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Guide to The Student Handbook

Dear Parents and Students:

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

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

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

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

Once again, we welcome you to the 2009-10 school year!

Best regards,

Sharmaine Grove

Sharmaine Grove, Ed.D.
Principal
Warhill High School

Anita Swinton

Anita Swinton
Principal
Lafayette High School

Chuck Wagner

Chuck Wagner, Ed.D.
Principal
Jamestown High School

Williamsburg / James City County 2009-2010 Secondary School Calendar

Thursday, Aug. 27-Friday, Sept. 4	Opening Week/Teacher Workdays	For Elementary	
Tuesday, Sept. 1	High School OPEN HOUSE 4-6 p.m.	Friday, November 13 Bag Lunch Served For Elementary	K-5 Early Release Elementary Teachers Released after Student Dismissal 6-12 Regular Schedule
Wednesday, Sept. 2	Middle School OPEN HOUSE 4-6 p.m.	Friday, November 20	Report Cards Sent Home
Thursday, Sept. 3	Elementary School OPEN HOUSE 4-6 p.m.	Wednesday November 25 - Through Friday November 27	Thanksgiving Holiday Break K-12 No School for Students Administrative Offices
Friday, Sept. 4	K-12 Teacher Workday		
Tuesday, Sept. 8 Bag Lunch Served For Elementary	School Year Begins K-5 Early Release* First Quarter Begins 6-12 Regular Schedule	Wednesday, December 9 Lunch is Served	K-5 Early Release Staff Development Day 6-12 Early Release Teacher Workday
Wednesday, Sept. 16 Lunch is Served	K-12 Early Release Staff Development	Thursday, December 17	Interims Sent Home
Tuesday, Sept. 22	Back to School Night (High School)	Tuesday, December 22 Lunch is Served	K-12 Early Release
Wednesday, Sept. 23	Back to School Night (Middle School)	Wednesday December 23 Through Friday January 1	Winter Break for K-12 Students
Thursday, Sept. 24	Back to School Night (Elementary)	Thursday, December 24 And Friday, December 25	Administrative Offices Closed
Wednesday, October 7 Lunch is Served	K-5 Early Release Staff Development 6-12 Early Release Teacher Workday	Friday, January 1	Administrative Offices Closed
Thursday, October 15	Interims Sent Home	Monday January 4	Schools Reopen
Wednesday, October 21 Lunch is Served	6-12 Early Release Staff Development	Monday January 18	Martin Luther King Holiday K-12 No School for Students Administrative Offices Closed
Tuesday, November 3	Election Day K-12 No School for Students Teacher Workday/Staff Dev	Tuesday, January 26	6-8 Early Release (Exams) K-5, 9-12 Regular Schedule
Monday November 9	6-12 No School for Students Teacher Workday K-5 Regular Schedule End of First Quarter	Wednesday January 27	6-12 Early Release (Exams) K-5 Regular Schedule
Tuesday, November 10	Second Quarter Begins	Thursday January 28 Lunch is Served For Elementary Only	K-5 Early Release – Teacher Workday 6-12 Early Release (Exams)
Wednesday And Thursday	K-5 Early Release Afternoon & Parent	Monday, February 1	K-12 No School for Students Regional Professional Staff Development
Nov. 11-12 Bag Lunch Served	Conferences 6-12 Regular Schedule	Monday, February 1	Annual Winter Achievement Conference

Tuesday, February 2	Third Quarter Begins
Wednesday February 10	Report Cards Sent Home
Monday, February 15	President's Day Holiday K-12 No School for Students Administrative Offices Closed
Wednesday, March 3 Lunch is Served	6-12 Early Release Staff Development K-5 Regular Schedule
Friday March 12	Interims Sent Home
Saturday, March 13	4 th Annual Spring Parent Workshop
Friday, April 2 Lunch is Served	K-12 Early Release Teacher Workday
Monday, April 5 Through Friday April 9	Spring Break K-12 No School for Students
Monday, April 12	K-12 No School for Students Teacher Workday
Tuesday, April 13	Fourth Quarter Begins
Thursday, April 22	Report Cards Sent Home
Friday, May 7	Kindergarten Registration Begins
Friday, May 14	Interims Sent Home
Monday, May 31	Memorial Day Holiday K-12 No School for Students Administrative Offices Closed
Friday, June 4 Lunch is Served	K-5 No School for Students Elementary Teacher Workday 6-12 Regular Schedule
Thursday, June 17 Lunch is Served	K-5 Early Release 6-12 Early Release (Exams)
Friday, June 18 Lunch is Served	Last Day of School K-5 Early Release 6-12 Early Release (Exams)
Saturday, June 19	High School Graduation
Monday, June 21	Teacher Workday
Tuesday, June 29	Summer School Begins

teacher workdays may be rescheduled at the discretion of the Superintendent. With this calendar and the school schedule, W-JCC exceeds the 990 student hours mandated by the Commonwealth of Virginia.

Log on to: www.wjcc.k12.va.us and click on "Calendar" for the most up to date information.

