

Student/Parent Handbook 2023-2024



Westmoreland High School

**16762 Kings Highway
Montross, VA 22520
Telephone: (804) 493-8019
FAX: (804) 493-0243**

ADMINISTRATION

Principal
Assistant Principal
Assistant Principal
Athletic Director
Secretary
Bookkeeper
Registrar
School Nurse

William E. Bowen
Patricia Eddings
Wilfredo Hernandez
Martin Astrop
Yevrah Barber
Vanessa Jones
Stefanie Payne
Mary Daiger

bowenwe@wmlcps.org
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Westmoreland County Public Schools Calendar 2023-2024

School Board Approved

JULY				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24■	25■	26■	27■	28■
31□				
AUGUST				
	1□	2□	3□	4□
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
SEPTEMBER				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21▲	22w
25	26	27	28	29
OCTOBER				
2	3	4	5	6
9	10	11	12	13w
16	17	18	19	20
23	24	25	26	27♦
30	31			
NOVEMBER				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
DECEMBER				
				1♦
4	5	6	7	8
11	12	13	14	15
18	19	20w	21	22
25	26	27	28	29

LEGEND	
■	New Teacher Orientation
□	All Teachers Report
▲	Early Dismissal for All Schools @ 12:30
♦	Early Dismissal for Elementary @ 12:30
	Interim Reports
	End of Grading Period
	Holiday for Students & Teachers
	Teacher Workday (W)

PUPIL DAYS

First Semester

Opening Day	August 7
August	19 days
September	18 days
October	21 days
November	18 days
December	13 days
	89 days

Second Semester

Semester Begins	January 4
January	19 days
February	19 days
March	19 days
April	17 days
May	15 days
	89 days

Last Student Day

May 21, 2024

End of Grading Period

October 11	(45 days)
December 19	(44 days)
March 8	(44 days)
May 21	(45 days)

Interim Reports

September 8
November 14
February 5
April 19

Report Cards to Parents

October 18
January 5
March 15
On or before May 28

High School Graduation:

May 18 @ 9:00 a.m.

Make-Up Days: The first two days missed due to inclement weather in each semester will not need to be made up due to time built in to the calendar. If needed, February 19, April 2-5, and/or extension of the school day/year may be used as make-up days (not necessarily in order listed).

JANUARY				
M	TU	W	TH	F
1	2	3w	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26♦
29	30	31		
FEBRUARY				
			1	2
5	6	7	8▲	9w
12	13	14	15	16
19	20	21	22	23
26	27	28	29	
MARCH				
				1♦
4	5	6	7	8
11w	12	13	14	15
18	19	20	21	22
25	26	27	28	29
APRIL				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			
MAY				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21▲	22w	23	24
27	28	29	30	31
JUNE				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Parent/Teacher Conferences

ALL Schools

September 21	2:00 – 6:00 p.m.
February 8	2:00 – 6:00 p.m.

All parents are strongly encouraged to schedule appointments for conferences on these dates.

SCHOOL CLOSING

School closing, delayed starting time or early dismissal will be announced over local radio and TV stations and automated phone calls will be made to student homes via the Instant Alert system. If no report is heard, students should assume school will be in session. Local stations include: WRAR (105.5), River Country (107.5), WKWI (101.7), WGRQ (95.9), WGRX (104.5), WCVEFM (88.9), WCNV-FM (89.1), WFLS (93.3), WFVA (B101.5), WWBT 12, CBS 6, WRIC TV-8, WUSA – 9.

SCHOOL WEBSITE

Visit whs.wmlcps.org and click the link to Westmoreland High School to access information such as a calendar of events, sports schedules, and staff email addresses.

APPOINTMENTS

Parents/guardians are asked to call the school and make an appointment whenever they wish to see an administrator, a guidance counselor, teacher, or the School Resource Officer. The schedules of these individuals are often encumbered days in advance and they may not always be available to see you on a drop-in basis. Making an appointment in advance will help us to better serve you.

VISITORS

Westmoreland High School welcomes visitors with bona fide interests or concerns. In order to protect the students, staff and property, any person not enrolled at WHS who has appropriate business must enter the school through the main entrance and register with the secretary in the main office. **Failure to report to the secretary to obtain a visitor's pass constitutes trespassing.** If visitation is approved, a visitor's pass will be issued. Visitor passes must be prominently displayed. NOTE: Volunteers are also required to register with the secretary in the main office as well.

WHS uses the Raptor Visitor Management System to strengthen our program of campus safety for students and faculty. This system requires the visitor/parent to present a government issued picture ID (any state or country) to enter school grounds or to check out a student from school.

Parents who wish to visit a classroom must receive permission from an administrator. Such a request should be made at least twenty-four (24) hours in advance. During the visit the parent cannot interfere with classroom instruction in any way.

Students may not bring visitors to school with them, including relatives, family friends, or students from other schools, without prior permission from the administration and their parents. Friends and family are not allowed to drop in and visit with students during their lunch period. Lunch drop off must be by a parent/ guardian or an individual listed on the yellow card and not after the student's scheduled lunch period. Former students who wish to visit teachers or other staff members should do so after the end of the normal school day.

It is unlawful for any person, whether or not a student, to enter upon or remain upon any school property after (1) being directed to vacate the property by an individual authorized to give such direction or (2) any posted notice which contains such information, posted at a place where it reasonably may be seen. (VA Code Ann. §18.2-128)

VOLUNTEERS

WMLCPS welcomes adult volunteers who would like to donate their time and talent, without compensation, to assist with programs and activities in Westmoreland County Public Schools in an effort to enhance instruction and to promote learning opportunities. If you are interested in becoming a volunteer, please contact the main office for a Volunteer Application.

EMERGENCY INFORMATION CARD

An **EMERGENCY DEMOGRAPHIC INFORMATION CARD** (yellow) is sent home to parents/guardians during the first week of school or given to them at the time of registration or orientation. **It is very important that all the information provided on this card be accurate, complete and legible.** It is also important that any changes that occur during the school year be communicated to the school immediately. Please contact the school secretary at 804-493-8019 to report changes. Failure to report changes in a timely fashion may prevent the school from communicating with a parent/guardian in an emergency.

Under Virginia law (§22.1-279.3), parents/guardians are responsible for knowing all rules and regulations stated in the student handbook. The law also requires that parents/guardians sign statements indicating they know and understand their responsibilities. Parents/guardians must read these statements, sign the form, and return the card to the school. The School Board may ask the court to act against any parent/guardian who fails to fulfill their responsibilities.

TRAFFIC/FIRE LANES

Fire lanes must be kept open at all times. Fire lanes are designated by yellow curbs and/or appropriate signs. No vehicles should be parked in these areas even when parents are waiting to pick up students. Tickets may be issued to violators and vehicles could be towed or damaged in case of a fire/evacuation drill or actual alarm.

ATTENDANCE POLICY AND PROCEDURES

Regular attendance is important to success in school! All students are expected to attend school regularly and on time. Students are required to attend all classes on their schedule each day. **Students who choose not to attend school on a regular basis will be considered truant; this is a violation of Virginia law (§22.1-254). As such, if the student is under eighteen years of age, the attendance officer will file a complaint with the Juvenile and Domestic Relations Court alleging the student is a child in need of supervision and/or initiate proceedings against the parent(s).** Virginia law notes that a parent/guardian is responsible for regular and punctual attendance of children in their charge who are within the compulsory attendance age. Any student who misses fifteen (15) consecutive days during the school year without approval will be referred to the school social worker.

