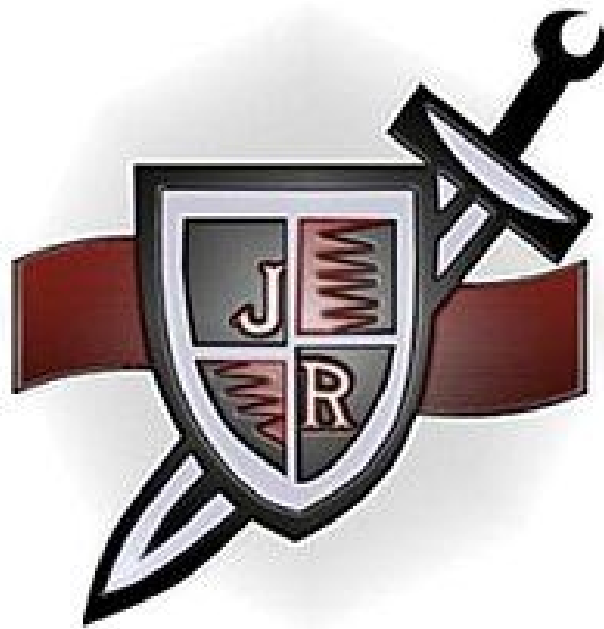


James River High School



Student Handbook

2019-2020

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Welcome from the James River High School Administration

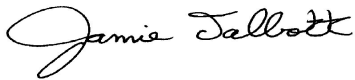
Dear Students,

Welcome to James River High School and the 2019-2020 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 student body 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
jtalbott@bcps.k12.va.us



Lisa Taylor, Ed.D
Assistant Principal
ltaylor@bcps.k12.va.us

Important Contact Information

Main Office: 254-1121, 992-3610
Attendance: 473-8423
Athletic Director: 473-8438
Cafeteria: 473-8427

Fax: 254-2765
Counseling Center: 473-8422
Bookkeeper: 473-8425
Nurse: 473-8432

School Website
<https://jrhs.bcps.k12.va.us/>
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.

A Brief History of James River High 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 is part of Botetourt County Public School System and 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 and Mascot

Scarlet, Black, and White – Knights

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
540-473-8363
jgreen@bcps.k12.va.us

I. General Information

A. School event information

Please see some key school event dates listed below. Students and parents are encouraged to regularly check our school calendar on our [school website](#) for additional school dates and activities. Also, announcements are read each morning and each afternoon and parents may read them online (posted under "school bulletin" in [PowerSchool parent portal](#)).

Aug. 6, 2019	Back to School Night 5:30 pm
Aug. 8, 2019	First Student Day
Aug. 22, 2019	Underclassmen Picture Day
Aug. 24, 2019	SAT
Aug. 29, 2019	Club Day
Sept. 2, 2019	School closed (Labor Day)
Sept. 3, 2019	Freshman Assembly 10 am
	Letter jacket orders during lunches
	Class Ring delivery Ceremony 12:45 pm

