

James Monroe High School

Home of the Yellow Jackets

2019-2020

STUDENT HANDBOOK

2300 Washington Avenue
Fredericksburg, Virginia 22401
(540) 372-1100 - Fax (540) 373-8643
Guidance Fax: (540) 373-6584
Student Hours: 7:45-2:45
Office Hours: 7:30-4:30

WELCOME

The administration, faculty and staff of James Monroe High School welcome you to another great school year. It is our objective to enable all students to achieve academically, athletically and socially. You have our encouragement and very best wishes for an exciting and rewarding experience.

JAMES MONROE HIGH SCHOOL MISSION STATEMENT

"Our mission as a school community is to provide a learning environment that is focused on developing individual responsibility for academic success and positive behaviors. Our conviction that all students can learn is realized by a partnership of students, faculty, parents and staff who provide character education and rigorous academic instruction. Through high expectations, lasting relationships, and support, students will find success beyond standardized tests and become responsible citizens of the 21st century."

RESPECT YOURSELF

RESPECT OTHERS

RESPECT PROPERTY

SCHOOL COLORS

Black and Orange

SCHOOL MASCOT

Yellow Jacket

ATTENDANCE POLICY

School attendance is critical for academic achievement and the preparation of students for the world of work and personal success. State law requires each parent or guardian whose child is within the compulsory attendance age be responsible for the child's regular and punctual attendance at school. For students age 18 or over, the requirements will apply to the student directly. Every teacher shall keep an accurate, daily class record of attendance of all assigned students. The Superintendent shall provide a copy of the compulsory school attendance law and this attendance policy within the first calendar month of each school year.

A. EXPECTATIONS

A student is expected to arrive on time and attend class for the full instructional day. A student who is tardy to or leaves early from school may disrupt the learning environment for all. Tardiness to or early dismissals from school will be considered excused for the same reasons listed for absences in Section B.

Students shall attend school unless otherwise excused. James Monroe High School students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. A student who is approved to participate in a school-sponsored field trip or other activity shall be counted as present. The Superintendent or designee must approve exceptions to a full day schedule on an individual basis.

James Monroe students who accumulate three unexcused tardies to class within a term will be considered absent in that class. Furthermore, students are considered absent if they miss over one third of a class period. See page 13 for a full explanation of the Tardy Policy as it concerns discipline.

B. ABSENCES

There are times when a student is unable to attend school. Each parent or legal guardian shall inform the school each time his or her child is absent for all or part of any day. Schools will make a reasonable effort to notify a parent or legal guardian of each student's absence and a log will be kept of notification attempts.

Absences that may be considered excused require receipt of a valid, written note from the parent or guardian within two days and are listed below:

- Illness (For excessive absences, the school may require a note from a physician)
- Medical and dental appointments
- Court appearance
- Death in the family
- Observance of a religious holiday
- Extenuating circumstances as determined by the school administration

College Visit Policy:

Seniors are allowed three administratively excused college visits per semester for a total of six the entire academic year. Juniors are allowed three college visits during their second semester only.

To receive an AEX absence, all students are required to complete and submit the college visitation form located in the Counseling Center.

C. EXCESSIVE ABSENCES

Excessive absences may lead to actions that could include a conference with the parent or guardian, Wednesday/Saturday School, or referral to the court system.

Once a student has attained three absences from school or a class, a letter will be sent to the parent/or guardian. For any student whose absences exceed five school days for the term, the principal or designee shall contact the parent to obtain an explanation. A plan will be developed jointly with the parent and student to resolve the student's nonattendance. A conference shall be scheduled with the parent and student within 10 days after the sixth absence. Upon the seventh absence, the principal or designee will notify the Fredericksburg City Public Schools truancy designee to take the actions prescribed by Section 22.1-258 of the Code of Virginia. Actions include either or both of the following: 1) filing a complaint with the juvenile and domestic relations court alleging the student is a child in need of supervision or 2) instituting proceedings against the parent pursuant to Section 18.2-371 or Section 22.1-262, Code of Virginia.