When a student is absent from one or more classes, the school's computer system calls home on the day of the absence to notify parents/guardians. When a student has accumulated a specific number of excused or unexcused absences the school will notify the parent/guardian. If a parent/guardian has a question about an absence that appears on the letter they are asked to **contact the school immediately**. Absences for each class are also indicated on the student's report card.

PROCEDURES GOVERNING ABSENCES

Each absence should be followed up with a written note stating the student's first and last name, the date(s) of the absence(s), the reason for the absence(s), a parent/guardian signature, and a phone number where the parent/guardian may be reached. This documentation should be provided within 3 school days of the absence.

ABSENCES DUE TO ILLNESS

If a student is absent five or more consecutive school days due to illness, they should provide a doctor's or dentist's note as verification of the illness. This note must be presented within 3 school days of the last date of absence.

- In order to be classified as chronically ill, a student must present a written notice from their physician stating the nature of the illness. This notice must be on the physician's office stationery. The administration will notify the student's teachers of the situation.
- It is requested that routine medical and dental appointments be made for after the school day or during times when school is not in session.

WESTMORELAND HIGH SCHOOL DOES NOT RECOGNIZE "SKIP DAYS" OF ANY KIND AND WILL RECORD THOSE AS UNEXCUSED ABSENCES.

ATTENDANCE REQUIREMENTS

Students must be present for 90% of scheduled class meetings per semester in order to receive passing credit for the class. **Students that miss more than eight days (excused or unexcused) will NOT receive passing credit for the class.** This does not include absences for activities sponsored by the school. Based on Westmoreland County School Board standards, students who are not present for the requisite number of classes in a semester will automatically be given either a 69(F) or the actual grade earned, whichever is lower.

ATTENDANCE WAIVER

The student and their parent(s) or legal guardian may request a waiver of the attendance regulation in writing. The correspondence shall be directed to the division superintendent or their designee and shall include: (a) the total number of student absences; (b) the reason for the absences; (c) the conditions under which a waiver is being sought. A waiver may be granted by the division superintendent or his designee for the following reasons:

- A. Medical hardship: A condition whereby a student could not attend 94% of school or class periods as certified by a licensed physician
- B. Extenuating education circumstance as determined by the division superintendent or their designee or a special education eligibility committee

C. Transfer situations as approved by the division superintendent or their designee. The provision for the waiver may include submission of missed work as outlined in a contract signed by the student, parent(s) and/or legal guardian, and school principal.

ATTENDANCE NOTIFICATION

After three absences in one semester, parents/guardians will be notified by letter of the potential truancy issue and the appropriate legal actions which may be taken if further absences occur. Students will be reported to the court system as truant after ten absences from school or class in one semester. ***Students judged by the court to be truant are subject to loss of driver's license by state law.***

ABSENCES DUE TO SCHOOL SPONSORED ACTIVITIES/ FIELD TRIPS

A student who misses a class due to participation in a school sponsored activity will be marked as *ACT* (Activity). The student is responsible for making up any work/assignments missed. A student who will miss a class for a school-sponsored event, such as an athletic contest, band trip, class trip, etc. may be required to take a test or submit work/assignments prior to the event.

ABSENCES DUE TO COURT SUMMONS/SUBPOENA

A student who misses a class due to being summoned to court will be marked *EXC* (Excused) **as long as a copy of the summons is presented to the secretary.** The student is expected to return to school immediately after the court proceedings conclude and to check in at the office. The student is responsible for making up any work/assignments missed.

COLLEGE VISITATION DAYS

Students are encouraged to schedule college visits during school breaks. However, it may sometimes be necessary to be absent from school for the purpose of college admission visitations or armed forces recruitment or physical. Upon returning to school, the student must submit to the office the signature and phone number of the college representative with whom the student met. The student is responsible for making up any work or assignments missed. These days will be marked as *ACT* (Activity).

ABSENCES DUE TO TRAVEL WITH PARENTS

A student who is going to be absent due to travel with parents/guardians should contact their teachers before the anticipated absence. This type of absence will not automatically be excused. However, prearranging this type of absence will allow the student to request work from their teachers before departing for the trip.

ATTENDANCE ERRORS

If a student suspects there may be an error in their attendance record, the student is to **contact the teacher who entered the attendance in question.**

MAKE-UP WORK

Please refer to the individual class syllabus for procedures for completing and submitting make-up work. If a request is made by 8 a.m., assignments should be available the next day in the office. If the student returns to school without completing the work provided, or if the work was never picked up, the teacher may assign a zero or a failing grade for that work.

EARLY DISMISSALS FROM CLASS OR SCHOOL

1. A student will be released **ONLY** to parents/guardians, or persons the parent has requested.
2. Release to anyone else (in an emergency situation) will be permitted only through written confirmation from a parent/guardian.
3. All persons checking out a student, regardless of relationship to the child, must provide current photo identification.

Before a student can be given an early dismissal, they must **submit a note from a parent/guardian**. (Please include a phone number where the parent/guardian may be reached.) Please be sure the student's first and last name is on the note as well as the first and last name of the parent. The secretary will verify the validity of the note through contact with a parent/guardian. ***If the early dismissal request cannot be verified, permission for the student to leave the school will be denied.***

An early dismissal should be requested only for a crucial and unavoidable situation that is so critical that it cannot be taken care of after school hours or on a day when school is not in session. **A student must have an exit pass from the office in order to be released from class attendance. The student, having the necessary pass, must then sign out in the main office before leaving the school building. Failure to follow this procedure will result in an unexcused absence and disciplinary consequences for cutting classes or for leaving school without permission.**

Any student who misses more than 30 minutes of class due to early dismissal is considered absent from that class for that day.

LEAVING WITHOUT PERMISSION

Westmoreland High School is a **closed campus**. This means that once a student comes on to school grounds, they must remain on school grounds until their regular dismissal time unless proper checkout procedures are followed. A student who leaves the school building and/or school grounds at any time without permission from a school official and ***without signing out*** will be subject to disciplinary action. Any class absence will be recorded as unexcused. A student with a parking permit will have their parking privileges revoked and may face other disciplinary action. **No student is permitted to leave campus to get or to eat lunch and then return to school. This includes students who are eighteen years of age or older.**

ILLNESS DURING THE SCHOOL DAY

Should a student become ill while at school, they will be given permission to go to the office or the health clinic. The school nurse or secretary will contact a parent/guardian to obtain permission **for the student to leave school. IF A PARENT/GUARDIAN OR ANOTHER ADULT ON THE STUDENT'S EMERGENCY CARD CANNOT BE REACHED, THE STUDENT CANNOT BE RELEASED FROM SCHOOL.**

TARDIES TO CLASS

It is the responsibility of all students to arrive to school and their classes on time. Tardiness is disruptive and detrimental to the educational process.

- A student who misses more than 30 minutes of class due to an unexcused tardy is may be considered absent from that class for that day and may receive a consequence for being in an unauthorized area of the school without permission.

Each teacher is responsible for monitoring and documenting students who are tardy to his/her classes. If students are athletes, their participation and ability to compete may be affected as well.

