Motto

“Expect Excellence”

Vision Statement

As a community, Forest Park High School will continue to expect excellence by providing a rigorous academic program for all students which emphasizes high expectations and life-long learning.

Mission Statement

Mission Statement: As a community, Forest Park High School will implement best practices that lead continual improvement of student learning and achievement.

Alma Mater

Blue, some days are blue so hard to get through.

Green, some days are green full of promise, so it seems.

And this – the silver lining, though it is time to part;

May the memory of Forest Park stay with you ever in heart.

We leave you with a song though we go our separate ways,

Remember the dream we share for the future and today.

And this – the silver lining, though it is time to part;

May the memory of Forest Park stay with you ever in heart.

May the memory, and the music stay with you ever in your heart.
Message From the Principal

Dear Forest Park Community,

It is my pleasure to welcome you to the 2019-2020 school year at Forest Park High School. I am looking forward to another exciting, challenging, and successful school year.

Please acquaint yourself with the information found in this Student Handbook by reading it carefully and thoroughly. Your review and understanding of the school rules and expectations, as well as, familiarity with Prince William County Schools’ regulations and policies is essential to helping us provide a safe and positive school climate in which you can achieve your maximum.

The first step in your pursuit of excellence is to believe that you are capable of achieving any goal you set for yourself. I encourage you to do your best, persevere, be prepared, be diligent, work hard, accept responsibility for your actions, use self-control and be proud of your accomplishments. Doing this will not only assist you in your pursuit for a high school diploma and build character, but also open doors of opportunity in the future.

 Throughout the year, your teachers, counselors, administrators and other school staff members will be available to assist you in attaining excellence in whatever and wherever you attempt to excel: academics, athletics, clubs, leadership, or community service. Please take advantage of the resources available to you.

 I look forward to the opportunity to work with all of you - students, parents, faculty and staff - to make the school year a success for all.

Sincerely,

Richard Martinez
Richard Martinez
FPHS Principal
# Administrative Staff

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Alpha Assignment</th>
<th>Content Supervision</th>
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</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Richard Martinez</td>
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</tr>
<tr>
<td>Assistant Principal</td>
<td>Matthew Harmon</td>
<td>A-Cos</td>
<td>Art, Gifted, Library, Science</td>
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<tr>
<td>Assistant Principal</td>
<td>James Smith</td>
<td>Cot-Heq</td>
<td>Social Studies, IT Program, Business, CTE, FACS</td>
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<tr>
<td>Assistant Principal</td>
<td>Jennifer Chapman</td>
<td>Her-Mh</td>
<td>Math, JROTC, World Languages</td>
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<tr>
<td>Assistant Principal</td>
<td>John Geisinger</td>
<td>Mi-Sam</td>
<td>English, ESOL, HPE</td>
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<td>Assistant Principal</td>
<td>Diane Maloney</td>
<td>San-Z</td>
<td>Music, Special Education</td>
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<tr>
<td>Director of Student</td>
<td>Brian Parke</td>
<td></td>
<td>Athletics/Coaches, Clubs, Sponsors, Custodians</td>
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<td>Activities</td>
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<tr>
<td>Student Activities Assistant</td>
<td>Dakota Beach</td>
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<td>Student Activities, Leadership Class,</td>
</tr>
<tr>
<td>Director of Counseling</td>
<td>Steve Smith</td>
<td></td>
<td>Clinic, Counselors, New Horizons, Psychologist, Social Worker</td>
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<tr>
<td>Director of Security</td>
<td>Jeff Price</td>
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<td>Drills, Emergency Responses, Parking, Safety, Security</td>
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## Bell Schedule

<table>
<thead>
<tr>
<th>Blue Day: Periods 1,3,5,7</th>
<th>Green Day: Periods 2, Flex, 4,6</th>
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<tbody>
<tr>
<td><strong>Warning Bell</strong></td>
<td><strong>Warning Bell</strong></td>
</tr>
<tr>
<td>7:23</td>
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<tr>
<td><strong>First Period</strong></td>
<td><strong>Second Period</strong></td>
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<tr>
<td>7:30 – 9:00</td>
<td>7:30 – 9:00</td>
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<tr>
<td><strong>Third Period</strong></td>
<td><strong>Flex Period</strong></td>
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<tr>
<td>9:05 – 10:40</td>
<td>9:05 – 9:50</td>
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<tr>
<td><strong>Fifth Period</strong></td>
<td><strong>Flex Period</strong></td>
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<tr>
<td>10:45 – 12:40</td>
<td>9:55 – 10:40</td>
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<tr>
<td><strong>Seventh Period</strong></td>
<td><strong>Fourth Period</strong></td>
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<tr>
<td>12:45 – 2:10</td>
<td>10:45 – 12:40</td>
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<td></td>
<td><strong>Sixth Period</strong></td>
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<td>12:45 – 2:10</td>
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</table>
Counseling and Student Support Services

Counseling Office Hours: 7:00 a.m. – 3:30 p.m.