James Monroe High School students whose absences exceed eight or more days for the entire year will not receive credit for the course. The student may complete Wednesday/Saturday School or alternate learning modules as prescribed by the principal or designee. The principal may waive this requirement upon consideration of extenuating circumstances. This consequence complies with the state Standards for Accrediting Public Schools that define the standard for awarding course credit for graduation. If more than eight absences occur the student will be an "attendance failure" until the student makes up the absences as described in Section F.

D. MAKE-UP WORK

It is the student's responsibility to communicate with the teacher on the day he or she returns to class to schedule the make-up of missed work. Students are expected to make up all work missed within a

time period not to exceed the total number of days absent. All missed work that is not made up within the time limit will receive no higher than a grade of 59. A student whose work earns a grade below 59 will receive the grade earned. The principal or designee may consider extenuating circumstances in extending the time limit.

James Monroe High School students will be permitted to make up work missed for any excused absence up to 8 class periods in order to receive the grade earned. Once a student has missed in excess of those limits, the student will be permitted to make up work for full credit only for those absences that are excused. A student who is absent without being excused in excess of 8 class periods of a course must complete Wednesday/Saturday School as described in Section F.

E. RELEASE OF STUDENTS

Administrators shall not release a student during the school day to any person not authorized by the parent or legal guardian. The burden of proof that the release is authorized is on the person receiving the student.

Students with their own transportation shall be released only on the written request and authorization of the parent or legal guardian. All schools will maintain a formal checkout system to ensure this requirement is met.

F. WEDNESDAY/SATURDAY SCHOOL

Students who are excessively absent from school have the option to participate in Wednesday School or Saturday School. Attendance at one full day of Wednesday/Saturday School will equal one day of school missed. Wednesday School will be offered to students on select Wednesdays during the school year from 3 P.M. to 6 P.M. Saturday School will be offered to students on select Saturdays from 8 A.M. to 11 A.M. Students are to provide their own transportation to Saturday School. Wednesday School and Saturday School dates will be scheduled as needed by Administration.

G. APPEALS

Parents may appeal, in writing, an attendance failure within three school days of the final term grade. The Principal, who is a member of the Attendance Committee, will present the written appeal to the Attendance Committee, and parents will be notified, in writing, of the decision of the Attendance Committee within five school days. The decision of the Committee is final.

ACTIVITY BUS

All students should leave the building by 3PM. The Activity Bus leaves at 4:30PM, the Sports Bus leaves at 6 PM and is for athletes only. Both buses require passes from your teacher, sponsor or coach. Passes are not available in the main office.

AFTER-SCHOOL DETENTION (ASD)

A student assigned an after-school detention will be apprised of his/her misconduct and issued a form at least 48 hours in advance of the detention. The form must be signed by a parent or guardian and presented to the detention monitor at the time of the detention. Administrators will assign ASD. Should a student be absent on the day of the assigned detention, he/she will be expected to serve the detention on the day he/she returns to school. Extracurricular activities or employment commitments do not constitute excuses for not serving assigned detentions. A student serving a detention must arrange for his/her transportation home.

BUSES

A student is not allowed to leave the bus at any stop other than his/her regular stop, nor will the student be allowed to ride a bus other than his/her assigned bus unless they have a note from a parent/guardian which has been signed by an administrator. **Notes should be brought to the office by 8:00 A.M. for approval.** Students who misbehave on the bus will be subject to administrative action and may be suspended from riding the bus.

CLEAN SWEEPS

Promptness to class is very important at James Monroe High School. The administration will conduct random "clean sweeps" when a number of students have either been late to school, or late to a period. For students who are late to school, parents are advised to make sure their student has a note or some form of documentation to excuse the student from being part of the "clean sweep". During a "clean sweep," teachers will be instructed to lock their classroom doors when the bell rings. Any students caught in the halls will receive in-school-suspension or Wednesday/Saturday school for being tardy unexcused.

COMMERCIAL FOOD DELIVERY

ALL commercial food deliveries brought to James Monroe High School between 7:00 A.M. and 2:45 P.M. will be discarded. Students are NOT PERMITTED to place orders with services such as DoorDash, Uber Eats, or Grubhub for delivery to the school. All deliveries from parents of students must be in a plain, non-commercial container or bag and must be left in the main office.