Sept. 3, 2019	Senior meeting for announcements (1:35 pm)
Sept. 10, 2019	Graduation orders during lunches
Sept. 12, 2019	School Improvement Team Meeting 9:30 am
Sept. 16, 2019	Senior make-up pictures
Sept. 17, 2019	Graduation orders during lunches
Sept. 20, 2019	Homecoming Parade/Game
Sept. 21, 2019	Homecoming Dance (7 – 11 pm)
Sept. 26, 2019	Underclassman make-up pictures
Oct. 5, 2019	SAT
Oct. 10, 2019	End of 1 st Nine weeks
Oct. 14, 2019	Schools closed: Parent-Teacher Conferences
Nov. 2, 2019	SAT
Nov. 5, 2019	Schools closed: Teacher workday
Nov. 7, 2019	Club Day & pictures
Nov. 14, 2019	School Improvement Team meeting 9:30 am
Nov. 27 - 29	Schools closed – Thanksgiving Break
Dec. 7, 2019	SAT
Dec. 19, 2019	End of 2 nd nine weeks/1 st semester
Dec. 20, 2019	Schools closed: teacher workday or snow make-up day
Dec. 23 – 31	Schools closed (Winter Break)
Jan. 1, 2020	Schools closed
Jan. 2 -3, 2020	Schools closed: teacher workdays
Jan. 6 , 2020	2nd Semester begins
Jan. 20, 2020	Schools closed or snow make-up day
Jan. 23, 2020	Club Day
Feb. 6, 2020	School Improvement Team meeting 9:30 am
Feb. 17, 2020	Schools closed: parent/teacher conferences
Mar. 3, 2020	Schools closed: teacher workday or snow make-up day
Mar. 10, 2020	End of 3 rd nine weeks
Mar. 11, 2020	Graduation delivery during lunches
	Sophomore class ring meeting 12:45 pm
Mar. 14, 2020	SAT
Mar. 18, 2020	Class ring orders/grad delivers during lunches
	Class ring family night 3:45 – 6:15 pm (lobby)
Mar. 20, 2020	Class ring orders/grad delivers during lunches
Apr. 2, 2020	Club Day
Apr. 9, 2020	School Improvement Team Meeting 9:30 am
Apr. 13 – 17	School closed – Spring Break
Apr. 25, 2020	Prom (7 – 11 pm)
May 2, 2020	SAT
May 12, 2020	Senior Academic Awards Assembly 6:30 pm
May 19, 2020	Graduation 7:30 pm
May 20, 2020	End of 4 th nine weeks/2 nd semester

B. Bell schedule

9:00	Warning bell for 1 st block
9:05 – 10:31	1 st block
10:36 – 11:20/11:53 – 12:34	2 nd block (A lunch students)
11:20 – 11:50	A lunch
10:36 – 12:04	2 nd block (B lunch students)
12:04 – 12:34	B lunch
12:39 - 2:04	3 rd block
2:09 - 3:35	4 th 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 one minute and stand for the pledge.

C. Medical attention

Students in need of medical attention are 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.

D. 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. If you need assistance with your locker, please see a custodian or administrator.

E. Lunch

Lunch is a time for students to eat, relax, and enjoy friends; however, for proper supervision for student safety and maintenance of the building, students must follow these guidelines:

1. **When:** Students are assigned lunch time based on their second block class. Students should not be out of second block class other than their lunch time.
2. **Where to eat:** All food and drink must be consumed in the cafeteria. Seniors are allowed to eat in the senior area courtyard. Students should not bring drinks/food to the classroom (other than water).
3. **Supervised areas:** Students may go to the library, counseling center, gymnasium, or remain in the cafeteria after eating lunch. Also, students should use the restrooms across from the cafeteria during lunch.
4. **Containers:** Do not bring food or drink in glass bottles/storage containers.
5. **Vending machines:** Vending machines are locked during lunch times. **The faculty lounge/workroom is prohibited for students at all times.**
6. **Food:** Students may bring food from home or purchase food in the cafeteria. No food may be ordered or delivered to school at any time without prior permission from the administration. **Students may not leave school property to eat lunch.** Food prices for items purchased in the cafeteria are as follows:

Breakfast prices \$ 1.90

Lunch price \$ 3.15

Milk/juice \$.50

Adult lunches \$ 3.90

F. School visitors

Visitors must report directly to the main office upon entering the school to receive an identification tag. Tags must be displayed while on campus and then returned to the office prior to departure. While parents are encouraged to visit the school, they must sign-in at the office upon entering the building. Visitors are not allowed to attend classes or to visit during lunches at James River High School without prior approval by the school administration.

G. Distribution of literature/posters

The club sponsor and/or administration must approve all literature distributed and or posters displayed in the school prior to display. Approved posters must also be removed as soon as the materials are no longer appropriate by the individuals that displayed them.

H. School pictures

The yearbook uses pictures taken by a designated school photographer. The purchase of yearbooks or pictures by the official school photographer is optional.

I. Finances

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. Please refer to [BCPS school board policy JN-BR3](#) for information regarding fees, fines, and charges. Parents/Guardians may request a reduction or waiver of fees by contacting the school principal or designee and may refer.

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.

J. Lost and found

Lost and found items are stored in the main office. Students should report lost articles to the office as soon as possible.