Emergency School Closings: In case of bad weather or other emergency, possible school delays or closures will be communicated to these information services:

1. WJCC web site: www.wjcc.k12.va.us
2. WJCC Schools Hot Line: 259-4154
3. The WJCC School Channel 47
4. Television stations: WTKR TV 3, WVEC TV 13, WAVY TV 10, WWBT TV 12 (Richmond), WRIC TV 8 (Richmond), WTVR TV 6 (Richmond)
5. Radio Stations: 2WD 101.3-FM; WJQU, Z104-FM; WHRV 89.5-FM; WHRO 90.3-FM; K95 95.3-FM, B103 103.7-FM, COOL 106.5-FM, The Planet, WCMS 100.5-FM, WGH-FM WKEZ, WWSO.

Inclément Weather Make Up Days: Three days will be made up with banked time due to the length of our school day. Five days will be made up by extending the school day 15 minutes after the regular dismissal time.

In the event that three or more closings occur in the first semester, the dates for semester exams and the

Student Athletics

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

Sports and Other VHSL Activities Offered		
Fall	Winter	Spring
Volleyball JV/V	Basketball Boys JV/V	Baseball Boys JV/V
Cheerleaders	Basketball Girls JV/V	Softball Girls JV/V
Golf	Cheerleaders	Soccer Boys & Girls JV/V
Cross-Country Boys & Girls	Wrestling JV/V	Track Boys & Girls
Field Hockey Girls JV/V	Indoor Track Boys & Girls	Tennis Boys & Girls
Football Boys JV/V	Swimming Boys & Girls	
Theater Festival	Forensics	
	Debate	
	Scholastic Bowl	

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

Academic Resources

College Entrance Exam Testing Schedules

For questions about tests and test registration, see your counselor.

ACT Test Schedule



Test Date	Registration Deadline
September 12, 2009	August 7, 2009
October 24, 2009	September 18, 2009
December 12, 2009	November 6, 2009
February 6, 2010	January 5, 2010
April 10, 2010	March 5, 2010
June 12, 2010	May 7, 2010



SAT & SAT Subject Test Schedule

Test Date	Test(s) Given	Registration Deadline
October 10, 2009	SAT & Subject Tests	Sept. 9, 2009
November 7, 2009	SAT & Subject Tests	Oct. 1, 2009
December 5, 2009	SAT & Subject Tests	Oct. 30, 2009
January 23, 2010	SAT & Subject Tests	December 15, 2009
March 13, 2010	SAT only	Feb. 4, 2010
May 1, 2010	SAT & Subject Tests	Mar. 25, 2010
June 5, 2010	SAT & Subject Tests	April 29, 2010

PSAT Test Date: Saturday October 17, 2009 (Recommended for all 10th and 11th grade students who desire to attend college after graduation. Students must register and pay a testing fee).

2010 Advanced Placement (AP) Examinations: May 3—7 and May 10—14. Contact the counseling office for additional details.

Monitoring Academic Progress

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

Numeric Grading Guidelines

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

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

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

Semester Course Grading: To pass and receive credit for any semester course (those that meet for 18 weeks) two conditions must be met: first, a student must pass at least two of the three marks (9 weeks, 9 weeks, final exam), and second, the final grade must be at least a 60%. The final grades for semester courses will be determined by counting the two 9 weeks grades each as 40% of the final grade and the final exam as 20% of the final grade. Grades on the report card will be recorded as letters.

Advanced Placement/Weighted Courses

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

AP English Literature & Composition	AP Biology	AP Spanish Language
AP English Language & Composition	AP Chemistry	Adv French Conv. & Composition
Honors 11 English	AP Physics	Adv German Conv. & Composition
AP American Government	AP Music Theory	Adv Spanish Conv. & Composition
AP Comparative Government	AP Studio Art	Other Advanced Placement classes
AP Economics	AP French	(as added)
AP US History	AP German	AP Latin; Latin IV
AP Calculus AB	AP Calculus BC	AP Computer Science

Approved concurrent college courses may be taken in grades 11 and/or 12

Weighting of Concurrent College Courses and Dual Enrollment Courses

Concurrent College Courses

This procedure is effective beginning with the graduating class of 2006.

1. Students should exhaust the available high school offerings in a particular subject prior to taking a concurrent college course.
2. Students may not substitute college courses for high school requirements.
3. Students are responsible for completion of the permission form required for college registration.
4. Except for extremely extenuating circumstances, the weighting of concurrent college course option is limited to students who have completed their junior year.
5. Extenuating circumstances should be determined by the principal based on (a) academic necessity, (b) student academic record, and (c) student maturity.
6. Only one concurrent college course per semester will be granted additional weight.
7. The concurrent college course must be a 3 credit course in a content area.
8. College courses excluded from weighting are all introductory courses and foreign languages that do not exceed the rigor of Advanced Placement.
9. Students must indicate their wishes for weight/non-weight or whether the course is not for high school credit on the permission form prior to enrollment in a concurrent college course.
10. Students who take a college course to satisfy the full-enrollment requirement must supply official college transcripts prior to the end of the high school semester in which the course is taken.
11. Students who take a college course in addition to being fully enrolled in high school courses must supply an official college transcript prior to the end of the high school semester in which the course is taken.
12. Students who drop a concurrent college course that is taken as part of the full-enrollment requirement will receive an "F" on the high school transcript for that course.
13. Students and their parents must assume the costs and risks associated with taking concurrent college courses.

