

# OSBOURN PARK HIGH SCHOOL

Student Handbook 2018-2019



Center for Biotechnology and Engineering  
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Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Locker # \_\_\_\_\_

Parent(s) Work Phone \_\_\_\_\_

Student # \_\_\_\_\_ Homeroom # \_\_\_\_\_

# **OSBOURN PARK HIGH SCHOOL**

HOME OF THE YELLOW JACKETS

“ONCE A JACKET, ALWAYS A JACKET”

## **ADMINISTRATION**

Mr. Neil Beech, Principal

### Assistant Principals

Mrs. Shelley Legall-Brickey, students A-COL

Mrs. Lindsey Walton, students COG-HARM

Mrs. Kenyetta Wilson-Keys, students HARM-MER

Mr. Ben Henken, students MES-ROS

Mrs. Artise Gill, students ROT-Z

Mr. Keith Lane, Activities Director

### Security

Mr. Louis Hyman, Director

Mrs. Sheila Parker, Assistant

Mr. Ronald Marzette, Assistant

### Guidance

Ms. Pamela Gardner, Guidance Director

### Counselors

Mrs. Maureen Andrada, Mrs. Melissa Bach,

Ms. Erin Fondren, Ms. Keisha Mercer,

Mrs. Shronda Peake, Mrs. Suzanne Salvo

## **PRINCE WILLIAM COUNTY SCHOOL BOARD**

Mr. Babur B. Lateef, M.D., Interim Chairman-at-Large

Mrs. Lillie Jessie, Vice Chairman, Occoquan District

Mr. Willie Deutsch, Ms. Diane L. Raulston,

Mrs. Alyson Satterwhite, Mr. Gil Trenum,

Mr. Justin David Wilk, Ms. Loree Y. Williams

Miss Kate Arnold, Student Representative

## STUDENT LEADERS

### Student Council Association

CEO of the Student Council: Angie Flores

#### Class of 2019

Representative: Carlos Noel

Treasurer: Brooke Harmison

Secretary: John O'Brien

Vice President: Grace Sheehy

President: Caroline Pullen

#### Class of 2020

Secretary: Faith Cummings

Vice President: Thumay Huynh

President: Naina Singh

#### Class of 2021

Representatives: Abdullah Ayubi, Andrea Rhee, and Hosaena Tilahun

Treasurer: Riddhima Telugu Guvvala

Secretary: Anya Mansur

Vice President: Ashish Pothireddy

President: Ani Pothireddy

#### Class of 2022

Freshman elections are scheduled for September, 2018

#### *Article IV: Osbourn Park High School Constitution*

*All students enrolled in OPHS shall be considered members of the SCA and therefore, may attend all meetings of the Student Council and all other functions in which the Student Council is involved.*

**Meetings: Tuesdays, Room 2083**

## 2018-2019 SCHOOL YEAR

<u>DATE</u>	<u>CALENDAR</u>
August 27	School Begins
September 3	Labor Day Holiday
October 8	No School for students – Division-wide Professional Learning Day and Touchbase
October 11	Interim Grades received
October 17	PSAT
November 2	End of First Grading Period
November 5	Teacher PD/Workday/Conference Day/No school for students
November 6	Teacher PD/Workday/Conference Day/No school for students
November 12	Veterans Day Holiday
November 21-23	Thanksgiving Break
December 21-31	Winter Break
January 1	Winter Break
January 2	School Reopens
January 21	Martin Luther King Holiday
January 25	End of Second Grading Period (End of First Semester)
January 28	Teacher PD / Workday – No School
February 12	Touch Base Conference
February 18	President's Day Holiday
March 8	Interim Grades received
March 29	End of Third Marking Period
April 1	Teacher Workday/No school for students
April 13	End of Third Grading Period
April 15-19	Spring Break
April 16	Teacher PD / Workday – No School
May 7-18	AP Exams
May 27	Memorial Day Holiday
June 1	Graduation
June 11	End of Fourth Grading Period (End of 2 <sup>nd</sup> Sem/Last Day of school)
June 11	Last Day of School

## 2018-2019 BELL SCHEDULES

**Blue Days – Periods 1, 2, 4 and 6**

**Gold Days – Period 1, 3, 5 and 7**

### REGULAR SCHEDULE

Warning Bell 7:24  
Pd1 7:30–8:25  
Pd 2(blue) & 3(gold) 8:31–10:08  
Pd 4(blue) & 5(gold) 10:14-12:24

### TWO-HOUR DELAY SCHEDULE

Warning Bell 9:24  
Pd 1 9:30-10:00  
Pd 2(blue) & 3(gold) 10:06-10:56  
Pd 4(blue) & 5(gold) 11:02- 1:12

