

WILSON MEMORIAL HIGH SCHOOL

2020-2021 STUDENT HANDBOOK



Mission Statement

Our mission, in cooperation with parents and the community, is to facilitate optimal learning for all students to enable them to lead fulfilling and productive lives in a rapidly changing society.

School Beliefs

1. Schools need to function as a learning organization and promote opportunities for all to work together successfully as a community of learners.
2. All members of the school and community share the responsibility for promoting the school's mission.
3. A safe and physically comfortable environment promotes student learning.
4. Each student is a valued individual with unique needs and should be provided with a variety of instructional approaches and assessment methods to support their learning.
5. Individual student performance increases when challenging expectations exist.
6. The school's commitment to continuous improvement will enable students to become confident, self-directed, lifelong learners.

School-Wide Rules

1. Wilson Memorial High School students will have pride in themselves.
2. Wilson Memorial High School students will have respect for others.

Administration

Dr. Kelly F. Troxell, Principal
Mrs. Susan L. Mace, Assistant Principal
Mr. Steven D. Hom, Assistant Principal
Mr. Craig P. Flesher, Ass't. Prin/Athletic Dir.

Contact Information

Wilson Memorial High School
189 Hornet Road, Fishersville, VA 22939
Phones: (540) 886-4286, 949-8643
FAX: (540) 886-4611
Hours of Operation: 8:00 am-4:30 pm, M-F

All students attending Augusta County Public Schools may participate in education programs and activities, including but not limited to health and physical education, music, vocational and technical education. Educational programs and services will be designated to meet the varying needs of all students and will not discriminate against any individual for reasons of race, color, national origin, religion, age, disability, or gender. Students and school personnel are protected against retaliation.

The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator

*Mrs. Miranda Ball
PO Box 960, Verona, VA 24482
540-245-5100*

Section 504 Coordinator

*Dr. Douglas Shifflett, Jr.
PO Box 960, Verona, VA 24482
540-245-5100*

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Disclaimer

A good faith effort has been made by the administration of Wilson Memorial High School to include in this handbook all information students and parents may need for quick access to general information. WMHS reserves the right to make changes and adjustments where necessary to ensure the smooth and successful operation of the school.

Notice

Students and families will have online access to this handbook, as well as the 2020-21 Augusta County Public Schools Middle and High School Handbook, which contains the Student Code of Conduct and more comprehensive policies, procedures, and guidelines that are applicable to all Augusta County Public Schools. Students and parents are expected to read and follow these policies as well. The ACPS Handbook signature page must be signed and returned to the school where it will be filed in the office.

DIRECTORY

Front Office

Dr. Kelly Troxell	Principal
Mrs. Susan Mace	Assistant Principal (K-Z)
Mr. Steven Hom	Assistant Principal (A-J)
Mr. Craig Flesher	Ass't. Prin/Athletic Director
TBA	School Resource Officer
Ms. Jennifer Armstrong	Bookkeeper
Mrs. Lou Ann Bussiere	Secretary (Attendance)
Mrs. Jessica Staples	Secretary (Reception)
Mrs. Christine Foster	School Nurse

Counseling Office

Mrs. Kim Long (A-E)	Coordinator
Mrs. Mikhal Salzberg (F-M)	Counselor
Mrs. Jennifer Lawhorn (N-Z)	Counselor
Mrs. Loree Landes	Secretary/Registrar
Mrs. Sarah Morris	Career Coach

Library/IT Department

Mrs. Tracy Gunn	Librarian
Mrs. Roxanna Mitchell	Media Aide
Mr. Jason Kessler	Computer Technician
Ms. Anna Carty	ITRT

The WMHS Faculty and Staff are always here to help students with academic, disciplinary, and personal matters. Please refer to the following list to know who can help you:

Athletic Information	Mr. Flesher
Attendance Concerns	Mr. Hom
Bus Concerns	Mr. Hom
Chromebook Concerns	Mr. Kessler
Club Information	Club Sponsor
Computer/Portal Assistance	Carty/Mitchell
Fee Payments	Ms. Armstrong
Homework Requests	Mrs. Bussiere
Lock/Locker Problems	Mr. Hom
Lost and Found	Front Office
Lunch Program	Dr. Ron Abernathy (245-5100)
Medication Administration	Nurse Foster
Pay on Lunch Account	Mrs. Robertson
School Safety	Administration, SRO
SOL and AP Testing	Mrs. Mace
Special Education	Mrs. Mace
Transcripts	Mrs. Landes, Counselor
Vehicle Registration	Mr. Hom

2020-21 BELL SCHEDULE

Due to Virginia Phase III regulations, the following bell schedule will be in effect for the 2020-21 school year:

7:15-8:00	Temperature check for all students upon arrival.
*Car Drivers asked not to arrive prior to 7:45 a.m.	Bus Riders to the Old Gym. Car Riders/Drivers to the Auditorium.
8:00	Students released in waves and will pick up a grab-n-go breakfast on the way to 1st block class.
Warning Bell	8:10
1st Block Breakfast Pledge/MoS Lunch Count	8:15-9:40
2nd Block	9:45-11:05
SWARM Block Lunch and Announcements	11:10-12:00 (PM VCTC Students and PM Mentorship Students released at 12:00)
3rd Block (AP 12:05-12:45; 12:50-1:30)	12:05-1:30
4th Block	1:35-2:55
Announcements Staggered Dismissal	2:55-3:05
3:05-3:30	Supervision in Classrooms
3:30-4:00	Supervision
4:00-4:30	Supervision

Late arrival students must check-in at the main office to sign in and have their temperature taken.