Dual-Enrolled College Courses:

This procedure is effective beginning with the graduating class of 2006:

1. Courses taught at the Governor's School for Science and Technology that offer dual enrollment at Christopher Newport University and Thomas Nelson Community College shall receive additional weight.
2. Courses that are dual-enrolled with Thomas Nelson Community College that are taught at the high school level will receive additional weight if:
 - a. the course has been articulated by TNCC to a 4-year college (subject to annual review and teacher credentialing) and the student has completed the dual enrollment process,

OR

 - b. the course is the second course in a Tech Prep completer sequence.

Cheating

The Student Discipline Code for WJCC Schools contains the following definitions: **Cheating** includes the actual giving or receiving of any unauthorized aid or assistance, or the actual giving or receiving of unfair advantage on any form of academic work. **Plagiarism** includes the copying of the language, structure, idea and/or thought of another representing it as one's own original work.

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

Graduation Exercises

In order to participate in any graduation ceremony, a student must have satisfied all the requirements for a diploma and be subject to no active or pending disciplinary action.

In accordance with the requirements of the Standards of Quality, students who complete prescribed program of studies defined by the local school board but do not qualify for diplomas shall be awarded Certificates of Program Completion. Students who are awarded a Certificate of Program Completion may continue to take the Standards of Learning tests needed to upgrade their certificate to a diploma. Students who receive a Certificate of Program Completion are not eligible to participate in the Graduation Exercises.

Seniors will be provided information on ceremonial attire (e.g. caps, gowns, etc.) and other academic products early in the school year.

HIGH SCHOOL PROGRAM Diploma Requirements WJCC Graduation Requirements for the Virginia Standard Diploma

To graduate from high school in Williamsburg-James City County, a student will be required to complete 28 credits, as outlined below, in grades 9 through 12. When 8th grade students successfully complete subjects identified as high school credit-bearing courses, credit may be counted toward promotion, graduation and class rank. Courses taken in 8th grade are not counted as core classes by the NCAA Clearinghouse.

Students must earn a minimum of 6 **Verified Units of Credit** from courses which require a Virginia Standards of Learning test. Students must earn 2 verified credits in English (grade 11), 1 math, 1 science, 1 history/social science and 1 student-selected test.

Both the WJCC graduation requirements and the Verified Credits requirement must be met to earn a Standard Diploma.

<u>Subject</u>	<u>Required Credits</u>
English	4
Mathematics (Algebra I or above)	3
Laboratory Science (from at least two different disciplines)	3
Social Studies	
World Studies	2
VA & US History	1
VA & US Government	1
Health and Physical Education	2
Fine Arts	1
Technology	1
World Languages	1
Electives (including specialized electives)	9
(Must include a CTE completer sequence)	
Total Credits = 28	

**WJCC Graduation Requirements for the Virginia
Advanced Studies Diploma**

To satisfy requirements to graduate from high school in Williamsburg-James City County and to receive a Virginia Advanced Studies Diploma, a student must complete 28 credits, grades 9 through 12. When 8th grade students successfully complete subjects identified as high school credit-bearing courses, credit may be counted toward promotion, graduation and class rank. The Commonwealth of Virginia may have additional requirements for graduation which must be met. Courses taken in 8th grade are not counted as core classes by the NCAA Clearinghouse.

Students must earn a minimum of **9 Verified Units of Credit** from courses which require a Virginia Standards of Learning test as follows: English (2), science (2), history/social science (2), mathematics (2) and student's choice (1). Both the WJCC graduation requirements and the Verified Credits requirement must be met to earn an Advanced Studies Diploma.

<u>Subject</u>	<u>Required Credits</u>
English (Communications, Literature or higher)	4
Mathematics (Algebra I and above; no more than 1 unit of Computer Science)	4
Laboratory Science from at least three different science disciplines (from among Earth Science, Biology, Chemistry, Physics)	4

Social Studies	
World Studies	2
VA & US History	1
VA & US Government	1
World Languages (3 units in one language or 2 units in two languages)	3-4
Health & Physical Education	2
Fine Arts	1
Technology	1
Electives (including specialized electives)	5

Total Credits = 28

WJCC Courses with End-of-Course Standards of Learning (SOL) Tests

<u>English 11</u>	<u>Mathematics</u>	<u>Science</u>	<u>Social Studies</u>
—Eng 11 Reading/Writing	Algebra I, Part 2	Earth Science	World History
—American Studies	Algebra I	Biology	World Geography
—English 11	Geometry, Part 2	Chemistry	AP Human Geography
—Advanced American Studies	Geometry		American Studies
—Honors English 11	Algebra II		U.S. History
	Algebra II/Trig		AP U.S. History
			Adv. Am. Studies

Certain substitute tests have been approved by the Virginia Board of Education. The Virginia Department of Education allows provisions for students who transfer into a Virginia public school for the first time from an out-of-state or private school that does not require SOL testing.