#### 1<sup>st</sup> Lunch Shift

**10:14-10:44 Lunch**  
10:49-12:24 Class

#### 1<sup>st</sup> Lunch Shift

**11:02-11:32 Lunch**  
11:37-1:12 Class

#### 2<sup>nd</sup> Lunch Shift

10:14-10:49 Class  
**10:49-11:16 Lunch**  
11:21-12:24 Class

#### 2<sup>nd</sup> Lunch Shift

11:02-11:37 Class  
**11:37-12:04 Lunch**  
12:09-1:12 Class

#### 3<sup>rd</sup> Lunch Shift

10:14 -11:21 Class  
**11:21-11:49 Lunch**  
11:54-12:24 Class

#### 3<sup>rd</sup> Lunch Shift

11:02-12:09 Class  
**12:09-12:37 Lunch**  
12:42-1:12 Class

#### 4<sup>th</sup> Lunch Shift

10:14-11:54 Class  
**11:54-12:24 Lunch**

#### 4<sup>th</sup> Lunch Shift

11:02-12:42 Class  
**12:42-1:12 Lunch**

Pd 6(blue) & 7(gold) 12:30-2:10

Pd 6(blue) & 7(gold) 1:18-2:10

## ABSENCES

### **1. IF A STUDENT IS ABSENT FROM SCHOOL:**

Within **two days** of returning to school, the student must present a written note, stating the reason for the absence, signed and dated by the parent/guardian with a daytime phone number. **All notes must be submitted to the Appropriate Alpha Secretary.** Notes submitted after two days must be approved by an Alpha Administrator. Absences are classified as excused based on the following reasons:

- Personal illness of the student
- Medical and dental appointments for the student
- Death of immediate family member
- Observation of a religious holiday
- Emergency conditions in the student's home that require help from the student
- Reasons of extenuating circumstances to be judged by the principal/designee
- Short trips taken by the entire family when required because of caring for children, particularly if the trip is construed to be of educational value and could be made a part of the instructional program
- Student participation in school-sponsored activities taking place during school hours
- Required court appearance
- Approved pre-arranged absences

Absences are classified as unexcused based on the following reasons:

- All day truancy
- Class truancy
- Missing a ride or a bus
- Disapproved pre-arranged absence
- Failure to product an appropriate explanation for absence

**A doctor's note may be required by the school principal after a student has accrued ten or more absences for the school year.**



### **TARDY TO SCHOOL**

- **After 7:30 a.m.** the student should report directly to **his/her alpha secretary** for a tardy slip. If the student has a dated, signed note from a parent/guardian with a valid excuse, he/she will receive an excused pass. This pass must then be shown to the student's teacher to be admitted to class. If the student does not bring a written valid note, he/she must still report to **his/her alpha secretary** and receive an unexcused tardy pass to be admitted to class.
- **If the student arrives after 1<sup>st</sup> period**, he / she should report directly to his / her **Alpha Secretary** for a tardy pass.

A student has **two days** to submit a written explanation for an excused tardy. A student is considered unexcused unless a signed excuse is brought from the parent/guardian **within two days** and presented to the **Alpha Secretary** for verification. Upon verification from parent or guardian and acceptance from Alpha Administrator, student attendance will be updated.

Types of excused tardies are:

- All items for excusing absences as listed in the previous section
- Emergency situations arising from unusual weather conditions
- All tardies from late buses

**Promptness to class is very important. Students are to be in their seats and ready to work when the tardy bell rings. An unexcused tardy represents unexcused time away from class and students will not be allowed credit for any work missed.**

Each semester period, tardies will be dealt with as follows:

1st offense: Warning  
2nd offense: Warning  
3rd offense: 1 hour ASD  
4th offense: 2 hour ASD  
5th offense: 4 hour Saturday School Suspension  
Any offense after the 5<sup>th</sup> offense will result in an additional Saturday School Suspension and possible parent conference with Alpha Administrator

\*(ASD = After School Detention)

\*(SSS = Saturday School Suspension)

#### **Tardy Sweeps**

Random tardy sweeps will be conducted throughout the year to ensure that all students are in class on time and learning. Students who are not in class during tardy sweeps will be subject to the following consequences.

- 1<sup>st</sup> offense: Warning
- 2<sup>nd</sup> offense: 1 hour detention
- 3<sup>rd</sup> offense: 2 hour detention
- 4<sup>th</sup> offense: 4 hour Saturday School

**2. LEAVING SCHOOL EARLY:**

All early dismissals will be coordinated through the appropriate alpha administrative secretary. A student should turn in a note from a parent/legal guardian to the appropriate alpha administrative secretary before school starts in the morning. The request must include a reason for leaving, time of dismissal, and parent/guardian’s signature & telephone number. An early dismissal pass is written for the student only after verbal confirmation is received from a parent or emergency contact designee.

Students who do not follow proper procedure for checking in or out of school with the **Alpha Administrative Secretary** will receive an unexcused absence for each class missed and will be subject to disciplinary action.

Students who leave school without gaining proper approval from school authorities, will receive a discipline referral for improper check out procedure. A parent may not excuse this type of absence after the fact.

