

WILSON MEMORIAL HIGH SCHOOL

2024-2025 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

Mrs. Crystal Hanger, Principal
Mr. Steven D. Hom, Assistant Principal
Mr. Adam M. McLaughlin, 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

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

Section 504 Coordinator

Mr. John Childs
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 2024-25 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

Crystal Hanger	Principal (12th Grade)
Adam McLaughlin	Ass't. Principal (9th & 11th Grade)
Steven Hom	Ass't. Principal (10th & 11th Grade)
Craig Flesher	Ass't. Prin/Athletic Director
Casey Parady	School Resource Officer
Selena Carroll-Liptrap	Bookkeeper
Haily Day	Secretary (Attendance)
Silica Hall	Secretary (Reception)
Tylar Marcum	School Nurse

Counseling Office

Kim Long (A-D)	Counselor
Emily Rexrode (E-L)	Counselor
Morgan Harbison (M-P)	Coordinator
Jennifer Lawhorn (Q-Z)	Counselor
Cindy Denome	Secretary/Registrar
Sarah Morris	Career Coach

Library/IT Department

Ashleigh Houff	Librarian
Roxanna Mitchell	Media Aide
Nicholas Walge	ITRT
Jason Kessler	Computer Technician

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. Hom
Bus Concerns	Mr. McLaughlin
Club Information	Club Sponsor
Computer/Portal Assistance	Walge/Mitchell
Fee Payments	Ms. Carroll-Liptrap
Homework Requests	Counselor
Lock/Locker Problems	Mr. Hom
Lost and Found	Front Office
Lunch Program	Dr. Ron Abernathy (245-5100)

Medication Administration	Nurse Marcum
Pay on Lunch Account	Mrs. Robertson
School Safety	Administration, SRO
SOL and AP Testing	Mr. McLaughlin/Mrs. Rexrode
Special Education	Mr. Hom
Transcripts	Mrs. Denome, Counselor
Vehicle Registration	Mr. Hom
Visitor's Pass	Mrs. Hanger

BELL SCHEDULES

REGULAR BELL SCHEDULE (Monday - Thursday)	
7:30	Building open for Students. Students supervised upon arrival.
First Bell	8:05 (cell phones*)
1st Block	8:10-9:38
2nd Block	9:42-11:10
SWARM Block	11:14-11:34
3rd Block	11:38 - 1:34
4th Block	1:38-3:06
3:06 Announcements Dismissal	
VCTC AM 8:25-11:15	
VCTC PM 12:25-2:45	
All students will be assigned a SWARM Block.	

TWO HOUR DELAY	
Bell	10:15
1st	10:20-11:20
2nd	11:15-12:05
SWARM and Lunch	12:10 - 1:15
3rd	1:20 - 2:10
4th	2:15-3:06

**Bell Schedules are subject to change as Lunch schedules evolve during the school year.

SCHOOL CALENDAR INFORMATION

NO SCHOOL FOR STUDENTS

There will be no school for students on September 2 & 16, October 14 & 15, November 4-5 and 27-29, December 19 - January 3, January 20, February 17, March 4 and 24-28, April 7 & 21.

TWO HOUR EARLY DISMISSAL (1:10 PM) FOR STUDENTS

Two-hour early dismissals will occur on April 18 and May 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/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.

Portable Electronic Devices – Students who are in possession of portable electronic devices, including game, music, and data/voice communication devices (such as cellular phones, ipods or ipads, laptops) on school buses, other school property or at any school-sponsored activity must have these items turned off and properly stored during school hours. Only devices that are approved and configured for use on the ACPS Network and are subject to an executed Personal Electronic Device Agreement can be turned on and/or used at any time on school property, at any school-sponsored activity or on any school bus; such use must be consistent with the PED Agreement. Noncompliance may result in student disciplinary action.

STUDENT MEDICATIONS (School Nurse)

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 Berkstresser 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 7:30 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) by the parent/guardian and Mrs. Hanger. Guests on official business are welcome, but must check into the office upon arrival. Outside lunches may be brought in, but only by parents/guardians. Outside food deliveries are not permitted.

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 in 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

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. Final exams are not given in classes where there is an end-of-course exam (SOL) or performance-based assessment (PBA).

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).

GRADE RECOGNITION

Students will be recognized for the following. Students who earn a GPA of 4.0 each semester will be acknowledged on the Superintendent's List. Students who earn a GPA of 3.66 (A-) each semester will be recognized as High Honor Roll. Seniors will be recognized at graduation as Honor Graduates for a GPA of 4.0.

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 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.

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.

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 will 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. Students are 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. Students are counted absent from a class if they miss 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.

Procedures for Exam Exemptions:

Students must get a **WILSON MEMORIAL HIGH SCHOOL EXAM EXEMPTION FORM**. The form can be found on the forms bulletin board between the main office and counseling offices. The student is responsible for filling out the form and turning it in by the due date.

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. This includes students that attend the Shenandoah Valley Governor's School as well as VCTC. Students that attend either program

in the morning are expected to report immediately back to WMHS after the completion of class, **11:00 AM**. Students that attend VCTC in the afternoon are expected to stay at school until the completion of first lunch, 12:05, and then report to VCTC. Students who do not meet these expectations will be subject to discipline in accordance with the tardy/skipping policy.

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. Below are **some factors** that may place a student in Poor School Standing:

- 10 unexcused absences
- 10 tardies
- leaving school campus without following procedures
- four or more dress code violations
- Substance Abuse violations

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 *Handbook for Parents & Middle & Secondary 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 under garments 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. Students in violation of the dress code will be expected to change into appropriate attire. It will be the prerogative of the school administration to judge proper/improper dress beyond that specified above. School administrators will work with families in cases of special circumstances.

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 minute 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.
- **4th Offense:** 2 days Saturday School and change of clothing
- **5th Offense:** 3 day out of school suspension
- **6th Offense:** 5 day out of school suspension
- **7th Offense:** 10 day of of school suspension (may be referred to Discipline Committee)
- **Note:** Students with **five or more** dress code violations will be treated as defiance issues and 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.

CELL PHONES/PORTABLE ELECTRONIC DEVICES

Students will be able to access their cell phones/electronic devices until 8:05 **8:10** AM. It will be the student's responsibility to turn off 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 from 8:10-3:06, 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 the student receives a warning. Students may pick up devices at the end of the school day.
- **2nd Offense:** Device is confiscated and the student receives ~~1 day of Saturday School.~~ **2 day detention.** Parents must pick up devices.
- **3rd Offense:** Device is confiscated and the student receives ~~1 day of out of school suspension.~~ **1 day Saturday School or In-school-suspension (ISS).** The school retains the phone until a parent conference is held.
- **4th Offense:** Device is confiscated and the student receives ~~3 days of out of school suspension~~ **2 days Saturday School or 2 days ISS.** Parents must pick up devices and students lose the privilege of bringing the device to school for the remainder of the year.
- **5th Offense(category 5): 3 day out of school suspension; parent conference**
- **6th Offense(category 5): 8 day out of school suspension; parent conference**
- **7th Offense(category 5): 10 day out of school suspension with referral to Discipline Committee for further action**

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 discipline consistent with the ACPS secondary student handbook. 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 and is repeated, intentional behavior in which a power imbalance exists in the bully's favor. 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. 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.

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 will be 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 or 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, disciplinary hearing, and parent conference. Please refer to the ACPS secondary student handbook for more information on disciplinary consequences.

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 issued to sophomores during second semester based on availability and on a first-come, first-served basis. Students who drive to school without a permit may face disciplinary action. All 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 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. Drivers who are 17 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. 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, which may include 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.