The members of the school counseling staff at Forest Park High School provide services which are designed to address three major elements in student development: educational, personal, and career. These services include assistance with the following: education, planning, interpretation of test scores, information regarding occupations and careers, personal counseling, financial aid information, college applications, and any other questions or concerns a student may present.

STAFF

<table>
<thead>
<tr>
<th>Title</th>
<th>Name</th>
<th>Alpha Assignment</th>
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</thead>
<tbody>
<tr>
<td>Director of School Counseling</td>
<td>Steve Smith</td>
<td></td>
</tr>
<tr>
<td>School Counselor</td>
<td>Aimee Linder</td>
<td>A - Cal</td>
</tr>
<tr>
<td>School Counselor</td>
<td>Tiffany Smith</td>
<td>Cam - E</td>
</tr>
<tr>
<td>School Counselor</td>
<td>Judy Flores</td>
<td>F - lb</td>
</tr>
<tr>
<td>School Counselor</td>
<td>Rebecca Young</td>
<td>Ic - Mar</td>
</tr>
<tr>
<td>School Counselor</td>
<td>Anna Phalan</td>
<td>Mas - Por</td>
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<tr>
<td>School Counselor</td>
<td>Elisabeth Neace</td>
<td>Pos - Stan</td>
</tr>
<tr>
<td>School Counselor/College and Career</td>
<td>Erin Fitzpatrick</td>
<td>Star - V</td>
</tr>
<tr>
<td>School Counselor</td>
<td>Fatima Pineda</td>
<td>W - Z</td>
</tr>
<tr>
<td>Registrar</td>
<td>Kathy Scowcroft</td>
<td></td>
</tr>
<tr>
<td>Testing Coordinator</td>
<td>Pamela Wyatt</td>
<td></td>
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<tr>
<td>Office Secretary</td>
<td>Olga Geisinger</td>
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<tr>
<td>School Social Worker</td>
<td>Marc DeAngelo</td>
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<tr>
<td>School Psychologist</td>
<td>Jennifer Parker</td>
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<tr>
<td>New Horizon Therapist</td>
<td>Jenna Popovich</td>
<td></td>
</tr>
<tr>
<td>School Nurse</td>
<td>Elizabeth Gonzalez</td>
<td></td>
</tr>
<tr>
<td>Attendance Officer</td>
<td>Rachelle White</td>
<td></td>
</tr>
</tbody>
</table>

24-HOUR CRISIS HOTLINES

Prince William County Department of Social Services: 703.792.7500
ACTS Teleteen: 703.368.8069
Crisis Link: 703.527.4077
Suicide Hotline: 1.800.273.8255
PWCS Police Department Non-Emergency: 703-792-6500
APPOINTMENTS WITH COUNSELORS:
A student may see the school counseling secretary to make an appointment with his/her counselor. Students may make these appointments before and after school and during lunch. The student will be given a pass for the appropriate time. A student should not be sent to the school counseling department without an appointment unless it is an emergency. Before and after school, a student may see his/her school counselor without an appointment. In cases of emergency, a student may come to the Counseling Office at any time.

COLLEGE/CAREER CENTER:
The Career Center is designed to provide students with information that will assist them in planning for the future. Information about occupations, colleges, military programs, financial aid, and scholarships is available. The Career Center schedules visits by speakers from both colleges and career institutions and provides classroom and evening programs for the vocational, military, and college bound student. The Career Center posts a job bulletin-board, which lists work opportunities for students seeking part-time, full-time, and summer employment. Students may make appointments through their school counselor to use the Career Center before school, during lunch, after school, or during class periods. Parents may use the Career Center services by calling for an appointment.

All college, NCAA, and scholarship applications must be logged in with the registrar or secretary on a Forest Park High School Transcript Request Form to assure complete reporting of academic information to the colleges. Please allow 10 working days for the application to be processed. (According to County Regulation 790-2, the first three transcripts issued by the school of record are free. Additional transcripts issued are $5.00 per copy).

SCHEDULE CHANGES:
All schedule changes/adjustments were to be made by close of business on the last day of school. Changes to schedules will not be made. Extenuating circumstances will be handled on an individual basis by the counselor and the Content/Instructional Administrator. Much time and effort is put into hiring, budgeting, ordering, and the development of the Master Schedule based on these student requests. In the event of an error in a student’s schedule, please notify the appropriate counselor as soon as possible.

Should a student elect to drop a class, the following rules apply:

- If a student drops a one-year course during the first semester, a notation will be made on the student’s permanent record stating either “Withdrawn, Passing” (WP) or “Withdrawn Failing” (WF). For a one-year course dropped after the first semester, a failing grade will be recorded on the student’s transcript. This procedure will become effective within one week after the issuance of the first interim.

- For students enrolled in a one-semester course who drop the course before the end of the nine weeks, the notation “Withdrawn, Passing” or Withdrawn, Failing” will be recorded. For a one semester course dropped after the nine-week period, a failing grade will be recorded on the student’s transcript.
Code of Behavior

Forest Park must seek to protect the rights of all young persons to a World Class Education and to provide safeguards for the health, safety and rights of the individual student. In establishing an orderly school environment, the school has the right to expect reasonable and self-disciplined behavior from each student. Students will assume responsibility for learning and exhibiting conduct that does not infringe upon the rights of another.

