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Regular Bell Schedule

Warning Bell	7:20 a.m.
Period 1	7:25 – 8:15 a.m.
Academic Enrichment	8:15 – 8:55 a.m.
Period 2/3	9:00 – 10:16 a.m.
Period 4/5	10:21 – 11:37 a.m.
O.N.E. Lunch	11:37 – 12:24 p.m.
Period 6/7	12:29 – 1:45 p.m.

School Calendar

First Semester	Second Semester
9/8 First Day of School	1/26 Start of Second Semester
10/12 Three-Hour Early Release	2/15 Three-Hour Early Release
10/30 End of First Nine Weeks	3/18 Three-Hour Early Release
11/2 Student Holiday	4/2 End of Third Nine Weeks
11/3 Parent/Teacher Conference	4/5-9 Spring Break
11/25 Three-Hour Early Release	4/12 Student Holiday
11/26-27 Thanksgiving Holiday	5/5 Three Hour Early Release
12/15-18 1 st Semester Exams	5/31 Student Holiday
12/21-1/1 Winter Break	6/14-18 2 nd Semester Exams
1/18 Student Holiday	6/18 End of Fourth Nine Weeks
1/22 End of 2 nd Nine Weeks	TBA Graduation
1/25 Student Holiday	

Make-Up Time
The Superintendent determines make-up time. Jan 18 and May 31 will not be used for make-up time.

Reporting Dates

<u>Edline Update (Grades)</u>	<u>End of Nine Weeks</u>	<u>Report Cards Issued</u>
9/28, 10/5, 10/19, 11/2	October 30	November 13
11/23, 12/7, 1/11, 1/25	January 22	February 5
2/16, 3/1, 3/15, 3/29, 4/12	April 2	April 23
5/3, 5/17, 6/1, 6/18	June 18	June 28

The Blue Ribbon Seal of Excellence

Opened in 1994, James River High School is the first and only Chesterfield County high school to be recognized as a National Blue Ribbon School of Excellence by the U.S. Secretary of Education.

Selection of Blue Ribbon Schools is based on an evaluation of written materials from the nominated schools and the reports of experienced visitors who evaluate schools. These reviewers make recommendations to the Secretary for final selection.

Schools selected for recognition have conducted a thorough self-evaluation, involving administrators, teachers, students, parents, and community representatives. The process includes assessing the school's strengths and weaknesses and developing strategic plans for the future. James River is not only the first Chesterfield County Public School to be selected, but also achieved this recognition in May 2000, its first year of eligibility; schools must have existed for at least five years.

In 2008, James River High School was recognized by the International Center for Leadership in Education as a national model school. James River High School is annually ranked among the top public high schools in the nation by Newsweek Magazine.

School Traditions

School Colors – Forest Green, Purple, White

Nickname – Rapids

School Song – “The River”

Homecoming – A week, usually in October, of spirit-filled activities highlighted by the presentation of the Homecoming queen and king at the Homecoming football game on Friday night and the Homecoming dance on Saturday night.

Junior/Senior Prom – A formal dance, usually held in April or May, to which juniors and seniors and their dates are invited. The Junior Class hosts this event.

Post Prom Party – Sponsored by the PTSA, a drug- and alcohol-free event held immediately following the Junior-Senior Prom. All juniors and seniors are invited.

Senior Night – An activity for seniors which features entertainment, including senior superlatives, class poem, and class prophecy.

Class Day Assemblies – Recognition events for each grade, usually held on separate days in early June that highlight individual achievements.

Deans List, Academic Awards and Letters – Different types of recognition for academic achievement.

The Rapids

Ground was broken for James River High School in May 1993, and the building, designed to accommodate 2,000 students, and was opened to students on September 6, 1994. The school and grounds encompass a 75-acre site bordering the James River, which has played an important role in the history of the Richmond area. Selected by a vote of all students who attend James River in its first year of operation, the *Rapids* is the nickname of the school. As a symbol of the force and power associated with nature, the *Rapids* is a fitting nickname for the athletic teams. The name *Rapids* also reflects the school's close proximity to the James River.

Respect, Responsibility, Honesty, Accountability

You are a person of character if you RESPECT others by treating them, as you want to be treated.

- *You can do this by being kind, caring, tolerant, appreciative of individual differences, courteous and polite, and by judging people on their merits.*
- It means you should respect the rights of individuals to make decisions about their own lives and have regard for the property of others as well as for the environment.
- DON'T *manipulate others, abuse, demean or mistreat anyone. DON'T use put downs, insults or ridicule to embarrass or hurt another person.*

You are a person of character if you resolve to be RESPONSIBLE by being dependable, punctual, organized, and trustworthy.

- *You can do this by understanding that you make the choices for your actions (so make good choices) give your best effort, follow the rules, and take the time to correct mistakes.*
- It means that you should acknowledge and meet your obligations, honor your commitments, know what you have to do, and have a plan to do it. Know the difference between what you have a right to do and what is right to do.
- DON'T *look the other way when you can make a difference. DON'T quit or give up easily.*

You are a person of character if you resolve to be HONEST by always being truthful and sincere.

- *You can do this by telling the truth, and by resisting social pressures to do things you know are wrong.*
- It means you should be forthright, candid, and sincere, knowing what is appropriate and necessary.

- DON'T lie, cheat, steal; betray a trust; withhold information; be sneaky, tricky or deceptive.

You are a person of character if you resolve to be **ACCOUNTABLE** by accepting the consequences of your choices (not only what you do but what you don't do).

- *You can do this by thinking how others will be affected by your actions, by exercising self-discipline, and by setting a good example for others at all times.*
- It means you should think of the long-term, plan ahead, and think about the consequences.
- DON'T *make excuses*, DON'T *blame others for your mistakes*, and DON'T *take credit for others' achievements*.

School Counseling

Bryan Carr, Director

The mission of the Chesterfield County Public Schools' School Counseling program is to provide high quality academic, personal/social, and career support services for all students through the collaborative efforts of students, staff, parents, and the community. Each student is assigned a school counselor as listed below:

<u>Counselor</u>	<u>Students' Last Names</u>
Erin Gardner	A-Chi
Bryan Carr	Chj-Dil
Michele Lawrence	Dim-H
Amy Cook	I-Mid
Wallace Dietz	Mie-Schi
Sarah Cooke	Schj-Z
Julie O'Bryant	ESL/Leadership Center Students

Other staff members are Karen Brown, Testing/College and Career Center Coordinator; Penny Diegelmann, Registrar; and Cindy Davenport, Records Clerk.

School Counseling programs, activities, and services are offered to support students in achieving academics success. Counselors assist teachers and school administrators in the identification of students' academic needs and help to determine strategies to maximize learning.

Services

The following school counseling services are available to all middle and high school students in Chesterfield County Public Schools:

- A. Academic guidance and counseling which assist students and their parents in acquiring knowledge of the curricula choices available to students, planning a program of studies, arranging and interpreting academic testing, and seeking post-secondary academic opportunities.
- B. Career guidance and counseling, which help students acquire information and plan action about work, apprenticeships, and post-secondary opportunities.
- C. Personal/social guidance and counseling which assist students in developing an understanding of themselves, resolving conflict, and defining individual goals that reflect their interests, abilities, and aptitudes.

Parents may choose to opt their child out of any or all school counseling services by sending a letter to the school principal. Parents may review any or all materials used in the school counseling program by making an appointment with the school counseling coordinator. Small group counseling or on-going, structured counseling of a personal/social nature requires written parental permission.

Resources

School and counseling services are available through the following delivery systems:

Classroom Guidance: a series of classroom lessons conducted by the school counselors in the classrooms at each grade level to include learning experiences designed to promote academic, personal/social, and career development for all students. The delivery system for classroom guidance is opt-out for Standards of Learning Objectives under the academic/educational and career domains, and E.11, M.12, S.12 of the personal/social domain.

[Note: Standards of Learning Objectives E.7-E.10, M.8-M.11 and S.8-S.11 under the personal/social domain will be available in small group counseling and individual counseling.]

Small Group Counseling: Available to students experiencing commonly shared concerns. Emphasis is upon problem solving and the development of positive attitudes and effective personal skills. The delivery system for small group counseling is opt-in for (Standards of Learning Objectives at all levels)?

Individual Counseling: Direct assistance to individual students. Counseling is conducted to help students learn more efficiently with emphasis on identifying concerns early before they interfere with learning. The delivery system for on-going, structured, individual counseling after students' initial

contacts is opt-in for Standards of Learning Objectives under the personal/social domain.