There will be no One or Two-Hour Delay or Early Release Schedules this year.

SCHOOL CALENDAR INFORMATION

NO SCHOOL FOR STUDENTS

The first day of school will be Tuesday, September 1, 2020. There will be no school for students on Mondays, November 25-27, December 21-January 4, and April 2-5. The last day of school will be Tuesday, May 25, 2021.

For the most up-to-date school calendar, please visit: <https://www.augusta.k12.va.us/calendars>

GENERAL INFORMATION

APPEALS PROCESS FOR PROBLEMS

Students and parents are encouraged to discuss problems or concerns first with the staff member closest to the concern/problem. If the situation is not resolved at this level, the student and/or parent may then appeal to the administration. The suggested steps in the appeals process are as follows:

Step 1 Teacher or Coach

Step 2 Assistant Principal/Athletic Director

Step 3 Principal

Step 4 Superintendent

Step 5 School Board

STUDENT PROPERTY

Students are encouraged to leave all valuables at home. WMHS assumes no responsibility for any student item that is misplaced or stolen on school grounds or during a school related activity.

LOST AND FOUND

Inquiries about lost and found items should be made in the office. If a student finds any textbooks or personal items for which the owner is unknown, those items should be brought to the office.

TELEPHONE CALLS AND MESSAGES

Parents are discouraged from calling/texting students on their cell phones during the school day. If an emergency arises, we ask that the parent/guardian call the school and ask to speak to an administrator, who will bring the student to the office to take the call. If there is an emergency or the student becomes ill at school, a staff member will call the parent or guardian.

STUDENT MEDICATIONS (School Nurse – Christine Foster)

All medications must be brought to the office upon the carrier entering the building. Students cannot take prescription or non-prescription medications without the appropriate authorization from parents and the school administration. All medications MUST be in original bottles/containers. Parents must complete a *Parent Authorization of Medication* form which will be maintained in the office. Nurse Foster and other school officials are available for minor illnesses/injuries and the dispensing of student medication (see medication policy).

PARENT DROP-OFF/PICK-UP OF STUDENTS

Morning Drop-Off

Car Riders: Parents may bring students to school starting at 7:15 a.m. this year and are asked to use the auxiliary parking lot. A staff member will greet families and take students' temperatures. Students will enter through Door #30 and be seated in the Auditorium.

Car Drivers are asked not to arrive before 7:45 a.m. this year. Upon arrival, they are to park in their assigned space in the front parking lot and enter through Door #1 for the temperature check before being seated in the Auditorium

Bus Riders will enter the building through the New Gym Lobby and Cafeteria. After the temperature check, they will be seated in the Old Gym.

Afternoon Pick-up

Car Riders will be released at 3:00 p.m. Parents are asked to wait for their student in the auxiliary parking lot. If arriving between 3:45-4:30 p.m., it is fine to use the bus loop.

Car Drivers will be released at 2:55 p.m.

Bus Riders will be released at 3:00 p.m.

VISITORS AND LUNCHESES

In accordance with the ACPS Health and Safety Plan, nonessential visitors will be strictly limited under Phase III. All essential visitors must wear a mask, report to the office, sign in, and receive a visitor pass. Unauthorized visitors will be subject to trespassing. Students are not allowed to bring visitors to school during the instructional day. Guests on official business are welcome, but must check into the office upon arrival and follow all school division protocols.

Delivering meals to students, while not prohibited, should be for emergency situations only. Such meals may not contain items purchased from restaurants and/or other commercial vendors to comply with federal school nutrition guidelines. All students will receive free breakfast and lunch this year. Students may also bring a packed lunch and snacks to school each day. Students will also have access to touchless water fountains throughout the building.

COVID-19 HEALTH AND SAFETY PLAN

The safety and wellness of ACPS staff, students, and families is a top priority as we provide instruction and other crucial services to our students. As additional guidance and options become available, ACPS will consider and implement additional measures appropriate to the circumstances. Our division's current health and safety plan includes, but is not limited to, the following steps:

- Face coverings for all staff and students required during the school day, including hallway and bathroom time. Mask breaks provided throughout the day and during lunch in accordance with division guidelines.
- Face coverings must also be worn on all ACPS transportation, whether by bus or by car.
- Daily at-home health screenings for students and staff before leaving for school.
- Requiring individuals to stay home if ill.
- All classroom desks have been arranged to adhere to the social distancing recommendation of 6 feet.
- Respecting all traffic patterns that reduce contact between individuals.
- Limiting bathroom use to class time when numbers of students in one room can be monitored.
- Limiting use of communal areas and gatherings or events in facilities or adjoining grounds.
- Consuming food inside the classroom during meal times.
- Limiting nonessential visitors and activities.
- Minimizing sharing or co-mingling of items used by students and staff and segregating personal items.
- Isolating students or staff who show signs or experience symptoms of COVID-19 during the school day.

Due to the serious repercussions non-adherence to these guidelines may cause, students are responsible for knowing them and following them. Failure to do so will result in immediate consequences which may include movement to an alternate learning environment.