The Prince William County School Board holds all students responsible for appropriate conduct as defined in the PWCS Code of Behavior. The PWCS Code of Behavior can be viewed by clicking here. Paper copies are also available upon request.

Students, staff, and parents 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 must be reported to teachers, administrators, other appropriate staff. Students who have knowledge of drugs, weapons, violence, or other behaviors which may be harmful to others or to the school environment, may be subject to disciplinary action for failure to report such information to school authorities.

PWCS Tip Line - 703.791.2821.

STUDENTS ARE RESPONSIBLE FOR

• Appropriate conduct in compliance with the Code of Behavior
• Accepting responsibility for learning, developing adequate study habits, and completing class assignments and/or requirements
• Being prepared each day with class materials and supplies
• Regular school attendance and reporting to school/class on time
• Contributing to a climate of acceptance and mutual respect within the school so that the hopes and ambitions of all individuals may be realized
• Maintaining an atmosphere in which learning and extracurricular activities take place for the growth and pleasure of all involved
• Complying with the dress code of the school
• Wise and careful use of school supplies
• Strict compliance with any rules or regulations of the local school, the County School Board or the state and federal government
• Reimbursement to the School Board for any actual breakage or destruction of property owned by or under the control of the School Board
• Knowing promotion and graduation requirements as published in the Course Catalog
• Reporting weapons and substance abuse violations.

Discipline Files

If a student transfers from Forest Park High School, in compliance with Virginia Code 22.1-289, any school record related to disciplinary action taken against a student for violating school board rules or policies on school property or at school sponsored events must be included in the student’s education record which is sent to the receiving school.
Code of Behavior Infractions

DRESS AND APPEARANCE

Forest Park High School is a place of learning where students are gaining both academic and social skills. Students shall be appropriately dressed for school to meet basic standards of health, hygiene, safety, and decency. Students who come to school without meeting these standards or whose appearance is deemed disruptive to the normal school operation will be removed from class, required to remove offensive item(s), change into something appropriate or excluded from school. Extreme or repeated violations may result in more serious corrective measures including suspension.

The determination of dress appropriateness will be at the discretion of administration. The following reminders outline some, but not all, improper dress:

- Hats, scarves, skull caps, headbands, visors or any other type of head covering unless related to one’s religious beliefs or practices
- Sunglasses or beachwear
- Sleeping apparel or undergarments worn as outer garments
- Clothing with lewd, obscene, patently offensive, or sexually suggestive signs, slogans, pictures or messages
- Leggings or tights worn without a fingertip length top, skirt, or shorts
- Gloves and non-jewelry chains attached to clothing
- Gang-related clothing, jewelry, or paraphernalia
- Garments which are too revealing, excessively short (skirts / shorts should be fingertip length), excessively tight or form-fitting, see-through, or expose undergarments or the midriff
- 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, or cleats (except while at athletic activities)

BULLYING

Each school is committed to creating an environment in which students are free from bullying. Students are strongly encouraged to report bullying 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. Please see PWCS Regulation 733.01-1 for more information.

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 738-3. Please see PWCS Regulation 738-3 for more information.

REstricted AREAS:

During the school day, the parking lots, student vehicles and the wooded areas around the school are off-limits. Students found in unauthorized areas are subject to search. Students must enter the building with required school related materials (i.e. homework, project, etc.). Students will not be granted permission to retrieve items from their vehicles.
ACADEMIC DISHONESTY

Students are responsible for neither giving nor receiving assistance (written, oral, or otherwise) on tests, examinations, final evaluations or class/homework assignments that are to be graded as the work of a single individual. Academic Dishonesty includes the giving or receiving of a computer file, program, part of a program, or other computer-based information without specific teacher direction or approval. Academic Dishonesty also includes the violation of testing protocol, plagiarism and the Honor Code Pledge. Academic Dishonesty encompasses any violation of rules where the violation was done dishonestly.

The following procedures are in effect for students involved in any form of academic dishonesty

- **First Offense:** The parent will be contacted, and the student will be assigned an After School Detention or Saturday School during which they will complete a comparable make-up assignment for full credit.
- **Subsequent Offenses:** The parent will be contacted, and the student will be assigned a Saturday School during which they will complete a comparable make-up assignment for full credit. Continued violation will result in further disciplinary action.
- **Plagiarism:** Students are responsible for giving due recognition of sources from which material is quoted, summarized or paraphrased, as well as to persons from whom assistance has been received.

ELECTRONIC/COMMUNICATION DEVICES

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 am - 7:30 am, in between classes, and during a student’s lunch). All electronic devices, including headphones, are to be turned off and put away before class begins. Students must keep one ear “open” without use of earbud or headphone if used during class change and during lunch periods. This is to ensure safety and security in the building.

Students are subject to the PWCS Acceptable Use and Internet Safety Policy (Reg. 295-1). Students may not record (audio or video) classroom activities without permission of the principal/designee. Teachers may give permission for the use of electronic devices for instructional purposes during specified times and under direct teacher supervision.