**The following is a guide for who can help with various issues:**  
**For Early Dismissal and Tardies**

<b><u>If Last Name</u></b>	<b><u>Office Location</u></b>	<b><u>Who Can Help?</u></b>
<b><u>Begins With</u></b>		
<b>A – Ga</b>	<b>Satellite Office (near Guidance)</b>	<b>Mrs. Jamison</b> 571.598.3916
<b>Ge – Or</b>	<b>Main Office</b>	<b>Mrs. Mieh</b> 571.598.3896
<b>Os – Z</b>	<b>Main Office</b>	<b>Ms. Granados</b> 571.598.3915

*\*Alpha breakdown is subject to change*



### **3. PRE-ARRANGED ABSENCES:**

**The student must present a note to his/her Alpha-Administrator at least one week prior to the absence.** The request must include the reason for absence, dates of absences, and parent/ guardian's signature and telephone number. Once verified, the student must present the approved request to all of his/her teachers for their signature. Work may be provided by teachers before the absence occurs at their convenience. It is the student's responsibility to ensure completion of all work missed during the absence.

### **4. IF THERE IS A TWO-HOUR DELAYED OPENING:**

The bell schedule will be adjusted accordingly and **students who regularly follow a reduced schedule will be expected to remain in class according to the adjusted bell schedule.** This applies to all COE, marketing and other students with reduced schedules.

### **5. IF A STUDENT BECOMES ILL:**

The student must get a pass from the teacher and report to the clinic. Parents will be contacted if the student needs to go home. A student who leaves school without permission will receive a discipline referral for improper check out procedure. A parent may not excuse this type of absence after the fact.

### **6. IF YOU WANT TO REQUEST HOMEWORK DURING AN ABSENCE:**

Homework may be requested when a student is absent for **three or more consecutive days.** The student's school counselor must be contacted by 9:00 a.m. to receive work after 2:00 p.m. the following day. Work is available for pick up in the counseling office until 4:00 p.m. each day. If access to the student's locker is required, please provide the locker number and combination

### **7. IF YOU NEED TO MAKE UP WORK:**

A student who has an excused absence will be responsible for contacting the teachers within two calendar days after returning to school to make arrangements to complete missed work. **Consult School Messenger.**

### **8. IF YOUR ADDRESS AND/OR PHONE NUMBER CHANGES:**

If any student's emergency information changes during the school year, he/she should request a Change of Address form from the Counseling office. The Change of Address form must be returned to the Counseling office as soon as possible. It is important that records are kept up-to-date in case of an emergency. In the event of a change of address, documentation must be provided.

## GENERAL INFORMATION

### MEDICATION

**Students may not keep prescription or non-prescription medication on their person or in their locker. Medication will be kept in the nurse's office.** The parent or guardian must provide the following information for prescription or non-prescription medication:

- 1) The parent or guardian's written authorization for the school staff to medicate his/her child.
- 2) A written statement from the parent or guardian designating:
  - a) The name of the prescription/non-prescription drug
  - b) The required dosage
  - c) The time interval
  - d) The duration of the medication
- 3) Medication may not have exceeded the expiration date.
- 4) Medication must be in the original container.
- 5) Students may keep in their possession certain medications, such as a prescription inhalers, epinephrine (bee-sting medication), etc. when the need for such medication is urgent and a delay could result in a serious problem. This is permitted provided it is cleared through the school nurse's office in advance and the following requirements are met:
  - a) The parent/guardian presents to the school nurse a physician's prescription for the medication.
  - b) The school has a note from the parent/guardian requesting that the child be permitted to carry the medication and stating the reason for the request.
  - c) The student has received instruction regarding the discreet use of the medication, including keeping it from being used by other students.

Medication in a student's possession without prior approval is a violation of the Code of Behavior.

### CARE OF SCHOOL PROPERTY

Students are required to take appropriate care of and not damage or deface school property, such as, but not limited to, lockers, books, furniture, tools, computers, cabinets, etc. Students who lose or damage school property or equipment are required to pay to correct or replace lost or damaged item(s). Verified acts of vandalism result in school and/or court action, as well as a request for restitution. The law allows schools to collect up to \$2500 from the parent/guardian to pay for damages.

## LIBRARY

The library program intertwines with every curriculum area, providing materials, services, and support for the students and faculty.

- **Library Hours:**
  - Monday – Thursday: 7:00 a.m. to 4:00 p.m.
  - Friday: 7:00 a.m. to 2:30 p.m.
- Students must sign in.
- Students must have a pass if not with a class or at lunch.
- Late start/early release students must get a pass from the Security Desk.
- Computers are only available for school assignments upon sign-in.