Student Daily Health Screening (Before Coming to School)

1. Has the student had a temperature greater than 100.4 in the last 24 hours?
2. Has the student had a new cough, shortness of breath, changes in taste or smell, chills, or sore throat in the last 24 hours?
3. Has the student taken medication to lower temperature in the past 24 hours?
4. Have you been in close contact (less than 6 feet for more than 15 minutes without a face covering) with anyone in the last 14 days who has been sick with COVID-19 symptoms or who is being tested for COVID-19?

If the answer is **YES** to any of these questions, please keep the student at home and contact the school.

Mask/Face Coverings

A list of masks recommended by the Virginia Department of Health (VDH) and allowed by Augusta County Public Schools (ACPS) is provided. Other types of face coverings will be considered by school administrators. A face shield must have documentation presented from a medical provider for consideration of usage instead of a mask. It's also important for the wearer to avoid touching their masks, and if they do, to sanitize or wash their hands after. Additionally, if a cloth or fabric mask becomes wet or dirty, it's important to switch to a clean one. These masks should not be shared. Your mask should cover your face from the bridge of your nose to under your chin.

Allowed: Fabric or Cloth mask (washable cotton or polyester), Surgical mask (disposable), Fitted N95 or Professional Grade Medical mask, Face Shield with a drape at the bottom, Buffs that are at least two-ply/double material

Not Allowed: Bandanas, Face masks with valve or vent.

*Face Shields **may be allowed** with proper documentation and approval from school administration.

Mask Breaks for Students and Staff While at School

Outside breaks are encouraged as much as possible: 6 feet social distance when there is no physical activity; 10 feet social distance when there is physical activity. **Inside breaks** are limited to a maximum of 10 minutes per class/hour: Must be in their seat; Must be 6 feet from the teacher and other students; Facing the same direction as other students; During a seated activity (i.e. quiet reading time, journal time); Breakfast/lunch (may be longer than 10 minutes)

ACADEMIC INFORMATION

GRADING AND REPORTING

The purpose of grading is to communicate student mastery of content and skills to students, parents, and other educators. Student evaluation will be based on the Standards of Learning objectives of the course and/or specific course competencies appropriate for the grade level and content area. Student grades are available for viewing through the Student and Parent Portals of Infinite Campus.

AT-HOME ASSIGNMENTS

Because students must spend much of their learning time outside the classroom, completing assignments at home is vital to academic success. Students are generally expected to work at home one hour per class per day. Advanced level classes may require more. Homework may consist of short and long-term activities. Students in Advanced Placement, Dual Enrollment, and Governor's School classes should expect a greater amount of at-home work as these classes contain college level material.

GRADING SCALE

The Augusta County Public Schools grading scale is as follows:

98-100	A+	92-97	A	90-91	A-
88-89	B+	82-87	B	80-81	B-
78-79	C+	72-77	C	70-71	C-
68-69	D+	62-67	D	60-61	D-
0-59	F				

The final grade for a semester will be weighted so that 80% of the grade comes from the average of the two nine-week marking periods and 20% comes from the final exam. In the event that a student is missing a marking period or exam grade, the percentages may be adjusted. Final grades in year-long courses will be the average of the two final semester numeric grades and will not be posted to the transcript until completion of the course.

EXAM EXEMPTION INCENTIVE

All students now have the opportunity to exempt end-of-course examinations. Students may exempt the end-of-course examination by meeting the attendance requirement (no more than five absences in a semester course or ten absences in a year-long course) **AND** achieving a final average of 90 or above. Excused and unexcused absences count toward the exam exemption policy; however, school-related absences will be excluded.

GRADE POINT AVERAGE

Grade point average (GPA) will be calculated based on quality points as described in Regulation 8.480 of the Administrative Policy Manual. Class rank will be based on the GPA of students pursuing an Advanced Studies or Standard diploma. *Advanced Placement, Dual Enrollment, and Governor's School courses are weighted and an additional 1.0 quality point is added to the final grade (an exception occurs if the grade is an F).

SCHEDULE CHANGES

Schedule changes can only be requested in special circumstances. To add or drop courses, students must meet with their counselor to make the request. In some instances, principal approval may be required. Credit may not be awarded if a class is added after the 20th hour of instruction. A grade of WP or WF may be awarded for courses dropped after this time and may be reported on the transcript. To ensure continuity of instruction, changes in days of attendance between A days and B days or changes between Hybrid and Always Virtual schedules may be made only once after the school year has begun. The school will need **five (5) days** notice when requesting these changes.

ATHLETIC ELIGIBILITY

All students who participate in any VHSL Athletic or Academic team must meet the scholarship requirements set forth by the Virginia High School League. **For WMHS, this means that students must earn no fewer than the equivalent of three high school credits each semester.** Students should work with Mr. Flesher and their respective counselor to ensure eligibility.

WILSON MEMORIAL HIGH SCHOOL HONOR CODE

Students are expected to conduct themselves honorably in pursuit of their education. Cheating, plagiarism, fraud, and personal dishonesty violate ethical and moral rules of conduct. **Students will receive a separate handout of the Honor Code during the first week of school and sign it at that time.**

Student Expectations and Responsibilities:

- To complete all work honestly and independently except in those instances where a teacher clearly states and permits collaboration among students such as group assignments/projects.
- To understand plagiarism and to learn proper methods for citing sources used in written assignments.
- To refrain from revealing any information regarding the contents of a test to other students who may take the same test.
- To refrain from the fraudulent or unethical use of computers and computer files as defined by the Augusta County Public Schools Acceptable Use Policy.
- To refrain from personal dishonesty as fully defined in this Honor Code.