Modified Standard Diploma

Eligibility for the Modified Standard Diploma is determined by the student’s Individual Education Program (IEP). To earn a Modified Standard Diploma (20-credit) an eligible student must successfully complete the following Standard Units of Credit:

<u>Subject</u>	<u>Required Credits</u>
English	4
History & Social Science	2
Mathematics	3
Science	2
Health and Physical Education	2
Fine or Practical Arts	1
Electives	6

Total Credits = 20

Credit must include at least two sequential electives. Students pursuing the Modified Standard Diploma must pass literacy and numeracy competency assessments prescribed by the State Board of Education.

Special Diploma

Certain students identified with disabilities who complete the requirements of their Individual Education Programs (IEP) are awarded Special Diplomas by the local school board.

General Achievement Diploma

Certain individuals who meet specific conditions and complete a prescribed course of study as defined by the State Board of Education may be awarded the General Achievement Diploma through Adult Education.

Certificate of Completion

Certain students who have completed a prescribed course of study as defined by the local school board are awarded a Certificate of Completion if they do not qualify for diplomas.

Promotion Requirements

Some students are placed at the high school for such considerations as age, special abilities, or program needs. Promotion from one grade to the next at the high school is based solely on the number of credits earned in grades 9 through 11. High school courses taken in the 8th grade will count toward fulfillment of required courses for graduation and class rank.

Promotion to:

10th grade requires 6 credits

11th grade requires 14 credits

12th grade requires 21 credits with all required courses passed or scheduled

Diploma Seals

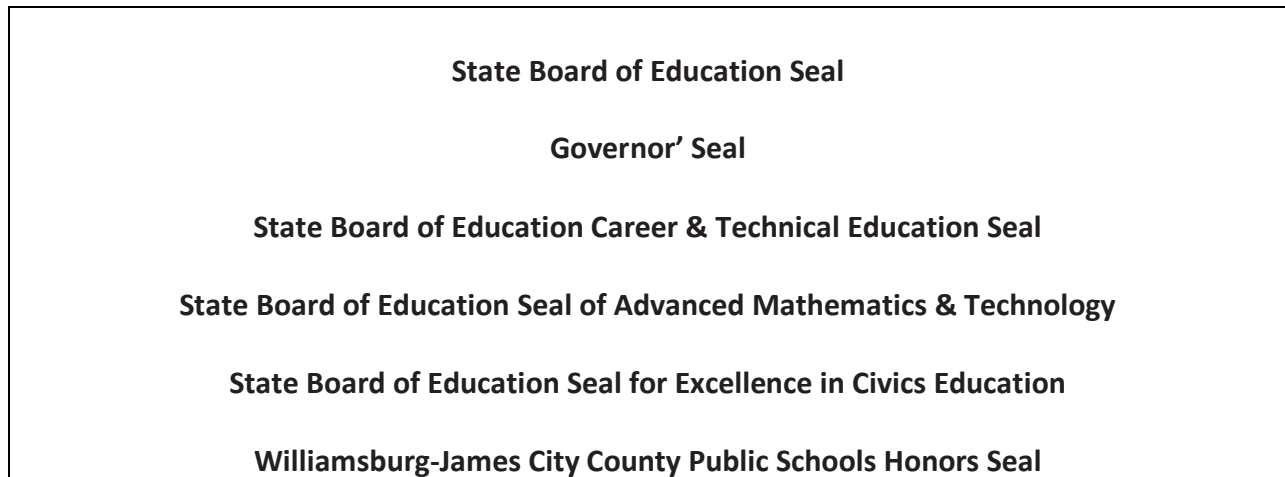
The Standards for Accrediting Schools in Virginia establish high school graduation requirements and certain diploma seal recognitions. In addition, WJCC offers the Honors Program Seal.

- **State Board of Education Seal**—Students who earn the Standard Diploma with an average grade of “A” or better will receive the State Board of Education Seal on the diploma.
- **Governor’s Seal**—Students who earn the Advanced Studies Diploma with an average grade of “B” or better and complete at least one Advanced Placement (AP) or college level course for credit will receive the Governor’s Seal on the diploma.
- **State Board of Education Career & Technical Education Seal**—Students who earn the Standard or Advanced Studies Diplomas and complete a prescribed sequence of courses in a career/technical education concentration AND maintain a “B” average in those courses OR pass a certification examination OR acquire a professional license will receive the State Board of Education Career & Technical Education Seal on the diploma.
- **State Board of Education Seal of Advanced Mathematics & Technology**—Students who earn the Standard or Advanced Studies Diploma and satisfy all of the mathematics requirements for the Advanced Studies Diploma and maintain a “B” average in those courses AND EITHER pass a certification examination from a recognized industry, trade or professional organization or acquire a professional license in a career/technical area OR pass an exam approved by the Board that confers college-level credit in a technology or computer science area will receive the State Board of Education Seal of Advanced Mathematics & Technology on the diploma.
- **State Board of Education Seal for Excellence in Civics Education**—Students who earn the Standard or Advanced Studies Diploma AND complete Virginia and U.S. History and Virginia and U.S. Government with a grade of “B” or higher AND complete 50 hours of voluntary participation in community service or extracurricular activities (e.g., volunteering for an organization that provides services to the poor, sick, less fortunate OR participating in Boy Scouts, Girl Scouts, and similar organizations; in political campaigns or government internships, Boys State, Girls State, Model General Assembly; and/or in school-sponsored extracurricular

activities that have a civic focus) OR enlisting in the United States military prior to graduation and have good attendance with no disciplinary infractions as determined by local school board policy receive the State Board of Education Seal for Excellence in Civics Education on the diploma.

