

Dear Little Giants,

On behalf of the faculty, administration, and all of our support personnel, it is my pleasure to welcome you to Waynesboro High School. WHS has evolved into a school recognized for its outstanding academic programs, varied extracurricular activities, and competitive athletic teams.

The purpose of this handbook is to provide you with the information you will need to be a productive student in school. Your responsibility is to follow the guidelines established and supported by the WHS faculty. We encourage you to become familiar with the handbook and review the contents with your parents/guardians. Choose ways in which you can be actively involved in the many activities that our school offers and become a part of a responsible student body that projects strong traditions, school spirit, and pride.

As you begin this school year, I challenge you to demonstrate the maturity and self-discipline that will help you continue a tradition of excellence.

Sincerely,  
Mr. Tim Teachey  
Principal

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**The mission of Waynesboro High School is  
to prepare students to become productive members  
of society who value learning, achievement, and themselves.**

**Waynesboro High School Belief Statements**

1. Student learning is the chief priority for our school.
2. Every person in our school is a valued individual with unique physical, social, cultural, emotional, and intellectual needs.
3. Curriculum and instructional practices should incorporate a variety of learning activities to accommodate individual student differences.
4. All staff, administrators, students, parents, and the community share the responsibility for advancing our school mission.
5. Our commitment is to empower students to become productive and responsible members of society.

**Waynesboro High School's Goals**

1. Personal and Social Responsibility
2. Learning as a Tool for Improvement
3. Preparation for Tomorrow's Society

**Waynesboro High School Honor Statement**

We, the students and staff of Waynesboro High School, value honor in our school community. We believe honorable citizenship requires academic honesty, respect for ourselves and others, the pursuit of excellence, pride in our accomplishments, and regard for the welfare of our community.

## **COMMUNICATIONS**

### **Administration – 946-4616**

Principal – Mr. Tim Teachey  
Assistant Principal – Ms. Kendra Jones  
Assistant Principal – Mr. Bryan Stamm  
Administrative Secretary - Mrs. Nadine Roper  
Bookkeeper – Mrs. Donna Johnson

### **Student Activities/Athletics – 946-4629**

Activities Director – Mr. Derek McDaniel

### **Attendance Office – 946-4616**

Attendance Secretary – Mrs. Sandy Hall

### **Counseling Center – 946-4620**

Counselor – Mrs. Kelly Shaw  
Counselor – Mr. Matt Bailey  
Counselor – Mrs. Deborah Watson  
School Registrar – Mrs. Cyndi Farrar  
Counselor Secretary – Mrs. Donna Wolke

### **School Nurse – 946-4616**

Nurse – Amy Gibson

### **School Resource Officer – 946-4616**

Officer Layman

### **Web Sites**

School, Teacher, and Activity links can be found at

**[www.whs.waynesboro.k12.va.us](http://www.whs.waynesboro.k12.va.us)**

The Sports and Activity website can be found at **[www.valleydistrict.va.org](http://www.valleydistrict.va.org)**

## **EMERGENCY CODES**

**CODE RED** – LOCKDOWN (halls clear, door windows and windows covered, students and faculty locked in classrooms, lights off, and classes quiet.)

**CODE YELLOW** – ALERT (limited lockdown, halls clear, all students and faculty in classroom)

**FIRE ALARMS** – EVACUATE BUILDING

**CODE GREEN** – ALL CLEAR

**CODE T**– TORNADO POSITION – (students and staff move to the inner areas of the building away from windows)

## **ANNOUNCEMENTS**

Announcements will be made during advisory and in the afternoon for daily news updates, and accomplishments. As per state mandate 22.1.203, one minute of silence will be observed daily following the Pledge of Allegiance.

## **VISITATION POLICY**

Visitors shall report to the receptionist in order to sign in and obtain a Visitor's Pass.

## **NOTICE OF NON-DISCRIMINATION**

Waynesboro Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Mrs. Vermell Grant  
Title IX Compliance Officer  
Waynesboro Public Schools  
301 Pine Avenue  
Waynesboro, VA 22980  
540-946-4600 ext. 21

For further information on notice of non-discrimination, call 1-800-421-3481 for the address and phone number of the Office of Civil Rights that serves your area.

## Bell Schedule

Phoenix, Valley Career Center and Genesis Pick up and Drop off Times

<b>WHS</b>	
<b>Block 1</b>	8:30 – 10:00 <i>Passing</i> 10:00 – 10:05
<b>Block 2</b>	10:05 - 11:35
<b>Advisory</b>	11:35 - 11:40 <i>Passing</i> 11:40 - 11:45
<b>Block 3</b>	Lunch 11:45 - 12:10 <i>Passing</i> 12:10 - 12:15 <b>Class 12:15 – 1:45</b> LUNCH 1
	<b>Class 11:45 – 12:30</b> <i>Passing</i> 12:30 – 12:32 LUNCH 2 Lunch 12:32 – 12:57 <i>Passing</i> 12:57 - 1:00 <b>Class 1:00 – 1:45</b>
	<b>Class 11:45 – 1:15</b> <i>Passing</i> 1:15 - 1:20 LUNCH 3 Lunch 1:20 – 1:45
<b>Block 4</b>	<i>Passing</i> 1:45 – 1:50 1:50 - 3:20

	<b>PHOENIX</b>	<b>VALLEY CAREER CENTER</b>
<b>AM</b>	Pickup at WHS:8:25 am Pickup at Phoenix;@11:15 pm	Pick up at WHS; 8:25am Return from VCTC; @11:20
<b>PM</b>	Pickup at WHS; 12:00 pm Pickup at Phoenix;@3:10 pm	Pickup at WHS; @12:00pm Return from VCTC @2:40

