

WILSON MEMORIAL HIGH SCHOOL

2019-2020 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
Mr. Timothy W. Harrison, Assistant Principal
Mrs. Susan L. Mace, 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

*Ms. Jill Martin
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 2019-20 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
Mr. Timothy Harrison	Ass't. Principal (K-Z)
Mrs. Susan Mace	Ass't. Principal (A-J)
Mr. Craig Flesher	Ass't. Prin/Athletic Director
Mr. James Snyder	School Resource Officer
Ms. MaryAnn Guerrieri	Bookkeeper
Mrs. Kaki Coffey	Secretary (Attendance)
Mrs. Lou Ann Bussiere	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
Mrs. Allison Sprouse	ITRT

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

Athletic Information	Mr. Flesher
Attendance Concerns	Mr. Harrison
Bus Concerns	Mr. Harrison
Club Information	Club Sponsor
Computer/Portal Assistance	Sprouse/Mitchell
Fee Payments	Ms. Guerrieri
Homework Requests	Mrs. Coffey
Lock/Locker Problems	Mr. Harrison
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. Harrison
Visitor's Pass	Dr. Troxell

BELL SCHEDULES

REGULAR BELL SCHEDULE				
First Bell	8:05 (cell phones*)			
1st Block	8:10-9:35			
2nd Block	9:40-11:05			
Return Block	11:10-11:40			
Mon	Tues	Weds	Thurs	Fri
1st	2nd	3rd	4th	Clubs
WMTV News	11:40-11:50			
First Lunch 11:50-12:15	Class 11:55-12:35	Class 11:55-1:20		
Class 12:20-1:45	Second Lunch 12:35-1:00	Third Lunch 1:20-1:45		
	Class 1:00-1:45			
4th Block	1:50-3:15			
VCTC AM 8:25-11:15				
VCTC PM 12:25-2:45 (students eat 1st lunch)				
No Homerooms – All information and report cards will be distributed during first block.				
SVGS and VCTC Students will be assigned a supervision location during Return Blocks. A supervision location will also be available on Fridays for students not in a Club or other activity.				

ONE HOUR DELAY		TWO HOUR DELAY	
Bell	9:05	Bell	10:05
1st	9:10-10:35	1st	10:10-11:15
2nd	10:40-12:00	2nd	11:20-12:25
No Return Block on One or Two-Hour Delay Days			
1st Lu	12:00-12:25	1st Lu	12:25-12:50
Class	12:30-1:50	Class	12:55-2:00
Class	12:05-12:45	Class	12:30-1:00
2nd Lu	12:45-1:10	2nd Lu	1:00-1:25
Class	1:10-1:50	Class	1:25-2:00
Class	12:05-1:25	Class	12:30-1:35
3rd Lu	1:25-1:50	3rd Lu	1:35-2:00
4th	1:55-3:15	4th	2:05-3:15
AM VCTC 9:25-11:15		AM VCTC 10:25-12:00	
PM VCTC 12:25-2:45		PM VCTC 1:00-2:45	

SCHOOL CALENDAR INFORMATION

NO SCHOOL FOR STUDENTS

There will be no school for students on: September 2, September 20, October 14, November 5, November 27-29, December 20-January 3, January 20, March 3, and March 23-27.

TWO HOUR EARLY DISMISSAL (1:15 PM) FOR STUDENTS

Two-hour early dismissals will occur on: September 19, October 11, December 18 & 19, March 13, April 10, and May 20 & 21.

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/Activities 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

Parents who drive their student(s) to and from school are asked to use the designated lane in the front parking lot. The bus loop at the front of the school is off-limits for student drop-off/pick-up between 7:30-8:30 a.m. and 2:30-3:30 p.m. daily. Students should not arrive prior to 7:35 a.m.

VISITORS AND OUTSIDE LUNCHES

All visitors must report to the office, sign in, and receive a visitor pass. Unauthorized visitors will be subject to charges of trespassing. Students are not allowed to bring student visitors to school during the instructional day. Guests may be permitted to eat lunch with students if approved in advance (at least 24 hours) with the parent/guardian and Dr. Troxell. Guests on official business are welcome, but must check into the office upon arrival. Parents are always welcome to eat lunch with their student(s). Outside lunches may be brought in, but only by parents/guardians. Outside lunches from restaurants may not be consumed in the cafeteria due to ACPS School Nutrition Guidelines.

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 Portal of Infinite Campus.