Parental permission is not required for short term personal/social counseling which is needed to maintain order, discipline, or a productive learning environment. School officials may permit on-going, structured, personal/social counseling for children whom they believe would benefit from such counseling but whose parents fail to respond affirmatively or negatively to documented reasonable requests for consent.

The following procedures prescribe delivery of these services:

- A. Written notification, at least annually, will be sent to parents about the academic, career, and personal/social guidance and counseling programs, which are available to their children. The notification shall include the purpose and general description of the programs, information regarding ways parents may review materials to be used in guidance and counseling programs at the child's school, and information about the procedures by which parents may limit their child's participation in such programs.
- B. School counselors are prohibited from using counselor techniques beyond the scope of the professional certification or training of counselors, including hypnosis or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology.
- C. Record of on-going, structured, personal/social counseling with a student shall be kept confidential and separate from students' educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may request to review this confidential record by contacting the school counselor. The counselor will make the record available within five (5) working days.
- D. At the middle and high school level, parents may elect in writing to have their child not participate (opt-out) in classroom guidance lessons.
- E. Parental permission is required (opt-in) for small group counseling or on-going, structured, individual counseling in the personal/social domain following initial contacts.

Additional Resources

In addition to traditional one-on-one counseling and new student services, the School Counseling Department also offers a number of other services and programs including a career development program, College Night, College Chat Day, "Life After High School" program, orientations, student program planning, and group counseling.

Career Development and the College and Career Center

The College and Career Center (CCC) is a valuable resource available for use by students, school staff, and the community. Located in the School Counseling suite, the Center houses hundreds of books, files, video materials, software programs, and services designed to help patrons reach academic and career development goals. The CCC is open from 7:30 –2:30pm daily, and the coordinator, Mrs. Karen Brown, can be reached at 794-6763.

Student Services

The special needs of James River students who are outside the typical student-teacher or student-counselor relationship may require the assistance of a number of different individuals or committees that are described below and on the following pages. Students may be referred by an administrator, counselor, parent, or friend. Contact the School Counseling Department for assistance. Other resource personnel include the School Psychologist, School Nurse, school Social Worker, and ESL Coordinator.

Child Study Team

Child Study Team enables school personnel and non school personnel, as appropriate, to meet the needs of individual students who are having difficulty in the educational setting. The committee reviews existing data to make recommendations to meet the needs of students. The Child Study Team may refer students for evaluation for Special Education.

Special Education Department

A referral process is in place that screens, tests, and places qualified students in the most appropriate program at James River for exceptional students. Questions regarding the referral of a student to determine special education eligibility should be addressed to the child study teams chaired by the Administrator for Special Education, Judy Hemmis.

Crisis Intervention

Crisis Intervention is an organized helping process in which assistance is provided by professional staff members for individuals or groups who encounter various types of crisis. A primary goal of such intervention is to help individuals acquire coping skills that will minimize emotional trauma.

Tutorial Services

The National Honor Society provides services on a limited basis to those students in need of tutorial help. Members of the National Beta Club schedule individualized tutoring sessions through a referral and application. The School Counseling Department maintains lists of additional agencies and resources for both the school and community.

Grading, Weighting of Grades

Based upon semester averages, a cumulative grade point average and class rank are obtained for each student at the end of the junior year, at the end of the first semester of the senior year, and the final rank at the end of the year. Prior to the fall of 1989, all grades in all subjects were included in the ranking of students.

Beginning in the fall of 1989, a policy change allowed students to repeat a previously passed course for strength. A student's grade point average will reflect only the higher grade earned when repeating a previously passed class for strengthening; however, both attempts in the class will still appear on the student's record and the student will only receive one (1) credit for the course.

Class of 2010, 2011, 2012

	Advanced Placement (AP)	
	Honors (H)	Average (C, O)
A+ 99-100	5.5	4.5
A 94-98	5.0	4.0
B+ 90-93	4.5	3.5
B 84-89	4.0	3.0
C+ 80-83	3.5	2.5
C 74-79	3.0	2.0
D+ 70-73	2.5	1.5
D 64-69	2.0	1.0
F below 64	0.0	0.0

Class of 2013

	Advanced Placement	Honors (H)	Average (C, P, O)
A+ 99-100	5.5	5.0	4.5
A 94-98	5.0	4.5	4.0
B+ 90-93	4.5	4.0	3.5
B 84-89	4.0	3.5	3.0
C+ 80-83	3.5	3.0	2.5
C 74-79	3.0	2.5	2.0
D+ 70-73	2.5	2.0	1.5
D 64-69	2.0	1.5	1.0
F below 64	0.0	0.0	0.0

Report Cards

Report Cards will be issued each nine weeks. These are to be taken home, signed by a parent or guardian, and returned to school within three (3) school days. In addition, interim progress reports are available midway in each nine-week period. This interim report is an estimate and indication of the student's progress during the first half of the nine-week period. Edline will take the place of paper interim progress reports. It is also available to monitor student progress throughout the year. If a parent/guardian wishes to obtain a copy of his/her child's interim report, a call to the school counseling office is necessary.

Student Records

Chesterfield County Schools maintains student scholastic records which include the name and address of students and parents; birth date of pupil; scholastic work completed; level of achievement (grades, standardized achievement test scores); attendance; health and physical fitness information, include immunizations and unusual health problems; disciplinary actions; and school registration forms.

The record may also include tentative high school program of studies plan, results of standardized group tests, employment evaluations, school and community activities, social security number, and pertinent communications between home and school.

Confidential records are kept for certain students who may require special services to differentiated programs. These records include those mandated by the state for proper evaluation and placement of pupils.

There are occasions when James River High School releases certain information about its pupils. When a student transfers from one school to another, a transcript of the student's scholastic record shall be released to the officials of the receiving school. Also, some data is released for athletics and performing arts purposes, yearbooks, newspapers, commencement list and other activities.

The data released under this category is referred to as directory information and may contain any or all of the following information: name and address of student, date and place of birth, participation in any officially recognized activities or sports, height and weight if a member of an athletic team, dates of attendance, and honors and awards received. James River High School will publish this data when needed unless the parent or guardian notifies the school in writing that directory information is not to be released.

The Chesterfield County Public Schools system complies with all regulations relative to the Family Education Rights and Privacy Act; parents desiring additional information should contact the school's principal.

Class Standing

In order for a student to be considered a member of a certain class, the following number of credits must have been earned: cumulative sophomore, 5; junior, 11; and senior, 22 and must be a candidate for June graduation. A cumulative grade point average and rank in class are obtained at the end of the first semester of the junior year, and each semester following, through the end of the senior year. All credits attempted are included on a student's transcript and generally are included in a student's grade point average/class rank. Questions should be addressed to your school counselor.

Diploma Requirements

Standard Studies Diploma Requirements: 22 Credits

Students may earn a Standard Diploma by meeting the minimum course requirement of 22 credits and successful completion of the verified credit testing requirements. Students earning a Standard Diploma and achieving a cumulative average of "A" or better (at the end of the first semester of their senior year) will receive a Board of Education Seal on their diplomas. The advanced mathematics and technology seal and the career and technology education seal are also available.

English	4 credits
*Mathematics	3 credits
**Laboratory Science	3 credits
History/Social Science	3 credits
World History/Geography (1)	
Virginia and United States History (1)	
Virginia and United States Government (1)	
Health and Physical Education	2 credits
***Fine Arts and Practical Arts	1 credits
****Electives	6 credits

TOTAL = 22 credits

*Courses completed to satisfy mathematics requirements shall be at or above the level of Algebra and shall include at least two course selections from among the following: Algebra 1, Geometry, Algebra 2, or other mathematics courses above the level of Algebra or Geometry.

**Courses completed to satisfy science requirements shall include course selections from at least two different science disciplines from among the following: Earth Science, Biology, Chemistry or Physics.

***Fine Arts courses are offered in grades 9 through 12 in art, music, theatre and creative writing. Practical Arts courses are offered in grades 9-12 through the Career and Technical Education department course offerings. In addition, speech, journalism and all computer-programming courses are considered practical arts.

****At least two elective classes must be sequential.

Standard Diploma Verified Credit Requirements for Class of 2007 and Beyond

Students must pass **6 SOL tests**:

- 2 English: Writing - Grade 10
- Reading/Literature - Grade 11
- 1 Math
- 1 Science
- 1 History/Social Science
- 1 Student Choice

NOTE: Students are required to take all SOL tests in the core courses.