II. Academics

Our goal is to provide students the knowledge and career ready skills essential for successful living in an increasingly dynamic, technological, and global society. Students and parents are encouraged to frequently inquire about academic programs and your students' career path with our school counselors.

A. Graduation requirements

See the Botetourt County Public Schools Registration Guide and [policy SBP IKF-BR](#) for a listing of graduation requirements and course descriptions. **Students who have failed to meet all the requirements for a diploma will be ineligible to participate in graduation.**

B. Grade classification

Sophomore	6-12 earned credits
Junior	13-19 earned credits
Senior	20+ earned credits

C. Report cards

Report cards will be issued to students following each nine-week grading period. Grades can also be viewed daily via [PowerSchool parent portal](#).

D. BCPS grading system (refer to [BCPS policy SBP IAA-BR](#))

<u>Letter</u>	<u>Numerical Equivalents</u>	<u>Quality Points</u>
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 earn 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).

E. 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 18
Block I & Block II	May 19

III. School Counseling Center

A. School counseling center

Students are encouraged to utilize the school counseling center for guidance services. School counselors are available daily to assist students; therefore, students may visit if they need help with school or private life. With the exception of emergency, students should get permission and a pass from their teacher before visiting the counseling center during class time.

B. Student schedules

Schedule change requests for first semester are due no later than Friday August 16, 2019. Schedule change requests for second semester are due no later than October 15, 2019.

All students must be enrolled in at least four classes (credits) per day unless special accommodations have been made for their schedule. Students and parents are encouraged to have thorough discussions regarding course selections and to consult with counselors, 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 during registration. 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

For further information about scheduling see your school counselor or consult the [Program of Studies](#).

C. Student Assistance Program (SAP)

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 the school counseling center or the main office. Before leaving class, the student must have his or her classroom teacher initial his group schedule/pass.

IV. School Activities

We encourage all students to get involved at JRHS. There are multiple opportunities for students to lead, serve, and contribute through school activities.

A. Athletics

1. District

James River is part of the Three Rivers District. Athletic event calendars are available online through the [Three Rivers website](#) as well as the JRHS website. Students are encouraged to speak with our athletic director or coaches with specific questions about sports opportunities

2. 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.

3. Drug testing of student athletes

Please refer to [Botetourt County Schools policy JFCF-BR](#) and [JFCR-SR2](#) regarding drug testing of student athletes to protect student health, safety and welfare, and to strengthen partnerships among faculty, administrators, coaches, parents, and students in order to reduce alcohol and other drug related barriers and hazards to academic, athletic and personal development success.

Student athletes are athletes all year and are responsible for their actions 365 days a year. Refusal by the student/athlete or the parent/guardian (s) to participate in the Botetourt County Schools Pledge Program will preclude the student/athlete's further participation in athletics at the school.

First Violation: When the principal or his/her designee confirms, following an opportunity for the student to be heard, that a violation occurred, the following will take place.

1. The student/athlete must have a drug screen completed by a registered lab at the parent/guardian expense. The drug screen must include the substance that caused the violation. This test will serve as the return to play test and must be a negative test from all substances tested.
2. The student/athlete shall be suspended from play for a period equivalent to that number of contests representing a minimum of 20 percent of the total number of VHSL contest limitations for each sport to be played during the regular season. (Any fraction of the calculation will be dropped.) The penalty will be applied to the immediate next contest(s) Botetourt County Public Schools including playoffs, and/or to the next sport season in which the student athlete normally participates within 365 calendar days. During the suspension period, the student will be able to attend practices and contests; however, the student will not be permitted to dress in team uniform for contests. This does not apply to out of school suspension days as a result of School Board Policy JFCF-SR1.
3. Student/athlete and parent/guardian will be required to participate in a meeting including Student Assistance Program (SAP) counselor, administrator, and/or athletic director.
4. The student/athlete will also be required to participate in the Student Assistance Program (SAP). Participation in and completion of the SAP program is the responsibility of the student.

Second Violation: When the principal or his/her designee confirms, following an opportunity for the student to be heard, that a violation occurred, the following will take place.