Academic Cheating (including attempts):

- Copying answers from another student's quiz, test, class work, or homework.
- Allowing another student to copy answers from a quiz, test, class work, or homework.
- Orally communicating answers during a quiz or test.
- Transmitting answers by use of non-verbal signals during a quiz or test.
- Using notes or other unauthorized materials during a quiz or test.
- Gaining access to test questions or answers before a test without permission of the teacher.
- Violating test or assignment procedures established by the teacher.
- Copying the homework of another student and submitting it as one's own.
- Collaborating with others verbally or with written materials in take-home assignments unless clearly stated and permitted by the individual teacher.
- Obtaining an entire paper or a portion of a paper from any source (a person, a text, on-line) and submitting it to a teacher as one's own work.

Plagiarism includes, but is not limited to, the following behaviors:

- Directly copying part or all of another person's work and presenting it as your own.
- Submission of papers/reports from commercial research companies to include on-line sources.
- Copying portions of a text without crediting sources.
- Rephrasing another person's ideas and presenting them as your own without crediting sources.

Fraud is the falsification or misrepresentation of data. This includes misuse of computer files.

- Refer to the Augusta County Public Schools Acceptable Use Policy for full disclosure of terms.

Personal Dishonesty includes, but is not limited to, the above behaviors and the following:

- **Stealing** the personal belongings of a faculty or staff member, or another student results in OSS.
- Destruction or abuse of school property.
- Failure to report theft or destruction of school property.
- Lying to an administrator or faculty member. Lying includes not telling the whole truth, not stating important, relevant information, and not making all reasonable efforts to clear up any misunderstandings.

Consequences for Violations

- **First offense:** One-day of Saturday School (or other assignment), parental notification in writing, and forfeiture of credit for the work if applicable.
- **Second offense:** Two days of Saturday School (or other assignment), parental conference with administrator and teacher, if appropriate, and forfeiture of credit for the work if applicable.
- **Third offense:** Three to five days out-of-school suspension, parental conference with administrator and teacher, if appropriate, forfeiture of credit for the work if applicable.
- **Fourth offense:** Ten days out-of-school suspension, referral to Augusta County Discipline Committee for further action, parental conference with administrator, and forfeiture of credit for the work.

Note: Violations of the Honor Code accumulate throughout the student's high school career. Referrals for violations of the Wilson Honor Code must be made in writing to an administrator. Students may make referrals by reporting incidents to appropriate classroom teachers. Referrals must be written by teachers. Students who commit honor code violations may lose all privileges as a member of the National Honor Society or may lose the privilege to join the National Honor Society.

WILSON MEMORIAL HIGH SCHOOL NATIONAL HONOR SOCIETY

Students who qualify for the National Honor Society will be invited to apply in the spring of their sophomore year. The induction ceremony will occur in May after a thorough review of the student's application and discipline history by the Faculty Council. The four pillars of membership – **character, scholarship, leadership, and service** are strongly considered in the selection process. There is also a second chance for eligible juniors and seniors to be invited and inducted at this time.

Students in the Wilson Memorial High School chapter of the National Honor Society are required to meet and maintain certain behavior expectations (listed below) or be removed from the National Honor Society:

- Students must, at all times, maintain a cumulative GPA of at least a 3.5.
- Students must, at all times, be in good school standing.
- Students may not have any single disciplinary referral for any one of the following offenses: drugs, alcohol, tobacco, disrespect, theft, weapons, threat to or assault on a staff member, fighting, cheating or any other major offense as determined by the administration.
- Students may not have two or more disciplinary referrals for any other violation.
- Students must meet community service requirements and follow the attendance policy for meetings set forth by the NHS Sponsor(s).

The Faculty Council reserves the right to examine any discipline issue on the degree of severity, which may impact the student's ability to continue as a member of the NHS. Students and their parents must sign a form agreeing to the by-laws of the National Honor Society in order to become a member. This is a condition of membership that must be fulfilled.

STUDENT ATTENDANCE AND ACADEMIC RECOGNITION

STUDENT ATTENDANCE RECOGNITION

Students who maintain perfect attendance for the first semester will be recognized at the semester celebration with a Green Card. Students who maintain perfect attendance for the entire year will be acknowledged as having perfect attendance at the Annual Awards Assembly with a certificate. Seniors with multiple years of perfect attendance will earn a WMHS Achievement Medal. In order to earn Perfect Attendance recognition, a student must have zero absences (school-related absences excluded) and no more than 6 excused tardies and/or early dismissals for the year.

STUDENT ACADEMIC RECOGNITION

Green Cards: Students who maintain at least a 3.75 GPA for the nine weeks will be invited to a celebration (as permitted) and issued a Green Card (\$2 admission to all home athletic events and opportunity to win prizes).

White Cards: Students who maintain a GPA between 3.5 and 3.74 for the nine weeks will be invited to a celebration (as permitted) and issued a White Card (opportunity to win prizes).

Honor Roll: Students who achieve Honor Roll status, as outlined in ACPS Policy 7.830, will have their names posted on the WMHS Honor Wall (in the front hallway) after each nine-weeks grading period.