COMPUTER LABS

Many electronic tools (word processing, spreadsheets, databases, and internet) are available for student use in computer labs and in the library. When using electronic tools, students are expected to conduct themselves in an appropriate manner. Students with permission to use the technology will be instructed on proper use. Inappropriate use may result in suspension of the student's computer use privileges and disciplinary action. A teacher or adult must be present in the lab during computer use. **No food or drink is allowed in the computer labs.**

COUNSELING SERVICES

The mission of the FCPS Professional Counseling Program is to empower all students to become productive and contributing members of society. In partnership with families, staff and the community, school counselors provide a developmental program that addresses student's academic, personal/social and career development. In addition to traditional one-on-one counseling and new student services, The James Monroe Counseling Department also offers a number of other services and programs including a job fair, college night, career days, orientation, student scheduling and group counseling

If you wish to see your counselor, notify them personally. Students with special needs should contact their counselor to secure the services of any of the following school personnel:

- School Psychologist
- Learning Disability Resource Specialist
- Hearing and Speech Specialists
- School Social Worker and Attendance Officer
- Homebound Instructor (provided as necessary for prolonged absences of over a month)

DISMISSALS

A student who wishes to leave school before his/her regular dismissal time must bring a note signed by a parent to the Attendance Office before 8:00 A.M. on or before the day she/he wishes to be dismissed early.

The note must include the date, the time of the dismissal, the student's name, parent's or guardian's telephone number, and a specific reason for the dismissal. Parents or guardians must come to the

attendance office to sign out their student. Students with parking permits will be released at the time on their note.

DRESS REQUIREMENTS

James Monroe High School is a place of business where students are expected to wear attire which is appropriate for business/school day activities. Such attire should reflect a positive attitude toward school and shall not be distracting to the educational environment. Students who violate the dress requirements will be removed from the classroom until compliance is achieved. Repeated violations of the dress code by a student will be deemed insubordination and dealt with accordingly. The following dress code will be in effect at James Monroe High School:

- A. Ripped or torn clothing is unacceptable.
- B. Shoes must be worn at all times. **Slippers** and roller sneakers are not acceptable. Athletic shoes or closed toes shoes with a rubber sole should be worn for physical education.
- C. Hats, headbands, do rags, sunglasses, bandannas, caps, hoods, scarves, **blankets** or headgear of any type may not be worn inside the building. Students may not wear curlers/rollers, picks, combs or hair rakes in their hair.
- D. Tops must have a fully covered front and back at all times and must not expose cleavage, undergarments, or any portion of the midriff. Shirts cannot have necklines that are lower than the straight line from top of underarm across to opposite underarm. Muscle shirts, tank tops, sleeveless jerseys, half shirts, tube tops, halter tops, low cut tops of any design, or any other clothing items which are revealing or transparent are not acceptable. Tops with exposed shoulders are considered revealing and are not permissible.
- E. Clothing with sexual connotations, profanity, depictions of drugs or alcoholic beverages, guns and/or weapons is unacceptable.
- F. Dresses, skirts, shorts, athletic shorts, and other similar clothing that are shorter than fingertip length (arms straight with palms flat – measured by the ball/tip of the longest finger), even when worn with leggings or tights, are not allowed. **The length of shorts and skirts must meet the student's fingertips when she stands upright or walks.**
- G. Dog collars, chains, wallet chains, safety pins, spiked jewelry or fishhooks worn as jewelry accessories or ornamentation are not allowed.
- H. Pants must be worn at or near the waist at all times. Undergarments must not be exposed.
- I. Pajamas, yoga pants, loungewear, and dorm pants are not acceptable school attire.
- J. Gang-related apparel is not acceptable.
- K. Thin fabrics, such as lace or nylon, are unacceptable and should not be worn as pants or under tunics, short shirts, or short skirts. **Leggings or tight fitting spandex type pants worn in this same manner are not allowed.**

EARLY RELEASE STUDENTS

Other than students involved in a cooperative work-study program, The James Monroe Administration must approve all exceptions to a full day schedule. **Early release students must have a signed contract on file stating that they understand that they must leave the premises within 5 minutes after their last class.** Students will be given an early release pass that they must have in their possession at all times, and must be shown when asked. Students cannot give or loan their early release pass to another student nor will they be given a new one if they lose their pass. Students must exit through the main front door.

