

**JAMES RIVER  
HIGH SCHOOL**

**STUDENT AGENDA**

**2018-2019**

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# **JAMES RIVER HIGH SCHOOL**

Administration

## **WELCOME**

*Dear Students,*

*Welcome to James River High School and the 2018-2019 school year. The faculty and staff of James River High School look forward to working with you. We are committed to providing you with a quality education in a safe and secure learning environment.*

*Please use this handbook as a reference for any questions you may have regarding the policies and procedures of our school. Never hesitate to ask your teachers or the administration if you have any questions that the handbook fails to address.*

*Our expectations for you as a student and citizen will always be high. Respect for the faculty, staff, and students' of James River High School is a must for you to be a successful part of our school. Respect for one another and commitment to academics is a winning combination in our school and will serve you well as a citizen in our community.*

*We hope you will enjoy attending James River High School.*



Jamie Talbott  
Principal



Lisa Taylor  
Assistant Principal

### **VISION STATEMENT**

James River High School seeks to create an optimal teaching and learning environment to meet all students' individual needs.

### **MISSION STATEMENT**

The primary mission of James River High School is to provide our youth with the knowledge and skills that are essential for successful living in an increasingly dynamic, technological and global society.

### **BRIEF HISTORY OF THE SCHOOL**

James River High School, formed in 1959 by the consolidation of Buchanan High School and Eagle Rock High School, is located in Botetourt County, five miles west of the town of Buchanan at 9906 Springwood Road. The school, part of the Botetourt County School System with administrative offices in Fincastle, consists of grades nine through twelve.

### **ALMA MATER**

Alma Mater now to thee,  
We give all our loyalty,  
Tho' we wander far and wide,  
Let thy truths in us abide,  
We will ever keep on seeking,  
Wisdom's banner, ne'er retreating,  
In thy name we will do or die,  
Praise to thee, James River High  
While we see the way that's true,  
Grant us they great knowledge, too.  
High ideals to us impart,  
Guide us with thy knowing heart.  
As we seek our life's endeavor  
Help us as we work together,  
In thy name we will do or die,  
Praise to thee, James River High!

### **FIGHT SONG**

Oh we will stand up for James River High,  
And we will win this game or do or die.  
Dear red and white we're mighty proud of you,  
And as a team we'll keep those colors flying high.  
And when the whistle blows to end the game,  
No matter win or lose it's just the same  
For it's a spirit that will never die, never die  
Three cheers for James River High- Rah! Rah! Rah!

### **SCHOOL COLORS & MASCOT**

**Scarlet, Black, and White – Knights**

## **Telephone numbers**

Main Office: 254-1121, 992-3610

Attendance: 473-8423

Athletic Director: 473-8438

Cafeteria: 473-8427

Fax: 254-2765

Guidance Office: 473-8422

Bookkeeper: 473-8425

Nurse: 473-8432

## **WEB SITE**

[www.bcps.k12.va.us/jrhs](http://www.bcps.k12.va.us/jrhs)

## **Equal Employment Opportunity/Non-Discrimination**

The Botetourt County School Board is an equal opportunity employer, committed to non-discrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, political affiliation, gender, age, marital status, or disability is prohibited. Personnel decisions shall be based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

Students see School Board [Policy JB](#)

Employees see School Board [Policy GB](#)

## **Sexual Harassment/Harassment Based on Race, National Origin, Disability, and Religion**

Botetourt County Public Schools is committed to maintaining a learning/working environment free from sexual harassment based on race, national origin, disability or religion. Therefore, Botetourt County School Division prohibits sexual harassment and harassment based on race, national origin, disability, or religion of any student or school personnel at school or any school sponsored activity.

Students see School Board [Policy JFHA/GBA](#)

Employees see School Board [Policy GBA/JFHA](#)

The following persons have been designated to handle inquiries regarding the above:

Jill Green

143 Poor Farm Road

Fincastle, VA 24090

540-473-8263

[jgreen@bcps.k12.va.us](mailto:jgreen@bcps.k12.va.us)