Super Achievers: Students who have made significant improvement in attendance, effort, attitude or other areas teachers wish to acknowledge are recognized as Super Achievers. They are invited to a celebration (as permitted) and have the opportunity to win prizes.

600 Club: Students who earn a perfect score of 600 on any SOL End-of-Course Test will have his/her name placed on a banner to be prominently displayed in the school.

SOL Success: Each semester, students will be entered in a drawing for prizes for earning a Pass Proficient score on the first attempt of any SOL Test. The student's name will be entered twice for an Advanced score.

SENIOR HONORS AND PRIVILEGES

In accordance with ACPS Policy 7.830, the senior with the highest grade point average will be recognized as Valedictorian. The student with the second highest GPA will be recognized as Salutatorian. All seniors with at least a 4.0 GPA will also be acknowledged at graduation. Pictures of the top ten academically ranked graduates will be displayed in the entrance hall for the year following their graduation.

Significant scholarship awards, especially those sponsored by local clubs and civic groups, are announced at the Annual Awards Program prior to commencement. Career and Technical Education and Fine Arts Completers will also be recognized at the Awards Program and wear distinguishing tassels at graduation.

Other senior privileges may include:

- One minute early dismissal for lunch each day
- Senior-Only Lunch area in the New Gym Lobby
- Selection as leaders for Pep Rallies, WMTV news anchors, and Camp Wilson counselors.
- Other privileges as requested and approved by the administration.

STUDENT ATTENDANCE POLICIES

Students are expected to attend school each day, as assigned. When a student must be absent, the family must follow county and school procedures for communicating absences. If a student must be absent from school, a call from the parent or guardian is expected before 9:30 a.m. on the day of the absence. An e-mail message to WMHSAttendance@augusta.k12.va.us is acceptable as long as the school can confirm that it was sent from the parent or guardian. While state law requires that the school attempt to make parent contact for all unverified absences, it is ultimately the parent's responsibility to communicate absences to school officials.

DAY AFTER ABSENCE PROCEDURES

Immediately after arriving at school following one or more days of absence, each student must bring a written note from the parent/guardian and/or doctor confirming the date(s) and reason(s) for the absence. The note should be placed in the wooden box labeled "WMHS ATTENDANCE" inside the door to the main office before school. **Students must return appropriate documentation of their absence within *three days* of their return to school.**

Note: Any student who does not bring a note or report will receive an unexcused absence for the day missed. The reason for the absence must meet the criteria listed below in order to be considered an excused absence. ***Bringing a note does not guarantee an excused absence.***

EXCUSED ABSENCES

The student must bring a signed and dated note from the parent/guardian stating the day and specific reason for the absence. Absences from school or classes shall be excused for the following reasons:

1. Personal illness or injury of the student. A physician's note will be required if absenteeism becomes a problem.
2. Court subpoena/summons for the student. (Prearranged with school officials)
3. Death or serious illness in the family.
4. Pre-arranged absences (approved in advance by the principal)
5. Emergency/extenuating circumstances determined to be unavoidable by the principal. (Direct communication with an administrator is required.)
6. Quarantining due to COVID-19 exposure.

UNEXCUSED ABSENCES

Students whose reasons are not covered under EXCUSED ABSENCES will be considered unexcused. Students who do not follow attendance procedures, including the requirement to take their signed notes to the office upon returning from an absence, will be considered unexcused. A student is counted absent from school if they miss more than two periods in the school day. Students missing more than one-half of a class block are counted absent from the class. Students who reach 10 unexcused absences will be placed on poor school standing. *See Poor School Standing for details.*

MAKE-UP WORK

Students are permitted to make-up all work missed when the absence is excused; however, students must adhere to the guidelines listed. The student is responsible for contacting the teacher to obtain make-up assignments. Unless special provisions are made with the teacher, principal, and/or her designee, all work must be made up within a period of three school days. Failure to make up daily work within the three day period will result in a grade of "F/0" for those specific assignments.

At WMHS, each student is allowed to make up work for three unexcused absences from class per semester. After three unexcused absences in a class, the student will be expected to make up the work missed but will receive zeros for all missed assignments. A student is counted absent from a class if he/she misses more than one-half of the class block.

If the student fails to make up major work, such as a term paper or research project, the teacher may assign an "I." This situation is referred to the principal for review. Teachers may expect students to make up a test on the first day back from an absence if the test was assigned prior to the absence and no material on the test was covered during the absence. In case of extended absences, the make-up time may be extended. ***The principal must also approve any exceptions to the regular examination schedule. In these circumstances, students will not be allowed to take examinations before the scheduled examination date.***

Early dismissals and late arrivals are to be considered as absences in regard to work missed and will be treated using the same guidelines as day-long absences. **Except in emergency situations, all classroom assignments are due on the date of the early dismissal or late arrival and must be turned in to the appropriate teacher(s) before leaving school.** This policy also applies to work due on days when the student is in attendance at school but not in class.

PREARRANGED ABSENCES

There are occasions when students must miss school for reasons other than those listed under the category of "EXCUSED". When these circumstances arise, students may be excused if their absence has been pre-arranged with the use of the pre-arranged absence form. A note (please, no e-mail messages) signed by a parent/guardian stating the date and reason for the absence must be approved at least 24 hours in advance of the planned absence. An absence spanning three (3) or more days should be pre-arranged with the principal at least 48 hours in advance. The note should be attached to the prearranged form and students should have each of their teachers sign-off on the form prior to submitting it to administration for approval. The student is responsible for collecting assignments from all teachers prior to the absence(s). Unless special permission is granted by the teacher, the expectation is that all work missed during the absence will be completed the day the student returns to school. Forms may be picked up in the office as needed.