Early release students who do not comply with this direction will be considered loitering and dealt with accordingly. Habitual offenders of this policy may lose parking privileges, be suspended and/or may be charged with trespassing.

ELECTRONIC DEVICE POLICY

James Monroe High School students may be in possession of electronic devices such as cell phones; MP3 players; headphones; tablets, etc. on campus under the following conditions:

Electronic devices will be turned off during instructional periods. Students will be allowed to use electronic devices during lunch and during the change of class. All electronic devices must be turned off and put away when students enter the classroom. Violation of the electronic device policy will result in a disciplinary referral and subsequent consequences.

The school is not responsible for lost, stolen, or damaged devices, or any financial obligation resulting from electronic devices being stolen.

Note: The phone in the main office is available for student use if one has a need to contact his/her parents during school hours.

EMERGENCY SCHOOL CLOSINGS

When it becomes necessary to close school because of inclement weather, announcements will be made by the Fredericksburg City Public School administrative staff. As soon as the need for such closing is determined, local radio and TV stations will carry such announcements. Information concerning school closing or delays for Fredericksburg City Public Schools may be found by checking one of the following:

- Fredericksburg City Public Schools website: www.cityschools.com
- Local Educational Access Channel 18
- WFLS Radio (FM 93.3)
- WYSK Radio (FM 99.3)
- WFVA/B 101.5 (FM 101.5)
- WGRQ Radio (Q 96)
- WGRX Radio (Thunder 104.5)
- WTVR – Channel 6
- WRC – Channel 4
- WUSA – Channel 9
- WRIC – Channel 8
- Fredericksburg Alerts Notification System

We encourage parents to visit our website or listen to one of the radio or television stations listed above. Announcements are posted as quickly as possible.

EXAM EXEMPTIONS

An exam exemption excuses the senior from the final exam only, not from regular scheduled classes. Seniors exempt from a final examination in a class shall meet the following criteria:

- They have an A in a regular course
- They have an A or B in an AP or Advanced course (this course must be a weighted course with an L2 designation)

EXTRACURRICULAR ACTIVITIES

Many activities, special interest groups, and service organizations are available for the students at James Monroe High School. Students are encouraged to participate in a variety of these activities. James Monroe is a member of the Battlefield District. The VHSL requires that a student who wishes to participate in any athletic and/or academic extracurricular activity shall be enrolled in and shall have passed, at the end of the semester immediately preceding that in which he/she wishes to participate is

not less than four (4) subjects. At James Monroe High School, students must pass 3 of 4 subjects to be eligible to participate in sports. In order to improve the overall academic responsibility of our student-athletes, James Monroe High School instituted a 2.0 grade point average rule during the Spring sports season of the 2019-2020 school year. Students must maintain at least a 2.0 average in order to participate in sports and extra-curricular activities. The Athletic Department will review student grades at the end of each nine weeks. Students must still pass at least three classes in order to be eligible for competition per the Virginia High School League. For those students who fall below a 2.0 GPA, the following plan of action will be implemented.

- Students will be suspended from their respective sports team for at least one week
- Students must participate in an athletic study hall or study hall with the teacher in which the student has poor grades during the suspension.
- Students must improve their grades in classes in which they are poorly performing by the next interim grading period.
- Students that have below a 2.0 for two consecutive interim marking periods will be removed from their respective sport's team permanently.

All extracurricular activities are offered to boys and girls in accordance with Title IX.

FACULTY AREAS

The faculty lounge, faculty restrooms, and faculty resource rooms are off limits to students. Students must be supervised by a faculty member in order to be permitted in any of the faculty areas.

FALSE NOTES/PASSES

A false note is any written document presented to any school staff member which has either been altered or bears a false signature. Presentation of a false note or pass will result in disciplinary action.