NOTE: When students below the ninth grade complete ninth, tenth, eleventh, or twelfth grade subjects, this information will appear on their transcripts, will be included in their grade point average, and will count towards meeting the units required for graduation in grade 9-12 unless they chose to waive those credits at the completion of the course in middle school.

PSAT

The PSAT will be administrated on Wednesday, October 21, 2009 at James River High School during the school day. *Please note that ALL sophomores will take the PSAT free of charge through their English 10 class.* College bound juniors are encouraged to take the test and the fee for this assessment will be announced in the early fall. The PSAT is designed to help students prepare for the new SAT, which had its debut in March 2005. The new PSAT will have enhanced math content, as well as changes to the verbal section, which is now called "critical reading." For the latest information on the new PSAT and SAT assessments, go to www.collegeboard.com.

AP Testing

All students enrolled in an AP class are encouraged to take the AP exam at the end of the year.

Advanced Studies Diploma Requirements: 24 Credits

Students may earn an Advanced Studies Diploma by meeting the minimum course requirement of 24 credits, and successful completion of the verified credit testing requirements. Students completing the Advanced Studies Program and achieving a cumulative average of "B" or better (at the end of the first semester of their senior year) and successfully completing at least one advanced placement (AP) or college level course will receive a Governor's Seal on their diplomas. The advanced mathematics and technology seal and the career and technology education seal are also available.

English	4 credits
*Mathematics	4 credits
**Laboratory Science	4 credits
History/Social Science	4 credits
World History/Geography (2)	
Virginia and United States History (1)	
Virginia and United States Government (1)	
World Language	3 credits
(3 years of one language or 2 years each of 2 languages)	
Health and Physical Education	2 credits
***Fine Arts and Practical Arts	1 credits
Electives	2 credits

TOTAL = 24 credits

*Courses completed to satisfy mathematics requirements shall be at or above the level of Algebra and shall include at least three different course selections from among the following: Algebra 1, Geometry, Algebra 2, or other mathematics courses above the level of Algebra 2.

**Courses completed to satisfy science requirements shall include course selections from at least three different science disciplines from among the following: Earth Science, Biology, Chemistry or Physics.

***Fine Arts courses are offered in grades 9 through 12 in art, music, theatre and creative writing. Practical Arts courses are offered in grades 9-12 through the Career and Technical Education department course offerings. In addition,

speech, journalism and all computer-programming courses are considered practical arts.

Advanced Studies Diploma Verified Credit Requirements for Class of 2007 and Beyond

Students must pass 9 SOL tests:

- 2 English: Writing/10th grade
- Reading/Literature/11th grade
- 2 Math
- 2 Laboratory Science
- 2 History and Social Science
- 1 Student selected test

NOTE: Students are required to take all SOL tests in the core courses. The Virginia Board of Education has identified substitute SOL tests in Language Arts, Math, Science, and History and Social Science. Students may choose to substitute alternate test scores such as International Baccalaureate, Advanced Placement, SAT II, or Test of English for Literacy to meet graduation-testing requirements. In addition, the Board has identified industry certifications and state licenses in the career and technical education fields, which may be used to meet the student-selected verified credit.

NOTE: When students below the ninth grade complete ninth, tenth, eleventh or twelfth grade subjects, this information will appear on their transcripts, will be included in their grade point average and will count toward meeting the course and testing requirements for graduation in grades 9-12 unless they choose to waive any credits at the completion of any high school course in middle school.

Diploma Seals

In recognition of James River's selection as a Blue Ribbon School of Excellence, a Blue Ribbon School seal is affixed to each diploma. Students completing the Advanced Studies Program and achieving a cumulative average of B or better (at the end of the first semester of their senior year) and successfully completing at least one advanced placement (AP) or college level course will receive a Governor's Seal on their diplomas.

Students who complete the requirements for a Standard Diploma with an average of A will receive a Board of Education seal. Finally, students who complete the requirements for career education, advanced math, and civics education courses may also be eligible for special diploma seals. Please contact your student's counselor for details.

Summer Session

Summer Session classes are offered at various CCPS sites each year. Student schedules will be adjusted after summer school grades have been posted. Information is available in the School Counseling Office.

Course Selection/Changes

Students choose their programs of study with parental approval in the spring. After June 15th, the request for changes will be subject to administrative approval and enrollment restrictions except in cases where a student fails a required subject or fails a prerequisite to a previously chosen class. Every effort will be made to provide the classes selected. Please be aware this is not always possible.

Dropped Courses

After the first interim progress report of a high school course is issued, a student will have three days to drop a class and have it removed from his/her record. After that time, if a student drops a course, a grade of F for the course will be entered on his/her permanent record with a notation of withdrew failing (WF).

Levels of Instruction

Level O/P: Remediation/Proficiency/Reinforcement Level

This level will concentrate on providing SOL and proficiency (skills and content) remediation. The goals of this level is to prepare students to pass the SOL test(s) in a specific core area. Students eligible for this level are identified through teacher recommendation, performance level (grades), meeting prerequisites, and test results.

Level C: Proficiency Level

This level will concentrate on moving students from the proficiency to advanced proficiency standards on SOL core subjects. Students in this level have demonstrated the skills necessary to meet and exceed standards of learning objectives. Students eligible for this level are identified through teacher recommendation, performance level (grades), meeting prerequisites, and test results.

Level H or AP: Enhanced Level

This level will concentrate on delivering an enhanced and differentiated curriculum (above and beyond SOL standards) in specific subject areas. Advanced Placement (AP) courses will be offered, as the honors curriculum in subjects where AP classes are available. Students eligible for this level are identified through teacher recommendation, performance level (grades), meeting prerequisites, student motivation and interest, and test results.

Program of Study

In accordance with state requirements, students' schedules must be planned around a definite program of study to prepare for further education or to provide marketable skills for securing employment after graduation. The curriculum is organized around two basic programs of study: general/vocational and college preparatory. In planning for graduation from high school, students must decide which program is best suited for their individual needs. In making this decision, students should rely on teachers, counselors, and parents to assist in the evaluation of their interests and abilities.

College Preparatory Program

The college preparatory program must include the subject's essential as a preparation for successfully pursuing scholastic work in college. This does not guarantee that a student will be admitted to college, but does include those subjects, which are part of the entrance requirements of many colleges. Some colleges will admit students who have not completed all course required for a college preparatory program. Other colleges require more background courses in foreign languages, science, and math than is required for a college preparatory program. A college bound student should check the entrance requirements of those colleges in which he/she is interested and then plan an appropriate high school program with his/her counselor.

In addition to the courses normally required for high school graduation, the college preparatory program requires the following courses: Algebra I (1unit), Algebra 2 (1 unit), Geometry (1 unit), World Languages (3 units), and Science (3 units).

Dean's List

The administration will maintain and post the following two Dean's listings at the end of each nine weeks:

- **Distinguished Dean's List** – Students who have earned at least a 3.5 weighted average for the grading period.
- **Dean's List** – Students who have earned at least a 3.0 weighted average for the grading period.

Academic Letter

Any student who achieves Dean's List status for any three grading periods within an academic year will receive an academic letter. Any transfer student must be in attendance at James River for at least one full grading period in order to be eligible. These academic letters will be presented at the end of the year. If a student achieves Dean's List status for the third time during the final grading period of the year, the academic letter will be presented the following

fall. Students earning letters for the second, third, or fourth times are issued certificates and stars.

National Honor Society

In order to be eligible for National Honor Society induction, a student must maintain a cumulative grade point average of at least 3.6 (weighted) through the sophomore and junior years, be active during the semester immediately preceding induction in at least two service-oriented school, church, or community activities, and have received the required faculty ratings in the areas of leadership and character.

National Beta Club

The Beta Club is an academic-leadership-service organization for students in grades 10 through 12. The purpose of the club is to encourage effort, reward achievements, and promote good leadership. Sophomores, juniors, and seniors with cumulative 3.2 (unweighted) averages are eligible to submit applications for membership.

Honor Code

Principles

Since personal integrity and honor are important attributes for any citizen in an organized society, efforts should be made to encourage those characteristics in students. An honor code is a necessary component in promoting the qualities essentials for the society's well being.

To create a more honorable atmosphere at James River High School, students should not lie, cheat, steal or commit any other dishonorable acts. The task of this Honor Code is to create a cohesive bond of trust among all members of the school community and to install on all students a reverence for concept of "honorable behavior" by addressing infractions of plagiarism and cheating. The current James River High School discipline guidelines address all other infractions of honor.

Definitions of Honor Offenses

Plagiarism includes the copying of the language, structure, ideas and/or thoughts of another and representing it as one's own work.