1. The student/athlete must have a drug screen completed by a registered lab at the parent/guardian expense. The drug screen must include the substance that caused the violation. This test will serve as the return to play test and must be a negative test from all substances tested.
2. A second violation occurring within 365 calendar days of the first violation will require the student/athlete to be suspended from play for a period equivalent to that number of contests representing a minimum of 50 percent of the total number of VHSL contest limitations for each sport to be played during the regular season. (Any fraction of the calculation will be dropped.) The penalty will be applied to the immediate next contest(s) including playoffs, and/or to the next sport season in which the student athlete normally participates within 365 calendar days. During the suspension period, the student will be able to attend practices and contests; however, the student will not be permitted to dress in team uniform for contests. This does not apply to out of school suspension days as a result of School Board Policy JFCF-SR1.
3. Student/athlete and parent/guardian will be required to participate in a meeting including SAP counselor, administrator, and/or athletic director.

4. The student/athlete must also agree to have a Substance Abuse Assessment completed by an outside agency within 15 calendar days of the suspension start date at the parent/guardian(s) expense. Follow through with the Substance Abuse Assessment is the responsibility of the student/athlete and parent/guardian (s). The SAP counselor can provide referrals to agencies that provide Substance Abuse Assessments.

5. The student/athlete will also be required to participate in the Student Assistance Program. Participation in and completion of the SAP program is the responsibility of the student.

Botetourt County Public Schools

Third Violation: When the principal or his/her designee confirms, following an opportunity for the student to be heard, that a violation occurred, the following will take place.

1. A student/athlete who is found responsible for a third violation within 365 calendar days of the first violation is ineligible to participate in all athletic activities for 365 calendar days from the date of the third violation.

B. Clubs

JRHS offers a variety of extracurricular activities in which a student may be involved. Clubs 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 a club's roster. Students may be a member of more than one club but may only attend one club per block on club day. Only students listed on the club's roster will be allowed to leave class for meetings on club days.

JRHS Clubs

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)

C. National Honor Society (NHS)

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 the 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 8th 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.

D. Student cooperative association (SCA)

Students may suggest changes in school policies through their SCA officers. Student Cooperative Association (SCA) is our school government and is composed of two parts: the student body and the student council. All JRHS students are part of our student body. 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 the interests and needs of all students. Any student retains the right to attend a SCA meeting with non-voting powers. Such students should register with the SCA advisor at least one day in advance of the meeting.

E. Dances

Attending a school dance is a privilege. Any student who has suspension absences or excessive discipline referrals may be denied this privilege. James River High School is responsible for ensuring a safe and respectful atmosphere for all school dances. All guests must be registered and approved by the administration at least one day prior to the dance. Guests must be enrolled in the ninth grade or above. Tickets for students and guests must be purchased at school at least one day prior to the date of the dance. Tickets are not sold at the dance. Tickets are non-transferable. Refunds for unused tickets may be given by the sponsoring organization. School personnel and the principal/assistant principal supervise all dances. Students must arrive at least one hour after the dance begins in order to be allowed to enter the dance. Students may not leave and reenter the dance. Non-James River High School students and students over 21 years of age must be approved by the JRHS administration. 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. Students and guests

should maintain space between each other when dancing and 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

V. Transportation

A. School transportation

Students are expected to abide by all BCPS guidelines while using school transportation. Please refer to the student conduct portion of this handbook regarding expectations for student conduct on school transportation.

Bus notes

Students should ride their assigned bus. In order to ride a bus other than the student's regularly assigned bus, he/she must obtain a bus pass by turning in a note to the attendance office prior to the beginning of first lunch or upon arrival from BTEC. Notes should be picked up at the end of school and given to the bus driver when boarding the bus.

B. Private transportation

1. Car riders

- Pick-up/drop-off: Students should be dropped-off before school and picked-up after school in the back parking lot (back entrance).
- Check-ins/Check-outs (during school hours): Parents should sign-in/sign-out students with attendance in the main office (main entrance).