EXAM EXEMPTION INCENTIVE

All students now have the opportunity to exempt end-of-course examinations. Students may exempt the end-of-course examination by meeting the attendance requirement (no more than five absences in a semester course or ten absences in a year-long course) AND achieving a final average of 90 or above. Excused and unexcused absences count toward the exam exemption policy; however, school-related absences will be excluded.

EARLY DISMISSALS

Students requesting permission to leave school before the end of the regular school day must present a written note signed by a parent/guardian stating the time and reason for the early dismissal. An e-mail confirmed from the parent or guardian is also acceptable, but must be received before 9:30 a.m. Early dismissals will be marked excused or unexcused using the same criteria as absences from school. After an administrator has approved the early dismissal, the time of the early dismissal will be noted on the daily attendance document. Students are required to sign out in the office before leaving.

EXCESSIVE ABSENCES

Regular, prompt attendance to school is essential to ensure academic success. After 5 unexcused absences, the school will contact the family by letter. At 7 unexcused absences, the school will hold a meeting with the family and refer to FAPT if appropriate, and put an attendance plan in place. At 10 unexcused absences, the school has the right to pursue truancy with Augusta Juvenile Courts. Students with excessive absences (10 or more total absences –

excused and/or unexcused) will be required to submit medical or other documentation in order to excuse future absences.

MEDICAL APPOINTMENTS

Students who have medical appointments are requested to return to school with documentation of the appointment from the doctor's office in order to be excused. Students may be required to submit a doctor's note verifying their appointment if absenteeism becomes a problem.

TARDIES TO SCHOOL

Students arriving after the start of the first block (8:10 a.m.) must report directly to the main office and sign in. Tardies will be marked "excused" or "unexcused" using the same criteria as absences from school. Students who have an excessive number of late arrivals or tardies to class will be disciplined as follows:

- **3rd unexcused tardies per semester:** Warning from Teacher/Office
- **4th unexcused tardies per semester:** 30 Minutes of Detention
- **6th unexcused tardies per semester:** Two 30 minute Detentions
- **8th unexcused tardies per semester:** Saturday School (or other assignment) and parent notification
- **10 TARDIES = POOR SCHOOL STANDING. See *Poor School Standing for details.***

UNEXCUSED TARDY TO CLASS

Students are expected to be **in school** and **in every class** on time. Students 45 minutes late to class will be counted as absent. **Tardies to school and tardies to class bear the same consequences.**

LEAVING SCHOOL PROPERTY

Students may not leave school property once they have arrived in the morning until the end of the school day without following established sign-out procedures. Students may not leave the school campus to purchase food during lunch or other academic times. Students who leave the school campus without following procedures will face disciplinary consequences, up to and including suspension, poor school standing, and loss of driving privileges.

POOR SCHOOL STANDING

Poor school standing can be assigned by an administrator for attendance and/or excessive behavior concerns. Poor school standing removes a student's privilege to participate in extra-curricular activities as a spectator and/or a participant including athletics, fine-arts, field trips, and all school functions (including dances).

STUDENT DISCIPLINE

Wilson Memorial High School expects a high standard of student conduct in an effort to ensure an atmosphere conducive to teaching and learning, free of disruption and threat to person or property, and supportive of individual rights. Students and staff have a primary responsibility for creating a climate of mutual respect, honesty, and trust in order that the dignity of the individual is protected and the potential of each student may be realized. Students are expected to maintain a positive attitude and cooperate with school officials in order to create a safe atmosphere that fosters academic achievement and extracurricular enrichment. Student conduct is especially important during abbreviated classroom hours in order to take full advantage of the limited time for face-to-face instruction. Detention and Saturday school opportunities are limited. Parents and guardians are expected to work cooperatively with the school to ensure a safe environment conducive to learning for their child and for all students.

The 2020-2021 Augusta County Public Schools Handbook for Parents and Middle and High School Students provides a comprehensive listing and explanations regarding all Student Code of Conduct matters. For the convenience of students and parents/guardians, this handbook provides selected student code of conduct matters that the WMHS Administration wishes to emphasize.

STUDENT DRESS CODE-"Dress for Success"

Wilson Memorial High School encourages students to dress for success. The cooperation of students and parents in the area of appropriate dress will help to ensure an environment conducive to learning and prepare students for choosing appropriate work attire. Reasonable standards of modesty are expected. All clothing must be of an appropriate length, and undergarments must be covered at all times. Students must wear tops that sufficiently cover

shoulders, chest, and midriff. Clothing must be worn in a conventional manner and not be altered in such a way that is revealing. Exceedingly tight or see-through apparel is also not permitted. Dress that is sexually suggestive or explicit in nature, or promotes or depicts a drug, alcohol, tobacco, gang activity, profanity, or violence is prohibited. Students must wear shoes at all times and must remove hats and head coverings, including caps and hoods, upon entering school. School administrators will work with families in cases of special circumstances.