Consequences:

- 1st OffenseWarning by Teacher**
- 2nd OffenseWarning by Teacher, teacher contact home**
- 3rd OffenseLunch detention, parent contact by teacher**
- 4th OffenseLunch Detention, parent contact by teacher**
- 5th OffenseParent conference with AP/Dean Lunch Detention**
- 6th OffenseRefer to admin., After School Detention**
- 7th OffenseRefer to admin., After School Detention**
- 8th OffenseRefer to admin., After School Detention**
- 9th OffenseAfter School Detention (2 days), placed on Barred List**
- 10th OffenseAfter School Detention (2 days), referral to Social Worker**

LATE ARRIVAL TO SCHOOL

Any student who arrives to school late **must report directly to the office.** The student must sign in and receive a pass before being admitted to class. **All students arriving late to school will be marked UNEXCUSED tardy, unless a signed note from a doctor, dentist, or court official is presented upon arrival.**

A student with a parking permit who reports to school late **five or more times during a semester will have their parking privileges revoked or face other disciplinary action.**

Students returning to school AFTER signing out must report to the office to obtain a pass to class. Failure to sign in at the office will result in disciplinary action.

MORNING ANNOUNCEMENTS

At the beginning of each school day, students and staff participate in the Pledge of Allegiance and a moment of silence as required by State Law (22.1-202 and 22.1-203 of the Code of Virginia).

Morning announcements are made at the conclusion of the minute of silence. Students and staff are expected to be respectful during the pledge and remain silent during the announcements.

HALL SWEEPS

Unannounced tardy sweeps may be held periodically throughout the school year. Students found violating school rules will be subject to disciplinary action.

WORK CREDIT

Only students in an approved work-credit program may routinely leave school before the regularly scheduled dismissal time. A work-credit program will be listed on a student's schedule.

Work credit students are to leave school property immediately following their last scheduled class. If a student does not have a ride or must wait for a ride, they must report to Mr. Lee's room before the tardy bell. Work-credit students are not permitted to loiter in the office, cafeteria, halls, or parking lot after their scheduled dismissal time.

SUSPENSIONS

A student who is suspended **must make up all written work, tests, quizzes, etc. missed during a suspension** or they will receive a failing grade for the missing work. A student making up tests, quizzes, or assignments designed to be completed during class time or in a specific amount of time may be required to come to school early, stay after school, or complete the work in an alternate setting. It may not be possible for some work (e.g. lab work, physical education activities, group work, or work completed on a field trip) to be made up. In these cases, a teacher may give an alternate assignment or excuse the student from the assignment (i.e. no penalty or benefit will be derived). All written assignments given prior to a suspension that are due at any point during the suspension are due the day the student returns to class. Any assignment given prior to a suspension that has a due date the day the student returns to class must be turned in at that time.

During suspension a student may not attend classes, be present on school property, or attend any school sponsored/school related activity. A suspended student may not attend school during the course of an appeal.

The administration will automatically inform teachers when a student is suspended for three (3) or more days and request that work be sent to office within 24 hours of the effective date of the suspension. The parent/guardian or a friend of the student may pick up the work from the secretary. If the student returns to school without completing the work provided, or if the work was never picked up, the teacher may assign a failing grade for that work.

ACADEMIC INFORMATION

CHEATING/ACADEMIC DISHONESTY

The giving or receiving of unauthorized assistance on assigned individual work, homework, quiz, or a test is considered cheating. Each assignment given by a teacher is considered individual work unless otherwise stated. Plagiarism (the intentional or unintentional copying or imitating of the language and ideas of another and claiming them as one's own) is also a form of cheating.

- Copying another student's **homework/classwork** as well as allowing work to be copied is considered cheating.
- Whenever a student is guilty of cheating on a **test, quiz, report, term paper, SOL test, or a major assignment**, the teacher shall collect the student's paper/work and require the student to complete an alternate assignment or assessment. *Please refer to the "Classification of Infractions" for disciplinary response.*

PARENT PORTAL

Parents may access their child's academic progress and attendance at any time using the Parent Portal. Login information is listed on interim reports and report cards.

GRADING SCALE

The evaluation of student achievement is one of the important functions of the teacher. The established grading scale for Westmoreland County Public Schools is as follows:

- A 100-92
- B 91-84
- C 83-77
- D 76-70
- F 69 and below

An incomplete is given only in those cases where because of illness, emergency, or by prearrangement, the student has not been able to complete all assignments for the grading period.

For purposes of calculating GPA, AP, Governor's School, and dual enrollment classes will utilize a 5-point scale, Honors classes will use a 4.5-point scale, and all other classes will use a 4-point scale. GPA calculations will be based on the letter grade earned in each course.

INTERIM REPORTS

Interim reports are issued to all students at the midpoint of each nine-week reporting period. Interim grades are estimates of the student's current standing. Parents/guardians are urged to study the information provided on any interim report and to contact the appropriate teacher to discuss the information in greater detail if necessary. **The student is responsible for delivery of**

the interim report to the parent/guardian.

REPORT CARDS

Report cards are issued at the end of each 9-week marking period. In addition to the grade earned, the number of total absences and tardies will be shown for each course.

Parents/guardians are asked to review the grades, attendance, and other information on the report card with their son/daughter. Since no report card format can adequately provide all the information necessary to explain a student's total performance, parents/guardians are encouraged to contact the appropriate teacher when questions arise. Parents/guardians should arrange to attend Parent- Teacher Conferences as well.

The student is responsible for delivery of the report card to the parent/guardian. Only the final report card at the end of second semester is mailed.

Requests for grade corrections on report cards should be timely. Errors on the report card are to be reported to the teacher within ten (10) school days of the issuance of report cards.

STAFF EMAIL

Many parents/guardians and teachers have found that email provides an effective and timely way to communicate with each other on many issues. Every staff member at Westmoreland High School has an email address which may be found at whs.wmlcps.org.

MIDTERM & FINAL EXAM

In SOL courses, the SOL test constitutes the final exam. A midterm exam will be averaged as 10% of the applicable quarter grade. The final exam will be averaged as 20% of the applicable quarter.

HONOR GRADUATES & TOP FIVE

Because of deadlines in sending transcripts and planning graduation exercises, cum laude, magna cum laude, summa cum laude and top ten students in the graduating class will be determined based on cumulative GPA's at the end of the third academic quarter of the year. The empirical determinations are final. When calculating a GPA at this point, grade points earned for any course that is still in session will be prorated according to the percentage of the course that has been completed, as follows:

- If 50% of a course has been completed, half of the applicable credit will be awarded for purposes of this GPA calculation. The grade points awarded will be determined by the letter grade earned for the first half of the course. This will be multiplied by $\frac{1}{2}$ of the applicable credit, as stated earlier.
- If 75% of a course has been completed, $\frac{3}{4}$ of the applicable credit will be awarded for purposes of this GPA calculation. Grade points determined by the letter grade received for the first half of the course will be multiplied by $\frac{1}{2}$ of the applicable credit, and grade points equivalent to the letter grade received for the third quarter of the course will be multiplied by $\frac{1}{4}$ of the applicable credit.
- If 100% of a course has been completed, all of the applicable credit will be awarded. Grade points determined by the final letter grade received for the entire course will be multiplied by

the applicable credit.

- Grade point values for most courses are assigned using a 4-point standard: A is equivalent to 4 points, B equals 3 points, C equals 2 points, D equals 1 point, and an F earns no points.
- AP, dual enrollment, and governor's school classes have weighted grade point values such that an A is equivalent to 5 points, while a B equals 4 points, a C is three points, and a D is 2 points. F's are not weighted, earning 0 points.
- Honors classes have weighted grade point values such that an A is equivalent to 4.5 points, while a B equals 3.5 points, a C is 2.5 points, and a D is 1.5 points. F's are not weighted, earning 0 points.
- Vagaries of scheduling will not be considered in the ranking process. A student's mathematical GPA is the absolute determination of class rank.
- *The top 5 students based on GPA will have the opportunity to submit a draft speech which could be delivered at graduation. A selection committee including administration, guidance, and teachers will decide which two students will speak at graduation.*

COUNSELING PROGRAMS

The purpose of Westmoreland High School Counseling Program is to prepare students for higher education, the world of work, or entrance into the military. The counselors work toward helping students to develop a successful educational plan which meets the state and local graduation requirements while honoring the student's personal needs, interests, abilities, and career aspirations.