1. All direct quotations (word-for-word) must be placed in quotation marks and acknowledged in text. Even grammatical elements as short as a phrase or a single unusual word should be enclosed on quotation marks.
2. All paraphrases and citations must be acknowledged. When citing any idea or information from a source, one must give credit to the author or source.

3. Common knowledge is information that does not have to be cited. It consists of information reliable authors refer to without citing the source; information most knowledgeable

Cheating includes the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of unfair advantage on any form of academic work.

1. Each student is expected to do his or her own work in all academic endeavors. Giving or receiving help on academic work unless allowed by the instructor is cheating and must be reported.

2. Examples of cheating include, but are not exclusive to the following:

- Using cheat sheets or looking on someone else's paper.
- Telling other students what is on a test that they have not taken.
- Allowing other students to copy work that is to be graded.
- Allowing students to copy answers from test papers.
- Having a cell phone visible during a test/quiz

Honor Code Violations

To create a more honorable atmosphere at James River High School, students will not lie, cheat, steal, or commit any other dishonorable acts. All honor code violations are cumulative throughout one's high school career. Honor Code violations carry considerable weight and the following consequences.

First violations: Zero on the assignment; written parental notification; **office referral; copy of referral submitted to guidance counselor**

Second violation: Zero on an assignment; written parental notification; office referral for one day of out-of-school suspension; copy of referral submitted to guidance counselor

Third violation: Zero on the assignment; written parental notification; office referral for three days out-of-school suspension; copy of referral submitted to guidance counselor.

The Honor Code

To ensure the honor and integrity of all students at James River High School, the following honor code will apply:

"I pledge, on my honor, that I have neither given nor received aid on this _____ (quiz, test, project, examination)."

Signed _____ (name)

Attendance Policies

Philosophy

Good attendance boosts academic success and prepares students for future employment. Chesterfield County Public Schools expects the best from every student. Students are expected to arrive on time and attend class 95 percent of the time.

Absence

Whenever a student is absent, he/she should return to school the day following the absence(s) with a note signed by a parent and should present the note to his/her first period teacher. The note should include the date, the student's name, the student's number, and the date(s) of the absence, and the specific reason for the absence. At that time, the first period teacher will issue the student an "absence slip" so the student can show his/her other teachers. The first period teacher does not write an "absence slip" for a student who does not present a parental note. Teachers are not responsible for reminding students to bring parental notes upon returning to school from an absence.

Tardiness to School

Students who report to school after the tardy bell but **before 8:15 a.m.** must report directly to the tardy station. Students who arrive to school **after 8:15 a.m.** should report to the clinic. The student should present a note signed by a parent indicating the date, the student's name, the student's I.D. number, a telephone number of the parent who signed the note and the specific reason for the tardy. **Students who repeatedly arrive late to school may have their parking permits suspended or revoked.**

Unexcused tardiness will affect academic progress and may result in disciplinary action. The James River High School tardy policy (per semester) for students that are tardy to school is:

- Tardies #1 & #2: Student receives a verbal warning.
- Tardy #3: Parents are mailed a letter as notice that their student has accumulated 3 unexcused tardies to school.
- Tardy #4: Referral to administrator, lunch detention assigned
- All subsequent tardies to school: Referral to administrator for disciplinary action (Saturday Detention, In-school detention or suspension)

Tardiness to Class

Classes begin when the bell rings. Unexcused tardiness will affect academic progress and may result in disciplinary action. The James River High School tardy policy (per semester) for students tardy to class is shown below:

Tardy #1: Teacher issues warning.

Tardy #2: Teacher calls home.

Tardy #3: Teacher assigns after-school detention.

Tardy #4: Office referral.

All successive tardies: Office referral and appropriate discipline (Saturday School, In-school detention or suspension)

Dismissals

A student who wished to leave school before his regular dismissal time must bring a note signed by a parent to the attendance office between 7:15 and 7:25 a.m. on the day he wishes to be dismissed early. The note should include the date; the student's name, grade, and I.D. number; a telephone number of the parent who signed the note; and the specific reason for the dismissal. A student may not leave school at any time during the day without a dismissal slip. Leaving school without permission will result in disciplinary action.

Students are reminded that a "false note" is any written document presented to a school staff member which has been altered after the parent or guardian has signed it. Presentation of a "false note" will result in disciplinary action. Parental notes received after the presentation of the "false note" will not render the note valid.

Make-Up Work

Students are encouraged to bring a note immediately upon returning to school after an absence so that make-up work can be completed within the six school day time period. All work not completed within this time limit will be graded zero. The six-day count starts on the day that the student returns to school from an absence. For example, if a student does not present a note until the third day that he/she returns to school, and then he/she has only three (3) days left to complete all make-up work.

Regulations for Implementing the Attendance Policy

<u>Period 1</u>	<u>All other classes</u>	<u>Actions</u>
1-10 days missed	1-5 days missed	*Student receives full credit for make-up work for absences
11-20 days missed	6-10 days missed	*May require conference with parent/guardian *Future absences may require documentation beyond written excuse *Student receives full credit for excused** absences *Student receives maximum grade of 63% on work made up
unexcused absences		
20+ days	10+ days missed	*No credit for course(s) missed unless make-up time requirements are met

****Excused absences** are limited to illness, medical or dental appointment, court appearance, death in the family, observance of a religious holiday or extenuating circumstances as determined by the principal. These factors also apply to tardy arrivals and early dismissals.

- Travel or activity plans that would cause a student to miss school should be discussed with the principal or appropriate administrator in advance to see if the absence will be excused or unexcused.
- A student participating in a school-sponsored field trip or activity will not be marked absent.
- It is the student's responsibility to contact the teacher to make up missed work and to turn it in no later than six (6) school days after returning to school.
- Absences, excused and unexcused, are cumulative for the year.
- The complete attendance policy (section 400) can be found online at <http://chesterfield.k12.va.us>

School Policies

O.N.E. Lunch

The purpose of O.N.E. Lunch is to give students the opportunity to receive academic support, confer with teachers, complete work and take advantage of enrichment opportunities.

Rules during lunch

- With the exception of the courtyard area, students are to remain inside.
- Areas in which food is permitted are open to all students, regardless of grade level.
- Students may NOT eat in the gym, theater, stairwells, computer labs, or library (unless a special event is held).
- Delivery of food to individual students from outside vendors of food items is prohibited.
- Each teacher decides on the eating policy to be observed in their classroom.
- Students are expected to clean up their trash.
- Cell phones are not allowed to be used in any location during school hours.

Lunch Appointments

Students are encouraged to visit teachers during O.N.E. Lunch office hours. Teachers will post office hours outside of their classroom doors and on Edline.

1. Any teacher may schedule individual or on-going appointments with students.
2. Students are expected to attend scheduled appointments and are to wait at the designated location.
3. Missed appointments will result in the teacher contacting the parents and the student's administrator assigning lunch detention. Failure to serve lunch detention results in an office referral with additional consequences.

Lunch Detention Process

- Report to the theater lecture hall within 8 minutes after the lunch period begins.
- Sign in with the monitor.
- Students should bring a bag lunch and work for the entire detention.
- Talking and sleeping are not allowed.
- Electronic equipment can not be used.
- Detention is over when the bell rings to end lunch.

Restricted Areas

Students must have administrative permission to be in the following areas during school hours:

- Any parking lot
- Athletic Fields
- Any closed hall during lunch
- Faculty areas (including the mail room)
- Unsupervised outdoor areas

Students in these areas during regular school hours will be subject to search and disciplinary action.

Building Hours for Students

The building is open at 6:45 a.m. and the library is open at 7:00 a.m. The School Counseling Office is open from 7:00 a.m. – 3:00 p.m. Students are not permitted in the building at other times unless participating in a school-sponsored activity (e.g. co-curricular or extra-curricular activities, field trips) or accompanied by a faculty member. Students must have a valid reason for staying in school after classes are over. The classroom section of the building is closed on weekends.