2. Student drivers

There is a student driver meeting each year to discuss guidelines and expectations. Students who drive to school are required to purchase a parking permit. Permits may be purchased from the attendance office during lunch or before school. Students should park in their assigned spot. Students may not return to their car during the school day without permission from administration. Students should enter school once they arrive on campus and may not remain in their vehicles or in the back lot. Student drivers may not leave school early or transport other students from JRHS without permission from the administration and parents. Students must ride the BTEC bus unless they have secured permission from administration. **Student drivers are not allowed to transport other students to/from BTEC.** Any student driver who violates student driver expectations may lose his/her driving/parking privileges at JRHS.

VI. 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.

A. Attendance waivers & denial of course credit

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

Students that exceed 8 absences in a course may be denied credit for the course. A student may request credit through an attendance waiver. The attendance waiver and appeal process is defined in School Board Policy JED-SR-1. Students must have a passing grade in a course for which they have been denied credit to request an attendance waiver.

B. Make-up work

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

C. Late work

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

D. Prearranged Absences

For prearranged absence(s) a student must bring a note from a parent/guardian indicating the reason and date(s) for the absence(s) and should submit the parent note to the attendance office. Students will then be provided a Prearranged Absence Form for teachers' signatures. 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 eight 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.

E. Leaving school during the school day procedure

In all instances when a student leaves school during the school day, the student must have permission and sign the sign-out book in the main office. Simply signing out fails to meet the requirements for leaving school during the school day. Students are not permitted to leave the school premises at any time after arriving at school or for any reason except under the following conditions:

1. **Parent/guardian note:** Note should state the student's reason for leaving, the time the student will leave, the name of the person who will pick up the student or how the student will leave.
2. **Parent/guardian personally checks out:** A parent or guardian may check out his/her child from school by signing the student 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.**

F. Late arrival during the school day procedure

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 (unless court or doctor's note).

G. Suspension absences

Absences due to suspension will be counted as a student 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 the attendance office to request assignments during a suspension.

H. Approved school activities (field trips, school sanctioned activities, college visits)

School sanctioned activities do not count as an absence; however, students will be expected to follow the make-up policy. Seniors and juniors are allowed two college visitations absences and sophomores and freshmen are permitted one visitation absence. Likewise, students are excused from classes when attending school approved field trips or school-approved activities. Students assigned to ISS will be denied participation in a field trip without prior approval from the principal.

I. BTEC and attendance

Students enrolled in BTEC may request permission from JRHS administration to remain at school for assemblies. If granted permission, the student should sign in at the main office and then report to the designated supervision area. Students scheduled for BTEC courses may also request approval to remain at the vocational school for class-related activities three times during the school year. State sponsored contests will be approved for participants only (these are not included in the three absences allowed for vocational class activities). Whenever possible, prearranged absences should be requested with an approval slip from BTEC.

J. Tardies to class

Students, who arrive in class after the "tardy" bell rings will be considered tardy. Students who present an excused admit slip with an authorized signature will be admitted to class without being charged a tardy. The classroom teacher will record tardies in his/her grade book/PowerSchool.

Unexcused tardies will be handled in the following manner:

- **Fourth tardy:** If a student is late for a fourth time, the student will be referred to the office for a discipline consequence. Students will be sent to the office on each subsequent fourth tardy at which time the administration will take disciplinary action.
- **Fifth tardy:** If a student is late for a fifth time, the student will receive an "absence by tardy" which is factored in for block attendance.

VII. School Safety

A. 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.

B. Search and seizure

To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, student belongings, student lockers or student automobiles under circumstances outlined by School Board policy JFG and may seize any illegal, unauthorized, or contraband materials discovered in the search.

C. 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.

D. Trespassing

Students must leave school grounds after school unless they are attending or participating in a supervised school function.

E. School property

All students should demonstrate respect for public and private property. Students 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 consequences and restitution for the willful destruction of school property.

VIII. Student Conduct

Orderly and mannerly conduct is expected at all times. Students should address faculty/staff members are to be addressed by their last names with the correct preface (Mr., Mrs/Miss, Dr.).

A. Bus conduct

1. Students are to obey all instructions given by bus drivers.
2. Students may not ride the bus from JRHS to another elementary school to be picked up.
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. Tobacco products are prohibited 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 from JRHS to ride another bus or exit the bus at a different stop.
9. Electronic devices may not be operated without the bus driver's consent.