HOMEWORK

Homework is an important aspect of the overall educational experience. Students should expect one to two hours daily. 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 homework 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 (New for 2019-20)

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.

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, parental notification in writing, and forfeiture of credit for the work if applicable.
- **Second offense:** Two days of Saturday School, 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 and issued a Green Card. Green Cards entitle students to \$2 admission to all home athletic events and the 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 and issued a White Card. White Cards entitle students the opportunity to win prizes.

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 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 (400-499) on the first attempt of any SOL Test. The student's name will be entered twice for an Advanced score (500+).

SENIOR HONORS AND PRIVILEGES

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. 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.)

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 to 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 (New for 2019-20)

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 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). Students will also lose driving privileges for the assigned time and the school reserves the right to "re-assign" the parking space.

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. 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 2019-2020 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

The cooperation of students and parents in the area of appropriate dress will help ensure an environment conducive to learning. 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 show inappropriate necklines that expose cleavage, low back lines, midriffs, or undergarments. NO BARE SKIN is to 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. All other forms of physical touching are not acceptable. Students not meeting 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 8:05 AM. It will be the student's responsibility to turn off their devices at 8:05 AM. Students will be granted the privilege of accessing their cell phones/electronic devices only during class changes and their assigned lunch period in the cafeteria. **Cell phones and all other electronic devices MUST BE TURNED OFF during the four instructional blocks and return block – even when students are in the halls 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 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, for any reason, 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 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. 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, 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. Appropriate language, at all times, reflects that pride and respect. 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 referred 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 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 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 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

Juniors and Seniors have the privilege of driving personal vehicles to school with permission from school administration. Due to limited parking spaces, sophomores are not permitted to drive to school first semester. Parking spaces will be sold to sophomores during second semester based on availability and on a first-come, first-served basis. Students who drive to school without a permit will have the parking fee added to their account. This fee must be paid in order for students to participate in school functions, including dances and other special events. All other school debts must be paid in order to be considered for a parking permit. Repeat issues of driving without a permit may result in further consequences.

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 the applicable fee, paying any other 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.

4. The approved ACPS parking permit fee is \$50.00. 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 not be assigned a specific parking space. Spaces will be available on a first-come, first-served basis each day. 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 and school bus 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 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	Ms. Kristina Gooden	Art Honor Society	Paige Ramsey/Rachel Lind
Academic Team	Mr. Daniel Grant	Chess	Rob Hopkins/Don Biggs
Football	Mr. Jeremiah Major	DECA	Vickie Lilley
Volleyball	Mrs. Lauren Grove	Educators Rising	Cheryl Sams
Cross Country	Mr. Steve Geiman	FBLA	Susan Jones
Golf	Mr. Jeff Jordan	FCCLA	Summer Powers/Trey Lawhorn
Competition Cheer	Mr. Quinn Emery	FFA	Ashley Abbott/Jeremiah Major
Football Cheer	Ms. Jazmyn Dennis	French	Stefani Collier
WINTER		Inkblots	Tracy Gunn
Debate Team	Dr. Carl Flippin	Latin	Wade Carruth
Forensics Team	TBD	Math Honor Soc.	Judy Cempe/Kari Hite
Boys Basketball	Mr. Jeremy Hartman	Nat'l. Honor Soc.	Crystal Brubaker/Tina Morris
Girls Basketball	Mrs. Jackie Bryan	Partners Club	Valeria Hiner/Monica Snow
Wrestling	Mr. Chris Robinson	SADD	Rodney Cullen/Scott Wise
Indoor Track	Mr. Gary Kessler	SCA	Michelle Hutchens
Basketball Cheer	Mrs. Jenny Hildebrand	Science Investigation	Joe Morris
SPRING		Sign-Language Club	Maura Stout
Debate Team	Dr. Carl Flippin	Spanish	Don Biggs/Yolanda Montague
Baseball	Mr. Rodney Cullen	Student Advisory	Lisa Jordan/Susan Mace
Softball	TBD	Student Ambassadors	Yolanda Montague
Boys Soccer	TBD	Tri-M Honor Soc.	Matt Baraclough/Paige Edwards
Girls Soccer	Mr. Kyle Congleton	TSA	Matt Haskins/Maura Stout
Track	Mr. Gary Kessler	Wellness	Travis Anderson/Dane Barr
Boys Tennis	TBD	Wildlife Club	M. Hatch/T. Ashley/C. Williams
Girls Tennis	Mr. Chad Reed		