Hall Passes

All students in the hall during class time must have a pass from a teacher or staff member. Students using passes are required to go directly to and from their destination without detours. **Passes will not be issued to students during the first and last 10 minutes of every period in order for students to be present for beginning instruction and for summary, concluding remarks and assignments.**

Parking

Cars parked on school property that do not display a current James River parking decals are subject to towing at the owner's expense. Decals will be sold to juniors and seniors only on assigned dates beginning in September. Students are prohibited from parking in the lot in the circle or in the lot reserved for faculty and staff. The parking lot is off limits to students during the school day. Any student who enters the parking lot without permission from the office will be subject to disciplinary action. Conduct which may constitute cause for the suspension of parking privileges shall include, but not be limited to, the following:

1. failing to display the parking decal
2. habitual tardiness to school or absence from class

3. going to the parking lot without administrative approval
4. parking in the faculty parking lot
5. leaving school without permission
6. parking in a no-parking area
7. violating posted speed limits
8. cutting class
9. any other action deemed recklessly the administration

Moving Violations and Penalties

Moving violations will result in an automatic suspension of parking/driving privileges. Moving violations are defined as, but not limited to, the following:

- Exceeding the 10 mph speed limit on school grounds
- Failure to yield right-of-way to pedestrians
- Failure to yield right-of-way at stop signs
- Any other action deemed reckless by the administration
- Failure to observe one way traffic signs

Suspension policy for moving violations:

1st violation: suspension of parking privileges for 5 school days

2nd violation: suspension of parking privileges for 10 school days

3rd violation: suspension of parking privileges for semester

4th violation: suspension of parking privileges for remainder of year

Non-moving violations are defined as, but not limited to, the following:

- Blocking proper flow of traffic, i. e., parking on curbs
- Parking in non-student lots, i. e., faculty, visitor
- Parking without a proper parking tag displayed in vehicle
- Accumulating parking violation tickets
- Leaving school without permission

Suspension policy for non-moving violations:

1st parking ticket: first and only verbal/written warning

2nd parking ticket: suspension of parking privileges for 3 school days

3rd parking ticket: suspension of parking privileges for 5 school days

4th parking ticket: suspension of parking privileges for 10 school days

Subsequent parking tickets: To be determined by administration

Any alterations to parking decals or usage of parking decals from previous years may result in out-of-school suspension.

Suspension policy (parking) for leaving school without permission:

1st violation: suspension of parking privileges for 5 school days

2nd violation: suspension of parking privileges for 10 school days

3rd violation: suspension of parking privileges for remainder of year

Extremely reckless actions will be dealt with by the administration on an individual basis. All vehicles on school grounds are subject, for violations of this parking policy, to towing at the expense of the registered owner.

Early Release Students

Students enrolled in a work program or seniors who do not have a full schedule are expected to leave the school grounds within five (5) minutes of their last scheduled class. Failure to do so may cause the early release privilege to be revoked. Students may not return to school unless prior permission from the administration is obtained. Only students in school-related work programs may be assigned fewer than seven (7) class periods.

Skateboards

Skateboards are not allowed on school property or in school at any time.

School Buses

- A student is not allowed to leave or board the bus at any stop other than his regular stop, nor is he allowed to ride a bus other than his assigned bus unless he has a note from his parent signed by an administrator. These notes should be presented to an administrator in the front office upon arrival to school on or before the day of the request.
- Students who misbehave on the bus will be subject to administrative action and may be suspended from riding the bus.
- School buses do not dismiss/unload until 7:10 AM.

Locks and Lockers

Only locks issued by the school are permitted on lockers or cabinets within the school or field house. Freshman and sophomores will be issued lockers. Upperclassmen will be issued lockers on a per request basis. Broken or damaged lockers should be reported to the main office. The school administration reserves the right to inspect locker contents.

School Pictures

Each student is expected to have his picture taken by the school photographer. Underclass portraits will be taken in September.

Phone Messages & Delivery of Packages, Lunches, etc.

The front office will not accept telephone messages for students except from parents/guardians, and they will only be delivered if they are emergency in nature. Reminding students of after school appointments and coordinating transportation does not constitute an emergency. Additionally, the office phone is not for student use except in the case of extreme emergency or before/after the school day. Pay phones are available to students in the commons.

The front office will accept package deliveries for students between 8:00 a.m. and 12:00 p.m. only. Students will be called to the office via intercom during class changes. **Classes will not be interrupted for this purpose.** Lunches and lunch money must be received prior to the start of lunch. We are not able to accept deliveries of flowers, balloons, or gifts on birthdays and special occasions.

Telephones

Public telephones for student use are located in the building. The telephones in the various offices are for school business only, and they are to be used by students only in cases of emergency or with the approval of a staff or faculty member. Personal calls for students will not be taken on school telephones. A parent who needs to contact a student should leave a message with the school secretary who will notify the student as soon as convenient. Students are not permitted to leave the building during the instructional day to use the telephones.

Cell Phones

The use of cell phones is prohibited on campus during the instructional day. If a student uses a cell phone for any purpose between the first bell (7:19 a.m.) and dismissal (1:45 p.m.), the phone will be confiscated.

****Note:** Using or having a cell visible during a quiz or test constitutes an honor code violation, resulting in a zero on the quiz/test, phone confiscation, and other consequences as outlined in the section on Honor Code Violations.*

Acceptable Electronic Devices

Electronic devices, Radios, MP3 players, iPods, hand-held game systems, DVD players, CD players, headphones and computer games are considered acceptable electronic devices and may be used **before** and **after** school and **during lunch**. If a student uses these devices during any other time, the device will be confiscated.

Unacceptable Electronic Devices

Laser pointers/pens and cameras are prohibited for use at all times and will be confiscated.

Consequences for Violations of Cell Phone and Electronic Device Policies

1st Offense: Student will be allowed to pick up the electronic item the next school day and a parent notification letter will be issued. Student will be assigned 2 days of administrative lunch detention.

2nd Offense: Electronic item must be retrieved by a parent/guardian. The phone will not be available for pick up until the next school day. Student will be assigned 2 days of ISD.

3rd Offense: Electronic item must be retrieved by a parent/guardian. The phone will not be available for pick up until the next school day. Student will be assigned 4 days of OSS for defiance of school policy.

Students are responsible for securing their personal items. A student who brings money, cell phones, or any electronic device to school does so with the understanding, that the school will not be responsible for its loss, theft, destruction or recovery.

PE Fees and Expenses

1. The yearly P.E. fee of \$5.00 helps defray expenses with school-supplied towels, damaged equipment, lock rental, and locker maintenance.

*Towels are supplied daily.

2. Master V-30 series combination locks are required for P.E. lockers and can be obtained from your PE teacher.

Dress for PE

1. When in Physical Education class it is mandatory to dress out each day. **We will not be using gym uniforms.** Instead we are asking that students come prepared for activity each day in an appropriate activity outfit.

Requirements for your PE outfit:

1. The clothes must follow the Chesterfield County Public Schools dress code.
2. The outfit must be appropriate for activity. The outfit cannot be too tight/too loose, and it must cover your body!
3. Shorts must be at/or longer than fingertip length.
4. No tank tops are allowed.

Family Life Education

The Board of Education regulation on opting-out of the state mandated Family Life Education curriculum states: "An 'opt-out' procedure shall be provided to ensure communication with the parent or guardian for permission for students to be excused from all or part of the program." The opt-out procedure is as follows: Parents may exercise the "opt-out" procedure for any or the entire Family Life curriculum by requesting an "opt-out" form from the school.

Lesson plans are available for all Family Life Education Standards of Learning at each grade level. Parents are encouraged to review lesson plans at each grade level before exercising the "opt-out" procedure. If a parent elects for his/her student not to participate, an "opt-out" form (available in the school office) should be completed and returned to the school within two days of the first day of the school year. Parents who wish to add to, modify or withdraw an "opt-out" request during the school year should secure and submit a new "opt-out" form or notify the school in writing of their desire to withdraw the "opt-out" request.

Visitors to the School

Visitors arriving at school are required to report directly to the main office and present a valid photo ID. All-day visits by student guests are prohibited without prior administrative approval.

Conflict Mediation

A group of trained students and staff members make up the membership of Rapid Solution, an organization that helps students solve disagreements, misunderstandings, complaints, concerns, and other situations of conflict. With a staff member present, student mediators assist other students with conflict resolution.

Conflicts & Altercations

Students who are involved in fights are **disruptive to the overall climate of the school and are create potentially unsafe conditions**. A student who is identified as being an active participant in a fight involving physical contact will be **suspended from school (a minimum of 5 days)**, may be sent to the **Office of Student Conduct**, and a **police report may be filed**. Students involved in verbal altercations will be suspended from school for a minimum of 4 days.

Exams

First semester exams are given to each student in every subject. Seniors may be exempt according to the Senior Examination Exemption Policy. Any student may be exempt from a subject area final exam based on SOL results or sitting for the AP examination.

Exam Make-up Policy

Students must make prior arrangements with an administrator if they are aware that they will miss an exam day. If a student is absent on the day of an exam, **a parent must contact the school** at 378-2420 and speak with the appropriate administrator for approval of make-up arrangements. Exam credit for make-up exams will be based upon the reason for the student's absence and the student's attendance record for the class. Failure to contact a school administrator before the administration of an exam will result in a zero on the exam.