The WMHS Administration also requests that students and parents understand the following:

- Any clothing that creates a disruption to the learning environment is not permitted.
- Shirts/Blouses must NOT have necklines that expose cleavage (*The armpit rule*), low back lines, midriffs, or undergarments. Bare skin should not be exposed at the waist, chest or abdomen.
- Muscle shirts/tank tops are prohibited on male students unless worn with another shirt.
- Length of dresses, skirts, skorts, (including any slit) should be no shorter than the ends of the student's extended fingertips when standing up straight (*The fingertip rule*).
- Shoes with wheels are not allowed. Additionally, skateboards are not allowed on campus.

Disciplinary action for all dress code offenses will be carried out as follows:

- **1st Offense:** Warning and change of clothing in order to return to class.
- **2nd Offense:** 30 minutes Detention and change of clothing in order to return to class.
- **3rd Offense:** 1 day Saturday School and change of clothing to return to class.
- Students with **four or more** dress code violations will receive out of school suspension, be placed on poor school standing, and may be referred to the Discipline Committee.
- Parents will be contacted for each offense.

DISPLAYS OF AFFECTION

Students are expected to behave in a respectful and business-like manner when at school. This expectation extends to all student interactions, including relationships with other students. Holding hands is considered to be an appropriate display of affection between students, but is not in compliance with social distancing guidelines. All other forms of physical touching are not acceptable at any time and a violation of social distancing guidelines which may put others at risk of illness. Students who fail to meet this expectation will be subject to disciplinary action including, but not limited to, detention, Saturday School, out-of-school suspension, and/or poor school standing. Parents will be notified if problems persist and may be asked to meet with an administrator.

CELL PHONES/PORTABLE ELECTRONIC DEVICES

Students will be able to access their cell phones/electronic devices until 8:10 AM. It will be the student's responsibility to turn off devices at 8:10 AM. Students will be granted the privilege of accessing their cell phones/electronic devices only during class changes and their assigned lunch period. **Cell phones and all other electronic devices MUST BE TURNED OFF during the four instructional blocks – even when students are in the halls and restrooms during these times.** Discipline consequences for violating this policy will be strictly followed and will remain as listed:

- **1st Offense:** Device is confiscated and student receives a warning. Student may pick up device at the end of the school day.
- **2nd Offense:** Device is confiscated and student receives 1 day of Saturday School. Parent must pick up device.
- **3rd Offense:** Device is confiscated and student receives 1 day of out-of-school suspension. The school retains the phone until a parent conference is held.
- **4th Offense:** Device is confiscated and student receives 3 days of out-of school suspension. Parent must pick up device and student loses the privilege to bring the device to school for the remainder of the year.

Recording Devices: Student privacy is a concern for the safety of our students. Students using any recording device, including a cell phone, to record other people without their advanced knowledge and consent will receive 5 days of out-of-school suspension. This includes taking pictures or videos with any type of electronic device. A parent conference will be held and, when the circumstances warrant, law enforcement will be notified.

BULLYING

A student, individually or as part of a group, shall not harass or bully others. Bullying behavior may be verbal or non-verbal and is defined as repeated, intentional behavior in which a power imbalance exists in the bully's favor. Name calling between equals is poor behavior, but may not be classed as bullying. Bullying behavior may include physical intimidation, taunting, name calling and insults; comments regarding the race, gender, religion, physical abilities or characteristics of associates of the targeted individual; falsifying statements about the targeted individual or associates; and inappropriate uses of portable devices or electronic systems including, but not limited to, cyber-bullying or impersonating another person. Recommended disciplinary action includes:

- **1st Offense:** 1-5 days out of school suspension, parent conference
- **2nd Offense:** 5-10 days out of school suspension, parent conference
- **3rd Offense:** 10 days out of school suspension, referral to Discipline Committee
- **All bullying offenses will be reported to the School Resource Officer.**

USE OF INAPPROPRIATE LANGUAGE

At Wilson Memorial High School, we strongly encourage all students to have pride in themselves and respect for others. Use of appropriate language, at all times, reflects that pride and respect and prepares students to be valuable employees. Students using inappropriate language will be subject to disciplinary action including, but not limited to, Saturday School, loss of privileges, and/or suspension from school. Cursing, threatening, or using abusive language or written remarks intended to demean or harm a student, staff member, or visitor is prohibited. Consequences are as follows:

- **Cursing in class** – 1-3 days out of school suspension
- **Cursing a staff member** – 5 days out of school suspension

ASSAULT

Assault is the willful threat or use of physical violence which is intended to result in fear of bodily injury or the use of a dangerous object in an effort to cause fear of bodily injury to an individual and is strictly prohibited. Students engaging in physical violence will receive out-of-school suspension and subsequent referral to law enforcement. A parent conference will also be required. Students may also be referred to the Superintendent or his designee for long-term suspension and/or expulsion.

WEAPONS ON SCHOOL PROPERTY

Carrying, bringing, using or possessing any firearm, dangerous device, or weapon (including knives) on school grounds, in any school vehicle, or at any school sponsored activity is prohibited. This prohibition applies to private vehicles parked on school property with or without the school's permission. Weapons possessed in violation of this policy are subject to seizure by school officials. Any incident involving weapons as defined in this policy will be reported to the Superintendent or his designee. Students in violation of this regulation will be subject to immediate disciplinary action. (VA Code §§18.2-308; 18.2-308.1; 18.2-308.7).