<b>GENESIS</b>
Pick up at WHS; 8:25am. Return from Genesis @2:10pm

**2 Hour Delay  
Bell Schedule**

WHS, Phoenix and Valley Career and Technical Center

<b>WHS</b>	
<b>Block 1</b>	10:30 - 11:30 <i>Passing</i> 11:30 - 11:35
<b>Block 2</b>	11:35 - 12:35
<b>Advisory</b>	12:35 - 12:40 <i>Passing</i> 12:40 - 12:45
<b>Block 3</b>	Lunch 12:45 - 1:05 <i>Passing</i> 1:05 - 1:10 <b>Class 1:10 - 2:15</b> LUNCH 1
	<b>Class 12:45 - 1:15</b> <i>Passing</i> 1:15 - 1:20 LUNCH 2 Lunch 1:20 - 1:40 <i>Passing</i> 1:40 - 1:45 <b>Class 1:45 - 2:15</b>
	<b>Class 12:45 - 1:50</b> <i>Passing</i> 1:50 - 1:55 LUNCH 3 Lunch 1:55 - 2:15
<b>Block 4</b>	<i>Passing</i> 2:15 - 2:20 2:20 - 3:20

<b>PHOENIX</b>		<b>VALLEY CAREER CENTER</b>
<b>AM</b>	Pickup at WHS: 10:25am Pickup at Phoenix; 12:15pm	CANCELLED
<b>PM</b>	Pickup at WHS; 12:45pm Pickup at Phoenix Normal Time (@3:10)	Pickup at WHS 12:45pm Return from VCTC; Normal Time (@2:40)



### Early Release Bell Schedule

WHS, Phoenix and Valley Career and Technical Center, Genesis

<b>WHS</b>	
<b>Block 1</b>	<b>8:30 – 9:20</b>
<i>Passing</i>	<i>9:20 – 9:25</i>
<b>Block 2</b>	<b>9:25 – 10:15</b>
<b>Advisory*</b>	<b>10:15 – 10:20</b>
<i>Passing</i>	<i>10:20 – 10:25</i>
<b>Block 3</b>	<b>10:25 – 11:15</b>
<i>Passing</i>	<i>11:15 – 11:20</i>
<b>Block 4</b>	<b>11:20 – 12:10</b>
<b>RELEASE 12:10</b>	

**\*During Advisory all PM Phoenix students will be dismissed to ride the bus to Phoenix (see Phoenix Schedule Below)**

<b>PHOENIX</b>		
<b>Morning Phoenix</b>	<b>Bus Departs WHS to Phoenix</b>	<b>8:30</b>
	<b>AM Phoenix</b>	<b>8:35 – 10:05</b>
	<b>Bus Departs Phoenix to WHS</b>	<b>10:10</b>
<b>Afternoon Phoenix</b>	<b>Bus Departs WHS to Phoenix</b>	<b>10:20</b>
	<b>PM Phoenix</b>	<b>10:25 – 12:00</b>
	<b>Bus Departs Phoenix to WHS</b>	<b>12:05</b>

<b>VALLEY CAREER</b>	<b>GENESIS</b>
<p><u>AM Only</u> Regular bus times will apply (pick up@8:25, return@11:20)</p> <p>Students will return to WHS for 4<sup>th</sup> block</p>	<p>Students will be responsible for their own transportation</p>

# GIANT TIME Bell Schedule

Phoenix, Valley Career Center and Genesis Pick up and Drop off Times

<b>WHS</b>	
<b>Block 1</b>	8:30 – 9:50 (80min) <i>Passing</i> 9:50 – 9:55 (5min)
<b>Block 2</b>	9:55 - 11:15 (80min) <i>Passing</i> 11:15 – 11:20 (5 min)
<b>GIANT TIME</b>	11:20 – 12:00 (40 min) <i>Passing</i> 12:00 - 12:05 (5min)
<b>Block 3</b>	Lunch 12:05 - 12:30 (25min) <i>Passing</i> 12:30 – 12:35 LUNCH 1 <b>Class</b> 12:35 – 1:55 (80min)
	<b>Class</b> 12:05 – 12:45 (40min) <i>Passing</i> 12:45 – 12:47 LUNCH 2 Lunch 12:47 – 1:12 (25min) <i>Passing</i> 1:12 - 1:15 <b>Class</b> 1:15 – 1:55 (40min)
	<b>Class</b> 12:05 – 1:25 (80min) <i>Passing</i> 1:25 - 1:30 LUNCH 3 Lunch 1:30 – 1:55 (25min)
	<i>Passing</i> 1:55 – 2:00
<b>Block 4</b>	2:00 - 3:20 (80min)

<b>PHOENIX</b>		<b>VALLEY CAREER CENTER</b>
<b>AM</b>	Pickup at WHS: 8:25 am Return from Phoenix @11:15 pm	Pick up at WHS: 8:25am Return from VCTC: @11:20
<b>PM</b>	Pickup at WHS: 12:30 pm Return from Phoenix @3:10 pm	Pickup at WHS @12:00pm <small>* dismissed early from GIANT TIME for lunch</small> Return from VCTC @2:40

<b>GENESIS</b>	
Pick up at WHS: 8:25am. Return from Genesis @2:10pm	

\*Shenandoah Valley Governors School- See SVGS Student Handbook

<https://svgsstudentnews.files.wordpress.com/2015/07/studentmanual2015-16final.pdf>

## ATTENDANCE REGULATIONS

One of the goals of Waynesboro High School is to help students have a successful educational experience. In order to do this, regular daily attendance is necessary. It has been shown that frequent absences affect children's academic and social progress and may lead to problems which can impact a child's future. Administrators will assist in any special cases that are brought to their attention.

As per code of Virginia section 22.1-254, students are required to be in class and on time every day.

- Power School will inform parents/guardians of the number of absences each child had in each class.
- **On the 5th absence** from a class, the teacher will notify the parent/guardian that the child is in danger of failing the course due to poor attendance.
- For absences, students are fully responsible for completing any missed assignments. Teachers may assist the student and parent or guardian in identifying missed work, but are not obligated to provide make-up assignments.
- By law, the school must notify a student's parent/guardian that his or her child has missed five, ten, and fifteen FULL days of school.
  - **Continued absences, excused or not, will yield a parent conference with administration and the truancy officer to develop an attendance plan, as well as possible court intervention.**

### Types of Absences

**Excused Absences** (labeled AEX in Power School):

• These are absences excused by a doctor's note, professional counselor, school administrator or school nurse

**Unexcused Absences** (labeled AUX in Power School):

• These are absences in which the school has not received any communication from home about the absence.