FEEES

Materials that are part of the basic educational program are provided without charge to the student. A student is expected to provide his or her own supplies of pencils, paper, erasers, pens and notebooks, and may be required to pay certain other fees or deposits, including:

1. Membership dues in clubs or student organizations and admission fees to extracurricular activities.
2. Locker rental - \$5.00 each for hall locker and gym locker. \$5.00 will be charged for missing locks.
3. Freshman (\$5), Sophomore (\$10), Junior (\$20), and Senior (\$40) class dues.
4. The materials for a class project, the student will keep.
5. Physical Education uniform fee for 9, 10, 11 and Advanced P.E.
\$15.00
6. Musical instrument rental and uniform maintenance.
7. Replacement cost for damaged library books and school-owned books or equipment.
8. Personal apparel used in extracurricular activities.
9. Fees established for optional courses offered for credit that require use of facilities not available on school premises.

FOOD AND DRINK

Food and drink are permitted in the commons area only before and after school and during scheduled lunches. **No outside food or drink is to be brought in the school.** See "Commercial Food Delivery", Page 6.

GRADING AND REPORTING TO PARENTS

GRADING SYSTEM

A+=100-97	B+=89-87	C+=79-77	D+=69-67	F > 60
A =96-94	B =86-84	C =76-74	D =66-64	
A =93-90	B =83-80	C =73-70	D =63-60	

INTERIM REPORTS are used to apprise parents of student progress.

REPORT CARDS Provide concise information to parents about the academic progress of their children. Good grades deserve praise; poor grades should bring both encouragement and a change in the factors contributing to the poor grades. If there are any questions, parents are urged to arrange a conference with the teacher.

HALL LOCKERS

Students may be issued a hall locker for a \$5.00 fee. It is the student's responsibility to assure that the locker is locked at all times. Students are not to share lockers or combinations. Valuables should not be left in lockers. School lockers are school property provided for student use. They may be examined by school authorities at any time. Any problems concerning lockers or locks should be directed to Ms. Franke. All lockers must be cleaned out by the last day of school.

HALL PASSES

No student will be dismissed from any class without the properly signed hall pass in this agenda. Students using passes are required to go directly to and from their destinations.

HEALTH SERVICES

The school nurse will be available in the clinic during school hours. Students requiring the services of the school nurse should have a pass from his/her teacher before reporting to the clinic. Students may not leave school for reasons of illness without first being excused by the school nurse. Students who bring prescription drugs or other medicine to school must give those to the school nurse upon arrival at school for storage and administration. Please see the Code of Student Conduct for additional information. **Students may also request missed work from the nurse for long-term illness.**

HONOR CODE

As a member of the student body of James Monroe High School, I pledge that:

I will strive to be honest with myself and with others in thought, in word and in deed at all times.

I will not cheat on any test, examination, or other written classroom activity.

I will not tempt others to cheat by making available to others information conducive to cheating.

The task of this Honor Code is to create a cohesive bond of trust among all members of the school community and to instill in all students a reverence for the concept of "honorable behavior" by addressing infractions of plagiarism and cheating.

DEFINITIONS OF HONOR OFFENSES

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

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

Cheating is defined as any form of dishonesty regarding academic work. Academic work which has been completed for credit includes homework, class work, workbook assignments, etc. Conduct which may constitute cheating will include, but not be limited to, any of the following:

1. Copying another person's academic work which has been completed for credit.
2. Allowing another student to have access to academic work which has been completed for credit.
3. Giving or receiving any form of assistance to or from another student(s) during any type of evaluative activities or exchanging information verbally or in written form on material covered on any type of evaluative activities.
4. Using unauthorized materials to complete academic work.
5. Submitted as original work any form of assignment which has been created by another person.
6. Submitting any form of blatant or subtle plagiarism on a graded assignment under the false pretense of being one's own work. This includes internet materials.
7. Using another person's electronic work from a disk, flash drive or computer under the false pretense that the work is one's own.

IDENTIFICATION

Students are to address all faculty and staff with respect and must identify themselves upon request. Failure to identify one's self or falsifying one's identity will result in out-of-school suspension.

"JUMP" MENTORING-FRESHMAN TRANSITION

This program is designed to help freshman feel welcome and connected. Each ninth grade student will have an upper class mentor/role model who will take ownership in their success. All freshmen will meet monthly with their mentors in a formal classroom setting. There will be several informal connections throughout the year to include such outings as attending football games together.