- **Williamsburg-James City County Public Schools Honors Seal**—Students who successfully complete the academic requirements, community service project, and individual honors project shall receive the WJCC Honors Seal.

Williamsburg-James City County Public Schools expects that students enrolled in a WJCC high school for at least the last two years of high school will successfully complete course work in preparation for higher education and/or be a vocational completer and earn a diploma.



Exam Exemptions

Students who, in either semester of the twelfth grade, maintain at least a “B” average in a course through both marking periods may be exempted from the final examination in that course, provided that the student’s total absences for the semester do not exceed five (5) days with no unexcused absences in any class. An exemption may be granted at the discretion of the principal when excused absences exceed five days. Absences due to school-sponsored field trips, while representing the school in extracurricular activities, or on official school business as authorized by the principal, will not be counted against the student in declaring eligibility for exam exemption. Three tardies to class convert to one class absence for exam exemption eligibility.

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

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

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

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

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

An exempted student may opt to take the exam.

Academic Competitions

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

After School Tutorials

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

Edline

Edline is an online resource for students and parents. Teachers use Edline to post student grades, assignments, course syllabus and other course materials and resources. Parents and students may utilize Edline to check grades and review information, and communicate directly with teachers. At the beginning of the fall semester, first block teachers will issue each student and parent a unique login and password that allows access to his/her account. If you currently have a code, the same password previously established should work. Students and parents are encouraged to check their Edline accounts regularly as teachers update new grades and assignments periodically.

Attendance Guidelines for High School

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

Parents and students should be familiar with the following definitions:

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

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

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

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

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

State Law (§22.1-248) mandated consequences are applied to those absences considered truanancies.

- If a student is truant 5 days during the school year, then the parent and child must participate with school officials to develop a plan to resolve the child's nonattendance.
- If a 6th truancy occurs during the school year, a conference will be scheduled to resolve issues related to the nonattendance.
- Finally, if a 7th truancy occurs during the school year, the law specifies that the school may file a complaint with the Juvenile and Domestic Relations Court alleging the child is in need of supervision. School personnel are also permitted to institute proceedings in this court against the parent(s) if they refuse to participate in the development of the plan to resolve the child's truancy (at the 5th truancy) or if the parent refuses to participate in the conference (at the 6th truancy).

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

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

Telephone Contacts and Notes from Parents/Guardian

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

Student Rights and Responsibilities for the Age of Majority

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

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

Student Services

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

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

Medications: Students may **not** carry any medications (neither prescription nor over-the-counter) unless they have written permission from a doctor stating the name of the medication, the dosage, and requires the student to keep the medicine at all times (i.e., inhalers or migraine medication). In addition, the student must have written parental permission to carry the medication personally versus being kept in the clinic. These documents must be turned into the clinic. Please fill out the medication form (HS Form #23s) located in the back of this handbook.

Prescription Medication: If students need to take prescription medicine during school, the nurse will administer it. The medication must be brought to the clinic in the original prescription bottle. Tip: Have your pharmacist prepare an extra “school bottle” of your child’s medication to avoid the problem of forgetting it. Students may bring their medication themselves but it must be delivered to the clinic immediately upon school arrival. Please fill out the medication form (HS Form #23s) located in the back of this handbook.

Health Screening: All 10th graders and transfer students receive vision and hearing screens. Transfer students receive an additional speech screen. If a problem is detected, students are re-screened and letters are sent home to parents as needed.

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

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

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

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

Student Assistance Phone Directory

Alcohol & Drug Abuse

Alateen, Alanon, ACOA 875-9249
 Bacon Street 253-0111
 VA Drug Hotline 800-552-3784
 Alcohol Hotline 245-0041
 Narcotics Anonymous 800-777-1515
 National Institute on Drug Abuse
 Helpline 800-662-4357

Birth Control/Pregnancy

Planned Parenthood 826-2079

Child Abuse & Neglect

Virginia State Hotline 800-552-7096

Runaway Services

Runaway Hotline (24 hours) 800-621-4000
 VA Info & Referral Service 800-230-6977

Crisis Counseling

Avalon (24 hours) 258-5051
 Peninsula (24 hours) 245-0041
 COPEs @ W&M 221-4813
 Suicide Hotline 220-3200
 Williamsburg Community Hospital
 Counseling 259-6164
 Sexual Assault/Rape 800-656-4677

Employment and Job Training

Virginia Employment Commission
 800-782-4001
 Job Service 253-4820

Sexually Transmitted Diseases

National Hotline 800-227-8922
 Williamsburg AIDS Network
 220-4606
 Virginia STD/AIDS Hotline
 800-533-4148

Transportation

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

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

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

Food Services

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

Students are expected to:

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

Free Lunch Assistance: Free and/or reduced-price meals are available to those who qualify. In order to receive free or reduced price meals, students must meet eligibility requirements. The student's parent or guardian should complete an application form and have the form returned to the school. The directions and application forms will be made available during the first week of school.