## GENERAL SCHOOL INFORMATION

### 1. CALENDAR

Aug. 6, 2018	Back to School Night 5:30 pm
Aug. 8, 2018	First Student Day
Aug. 21, 2018	Underclassmen Picture Day
Aug. 25, 2018	SAT
Aug. 30, 2018	Club Day
Sept. 3, 2018	School closed (Labor Day)
Sept. 4, 2018	Freshman Assembly 10 am
	Letter jacket orders during lunches
	Class Ring delivery Ceremony 12:45 pm
	Senior meeting for announcements (1:35 pm)
Sept. 11, 2018	Graduation orders during lunches
Sept. 12, 2018	School Improvement Team Meeting 9:30 am
Sept. 18, 2018	Graduation orders during lunches
Sept. 20, 2018	Underclassman make-up pictures
Sept. 24, 2018	Senior make-up pictures
Oct. 6, 2018	SAT
Oct. 10, 2018	End of 1 <sup>st</sup> Nine weeks
Oct. 12, 2018	Homecoming Parade/Game
Oct. 13, 2018	Homecoming Dance (7 – 11 pm)
Oct. 15, 2018	Schools closed: Parent-Teacher Conferences
Nov. 1, 2018	Club Day & pictures
Nov. 3, 2018	SAT
Nov. 6, 2018	Schools closed: Teacher In-service
Nov. 15, 2018	School Improvement Team meeting 9:30 am
Nov. 21 - 23	Schools closed – Thanksgiving Break
Dec. 1, 2018	SAT
Dec. 19, 2018	End of 2 <sup>nd</sup> nine weeks/1 <sup>st</sup> semester
Dec. 20, 2018	Schools closed: teacher workday or snow make-up day
Dec. 21, 2018	Schools closed: teacher workday
Dec. 24 – 31	Schools closed (Winter Break)
Jan. 1, 2019	Schools closed
Jan. 2, 2019	Schools closed: teacher in-service
Jan. 3, 2019	2nd Semester begins
Jan. 21, 2019	Schools closed

Jan. 24, 2019	Club Day
Feb. 7, 2019	School Improvement Team meeting 9:30 am
Feb. 18, 2019	Schools closed: parent/teacher conferences
Mar. 8, 2019	End of 3 <sup>rd</sup> nine weeks
	Graduation delivery during lunches
	Sophomore class ring meeting 12:45 pm
Mar. 9, 2019	SAT
Mar. 11, 2019	Schools closed: teacher workday or snow make-up day
Mar. 13, 2019	Class ring orders (girls) during lunches
Mar. 14, 2019	Class ring orders (boys) during lunches
	Class ring family night 3:45 – 6:15 pm (lobby)
Apr. 4, 2019	Club Day
Apr. 10, 2019	SIT meeting 9:30 am
Apr. 15 -19	School closed – Spring Break
Apr. 22, 2019	School closed - Spring Break or make-up day
Apr. 27, 2019	Prom (7 – 11 pm)
May 4, 2019	SAT
May 14, 2019	Senior Academic Awards Assembly 6:30 pm
May 21, 2018	End of 4th nine weeks/2nd semester
	Graduation 7:30 pm

## 2. Bell Schedule

### Regular

9:00	Warning bell for 1 <sup>st</sup> block
9:05 – 10:31	1 <sup>st</sup> block
10:36 –11:20/11:53 – 12:34	2 <sup>nd</sup> bock (A lunch students)
11:20 – 11:50	A lunch
10:36 – 12:04	2 <sup>nd</sup> block (B lunch students)
12:04 – 12:34	B lunch
12:39 - 2:04	3 <sup>rd</sup> block
2:09 - 3:35	4 <sup>th</sup> block

We will observe a one-minute moment of silence at the beginning of first block each day. Students are expected to remain silent for the one minute and are expected to stand for the pledge.

### 3. Distribution of Literature/Poster

The club sponsor and/or administration must approve all literature distributed and or posters displayed in the school prior to display. The individuals responsible for displaying posters must also remove them as soon as the materials are no longer appropriate.



#### **4. Emergency/Fire Drills**

Emergency/fire exits are located throughout the building. Each room has a designated exit and emergency procedures. Drills will be routinely practiced throughout the year. In the event of an emergency all staff and students are to exit the building in single file, keep to the right, and quietly go to the nearest exit (designated by the adults in charge). Until directed to return, students and staff should remain in the designated areas.