LEAVING SCHOOL WITHOUT PERMISSION

James Monroe High School is not an open campus. A student may not leave school at any time during the school day without prior written approval by administration. Failure to follow the dismissal policy will result in a referral to an administrator for disciplinary action.

LIBRARY

The library is open from 7:30 am – 4:00 pm Monday - Friday except during testing or meetings as needed by school personnel. General policies for the library include:

1. The library is a quiet place for those students who want to study or read before and/or after school. An exception is made when occasional programs are held in the library.
2. A student must have an official pass to be admitted to the library during class time. Upon arrival, s/he must sign in at the circulation desk and give the pass to the librarian, who will sign it when the student returns to class. Passes are only valid for those students who are working on projects or checking out books. Only three students from a class may come at one time.
3. Students in good standing may check out books for two weeks.
4. Scheduled classes have precedence over individual student use of the library. IF a scheduled class is in session in the library, students with passes from other teachers cannot be admitted without permission from the scheduled teacher.

5. Games, music downloads and chat rooms are not allowed.
6. Parking Permits will not be issued to students who have outstanding library obligations. Outstanding obligations may also affect eligibility for sports, activities and honor societies.
7. The use of cell phones & MP3 players are not permitted in the library.

LOCKS AND LOCKERS

Lockers are provided for the convenience of students. The use of lockers by students is governed by the following rules and regulations:

1. Lockers are the property of the Fredericksburg City School Board, and the school administration reserves the right to inspect the contents thereof when necessary.
2. Only locks issued by the school are permitted on lockers or cabinets within the school or field house. **No student is to use any locker not assigned to him/her. The school may not be held liable for lost or stolen items if a student has shared his/her locker or combination.**
3. Lockers are to be kept neat and clean at all times.
4. Students are asked to report any damaged or broken locks or lockers to the administration.

MINUTE OF SILENCE

SECTION 22.1 - 203

In order that the right of every pupil to the free exercise of religion be guaranteed within the schools and that the freedom of each individual pupil be subject to the least possible pressure from the Commonwealth either to engage in, or to refrain from, religious observation on school grounds, the school board of each school shall establish the daily observation of one minute of silence in each classroom of the division. During one-minute periods of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent. Each pupil may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity. These may not interfere with, distract, or impede other pupils in the like exercise of individual choice.

PARKING

The school reserves the right to suspend a student's permit to park on school grounds for just cause. Students who do not comply with the guidelines will be issued a \$20.00 ticket by the administration. Students who fail to comply with the guidelines after a ticket has been issued may have their cars towed at the owner's expense. All vehicles parked on school property are subject to search.

Cars parked on school property without current James Monroe parking decals are subject to towing at the owner's expense. Decals will be sold to eligible seniors, juniors and sophomores on assigned dates in August. Students who owe library fines or other fees will not receive permits.

The parking lot is off limits to students during the school day. Any student who enters the parking lot without permission from administration will be subject to disciplinary action. Students are prohibited from parking in the lot in front of the school; this lot is reserved for faculty, staff and visitors.

1. Obtain a parking permit from Ms. Franke.
2. Read and sign an acknowledgment concerning the use of student parking lots form.
3. Park in the designated parking area for students. Parking permits will be numbered with the corresponding parking space.
4. Exercise caution and utilize safe driving practices.

PERSONAL PROPERTY

Fredericksburg City Public Schools is not responsible for personal property that may be lost, stolen, or

damaged. School personnel will take reports for such incidents. For stolen or damaged personal property, school personnel may investigate if there is reasonable suspicion that the perpetrator is or can be readily known. The results of the investigation may be used in disciplinary action and may be provided to the police. All staff and students should be cautious with valuable personal items to prevent loss. In addition, staff and students should not carry large amounts of cash that draw attention to themselves. Fredericksburg City Public Schools does not assume any responsibility for theft or vandalism that may occur on school grounds.