APPOINTMENTS

To make an appointment with a counselor, students are asked to complete the Request an Appointment form and give it to their first period teacher.

STUDENT ACTIVITIES

Student activities, clubs, and organizations are for you! Involvement in your school plays an integral role in making your high school experience both fun and memorable. All students are encouraged to participate in the areas in which they have a talent or an interest.

Participation in extracurricular activities and athletics is dependent on compliance with all applicable rules, policies, and regulations of Westmoreland High School, the specific team/organization, and any governing body that has jurisdiction over the team/activity (such as The Virginia High School League). ***A minimum requirement of all students for participation is to be in good school standing.*** The principal has been given the authority by the School Board to revoke a student's privilege of participation in extra-curricular activities. When a student violates any section of that school discipline code and receives an out-of-school suspension as a consequence, they will also lose the privilege to participate in extra-curricular activities until the suspension has been served.

STUDENT ORGANIZATIONS

Student organizations at WHS include:

SCA-Student Council Association; student government

FBLA – Future Business Leaders of America; a co-curricular organization that promotes the development of business and leadership skills.

FCCLA – Family, Career and Community Leaders of America; a co-curricular organization that promotes the development of family life and leadership skills.

NHS – National Honor Society; an honor society promoting scholarship, leadership, character, and service.

SODA – Student Organization Developing Attitudes; a service organization which holds character building exercises in 4th grade classrooms.

James Farmer Scholars - Assists students in preparing for and enrolling in college

Gear Up – Prepares students in the Class of 2020 for college through academic preparation programs and scholarships.

History Club – Provides opportunities to learn beyond the classroom (i.e. field trips)

DECA – Distributive Education Clubs of America; DECA prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe.

TRI-M – National Music Honor Society; a music society promoting scholarship, leadership, character, and service.

CRITERIA FOR STUDENT LEADERS

The following criteria will be used when screening student candidates for any office at WHS. These same criteria will be used for students who wish to be considered for representation opportunities for a class, club, or organization.

1. Must have a GPA for the previous semester of **2.5 or better.**
2. Must have paid all class dues, and must have no outstanding financial obligations to the school (e.g. for textbooks or uniforms)
3. Must be a dues-paying member for the organization for which the student is seeking office.
4. Must be a student in good behavioral standing, with no Level 3 or 4 referrals from the past year
5. Must have signatures from two teachers who can substantiate good work ethic and good character.
6. May be elected President of only one organization during a given school year.
7. Must have at least a 94 percent attendance rate from the previous year.
8. Must be enrolled in at least two classes on the Westmoreland HS campus.

CLASS DUES

In order to fund activities for the students, the four classes find it necessary to assess class dues from each member of the class. The money collected helps pay for such activities as Homecoming, Junior/Senior Prom, service projects, graduation, the senior gift etc. Although most of these activities occur during the junior and senior years, the cost of these activities is dispersed over a four-year period in order to ease the burden of payment. Students are asked to pay dues yearly and meet their obligations to their class and the school. **Seniors who do not pay all financial obligations prior to graduation may not participate in the graduation ceremony.**

FRESHMEN	\$20.00
SOPHOMORES	\$20.00

JUNIORS	\$20.00
SENIORS	\$20.00

FUNDRAISING

All school-related fundraising projects, on or off campus, must have a sponsor and principal approval, and School Board approval. No fundraising is permitted unless it is school sponsored.

OUTSTANDING SCHOOL OBLIGATIONS/DEBTS

A student with outstanding obligations to the school – including dues, textbooks, uniforms, etc. - may not be issued a parking permit or participate in certain school activities or events. Among these are class trips, dances, the prom, and commencement.

SENIOR SKIP DAYS

Westmoreland High School does not recognize “skip days” of any kind and will record those as unexcused!

SCHOOL/PARENT ORGANIZATIONS

Each of the following groups supports the students and staff of WHS. Membership in each group is open to all parents, teachers, and community members:

Golden Eagles Booster Club – provides important support to WHS’s athletic teams and all VHSL-sponsored activities. Membership dues are \$100. Members are entitled to free admission to all VHSL-sanctioned events (excluding play-off games). Some of the activities and projects sponsored by the Boosters include: management of the concession stand at athletic events, scholarships, the GEBC golf tournament. If you would like to help support the school’s athletic endeavors, join the GEBC. (Memberships are sold at volleyball games, football games, and are available through the athletic office.)

Band Booster Club – The Band Boosters provide important support to the overall band program. Activities include fund-raising, chaperoning parades and field trips, and support of other band activities.

ATHLETICS

Westmoreland High School is a member of the Virginia High School League (VHSL) and is assigned by the league to Group 1A East Region (Northern Neck District).

VHSL REQUIREMENTS FOR PARTICIPATION

Age Rule – No student shall have reached the age of 19 on or before the first day of August in the school year they wish to participate.

Semester Rule – The eligibility of each student begins with the entrance into the 9th grade and runs for eight consecutive semesters.

Scholarship Rule – To be eligible to participate in a sport, an athlete must pass a minimum of 3 credits the preceding semester. Summer school will count toward first semester eligibility.

Enrollment Rule – To participate in a given semester, each athlete must be a regularly enrolled student taking a minimum of 3 credit classes.

VHSL Physical/Parental Consent Form – Each athlete must have a current physical form on file. A separate examination is scheduled for each school year. The physical must be dated between May 1 of the current year through June 30 of the succeeding year.

ADMISSION TO EVENTS

The price of admission for all regular season athletic events is \$6.00. Once you leave the facility, you must pay to re-enter. No backpacks or large bags will be allowed.

ELIGIBILITY FOR PARTICIPATION IN ATHLETIC AND EXTRA-CURRICULAR ACTIVITIES

A student *must attend classes at least half of the day of a competition/activity to be eligible to participate in athletic/extra-curricular/co-curricular activities on that day.* Exceptions may be made for court or doctor visits (with an official note) or pre-approved activity.

SPORTSMANSHIP

Eagle athletic teams appreciate the spirited and passionate support they receive from many fans. Participants and fans have a responsibility to behave in a manner that demonstrates good sportsmanship and reflects positively on Westmoreland High School and Westmoreland County. Therefore, any student, athlete, or spectator acting in an unsportsmanlike manner towards the officials, opponents, or other spectators will be subjected to appropriate discipline.

CAMPUS FACILITIES / STUDENT SERVICES MAIN OFFICE

The main office houses the administrative offices and is the business and attendance center of the school. During days when school is in session, office hours are 7:30 a.m. to 4:00 p.m. The school office is closed on Legal Holidays when school is not in session.

HEALTH CLINIC

Students must obtain a pass from their teacher to go to the clinic. The health clinic aide cannot diagnose illnesses or prescribe medications. **A student who becomes ill during the school day cannot be released from school unless a parent/guardian or another adult on the student's emergency card can be contacted to give permission.**

Students are not to carry medications with them or keep them in lockers while they are on school grounds, except for prescribed asthma inhalers and epipens (prescription must be on file in the school clinic). If it is necessary for a student to take medication during the school day, such medication must be administered in the clinic in compliance with the WMLCPS medication policy and guidelines, including the completion of a medication consent form. A copy of this policy and the medication consent form may be obtained in the office and/or health clinic.