#### **5. Cafeteria**

1. Students may go to the library, guidance office or gymnasium after eating lunch.
2. Seniors are allowed to eat in the Senior Courtyard.
3. All food and drink must be consumed in the cafeteria.
4. Students should use the restrooms across from the cafeteria during lunch.
5. 2017 – 18 prices are as follows:
6. a. Breakfast prices \$ 1.75  
b. Lunch price \$ 3.15  
c. Milk/juice \$ .50  
d. Adult lunches \$ 3.75

#### **6. Dances**

1. All guests must be registered and approved by the administration at least one day prior to the dance. All guests must be enrolled in the ninth grade or above.
2. All tickets for students and guests must be purchased at school at least one day prior to the date of the dance. NO tickets are to be sold at the dance. Tickets are nontransferable. Refunds for unused tickets may be given by the sponsoring organization.
3. School personnel and the principal/assistant principal shall adequately supervise all dances.
4. Admission to the dance will be closed one hour after beginning time, after which time no person will be permitted to enter the dance.
5. No person who leaves the dance will be permitted to reenter.
6. Administrators will schedule the times for dances.
7. Students must be classified as a junior or senior (see student classification) and a student in good standing in order to invite guests to the James River Prom.
8. Non-James River High School students and students over 21 years of age must be approved by the JRHS administration.

#### **Dance Policy**

James River High School is responsible for insuring a safe and respectful atmosphere for all school dances. Students and guests should maintain space between each other when dancing and should understand that the following actions will not be allowed at school sponsored dances:

- Vulgar/provocative/sexually suggestive dancing (ex. grinding)
- Straddling one another
- Bending over/hands on the floor

- Inappropriate touching of any kind. Hands are to be placed on waists or shoulders only

**Student attendance at school dances is a privilege. Any student who has suspension absences or excessive discipline referrals may be denied this privilege.**

### **7. Field Trips**

When attending approved field trips or school-approved activities, students are excused from classes. Vocational students may request approval to remain at the vocational school for class-related activities only three times during the school year. State sponsored contests will be approved for participants only, but will not be included in the three absences allowed for vocational class activities. Whenever possible, prearranged absences should be requested with an approval slip from the Botetourt Technical Center. Students assigned to ISS will be denied participation in a field trip without prior approval from the principal.

### **8. Private Transportation**

1. Any student who drives to school must park his/her vehicle in the student parking area and leave it parked until he/she leaves for the remainder of the day. No student may remain in parked vehicles. No students who arrive at elementary schools or who leave JRHS in private vehicles will be permitted to board buses at elementary schools nor may they pick up passengers arriving from other schools.
2. Students who drive to school are required to purchase a parking permit.
3. Students may purchase permits from Mrs. Thacker before school starts or during lunch.
4. Student parking will be located in the back parking lot.
5. **Student pick-up /drop-off**  
Drop-offs: Front parking lot—Main entrance  
Pick-ups (during school hours): Front parking lot—Main entrance  
Pick-ups (at end of school day): Back parking lot
6. No student is permitted to use a private vehicle to travel to and from James River High School to Botetourt Technical School. Exceptions to this regulation will be handled on an individual basis by the building principal and vocational principal. If a student is granted permission to drive a private vehicle to Botetourt Technical School, he or she cannot transport another student to or from James River High School.
7. Student drivers may not leave school early or transport other students away from James River High school without permission from the administration. Any student driver who violates this policy may lose his/her driving/parking privileges.

### **9. Bus Notes**

To ride a bus other than the student's regularly assigned bus, he or she must obtain a bus pass from the attendance office by submitting the request to the attendance office prior to the first block bell or upon arrival from the vocational school.

## **10. Visitors**

While parents are encouraged to visit the school, they must sign-in at the office upon entering the building. All visitors will be issued identification tags, which must be displayed while on campus, and then returned to the office prior to departure. No visitors are allowed to attend classes or to visit during lunches at James River High School without prior approval by the school administration.

## **11. School Authority** School Board Policy (SBP) JFC-SR1

The school's administration, faculty, and staff have jurisdiction over students:

- On the school grounds during, immediately before, and after school hours;
- On the school grounds at any other time when the school is being used by any school group;
- Off the school grounds during a school activity, function, or event;
- On the way to and from school when the school provides transportation.

## **12. Trespassing**

No students are to remain on school property after school hours unless they are attending or participating in a supervised school function.

## **13. School Property**

All students should demonstrate respect for public and private property. Students shall contribute to a clean and pleasant environment by placing all trash in proper containers, as well as by keeping desks, lockers, and surrounding areas free from graffiti and trash. Students may face out-of-school suspension or expulsion for the willful destruction of school property. Students must reimburse Botetourt County Schools for actual breakage or destruction of school property.