**Parent excused Absences** (labeled APX in Power School):

These are absences in which the parent provided a written note or called the school regarding their child's absence

### Absences

Students who are absent must bring a parental note within two (2) days from the first day the student returns to school stating the reason for the absence unless prior written or telephone notification of reason has been received from the parent/guardian. Acceptable reasons for an absence and/or tardiness to school include:

- Personal illness (if over two days, the school may require a note from the doctor) or illness in the family, medical, or dental appointments
- Family vacation (Must obtain Pre-arranged Absence Form from the Attendance Coordinator and receive one-week prior approval from all teachers and principal)

- Documented court appearance
- Death in the family
- Religious holidays
- Extenuating circumstances which are determined by the school administration.

In addition, the following will not count against a student's total number of absences from a class:

- Placement on homebound instruction
- Senior visits to colleges or armed services appointments with written documentation from a registrar or recruiter (one day per semester or two days per school year only),
- Out of School Suspension
- Days spent in In-School Suspension (ISS) will not count as absences from class.

### **Excused APX Absences**

After your child's 5th parent note/call, all other absences will be unexcused absences unless a doctor's note stating that the child cannot attend school because of their illness or condition is provided to the school. If you feel your child's physician cannot verify that an existing medical condition or illness exists, then you need to be aware of the following consequences for future excused absences:

- After the fifth excused absence (APX), a medical note (AEX) must be provided by your doctor within 2 days of a student's return to school. Failure to supply a doctor's note will result in an unexcused absence.
- All future call-in absences (after 5 parent/guardian notes) will be noted, but will be listed in the computer as unexcused (AUX). If a doctor's note is provided upon the student's return, the absence(s) will be changed to excused.

### **Pre Arranged Absences**

Requests for pre-approved excused absences should be made in writing by the parent or legal guardian and should state the reasons for absence and the time of absence. Such requests must be approved in advance by the principal.

Other verifiable reasons may be deemed excusable at the discretion of the principal. Such requests should be made in writing by the parent or legal guardian and should state the reasons for absence and the time of absence.

### **Notifying School When Student is Absent**

When a student is not at school, there is an expectation that there will be contact between the student's home and his or her school. Contact may take the form of:

- A note from the parents to the school.
- A phone call from the home to the school before 9:00 am.
- A call from the school to the student's home.

### **Tardy to School**

- Late arrivals must report directly to the office.
- Excessive Tardiness to school does represent a truancy issue and should be avoided.
- The only tardies that are excused are for court appearances, funerals, and doctor's appointments with proper documentation.

### **Illness During School Hours**

- In case of illness during the school day an attempt by the office staff to notify parents may be made.
- Parents may be requested to pick up their child.

### **Early Release**

- To help ensure the safety of your child, we require photo identification of any person picking up a student for early release.
- Students must be signed out of school by the person with whom the student is leaving. Students will not be permitted to leave the building without being signed out by a parent/guardian.
- Early release notes should be brought to the office upon arriving at school.

### **Lunches**

- WHS maintains a closed campus during lunch hours. At the Principal's discretion, Seniors in good standing are allowed to leave for lunch on Friday's only. No underclassmen are permitted to leave the building without following the early release procedures noted above

## **10 Day Attendance Policy**

<b>WHS Unexcused Limits per Semester</b>	
Absences	Tardies
10	10

Per the code of Virginia, students are required to be in class and on time every day. Such attendance is necessary in order for students to achieve academic success and prepare themselves to move into the workforce, higher education, military, etc.

The following criteria will be used to determine student eligibility in school functions, including but not limited to athletics, dances, attendance at school events, etc. This is in addition to already established local and state attendance policies and procedures.

Accumulation of set limits in either category (not combined) will lead to privilege restrictions. This polincidents only. If established limits are met in either category, third party documentation (doctor, court, etc.) will be required for that category in order for it to be excused.

**ATTENDANCE FOR EXTRACURRICULAR ACTIVITY** A student must attend all of his or her classes on a school day to be eligible to participate in extracurricular activities Monday through Friday.

## **COUNSELING CENTER**

The Guidance/Counseling Center provides assistance to students in the following areas: planning for a future career, selecting courses, discovering aptitudes and interests, and addressing personal issues.

Parent meetings are scheduled each school year to discuss the program of studies and to answer questions. For other concerns, we recommend that students and parents who wish to meet with a counselor request an appointment in advance.

Our career center offers numerous resources and reference materials. Available for on-site use and/or checkout are printed materials, videotapes, and computer software programs.

### **CLASSROOM VISITS BY SCHOOL COUNSELORS**

- Counselors will be meeting with students to go over the following:
  - Senior Contracts
  - College, Career & Transition Planning
  - Junior Contracts
  - Course Selection Process
  - College/Career preparation with Juniors
  - Review credits, SOLs, and Career Goals with Sophomores

### **APPOINTMENTS**

A student may schedule a conference with his/her counselor by coming in before or after school to make an appointment. The secretary will give the student a pass to show to the teacher.

### **ENROLLING NEW STUDENTS**

We welcome new students to our school throughout the school year. Parents should request that records from the previous school be forwarded to Waynesboro High School Registrar. An official copy of the student's birth certificate, social security card, record of immunizations, and grades/schedules of courses are needed to assist the counselor in planning a program of study for each new student.

### **SCHEDULE AND PROGRAM CHANGES**

Most high school classes are scheduled at or near capacity. Schedule changes must be held at a minimum. To maintain a proper class size, requests for teacher changes and/or changes in class time cannot be honored. In the beginning of the school year, the High School Guidance/Counseling Center will only make the following schedule changes:

- 1) Schedule includes course which student has already completed.
- 2) Student is scheduled for course where prerequisite(s) have not successfully been completed.
- 3) A course, which is required for graduation, is omitted from schedule.

### **WITHDRAWAL POLICY**

During the first two weeks of school, the drop/add process can be completed following student/parent/teacher conference. Beginning the third week of school students will not be allowed to drop a class. If a student is removed from a class after the second week, a WP (withdraw pass) or a WF (withdraw fail) will be indicated on the student's transcript.

Students will not be allowed to withdraw from a class after the halfway point of the class.

