

**James Monroe High School  
Home of the Yellow Jackets  
2023-2024  
STUDENT HANDBOOK**

**“One Community, One JM”**

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: 7:30-4:00



## **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



## **ADMINISTRATION**

**Mr. Marcus Petty; Principal**

12<sup>th</sup> Grade Activities

**Mrs. Michelle Young; Assistant Principal (A-F)**

11<sup>th</sup> Grade Activities

**Ms. Lakeshia Banister; Assistant Principal (R-Z)**

10<sup>th</sup> Grade Activities

**Mr. Thomas Johnson; Assistant Principal (G-Q)**

9<sup>th</sup> Grade Activities

# 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 to be responsible for the child's regular and punctual attendance at school. Every teacher shall keep an accurate, daily class record of attendance of all assigned students.

## 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.

## 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 or referral to the court system.

Once a student has attained five absences from school or a class, a letter will be sent to the parent/or guardian. For any student whose absences exceed seven school days for the term, the 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 seventh absence. Upon the ninth 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.

## 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 for missed work. Students are expected to make up all work missed within a designated time period. The principal or designee may consider extenuating circumstances in extending the time limit.

## 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.

# A/B CALENDAR

# SCHEDULE A/B DAYS 2023-2024

## August 2023

Sun	Mon	Tue	We	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 A	9 B	10 A	11 B	12
13	14 A	15 B	16 A	17 B	18 A	19
20	21 B	22 A	23 B	24 A	25 B	26
27	28 A	29 B	30 A	31 B		

## September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5 A	6 B	7 A	8 B	9
10	11 A	12 B	13 A	14 B	15 A	16
17	18 B	19 A	20 B	21 A	22 B	23
24	25	26 A	27 B	28 A	29 B	30

## October 2023

Sun	Mo	Tue	Wed	Thu	Fri	Sat
1	2 A	3 B	4 A	5 B	6 A	7
8	9	10 B	11 A	12 B	13 A	14
15	16 B	17 A	18 B	19 A	20 B	21
22	23 A	24 B	25 A	26 B	27 A	28
29	30 B	31 A				

## November 2023

Sun	Mon	Tue	We	Thu	Fri	Sat
			1 B	2 A	3 B	4
5	6 A	7	8 B	9 A	10	11
12	13 B	14 A	15 B	16 A	17 B	18
19	20 A	21 B	22	23	24	25
26	27 A	28 B	29 A	30 B		

## December 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 A	2
3	4 B	5 A	6 B	7	8 A	9
10	11 B	12 A	13 B	14 A	15 B	16
17	18 A	19 B	20 A	21	22	23
24	25	26	27	28	29	30

## January 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4 B	5 A	5
7	8 B	9 A	10 B	11 A	12 B	13
14	15	16 A	17 B	18 A	19 B	20
21	22 A	23 B	24 A	25 B	26 A	27
28	29 B	30 A	31 B			

## February 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 A	2 B	3
4	5 A	6 B	7 A	8 B	9 A	10
11	12 B	13 A	14 B	15 A	16 B	17
18	19	20 A	21 B	22 A	23 B	24
25	26 A	27 B	28 A	29 B		

## March 2024




Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 A	2
3	4 B	5 A	6 B	7 A	8	9
10	11	12	13	14	15	16
17	18 B	19 A	20 B	21 A	22 B	23
24	25 A	26 B	27 A	28 B	29 A	30

## April 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2 B	3 A	4 B	5 A	6
7	8 B	9 A	10	11 B	12 A	13
14	15 B	16 A	17 B	18 A	19 B	20
21	22 A	23 B	24 A	25 B	26 A	27
28	29 B	30 A				

## May 2024

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 B	2 A	3 B	4
5	6 A	7 B	8 A	9 B	10 A	11
12	13 B	14 A	15 B	16 A	17 B	18
19	20 A	21 B	22 A	23 B	24 A	25
26	27	28	29	30	31	

	Transition Day
	Non-Teaching Days
	Early Dismissal

# 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.

## BELL SCHEDULE

### REGULAR BELL SCHEDULE

Class Period	Time	Minutes
Period 1	7:40—9:15	95
Class Change	9:15—9:20	5
Period 2	9:20—10:55	95
Class Change	10:55—11:00	5
Lunch Wave A	10:55—11:20	25
Period 3	11:25—1:05	100
Period 3	11:00—11:30	30
Lunch Wave B	11:30—11:55	25
Period 3	12:00—1:10	70
Period 3	11:00—12:05	65
Lunch Wave C	12:05—12:30	25
Period 3	12:35—1:10	35
Period 3	11:00—12:40	100
Lunch Wave D	12:40—1:05	25
Period 4	1:10—2:45	95