## **14. Computers/Student use of the Internet**

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart telephones, the internet and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material generated using the computer system, including electronic mail, instant or text messages, tweets, or other files deleted from a user's account, may be monitored, read, and/or archived by school officials. Details regarding acceptable usage can be found in School Board Policy IIBEA/GAB and IIBEA/GAB-R.

## **15. 18 Year old students**

All students, regardless of age, will abide by the regulations and policies of this school.

### **III. FINANCE**

#### **1. Textbooks & Classroom Equipment**

The student must pay for any loss or damage to textbooks or classroom equipment. Textbooks will be replaced at current cost. The fee for damaged texts is one half the current cost.

#### **2. Failure to pay fees**

All fees must be paid by the end of the first nine-weeks grading period.

Fees are reduced or waived for economically disadvantaged students and students whose families are undergoing economic hardships and are financially unable to pay. Parents/Guardians may request a reduction or waiver of fees by contacting the school principal or designee. JN-BR3, Student, Fees, Fines, and Charges

#### **3. Fundraisers**

All sales, etc. within the school must be approved by the administration in advance. Candy sales are not permitted during the school day.

### **IV. PUPIL SERVICES**

#### **1. Lockers**

All students are assigned a hall locker. Lockers should be locked at all times. JRHS is not responsible for stolen property or damaged lockers.

#### **2. Office Telephones**

Office phones may be used by students for emergencies only. Since phone messages or calls to students interrupt the school day, students will receive phone calls or messages only in emergency situations. No student is to miss class time to use the telephone.

#### **3. Nine-weeks tests/schedule**

Students may be required to take a nine-weeks test or a final assessment at the end of each semester.

#### **End-of-semester testing schedule:**

##### **First semester:**

Block III & Block IV	December 18
Block I & Block II	December 19

##### **Second semester:**

Block III & Block IV	May 20
Block I & Block II	May 21

#### **4. Grade Classification**

10	By completing 6 units
11	By completing 13 units
12	By completing 20 units

## **5. Graduation Requirements SBP IKF-BR1**

See the Botetourt County Public Schools Registration Guide for a listing of graduation requirements and course descriptions. **Students who have failed to meet all the requirements for a diploma will be ineligible for participation in graduation.**

## **6. Botetourt County Grading System SBP IAA-BR**

<b><u>Letter</u></b>	<b><u>Numerical Equivalents</u></b>	<b><u>Quality Points</u></b>
A	100 - 94	4
A-	93 - 90	3.7
B+	89 - 87	3.3
B	86 - 83	3
B-	82 - 80	2.7
C+	79 - 77	2.3
C	76 - 73	2
C-	72 - 70	1.7
D+	69 - 67	1.3
D	66 - 60	1
F	59 - 0	0

Seniors who attain a cumulative grade point average of 3.50 will be recognized as honor graduates and seniors achieving a cumulative grade point average of 4.0 will be recognized as Knight Scholars. The student or students who finish with the highest GPA and who have completed at least their last two years at JRHS will qualify as valedictorian(s).

## **7. Student Schedules**

1. All students must be enrolled in at least four classes (credits) per day unless special accommodations have been made for their schedule.
2. Students and parents are encouraged to have thorough discussions regarding course selections and to consult with faculty and staff before making final decisions. Staffing decisions and the number of course sections to be offered each year are based on the number of student course requests received. Once course selections are made, students will not be allowed to make schedule changes except for the following reasons:
  - a. Course failure or failure to meet the prerequisite.
  - b. Human or computer error.
  - c. Change in the program of studies.
  - d. Recommendation of a screening or eligibility committee.
  - e. Student moving from one level of course to another per teacher recommendation.
3. For further information about scheduling see your guidance counselor or consult the BCPS Program of Studies.

## **8. ATHLETIC ELIGIBILITY**

Under Virginia High School League (VHSL) policy, in order to be eligible to represent a school in any VHSL interscholastic athletic contest, a student must have passed at least five credit subjects or equivalent the previous semesters and

must be currently taking not fewer than five credit subjects or the equivalent for participation during the second semester. For students taking 4x4 classes, for each semester, the 4x4 class will count twice. If in a semester the student is taking all (4) 4x4 classes and passes all four, for the VHSL eligibility purposes only, the student would have eight credits (each 4x4 class is doubled), meeting the VHSL regulation of taking a minimum of five courses and earning five credits. For students taking A/B courses, each course will count as one course. If in a semester the student is taking three 4x4 classes and two A/B classes and passes them all, for the VHSL eligibility purposes only, the student would have eight credits (the three 4x4 classes doubled making six and the two A/B classes making the total of eight). A subject for which credit has previously been granted may not, if repeated, be used by any student to satisfy the requirements of the VHSL policy.

