence unless a make-up plan has been arranged with the teacher). Long-term assignments, such as term papers, must be turned in on time. Exceptions to these may be authorized by the school principal. Alternative instructional programs may have alternate requirements for attendance and make-up work. Students enrolled in these programs are expected to comply with stated expectations.

Incomplete grades must be made up within 15 school days after the quarter ends, or the grade will be changed to "F." Exceptions may be authorized by the school principal. Reconciling incomplete grades for a final grade average will occur upon availability of school staff.

Late Arrival and Early Release

Students who arrive late or leave prior to the dismissal time shall be required to sign in and out of the school office. The school principal or designee is authorized to excuse the student's tardiness to school. Tardiness will usually be considered as excused for reasons of school bus delayed arrival or verified physician's or court appointments.

Students are allowed an appropriate time for change of class. Only written permission slips will be an acceptable excuse for tardiness to class. In addition, students must have permission to leave school during the day. Students who need to be excused from school during the school day must bring a parental note to the office before school. Early releases from school will usually be considered as excused for reasons of verified medical, dental, or court appointments. Early releases may also be approved for other necessary and unavoidable reasons by the school nurse or school principal or designee. When possible, parents are asked to schedule appointments for students after school hours.

Excessive unexcused tardiness or early releases from school or class shall result in disciplinary action, at the discretion of the James Wood High School Administrative staff, in accordance with FCPS guidelines. Continued tardiness may result in other related consequences such as loss of parking privileges or restriction of hall passes. Students will be permitted to make up work missed while suspended for tardiness. As with all cases of suspension, it is the student's responsibility to request the make-up work from the teacher.

Leaving School without Permission

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

Truancy

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

BEHAVIOR EXPECTATIONS

Students and staff are expected to exemplify the core character traits of Frederick County Public Schools, including respect, integrity, citizenship, honesty, empathy, caring, and responsibility. The following guidelines address some of the behaviors that are common to the school environment. For a full description of rules and practices, refer to the white FCPS Student and Parent Information Handbook.

Cafeteria

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

Display of Affection

As leaders in the academic environment, administration and faculty members shall determine what constitutes inappropriate behavior with regard to public display of affection. Appropriate consequences will be conferred. Extreme or repeated cases of inappropriate display of affection may be grounds for long term suspension or expulsion.

Disruption /Threats

A willful interruption or substantial disturbance of the school routine will not be permitted. Any student guilty of such interruption or disturbance or provoking interruption or disturbances will be subject to disciplinary action. Further, any student who makes a threat to bomb a school building or who communicates by any means, knowing the information to be false, the existence of a bomb or burning, to a school shall be suspended and referred to the superintendent's designee for review and possible further referral to the school board for expulsion.

Dress

Habits of cleanliness and proper dress are of major importance in establishing patterns of school and social behavior. A close relationship between the attitudes and conduct of students and their personal habits of cleanliness and dress is observable. Proper dress is also necessary for reasons of health and safety. The regulations that relate to this policy are designed to encourage young people to dress in a manner that displays reasonableness of fashion, decency, and refrains from extremes. If there are any doubts about what should be worn, students should check with their school principal or designee, who is responsible for determining appropriateness of dress. Any clothing or accessories judged to be disruptive to the learning environment will be prohibited. Students who use poor judgment or fail to cooperate will be sent home to change into appropriate dress. The standards of dress in the schools are as follows:

- The following are examples of inappropriate dress: extreme short skirts, swimwear, gym or exercise shorts, muscle shirts, tank-tops, see-through blouses or cut-away blouses, and clothing made of spandex, lycra or other like fabric as outer garments.
- Students are not allowed to wear clothing that does not cover midriffs or backs.
- Clothing and accessories bearing obscene, suggestive, alcohol, tobacco, or drug-related slogans or symbols are prohibited.
- Students shall not wear hats, bandanna-type headbands, caps, hair curlers, picks, gauge earrings with spikes, spike collars, spike armbands, or sunglasses.