Video Surveillance

James River High School is equipped with video surveillance (security cameras) throughout the building. These cameras are an administrative tool used to enhance personal safety and security, student discipline, and protection of property. Surveillance cameras will monitor the building exterior, entrances, hallways, selected classrooms and common areas (i.e. Open Commons, gymnasium, Closed Commons).

Textbooks/Materials

Students will be responsible for textbooks/materials issued to them. Textbooks should be covered at all times. Any loss or damage to textbooks is the responsibility of the student to whom they are issued. Lost textbook fines are paid according to current adoption prices and the condition of the book when issued to the student. Charges for lost/damaged textbooks follow:

Charges for Lost Textbooks

<u>CONDITION</u>	<u>CHARGE</u>
New	100%
Good	75%
Fair	50%
Poor	15%

Charges for Damaged Textbooks

<u>ISSUED</u>	<u>RETURNED</u>	<u>CHARGE</u>
New	Good	None
	Fair	50%
	Poor	75%
Good	Good	None
	Fair	None
	Poor	50%
Fair	Fair or Poor	None
	Poor	None

Student Regulations

All rules and regulations of the Chesterfield County School Board apply to James River students "while on school property, when at school sponsored activities, and when going to and from school." Disciplinary rules at James River have been designed to provide guidelines for the development of students into responsible and mature young adults and to correct those who purposely conduct themselves improperly. Students are expected to be knowledgeable of the CCPS Code of Student Conduct.

Detentions

- **After School Detentions:**

A student may be assigned to an after-school detention by any teacher or administrator who feels that the student's behavior is deserving of the assignment. The location and date of the detention will be determined by the teacher. Should a student be absent on the day of the assigned detention, he/she will be expected to serve the detention the day he/she returns to school. An extra-curricular or employment commitment does not constitute an excuse for not serving detention. A student serving a detention must arrange for his/her own transportation home. Any student who does not attend an assigned detention or who does not adhere strictly to the rules of the detention will be referred to an administrator for disciplinary action.

- **Lunch Detention:** A student may be assigned a lunch detention by any teacher who feels that the student's behavior is deserving of the assignment. The nature and location of the detention will be determined by the assigning teacher. Any student who does not attend an assigned detention or who does not adhere to the rules of that detention may be referred to an administrator for disciplinary action.

Lunch detentions may be assigned by an administrator for violation of school rules, such as excessive tardiness and failing to attend a teacher-scheduled lunch appointment. Expectations for students assigned to lunch detention are outlined in the O.N.E. Lunch section. Failure to serve an assigned lunch detention may result in additional disciplinary action.

- **In-School Detention:** Staffed by a full time tutor/monitor, ISD provides a temporary educational environment to help students evaluate their behavior and develop plans for behaving more productively in the school, home and community settings. Students

assigned to ISD will lose normal student privileges for the duration of their assignment (usually 2 to 4 days). ISD rules are clearly and carefully explained to each student prior to his/her first day in ISD. Class work is assigned by each student's classroom teachers and must be completed for credit prior to his/her returning to class. Individual academic/social assistance is provided by the tutor/monitor whenever appropriate. Students will not be assigned to ISD more than two times during the school year. The student will be suspended out-of-school for subsequent violations.

- **Saturday Detention:** A student may be assigned Saturday detention as a corrective measure. Students assigned to Saturday detention should be in the assigned location at 8:00 a.m. and remain there until 12:00 p.m. Saturday detention time may be used for completing school work, studying, and/or reading. Students arriving tardy to Saturday detention will not be admitted, and they will be referred by the Saturday Detention monitor to the appropriate administrator.

Suspension

School officials shall thoroughly consider each case of misconduct or continual misconduct to justify any suspension in order to insure that the misconduct does not threaten the welfare of the school or other students, disrupts the educational process, deprives other students of an effective opportunity to pursue their education, or violates school regulations or School Board policies.

Suspensions for drug or alcohol violations require a minimum 10 day suspension and exclusion from extracurricular activities for the next 45 school days and will result in the loss of driving privileges for 365 days, a referral to an intervention program, and a conference with an assistant superintendent or designee. Suspensions for tobacco violators are: three days for the first offense; five days for the second offense; and 10 days for the third offense with a possible referral to a substance intervention program; and 10 days and may include a recommendation for extended suspension and or expulsion for a fourth offense. Suspensions, although excused absences, will count towards a student's cumulative attendance record for the year.

A student enrolled in a cooperative work program who is suspended may also be restricted from employment during the tenure of his/her suspension. High school students are required to make up work missed. During the first ten days of suspension the grade for the work not made up will be zero. A student suspended from James River High School may not enter any Chesterfield County school building nor may he/she come onto any Chesterfield County school property during the period of suspension except with the prior

permission of the principal. All privileges to participate in any extracurricular or school sponsored activity are denied during the period of suspension. Students found to be in violation of these rules will face additional disciplinary action which may include the filing of charges in accordance with Section 18.2-119 of the Virginia School Laws: Trespass after having been forbidden to do so.

Conduct, which may constitute suspension, shall include, but not be limited to any of the following:

- Continued and willful disobedience;
- Open defiance of the authority of any employee of the school system;
- Conduct of such character as to constitute a continuing danger to the physical well-being of others;
- Fighting or physical assault upon another student or upon any teacher, administrator, other school employee or person;
- Any verbal confrontation, disruptive behavior, or posturing toward another student may result in out-of-school suspension;
- Taking or attempting to take another person's personal property or money, including school owned property or money;
- Willfully causing, or attempting to cause damage to school property;
- Participation in the unauthorized occupancy of any part of the school or school grounds, or failure to leave promptly after having been directed to do so by the principal or other school employee or law enforcement official;
- Use or possession of any unauthorized firearm, knife, military armament, or any other weapon on school property or in association with any school activity or the use or possession of any explosives including fireworks;
- Use, possession, distribution, or being under the influence of intoxicants or illegal drugs on school property, or in association with any school activity and as further set forth in School Board Policy 6007;
- Violation of the tobacco and smoking policy;
- Cursing or verbally confronting or abusing any person;
- Willful interruption or substantial disturbance of any school activity;
- Trespassing upon the property of any other Chesterfield County school during the regular school day;
- Any threat or attempt to bomb, burn, or destroy in any manner a school building or any portion thereof;
- Violation of law or School Board policy or school regulations;
- Leaving school grounds without the prior written permission of the principal or his/her designee;
- Refusing to follow a request or directive of a staff member

- Refusing to identify or failing to identify correctly oneself when requested to do so by a staff member [4 days out-of-school suspension];
- Using, possessing or distributing hall passes or attendance slips without proper authorization;
- Any other conduct, which, in the principal's judgment, interferes with the orderly operation of the school.

Suspension Appeals Process

A decision to suspend a student may be appealed by the student's parents to the principal, and then to a hearing officer designated by the superintendent, then to the assistant superintendent and then to the School Board. The student will remain out of school during the appeals process. If the appeal is successful, his record will be expunged. While the student is in the appeal process, he will be unable to participate in any school activity. If he returns after serving his time and then appeals, he may participate in activities. Students are permitted to make up work during the first 10 days of suspension (cumulative) in any academic year.

Search & Seizure

Designated school officials may, according to law and School Board policy, have access to student lockers, desks, or other storage facilities when evidence suggests that the welfare of students and other personnel may be threatened or when evidence suggests that the facility might contain items which violate state law, School Board policies or regulations, or might contain items which may be harmful to the school or its students. Any search or seizure may be witnessed by the user of the locker, desk, or storage facility and will be witnessed by at least two members of the administrative team.

Designated school officials may search any student when there is reasonable basis to believe that the student possesses an item which violates state law, School Board policies and regulations, or which may be harmful to the school or its students.

Designated school officials may search any student's car on school grounds or at any school activity when there is a reasonable basis to believe that the student possesses an item which violates state law, School Board policies and regulations, or which may be harmful to the school or its students. School officials will attempt to notify the parent(s) of any student whose person or personal belongings have been searched of the circumstances justifying the search and the results thereof.

Dress Code

James River High School is a place of business where students are learning both academic and social skills. Students are expected to wear attire, which is appropriate for business/school day activities. Such attire should reflect a positive attitude toward school and should not be distracting to the educational environment. In some instances, current fashion may not be acceptable to the school setting. The following reminders outline our dress code requirements.