The library catalog and online research databases are available 24 hours a day via the library webpage at <http://osbournpark.groupfusion.net>

Passwords for database access are as follows:

<p><b><i>eBook access</i></b></p> <p><b>Follett Shelf</b> No username or password ***Close book when finished***</p> <p><b>Marshall Cavendish</b> Username: oplibrary Password: 8909jackets</p> <p><b>Infobase</b> Username: oplibrary Password: 8909jackets</p> <p><b>Big Timber</b> Username: oplibrary Password: 8909jackets</p> <p><b>Cinahl</b> Username: oplibrary Password: 8909jackets</p>	<p><b><i>Research Resources</i></b></p> <p><b>CultureGrams™</b> <a href="http://online.culturegrams.com">http://online.culturegrams.com</a> Username: princewmr Password: county</p> <p><b>eLibrary</b> <a href="http://elibrary.bigchalk.com/libweb/elib/do/login">http://elibrary.bigchalk.com/libweb/elib/do/login</a> Username: 63-44510 Password: bigchalk</p> <p><b>Gale Databases</b> <a href="http://infotrac.galegroup.com/itweb/va_s_075_0080">http://infotrac.galegroup.com/itweb/va_s_075_0080</a> Password: schools</p> <p><b>World Book Online</b> <a href="http://www.worldbookonline.com?subacct=03634">http:// www.worldbookonline.com?subacct=03634</a> Username: pwcschools Password: research</p> <p><b>Nursing Center Reference Plus</b> Username: oplibrary Password: 8909jackets</p>
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## LOCKERS

Student lockers will be issued by the first-period teacher upon receipt of completed First Day Packet Information which includes Emergency Care Card and Alcohol/Mediation Form. The locker regulations are as follows:

- Lockers are the school's property and are subject to inspection at any time deemed appropriate by the school administration.
- Responsibility for the cleanliness of the locker rests with the student to whom the locker is assigned.
- Students should not share their lockers, or give out their locker combinations. Lockers will **NOT** be re-issued.
- Locker theft or maintenance problems should be reported to Mr. Hyman.

## STAYING AFTER SCHOOL

The school staff encourages students to stay after school if they are participating in supervised after school activities. Students are not permitted to stay after school if they are not involved in a supervised activity. **If a student is staying after school, he/she should report to the supervised activity by 2:15** and remain there until they are dismissed. Once students are dismissed, they should immediately vacate the building or wait in the front lobby for their transportation. The activity bus runs Tuesday and Thursday. Students who are riding the activity bus **MUST** have an **Activity Bus Pass** issued by the supervising teacher or staff member. Students are required to sign-in to ride the activity bus in the first floor cafeteria. Students who violate the **Activity Bus Procedures/Agreement** may have their bus privileges revoked or may be subject to disciplinary action.



## NOTIFICATION OF NON-DISCRIMINATION

The Prince William County School Division does not discriminate in employment of in its educational programs and activities against qualified individuals on the basis of race, color, national origin, religion, sex, pregnancy, age, veteran status, or disability.

## **DISCIPLINE CODE**

### **BEHAVIOR**

In order to maintain a positive school environment which is conducive to learning, certain offenses cannot and will not be tolerated. Continued violations of these offenses may result in a recommendation for expulsion from Prince William County Schools. Each student will be responsible as an individual for managing his or her behavior at school. If you maintain a positive attitude toward the school program, you will have little or no difficulty behaving yourself in an acceptable manner. Develop an awareness of what is acceptable behavior and strive to achieve this. This handbook gives you some idea of what is desirable behavior at school. Your own sense of self-respect and respect for others will aid you in behavior management. Students will be expected to comply with the **Prince William County Code of Behavior**.

#### **Corrective Measures Can Include:**

##### **1. Parental Contact**

##### **2. Counseling /Warning**

When deemed appropriate, a student may be cautioned, advised, or counseled gently but earnestly against behavioral practices to be avoided.

##### **3. Teacher Detention**

This detention is in lieu of a referral. Its intent is to address classroom behaviors which are not of a serious manner but behaviors which may impede the focus of academic success.

#### **A Referral To Your Administrator May Be Activated If:**

- Student does not want to meet with teacher
- Student does not show up as scheduled
- Student does not sign teacher assigned detention form

##### **4. Mediation**

Mediation is an attempt to resolve a dispute or conflict with the assistance of a neutral, non-judgmental third party. The first step in mediating differences is getting both parties to agree to be a part of the mediation process. Mediation is a way of looking at a problem, identifying the issues, and getting help in thinking through the alternatives and consequences of a particular decision. The following is a list of possible issues for mediation. These issues focus primarily on inter-student conflicts, such as: personal disputes, harassment, peer pressure, coercion, verbal abuse, sexual comments, rumors, unsociable behavior, hate mail and peer group disputes. Students may access this program by seeking advice from any teacher, administrator or counselor.

### **5. Administrative Lunch Detention**

Lunch detention is assigned for an entire lunch shift. Students are to report to the designated area before the tardy bell.

### **6. After-School Detention**

After school detention is assigned for either one or two hours. Students are to report to the designated area at 2:15, and remain for the assigned amount of time. Sleeping will not be permitted.