### **GRADING AND EVALUATION INFORMATION**

Waynesboro High School teachers are required to evaluate student work. The following scale will be used:

A+ = 97-100    B+ = 87-89    C+ = 77-79    D+ = 67-69

A = 94-96    B = 84-86    C = 74-76    D = 64-66

A- = 90-93    B- = 80-83    C- = 70-73    D- = 60-63

F = 59 and below

- The school year is divided into two semesters. Each semester has two 9-week marking periods.
- 9 -week grades can be accessed in PowerSchool. Report cards may be distributed to students upon request.

### **HONOR ROLL REQUIREMENTS**

\*To be on the Principal's Honor Roll a student must have a 3.5 grade point average and have all A's and B's.

\*To be on the Honor Roll a student must have a 3.0 average with no grade below a C.

## **FIRST SEMESTER EXAM SCHEDULE**

<b><u>DATE</u></b>	<b><u>BLOCKS</u></b>
Dec.18th	1 and 2
Dec 19th	3 and 4

## **SECOND SEMESTER EXAM SCHEDULE**

<b><u>DATE</u></b>	<b><u>BLOCKS</u></b>
MAY 22	1 and 2
MAY 23	3 and 4

### **Seniors:**

<b><u>DATE</u></b>	
Week of May 7-11	Senior exams given during regular block schedule

The first exam will be from 8:30 until 10:00. The second exam will be from 10:15 – 11:45. Students will be dismissed at 11:45 on exam days. The buses will be available at 11:45 for transportation home. Bus transportation to school will be on the regular schedule.

All classes will have a final exam. Students are exempt from final exams in SOL classes if they pass the SOL test or if they satisfy the attendance requirements for exam exemption. If students would like to improve their grade, they may take the class exam. In that case, the SOL test will be 50% of the final exam. The remaining 50% will be a teacher directed activity.

SOL Score Exam Grade Correlation  
400 – 449 = C  
450 – 499 = B  
500 and above = A

## **EXAM EXEMPTIONS**

All students must take exams unless they meet the following criteria:

- If a student passes the SOL test, he or she is exempt from that class' exam.
- If a student has missed three or fewer class periods and has an A average (A+, A, or A-) in that class for the term, he or she may be exempt from that class' final exam.



- Any class missed for any reason (other than a Waynesboro High School sponsored field trip) will count against the student.
- College class finals do not count in the exemption (Dual Enrollment and AP)
- Students may opt to take an exam to raise a grade, under the condition that the final will not negatively affect their grade.

**Report Cards:**

The following are 9 week grading periods.

October 13th  
 January 12th  
 March 16<sup>th</sup>

**Progress Reports**

Sept. 8<sup>th</sup>                                      Feb. 9th  
 Nov.17<sup>th</sup>                                      April 20th

\*Grade reports can be accessed in PowerSchool. Report Cards are available upon request.

**Parent-Teacher Conference Dates**

September 21, 2017      5:00 p.m. – 7:30 p.m.  
 September 22, 2017      12:00 p.m. – 3:30 p.m.  
 February 16, 2018        5:00 p.m. – 7:30 p.m.  
 February 19, 2018        12:00 p.m. – 3:30 p.m.

**IMPORTANT TEST DATES**

**SAT Testing at WHS**  
*(Register online at [collegeboard.com](http://collegeboard.com))*

Test Dates:  
 August 26, 2017  
 October 7, 2017  
 May 5, 2018

**PSAT at Waynesboro High School will be in October 2017**  
*(Register in the Guidance/Counseling Center)*

**Standards of Learning (SOL) required after all Core Classes will be given  
 At End of Course Winter and Spring Testing**

**ADVANCED PLACEMENT  
 TEST SCHEDULE**

Advanced Placement Program Examinations

**May 7 -11  
 May 14 - 18**

## **Graduation Information for Waynesboro High School**

Students eligible to participate in graduation exercises must satisfy the minimum standards of credits as required by the State Board of Education and Waynesboro School Board. ALL students who wish to be eligible for the graduation ceremony must have successfully completed all requirements by the Monday prior to graduation day. Official grades from classes taken off-campus must be received at WHS by that time. Any senior who is unable to meet the requirements by this date WILL NOT be eligible to participate in the May Graduation exercises.

### **Advanced Studies Diploma**

<b>Credits:</b>	<b>Standard</b>	<b>Verified</b>
English	4	2
Mathematics	4	2
Laboratory Science	4	2
Social Studies:	4	2
3 credits of a Foreign Language	3/4	
OR		
2 credits from 2 Foreign Languages		
Physical Education/Health	2	
One credit in Practical or Fine Arts	1	
Electives	2	
Student Choice		1
<b>Total Credits</b>	<b>24</b>	<b>9</b>

### **Standard Diploma**

<b>Credits:</b>	<b>Standard</b>	<b>Verified</b>
English	4	2
Mathematics	3	1
Laboratory Science	3	1
History/Social Science	3	1
Physical Ed/Health	2	
Practical or Fine Arts	1	
Electives	6	
Student Choice		1
<b>Total Credits</b>	<b>22</b>	<b>6</b>

**Requirements for graduation are subject to change.**

Students are bound by the requirements that are (were) in effect their ninth grade year. Note: All credit bearing courses earned before Grade 9 will contribute to the requirements for a diploma.

**Advanced Diploma**

*(for students who enter the ninth grade during the 2011-2012 school year and thereafter)*

<b>Credits:</b>	<b>Standard</b>	<b>Verified</b>
English	4	2
Mathematics	4	2
Laboratory Science	4	2
History and Social Sciences	4	2
Foreign Language	3	
Health and Physical Education	2	
Fine Arts or Career and Technical Education	1	
Economics & Personal Finance	1	
Electives	3	
Students Choice		1
<b>Total Credits</b>	<b>26</b>	<b>9</b>

**Standard Diploma**

*(for students who enter the ninth grade during the 2011-2012 school year and thereafter)*

<b>Credits:</b>	<b>Standard</b>	<b>Verified</b>
English	4	2
Mathematics	3	1
Laboratory Science	3	1
History and Social Science	3	1
Health and Physical Education	2	
Foreign Language, Fine Arts or Career and Technical Education	2	
Economics and Personal Finance	1	
Electives	4	
Student Choice		1
<b>Total Credits</b>	<b>22</b>	<b>6</b>

**TRANSCRIPTS**

Current seniors will pay a onetime fee of \$5.00 to cover all transcripts sent during their senior year. The fee of \$2.00 will be charged for each transcript needed after graduation and for all former students.

