



James Wood High School

Student Handbook

2017-2018

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 a summary. It is intended as a supplement to the Frederick County Public Schools Student and Parent Handbook, 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 Handbook and may supersede certain policies found in this book. It is the student's responsibility to become familiar with both books. The complete FCPS Student and Parent Handbook can be found on the James Wood High School website under the Parents and Students tab at <http://jwh.frederick.k12.va.us/>.

Colonels

One School * One Team

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)

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

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

Mr. Sam Gross, all seniors

FCPS 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. Disciplinary measures may include, but need not be limited to the following: removal from class, counseling, warning, detention, special assignments, in-school detention/class restriction, in-school assistance (ISA), suspension from extra-curricular activities, revocation of parking privileges, school probation, suspension, long-term suspension, and exclusion from school. Examples of conduct which may result in discipline by school officials shall include, but not be limited to the following:

- unacceptable behavior with regard to inappropriate dress, public display of affection, pornography, violation of school bus safety rules, use of laser pointers, etc.;
- cheating, plagiarizing, or assisting or encouraging others to do so;

- leaving school grounds without permission, or unauthorized occupancy of any part of the school or school grounds;
- disrespectful behavior towards others, to include the use of profanity, willful interruption or substantial disturbance of any school activity, etc.;
- continued, willful disobedience and/or defiance of authority of any FCPS employee;
- threatening or endangering the physical well-being of others; i.e., fighting or physical assault, physical or verbal harassment, stalking, threats or attempts to bomb, burn or destroy school property, etc.;
- illegal or inappropriate behaviors such as gambling, gang-related activity, sexual harassment, theft, vandalism, etc.;
- use or possession of any unauthorized weapon or explosive (including fireworks) on school property or in association with any school activity;
- possession, unauthorized use or distribution of prescription or nonprescription drugs, anabolic steroids, alcohol, drug paraphernalia, or tobacco products on school property or in association with a school activity;
- any other conduct which, in the judgment of the principal, interferes with the orderly operation of the school or violates the law or school board policy or school regulations.

Human Rights

We are all members of the same family - the human family - and as such are each to be accorded respect, fairness, and equal treatment. 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 of any kind. Any treatment of another in this school family that is not in accord with this standard is not acceptable and will be dealt with appropriately.

Harassment / Intimidation Reporting

All employees and students must avoid offensive or inappropriate behavior. 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. Likewise, bullying, hazing, stalking, or otherwise threatening staff or students are prohibited and should be immediately reported to school personnel so that the events may be investigated and appropriate consequences administered.

ACADEMIC GUIDELINES

James Wood offers a wide scope of subjects in 15 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.

Adding/Dropping 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.

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.

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 or less
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.

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 and Homework Requests

Frederick County Public Schools considers homework to be an essential part of the total school program. It is considered beneficial and important in a student's overall educational program and will be assigned on a regular basis. 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. Teachers may also be contacted directly via email or Google Classroom.

Honors and Awards

Student effort and academic excellence is recognized and rewarded through various honors and awards, to include the Honor Roll, Blue and Gold Award, Presidential Award, Honor Society memberships, academic bars and letters, as well as scholarships and graduation recognition. Additional information about these awards can be obtained from the student's administrator or guidance counselor.

Peer Tutoring and Remediation

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. Additionally, Frederick County Public Schools provides programs of prevention, intervention or remediation for students who are educationally at risk. These programs may include programs such as tutorial sessions, specialized reading programs, academic review classes, and other special remediation classes.

Reporting to Parents

Student progress will be communicated with parents via report cards, interim reports, internet-based reporting (Parent/Student 360), 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 / Communications

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 NEWSROOM. The WEBSITE also includes a calendar of events as well as general information relative to JWHS and the school division, at <http://jwh.frederick.k12.va.us>. Students and family can also connect with JWHS via our official FACEBOOK page. 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. Finally, 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 only.

Clinic Services

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. Finally, any illness-related student dismissal will be handled through the clinic.

Guidance Department and Student Assistance

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 grade and last name (alphabetically).

Additionally, James Wood High School provides a student-assistance program to help students deal with severe personal problems. Problems may include peer or family relationships, 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.

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. Periodically throughout the year 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.

Search and Seizure

Lockers and other storage facilities are made available to students for temporary storage of their personal possessions, and 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.

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.

ACTIVITIES AND ATHLETICS

Every student is urged to participate in various sport and club activities available to students at James Wood. 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 related circumstances. 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 of Region 4A-C 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. An athletic participation fee of \$75.00 per sport is due prior to the first contest of the season.

ATTENDANCE EXPECTATIONS

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 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.