Students are encouraged to secure cellular phones and other electronic devices. If used for classroom instruction, the student should secure the electronic device on their person at all times. Students assume all responsibility for the loss of the item(s).

Failure to comply with the above rules will result in consequences as follows:

- **1st Offense:** Confiscation of equipment—Teacher contacts parent and returns device at the end of class.
- **2nd offense:** Confiscation of equipment—Administrative Warning. Device returned through administrator.
- **3rd offense:** Confiscation of equipment—After-School Detention. Device returned through administrator.
- **4th offense:** Confiscation of equipment—Saturday School. Device returned through administrator.
- **5th offense:** Confiscation of equipment—OSS. Device returned through administrator.

During the school day, families are expected to contact their student(s) through the school office telephone to limit disruptions to the school classrooms, to allow for the appropriate supervision of the student while using the telephone, and further promote an effective two-way communication between the school and the family.
ADDITIONAL INFRINGEMENTS

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

- Accumulated offenses
- Any threat or attempt to bomb, to burn or to destroy school property, or property of school personnel
- Battery of a student, teacher, or staff member
- Conduct dangerous to the physical wellbeing of others
- Cult, occult and ritualistic activities
- Discrimination
- Dishonesty/Lying to staff
- Extortion, harassment or intimidation/bullying
- Fighting or horseplay. Includes inciting to fight/riot
- Failure to report weapons, drugs, or other violations
- Gambling
- Gang activity or expressions of gang membership
- Group mob activity
- Harassment, sexual harassment
- Inappropriate public behavior or display
- Indecent exposure
- Leaving school grounds without permission
- Misuse of technology/electronic devices
- Offenses off school grounds
- Physical and verbal assault
- Possession, display, production, or distribution of indecent materials
- Possession, distribution or use of weapons, look alike weapons, or other harmful objects
- Possession, distribution, use, or being under the influence of drugs, alcohol, or anything that resembles drugs or alcohol
- Possession of glass or breakable containers
- Possession of laser pointer/device
- Sexual misconduct
- Failure to follow a reasonable request
- Smoking/possession of tobacco/nicotine products.
- Possessing/lighting matches or lighters.
- Tardiness, skipping class, and/or truancy
- Throwing objects to include food
- Trespassing, theft, and vandalism
- Unauthorized sales or distributions
- Use of profanity, threatening and or/abusive language
- Violation of fire regulations to include false fire report, arson, or the lighting of any flame not a part of classroom instruction
- Violation of school bus rules
- Violation of School Board Policy or school regulations
- Willful disruption of classroom or school activity

Search and Seizure:

Students will be held responsible for items that they have at school or 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 that are not permitted in school. Students, their belongings, and items under their control (including cars) may be searched under certain circumstances as described in Regulation 737-1. The school system reserves the right to use trained dogs in searches. 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 when the administration has reasonable suspicion that the student possesses or has in his or her control prohibited items as defined in the regulation, parents and/or authorities will be contacted and the student may be subject to disciplinary action.
Corrective Actions

A student’s failure to comply with school rules and regulations may result in the school taking one or more of the following actions:

**ADMINISTRATIVE LUNCH DETENTION**: Assigned for an entire lunch shift. Students are to report to the designated area before the tardy bell.

**AFTER SCHOOL DETENTION**: Held Wednesday & Thursday from 2:15 p.m. to 4:15 p.m. and is assigned by an administrator for minor infractions or misconduct. Students are required to have materials with them for study.

**SATURDAY SCHOOL**: Held from 8:15 am - 11:30am. The student’s parents must provide transportation. Students should report/enter at Door 1. Students must bring materials to study. Failure to arrive on time or successfully serve will result in OSS.

**SOCIAL PROBATION**: Prohibits students from attending after-school and/or extra-curricular activities without prior approval from the student’s Alpha Administrator.

**OUT-OF-SCHOOL SUSPENSION**: A specified period of time that students are not allowed to attend school. This disciplinary action is imposed for serious violations of school regulations.

**MEDIATION**: Students are advised to seek assistance from school personnel in order to settle disputes peacefully. Any potential incident may be referred to mediation by a student or staff member. Referral forms are located in the School Counseling office and satellite office. Fights are not mediated and result in disciplinary action. However, students suspended for fighting may be required to attend mediation on the day they return.

**STUDENT REMOVAL FROM CLASS**: A staff member with documented attempts of correction may request administration remove a student who is repeatedly disruptive from that particular class. The process for removal from class is on a case-by-case basis. Resolution will be determined collaboratively by staff and administration.

**SCHOOL/COMMUNITY SERVICE**: A student who fails to follow school rules may be assigned to perform school/community service hours. These hours may be assigned before, during, or after school. Students are expected to perform selected tasks, as assigned by their Alpha Administrator or program supervisor.