### **7. Saturday School**

In lieu of out of school suspension, students may be assigned to attend Saturday School which will be held twice a month from 8am until 12. Doors close at 8:00 and if you are late, you will not be allowed to enter. Failure to show up for Saturday School may result in an automatic OSS.

### **8. Out-Of- School Suspension**

Out-of-School Suspension is a specified period of time that students are not allowed to attend school. This disciplinary action is imposed for serious violations of school regulations.

### **9. Referrals**

A referral may be appropriate at any given time when a student fails to comply with school policies. A referral usually indicates that other disciplinary methods have proven unsuccessful. A student who receives a referral will meet with an administrator to discuss the infraction and receive an appropriate consequence.

**Any written changes to the Discipline Plan will be discussed with students during the first weeks of the 2017-2018 school year.**

### **INFRACTIONS FOR WHICH STUDENTS MAY BE DISCIPLINED**

Conduct currently viewed as just cause for disciplinary action shall include but not be limited to any one of the following violations:

#### **ACADEMIC VIOLATION (CHEATING/PLAGIARISM)**

Students are responsible for neither giving nor receiving assistance, written, oral or otherwise, in any assignment to be graded as the work of a single individual. Students are responsible for giving due recognition of sources from which material is quoted, summarized or paraphrased. This includes persons from whom assistance has been received. Students are also responsible for preserving the integrity of the testing environment

**1<sup>st</sup> Offense** - Parent notification, referral, and zero on assignment.

**2<sup>nd</sup> Offense** – Referral, 2 hour detention, zero on assignment, and parent notified.

**3<sup>rd</sup> Offense** – Referral, SSS, zero on assignment, and parent conference.

## **BULLYING**

Each school is committed to creating an environment in which students are free from bullying. Students are strongly encouraged to report incidents to the school administration. The school administrator will take appropriate steps to respond quickly and decisively to student reports of bullying. Students may use the form found in the **Code of Behavior** to report incidents of bullying.

## **CUTTING CLASS**

Skipping classes is not allowed because it is a student's responsibility to attend school; students cannot learn if they are not in class. Failure to attend class, unnecessarily missing class, or going to the bathroom and staying there without permission will result in the following:

**1<sup>st</sup> offense:** 2 hour after school detention

**2<sup>nd</sup> offense:** Saturday School Suspension

**3<sup>rd</sup> offense:** Saturday School Suspension + 2 hour after school detention

**4<sup>th</sup> offense:** 1 Day Out of School Suspension

**5<sup>th</sup> offense:** 1 Day Out of School Suspension and parent conference

## **TRUANCY (ALL DAY SCHOOL CUT)**

**1<sup>st</sup> offense:** 4 Hour Saturday School

**2<sup>nd</sup> offense:** 4 Hour Saturday School + 2 hour after school detention

**3<sup>rd</sup> offense:** 4 Hour Saturday School + 2 (2) hour after school detentions

## **DISPLAY OF AFFECTION**

Inappropriate display of affection will be handled at the discretion of an administrator.

## **DEFIANCE (REFUSE REQUEST)**

Any student who disobeys a reasonable request or otherwise openly defies a school staff member shall be subject to disciplinary consequences up to and including out-of-school suspension (OSS). Student may be considered for expulsion. **Failing to give a staff member one's correct name is considered an act of defiance and will result in at least one day of out of school suspension.**

## **DISRESPECT**

No student shall show disrespect towards a staff member or another student. Disrespect includes abusive language to any staff member and/or fellow students. Consequences range from detention to out-of-school suspension.

## **DRESS AND APPEARANCE**

**Student Dress and Appearance** - Students shall be appropriately dressed for school as determined by the Prince William County School Board and defined in the PWC Schools Code of Behavior. Student dress and overall appearance must meet basic standards of health, safety, cleanliness, and decency. Students are not permitted to wear or display items which represent drugs, alcohol or tobacco products, gang membership, or which promote violence. Students are not permitted to wear long trench coats or bulky, oversized coats within a school building.

Dress/appearance/hygiene which disrupts or interferes with the orderly operation of the school will not be tolerated. **If dress / appearance / hygiene violates school standards, the student will receive a referral and be required to remove the offensive item(s) and change into something appropriate, or the principal/ designee may send the student home to be properly prepared for school. Extreme or repeated violations may result in more serious corrective measures up to and including out of school suspension. The following items are considered improper dress. Principals have the right to include additional items as they deem necessary.**