If a student received free or reduced lunch last year, then he/she may continue to receive free/reduced lunch through September 30th. After that time, if a new application has not been submitted, free/reduced lunch will end.

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

Work Permits

Students who are 14 and 15 years old and who wish to work must have a work permit. Work permit applications are available from the Counseling Office. The completed application must be returned to the Counseling Office by the student's parent or legal guardian. Parents/guardians must also bring the student's birth certificate when securing a work permit.

Lockers

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

Telephones

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

Lost & Found

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

Child Study

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

Procedure for Requesting Assistance from the CSC:

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

Contacting Teachers

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

- To leave voice mail, listen to the prompts that direct you to the staff directory.
- Send a note to the teacher with your child or through the mail.
- To email, go to the division web site and select the High School you would like to communicate with. The Division web site is: <http://www.wicc.k12.va.us>. After selecting the appropriate high school, click the "faculty" tab.

Student Parking

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

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

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

- A completed parking pass application form
- A photocopy of the vehicle(s) registration
- A photocopy of the student's driver's license

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

Student Decorum

Important Rules and Regulations

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

- Respect the property and the personal and educational rights of others.
- Follow all reasonable directions and requests given by school personnel.
- Attend class and be on time.
- Many high school students use or own electronic communication devices (ECDs) and other electronic items. Such items include cellular telephones, camera phones, Blackberry devices, iPhones, iPods, mp3 players, iTouch, CD/DVD players, electronic games, portable computers, and other associated devices and accessories. Although convenient and accessible forms of communication and entertainment, the unrestricted use of these devices in school can be distracting and disruptive to the educational environment. These devices also can be attractive targets for theft and their misuse can result in serious violations of the law (e.g. inappropriate pictures, camera/video use, inappropriate or harassing messages, etc.). Given these circumstances, schools reserve the right to monitor and govern student use of such items during the school day. In accordance with School Board policy, portable electronic and communication devices must be turned off and stowed away during the school day. Students who use such items are subject to disciplinary action, including confiscation of the item for parent/guardian retrieval. When use or misuse

results in violations of the law, confiscated ECDs may be surrendered to local law enforcement officials.

- Students are not allowed to have laser pointers on school property.
- Have a pass when in the halls during class, and not be “out of place”.
- The parking lot is “off limits” to all students. Only student drivers arriving to and leaving school are permitted to be in the parking lot.
- Remain on school grounds unless permission to leave is granted by an administrator.
- Acquire permission from an instructor and administrator before audio or video taping a class.
- Refrain from eating or drinking in locations other than the cafeteria.
- Refrain from inappropriate Public Display of Affection (PDA). The only acceptable “PDA” is the holding of hands. All other forms or displays of affection are prohibited.

Dress Code

The primary responsibility for the appearance of the students in WJCC Schools rests with parents and students themselves. It is the goal of WJCC schools to partner with parents and with students to help students develop self-respect and to prepare them for success in the business world. The Dress Code Policy is intended to provide guidance so student attire will reflect positively on the student and the school. In addition, the policy is designed to ensure that student attire will not be distracting or disruptive to the school environment, will not interfere with the educational process, will ensure observance of the health code of the Commonwealth of Virginia, and support the safety of the student and those about him or her. School Administrators reserve the right to make decisions concerning questionable and inappropriate school attire. Parents of students violating the dress code policy will be contacted and requested to immediately provide appropriate clothing. Students unable to correct their dress may be placed in an alternative educational setting for the remainder of the day. Repeat violations will be cause for additional consequences.

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

1. General Statements:

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

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

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

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

Bottoms: All undergarments must remain fully under appropriate cover or clothing. Hips, midriff, buttocks, lower back, upper thigh and navel will remain covered with clothing whether standing, sitting or bending. Mini skirts, short skirts, “short” shorts, or form fitting attire that is revealing or disruptive to the learning environment are prohibited. Sleepwear or lounge pants will not be permitted. Skirts and dresses must be no shorter than the length of a standard credit card placed directly above the knee.

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

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

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

School Dance Decorum

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

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

Semi-Formal Standards of Dress (Young men):

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

Semi-Formal Standards of Dress (Young women):

- Dresses must extend to fingertip length
- Bare midriff and plunging necklines are inappropriate.
- The back of the dress may not be lower than the natural waistline.

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

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

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

Emergency Drills

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

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

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

Loitering

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

Corporal Punishment Code of Virginia §22.1-279.1

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

Miscellaneous Information

P.E. Uniforms: Uniforms are required. The student may wear the WJCC uniform (blue shorts and white t-shirt with the WJCC logo) or a high school (T-shirt and shorts with the school logo). WJCC uniforms may be purchased at the high school student store. Students may wear the same WJCC uniform worn in middle school.