### **9. College Visitation**

Seniors and Juniors are allowed two college visitations. Sophomores and Freshmen are permitted one visitation.

### **10. Medical Attention**

Students in need of medical attention are to be referred formally to the main office or to the school nurse, Mrs. Gordon. All emergency calls for medical reasons are to be made by school personnel. The clinic hours are 8:40 am – 3:40 pm. If a student has a medical condition that requires special needs (restroom frequently, anxiety, etc.) the student's physician can send a letter to the administration explaining the condition.

### **11. Student Assistance Program**

SAP is a program that provides a confidential setting for those students who can benefit from education regarding life skills such as: problem solving, communication, self-esteem and decision making, and the effects of their own or someone else's use of alcohol or other drugs. Each student's contact is kept confidential, involving others only when concern for the health, safety, or welfare of the student arises. Our Student Assistance Program (SAP) team consists of professional in-school staff working with community agencies and resources. James River's SAP coordinator will hold sessions at James River weekly. Call for an appointment through guidance or the main office. Before leaving class, the student must have his or her classroom teacher initial his group schedule/pass.

### **12. Guidance**

Students are encouraged to utilize guidance services. Guidance counselors are available daily to assist students; therefore visit them if you need help on any aspect of school or private life. With the exception of emergencies, students must obtain permission and a pass from their teacher before visiting the guidance office during class time.

### **13. School Pictures**

While the purchase of pictures by the official school photographer is optional, the yearbook will use only pictures taken by the designated school photographer.

#### **14. Report Cards**

Report cards will be issued to students following each nine-week grading period.

#### **15. Student Cooperative Association**

Upon enrollment in James River High School each student becomes a member of the Student Cooperative Association, which is composed of two parts - the student body and the student council. The student council is composed of six officers, class presidents, and elected representatives. The student council represents the student body by voicing student opinions through voting and by protecting interests and needs of all students. The SCA, the school government for our students, depends on cooperation between the council and the student body. Any student retains the right to attend an SCA meeting with non-voting powers. Such students should register with the SCA advisor at least one day in advance of the meeting.

#### **16. Club Days**

Clubs will meet four times per school year during the school day. A student must see the club sponsor prior to the first meeting to be placed on the club's roster. Only students listed on the club's roster will be allowed to leave class for meetings on club days.

#### **17. CLUBS & ACTIVITIES**

JRHS offers a variety of extracurricular activities in which a student may be involved. Hopefully, you will find one or more of the following which interest you:

- Art Club
- Band
- Boys' and Girls' Varsity & Junior Varsity Athletics
- Business Club
- Chess Club
- Chorus
- Color Guard
- Drama Club
- Fellowship of Christian Athletes (FCA)
- Family, Career, & Community Leaders of America (FCCLA)
- Foreign Language Club
- Future Farmers of America (FFA)
- Help Save the Next Girl
- Interact Club
- Key Club
- Literary Club
- Monogram Club
- National Honor Society (NHS)
- String Club
- Student Cooperative Association (SCA)
- Varsity Club
- Youth of Virginia Speak Out (YOVASO)

## **18. NATIONAL HONOR SOCIETY**

The National Honor Society was established to recognize outstanding high school students who have demonstrated excellence in scholarship, service, leadership and character. In order to be considered for membership, students must be sophomores, juniors, or seniors and must have a minimum grade point average of 3.50. Once meeting the initial grade and GPA requirements, candidates must complete a student information packet, which includes teacher recommendation forms, detailed information regarding volunteer service, list of extracurricular activities, leadership roles, and examples of citizenship. Once the information packet is complete, a faculty council composed of five teachers will review the candidate information and make final selections. Each faculty council member has one vote, and a candidate must receive three “yes” votes to gain entry into NHS. The organization’s sponsor will notify the candidate, in writing, of the faculty council’s decision.

Candidates who are denied entry into the organization may seek clarification from the NHS sponsor and file an appeal with the principal. The decision of the principal will be final.

Minimum requirements for acceptance into NHS include:

- 3.50 cumulative grade point average
- Twenty (20) hours of school or community service  
Examples: volunteering for a club or team service project, volunteering for a church or community organization
- One (1) leadership position  
Examples: club officer, camp counselor, team captain, youth leader, event organizer
- A student in “good standing”

\*Service hours and leadership positions must have occurred after the conclusion of the candidate’s 8<sup>th</sup> grade school year.