- hats, scarves, skull caps, headbands, visors or any other type of head covering unless related to one's religious beliefs or practices
- sunglasses
- beachwear
- sleeping apparel (i.e. pajama pants)
- undergarments worn as outer garments
- garments which are excessively short (skirts / shorts should be fingertip length)
- sheer "see-through" garments
- clothing with lewd, obscene, patently offensive, or sexually suggestive signs, slogans, pictures or messages
- tank tops (i.e. spaghetti straps and / or muscle shirts)
- garments which expose the midriff
- garments which are too revealing, expose undergarments, are excessively tight and form-fitting or which have very low necklines
- leggings or tights worn without a fingertip length top, skirt, or shorts
- jewelry or other items which could be regarded or used as a weapon (i.e., belt buckles that conceal weapons, studded belts or collars, large rings, etc.)
- tops with oversized arm openings, strapless tops, tube tops, tops with spaghetti straps, tank tops
- bare feet, bedroom slippers, stockings/socks only
- cleats (except while at athletic activities)
- gloves
- non-jewelry chains attached to clothing
- gang-related clothing, jewelry, or paraphernalia



## **ELECTRONIC/COMMUNICATION DEVICES**

### **(UNAUTHORIZED USE)**

**Electronic devices are to be turned off and stored out of sight during all class periods.** Students are permitted to use electronic devices outside the classroom during non-instructional times (i.e. before school from 7:00 a.m. -7:30 a.m., in between classes, and during a student's lunch. Students are subject to the PWCS Acceptable Use and Internet Safety Policy (Reg. 295-1). **Teachers may request a classroom license giving them the authority to sanction specific electronic devices for instructional purposes during specified times and under direct teacher supervision.**

**Failure to comply will result in consequences as follows:**

- 1<sup>st</sup> offense: Referral, Confiscate device, device turned in to student's Alpha Secretary and parent must pick up device.**
- 2<sup>nd</sup> offense: Referral, 1 hour detention, confiscate device, device turned in to student's Alpha Secretary. Parent must pick up device after detention has been served.**
- 3<sup>rd</sup> offense: Referral, 2 hour detention, confiscate device, device turned in to student's Alpha Secretary. Parent must pick up device after detention has been served.**
- 4<sup>th</sup> offense: Referral, Saturday School, confiscate device, device turned in to student's Alpha Secretary. Parent must pick up device after detention has been served.**

## **FIGHTING**

Fighting is defined as any form of physical abuse. Students are responsible for settling confrontations in a peaceful manner and without the use of violence. When students feel that they are unable to settle disagreements in a peaceful manner, they should seek assistance from school personnel, such as a teacher, counselor, principal, social worker, etc. Students are also subject to corrective actions for behavior which they may not consider to be serious or threatening (horseplay, playing around, etc.), when the behavior could lead to injury, discomfort or disruption.

Fighting will result in out of school suspension and may involve a Principal's Informal Conference with the potential for further discipline.

## **FORGERY (MISREPRESENTATION)**

Students who falsify documents or falsely sign for a parent or a staff member will receive disciplinary action

### **HARASSMENT**

Words, gestures, symbols, or physical contact that offend, intimidate, threaten or persecute others will not be tolerated. This includes such behavior as non-physical intimidation, posturing, or stare downs. Harassment of students or staff for any reason is prohibited. Among other types of harassment, this includes sexual harassment as stated in Regulation 733-3. **Consequences for harassment range from parent contact to out of school suspension.**

### **LEAVING SCHOOL CAMPUS WITHOUT PERMISSION / IMPROPER CHECKOUT**

If a student leaves the premises without permission (i.e. failing to check out properly through the main office prior to leaving), he / she may be subject to the following consequences:

**1<sup>st</sup> offense:** Saturday School Suspension

**2<sup>nd</sup> offense:** Saturday School Suspension + 2 hour after school detention

**3<sup>rd</sup> offense:** Out of School Suspension

### **OUT OF BOUNDS**

Students must have a written pass from their teacher to be out of the classroom while classes are in session. Students are not to be in areas other than those designated on their pass. Loitering in restrooms and using the phone during class time is not permitted. The pass must include the name of the student, the teacher issuing the pass, and the date and destination. **The consequence for being out of bounds may range from detention to OSS, based on an accumulation of this infraction.**

### **SEARCH AND SEIZURE**

Students will be held responsible for items which they have at school and at school related activities. Student desks and lockers are the property of the school, and school officials reserve the right to search them. Lockers or desks may be searched to repossess school property or to locate materials which are not permitted at school. The Prince William County School System reserves the right to use trained dogs in searches. Students and their belongings may be searched under certain circumstances as described in Regulation 737-1. The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety and welfare of all persons within the school community.

Should illegal materials be found during a search, law enforcement officials will be notified. **If a student refuses to be searched, parents and/or authorities will be contacted and the student will be subject to disciplinary action.**

## **SUBSTANCE ABUSE VIOLATIONS**

No student will have or use alcohol, drugs, or anything that resembles alcohol or drugs. A substance offense includes being under the influence of, possessing, distributing, or attempting or intending to distribute a prohibited substance. Prohibited substances include

- alcohol, non-alcoholic brews, alcohol products or alcohol containers
- prescription medications, over the counter drugs and inhalant intoxicants, anabolic steroids
- illegal narcotics, or look-a-likes/placebos
- drug paraphernalia or look-a-likes

Substance abuse offenses will routinely receive a five-day out-of-school suspension. More than one substance abuse offense will result in automatic recommendation of expulsion. Out-of-school suspension days are unexcused absences and will also result in an immediate suspension for thirty (30) calendar days from participation in all school activities (teams, clubs, and all other school-sponsored activities).