1. Shoes must be worn at all times.
2. Hats, headbands, sunglasses, bandanas, caps, hoods, scarves or headgear of any type may not be worn inside the building. When tucked in a pocket, they must be completely out of sight. Failure to comply will result in confiscation.
3. Shirts or blouses must be of sufficient length to meet the waistband at all times. No bare midriffs are permitted. Muscle tops, half shirts, tube tops, halter tops, shirts with spaghetti straps, tank tops, low cut tops of any design, or any other clothing items which are revealing or transparent are not acceptable. (Tops with exposed shoulders are considered revealing and inappropriate for school.)
4. Tank shirts, thin undershirts, vests, and thin-strapped garments may not be worn alone as shirts.
5. Clothing with any kind of sexual connotations, profanity, advertisements of drugs, tobacco, or alcoholic beverages, and/or violence are unacceptable.
6. Shorts, skorts, and skirts are acceptable only if they are worn in good taste. The length of shorts and skirts must meet the student's fingertips when the student stands straight with arms at his/her sides and should appropriately cover a student's body when sitting, standing, and bending. Short shorts, gym type shorts, stretch shorts, and unhemmed shorts are not allowed.
7. Garments or accessories that have sharp items, such as spikes, and bolts protruding from them will not be permitted.
8. Any other attire or apparel that the administration deems as inappropriate, disruptive, and/or unsafe to the school environment will be prohibited.

Students who violate these dress expectations will be removed from the classroom until compliance is met. Students who miss time from class will receive an unexcused absence for the time missed. Repeated dress code violations will be considered defiance and penalties will include additional disciplinary action.

Dress Code Violations

1 st Violation	time-out in ISD (in-school detention)/call parent for change of clothes/wear at-shirt issued by an administrator; parent notification letter mailed home
2 nd Violation	2 days in ISD
3 rd Violation	1 day OSS (out of school suspension)/readmitted after parent conference
4 th Violation	3 days OSS/ re-admitted after parent conference

Displays of Affection

School is not the place for public display of affections. Overt and obvious displays of affection are examples of unacceptable behavior. Behaviors such as excessive kissing and inappropriate touching (solicited or unsolicited) may result in disciplinary action.

Clinic/Attendance Office

A student who becomes ill while at school should obtain a pass to the clinic to arrange for someone from home to pick him/her up. Except in the case of an emergency, a student will not be admitted to the clinic without a teacher's pass. Facilities do not permit students to remain in the clinic for more than 15 minutes at a time. Students who spend an extended period of time in the clinic may be counted absent from class.

Students who leave school due to illness will be permitted to leave only with verified permission of parent, guardian, or emergency contact as noted on the medical information card. Students who leave school ill must obtain a dismissal permit from the clinic. Students are not permitted to carry any medication (prescription or over-the-counter) on their person. By law, no internal medicine (including aspirin) may be issued. If a student must take a prescribed medicine during the school day, prior arrangements must be made with the clinic. Students found in possession of prescription or "over the counter" medication will be suspended.

The clinic telephone will be used for clinic business only. Students will not be permitted to make personal calls from the clinic telephone.

Dining Rooms

Two dining rooms are provided for student use; the open commons is located adjacent to the theatre and gymnasium, and the other closed commons is located across from the courtyard of the school. Vending machines for student use are located in both dining rooms; however, these machines are off-limits

during and between classes. Problems with the machines should be addressed to the Food Service staff in the kitchen.

The James River dining rooms should be viewed as a dining room away from home; students are expected to act appropriately. Therefore, boisterous conduct, throwing food, or leaving trays or trash on the tables, in classrooms, or in the hall will not be tolerated.

Library Media Center

The JRHS library was awarded the number one school library in the country by the American Association of School Libraries in 2002 and is nationally recognized for "Excellence in Education."

We foster active study and exploration of all the resources in the library. Our mission is to ensure that students and staff are lifelong readers and effective users of information and ideas. In addition to teaching information literacy skills, the library is a hub for students through book clubs, Lunch in the Library programs, and informal, friendly gatherings. Through open access we encourage visitors to make use of the library to meet their individual needs. We look forward to meeting you!

Services: *What we do for you*

- Provide instruction and help in the use of library information, materials and equipment to enhance 21st century learning skills
- Provide an attractive and friendly place for study
- Provide help and resources for assignments and personal information needs
- Provide recreational reading, information and materials
- Purchase books, materials and equipment based on needs and input from students and staff.

Resources: *What we have for you*

- *Print:* Books, magazines (current and back issues), and newspapers
- *Electronic:* Library catalog, informational databases, Internet resources, encyclopedias (These resources are accessible from home.)
- Word, Excel, Movie Maker, Photo Story

Procedures: *To keep our library running smoothly*

<i>Hours:</i>	7 a.m. to 3 p.m., Mondays and Thursdays	
	7 a.m. to 5 p.m., Tuesdays and Wednesdays	
	7 a.m. to 2 p.m., Fridays	
<i>Loan policy:</i>	Regular books	2 weeks
	Reference books, magazines	overnight

<i>Fines:</i>	Regular books	\$.10 per day
	Overnight materials	\$.25 per day
<i>Copies:</i>	Photocopies, computer printouts	\$.20 per page
<i>Computer Use:</i>	Subject to the guidelines defined in the "Computer Code of Ethics"	

Computer Code of Ethics

1. The computer network belongs to James River High School and is designed for educational purposes.
2. Access to this network or any computer at JRHS is a privilege and not a right.
3. Computer hardware and software will be used for authorized educational purposes only; the operating systems or any file server may not be accessed by a student who does not have a valid user l'd.
4. No software of any form including but not limited to applications and viruses will be loaded onto any part of the network or onto any computer at JRHS.
5. No hardware, software, software documentation or diskette is to be removed from its specific location on the network or in the school.
6. Sharing of one's own password or use of anyone else's password to access accounts is prohibited.
7. No individual has any rights to copy, modify, or access another individual's files.
8. The user has responsibility for logging off the network after completing work.
9. The giving or receiving of any unauthorized assistance related to hardware, software, or computer class work is prohibited.
10. Any hardware or software malfunctions should be reported immediately to the supervising teacher and before rebooting.
11. Appropriate classroom behavior is expected at all times near any computer or in any computer lab. The student is responsible for cleaning his work area at the end of the period.
12. Food and drink are prohibited near any computer or in any computer lab.

Any violation of this Code of Ethics will result in disciplinary action as explained by the supervising teacher, network administrator, and/or school administrator. This could include and is not limited to the suspension of computer access, suspension from school, or referral to the Chesterfield County Public Schools Office of Student Conduct. A Computer Code of Ethics agreement will be signed by each student and a parent before use of the computer hardware is allowed.

USB Removable Storage Devices

USB Removable Storage Devices, sometimes called Jump Drives/Flash Drives/Sticks, may be used within CCPS under the following conditions:

- The storage device must be used ONLY for educational purposes.
- Storage devices CANNOT contain any illegally loaded music, games, movies or other material protected by copyright laws.
- Storage devices CANNOT contain inappropriate software including hacking, browser, or file sharing software.
- Storage devices can only be used under the DIRECT supervision of a teacher for specific educational purposes.
- Any storage device that comes into a CCPS building may be collected and reviewed at any time.

Extracurricular Activities

Many activities, special interest groups, and service organizations are planned for the students of James River High School. Students are encouraged to participate in a variety of these activities. James River is a member of the Virginia High School League (VHSL) and participates in the AAA Dominion District and Central Region.

The VHSL requires that a student who wishes to participate in any athletic and/or academic extracurricular activity shall be enrolled in and shall have passed, at the end of the semester immediately preceding that in which he or she wishes to participate, not less than five credit bearing subjects.

Classes taken for grade improvement do not count in this total. All extracurricular activities are offered to boys and girls in accordance with Title IX. A full listing of VHSL Eligibility Rules can be found online at www.vhsl.org.

Athletics

A student athlete must pass a physical examination dated May 1 or later the year of competition, and must also submit parental consent and proof of insurance, or parental insurance waiver, to take part in the particular sport(s) in which participation occurs. In addition the school requires good sportsmanship, appropriate dress, and good citizenship at all times. When playing away from home, students participating in athletic events must use the transportation furnished by the school.

All athletic practices, games, and contests will take place after school hours. Whenever possible, practice hours will not be scheduled into the evening hours. In order to participate in an athletic contest, a student must be in attendance at least 5.5 hours on the day of the contest. To participate in the

practice session, the student must also attend class for at least 5.5 hours on the day of practice.