Minimum yearly requirements to remain a member of NHS:

- Be a student in “good standing”
- Maintain a 3.50 cumulative GPA
- Complete at least ten (10) hours of school or community service each school year, with at least two of those hours coming through an NHS sponsored event

\*Service hours must be recorded with the NHS sponsor.

## **19. LIBRARY**

All students are encouraged to use the library anytime from 8:30 am to 3:45pm. Students should become familiar with the following library policies:

1. Most books may be checked out for two weeks. The library will charge a fine of five cents per day for overdue two-week books.



2. Reference books that are checked out overnight must be returned to the library the following day. The library will charge a fine of twenty-five cents per day for overdue, overnight reference books.
3. Students who fail to return books, pay fines, or pay for lost or damaged books will lose their library privileges.
4. Each JRHS student will be issued a Chromebook for class work. Students will be responsible for their Chromebooks and their care. If damage occurs to the Chromebook, students are required to bring it to the library for repair or replacement as soon as the damage occurs. Students and parents will sign a Chromebook agreement and usage form prior to receiving a Chromebook. This form stipulates the policies for intentional and unintentional damage and the costs associated with the damage. Lost or damaged chargers cost \$25.00 to replace. The library will supply a loaner Chromebook for damaged student Chromebooks. The loaner must be returned at the end of the day. Students who do not return loaner Chromebooks will be subject to referrals to the office.
5. Computer misuse will result in the loss of the student's computer privileges.
6. Students may use the computers at JRHS for instructional use. Violent or unacceptable games, videos, or pictures are not allowed.

## **20. MISCELLANEOUS SCHOOL INFORMATION**

1. Vocational students remaining for assemblies should sign in at the main office and then report to the cafeteria.
2. Students wishing to suggest changes in school policies may do so through their SCA officers.
3. No food may be ordered or delivered to school at any time without prior permission from the administration.
4. All lost and found articles should be brought to the office. Students should report lost articles to the office as soon as possible.
5. The faculty lounge/workroom is off limits to students.
6. All food or drink items brought to school are to be stored in lockers until lunch time. NO glass bottles are to be brought to school and no food or drinks are to be brought to class.
7. Bottled water is allowed throughout the school.

## **V. DISCIPLINE**

### **IN-SCHOOL SUSPENSION PROGRAM/AFTER SCHOOL DETENTION PROGRAM**

At the discretion of the administration, a student is assigned in-school suspension/after school detention as an alternative to out-of-school suspension. ISS and ASD may be used for a student who is having difficulty in a portion of the school day and needs to be placed under closer supervision for one or more specific times.

### **PURPOSE**

Discipline disruptive students without unnecessarily curtailing the students learning process.

### **1. IN-SCHOOL-SUSPENSION**

A student is assigned in-school suspension as an alternative to out-of-school suspension. The student must complete the assignments provided by the classroom teacher(s). If not, the student must return to ISS the next day to complete the assignment. ISS will be used for students failing to function properly in the classroom setting. Students failing to function properly in ISS will be removed and sent home immediately.

### **2. AFTER SCHOOL DETENTION POLICY**

The After-School Detention program allows the administration the flexibility of punishing students without taking away from daily classroom instruction. ASD is held on Monday afternoon from 3:45 pm until 5:30 pm in room C59 of James River High School. If for whatever reason ASD is canceled, the student will automatically serve the next week. Students must be working on school-related assignments or reading a book during the entire session.

### **3. OUT-OF-SCHOOL SUSPENSION POLICY**

The principal may deny a student the right to attend or take part in any school function for a period of up to ten (10) days. Such suspension may take place after the principal has conducted a thorough investigation and provided due process. The principal, within twenty-four (24) hours following suspension, shall send to the parents a written statement describing the student's conduct and the reasons for the action taken. No suspended student will be allowed to take part in any school activities during the suspension. No suspended student will be allowed on any property owned by the School Board during the suspension. The student will receive an unexcused absence for each day of out-of-school suspension.

### **4. Weapons in School**

Carrying, bringing, using, or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored event without the authorization of the school or the school division is prohibited. Details regarding possession and violations can be found in School Board Policy JFCD.