- Students are required to wear shoes at all times. Any footwear the administration considers to be unsafe will not be permitted.
- In the interest of safety and health, the schools may require specific dress or grooming procedure for certain instructional activities (such as shop, work and family studies, driver training, science laboratories, and physical education).
- Students acting as official representatives of the school in the band, chorus, state meetings, class activities, athletic teams, or any other organization may be required to subscribe to a more rigorous dress code as determined by the school administration and staff.
- Students may not be allowed to wear jackets or coats that are considered to be weather-protective gear while in school. Examples of such outerwear garments include, but are not limited to trench coats, overcoats, large ski parkas, or other outerwear which, in the judgment of the principal, present concern for safety.
- Pants or slacks must be worn to prevent slipping to hip level and must be worn so that the entire waistband is above the top of the hipbone. No cutouts are permitted.
- The school principal may allow exceptions to the dress code for purposes of promoting "school spirit day," other like celebrations, or for special circumstances as deemed appropriate.
- The school principal may ban any item of dress considered to be linked to gang activity, disruptive to the educational environment, unsafe for the student or others, or in violation of school policy.

Electronic and Portable Communication Devices

Students may possess a portable communication device that is capable of receiving or transmitting audio, video, picture, or text messages.

Use During Instructional Time: The use of portable communication and other electronic and mechanical devices is prohibited during instructional time unless a school staff member directs students to use a particular device for a specific educational task. Unless otherwise directed by school staff, all devices shall be concealed and muted during instructional time.

Use During Non-Instructional Time: Students may use portable communication and other electronic and mechanical devices during non-instructional times (lunch, between classes, before and after school including extracurricular activities) provided they do not create a disruption or interfere with any school activity. The use of portable communication and other electronic and mechanical devices is a privilege, and students may be denied access at any time at the discretion of the building administrator.

Noncompliance may result in the device being confiscated. Repeated violations may result in further disciplinary action, up to and including suspension and/or referral to the superintendent's designee. The School Board and/or school is not responsible for any such lost, stolen, or damaged devices.

Fighting

Students who fight will be suspended. What constitutes a fight and the number of days of suspension will be left to the discretion of the administrator. A teacher or school official may use physical force if necessary to stop fighting and prevent injury or damage. Students who interfere or attempt to prevent such action are subject to suspension. A student deemed to be an aggressor may be suspended for at least three days. If a second offense occurs in a student's high school experience, the student shall be referred to the superintendent or designee for a possible long-term suspension. A recommendation may be made to the school board for expulsion.

Gambling

Students may not bet money or other things of value, or knowingly play or participate in any game involving a bet while on school property or during any school-sponsored event.

Honesty - Cheating/Plagiarism

Students are expected to perform their assignments with integrity. Those who cheat, participate in any form of plagiarism, assist or encourage others to do so, or who otherwise willfully disregard the FCPS Copyright Policy will be counseled, will lose credit for the assignment, and will be referred to the school administrator for disciplinary action. The school administrator will notify the parent/guardian of the action and the reason for the action.

Pornographic Materials

The possession, writing, or displaying of pornographic materials may result in a one-day suspension, or discipline as determined by the administrator.

Vandalism

School buildings, equipment, and materials belong to the community. The attractiveness and functional utilization of the school must be preserved for students who will use them in the future. A student or parent/guardian may be held responsible for repair or replacement of vandalized property, and those who commit such acts may be prosecuted. Upon recommendation of the principal, any student found guilty of vandalism amounting to \$100 or more may be recommended to the Frederick County School Board for long-term suspension or expulsion.

Weapons and Possession of Firearms

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

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

NOTE: Students are advised that any weapons, whether being used for hunting or other purposes, are *not* to be brought onto school property under any circumstances. Knives, chains, clubs and razors are considered weapons and are not to be brought to school. Appropriate administrative action, to include suspension, will be the result of bringing any weapon onto school property. Appropriate law enforcement officials will be informed when the law is broken.