AUTHORIZED MEDICATION

Students are not to carry medications (over the counter or prescription) with them (e.g. pockets, purses, backpacks) or keep them in lockers while they are on school grounds, ***except for prescribed asthma inhalers*** (prescription must be on file in the school clinic). If it is necessary for a student to take medication during the school day, such medication must be administered in compliance with the WMLCPS medication policy and guidelines, including the completion of a medication consent form. A copy of this policy and the medication consent form may be obtained in the office and/or health clinic.

LIBRARY/MEDIA CENTER

The media center is open during normal school hours Monday through Friday. The library functions in many ways with emphasis on research, class studies, and the checking out of materials. Students are responsible for the materials they check out and may be subject to fines for the lost materials. All library obligations must be settled before graduation.

CAFETERIA

The school cafeteria serves FREE breakfast and lunch daily to all students. Ala carte items may be purchased after all meals have been served.

LOCKERS

Students will be held accountable for lost or damaged locks. Replacement locks are \$5.00. Students are not to write on lockers, place stickers in or on lockers, or decorate the front of. Students are responsible for damage to lockers and may be assessed fines. Responsibility for the locker and its contents resides with the student to whom the locker was issued.

Physical Education Lockers are not assigned to specific students, though each student is issued a lock. A student selects a locker each day they have a PE class on a first come first served basis. A student may only use the locker during the class block they have a PE class that day. The lock and the contents of the PE locker must be removed at the end of the class block. Locks left on lockers will be removed and discarded without notice. **Money and valuables are not to be left in the locker room. The school is not responsible for stolen items.**

All lockers are the property of Westmoreland High School and subject to inspection and search by authorized personnel.

LOST AND FOUND

Lost and Found is located in the main office. Any valuable items turned in such as jewelry, cell phones, wallets, watches, etc. are also kept in the office. The school is not responsible for any lost/found items. All unclaimed lost-and-found items will be discarded on July 1.

TELEPHONES

The office staff will not take messages for any student unless the call is from a family member.

AUTOMOBILES AND PARKING

Transportation to and from school is provided at public expense, and students are encouraged to use school buses as a means of transportation. Students desiring to drive to school must complete an application form and receive a parking permit from the office. The parking fee is \$50.00. Parking spaces are limited and only those with valid parking tags will be allowed to park on school grounds. Violators will have parking privileges revoked and vehicles subject to towing. The following regulations will be enforced:

1. Students are required to park neatly in their assigned parking spaces.
2. Students will not return to their cars during the day unless they have permission to do so from the administration.
3. If a student wishes to drive other students to school, they must have their own parents and the parents of each rider sign a form relieving the school of responsibility in the event of an accident.
4. Students will not be permitted to sit in parked cars on the school grounds at any time.
5. Students who drive are expected to arrive at the school no earlier than 15 minutes prior to the start of the school day.
6. Drivers who are late five or more times during a semester may lose driving/parking privileges.
7. Drivers who leave during the school day without following proper early dismissal procedures may lose all driving/parking privileges.

8. Students who leave school grounds at the end of their class day must not return unless participating in a supervised activity and must not return until the start of the activity.
9. Unsafe driving on or near school grounds will result in loss of driving privileges, ticketing, and additional disciplinary action.

VENDING MACHINES

Vending machines for student use are located near the gym lobby. Vending machines may be used after school, and cafeteria vending machines may be used during lunch. Students use vending machines at their own risk. **The school is not responsible for lost money. Vending machines in the teacher's lounge are off-limits to students at all times.**

DRIVER EDUCATION

Classroom Driver Education is taught during the sophomore year of Health/Physical Education. In-Car Driver Education is scheduled for students on an individual basis after the completion of Classroom Driver's Education. Applications for the in-car portion of the program are available in the main office. The application must be completed and submitted by the student before scheduling is allowed for in-car Driver Education.

SCHOOL REGULATIONS AND PROCEDURES

ACTIVITY BUS

An activity bus runs to transport students who stay after school hours to serve detention, to obtain additional help from their teachers, to participate in sponsored after-school activities, or to attend athletic practices. Riding the activity bus is a privilege. Failure to follow bus regulations or the instructions of the driver will result in the loss of this privilege. You must be involved in a school sponsored activity with supervision.

BALLOON AND FLOWER DELIVERIES

Balloons, flowers, and other items are sometimes delivered or brought to school by well-meaning individuals. These items will be kept in the main office until the end of the school day at which time the student may pick the item(s) up. If a student brings balloons, flowers, or other similar items into the school and the balloons/flowers/items impede/obstruct the movement of others or present a distraction/disruption, the student will be directed to place the balloons/flowers/items in the office until the end of the school day. Balloons and flowers in glass or ceramic containers are not allowed on school buses.

SPORTS EQUIPMENT

Students are not permitted to carry bike or motorcycle helmets, baseball bats, etc. through the school during school hours. Helmets, bats, etc. must be stored in an appropriate place immediately upon arrival to school and must remain there until the end of the school day.

COMPUTER USE

Westmoreland County Schools provides computer equipment, computer services and networks, including computer Internet access for students for educational purposes only. The school division employs a filtering technology designed to block access to sites that are inappropriate in the school setting. Students who wish to use computer equipment and/or the Internet at school must adhere to the Acceptable Computer Use Agreement of WMLCPS.

CAFETERIA BEHAVIOR

WHS students are expected to take pride in their school, including the cafeteria.

- Students are expected to report directly to the cafeteria at the beginning of their designated lunch period. Once a student arrives in the cafeteria area, they may not leave until the bell indicating the end of the lunch period sounds; except to go to the bathroom.
- Students are not to loiter in the hallways outside the cafeteria.
- Students are only permitted in the cafeteria. Consumption of food and beverages is not permitted in classrooms or in the hallway.
- Students are expected to exhibit courteous, responsible and mature behavior during lunch by waiting their turn in line. Students are not permitted to cut into a lunch line or to save a place for friends.
- Excessive noise in the lunchroom creates an uncomfortable atmosphere and will not be tolerated.
- Students are expected to place all trash in the trash cans. No food, drinks, trays, bags, etc. are to be left on a cafeteria table at the conclusion of the lunch period.
- Students are permitted in the cafeteria only during their designated lunch shift. Students will be subject to disciplinary consequence for being in the cafeteria otherwise.

Failure to comply with these regulations will result in disciplinary action, which may include assigned clean up duty in the cafeteria.

DISTRIBUTION OR POSTING OF LITERATURE

Students may not distribute or post on campus any literature, leaflets, handbills, posters, magazines, newspapers, etc. without approval of the principal/designee. This approval is to be sought in writing at least five (5) school days prior to the requested day of distribution. Outside organizations must submit a written request for approval to the Westmoreland County School Board Office. Administration reserves the right to limit the quantity of material distributed and to specify the time(s), location(s), and manner of distribution. **All material posted on school property must be removed within 24 hours after the completion of the event.** If individual/organizations fails to comply with this rule, the individual/organization may be denied permission to post material in the future.

ELECTRONIC DEVICES

Electronic communication devices (ECD) such as cell phones, air pods, and electronic entertainment devices (EED) such as iPods, earbuds, headphones, MP3 players, and electronic games/toys **MAY NOT be used, seen or heard except at lunch and after Block 4.**

Cell phones and devices will be allowed in the cafeteria only during the student's lunch. **The school is not responsible for lost or stolen electronic devices, and will not investigate such cases.**

RECORDING

Students may not record (audio or video) during the school day without permission of the principal/designee.