Students Rights

The Constitution as well as State and Federal laws give students many legal rights. School Board policies and regulations provide students many privileges as well, according to their ages and maturity levels. Students may exercise these rights and privileges as long as they do not interfere with the rights of others or the schools' ability to provide a safe learning environment. Prince William County Public Schools' Students Have the Right to:

- Expect that schools, offices, and classrooms are caring, nurturing, and enhance positive relationships.
- Expect that curriculum and instruction promote opportunities for rigorous educational experiences.
- Attend schools that are welcoming, safe, and conducive to a positive learning environment for staff and students.
- Expect equitable and valuable educational experiences with respect to their individual level of understanding and capabilities.
- Express their opinions freely through speech, assembly, petition, and other lawful means, so as not to interfere with the instructional process.
- Advocate for due process when disputing a suspension or expulsion decision. Expect essential documents to be translated or interpreted in a language of their understanding when requested.
- Expect courtesy, respect, and fairness from adults and other students to include their cultural beliefs and differences.
Attendance

**DAILY ABSENCES**
In many cases, absences from school are unavoidable due to health problems or other unforeseen circumstances. Chronic absenteeism can, however, have a drastic impact on your student’s education. Within three days of returning to school, the student is responsible for submitting a written note or parental email (from a verifiable email account) stating the reason for the absence, signed and dated by the parent/guardian. All notes should be submitted to the Attendance Secretary (room 1204) or the students Alpha Admin Secretary. Notes submitted after five days must be approved by an Alpha Administrator. Parents/Guardians are encouraged to submit a signed signature card to their student’s alpha administrator to verify absences, tardies, and early dismissals.

**APPROVED ABSENCES**
Excused absences, excused tardies, and early dismissals will only be excused for 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
- Reasons of extenuating circumstances to be judged by the principal/designee
- Student participation in school-sponsored activities taking place during school hours
- Required court appearance
- Approved pre-arranged absences

**UNEXCUSED ABSENCES**
Unexcused absences and unexcused tardies will be documented as such for the following reasons:
- All-day truancy
- Class truancy
- Waking up late
- Missing a ride or a bus/traffic/car trouble
- Finishing homework/projects
- Disapproved prearranged absence
- Failure to produce an appropriate explanation for an absence.

Unexcused absences will result in the following:
- Letters and phone calls will be completed in order to inform the parent(s) of the absences, and to notify them excessive absences (excused or unexcused) may result in failure for the course.
- Meetings with counseling, administration, and eventual referral to the Attendance Officer.
- Virginia State Law requires that all students missing 15 consecutive days be withdrawn from school. A parent conference is required to re-enroll.

Per PWCS Regulation 724-1, after 10 excused absences, and for every additional absence thereafter, students may be required to submit a doctor’s note.

**TARDY TO SCHOOL**
Students will report directly to the Attendance Office (room 1204) for a pass any time they are late to school. Students must present a tardy excuse note (written/email note from parent, doctor’s note, dentist, etc.) upon arrival to receive an excused tardy pass to be admitted to class. If the student does not bring a written valid note, they will receive an unexcused tardy pass to be admitted to class.
**TARDY TO CLASS**

Students who are not inside the classroom when the bell sounds are considered tardy and must report to the attendance office (1204) for a tardy pass.

Unexcused tardies to school and class are cumulative for each nine (9) week grading period. Unexcused tardies to school/class will result in the following:

<table>
<thead>
<tr>
<th>Tardy #</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st –3rd Tardy</td>
<td>Warning</td>
</tr>
<tr>
<td>4th and 5th tardy</td>
<td>After School Detention</td>
</tr>
<tr>
<td>6th and 7th tardy</td>
<td>Saturday School</td>
</tr>
<tr>
<td>8th tardy and up</td>
<td>OSS</td>
</tr>
</tbody>
</table>

A student accumulating excessive tardies (excused or unexcused) will be subject to further disciplinary action, including loss of parking and driving privileges to school.

**EARLY DISMISSAL**

The student should present a note requesting the early dismissal to the students Alpha-Administrator’s Office before 7:20 a.m. The request must include the reason for leaving, time of requested dismissal, and parent/guardian’s signature and telephone number for verification. An early dismissal will be written for the student only after verbal verification by parent or the person designated as the emergency contact has been received. **All early release request times must be prior to 1:45 p.m.** The student must show the early dismissal pass to all teachers whose classes are missed.

A student who leaves school without checking out through the office will receive an unexcused absence, will be considered skipping class for each class missed, and will be subject to disciplinary action.

**PRE-ARRANGED ABSENCES**

The student must present a note to his/her Alpha Administrator’s Office at least one week prior to the absence. The request must include the reason and dates of absences, parent/guardian’s signature and telephone number for verification.

**TWO-HOUR DELAYED OPENINGS**

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

**IF A STUDENT BECOMES ILL**

The student must obtain 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 is subject to disciplinary action.** Administration will not accept notes to excuse students who leave school without going through the proper channels.

Parents must send an email to the Alpha Administrator providing the method for how their student will be transported home if the parent is unable to pick up the ill student.
REQUESTING HOMEWORK DURING AN ABSENCE

Homework may be requested when a student is absent for three or more consecutive days. Contact the office of the student’s Alpha Administrator by 9:00 a.m. to receive work after 2:00 p.m. the following day. Work will be available for pick up in the front office until 4:00 p.m. each day. If access to the student’s locker is required, please provide the locker number, combination and location (hallway).