BUS SAFETY

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

- Use of any form of tobacco, alcohol, or drugs.
- Use of profane or vulgar language.
- Throwing of any objects in or from the bus. Any student guilty of throwing objects from the bus that strike a vehicle or a person or in any other way damage property or create a safety hazard will be removed from the bus until the student and parents appear before the division superintendent or designee, who will decide whether the student may return to the bus.
- Extending arms, legs, or head out of bus.
- Disobedience of or disrespect for authority.
- Fighting on the bus.
- Persistently talking loudly or displaying rowdy behavior.
- Willfully destroying of any part of the bus.
- Engaging in other acts of misconduct affecting safety.
- Using beepers, cellular telephones, or other similar portable communication devices. (These are to be turned off with the power off. Turning the ringer or call signal off and placing a cellular telephone, beeper, or pager on vibrate does not meet the requirement of being turned off.)

Items Not Permitted On School Buses

- Exploding devices, fireworks, and flammable materials, including lighters, matches, and aerosols, and laser pens
- Bottles or glass containers
- Live pets, animals, or wildlife
- Cleats or other types of spikes may not be worn on a bus
- Musical instruments or other items that cannot be carried or held on student's lap
- Skateboards, in-line skates, or scooters
- Any other items that could create a safety problem

Other Conditions

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

Students who are waiting at a school for a bus to another school are under the authority of the school while waiting and the principal may suspend them from riding the bus if they do not conduct themselves properly while there. Incidents that occur before or after school at a bus stop or prior to arrival home may be judged as if they were incidents at the school site. Student possessing, using, or transmitting any form of drugs or alcohol or tobacco on a school bus, or during a transfer from one bus to another, will be disciplined according to the policy covering these offenses in school. Any suspension shall be from both school and the bus. Finally, students who fail to follow any of the bus conduct expectations will be disciplined in accordance with policy, and may lose the privilege to ride buses. For complete information about School Bus regulations, refer to the white FCPS Student and Parent Information handbook. A copy of the Frederick County School bus rules and regulations is available on request.

COMPUTER NETWORK USE

The goal of Frederick County Public Schools (FCPS) in providing computer network access is to support instructional programs and administrative operations. In support of this goal, connections to local, regional, and worldwide resources are provided. The FCPS wide area network is established solely to support the mission of the school division. This regulation provides general guidelines and an example of prohibited uses for illustrative purposes, but does not attempt to state all required or prohibited activities by users.

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

Any user's traffic that traverses another network may be subject to that network's acceptable use policy. Photographs, art work, writing, or other original works of students may be included in documents published to the Internet only when written permission is provided by the parent, guardian, student eighteen years of age or older, or emancipated student. Students are to utilize the school division's computers, networks, and Internet services for school-related purposes only. FCPS network resources will not be used as the sole instructional research source, but rather will be considered with all research tools available in the library and/or classroom. Given the fluid nature of many network resources, students and staff must evaluate the validity and appropriateness of a particular resource for a given assignment or application.

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

- Users are responsible for all activities in or from their account. To safeguard accounts, passwords may not be shared, logged-in workstations are not to be left unattended, and access may not be provided to another person by the account owner.
- Any use of the FCPS network for personal gain such as operating a business, soliciting money, or product advertising is prohibited. Political lobbying also is prohibited.

- Any use that is illegal or in violation of school board policies and regulations, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws, etc. is prohibited.
- Any student access or attempt to access the following is prohibited during the instructional day unless it is school approved or teacher-supervised filtered Internet communication: instant messages, chat rooms, forums, e-mail, message boards, or hosted web pages.
- Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive are prohibited.
- Any inappropriate communications among/between students, or adults, is prohibited.
- Use of the FCPS network to impersonate other individuals in electronic communication, such as forging electronic mail, is prohibited.
- Any attempt to circumvent security safeguards, guess passwords, or in any way gain unauthorized access to any system or files is prohibited.
- FCPS wiring, computer hardware, and software may not be tampered with or modified.
- Knowingly opening or forwarding any e-mail attachments from unknown sources and/or that may contain viruses is prohibited.
- Downloading or loading software or applications without permission from the system administrator is prohibited.
- Students are to report unacceptable use to a supervising adult at the school. Employees have the responsibility to report unacceptable use of FCPS computer resources to their immediate supervisor or a representative of the information technology department.
- Any malicious use or disruption of the school division's computers, networks and Internet services or breach of security features is strictly prohibited.
- Any misuse or damage to the school division's computer equipment is prohibited.
- Any communication that is in violation of generally accepted rules of network etiquette and/or professional conduct is prohibited.
- Any intentional attempt to access unauthorized sites is prohibited.
- Using school computers, networks and Internet services after such access has been denied or revoked is prohibited.
- Any attempt to delete, erase or otherwise conceal any information stored on a school computer that is intended to violate these rules is prohibited.