**Fees Owed**

\_Students owing any fees must satisfy their financial obligation(s) to WHS in order to participate in the graduation ceremony.

## **Standards of Student Conduct**

The following are standards of student conduct established by the **Waynesboro School Board** for all students under its jurisdiction. Consequences shall be determined on the basis of the facts presented in each instance of misconduct in the reasonable discretion of the board and other appropriate school officials. **This section of the handbook is subject to policy revisions by the school board.**

Students are subject to corrective disciplinary action for misconduct that occurs:

- . in school; on a school vehicle;
- . while participating in or attending any school sponsored activity or trip
- . on the way to and from school; and
- . off school property, when the acts lead to (1) an adjudication of delinquency or a conviction for an offense listed in §16.1-305.1. of the Code of Virginia; (2) a charge that would be a felony if committed by an adult.

### 1. Student Dress

A student's dress and appearance should not be such that it causes disruption, distracts others from the educational process, or creates a health or safety problem. **Students must comply with specific building dress regulations and of which students will be given prior notice.**

### 2. Attendance, Truancy or Tardiness

Students shall not be absent from or report late to school or class without appropriate parental permission, school permission, or an otherwise valid excuse. A student shall not be absent from class or leave school grounds unless permitted to do so by the principal or his/her designee.

### 3. Disruptive Conduct

Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function, or process of the school or is dangerous to the health or safety of students or others.

### 4. Profane, Obscene or Abusive Language

Students shall not use language, a gesture, or engage in conduct that is vulgar, profane, obscene, or disrupts the teaching and learning environment.

### 5. Threats of Intimidation

Students shall not make any verbal or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason.

### 6. Assault and Battery

A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery. Physical Assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to kicking, shoving, pushing, hitting, and fighting. Battery is the unlawful application of force to the person of another.

## 7. Bullying

A student, either individually or as a part of a group, shall not harass or bully others. The following conduct is illustrative of bullying:

- . Physical intimidation, taunting, name calling, and insults;
- . Comments regarding the race, gender, religion, physical abilities, or characteristics of associates of the targeted person;
- . Falsifying statements about other persons;
- . Use of technology such as e-mail, text messages, or websites to defame or harm others.

## 8. Harassment

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities, at school function, or use technology such as e-mail, text messages, and websites to harass others in violation of Policy JFHA/GBA Sexual Harassment/Harassment based on Race, National Origin, Disability and Religion.

## 9. Gambling

A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property or during any school related activity.

## 10. Use and/or Possession of Alcohol, Tobacco, and Other Drugs

A student shall not possess, use, and/or distribute alcohol, tobacco products, or other drugs not prescribed for the students by a physician on school property, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, inhalants, look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug not possessed in accordance with Policy JHCD Administering Medicines to Students.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition. (VHSL Regulation 30-2-2)

## Restricted Substance

A student shall not possess, procure, or purchase or attempt to possess, procure, or purchase, or be under the influence of (legal intoxication not required), or use, or consume or attempt to use or consume, any of the restricted substances listed in this regulation or what is represented by or to the student to be any of the restricted substances listed in this regulation or what the student believes is any of the restricted substances in this regulation.

Restricted Substances include alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below, as well as any abusable glue, paint and similar materials, anabolic steroids, and both prescription and non-prescription drugs if they are not taken according to the prescription or direction on the package, and includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance. (This regulation incorporates Policy JFCF Drugs in School)

11. Distribution or Sale of Illegal Drugs or Possession or Distribution with Intent to Sell  
Students shall not give, sell, distribute, or possess with intent to give, sell or distribute marijuana or other controlled substance as defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia.
12. Vandalism  
Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the school board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus, or at school-sponsored events.
13. Defiance of the Authority of School Personnel  
Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by board policies and regulations.
14. Possession or Use of Weapons or Other Dangerous Articles  
Students shall not have in their possession any type of unauthorized firearm, laser pointer, or other article which may be used as a weapon, regardless of whether it is commonly accepted as such. This regulation incorporates Policy JFCD.
15. Bomb Threats  
Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials, or devices, or hoax explosive devices, or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.
16. Theft  
A student shall not intentionally take the personal property of another person without consent under duress, threat, or otherwise.
17. Behavior on School Bus  
Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct, while waiting for a school bus, while on a school bus, or after being discharged from a school bus.
18. Cheating  
Students shall not cheat, plagiarize, or knowingly make false statements with respect to any assigned schoolwork or tests.
19. Trespass  
The student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

20. Gang Activity

A student shall not engage in gang activities including any group activity that threatens, that is illegal and/or violent, or that portends the development of gang activity, which may include inappropriate congregating, bullying, and harassment. A student shall not engage in gang activities as defined in Policy JFCE, incorporated by reference.

21. Sexual Harassment

A student shall not sexually harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.

22. Racially Inappropriate Language

The Waynesboro School Board and Administration has taken a "no tolerance" approach to the use of racially motivated inappropriate language.

23. Possession of Communications Devices; Laser Pointers

Virginia Code Section 22.1-279.6.B authorizes school boards to regulate the use and possession of any portable communication devices, including any beeper, cell phone, or other similar device, including any device capable of receiving or transmitting text messages, on school property and during the school day. Violations shall result in disciplinary action at the discretion of the principal.

A school student may possess such a portable communication device on school property during the school day; however, the device must be out of sight, turned off, and used only with authorization from the principal. In addition to other disciplinary action associated with the possession or use of a portable communication device in violation of this provision, any such portable communication device shall be subject to confiscation by school officials and returned only to the student's parent or guardian. Students shall not have in their possession laser pointers.

24. Acceptable Use of the Internet

Students shall abide by the Waynesboro Public School Division's Acceptable Computer Use Policy and Regulation.

25. Hazing

Students shall not engage in hazing.

Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney. Hazing, as defined above, is a Class 1 misdemeanor which may be punished by confinement in jail for up to 12 months and a fine of up to \$2,500, or both, in addition to any disciplinary consequences which may be imposed under this policy. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or infants. See Va. Code §18.2-56.