B. Dress code

The school building is a student's work place. Student dress should reflect this. Please refer to the [Botetourt County Public Schools dress code JFC-SR3 for Grades 6-12](#).

C. Drugs, alcohol, tobacco, electronic cigarettes

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](#).

D. Eighteen year old students

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

E. Electronic devices

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, 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 IBEA/GAB and IBEA/GAB-R](#).

1. **Personal electronic device:** Students may possess a personal electronic device on school property and school buses, provided that the device remains off and out of sight during instructional time. Teachers are allowed discretion for the use of a personal electronic device for instructional purposes. **Students in violation of the electronic device policy will receive a disciplinary consequence and are required to leave the device in the office until the end of the school day.**
2. **School electronic devices:** Each JRHS student is issued a chromebook for class work. Students and parents sign a chromebook agreement and usage form prior to receiving a Chromebook. Computer misuse may result in the loss of the student's computer privileges. Students should use the computers for instructional use. Violent or unacceptable games, videos, or pictures are prohibited and may result in a disciplinary consequence. Use of chromebooks during class is at the discretion of the classroom teacher.

Students are responsible for their chromebooks and its 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 and will receive information from the library or book keeper regarding associated fines. The library will supply a loaner chromebook for damaged student chromebooks; however, the loaner must be returned at the end of the day. Failure to turn in a loaner chromebook at the end of the day will result in a discipline referral.

F. Office telephones

Office phones may be used by students for emergencies. Since phone messages or calls to students interrupt the school day, students will receive phone calls or messages only in emergency situations. Students should not miss class time to use the telephone.

G. Plagiarism/Cheating

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

H. Preparedness for class

Students must report to class with the appropriate materials including: 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.

I. Public display of affection

Physical contact beyond holding hands is considered inappropriate behavior in a school building, on loss of 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 unacceptable. Students violating this policy will receive a warning for the first offense. Subsequent offenses will result in disciplinary action.

J. Prohibited items in class

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

K. Scooters and skateboards

Skateboards and scooters are not allowed on school property.

L. Substitute teachers

Substitute teachers are to be accorded the same respect as regular classroom teachers. Administration expects substitute teachers to refer disruptive students to administration for disciplinary consequences.

M. Weapons

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](#).

IX. School 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. School authorities may search a student, student lockers or student vehicles under the guidelines outlined in School Board Policy JFG. Administration may seize any illegal, unauthorized, or contraband materials discovered in the search.

A. Disciplinary consequences

Consequences such as in-school suspension (ISS), after school detention (ASD), lunch detention, and removal of lunch-time privileges provide an alternative to out-of-school suspension (OSS). ASD, lunch

detention, and removal of lunch-time privileges consequences allow students to not miss daily classroom instruction.

1. Loss of privileges

Loss of privileges is a restriction in privilege. For example, the student may be restricted to the cafeteria during lunch instead of able to go to the gym or library after eating lunch.

2. Lunch detention

Lunch detention is assigned to a table in the cafeteria. Students are allowed to talk quietly to other students at the lunch detention table but should remain at the table throughout the assigned lunch time.

3. After school detention (ASD)

After-school detention (ASD) is held on Monday afternoons from 3:45 pm until 5:30 pm in room C59 at James River High School. If ASD is canceled (i.e. school cancelled for inclement weather), it will still be the responsibility of the student to serve the next week. Students must work on school-related assignments or read a book during the entire session.

4. In-school suspension (ISS)

ISS is used for students failing to function properly in the classroom setting. The student must complete the assignments provided by the classroom teacher(s). If the work is not completed, the student may be required to return to ISS the next day to complete the assignment.

Students failing to function properly in ISS will be removed and sent home immediately.

5. Out-of-school suspension (OSS)

After conducting a thorough investigation and providing due process, the principal may assign out of school suspension (OSS) up to ten (10) days. The principal will send the parent(s)/guardian(s) a written statement describing the student's conduct and the reasons for the action taken within twenty-four (24) hours following suspension. Students serving OSS are not allowed to take part in any school activities or be on any BCPS school premises during the suspension. The student receives an unexcused absence for any day assigned out-of-school suspension.

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.