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

Internet access is provided via the FCPS network. Standard use of the world wide web utilizes a proxy server based filter that screens for non-curriculum related pages as required by the Children's Internet Protection Act of 2000. Due to the nature of such filtering technology, the filter may at times filter pages that are appropriate for staff and student research. If appropriate, modifications may be made to provide access to these pages. Modified accounts may be requested in writing through the school principal or administrative department head. Students and staff should be aware that all web access is logged by the server and that these logs may be reviewed by the system administrators periodically.

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

Frederick County Public Schools endeavors to provide safe and appropriate network computing resources for use by students and staff. However, it cannot provide a guarantee that students or staff may not be impacted by intentional or unintentional misuse of these resources. Misuse of FCPS computing resources or a violation of these regulations may result in the account or the user's access privilege being denied, revoked, or suspended. Misuse may also subject the user to disciplinary action up to and including oral or written reprimand, suspension, as well as potential civil or criminal liability and prosecution. The first offense shall result in a conference with a school administrator. Additional discipline may be assigned. The second offense may result in a suspension. A referral may also be made to the superintendent or designee for further action. Additional offenses may result in a referral to the superintendent or designee for further action.

DISCIPLINE

A principal may use any of the following penalties to maintain order and discipline within the school environment.

1. Warning and Counseling - Warning and counseling should be used where appropriate to assist a student to understand that his conduct interferes with his educational process, threatens the rights of others, or is contrary to school policy or regulations and needs to be corrected.
2. After-school Detention - A student may be detained for a reasonable period of time before or after scheduled classes and may be required during this time to engage in such activities as may reasonably contribute to better behavior. The parent of the student to be detained shall be notified by the school. The student who has been assigned detention time shall promptly inform his/her parents. The parent will be responsible for transporting the student. Except in certain circumstances, a student shall be given at least one day's notice if he/she has been assigned detention time.
3. Special Assignments - A student may be given special assignments as a corrective measure. This may include, but not be limited to, reasonable assignments for general assistance at the school facility.
4. In-school Detention - A student may be removed from his/her regular schedule of classes and assigned to another location.
5. Suspension from Extracurricular Activities - A student's privilege to participate in all or certain extracurricular activities may be suspended for a fixed period of time or until certain specified conditions have been fulfilled. Suspension from extracurricular activities may be imposed in conjunction with other penalties. Students who have been charged with a criminal offense may be suspended from participation for a period of time or until certain conditions have been fulfilled. Any and all sanctions are at the discretion of the school principal.
6. School Probation - Being placed on probation is notification that a student's behavior has been unacceptable and must be improved. A student may be placed on probation for a period not to exceed 45 school days by the principal and for up to one school year by the superintendent or his/her designee following a conference with his parent in which the terms and conditions of the probation are explained. The principal or the superintendent or his/her designee shall also notify the parent in writing when a probation is imposed, including the reasons for the probation and its date of termination.
7. In-School Assistance - In-School Assistance (ISA) is a disciplinary measure that assigns students to a restrictive and highly controlled school based setting other than the regular classroom where students are isolated and must complete all assigned work. **Use of cell phones is NOT allowed in ISA for any reason.** A personal student lockbox will be provided to secure student cell phones while assigned to ISA.

8. Suspension from School - (10 days or less) A student may be suspended from school for violations of this regulation. Suspension is the temporary exclusion of a student from regular school attendance and activities by the principal, or designee for a period of time not to exceed ten (10) days. While the suspension is in effect the student is denied attendance at any and all programs of the Frederick County Public Schools.
9. Referral to Law-Enforcement Officials - Violations of law will be handled by referring the case to law-enforcement officers in addition to the use of other disciplinary measures.
10. Removal from Class - A disruptive student may be removed from class according to the requirements of the Section 22.1-276.2 of the Code of Virginia, Frederick County School Board Policy 431P, and Frederick County School Board Policy 431R.