REMAINING AFTER SCHOOL

To ensure school safety, students who remain after school must be involved in a faculty supervised activity. Students not under the direct supervision of a faculty or staff member must leave the building and school grounds by 3 P.M. Students who loiter at school without specific need or supervision will be subject to disciplinary action, which can include charges of trespassing. Students who are specifically asked to leave the property and fail to do so will be charged with trespassing.

SCHOOL CLUBS AND ACTIVITIES

Academic Quiz Team	Football	SCA
Amnesty International	FREE	Senior Class
Art Club	French Club	Skills U.S.A.
Band	Freshman Class	Soccer
Baseball	Girl Up	S.O.D.A. Mentors
Basketball	Golf	Softball
Beta Club	James Farmer Scholars	Spanish Club
Cheerleading	JM-MAC	Spectrum Club
Chorus & Monroe Singers	JuMp	Student Leadership
Color Guard	Junior Class	Swimming
Cross Country	Key Club	Tennis
DECA	Lacrosse	Track & Field
Drama Club	Latin Club	Volleyball
FBLA	Leo Club	Yearbook
Fellowship of Christian Athletes	National Honor Society	
Field Hockey	Orchestra	

STUDENT DROP OFF AND PICK-UP PROCEDURES

In order for all parents to safely drop off their children the following Student Drop Off and Pick-Up Procedures have been established:

IN THE STUDENT DROP OFF/PICK-UP CIRCLE

- Do pull forward in the circle
- Do remain in single file
- DO NOT park
- DO NOT switch drivers
- DO NOT unload items from the trunk
- DO NOT pass vehicles in front of you

If extra time is needed to drop off your student, please park in the Parent/Guest Parking Area.

DO NOT pull into the BUSES ONLY drop off area.

STUDENT EXPECTATIONS

Disciplinary rules at James Monroe have been designed to provide a peaceful, structured environment where all students are expected to be engaged in the learning process, attend class regularly, and respect the right of others to learn. Students are to address all faculty and staff with respect and must identify themselves upon request. Above all, James Monroe High School will be a safe place in which to work and learn, free from disruption and distractions. Behavior which runs contrary to these expectations will be met with disciplinary action.

During the first week of school, every student enrolled in James Monroe High School will receive a copy of the Standards for Student Conduct. This booklet outlines the expectations for student conduct and lists the consequences when students act inappropriately. In conjunction with The Standards for Student Conduct, please review the following school policies.

Note: Tardies are cumulative. Three unexcused tardies to a class in a Term will count as one absence.

TARDIES TO CLASS

Classes begin with the bell. Unexcused tardiness will affect academic progress and will result in disciplinary action.

TARDIES TO SCHOOL

Students arriving tardy to school must report to the Attendance Office to present his/her signed note. Students who repeatedly arrive late to school may have their parking permit revoked or may face other disciplinary actions, see below. If a parking permit is revoked due to excessive tardies, a refund will not be given.

This policy will encompass both unexcused tardies to school and unexcused tardies to class.

1st Tardy—After-School Detention assigned

2nd Tardy—After-School Detention assigned

3rd Tardy—Wednesday/Saturday School assigned (will count towards participation in school activities; i.e., student athletes will be required to miss a game)

4th Tardy—One day of I.S.S. assigned

5th Tardy—Conference with parent/guardian

6th Tardy—I.S.S. and Wednesday/Saturday School assigned

Administrative action taken against students for being tardy to school is based on the nine-week period. At the start of a new nine-week period, administrative action will begin at step one of the tardy matrix. Please be reminded, however, that unexcused tardies and absences accumulate over the course of the school year. Three unexcused tardies to a class equal one unexcused absence and count towards overall attendance totals.

TEXTBOOKS

James Monroe High School provides free textbooks to all students in attendance. **Students are responsible for the textbooks they are issued and will be held accountable for all damages to or loss of any textbook.** If a student has lost a textbook and needs to pay for a replacement, they should contact Ms. Franke in the main office.

THE COMMONS

Two dining areas are provided at James Monroe High School for student use; one is the commons located at the main entrance to the school and the other is the outdoor senior courtyard (Senior use only) doors leading outside or across from the library and next to the stairwell going to 2nd floor. All food, whether brought from home or purchased from the school cafeteria, must be consumed in one of these areas.