REQUESTING MAKE-UP WORK

A student who is absent from school for excused reasons will be responsible for contacting the teachers within two days after returning to school to make arrangements to complete missed work.

Transportation

DRIVING TO SCHOOL

Students who wish to drive must register their car with the school’s Safety and Security Office and purchase a parking permit by the second Friday of September. The parking permit will cost $100.00. Each student will be assigned a parking space to be used for the reminder of the school year. While on school property, the permit must be displayed in the windshield of the vehicle and students must abide by the rules noted on the registration form. Any vehicle without a permit may be towed at the owner’s expense and the student will be referred to the Alpha Administrator for disciplinary action. A student driver is responsible for the proper operation of his/her vehicle. A student who drives to school and who is chronically tardy, excused or unexcused, as well as a student who violates other attendance procedures, will have driving privileges revoked. A personal transportation problem (flat tire, missed ride, inclement weather, traffic, etc.) is NOT a valid reason to issue an excused tardy/absence.

WARNING: Taking students off school grounds without parental permission is against the law in the Commonwealth of Virginia. Student drivers who violate this law by taking other students (who have not officially checked out) off school grounds, face possible referral to Prince William County Police in addition to loss of parking and driving privileges and school disciplinary action.

BUS TRANSPORTATION

Daily bus service is provided for all students living in excess of one mile from school. Students must ride their assigned bus. A courtesy bus pass (to allow a student to ride a bus other than their regular bus) is occasionally granted by Security upon written request from the parent. Students and parents should refer to the Code of Behavior for additional information.

ACADEMIC BUS:

Students are not permitted to stay after school unless they are involved in a supervised activity. When staying after, students should report to their teacher, coach or sponsor by 2:15 p.m. Students are to remain there or go to the Bruin Cave until they are dismissed. Academic buses will be available on Wednesday and Thursdays. Upon dismissal, students are to immediately vacate school property or wait in the front lobby for their transportation. Students who are riding the academic bus must obtain an Academic Bus Pass from their supervising teacher and report immediately to the assigned area. A student who violates any after-school regulations may be placed on social probation or receive disciplinary action.
Media Center/Library

STUDENT MEDIA CENTER USE:

The media center is open Monday-Thursday from 7:00 a.m. to 3:00 p.m. Fridays 7:00 a.m. to 2:30 p.m. A student may come into the media center without a pass before and after school. If after school, the student must sign in before 2:25 p.m. At all other times, when entering the media center, a student must have a pass signed by a staff member. Students must sign in once arriving to the Media Center.

Books may be checked out from the media center for a two (2) week period, with renewal as needed. Overdue notices will be sent to students if books are not returned on time. These students will not be able to check out any more books until the overdue books are returned.

MEDIA CENTER SERVICES:

1. The Internet is available for student use as long as they conform to the Prince William County Schools Acceptable Use Policy.
2. Black and White printer is available for .05 per side and a color printer for .25 per side.
3. Students are expressly forbidden to load personal property software on computers.
4. Students using the media center must be respectful of other student’s rights to work in a quiet and orderly environment.
5. Educational games and STEAM materials are available for in-house check out and use in the Bruin Creativity Center.

Failure to respect library rules will result in dismissal from the media center and possible disciplinary action.

Security

SAFETY AND SECURITY SPECIALISTS

Assists in all areas of safety and security relevant to students and the school
- Mr. Jeff Price - Director of School Security
- Mr. Sergio Nino - School Security Officer
- Mr. Dave Eoff - School Security Officer
- Officer Aron Shore - School Resource Officer

VISITORS

All visitors must report to the main desk, in the main office, to receive a visitor’s pass. Regulation 501-6, Paragraph 3, states that all visitors MUST provide and leave a photo ID at the security desk for the safety of our students. In addition, visitors display a visitor’s pass at all times. We thank you for your cooperation. This is for the safety of your student.

Parents are always welcome at Forest Park High School. We ask that an appointment be made in advance through the alpha administrator to see a teacher or to visit a classroom. Parents are asked to help minimize interruption to the instructional day as they visit the school.

As a general rule, students from other schools will not be issued a visitor’s pass. Extenuating circumstances may be presented to an administrator for review.

Forest Park is constantly working to make our school safer. FPHS will be receiving a new front-door entry system during the 2019-20 school year. More information will be forthcoming on this security improvement.
Student Activities

Any student who is absent the day of any activity cannot participate in that event. On the day of an event (game or practice), a student must attend school for at least one-half day, or two block periods that day. In the case of a weekend interscholastic contest, attendance in school Friday applies to the above statement. Exemptions must be approved by Administration or the Director of Activities.

In the case of extenuating circumstances, the school administration may waive this rule.

ELIGIBILITY

Per Virginia High School League (VHSL) policy, a student must be enrolled in at least five subjects offered for credit that can be used to meet graduation requirements. PWCS high school students participating in interscholastic athletics, cheerleading, marching band, dance, step, and drill team must pass five subjects and earn a “C” or better in two subjects at the end of the first semester and at the end of the school year to remain eligible. This regulation applies to practices as well as games. The student may not practice, participate, or accompany the team during the ineligible period. (Refer to Regulation 640.2 and 648-1)

Credits earned as a teacher’s aide and/or through Edmentum do not count toward eligibility. In order to remain eligible, the grade requirement must be maintained for each nine-weeks grading period, except for the second and fourth nine weeks when the semester and yearly grades are used. The administration has the authority to prohibit any student’s participation in any activity on the basis of poor citizenship.