A school principal may also refer a student to the superintendent's designee or to the school board for consideration of long-term suspension, assignment to an alternative education program, or expulsion. Additionally, based on state law, students can be disciplined for conduct going to and returning from school and for acts committed away from school property and outside of school hours, which are detrimental to the interests of the school and adversely affect school discipline or the school environment.

DRIVING PRIVILEGES

Driving to school is a privilege, not a right. By bringing a motor vehicle onto school property or to school-related activities, implied permission for search, with or without notice or suspicion, is deemed irrevocably given to school administrators and staff. Students are to adhere to the following expectations:

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

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

DRUGS, MEDICATION, ALCOHOL, AND TOBACCO

Substance abuse continues to be a serious problem among youths and young adults. Because misuse of chemicals and drugs can cause serious harm to the individual and society, the schools have recognized the problem and have addressed it. Instruction is provided at all grade levels in an effort to prevent drug misuse and abuse. A student-assistance program has been established to help those students identified to be in need of assistance with a drug or alcohol-related problem. Disciplinary measures have been designed in an effort to eliminate the sale or use of drugs during school hours and school activities. Any student with a question concerning the possession of or identity of drugs should report to the school administration. Appropriate law enforcement officials will be informed when a law is violated. In an effort to monitor appropriate use of prescription and non-prescription drugs, all medications must be administered through the clinic and/or with administrator approval. For a full explanation of FCPS regulations for administration of medication, refer to the Student and Parent Information handbook or the school website.

Medication Administration Regulation

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

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

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

Use or Possession and Sale or Distribution of Unauthorized Legal Drugs

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

- a. As a result of a first offense, the student may be suspended. The number of days will be left to the discretion of the administrator. The student may be referred to the superintendent or designee for a conference with parents and student.
- b. The second offense shall result in an immediate suspension and referral to the superintendent or designee. The superintendent may recommend long-term suspension or expulsion to the school board.

Use/Possession & Sale or Distribution of Controlled or Imitation Controlled Drugs

No student shall possess, use, sell or distribute, transmit, or be under the influence of any drug, alcoholic beverage, anabolic steroid, other intoxicant, or substance in any form whatsoever prior to arriving at school or while on school property, at school-sponsored functions, or under the legal jurisdiction of the school system. For reasonable cause, a student may be required to take an alcohol or drug screening at the request of school authorities. The possession, sale, distribution, or use of a controlled substance, imitation controlled substance, marijuana, including imitation marijuana, or any mood-altering chemicals, including inhalants on school property or at school-sponsored activities is prohibited. A violation shall result in immediate suspension and referral to the superintendent. A conference with the superintendent or designee involving students, parents, and school authorities shall be held. A student who is determined in accordance with the procedures set forth in the Code of Virginia, Section 22.1-277 to have had in his possession, sold, distributed, or used a controlled substance, imitation controlled substance, marijuana, including imitation marijuana, or any mood-altering chemicals, including inhalants, on school property or at school-sponsored activities shall be expelled from school attendance for a period of not less than one year (365 calendar days). The school board may, however, determine, based on the facts of the particular case that special circumstances exist and another disciplinary action is appropriate. Enrollment in a drug treatment program may be required.

Drug Paraphernalia

Clothing and accessories bearing drug-related or alcohol-related slogans and symbols are prohibited. Additionally, the sale, use or possession of drug paraphernalia will result in the following action:

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

Alcohol

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

Tobacco

Students shall not use any form of tobacco while they are on school property or are engaged in school-sponsored functions. This ban on the use of tobacco products and electronic cigarettes will apply in school vehicles, on school property and at school-sponsored activities, both indoors and outdoors. The consequences for violations of this policy are as follows:

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

Drug or Alcohol Screening

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

SAFE & SECURE ENVIRONMENT

Search and Seizure

Lockers and other storage facilities made available to students for temporary storage of their personal possession always remain the property of the school division and under the control of the school administration. By bringing or using any kind of case or container onto school property or to school-related activities, implied consent for search, with or without suspicion, is deemed irrevocably given to school administrators and staff. Specifically, the school administration has the right to search lockers, desks, and other storage facilities for items that violate law or school policies and regulations, or that may be harmful to the school or its students. Lockers and other storage facilities are subject to periodic searches by school officials, as well. In no event shall strip searches of students be conducted.