Learner's Permit: Before students and their parents go to DMV to apply for a learner's permit they will need:

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

Counseling Services and Information

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

The High School Counseling Program consists of three components:

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

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

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

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

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

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

Additional Counseling Information

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

- **Counselor Appointments:** Students and parents wishing to meet with a counselor need to schedule an appointment. This is not only a courtesy to the counselor but may decrease a long wait. Students may stop by the Counseling Office before or after school or during their lunch to schedule an appointment.
- **Schedule Planning:** Notices for planning schedules with counselors are sent out annually. Parents should attend this appointment with their child. If the time given is inconvenient, reschedule it. Parents and students should plan ahead which courses the student wants as first choices along with several backups. While there, parents should ask for their child's grade point average (GPA) and rank in class. Many students are unaware that class rank and GPA exist until it's too late to change them.
- **College Planning:** It's never too early to think about college! College catalogs are available in the Counseling Department career rooms and may be used by students and parents. The school has software available that includes information on all colleges in the country. A counselor or intern can show students and/or parents how to use the college selection software, called Project Discovery. Beware: college application deadlines vary tremendously. Some have two-part applications with Part I due as early as October of the senior year. Plan to attend College Night held in the fall. You will be able to talk with college recruiters and gather information about a variety of college programs and services.
- **Recruiter Visits:** Recruiters from colleges, trade schools, and the military visit schools throughout the school year. It is recommended that students make appointments as early as 10th or 11th grade so they have enough information to help them plan for the future.
- **Career Planning:** In the fall, all seniors have a planning appointment with their counselors. Students who do not plan to attend college will be given career information, résumé writing techniques, and job interviewing tips. Students who may want to apply for college at a later date are encouraged to take college entrance exams prior to graduation while still a student and in the habit of taking tests. The Educational Testing Service will keep their scores on file.
- **Scholarships and Financial Aid:** There are many sources for financial aid for college. The Counseling Department offers a workshop to help parents and students with the financial aid forms required by colleges. Notices about special scholarship opportunities are in the career room. Church leaders, employers, or clubs may also offer scholarships.
- **Transfer or Withdrawal of Students:** When a student transfers or withdraws, a parent will need to sign a release for records in the Counseling Office. Please let the Registrar know several days in advance so a packet with the necessary papers can be prepared.

- **Minority Achievement Program:** This program provides quality services, programs, activities, and opportunities that educate, promote involvement, and stimulate holistic learning and development of minority students in WJCC schools. For more information, contact the main office.
- **Conflict Resolution:** Students can request mediation through their counselor or administrator. The mediation itself is a confidential process. The conflicting parties agree on mutually acceptable points and sign an agreement.

Library/Media Center

The Media Center is open for student use every school day. There are over 12,000 books, 25 computers, local and national newspapers, popular and professional magazines, as well as three staff members available to facilitate student research and reading.

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

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

- **Computers:** Use of computers in the Media Center is regulated by the Network Acceptable Use and Responsibility Policy, which is posted at every workstation. According to the Williamsburg-James City County School Board, the computer network is to be used to “support research and instruction ... use for any non-educational purpose ... is not acceptable.”
- **Photocopying and Printing:** The photocopier in the Media Center is intended for student use and photocopying charges apply. Some charges may be waived by the Media Specialists when arranged in advance by a student’s teacher. Computer printing is also available at a charge per page. Due to network restrictions, all users are asked to alert a Media Specialist before printing to avoid network conflicts that can result in lost data. As with photocopying, printing charges may be waived by the Media Specialists for specific assignments.
- **Circulation:** Students are welcome to check out books from the Media Center. Reference books are to be used in the Media Center, but may be checked out at the end of day for overnight use at the discretion of the Media Specialist. All overnight loans are due back by 7:10 a.m.

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

Students cannot check out books when they have overdue material. Students should respond promptly to overdue notices. Students are responsible for payment of any material that is lost or damaged while checked out in their name.

Publications of Interest

Secondary Program of Studies—provides descriptions of courses and their requirements

Principal's News Letter & PTSA Flier—provides basic information

Student Publications

High School Student Newspaper

Student Literary Magazine

Yearbook

SOL Study Resources

Access the state website and use the released tests to study, see below:

These are all released items from the older paper and pencil tests:

<http://www.pen.k12.va.us/VDOE/Assessment/releasedtests.html>

These are on-line released test items, but no social studies yet:

http://etest.ncs.com/Customers/Virginia/pat_home.htm

All social studies test released practice test questions:

<http://www.pen.k12.va.us/VDOE/Assessment/Release2003/History/History.html>

Test Blue Prints: What types of questions and how many:

<http://www.pen.k12.va.us/VDOE/Assessment/soltests/home.html>

Parents Contacting Students

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

Suggestions for Students and Parents

- Students are encouraged to study with another student or at least call another student from the class to clarify and discuss assignments.
- Contact the teacher (see below). Discuss the source of the concern and ask for suggestions as to how to correct it. Parents can ask to be informed about progress (good or bad). Teachers are often available for extra help after school. Ask teachers when they have available time.