## 26. Felony Charges

Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/intervention activities.

## 27. Reports of Conviction or Adjudication of Delinquency Pursuant to § 16.1-305.1

Students convicted or adjudicated delinquent of an offense listed in the Code of Virginia, 1950 as amended, § 16.1-305.1, may be suspended or expelled.

## 28. Other Conduct

Student lockers are the property of Waynesboro Public Schools. Student lockers and all vehicles located on school property may be searched by school authorities.

In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state, or local law.

A student who acts as an accessory or accomplice to another in violation to any provision of the Student Code of Conduct will be subject to corrective action.

## **Corrective Actions**

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. Each offense will be considered fully in determining reasonable corrective actions.

1. Counseling
2. Admonition
3. Reprimand
4. Loss of Privileges, **including** access to the school division's computer system; loss or suspension of bus privileges
5. Parental conferences
6. Tasks or restrictions assigned by the principal or his designee
7. Detention after school or before school
8. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
9. In-school suspension
10. Out-of-school suspension
11. Referral to an alternative education program
12. Evaluation for alcohol or drug abuse
13. Participation in a drug, alcohol, or violence intervention, prevention, or treatment program
14. Securing a mental health evaluation, and/or mental health services or treatment
15. Notify legal authority where appropriate
16. Recommendation for expulsion
17. Mandatory expulsion for no less than one calendar year for firearm possession or use or possession of a controlled substance, imitation controlled substance, or marijuana defined in chapter 34 of Title 54.1 and § 18.2-247 of the Code of Virginia on school property or at a school sponsored activity.



## **Appeal Process**

Before appealing a disciplinary action, parents and students are to discuss the matter with the principal. An appeal beyond the building level must be addressed in writing to the superintendent of schools. The superintendent's decision regarding long term suspensions may be appealed to the school board. Corrective action will be delayed while an appeal is pending unless the situation presents a threat of disrupting the learning environment.

## **Notice of Inspection**

The Waynesboro Public School Board policy on Drug Use and Abuse states: "This policy is intended to permit the Principal and/or other persons designated by the school board to search a student's locker or desk under the following circumstances:

*When the students have been informed in advance that, under school board regulations, desks and lockers, may be inspected when facts exist which give the administration reasonable belief that articles and materials exist which are likely to pose a threat to the maintenance of discipline and order in the school."*


**THE PLACEMENT OF THIS INFORMATION IN YOUR STUDENT HANDBOOK WILL BE CONSIDERED THE "IN ADVANCE" NOTICE REQUIRED BY SCHOOL BOARD REGULATIONS AND IS CONSIDERED THE LEGAL NOTICE OF INSPECTION.**

### **Parent/Guardian Responsibilities**

- 1) To cooperate with school authorities for the benefit of the child.**
- 2) To be familiar with Waynesboro City Schools' Code of Conduct and to discuss the policy with the student.**
- 3) To notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulty.**
- 4) To provide the school with a current telephone number through which he/she can be reached during the school day.**

**Section 22.1-254 of the Code of Virginia places the responsibility for seeing that children are in school every day clearly with the parent/guardian and not with the schools.**

## Expectations for all WHS Students

		<b>Locations</b>		
		<b>Hallway</b>	<b>Classroom</b>	<b>Self</b>
	<b>Respectful</b>	<ul style="list-style-type: none"> <li>• Cooperate with staff request</li> <li>• Use a conversational tone when speaking</li> <li>• Keep hands to self</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions from the teacher</li> <li>• Be accepting of other's differences</li> <li>• Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Control my behavior</li> <li>• Dress according to WHS dress code</li> <li>• Use good manners</li> </ul>
	<b>Responsible</b>	<ul style="list-style-type: none"> <li>• Take care of facility properly</li> <li>• Utilize your passing time wisely</li> <li>• Be where you are supposed to be</li> </ul>	<ul style="list-style-type: none"> <li>• Allow teachers to teach and students to learn</li> <li>• Know and follow classroom rules</li> <li>• Accept positive and negative outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time and prepared for activities</li> <li>• Maintain personal space for self and others</li> <li>• Seek help if needed</li> </ul>
	<b>Invested</b>	<ul style="list-style-type: none"> <li>• Encourage positive behavior in others</li> <li>• Report problems to faculty/staff</li> <li>• Focus on own business</li> </ul>	<ul style="list-style-type: none"> <li>• Be actively engaged in class</li> <li>• Be proactive instead of reactive</li> <li>• Work effectively in pairs, groups or individually</li> </ul>	<ul style="list-style-type: none"> <li>• Be a good citizen with honesty, integrity and accountability</li> <li>• Respect other's right to learn</li> <li>• Take advantage of available activities</li> </ul>

## **Electronic Device Policy**

1. Electronic Device use **will be allowed** in the cafeteria.
2. Electronic Device use is **discouraged** in the halls.
3. In the **classrooms**, students must **ask permission** before using an electronic device.
4. Electronic devices will be confiscated if interfering with the school day.

A confiscated item may be held in the office and a conference with the parent/guardian and an administrator may be required for return.

## **Dress Code – Our School Philosophy**

The administration of Waynesboro High School understand that styles of dress are important forms of expression for students. All students are expected to dress appropriately for a K-12 learning environment. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia, or clothing that contains threats such as gang symbols is prohibited.

Clothing should conform to standards of safety and follow the Code of Virginia. Clothing that exposes private parts, the midriff, the breasts, the section of the back below shoulder blades, or undergarments is prohibited. Examples of prohibited clothing include but are not limited to: sagging or low-cut pants because they reveal portions of the back and buttocks which are considered a private area of the body, low-cut necklines that reveal portions of the breasts because that is considered a private part of the body for both genders for the purposes of this dress code. See-through material does not constitute covering these aforementioned private parts; they must be covered with opaque material.

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not complying with this code will be asked to cover the non-complying clothing or wear a change of clothes provided by the school. Repeated infractions will result in disciplinary action.

(Adapted from; Charlottesville Public Schools (2016). *Code of Student Conduct*. Retrieved from: <http://charlottesvillepublicschools.org>.)