Theft

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

STUDENT FINANCIAL RESPONSIBILITIES

Student Fees

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

Online School Payments

Parents/guardians can pay for school activities or place money on account with the school cafeteria using the online school payment system. The system is user-friendly and is located at www.frederick.k12.va.us or on the school's website. Payments can be made using Visa or MasterCard credit or debit cards.

Returned Checks

Frederick County Public Schools has entered into an agreement with a third party administrator for the collection of all returned checks. If your check is returned by your bank, it will be automatically forwarded to a third party administrator after the first presentation. They will contact you in order to collect the face amount of the returned check plus the maximum collection fee allowable by law. Further action within the limits of law may be taken if you do not properly respond and Frederick County Public Schools may elect to cease accepting checks from you.

School Nutrition Services Accounts

Parents/guardians may add money to their student's cafeteria account online by use of a Visa or MasterCard credit or debit card. This option is accessed from the student's school website under the online school payments link. Once an online account is set-up, parents/guardians can monitor their student's cafeteria account balance to ensure adequate funds for breakfast and/or lunch participation. Cash and/or checks for cafeteria purchases are also accepted at the school cafeteria. Delinquent cafeteria student accounts will be communicated to parents/guardians. Failure to satisfy the delinquent account will lead to collection actions through the court system.

Replacing Lost Books and Calculators

When a student loses a book or calculator, the student must pay the replacement cost before being issued a new book or calculator. If the item is found before the end of the school term, a refund will be granted. The price to secure a new book is the full price on the textbook price list. Students assigned a calculator will be charged the full replacement fee for lost or damaged calculators.

Student Accident Insurance

Frederick County Schools does not carry insurance for injuries to students. Parents are encouraged to purchase insurance from a private vendor or the student insurance that is made available through each school office. Qualified families may enroll in the Family Access to Medical Insurance Security (FAMIS) Plan. Parents may contact the office of the director of student support services or the school nurse for additional information. Additionally, student accident insurance is made available to

parents for purchase. Typically, there are several coverage options available for purchase including school-time, 24-hour and football/sports coverage. Information on student accident insurance is available in the front office of each school and on your child's school web page under "Health Services." This insurance is supplemental to any other health insurance coverage by the family. To participate in certain programs, such as athletics, a student must carry the student accident insurance or be covered by a family policy.

STUDENT ORGANIZATIONS

Student organizations have an important place in the educational program of our schools. They extend and reinforce the instructional program, give the student practice in democratic self-government, build student morale and a spirit of positive support for the school, recognize outstanding student achievement, and provide wholesome social and recreational activities. A list of school organizations, as well as the policy guides for student organizations, can be obtained from the Coordinator of Student Activities. Pupils are under the jurisdiction of the school board and its agents while in school, while at school sponsored events, and when going to and from school. The policies and regulations of the school board and the rules of the individual schools including the standards of conduct apply in all circumstances stated above.

ALMA MATER

Written by: R.E. Denney (verses 1-3), Concert Choir of 2000 (verse 4)

By the city that he founded, Heart of Frederick Lands James Wood High, our Alma Mater, In her beauty stands From five schools of age and service Came her history. Now we all give full devotion, James Wood, Hail to Thee.	Tho' for future we are planning Lives of useful joy. Memories of youth are longest May they never cloy. Onward ever! Be the watchword Conquer and prevail, Hail to Thee, dear James Wood High School! Hail to Thee, All Hail!
Days with James Wood ne'er are over For with school days through, As alumni we will ever Keep her service true. Be our years but few or many, Fraught with joy or woe We will sing to James Wood praises, Wheresoe'er we go.	On the ridge 'midst rolling mountains' Colonels we hold true! Long traditions stand behind us Shining gold and blue. Strengthen our minds and body Future dreams foresee James Wood High School, we salute Your golden legacy.