- Students or their parents may contact the counselor for information on tutoring.
- Contact the case manager if the student received special education or Section 504 accommodations.
- Contact the student's counselor to discuss concerns and receive suggestions.

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

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

After School Program: Daily academic assistance is available to students through the After School Program. Interested students should ask their counselor for assistance in contacting the After School Program coordinator for an application.

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

High School Bell Schedules

Regular Day Bell Schedule

First Block 7:20-8:50
Second Block . 8:55-10:25
Third Block .. 10:30-12:45
Fourth Block . 12:50-2:20

Lunch Schedule

1st Lunch..... 10:30-11:00
2nd Lunch..... 11:25-11:55
3rd Lunch..... 12:15-12:45

4 Block Early Release Day Bell Schedule (lunches served)

First Block7:20-8:15
Second Block8:20-9:15
Third Block.....9:20-10:15
Fourth Block.....10:20-12:10

Exam Day Bell Schedule

First Exam7:20-9:20
Break9:20-9:35
Second Exam.....9:40-11:40

Lafayette High School
Important Phone Numbers

Mrs. Anita Swinton, Principal.....	565-4211
Ms. Jackie Henry, Sr. Admin Assistant	565-4210
Ms. Mia Pollard, Assistant Principal (grades 9 and 12).....	565-4233
Mr. Jeff Bond, Assistant Principal (grades 10 and 11)	565-4209
Main Office, Mrs. Chris Trueblood, Receptionist	565-0373
Attendance Office, Mrs. Barbara Bogart	565-4258
Attendance Office, Mrs. Paula Gamble	565-4219
Business Office, Mrs. Michele Owens.....	565-4214
Guidance Office: Mrs. Linda Christian, Receptionist	565-4202
Mrs. Linda Easter, Registrar	565-4242
Mrs. Lesley Miller(A - F)	565-4208
Mrs. Virginia Carey (G - M).....	565-4203
Mrs. Suzanne Hart (N – P and AVID).....	565-4246
Mrs. Sheri Buono (Q - Z).....	565-4206
Child Study, Mr. Jeff Bond.....	565-4209
Special Education, Mr. Jeff Bond	565-4209
Section 504, Ms. Mia Pollard	565-4233
Testing Administrator, Ms. Mia Pollard	565-4233
Security Office, Mr. Floyd Sturdifen.....	565-4241
Resource Officer, Jerry White, JCC Police	565-4223
Nurse’s Office, Mrs. Geraldine Conradi	565-4235
Athletic Director’s Office, Mr. Dan Barner.....	565-0440

United Way of Greater Williamsburg Helpline: (a one-call-for-all services). The helpline offers information and referral for health and human service needs to residents of the Greater Williamsburg area 229-2222

Health Services Medication Consent Form

Williamsburg-James City County Public Schools

Student Services

3925 Midlands Road

Williamsburg, Virginia 23188

“Medication” means any drug or substance used to treat disease, heal, relieve symptoms or alleviate pain. Medication may either be ordered by a health care provider or purchased over-the-counter. We attempt to discourage administration of medication during school hours and request, whenever possible, medication doses be scheduled other than school hours. We recognize that this is not always possible and will cooperate in administration of medication that must be given during school hours with the following understanding:

- Medication must be ordered by a health care provider. All over-the-counter medications require a written order by a health care provider before it can be administered.
- Medication is brought to school by the parent/guardian in its original container stating the dosage and method of administration as advised or prescribed by the legally authorized prescriber. Secondary school students may bring medication to school in its original container provided it is delivered to the school nurse at the beginning of the school day.
- Parents/guardian must complete and sign this form granting the school nurse permission to administer the medication and to contact the health care provider as needed.
- Exceptions may be granted regarding possession and self-administration of inhaled asthma medications by asthmatic students or auto-injectable epinephrine by students with anaphylaxis. Written consent of the parent/guardian is required and must include permission to self-administer these medications. In addition to the above documentation, additional written documentation must be provided by the student’s health care provider that includes verification of the student’s diagnosis requiring the medication(s) and a statement attesting to the student’s demonstrated ability to safely and effectively self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be.

Medication MUST be picked up by parents/guardian at the end of each school year.

Medication not picked up by parents/guardian at the end of the school year will be destroyed.

Medication Consent Form

Name of Child: _____ Teacher: _____ Grade: ____ DOB: _____

Condition/problem requiring medication: _____

Name of medication: _____

Dose: _____ Time to be given: _____

Start Date: _____ End Date: _____

Doctor's name: _____

Check Where Appropriate:

- I request that the school nurse at _____ school give the above medication as ordered by a health care provider.

- I request that the school nurse send appropriate dose(s) of the above medication on field trips to be given by my child's teacher.

- My child has permission to carry/self-administer inhaled asthma medication. I have provided the school with appropriate documentation from my child's health care provider

- My child has permission to carry/self-administer auto-injectable epinephrine. I have provided the school with appropriate documentation from my child's health care provider.

Signature of Parent/Guardian

Date

(H.S. #23s) Rev. 7/05