### **5. Possession of Alcohol, Tobacco, Electronic Cigarettes, Anabolic Steroids, and Other Drugs**

A student shall not possess, use, and/or distribute alcohol, tobacco, tobacco products, or other drugs on school property, on school buses, or during school events on or off the school property. This includes, but is not limited to, smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, electronic cigarettes, and any prescription and non-prescription drug not possessed in accordance with School Board Policy JHCD. Details regarding possession of such substances can be found in School Board Policy JRC-R, JFCF, JFCF-R, JFCF-BR, JFCF-SR1, JFCF-SR2, and JRCH.

**6. Search and Seizure** School authorities may search a student, student lockers or student automobiles under the guidelines outlined in School Board Policy JFG.

Administration may seize any illegal, unauthorized, or contraband materials discovered in the search.

### **7. Substitute Teachers**

Substitute teachers are to be accorded the same respect as regular classroom teachers. Substitute teachers are expected to refer disruptive students to the administration.

### **8. Discipline**

The School Board establishes standards for student conduct. Consequences shall be determined on the basis of the facts presented in each instance of misconduct at the reasonable discretion of the Board, its designated committees and other appropriate school officials. Details regarding student conduct can be found in School Board Policy JFC-R.

### **9. Electronic Devices**

Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher. Details regarding communication devices can be found in School Board Policy JFC-R.

***Students in violation of the electronic device policy will be punished and required to leave the device in the office until the end of the school day.***

### **9. Items Prohibited during school hours**

#### **Hats and Book bags**

Students are required to leave hats and book bags in their lockers during the school day. Drawstring bags and purses are allowed in class, but they must fit under the student's desk.

### **11. Manners**

1. Mannerly conduct is expected at all times
2. Faculty/staff members are to be addressed by their last names with the preface of Mr., Mrs., Miss, or Ms.
3. Students should walk through the corridors and should keep to the right in the halls and on the stairs.

### **10. Student Dress**

The school building is a student's work place. Student dress should reflect this. The Botetourt County Public Schools dress code for Grades 6-12 is detailed in School Board Policy JFC-SR3.

### **13. CONDUCT ON BUSES**

1. Students are to obey all instructions given by bus drivers.

2. No students who arrive at elementary schools in private vehicles or who leave JRHS in private vehicles will be permitted to board buses at the elementary schools unless written permission from parents/guardians is presented to an administrator at either the high school or the elementary school.
3. Students are to board and exit buses in an orderly manner.
4. All students should sit in their assigned seats and remain seated at all times.
5. No smoking is permitted on school buses.
6. Any student riding buses for night programs, activity runs, or field trips falls under the same regulations as during the day schedule.
7. Mannerly conduct and good behavior are required by students on buses at all times.
8. Students must present a bus note signed by an administrator to exit the bus at a different stop.
9. No electronic devices may be operated without the bus driver's consent.

#### **14. INAPPROPRIATE DISPLAYS OF AFFECTION**

Physical contact beyond holding hands is considered inappropriate behavior in a school building, on school property, on a school bus or when participating in a school sponsored activity. Prolonged embracing, kissing and other forms of personal affection between students is not acceptable. Students violating this policy will receive a warning for the first offense. Subsequent offenses will result in disciplinary action.

#### **15. PREPARATION FOR CLASS**

Students must report to class with the appropriate materials including such items: Chromebook, paper, pen/pencil, texts, and other subject-related materials required by the classroom teacher. Habitual offenders will be referred to an administrator for disciplinary action.

#### **16. PLAGIARISM/CHEATING**

Botetourt County Public Schools encourages all students to conduct themselves with honesty and integrity in their work.

BCPS defines plagiarism as the intentional or unintentional use of the ideas, words, and/or works of another as one's own, including visual images, music, videos, etc. This definition includes but is not limited to:

- Failure to give credit according to the style manual and guidelines as specified by the classroom teacher and/or instructor
- Submission of someone else's work, in part or in whole, as the student's own work

Examples include the following:

1. Failing to use quotations marks to indicate another's exact words, apt phrases, or coined phrases;
2. Changing words but maintaining the sentence structure or organization of the original source;

3. Using phrases without appropriate citation and documentation;
4. Failing to paraphrase properly;
5. Giving false information about the source;
6. Using any visual image or audio in an assignment without proper citation;
7. Purchasing or using papers or assignments written by someone else;
8. Submitting the same paper or assignment to more than one teacher without the consent of both teachers;
9. Failing to make a clear correlation between in-text documentation and works cited page;
10. Copying an assignment from a peer, with or without the peer's permission, and submitting it as one's own work;
11. Copying and pasting information from an online source into an assignment without correct citation and documentation.