Early Release and Tardiness

Students who arrive late or leave prior to dismissal time shall be required to sign in and out of the school office. The principal or designee is authorized to excuse the student's tardiness or early dismissal. Typically, partial day absences will be excused for reasons of school bus delayed arrival or verified medical, dental or court appointments, or for other necessary and unavoidable reasons as determined by the school nurse or school principal or designee. Students who need to be excused from school during the school day should bring a parental note to the office before school. Any illness-related student dismissal will be handled through the clinic. 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. When possible, parents are asked to schedule appointments for students after school hours. Finally, students are allowed an appropriate time for change of class. Only written permission slips will be an acceptable excuse for tardiness to class. 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 attendance problems may result in other related consequences such as loss of parking privileges or restriction of hall passes.

Inclement Weather

School closures for inclement weather (partial or full day) are determined by the School Board Office with the utmost consideration for student and staff safety. Such closures are communicated via the FCPS Rapid Communication System. 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. 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. For unavoidable absences that are not planned, students will be allowed to make up work. 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 or projects, 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.

Truancy

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

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 FCPS Student and Parent Information Handbook as provided on the JWHS and the FCPS websites.

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. Noncompliance is sufficient reason for denying the student the privilege to ride buses. 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. 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 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. 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 FCPS Student and Parent Handbook. A copy of the Frederick County School bus rules and regulations is available on request.

Cafeteria

Most students are scheduled a lunch period and are required to eat lunch in the cafeteria and remain there during that time, whether they eat a school lunch or carry their lunch. Respectful conduct is expected at all times while using this service. There are vending machines available and the cafeteria offers grab and go options if a student needs a meal or snack outside of the lunch periods. External vendors may not deliver to students during the school day, and students may not receive non class related deliveries during instructional time. Finally, teachers have the authority to prohibit or permit food and drinks in the classroom at their discretion.

Computer Network Use

The goal of Frederick County Public Schools 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. 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. FCPS shall remain the final authority on use of the network and the issuance and cancellation of user accounts. Students are to utilize the school division's computers, networks, and Internet services for school-related purposes only. All users are prohibited from knowingly using FCPS 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.
- 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.

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.** 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.

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.

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.

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 of such 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. Student use is acceptable 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. Noncompliance may result in the device being confiscated. Repeated violations may result in further disciplinary action. 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. The School Board and/or school is not responsible for any such lost, stolen, or damaged devices.

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.

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.

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, in 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.

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.

DISCIPLINE

A principal may use any of the following penalties to maintain order and discipline within the school environment: removal from class, warning, counseling, after-school detention, special assignments, in-school detention/class restriction, suspension from extracurricular activities, school probation, in-school assistance (ISA), suspension from school, and/or referral to law enforcement officials. 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. 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. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents. 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 permission of an administrator. The driver of the vehicle is responsible for the vehicle, its contents and passengers. 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 specified criteria. Students who are considered Freshmen will not be allowed to purchase a parking permit under any circumstances. Student parking permits cost \$75.00 per school year, pro-rated quarterly.

DRUGS, MEDICATION, ALCOHOL, AND TOBACCO

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. 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. Any student with a question concerning the possession of or identity of drugs should report to the school administration. 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. Disciplinary measures have been designed in an effort to eliminate the sale or use of drugs during school hours and school activities. Appropriate law enforcement officials will be informed when a law is violated. For a full explanation of FCPS regulations for administration of medication, refer to the Student and Parent Information handbook or the school website. Violation of this policy will result in appropriate disciplinary action and/or intervention as determined by the principal or designee in accordance with FCPS regulations.

Medication Administration

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. 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 manufacturer's recommendation or physician's prescription will require an additional note from the student's 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, Possession, Sale, Distribution of Controlled/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.

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 confiscation of the items and parent notification.

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.

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.

STUDENT FINANCIAL RESPONSIBILITIES

Online School Payments

Parents/guardians can pay for school fees, activities or cafeteria services using the online school payment system. The system is user-friendly and is located on the school's website under Quick Links, MySchoolBucks. Payments can be made using Visa or MasterCard credit or debit cards.

Replacing Lost Books, Chromebooks and Calculators

When a student loses or damages a book, Chromebook or calculator, the student must pay for the repair, or for the replacement cost before being issued a new one. If the lost 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 or Chromebook will be charged the full replacement fee for lost item, or cost of repair for damaged equipment.

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 through MySchoolBucks, or make direct cash or check payments to the Cafeteria. 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 purchases. 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.

Student Accident Insurance

Frederick County Public 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 main office and on the JWHS web page under the Parents and Students tab, 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 Fees