EMERGENCY DRILLS

Emergency drills of various types are held periodically throughout the school year. Students and staff practice in these emergency drills in a serious and orderly manner. Knowing what to do and what not to do in an emergency could be the difference between life and death.

When the alarm sounds or the emergency announcement is made, students are to follow the direction of school personnel. If the building is evacuated:

- Do not talk or run. Walk briskly but carefully.
- Stay together at all times in sight of the teacher.
- Assemble outside at the location specified by the teacher. Do not leave the area.
- Do not return to the building until told to do so by the teacher.

Setting off a false alarm, making a bomb threat, discharging a fire extinguisher unnecessarily, or setting off a smoke bomb is a criminal offense and will be handled accordingly. A violation will result in a Level 4 referral and recommendation for expulsion

HALL PASSES

Class time is important teaching and learning time. Students are to be present in class from the opening bell to the closing bell. Only students with an emergency situation should be excused from class to use the water fountains and/or restrooms, and this should not occur during the first or last ten minutes of class. A student with a medical problem necessitating frequent use of the restroom is to present a doctor's note to an administrator.

No student is to go to the main office, counseling center, clinic, etc. without a valid Hall pass from a teacher or counselor. When a student is issued a pass, **it is expected that the student will report directly to the destination indicated on the pass.** Failure to do so will result in disciplinary action.

DISCIPLINE

Members of the Westmoreland High School community are expected to conduct themselves in a responsible manner at all times. The WHS administration, faculty and staff expect a high standard of student conduct that leads to an environment conducive to learning and that is free of disruption or threats to person or property. Students, administrators, faculty and staff have a responsibility to be partners in creating a climate of honesty, trust and mutual respect. This is how we show that we respect ourselves, respect others, and respect our WHS community.

Westmoreland High School is committed to developing students of good character. We believe character education to be learning to be a person of good character. Students must decide what is right, want to do what is right, and then practice these choices constantly.

The rules and procedures regulating student conduct have been developed to help our school operate safely and efficiently and to ensure that each student is as academically successful. All students are expected to be familiar with and follow the rules and procedures specified in the Student Handbook. These rules and procedures apply anywhere on school property, on school buses, at bus stops, going to and from school, and at any school activity. Students are asked to assist in promoting a safe and orderly school environment and are encouraged to report any serious violations they might observe.

The Westmoreland High School Administration is ultimately responsible for the proper environment of the school; therefore, parents and students must understand that the Administration reserves the right to make judgements and take action as required about inappropriate dress, behavior, etc. in order to maintain this environment.

Whenever, possible, a preventive approach to discipline will be taken in an effort to clarify standards of conduct, effectively assess a student's individual needs, and identify any significant factors that may be contributing to a student's misconduct. It is recognized, however, that there may be occasions when all efforts seem to fail to produce acceptable behavior, whereby one or more of the enforcement tools summarized below may be used.

IDENTIFICATION

Due to the concern for safety of our students and staff, the need to identify one's self when requested is extremely important. **The failure of any student to immediately identify themselves correctly** when approached by a staff member or to go where directed by a staff member **is a Level 3 infraction.**

INSUBORDINATION & DISRESPECT

It is expected that students will follow any reasonable direction/instruction/request given by school personnel (e.g. principals, teachers, counselors, substitute teachers, security personnel, office staff, teacher aides, bus drivers, etc.) during any period of time when they are subject to the authority of such school personnel. **Failure to follow the directions/instructions of school personnel is insubordination and will result in a level 3 referral.**

CLASSIFICATION OF INFRACTIONS

Infractions of school rules are classified into four different levels, based on the seriousness of the infraction. Level 1 infraction are the least serious, and are generally handled in the classroom by the teacher. Level 4 infractions are very serious or heinous offenses that are handled by the principal and result in a 1-10-day suspension.

LEVEL 1 INFRACTION	LEVEL 2 INFRACTION
Handled by: Teacher	Handled by: Grade-Level Discipline Assistant
<p><i>Infraction include but are not limited to the following:</i></p> <ol style="list-style-type: none"> 1. Eating in an unauthorized area, or unauthorized possession of food or drink. 2. Horseplay or scuffling 3. Loud, boisterous noise 4. Possession/use of non-instruction items 5. Public displays of affection 6. Running in the classroom, halls, cafeteria, locker rooms, etc. 7. Throwing objects (pencils, erasers, snowballs, spitballs, etc.) 8. Gum chewing 9. Sleeping in class 10. Violation of classroom rules 11. Inattentive in class 12. Talking out of turn 13. Not staying in seat 14. Coming to class without materials 15. Disrespect to others 16. Wearing hats, hoods or headphones in school building 17. Failure to return signed forms 18. Failure to wear required gym attire 19. Creating classroom disruption 20. Tardy to class-after 4 a referral is written 21. Dress code violation 22. Inappropriate use of computer 	<p><i>Infraction included but are not limited to the following:</i></p> <ol style="list-style-type: none"> 1. Continuation of unmodified level 1 behavior 2. Acting in an insubordinate manner 3. Falsification of records, excuses, passes, assignments, etc. 4. Being in unauthorized areas of the school, building/grounds 5. Promoting sex, drug/alcohol use via dress, unauthorized signs, posters, emblems or other means 6. Use of obscene language or gestures 7. Inciting aggressive behavior 8. Cheating 9. Electronic communication or entertainment device--visible or in use (cell phone, electronic devices, etc.) 10. Excessive tardies (4-7) 11. Defacing School Property 12. Bullying or Cyberbullying
<p>Disciplinary Response: Teacher Interventions</p> <p><i>Continued/Repeated offenses will result in move to Level 2.</i></p>	<p>Disciplinary Response: Offenses could result in day(s) of detention and/or ISS</p> <p><i>Continued/Repeated offenses will result in move to Level 3.</i></p>

LEVEL 3 INFRACTIONS	LEVEL 4 INFRACTIONS
Handled by: Principal or Assistant Principal	Handled by: Principal & Superintendent
<i>Infractions included but are not limited to the following:</i> <ol style="list-style-type: none"> 1. Continuation of unmodified level 1 an/or 2 behaviors 2. Attempting or actually breaking into another student's locker 3. Blatant insubordination 4. Inciting insubordination 5. Extortion 6. Possession of obscene materials. 7. Accessing obscene material on a computer. 8. Gambling 9. Possession of matches/lighter 10. Intimidation, harassment, or bullying: threat to student(s) 11. Distribution of unauthorized materials 12. Theft/possession/sale of another's property 13. Disrespect of school or school personnel 14. Failure to serve detention or ISS 15. Failure to follow detention or ISS rules 16. Flagrant defacing of school property (repairs or replacement required) 17. Cutting class 18. Unauthorized leaving of school grounds 19. Unauthorized driving classmates off school grounds 20. Unauthorized returning to school grounds 21. Displaying gang related messages 22. Heated verbal outbursts or arguments (immediate removal from school) 23. Repeated use of electronic communication or entertainment devices 24. Refusal to turn over electronic communication or entertainment device 	<i>Infraction include but are not limited to the following:</i> <ol style="list-style-type: none"> 1. Continuation of unmodified level 1,2 and/or 3 behaviors 2. Assault and/or battery on another student 3. Assault and/or battery on school personnel 4. Fighting 5. Arson 6. Bomb Threat 7. Leading or participating in a walkout 8. Severe bullying, including gang-related activity 9. Inflammatory comments, including racial or sexual slurs and /or hate speech 10. Engaging in conduct so disruptive as to interfere with the orderly operation of the schools or which creates a clear and present danger to the health or welfare of an individual or the school community (such as inciting/ recording/ filming a fight etc.) 11. Engaging in any other conduct contrary to the criminal code or ordinances of the Commonwealth/community on school grounds or at school sponsored activities. 12. Flagrant or repeated disrespect of school or school personnel 13. Intimidation, harassment, or bullying: threat to school personnel. 14. Leading or participating in a riot 15. Sale, possession, use or procurement of narcotics, marijuana, restricted drugs, or alcoholic beverages-in cases where drugs that are confiscated are "look alike" drugs, the students involved are not exempt. They will be subject to school disciplinary proceedings on the basis of intent.