### **Semi-Formal Attire:**

- Males:** Collared Shirt  
Tie  
No jeans  
No tennis shoes
- Females:** No bare midriff/inappropriately low cut gowns  
No slacks  
No jeans  
No tennis shoes

## **Transportation to School**

### **Bus Rider Rules**

- 1) A student shall not behave in a manner that interferes with the orderly transportation of pupils on a school bus.
- 2) A student may not stick his/her head and/or arms out of windows, throw items from window, throw items within the bus, distract the driver, or eat or drink on the bus.
- 3) A student is expected to cooperate with the driver, stay in his/her seat, and to help keep the bus clean.
- 4) Bus drivers are authorized to assign seats.

### **Bicycle Riders**

Bicycle riders must park their bikes in the racks provided.

### **Student Drivers**

**A student may drive to school with parental permission. These regulations must be followed:**

If a student purchases a parking pass, he or she, depending on his or her grade, will be given a specific spot in either the junior or senior lot. The senior lot will include the entire lower lot and the first row of the upper lot. The juniors may purchase any spot, other than the first row, of the upper lot. Spots will be given on a first come, first serve basis. Once a spot is assigned, it will be the student's spot for the remainder of the school year. If another person parks in a spot that is not their assigned spot and it is reported by the owner of the spot, the guilty party will have a ten dollar fee placed on their "Fees Owed List," will be forced to immediately move their vehicle to the street, and their parents will be made aware of the fee. The same consequences will be enforced for each infraction. If spots are no longer available at any point in the year, students will have to park on the street. Each student who purchases a parking pass must sign the policy agreeing to the terms stated above.

- . Students who wish to drive to Valley Tech or Governor School must follow their respective driving policies to park there.
- . No student is to go to his or her vehicle during school hours without permission from an administrator.
- . The school is not responsible for articles stolen from a vehicle or injury to a vehicle.
- . Operating a vehicle in a reckless or hazardous manner on school property will result in privileges being revoked and legal action taken against the offender.
- . All vehicles are subject to inspection while on school grounds. (see Notice of Inspection)

## **Medications in School**

In order for employees of the school system to dispense medication to students, they must have received both a physician's written order and a signed request from the parent or guardian. Consent forms are available in each local doctor's office and school office. A separate consent form is required for each medication. Consent forms must be renewed at the start of the school year and a new form completed each time there is a change of medication or dosage during the year.

No prescription medication may be carried by any student without physician and parental consent on record in the school office.

High School students may carry non-prescription medications if it is a one-day supply in the original bottle, and there is a written permission note from the parent with the medication. If a student fails to have a parental note with the medication, disciplinary action will be taken. Prescription medications must be brought to the school office. They will be placed in a locked, secured storage space.

Medicines must be in their original containers or an appropriately labeled pharmacy container stating dosage and method of administration prescribed by a physician. School personnel will not administer narcotics. It is the parent/guardian's responsibility to be aware of when prescriptions are getting low and to renew them in a timely manner. It is not the responsibility of the school personnel to remind each student to take his/her medicine.

## Disciplinary Action Chart

PN = Parental Notification FNS = Friday Night School ISS = In-School Suspension OSS = Out-of School Suspension RPC = Required Parent Conference

<b>Category of Infraction</b>	<b>1<sup>st</sup> Offense in Same Category</b>	<b>2<sup>nd</sup> Offense in Same Category</b>	<b>3<sup>rd</sup> Offense in Same Category</b>
1. Tardiness to class (5 <sup>th</sup> occasion)	1 MNS; PN	2 MNS; PN	3 MNS; RPC
2. General Misconduct Failure to work in class Public display of affection	ISS, if applicable; 2 detentions; PN	1 MNS; PN	2 MNS; RPC
3. Dress code violation	Alter clothing	Alter Clothing; PN	Alter Clothing; detention; PN
4. Disruptive behavior Insubordination Use of obscene or abusive language or gestures	ISS, if applicable; 2 detentions; PN	1 MNS; PN	2 MNS; RPC
5. Cheating and plagiarism; forgery; false notes	ISS, if applicable; zero on assignment; 2 detentions, RPC, guidance referral	1 MNS; RPC	3 – 5 days suspension; RPC
6. Skipping class or school	ISS, if applicable, 2 detentions; PN	1 MNS; PN	2 MNS, RPC
7. Fighting; assault and battery Harassment (verbal, physical, sexual, racial), intimidation, or bullying Lewd behavior Vandalism, destruction of property Theft Hazing Tobacco possession or use Fireworks or stink bombs	Suspension up to 10 days	5 – 10 days OSS; PN	5 – 10 days OSS; PN
8. Cellphones, beepers, or other devices that disrupt learning during the day	Confiscated item will be held in the office; conference with administrator required for return	Confiscated item will be held in the office; RPC for return	Confiscated item will be held in the office; RPC for return
9. Threatening school personnel Substance Abuse	5 – 10 days OSS; RPC	5 – 10 days OSS; RPC; referral to superintendent	5 – 10 days OSS; RPC; referral to superintendent; possible expulsion
10. Possession or use of dangerous weapons or drugs, Gang membership Bomb threat, false fire alarms	10 days OSS; PN; referral to superintendent; possible expulsion	10 days OSS; RPC; referral to superintendent; possible expulsion	10 days OSS; RPC; referral to superintendent; possible expulsion
11. Driving infraction	Warning; PN	5 days loss of driving privileges; PN	10 days loss of driving privileges; PN
12. Internet acceptable use violation	Limitation or denial of access; PN	Limitation or denial of access; PN	

**Please read the clarifications of the Disciplinary Chart.**

### **Discipline Chart Clarifications**

1. Discipline offenses will be recorded on the student's scholastic record.
2. Failure to attend FNS will result in 1-3 days ISS.
3. Fourth offense in same category will result in harsher disciplinary action.
4. An OSS suspended student may not participate in school activities from the commencement of the suspension until reinstatement.
5. ISS may be assigned only by an administrator.

### **Misconduct – General Definitions**

See Disciplinary Action Chart for offense consequences.

- . Classroom Disruption – behavior that interferes with the learning of others.
- . Disruption, inciting and/or participating – behavior disturbing the atmosphere of others.
- . Uncooperative behavior – intentional failure to follow reasonable directions of staff members or to participate cooperatively in a school or class activity.