### REGULAR BELL SCHEDULE W/ WIN TIME (BEGINS SEPT. 5, 2023)

Class Period	Time	Minutes
Period 1	7:40—9:05	85
Class Change	9:05—9:10	5
Period 2	9:10—10:35	85
Class Change	10:35—10:40	5
Flex Period	10:40—11:10	30
Class Change	11:10—11:15	5
Lunch Wave A	11:10—11:35	25
Period 3	11:40—1:20	100
Period 3	11:15—11:45	30
Lunch Wave B	11:45—12:10	25
Period 3	12:15—1:20	65
Period 3	11:15—12:20	65
Lunch Wave C	12:20—12:45	25
Period 3	12:50—1:20	30
Period 3	11:15—12:55	100
Lunch Wave D	12:55—1:20	25
Period 4	1:25—2:45	80

## **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.

## **CELL PHONES**

Cell phone use is not permitted in any area of the building other than the Commons (during breakfast and lunch), Cell phones may not be used for instructional purposes, and must remain in the classroom when students leave for any purpose other than dismissal. Cell phones must be turned off and put away once students leave the commons.

All students are issued a device by the school and are expected to use that device, not their phones. Students may not have their phones out at any point during class time; phones are only permitted in halls during passing times and in the commons during breakfast and lunch. No phones are permitted in bathrooms.

- 1<sup>st</sup> and 2<sup>nd</sup> cell phone use: If a student refuses to put the device away or continues to use the device, the teacher can submit a referral to administration.
- 3<sup>rd</sup> + cell phone use: The teacher submits administrative referral.

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 parent during the school day.

## **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.

## **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 several 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 in their note.



## DRESS CODE

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 should 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.

- Shoes must be always worn.
- No headcovers are permitted (religious exemption); this includes hats, hoods, bonnets, skull caps, etc.
- Ski masks/gators are not permitted and will be confiscated if a student is seen with one or is wearing one.
- Tops must have a fully always covered front and back and must not expose cleavage or undergarments. Muscle shirts, 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.
- Clothing with sexual connotations, profanity, depictions of drugs or alcoholic beverages, guns and/or weapons is unacceptable.
- The length of shorts and skirts must meet the student's fingertips when the student stands upright or walks. Short shorts, skin-tight shorts, and stretch shorts are not allowed.
- No jewelry containing spikes or sharp pointed edges (i.e., dog collars) is allowed.
- Waistbands must be worn so that undergarments must not be exposed.
- Pajamas are not acceptable school attire.
- No blankets are allowed to be worn at school.
- Gang-related apparel is not acceptable (i.e., handkerchiefs, beads, etc.)
- Thin fabrics, such as lace or nylon, are unacceptable and should not be worn as pants or under tunics, short shirts, or short skirts.

## 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 always have in their possession 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.

## E-HALL PASSES

Teachers will originate passes. No student will be dismissed from any class without the properly assigned E-hall pass in the system. Students using passes are required to go directly to and from their destinations.

## 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](http://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:

- Seniors are exempt with a 70%
- Underclassmen are exempt with an 80%
- Student has passed the corresponding SOL

## **EXTERIOR DOORS**

Due to safety concerns, exterior doors other than the front entrance are not to be opened by students for any reason unless under the direct supervision of a staff member. This includes, but is not limited to:

- Using to an exterior door to egress
- Opening an exterior door to allow another person to enter the building
- Opening an exterior door to allow bags, food, or other items to enter the building

Exterior doors may also not be propped open for any reason by staff members as this creates a security breach for the building.

Staff members are also not allowed to hold doors open for persons who do not possess a staff badge. Please direct these people to the front entrance.

## **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 and Region 3B. 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 five (5) subjects. At James Monroe High School, students must pass at least 5 subjects to be eligible to participate in sports. The Athletic Department will review student grades at the end of each nine weeks. Students must be in good academic standing at the end of each quarter (having passed at least five classes) to be eligible for competition per the Virginia High School.

- Students may be asked to participate in an athletic study hall (assigned by specific coach).
- Interim and quarter grades will be used to determine if the student needs to be assigned to a study hall.
- Coaches will monitor grades and attendance.
- Students that have not satisfied the VHSL Eligibility Standards will be removed from their respective team and/or activities.
- 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.

## FIGHTING

Students who participate in any arguing, posturing, physical fighting, inciting an argument/fight will be suspended for 10 days with recommendation for a discipline hearing. Recording/filming a fight in progress or sharing a video of a fight is inciting.

## 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.

## FOUR PASS LIMIT

Students are limited to 4 electronic hall passes each school day. **Sports, clubs, activities and parking privileges** can be removed due to disciplinary action.

## 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 inform 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 ensure that the locker is always locked. 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.

## 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 other 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 oneself or falsifying one's identity *can result in disciplinary action*.