25. Serious violation of computer use regulations 26. Failure to identify self to a staff member 27. Excessive tardies (8+) 28. Use of tobacco products, including vaping. 29. Electronic/ Cell phone communication that obstructs/impedes the instructional process 30. Unauthorized leaving of class	16. Possession/use/transfer of dangerous weapons or explosives, or of look-alikes 17. Setting off incendiary devices (firecrackers, smoke bombs, etc.) 18. Unwarranted pulling of fire alarm 19. Vandalism of school property or property of school personnel (repair/replacement mandatory) 20. Deliberate damage to computer hardware or software 21. Engaging in a sexual act
<p>Disciplinary Response:</p> <p>Offenses could result in immediate removal from class, parent conference, day(s) of ISS and/or days of OSS.</p> <p><i>Continued/Repeated offenses will result in move to Level 4.</i></p>	<p>Disciplinary Response: Mandatory parent conference with administrator as well as one or more of the following:</p> <ul style="list-style-type: none"> • 5-10-day suspension • Placement in the Regional Alternative Program • Referral to Superintendent for long-term suspension

TIPS FOR AVOIDING DISCIPLINE REFERRALS

- Know and follow all school rules, policies and procedures.
- Treat everyone with respect, *even those individuals you do not particularly like and even in situations where you do not agree.*
- Always keep your cool, no matter the circumstances.
- Resolve all conflicts with others in a mature, controlled and peaceful manner. Ask for help from teachers, counselors, administrators and the SRO if needed.
- Comply with any lawful directive given by school staff members *even if it seems unreasonable at the time.*
- If you are having difficulty in a particular class, ask to speak privately with the teacher after class to discuss your situation or voice your concerns.
- If you have a disagreement with a teacher during class, *follow the teacher's directions* and ask to speak privately with the teacher after class or at some other convenient time.
- If you are having an ongoing communication or behavior problem, make an appointment with your guidance counselor or an administrator to discuss the situation/issue.

RESTRICTED/BARRED LIST

When a student or non-student, participant or spectator, violates school or VHSL policies at an athletic event, school function, or extra-curricular activity they may be placed on the Restricted List. An individual who is placed on the Restricted List will not be allowed to attend and/or participate in any school sponsored or school related function, athletic event, or extracurricular activity of any type for an established period of time (applies to both home and away events). This does not include tutoring so long as transportation has been pre-arranged by the teacher and the parent/guardian. Excess referrals could result in being placed on the restricted list for as little as one month and a maximum of the remainder of the school year.

Scale of Restriction: If a student earns:

- 5 referrals before the close of November they are restricted for the following 30 days
- 6 referrals before the close of December they are restricted for the following 30 days
- 7 referrals before the close of January they are restricted for the following 30 days
- 8 referrals before the close of February they are restricted for the following 30 days
- 9 referrals before the close of March they are restricted for the following 30 days
- 10 referrals before the close of April they are restricted for the remainder of the year

RESTRICTED AREAS

Students are not permitted in the following areas:

- Teachers' lounge and restrooms
- Stage and backstage areas (unless supervised by a teacher)
- Gym and locker rooms (unless supervised by a teacher)
- Athletic fields (unless supervised by a teacher)
- Storage, mechanical/electrical rooms
- Parking lot without administrative approval
- Cafeteria unless it is during the assigned lunch period or during class change.

Failure to comply with these restrictions will result in disciplinary action.

RESTROOMS

Students are expected to use the restrooms for the purposes intended. Students are not permitted to loiter, etc. in the restrooms. **Evidence of smoke (visible smoke or odor) is reasonable suspicion for searching a student for contraband.**

STUDENT DRESS

Students and parents share the responsibility for appropriate dress and grooming. School is a place of business where students learn both academic and social skills. Therefore, students are expected to wear attire appropriate for business/school day activities. Such attire should reflect a positive attitude toward school. Modesty will be the dominant feature in all clothes. Attire shall be clean and inoffensive.

A student found in non-compliance with dress expectations or whose appearance is deemed distracting or disruptive to the educational environment at any time during the school day may be sent home, sent to ISS, or be required to have proper attire brought to school. Time missed from class will be the student's responsibility. Items may also be confiscated by school staff. A second or repeated violation may result in additional disciplinary action. The principal or designee will make decisions regarding the appropriateness of clothing, footwear, and accessories.

Based on the belief that school is a place where students are learning both academic and social skills, the school board requires that students dress appropriately.

Messages on clothing, jewelry and personal belongings that relate to drug, alcohol, tobacco, sex, violent groups, vulgarity or that reflect adversely upon persons because of their race, sex, color, creed, national origin or ancestry are not permitted.

Appropriate dress includes clothing that covers the body sufficiently so as not to attract excessive attention to oneself. The braless look, see-through apparel, tube tops, tank tops, halter tops, midcut/midriff shirt/tops, pajamas, swimwear, and mini-skirts are not acceptable.

Very short shorts, tight shorts, and biker shorts are not acceptable. Students are permitted to wear leggings in regular classes if the clothing worn over the leggings is dress code appropriate.

For health and safety, appropriate footwear must be worn at all times. Bare feet, flip-flops, bedroom slippers, and any type of shoes with wheels are not acceptable.

For safety reasons and to minimize distractions, unauthorized headwear, (including, but not limited to: hats, scarves, bandanas, and du-rags), sunglasses, and other items that attract excessive attention are not permitted.

Decisions regarding the appropriateness of clothing, footwear, and accessories will be made by the building administration. During special programs or field trips, school officials may require students to wear more formal attire or specialized clothing which can be an exception to that worn on a given school day.

Items initially deemed inappropriate will be brought to the parents' attention for corrective action. ***The administration reserves the right to modify these guidelines as trends change or as circumstances warrant.***

SCHOOL HOURS

No student is allowed to be in the building ***before or after normal school hours unless under the supervision of a teacher, coach, or sponsor.*** School begins at 8:05 a.m. and ends at 3:05 p.m. Students are allowed to enter the building at 7:45 a.m.

STAYING AFTER SCHOOL/LOITERING

In order to promote school safety, students staying after school must be involved in a faculty/staff/sponsor supervised activity and must be under the direct supervision of faculty/staff/sponsor at all times. Students who are not involved in a supervised activity **must leave the school building and grounds** immediately after school is dismissed. The only students staying after school should be those assigned after-school detention, those working with teachers, those involved in sponsored extra-curricular activities, or those involved in athletic practices. Students are not allowed to loiter on school grounds to wait for evening athletic events. Students who loiter, or do not leave school property when instructed to do so, will be considered trespassers, and will be subject to disciplinary action.