Students must also have an Athletic Participation / Parental Consent / Physical Examination Form completed and on file. This physical examination will allow a student to participate during all three seasons of the school year. The examination forms are available in the front office or from the Director of Student Activities. Concussion training is also required (information is available on school website).

FUNDRAISING ACTIVITIES:

Most of the clubs, activities, and classes have fundraising activities during the school year. These must be approved in advance, by the Director of Student Activities, and all funds raised are dispersed according to the financial guidelines established by the school division. Students may not sell fundraising items in school unless they are for a school-related activity. Please see PWCS Regulation 341-1 for more information.

VACATING SCHOOL PROPERTY AFTER AN ACTIVITY:

A student participating in or attending an after school/evening activity must make transportation arrangements to leave school grounds within thirty minutes after the activity ends. Arrangements for pick-up should be made before attending the activity as opposed to calling parents after the activity.

ASSEMBLY, ACTIVITY BEHAVIOR/CONDUCT:

Good citizenship and mature behavior are expected at all assemblies and activities even though it is realized that many after-school activities do include a competitive atmosphere. A student must abide by good sportsmanship at all times.
ACTIVITIES/SPORTS AVAILABLE AT FOREST PARK HIGH SCHOOL:

- Baseball
- Basketball
- Best Buddies
- Black Student Union
- Book Club
- Bowling Club
- Cheerleading
- Chemistry Honor Society
- Chess Club
- Class of 2019, 29,21,22
- Color Guard/Winter Guard
- Concert Band Concert Choir
- Crew
- Cross Country
- Dance Team
- Debate Team
- Drama Club
- EDGE
- Educator Rising
- Environmental Club
- FBLA
- FCCLA
- Field Hockey
- Football
- Forensics and Debate
- French Club
- Gay and Lesbian Alliance
- German Club
- Golf
- Indoor Track
- International Club
- International Thespian Society
- Key Club
- Lacrosse
- Literary Magazine
- Marching Band
- Model United Nations
- Muslim Student Association
- National Art Honor Society
- National Art Honor Society
- National French Honor Society
- National German Honor Society
- National Honor Society
- National Math Honor Society
- National Science Honor Society
- National Spanish Honor Society
- National Technical Honor Society
- Newspaper
- Orchestra
- Photography Club
- Quill & Scroll Society
- Robotics Club
- Russian Club and Honor Society S.C.A.
- Soccer
- Social Studies Honor Society
- Softball
- Spanish Club
- Step Team
- Student to Student Ambassador
- Swimming
- Technology Student Association
- Tennis
- Theatre Sports
- Track and Field
- Volleyball
- Wrestling
- Yearbook

VIOLATIONS OF SCHOOL, SPORT, CLUB AND ACTIVITY RULES:

In addition to the rules and regulations of the Code of Behavior, students are expected to comply with rules established by their schools and with the rules of the sports, clubs, and activities in which they participate. Violators are subject to corrective action as described in the Code of Behavior or as stated in the school’s handbook. Whether suspended from school or not, students can be placed on Social Probation.

Social Probation prohibits participation and attendance in sports, clubs, or other school-sponsored activities for violations of the rules of the team or activity, even if the violation occurs off school grounds and outside the school day. This includes, but is not limited to, violations of team training rules related to the use of tobacco, alcohol, and other substances.
General Information

IF YOUR ADDRESS AND/OR PHONE NUMBER CHANGES:
If a student’s last name, address, telephone number, or parent’s work telephone number, or any emergency information changes during the school year, he/she must contact the Alpha Administrator’s Office where he/she will receive a Change of Address form. The Change of Address form must be returned to the Alpha Administrator as soon as possible. Address and phone number changes can also be made by updating the information in the Parent Portal system. It is important that records are kept up-to-date in case of an emergency. Parents are asked to also contact the registrar if there is a change of address and/or name change. It is the parent’s/guardian’s responsibility to keep their information up to date.

Please be aware that a physical change of address and/or name changes, please contact the Registrar

MEDICATIONS
School personnel cannot administer any medication until a form signed by the parent is on file in the clinic. This form can be obtained from the physician or the clinic. All medication, prescription and over the counter, must be brought to the school in the original container and kept in the clinic. School personnel will not be responsible for locating and/or reminding students when medication must be taken. Any medication left in the clinic at the close of the school year will be discarded on the last day of school. Contact the School Nurse at (703) 589-3452 for questions.

FIRE DRILLS
Forest Park conducts fire drills to ensure staff and students are well versed on what to do in the case of a fire. The building must be evacuated when the fire alarm sounds. Students should exit quickly and quietly through the door designated by the teacher. Once outside, students must move away from the building, meet and remain with their teacher.