## **VI. ATTENDANCE REGULATIONS**

### **1. Attendance**

The attendance policy is based upon the state compulsory attendance law, accreditation standards and the belief of the administration that regular student attendance is critical to successful progress in school. Refer to School Board Policy JED-SR1 for specific details on attendance, including information regarding excused and unexcused absences

### **2. Make-up Work**

Students are expected to make-up work when absent in accordance with School Board Policy JED-SR1.

### **3. Late Work**

Work turned in after the due date will be assessed as defined in School Board Policy IAA-BR.

### **4. Prearranged Absences**

For prearranged absence(s) a student must bring a note from a parent/guardian indicating the reason for the absence(s) and the date of the absence(s) and should submit this parent note to the Attendance Office which will provide a Prearranged Absence Form. After the student obtains his/her teachers' signatures on this form, he/she should return the form to the Attendance Office before the date of the absence. This absence(s) will count as part of the ten allowable absences for each student per semester. The principal or his/her designee shall verify all notes. The student will assume the responsibility of obtaining all assignments prior to his/her departure. All assignments shall be due upon the student's return to school.

### **6. PROCEDURE FOR LATE ARRIVAL DURING SCHOOL DAY**

All students are expected to arrive to school and class on time. Students who are tardy to school are required to report to the Attendance Office and present a note that is written by his or her parent/guardian, doctor, or court official stating the reason for tardiness. After receiving an admit slip from the attendance officer, the student may report to class. All athletes must be in class for three blocks in order

to practice or participate in a game. This rule does not apply to any student with a court or doctor's note.

### **7. PROCEDURE FOR LEAVING SCHOOL DURING SCHOOL DAY**

1. No student will be permitted to leave the school premises at any time after arriving at school or for any reason except under the following conditions:
  - a) **With a written parent or guardian note that states:** the student's reason for leaving, the time the student will leave, the name of the person who will pick up the student, and how the student will leave.
  - b) **With either the principal's or assistant principal's permission to leave.** Regardless of the student's age or grade, students who wish to make unscheduled departures during the school day must obtain an administrator's permission. The administrator will require information from the student's parents or guardians in order to insure that those responsible for the student are aware that the student is leaving school and with whom the student is leaving. In all instances when a student leaves school during the school day, that student must sign the sign-out book in the main office. Simply signing out fails to meet the requirements for leaving school during the school day.
  - c) **With a parent who personally checks out his or her child.** A parent or guardian may check out his/her child from school by signing his child out in the main office. Students are to remain in class until the person who is to pick them up actually reports to the office and requests that the student be called from class. **If a student leaves class early without a court or doctor's note, an absence will be assigned after the fifth time.**

**NO STUDENT MAY LEAVE SCHOOL PROPERTY TO EAT LUNCH.**

### **8. SUSPENSION ABSENCES**

Absences due to suspension will be counted in the student's ten (10) allowed absences. A student suspended from school is expected to make up his or her work during the suspension and submit the assignment upon his or her return to school. Please contact Mrs. Roxie Thacker to obtain assignments during a suspension.

### **9. APPROVED SCHOOL ACTIVITIES**

School sanctioned activities will not count as an absence; however, students will be expected to follow the make-up policy.

### **10. TARDIES TO CLASS**

1. Students, who arrive in class after the "tardy" bell rings will be considered tardy.
2. Students who present an excused admit slip with an authorized signature will be admitted to class without being charged a tardy.
3. Unexcused tardies will be handled in the following manner:
  - The classroom teacher will record in his/her grade book the first three tardies and issue a warning to the student each time;
  - If a student is **late for a fourth time, the student will be referred to the office.** The student will receive a one- day assignment to After-School

Detention. Students will be sent to the office on each subsequent fourth tardy at which time the administration will take disciplinary action.

- **If a student is late for a fifth time, the student will receive an “Absence by Tardy”.** Each time an “Absence by Tardy” occurs, the absence will count in the ten (10) allowed absences.

**11. Denial of Course Credit**

Excessive absences may result in denial of course credit as defined in School Board Policy JED-SR1.

**12. Attendance Waivers and Appeal Process**

Only those students that have a passing grade in a course for which they have been denied credit may apply for an attendance waiver. The waiver and appeal process is defined in School Board Policy JED-SR-1.

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**The School Board reserves the right to add, delete, or revise any policies and/or regulations as it deems necessary.**

**The school administration reserves the right to add, delete, or revise any rules and/or procedures as it deems necessary.**