In addition, **students are responsible for transportation within 30 minutes after the conclusion of a practice or a contest.** Students are not permitted to congregate/loiter in the front lobby or other areas of the building. Students must remain with their coach until transportation has arrived. Students who cannot adhere to the transportation requirements will be subject to school disciplinary action up to and including removal from athletic teams. All school rules are expected to be followed when students are on campus.

VHSL Eligibility Rules

Student competitors (including athletic, debate, forensics, and academic) must adhere to the following Virginia High School League eligibility rules to participate in interscholastic contests:

- must be a regular *bonafide* student in good standing of James River High School.
- must be enrolled in the last four years of high school.
- must have enrolled not later than the fifteenth day of the current semester.
- must have passed at least five credit subjects the preceding semester and must be currently taking not fewer than five credit subjects for participation during the second semester.
- must not have reached the nineteenth birthday on or before the first day of August of the current school year.
- must have been in residence at James River or a middle school from which James River receives its students during the entire semester immediately preceding the one in which the student wishes to participate.
- must not, after entering the ninth grade for the first time, have been enrolled in or been eligible for enrollment in high school more than eight consecutive semesters.
- must have submitted to the Student Activities Director before any kind of participation, including tryouts or practice as a member of any school athletic team, an Athletic Participation/Parental Consent/Physical Examination Form, fully completed and properly signed attesting that the student has been examined during the current school year and found to be physically fit for athletic competition and that the parents consent to the student's application.
- *must be an amateur as defined by the Virginia High School League: "An amateur is an athlete who engages in VHSL athletics solely for the educational, physical, mental, and social benefits he derives there from and to whom VHSL athletics are nothing more than an avocation."

- *must not have received in recognition of ability as a high school athlete any award not presented or approved by James River High School or VHSL.
- *must not be in violation of the VHSL all-star rule.
- *must not have been a member of a college team in the sport in which the student wishes to participate.

**Not applicable to cheerleaders or academic competitors*

Cost of Admission

Varsity Football	\$7
JV Football	\$5
Field Hockey	\$5
Boys & Girls Basketball	\$6
Boys & Girls Soccer	\$5
Boys & Girls Volleyball	\$5
Baseball	\$5
Boys & Girls Lacrosse	\$5
Wrestling	\$5

Note: *All other athletic events are free admission. District, Regional, & State events held at James River High School will carry a different admission price than regular season games.*

Dances

Dances may be scheduled exclusively for participation by students of James River High School and their invited guests. Students and guests will be under the supervision of the school at school-sponsored dances and will be expected to abide by all school rules and regulations including the following:

1. Each person attending the dance will be appropriately dressed. Proper dress will be determined by the dance sponsors and announced prior to the dance. Any person who fails to comply with the dress requirement may be refused admission.
2. All ticket holders must present a photo ID to gain entry.
3. All dances will end by 11:00 p.m.
4. Use of controlled substances (alcohol, tobacco, etc.) is prohibited and is subject to disciplinary action.
5. Any dancing that involves lewd, suggestive, or vulgar movements by either participant will result in a warning by the chaperones to those involved. Any subsequent or continued inappropriate "dancing" will result in removal of those individuals from the dance and notification to parents.

Pep Rallies

Pep rallies are held periodically during the school year. Students are expected to conduct themselves in an acceptable manner as explained below:

1. Sit in the area assigned to their class (9, 10, 11, or 12).
2. Wear attire that displays appropriate language or slogans.
3. Respect teachers and peers.
4. Have all signs approved by the administration prior to the start of each pep rally.
5. Do not bring objects that will be used for amusement, *i.e.*, beach balls, silly string, etc.

Students who violate the rules will be removed and disciplined. In addition, violators will be prohibited from attending other pep rallies for the remainder of the school year.

Clubs

For information about the following officially sponsored organizations, interested students should visit the school website for an up-to-date list.

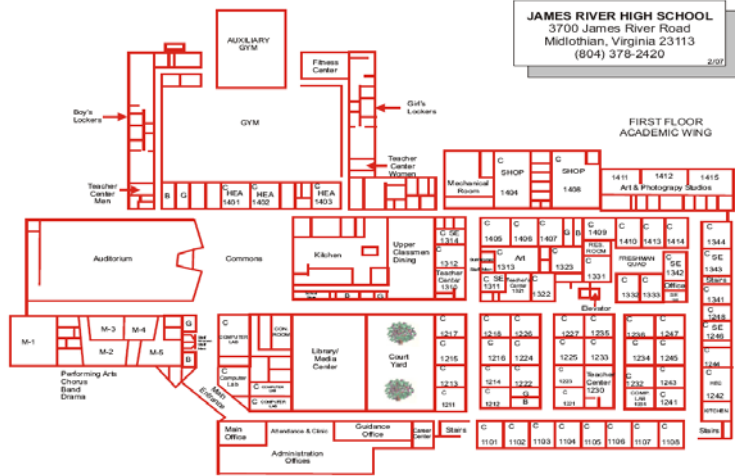
Students are responsible for transportation within 30 minutes after the conclusion of a club meeting or event. Students are not permitted to congregate/loiter in the front lobby or other areas of the building. Students must remain with their club sponsor until transportation has arrived. Students who cannot adhere to the transportation requirements will be subject to school disciplinary action up to and including removal from the club or activity. All school rules are expected to be followed when students are on campus.

Where to Find Help

Academics	School Counselor, Administration
Announcements	Sponsor of activity or Main Office
Assemblies	Director of Student Activities, Main Office
Athletics	Director of Student Activities, Main Office
Band	Mr. Keith Cottrill, Band Room, M-1
Building use	Director of Student Activities, Main Office
Bulletin boards	Mrs. Lydia Delboy, Main Office
Bus problems	Ms. Amanda Voelker, Main Office
Calendar	Director of Student Activities, Main Office
Career, college info	Mrs. Karen Brown, Career Center
Career Development Department Chair	Mrs. Rose Malone, 2500
Chorus	Mrs. Peggy Ripley, M-2
Class rings	Sophomore Class Sponsor
Clubs	Director of Student Activities, Main Office
College counseling	School Counselor

College Night	School Counseling Office
College Testing	School Counseling Office
Display cases/posters	Director of Student Activities, Main Office
Drama	Mrs. Allison Oyler, Theatre, M-3
Driver's education	Mr. Brent Vandell, Boys PE Office
Early dismissal	Mrs. Karen McGowan, Clinic
English Department Chair	Mrs. Suzanne Kelly, English Resource Center
Fund raising	Director of Student Activities, Main Office
Health, PE Department Chair	Mrs. Kieley Thomas, H/PE Office, Gym
Insurance forms	Mrs. Ruth Mills, Financial Secretary, Main Office
Jobs (part time, summer)	College and Career Center
Library media	Mrs. Ann Reinke, Library
Locker problems	Administrator, Main Office
Lost and found	Main Office
Mathematics Department Chair	Mrs. Jill Porter, Math Resource Center
Media equipment	Library
Money	Mrs. Ruth Mills, Financial Secretary, Main Office
Newsletter	Mrs. Ann Reinke, Library
Newspaper	Mrs. Beth Schwind, 1323
Parking permits	Mrs. Kathryn Catina, Office
Personal problems	School Counselor, School Counseling Office
Psychologist	Mrs. Lisa Ebling, School Counseling Office
P. T. S.A.	Main Office
Schedule changes	School Counselor, Guidance Office
Social Worker	Mrs. Peggy Staples, School Counseling Office
Science Department Chair	Mr. Scott Shaver, Science Resource Center
Security	Ms. Cynthia Hawkins, Main Office
Social Studies	Mrs. S. Castelo & Mr. J. Doyle, Social Studies Resource Ctr
Senior Class	Mrs. Stephanie Burr and Ms. Suzanne Wille
Special Education Administrator	Mrs. Judy Hemmis
Specialty Center	Mrs. Sarah Mansfield, Quad
Student government	Director of Student Activities, Main Office
Summer school	Mrs. Penny Diegelmann, School Counseling Office
Textbooks	Mrs. Kathryn Catina, Main Office
Theft	Security Security, School Resource Officer, Main Office
Tutoring	School Counselor
Vandalism	Security Security, School Resource Officer, Main Office
Visual and Performing Arts	Mrs. L. Wright & Mr. B. Harris Music Wing
Work permits	School Counselor
World Languages Department Chair	Ms. M. Daniels & Mrs. S. Hester World Languages Resource Center
Yearbooks	Mrs. Beth Schwind, 1323

James River High School First Floor



James River High School Second Floor