Pulling a false alarm will result in severe school disciplinary action and prosecution by the Fire Marshal.

CARE OF SCHOOL PROPERTY
A student is 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. A student who loses or damages school property or equipment will be required to pay to correct or replace lost or damaged item(s). Verified acts of vandalism will result in school and/or court action, as well as a request for restitution. The law allows schools to collect money from the parent/guardian to pay for damages. Students who have unresolved fees will not be allowed to participate in extra-curricular actives (sports, dances, participation in graduation ceremony, etc.).

TEXTBOOKS
Classroom teachers will issue the necessary textbooks to the student. The student is responsible for the proper care and return of issued materials. Fees for lost or damaged materials will be charged.

Books fees are charged at values based on the depreciation of said book based on the number of years the book has been utilized.
EATING IN SCHOOL:

Breakfast: Breakfast is served in the Cafeteria from 7:00 to 7:20. All food must be consumed in the Cafeteria. No food or beverages other than water are allowed in the classrooms. Students who violate these procedures are subject to disciplinary action.

Forest Park does offer Second Chance Breakfast for students who are late to school. Students must request a pass from the Attendance Office upon their late arrival to school in order to participate in Second Chance Breakfast. This is a “grab and go service”. Students must be in line for Second Chance Breakfast by the start.

Lunch: Forest Park has two cafeterias where a student may purchase and eat lunch or eat lunch prepared at home. No food or beverages other than water will be taken from and/or consumed outside the cafeteria area. Clear water bottles can be carried in school.

Food from outside vendors is strongly discouraged. Cutting in line is not permitted.

Students must be respectful of other students and strive to keep their conversations at a reasonable and acceptable level. Students with lunch trays must sit at tables and are not permitted to sit on the floor or in the hallways. When a student has finished eating, trash and trays are to be removed from the table and will be returned to the designated area. Students are not to leave the cafeteria area prior to the bell. The student must remain within the blue doors.

Seniors are allowed to enjoy the courtyard during lunch; however, they must insure that the area is kept clean. Failure to do so may result in loss of use of courtyard.

Students shall help to maintain a clean and healthy school environment by properly disposing of trash while in the cafeteria, classrooms, hallways, and elsewhere in the school and on school grounds, buses, bus stops, and at school-related activities.

HALL PASSES:

Any student in the hall must have an official pass completed by a teacher, administrator, school counselor, or secretary. Only one student’s name will be on a pass. The pass should be kept visible for confirmation by hall monitors and members of the staff. This applies to aides, as well as yearbook and newspaper staff members.

LOCKERS:

Lockers are issued by first period teachers upon receipt of all required forms. Freshman and Sophomores will be provided a locker. Juniors and Seniors must request a locker. Students may not share their locker or give the combination to anyone.

LOST AND FOUND:

The Lost and Found is located in the Main Office. Check before school, after school, or during lunch.

HONOR ROLL CRITERIA:

All classes receiving a Carnegie unit credit will be used to determine honor roll status. The grades are averaged at the end of each nine-week period. In order to be eligible for the school honor roll, a student must have earned a B or better average in each class. In order to be eligible for the principal’s honor roll, a student must earn an “A” in each class.
NATIONAL HONOR SOCIETY ELIGIBILITY/MEMBERSHIP:
A student must be a junior or senior with a cumulative GPA of 3.6 or better in order to be considered for membership. Students who meet this criterion will be given an application to be filled out and returned to the advisor. The advisor will present the applications, faculty input based on personal knowledge of the students, and other pertinent information to a five-member faculty selection committee. This committee will determine if the student should be inducted based on the additional criteria of leadership, service, and character. The advisor will notify the students that have been selected for membership.

ACADEMIC LETTER CRITERIA:
A student may earn an academic letter based on the criteria listed below:
- A student shall be enrolled in at least six classes that carry a Carnegie unit of credit. All classes that carry a Carnegie unit of credit shall be used in computing the yearly average.
- A student shall earn a grade point average for the year of 3.5 (non-rounded) or higher.
- A student shall earn a grade equivalent to 3.0 or better for the year in each class. That is, no student is eligible for an academic letter if he or she earns a grade lower than a grade equivalent to 3.0 for the year.
- All grades used to determine academic letter status are averaged on a yearly basis.

GRADUATION REQUIREMENTS:
Specific graduation requirements can be obtained from the Prince William County High School Course Catalog or the school counseling office.

Locally awarded verified units of credit in history/social sciences and science are available to students who are pursuing the Standard Diploma. Specific criteria have been developed for the awarding of these credits. Students may not earn more than four locally awarded verified units of credit.

For additional information contact the school counseling office at 703-583-3200.

STANDARDS OF LEARNING (SOL)
- October: Senior English Writing Retakes
- March: Writing
- December/January: Retakes
- May/June 2019: End of Course All Subjects

GRADE LEVEL:
The requirements for membership in grades 9 - 12 are as follows:
- 9th grade: successful completion of grade eight
- 10th grade: 5 units of credit, 3 units must be required courses
- 11th grade: 11 units of credit, 6 units must be required courses
- 12th grade: 16 units of credit, 9 units must be required courses