TOBACCO PRODUCTS

The use or possession of tobacco products and imitation, "look alike" tobacco products, or electronic cigarettes (vapes) on school buses, other school property, or at school activities is prohibited. Disciplinary action for each violation includes suspension from school, referral to law enforcement, and a parent conference. Upon the fourth offense, a student will be suspended for a minimum of ten days and may be referred to the Discipline Committee for extended suspension or expulsion.

SUBSTANCE ABUSE

Students shall not possess, use, buy, sell, transmit or be under the influence of any nonprescription drug (including alcohol in any form, caffeine pills, or anabolic steroids), controlled substance, marijuana, "look-alike" substance or

drug paraphernalia on a school bus or other school property or at any school activities. Substance Abuse violations will be handled in accordance with Augusta County Public Schools Disciplinary Policies which will include suspension from school, placement in an alternative placement program, adherence to substance abuse counseling requirements, poor school standing and loss of extracurricular privileges, and referral to law enforcement.

DRIVING TO SCHOOL

With permission from school administration, students have the privilege of driving personal vehicles to school. All school fees must be paid in order to be granted permission to drive to school.

The following rules apply to students driving to school:

1. Students wishing to drive private vehicles to school must apply for permission by completing a student parking permit application, paying any outstanding school related debts, and having a parent or guardian co-sign the application form.
2. Virginia state law restricts drivers under age 18 who hold a learner's permit or driver's license as to the number of passengers under age 18. If the driver is 17, he/she may transport **three** passengers under the age of 18. Passenger restrictions do not apply to family members.
3. Upon arrival at school, vehicles shall be vacated and are not to be used until the student is ready to depart school. Students must come directly into the school building.
4. Student vehicles must have a school hang tag displayed for identification purposes. **All fees must be paid in full (including cafeteria) before a permit will be issued.** Once issued, students will be assigned a specific parking space. The hang tag number will be used to quickly identify drivers in the event of an emergency.
5. Students who leave the school grounds without securing parental permission and properly checking out through the office will be subject to having their driving privileges suspended pending a parent conference. The second offense will result in revocation of the parking permit for thirty school days.
6. Juniors and seniors who need to drive on an occasional basis may do so if they display on their dash a dated request signed by a parent and an administrator.
7. Other parking regulations specified on the formal application must be followed at all times.
8. Student and staff vehicles are subject to search whenever parked on school property or at any school sponsored or related activity.

BUS TRANSPORTATION

Riding a school bus is a privilege. Students who violate the Code of Student Conduct, which includes wearing a mask at all times, will have the privilege of riding revoked for a specified time or permanently. In addition, other discipline may be imposed. The driver of the bus has the authority and the responsibility to maintain order and provide a safe environment.

NOTES FOR GETTING OFF A BUS SOMEWHERE OTHER THAN STUDENT'S HOME

All notes must be written by the parent/guardian and must include the date, student's name, destination, the reason for the change, and signature of the parent/guardian. Notes must be approved by an administrator before school. Students are responsible for giving the signed note to the driver. The driver will turn it over to the Transportation officer for future reference. If the privilege of using notes is abused, the student will lose the privilege.

EXTRA-CURRICULAR OPPORTUNITIES AND CONTACT INFORMATION

VHSL/COMPETITIVE ACTIVITIES & COACHES		WMHS CLUBS & SPONSORS	
FALL		Art Club	Paige Ramsey/Rachel Lind
Theatre	K. Gooden, M. Plummer	Art Honor Society	Paige Ramsey/Rachel Lind
Academic Team	Daniel Grant	Chess	Rob Hopkins/Don Biggs
Football	Drew Bugden	DECA	Vickie Lilley
Volleyball	Lauren Grove	Educators Rising	Cheryl Sams
Cross Country	S. Geiman, M. Freeman	FBLA	Susan Jones
Golf	Trena McDaniel	FCCLA	Summer Powers/Trey Lawhorn
Competition Cheer	TBD	FFA	Jennie Wagner/Abby Holland
Football Cheer	Renee Bailey	French	Stefani Collier
WINTER		Inkblots	Tracy Gunn
Debate Team	Carl Flippin	Latin	Wade Carruth
Forensics Team	Ann Cullen, Monica Snow	Math Honor Soc.	Judy Cempe/Kari Hite
Boys Basketball	Jeremy Hartman	Multicultural Club	Stefani Collier
Girls Basketball	Jackie Bryan	Nat'l. Honor Soc.	Crystal Brubaker/Tina Morris
Wrestling	Chris Robinson	<i>Partners Club</i>	<i>Valeria Hiner</i>
Indoor Track	Michael Freeman	SADD	Rodney Cullen/Scott Wise
Basketball Cheer	TBA	SCA	Michelle Hutchens
SPRING		<i>Science Investigation</i>	<i>Joe Morris</i>
Debate Team	Carl Flippin	<i>Sign-Language Club</i>	<i>Maura Stout</i>
Baseball	Rodney Cullen	Spanish	Don Biggs
Softball	Robbie Martin	Student Advisory	Lisa Jordan/Susan Mace
Boys Soccer	Scott Harrison	Student Ambassadors	Shannon Sandridge
Girls Soccer	Kyle Congleton	Tri-M Honor Soc.	Matt Baraclough/Paige Edwards
Track	S. Geiman, M. Freeman	TSA	Matt Haskins/Maura Stout
Boys Tennis	Freddie Roberts	Wellness	Travis Anderson/Dane Barr
Girls Tennis	Chad Reed	Wildlife Club	Marcia Hatch/Tara Ashley