## 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 the administration. Failure to follow the dismissal policy will result in a referral to an administrator for disciplinary action. Students may not open any exterior door without a faculty member present. Doing so can result in disciplinary action.

## LIBRARY

The library is open from 7:30 am – 3:00 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 is 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.
4. Students are asked to report any damaged or broken locks or lockers to the administration.

## **MOMENT OF SILENCE**

§ 22.1-203. Daily observance of one minute of silence. 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 division shall establish the daily observance of one minute of silence in each classroom of the division. During such one-minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice. The Office of the Attorney General shall intervene and shall provide legal defense of this law. Code 1950, § 22-234.1; 1976, c. 103; 1980, c. 559; 2000, c. 1022

## **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 (Blosser)
Latin Club (Blosser)
One Act (Wright)
Drama Club (Wright)
Animal Awareness Club (Radolinski)
Environmental Club (Mitchell)
National Honor Society (Thompson)
Ceili Leahy Day of Service (Hard)
S.C.A. (Hard)
JM Student Ambassadors (Young & Hanks)
DECA (Dyer)
Key Club (Godfrey)
French Honor Society (Silvestri)
French Cub (Silvestri)

Media Club/The Buzz (TBD)
Skills U.S.A (Ewing)
TSA (Fields)
Spectrum Club (Cobey)
Yearbook (Conde)
Giving Tree (Clark)
Forensics (Loos)
Chess (Loos)
Debate (Loos)
Ultimate Bridge Club (Gillie)
Spirit Club (Hine)
Astronomy Club (Conde)
Improv Club (Woodrell)

## **STUDENT DROP OFF AND PICK-UP PROCEDURES**

Students may not be signed out after 2:15PM on a regular school day (11:30AM on early dismissal day). 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.

## **TARDIES TO CLASS**

Classes begin with the bell. Unexcused tardiness will affect academic progress and can result in students losing privileges such as after-school activities and sports participation.

## 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.

### Unexcused Tardy Matrix

This policy will encompass both tardy to school and tardy to class. The first week of school will be considered a grace period for consequences.

- Every tardy will generate an automatic parent communication.
- Students demonstrating a continued pattern of tardies will have a student/parent conference with designated staff.
- Student continuing a pattern of tardies will have a student/parent conference with an administrator. This may result in the privilege of participating in after school activities and athletics being revoked.

## 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 headphones may be used during lunch. Speakers are not allowed.
4. Students must remain in the commons, library, or courtyard 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 AND DRUG-FREE SCHOOL

Vaping, Smoking, chewing or any other use of any tobacco/drug 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**

### **FRONT OFFICE STAFF**

Admin Asst. to the Principal	Mrs. Laskowski	(Main Office A14)
Admin Asst. to the Asst. Principals	Ms. Franke	(Main Office A09)
Admin Asst. to Counselors	Mrs. Ripley	(Guidance 209)
Attendance	Ms. Parker	(Entrance A03)
Bookkeeper	Ms. Farley	(Main Office A19)
Front Desk	Mr. Keith Jones	(Main Office A05)
	Ms. Michele Fleming	

Activities Director	Mr. Griffin	
Assistant Activities Director	Mrs. T. Young	
Behind the Wheel	Mr. Brown	(Main Office A23)
Change of Address	Mrs. Ripley	(Guidance 209)
JM Ambassadors	Ms. Hard	
Laptop Issues	English Teacher	
Librarian	Mrs. Cobey	(Library)
Lockers	Ms. Franke	(Main Office A09)
Lost and Found		(Main Office A05)
Nurse	Mrs. Major Mitchell	(Clinic 117)
Outstanding Debts	Ms. Franke	(Main Office A09)
Parking Passes	Ms. Franke	(Main Office A09)
Resource Officer	Officer BK	(Entrance A02)
Schedule Change	School Counselor	(Guidance 209)
School Counseling Appointments	School Counselor	(Guidance 209)
Tardy to School	Ms. Parker	(Entrance A03)
Textbooks	Ms. Cobey	(Library)
Transportation		(Main Office)

## **W.I.N. TIME**

- Students will have opportunities to complete remediation for sol testing and successful course completion.
- Students will have opportunities for teacher support on assignments and subject content.
- Students will have opportunities to engage in enrichment opportunities.



- Students can complete outstanding assignments.
- Students can actively participate in school-based clubs and organizations.
- Students will have opportunities to see guest speakers, attend college/career information sessions.

## **ZERO TOLERANCE BEHAVIOR**

The following behaviors are considered zero tolerance behaviors and can result in suspension from school.

- Disruption to the school environment by arguing, posturing, physically fighting, inciting an argument/fight.
- Refusing to respond to a staff member or refusing to give one's name when requested.
- Yelling or cursing at an adult or speaking disrespectfully to an adult.