Vending drink machines are located in the commons; however, these machines are off limits between and during classes. Problems with the machines should be addressed to the main office. James Monroe commons should be viewed as a dining room away from home; JMHS students are expected to act appropriately. Therefore, boisterous conduct, throwing food, or leaving trays or trash on the tables will not be tolerated. A list of commons' rules follows:

1. All students must remain seated during lunch.
2. All students are expected to throw away their trash at the conclusion of breakfast and lunch.
3. Cell phones and music listening devices may be used during lunch.
4. Students must remain in the commons, library, or courtyard (Seniors only) during lunch.

Violation of any of these rules may result in disciplinary action.

TIP411

Tip411 is an ANONYMOUS program used by James Monroe High School and the Fredericksburg Police Department to increase the safety and security of JMHS. Tip411 can be used by students, faculty, staff, parents, and the community to provide information on criminal activity, school issues or for the prevention of crimes or school violations.

Tip411 can be accessed three ways.

1. Downloading the app to your smartphone using the Apple or Android stores.
2. Using the Weblink on the JMHS website.
3. You can text JMHS and your tip to 847411.

TOBACCO-FREE SCHOOL

Smoking, chewing or any other use of any tobacco products by staff and students shall be prohibited on school property as defined below:

- "School property" shall mean all property owned, leased, rented or otherwise used by a school including but not limited to the following:
 - o All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage
 - o Any indoor facility or portion of such facility owned or leased or contracted for and used for

the provision of regular or routine health care, day care, or early childhood development (Head Start) services;

- o All vehicles used by the division for transporting students, staff, visitors or other persons.
- "Tobacco" shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. "Tobacco" shall include cloves or any other product packaged for smoking.
- "Smoking" means the carrying or holding of any lighted pipe, cigar, or cigarette of any kind, or any other lighted smoking equipment, or the lighting, inhaling, or exhaling of smoke from a pipe, cigar, or cigarette of any kind, including all types of e-cigarettes.

Students found to be in violation of this policy shall be subject to appropriate disciplinary action.

VISITORS

All visitors entering James Monroe High School during the regular school day must sign in and present a picture I.D. No Visitors are allowed during school hours of 7:45 AM - 2:45 PM. All authorized visitors will be given a pass that must be visible while visiting the school. Failure to check-in and obtain a visitor's pass may constitute trespassing.

WHERE TO FIND HELP

Administration:

Dr. Taneshia H. Rachal; Principal
Mr. Jay Snyder; Assistant Principal
Dr. Timothy Duffy; Assistant Principal

Attendance	Mrs. Downing
Secretary to the Principal	Mrs. Laskowski
Secretary to the Asst. Principals	Ms. Franke
Athletic Directors:	
Mrs. Crismon, Director	
Mr. Griffin, Assist. Director	
Behind the Wheel	Mr. Brown
Bookkeeper	Mrs. Farley
Change of Address	Mrs. Ripley
Early Release	Mrs. Downing
Employment	School Counselor
Homebound	School Counselor
"JuMp" Mentoring Program	Ms. Gompf
Librarian	Mrs. Cobey
Lockers	Ms. Franke
Lost and Found	Main Office
Lunches (Federal Program)	Ms. Franke
Nurse	Ms. Lee
Outstanding Debts	Ms. Franke
Parking Passes	Ms. Franke

Resource Officers
Saturday School
Schedule Change
School Counseling Appointments
Special Education
Plato Regular Term
Tardy to School
Textbooks
Transportation
Work Permits

Officer Dooley
TBD
School Counselor
School Counselor
Mrs. Megan Waite
Mrs. Johnson
Mrs. Downing
Administration
Administration
Mrs. Ripley

2019-2020 REGULAR BELL SCHEDULE

Period 1	7:45 - 9:20
Class Change	9:20 - 9:25
Period 2	9:25 - 11:00
Class Change	11:00 - 11:05
Period 3	11:05 - 1:05
Lunch Wave A	11:00 - 11:25
Lunch Wave B	11:50 - 12:15
Lunch Wave C	12:40 - 1:05
Class Change	1:05 - 1:10
Period 4	1:10 - 2:45

** Students more than 5 minutes late will not be admitted to class.