Distribution will result in a recommendation for expulsion.

Any student who, on school property, at school function, or while going to and from school, distributes by sale, attempted or intended sale, gift or otherwise attempts or intends to purchase/receive drugs (illegal, prescriptions, and/or over the counter), alcohol, non-alcohol steroids, look-a-likes (placebos), or paraphernalia will be recommended by the principal for expulsion.

Substance abuse violations may be punishable under law and shall be reported to the police for appropriate legal action.

Expulsion for substance abuse: Under Virginia law, "School boards shall expel from school attendance any student determined to have brought a controlled substance, imitation controlled substance, or marijuana onto school property or to a school-sponsored activity. A school board may, however, determine, based on the facts of the particular case that special circumstances exist and another disciplinary action is appropriate." Controlled substances are those drugs or other chemical substances which are illegal for a person to possess. An imitation controlled substance is any material which resembles an illegal drug or chemical substance (including marijuana), and is represented as such. Students are subject to expulsion for possession of such substances at school, on school buses, at bus stops and at school related activities.

## **TOBACCO VIOLATION**

All Prince William County Schools are smoke-free environments. Smoking is not permitted in any building in Prince William County Public Schools at any time.

Students, regardless of age, are not permitted to smoke or be in possession of tobacco products, e-cigarettes (including vape pens or Juuls) matches, or lighters on school buses, in school buildings, or on school property.



The consequences for smoking will be:

- |                                |   |
|--------------------------------|---|
| <b>1<sup>st</sup> offense</b>  | <b>Confiscation and ASD</b>             |
| <b>2<sup>nd</sup> offense</b>  | <b>Confiscation and Saturday School</b> |
| <b>3<sup>rd</sup> offense-</b> | <b>Confiscation and 1 Day OSS</b>       |

## **THEFT**

Theft is forbidden because it is illegal and violates the rights of others and destroys the learning environment. Theft also includes finding an item and keeping it. **Theft will result in 2-5 days of out of school suspension, restitution, and a possible referral to PWC police.**

## **TIPLINE**

Students share the responsibility for an orderly and safe school environment. Information about drugs, weapons, or other factors which may be harmful to the school environment should be reported. Following are some suggestions for reporting such information.

- 1. Contact the school principal or other administrator.**
- 2. Dial the PWCPS TIPLINE at 791-2921.**
- 3. Contact the police in case of emergency.**

## **TRESPASSING**

Students may be in approved areas of the school building and grounds during normal school hours or after hours with the approval of a school staff member. Students who have been suspended or expelled are not permitted on any school property (including school buses) or at any school related activities without the permission of the school principal. All visitors must report directly to the office. Students are considered to be trespassing if they are at a school other than the school in which they are enrolled unless they are attending an approved school activity or have the approval of a school staff member.

**PRINCE WILLIAM COUNTY SCHOOLS CODE OF BEHAVIOR:**

Other information that may be found in the Prince William County 2018-2019 Code of Behavior found in the QR Code below.



**COUNSELING DEPARTMENT**

In accordance with Prince William County Schools and Osbourn Park Senior High School, the mission of the School Counseling Department is to provide a comprehensive developmental and educational program to meet the academic, personal/social, and career needs of our diverse student body. Our central philosophy is that all students can be successful through motivation, thus allowing them to acquire and then develop self-awareness that will enhance the students' outlook.

To implement the individual guidance component, counselors help students plan, monitor, and manage their own learning. School counselors assist students in developing, analyzing, and evaluating their educational, occupational, and personal plans and goals. Individual planning is focused on strategies such as individual appraisal, advisement, and placement. To provide individual counseling services for students in immediate need, school counselors assist with strategies such as consultation, personal counseling, crisis counseling, and referral.

School counselors are available for individual and group sessions with students. When intensive counseling is indicated, referrals are made to the appropriate resources. School counselors assist students in selecting their high school academic programs and in developing post high school plans.

Students may request a conference with their counselor by scheduling an appointment with the secretary in the School Counseling Office before or after school, or between classes. Parents are encouraged to call the school to arrange a conference or discuss their concerns. Parent/teacher conferences are arranged through the appropriate school counselor.