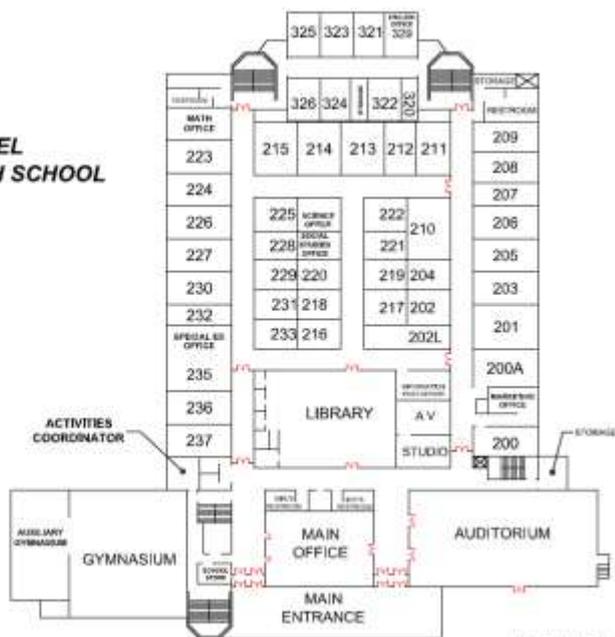
Fees may be charged for certain courses. If the course is dropped, half of the fees charged will be refunded to the parents through the first semester. After the beginning of the second semester, no refunds will be granted. Students entering from another division during the first semester will pay the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

FCPS 2017-2018 SCHOOL CALENDAR

8/16/17	First Day for Students	1/29/18	NO SCHOOL-Prof'l Development
9/01/17	NO SCHOOL-Prof'l Development	2/16/18	NO SCHOOL-Prof'l Development
9/04/17	NO SCHOOL-Labor Day	2/19/18	NO SCHOOL-Presidents Day
10/19/17	End of First Nine Weeks	3/15/18	End of Third Nine Weeks *
10/20/17	NO SCHOOL-Teacher Workday	3/16/18	NO SCHOOL-Teacher Workday
10/23/17	NO SCHOOL-Prof'l Development	3/19/18	NO SCHOOL-Prof'l Development
11/01/17	Report Cards Issued	3/28/18	Report Cards Issued
11/07/17	NO SCHOOL-Prof'l Development	3/30/18	SPRING BREAK BEGINS
11/22/17	NO SCHOOL-Thanksgiving	4/04/18	School Reopens
11/23/17	NO SCHOOL-Thanksgiving	5/04/18	NO SCHOOL-Apple Blossom
11/24/17	NO SCHOOL-Thanksgiving	5/28/18	NO SCHOOL-Memorial Day
12/21/17	NO SCHOOL-Teacher Workday	6/01/18	Last Day for Students *
12/22/17	WINTER BREAK BEGINS	6/02/18	JW Graduation, 9:00 am
1/01/18	NO SCHOOL / End of 1 st Semester	6/03/18	JW Grad Rain Date, 2:00 pm
1/02/18	NO SCHOOL Teacher Workday	6/21/18	Report Cards Mailed *
1/03/18	School Reopens		
1/12/18	Report Cards Issued		
1/15/18	NO SCHOOL-ML King Holiday		

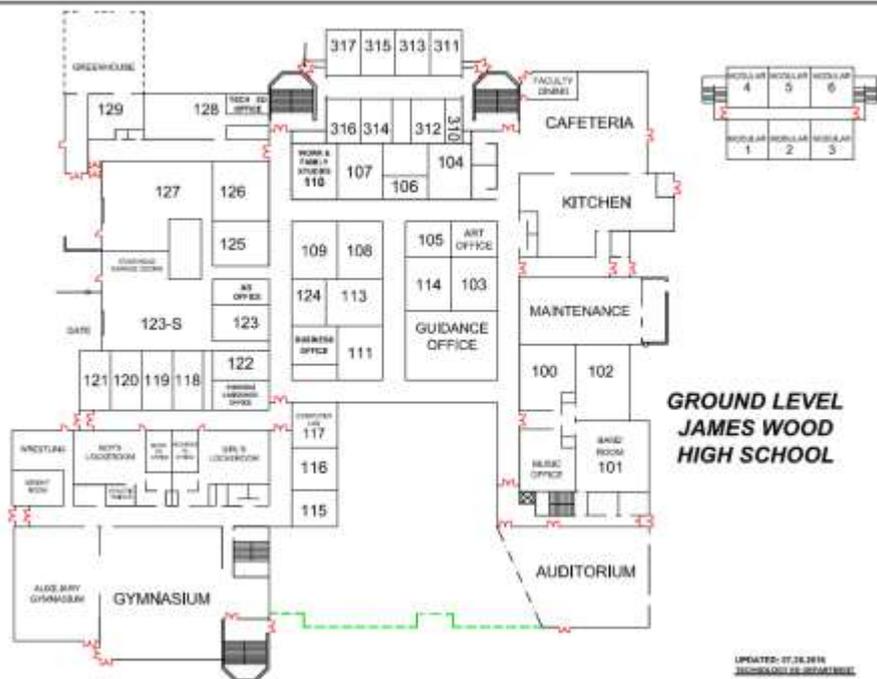
** Dates subject to change due to inclement weather*

**UPPER LEVEL
JAMES WOOD HIGH SCHOOL**



UPDATED: 07.26.2018
TECHNOLOGY DEPARTMENT

**GROUND LEVEL
JAMES WOOD
HIGH SCHOOL**



UPDATED: 07.26.2018
TECHNOLOGY DEPARTMENT