SCHOOL ISSUED PROPERTY

The student is responsible for all school property issued to them, including but not limited to: athletic equipment, music instruments, uniforms, textbooks, calculators, and other instructional materials. The student must pay for any school issued property that is lost, stolen or damaged. School property **must be returned to the issuing teacher/coach by the date of the final exam or final game for that class. Each student is responsible for returning the items specifically assigned to them. Students will be charged for each lost/unrecovered item based on the current cost of the item.**

SCHOOL SPONSORED ACTIVITIES/ATHLETIC EVENTS

In the interest of safety and security, the administration of Westmoreland High School reserves the right to deny access by any person to any school-sponsored activity/athletic event if that person's presence can be reasonably expected to cause or present a disruption to that activity/event.

If an individual refuses to leave a school sponsored activity/athletic event after having been directed to do so by appropriate and authorized school personnel, the police will be contacted and the individual will be charged with trespassing.

STUDENTS 18 YEARS OF AGE OR OLDER

Students who are eighteen years old or older come under the same rules/regulations as all other students enrolled at Westmoreland High School. **Students who are 18 CANNOT sign in or out for attendance purposes and CANNOT sign documentation intended for parents/guardians.**

STUDENT VALUABLES

Valuables and/or large sums of money should not be brought to school and such items must not be left in a student's physical education or hall locker. Students are responsible for taking precautions to keep their belongings safe. They are not to leave their possessions unattended in a classroom, restroom, hallway, etc. **The school is not responsible for lost/stolen items or money.**

TRAFFIC FLOW INSIDE THE BUILDING

For the safe and orderly movement of people and instructional equipment through the halls, horseplay and running is prohibited. Shouting, yelling, and excessive noise will not be tolerated. Students are not to loiter and block stairways, doorways, or hallways at any time. **Failure to follow a staff member's instructions to move on will result in a Level 3 referral.**

FIGHTING: VERBAL & PHYSICAL ALTERCATIONS

Students are expected to resolve conflicts through peaceful means. They are encouraged to enlist the help of counselors, teachers, and administrators. Students who disrupt the school environment by choosing to become involved in physical or verbal altercations will receive a Level 4 referral and be referred to the administration for immediate action. Physical altercations will result in automatic OSS. A student may be charged with disorderly conduct and/or assault and battery if the situation warrants.

OFFENSES OFF SCHOOL GROUNDS

Actions outside of school that have a negative impact on the school environment, faculty, and students will not be tolerated. Students are subject to corrective measures at school, up to and including expulsion, for offenses that occur in the community or at other locations off school grounds if those offenses are connected to school.

STUDENT SEARCHES

To maintain order and discipline and/or to protect the health, safety and welfare of students and school personnel, under certain conditions school authorities may search a student's person, clothing, and possessions (handbag, backpack/book bag, notebooks, books, and other items that can be connected to the student), student lockers, desks, or automobiles and may seize any illegal, unauthorized or contraband material discovered in the search. The school division reserves the right to use trained dogs in searches. Should illegal materials be found during a search, law enforcement officials will be notified. In addition, the computer network (including work stations and peripheral devices) and the data they contain remain under the control of the school. Therefore, a student's educational technology/computer use records may be inspected/reviewed at any time.

SCHOOL RESOURCE OFFICER (SRO)

The Westmoreland County Sheriff's Department assigns a full-time school resource officer to Westmoreland High School. The SRO lends assistance in maintaining safety and security for students and staff as well as for the campus facilities. In their official capacity as a law enforcement officer, the SRO has the authority to enforce local, state, and federal laws at any time on school property and at school activities.

VIDEO CAMERAS

In the interest of school safety, video cameras with recording capability are installed on school buses, in school hallways, and on the exterior of the school building. Video surveillance equipment may be used during the investigation of violations of school rules/policies/regulations. Students may be disciplined as a result of what is recorded. The appropriate law enforcement agency will be notified if a law has been violated.

DETENTION

Detention is held Tuesday and Thursday from 3:30-4:30 p.m. A teacher or an administrator may assign detention as a consequence for tardiness, cutting classes, and other forms of inappropriate behavior. In general, students will be given at least 24 hours advance notice of the detention date and are responsible for notifying their parents/guardians.

Detention must be served on the assigned date. Detention will not be rescheduled except for medical appointments, illness, or death in the family. Any rescheduling must be done prior to the detention date, not after, and will not be rescheduled more than once. **Failure to report for detention will result in a comparable assignment to In-School Suspension the next day.**

IN-SCHOOL SUSPENSION (ISS)

Students may be assigned to in-school suspension for misconduct. Students assigned to ISS are isolated from the rest of the student body for the entire school day and are required to complete assigned classroom work in the ISS room or receive zeros for that work. Failure to report to ISS when assigned will result in out-of-school suspension.

If a student is removed from ISS for an early dismissal from school (e.g. Parent arrives to pick student up, or early dismissal of an athletic team), the missed time in ISS must be made up the next day, at the comparable time of day, and in full block increments. (e.g. A student who misses the last half of 3rd and all of 4th block will serve ISS the next day for **all** of 3rd and 4th block.) Any missed assigned ISS will be made up by the student.

GUIDELINES FOR DETENTION/ISS

1. The student will report on time.
2. The student is responsible for bringing assignments and work materials to detention. ISS materials will be provided.
3. The student will obey the following rules:
 - A. Be quiet throughout the period;
 - B. Raise hand for permission before speaking;
 - C. No eating or drinking;
 - D. Must not leave assigned seat without permission;
 - E. May not sleep or lay head down;
 - F. Students will not leave class to get work;
 - G. All assigned work must be completed on time;
 - H. The student must obey the detention/ISS coordinator;
 - I. Students will be permitted trips to the restroom, under supervision.

Violation of the above rules will result in additional disciplinary action. If a student is absent from school the day of the assigned detention, the time will be made up on the next detention day after the student returns to school.

WORK DETAIL

At the discretion of the administration, Work Detail may be substituted for a certain number of hours of ISS or detention, upon the agreement of all parties.

OUT-OF-SCHOOL SUSPENSION (OSS)

The Principal is authorized to suspend a student for up to ten (10) school days for a single incident. Students are prohibited from attending classes, being present on school property, or attending any school sponsored/related activity (home or away) during the time of suspension.

In addition, all out-of-school suspensions will result in an additional loss of the privilege to participate in extra-curricular activities. This loss of privilege is in addition to the suspension and may extend beyond the school day upon which the student is eligible to return to school, at the discretion of the principal/designee, based upon the severity of the violation. Students will be allowed to make up work missed during a suspension.

REGIONAL ALTERNATIVE SCHOOL

The Regional Alternative School, located at the Northern Neck Vocational and Technical Center in Warsaw, is an alternative educational setting which serves as a long-term and short-term “time out” period for students who are disruptive or will not respond to supervision. Students who are placed in the Regional Alternative School are barred from all Westmoreland County School property and are barred from all school activities during their alternative placement (prom, graduation, etc.) Students in Alternative School who fail to follow school rules may be referred to the Committee of the Board for expulsion.

LONG-TERM SUSPENSION

The principal may recommend to the Division Superintendent and Committee of the Board that a student be suspended for up to 365 days for serious and/or repeated violations of school regulations. Students who accumulate excessive referrals or do so at an alarming rate may be subject to long-term suspension.

RESTITUTION FOR VANDALISM/DAMAGE TO PROPERTY

The school is responsible for disciplinary action as a result of vandalism to any personal property located at school. If school property is vandalized, school officials may levy both disciplinary action and seek monetary restitution.

It is the parent's responsibility to seek monetary restitution for their student's vandalized property, either privately or through the appropriate law enforcement agency.