## GRADING POLICY

Grades indicate the level of student achievement in accordance with the program of study and curriculum guide objectives in each course. The Prince William County Public Schools secondary grading system is listed below:

Grade	Point Value for Courses	Point value for AP and Certain Tech Ed Courses	Point Value for Prerequisite courses
A (90-100)	4 points	5 points	4.5 points
B+ (87-89)	3.4 points	4.4 points	3.9 points
B (80-86)	3 points	4 points	3.5 points
C+ (77-79)	2.4 points	3.4 points	2.9 points
C (70-76)	2 points	3 points	2.5 points
D+ (67-69)	1.4 points	1.4 points	1.4 points
D (60-66)	1 point	1 point	1 point
F (59 & below)	0 point	0 point	0 point

### Schedule Changes

Schedule changes will have to be approved by the parent, the teacher, and principal/designee. Dropping from an Advanced Placement course to its regular counterpart (i.e. AP Government to Government) will only be considered at the end of the first grading period in extenuating circumstances. **Students must demonstrate that they have put forth an effort to be successful in the class including**

- **attending class regularly**
- **completing assignments**
- **participating actively in class**
- **seeking additional support from the teacher on a regular basis**

## STUDENT ACTIVITIES

### ELIGIBILITY

Students must meet the following PWC Schools' requirements to be eligible to participate in VHSL and extra-curricular activities. All students entering 9<sup>th</sup> grade for the first time are automatically eligible.

The student:

- Must have passed five (5) subjects in the previous semester, with at least two (2) C's or better.
- Must be enrolled in five (5) subjects for the current semester. Courses repeated for a higher grade for which credit has been previously awarded do not count. In addition, student aide/assistant courses for credit do not count as one of the required courses.
- Must pass five (5) subjects and have at least two (2) C's or better at the end of the first grading period, at the end of the first semester, at the end of the third grading period, and on the final grades for the year.
- Must be born after August 1<sup>st</sup>, 1998 and have entered 9<sup>th</sup> grade after September of 2014.
- Must have a physical dated after May 1 of current year.
- Completion of Concussion training after May 1 of current year.

### SPORTS SCHEDULE

<b><u>Fall Sports</u></b>	<b><u>Head Coach</u></b>	<b><u>Winter Sports</u></b>	<b><u>Head Coach</u></b>
Cross Country	Mr. Schuster	Boys' Basketball	Mr. Coleman
Field Hockey	Ms. Cisiewicz	Girls' Basketball	Ms. Kelly
Football	Mr. Evans	Wrestling	Mr. Paz
(Fr/JV/Varsity)		Indoor Track	Mr. Feldman
Golf	Mr. Garner	Swim Team-Head	Mr. Ragghianti
Volleyball	Ms. Emery	Swim Team-Girls	Ms. Christensen
(Fr/JV/Varsity)			
Cheerleading	Ms. Morgan		

<b><u>Spring Sports</u></b>	<b><u>Head Coach</u></b>
Baseball	Mr. Ferrick
Boys' Soccer	Mr. Hernandez
Girls' Soccer	TBD
Softball	Mr. Derosa
Boys' Tennis	Mr. Contois
Girls' Tennis	Mr. Burda
Outdoor Track	Mr. Feldman
Boys' Lacrosse	Mr. Dunne
Girls' Lacrosse	TBD

## 2018-2019 Clubs & Activities

Anime Club	Latin Club
Band, Marching	Marching Band-Flag Drill Team
Baseball, JV	Math Honor Society
Baseball, Varsity	Model United Nations
Basketball, Boys Freshman	Muslim Student Association
Basketball, Boys JV	National Art Honor Society
Basketball, Boys Varsity	National Honor Society
Basketball, Girls Freshman	Newspaper, School
Basketball, Girls JV	NJROTC Drill Team
Basketball, Girls Varsity	Omega U
Biotech Club	OP Activists
Book Club	OP Bhangra Crew
Cheerleading, Freshman	OPDOT-T
Cheerleading, JV	Orchestra
Cheerleading, Varsity	Peer Diversity Trainers
Chess Club	PTSO
Choral Activities	Quill & Scroll – Journalism
Cross Country	Recreational Games Club
Dance Team	Robotics Club
DECA	SCA
DOLA	Science National Honor Society
Drama Society	Senior Class
Educator's Rising	Soccer, Boys JV
Environmental Science Club	Soccer, Boys Varsity
FBLA	Soccer, Girls JV
FCA – Fellowship of Christian Athletes	Soccer, Girls Varsity
FCCLA	Softball, JV
Field Hockey - JV & Varsity	Softball, Varsity
Football, Freshman	Sophomore Class
Football, JV	Spanish Honor Society
Football, Varsity	Step Team
French Honor Society	Student Activism Club
Freshman Class	Swimming, Boys
GSA	Swimming, Girls
Golf	Tennis, Boys
HCHY	Tennis, Girls
HOSA	Track, Indoor
Interact Club	Track, Outdoor
International Heritage Society	Trichord
Invisible Children	UNICEF Club
It's Academic	Volleyball, JV
Junior Class	Volleyball, Varsity
Key Club	Wrestling, JV
Lacrosse, Boys JV	Wrestling, Varsity
Lacrosse, Boys Varsity	Yearbook
Lacrosse, Girls JV	Youth Salute
Lacrosse, Girls Varsity	