**Skipping** – is defined as leaving class or school grounds without permission from school personnel and/or a parent or guardian.

### **Tardiness: Student Responsibilities**

- . Students who are tardy will be required to report to the attendance office for a tardy pass.
- . Incidents of tardiness will be excused only if the student has a note from a teacher or verification of a doctor's appointment.
- . Following the issuance of the tardy pass, students will be given three minutes to return to the class.

## **Student Activities**

Waynesboro High School has a well-rounded and varied program of student activities, many that are closely associated with class activities while others are extracurricular. The overall purpose of student activities includes the broadening of the student's educational outlook, encouraging desirable social contacts, providing opportunities for service to the school and community, and giving the student experiences which will provide for constructive use of leisure time both in and out of school. Good conduct is expected of all students at any student activity.

A faculty member, appointed by the Principal and directly responsible to him for the development and activities of the organization, sponsors each student organization.

You are encouraged and invited to participate or apply for membership in the activities in which you are interested. If you have any questions, please consult the teacher-sponsor or the Director of Student Activities.

## **Activity Conflicts**

The purpose of this item is to reaffirm the school's philosophy and policy on the resolution of student conflicts arising from simultaneous scheduling of events by the school. When this situation cannot be avoided, the student must make the choice as to which activity he or she will participate in without fear of punishment or recrimination from either activity sponsor.

This applies only to school activities, not to work situations. This also assumes the activities have relative importance. For example, if the choice is between a sports practice and concert, the student may go to the concert or vice versa.

**ACADEMIC TEAM** – This is a team selected through a series of competitive academic tests. They compete against other schools in the Valley to determine the top academic team.

**ATHLETICS** – the following sports teams are offered for those students wishing to pursue their interest in athletics

**FALL:** Varsity & JV Football, Varsity & JV Volleyball, Cross Country, Golf, Cheerleading (Football & Competition)

**WINTER:** Varsity & JV Boys Basketball, Varsity & JV Girls Basketball, Basketball Cheerleading, Wrestling, Boys & Girls Indoor Track, Boys & Girls Swimming

**SPRING:** Varsity & JV Baseball, Varsity & JV Softball, Boys & Girls Track, Boys & Girls Soccer, Boys & Girls Tennis

**BETA CLUB** – Any student enrolled in the Business, Academic, or General program is eligible for membership provided he/she has a 3.2 average. Any candidate must also have good character and a commendable attitude. The principal or a designated person or members of the club must approve all new members. If a member's scholastic average drops below 3.2, he/she will be reviewed by the Probation Committee. If put on probation, he/she has one semester to bring up the grade. If a member does not maintain a commendable character and attitude, he/she may also be brought before the executive committee. This committee has the power to suspend any member brought before it.

**CREATIVE WRITING** – This is a fun opportunity to read and share creative writing – poetry, fiction, and nonfiction in an informal, supportive environment.

**DIVERSITY COALITION**– Building community at WHS fighting, hatred, fear and insuring a safe space where each person is valued and each voice is heard.

**FORENSICS** – These consist of public speaking, debate, oral reading of prose and poetry, spelling, and dramatics, all of which are affiliated with V.H.S.L. All students are encouraged to participate in the class activity and to enter the finals. The purpose is to develop skill in self-expression and communicative arts.

**GAY STRAIGHT ALLIANCE**– Promotes tolerance and acceptance. LGBTQ+ students and allies (anyone that supports the community) are welcome. The activities on which the club focuses are aimed at raising awareness, giving student support, and helping local organizations.



**GIANT WORD** – GiantWord is produced by the journalism classes at Waynesboro High School. GiantWord will attempt to inform, influence, and entertain the Waynesboro High School community in a broad, accurate, and objective manner. GiantWord welcomes comments on any topic of concern to the WHS community.

**INTERACT/SADD CLUB** – This club is open to all members of WHS student body and is associated with the Rotary Club Internationals. Members of the Interact Club meet twice a month to participate in community service projects

**HONOR COUNCIL** – This club is organized to promote and sustain academic integrity at Waynesboro High School

**JAZZ BAND** – Provides students the opportunity to perform a variety of styles of music and improvise on their instrument in various styles.

**KEY CLUB** – The Key Club is a national organization of students to recognize sophomores, juniors, and seniors, who have good character and leadership ability and who are qualified scholastically. Some of the objectives of the club are to develop initiative and leadership, to prepare for useful citizenship, and to serve the school community.

**LATIN CLUB** – This club is organized to provide further experiences in the study of Latin and the Roman Culture.

**ME AND WE** – An organization that aims to empower students to change the world through community services and global awareness. Students work with local charities to build communities and shift “me” thinking into “we” thinking.

**NATIONAL ART HONOR SOCIETY** – The National Art Honor Society is designed to inspire and recognize students who have shown an outstanding ability and interest in art.

**NATIONAL HONOR SOCIETY (N.H.S.)** – The National Honor Society is a national organization of juniors and seniors who have demonstrated outstanding leadership, character, service, and scholarship to their school and community. Students must have an un-weighted grade point average of 3.5 to be inducted and must maintain this average to remain a member of the N.H.S. Senior members wear a gold cord for graduation to recognize their achievement. For more information, refer to the WHS National Honor Society Constitution

**OUTING CLUB** – Students take part in a variety of activities to promote outdoor recreation and environmental awareness.

**PASSPORT CLUB** – This is a great opportunity to participate in academic travel around the world.

**PEP CLUB** – The purpose of this club is enhance and promote school spirit.

**PHOTOGRAPHY CLUB** – The purpose of the club is to promote more exposure to craft and photography in a group experience.

**SPORTS MEDICINE CLUB** – This club is designed for students who are interested in athletic training and sets to provide further experience in the study of sports medicine through various activities.

**SPANISH CLUB** – This club is organized to provide further experiences in the study of Spanish and Spanish Culture.

**STUDENT GOVERNMENT ASSOCIATION** – The Waynesboro High School Student Government Association or SGA is made up of all students enrolled at WHS. The SGA’s role at WHS is (1) to provide students with a democratic forum in which students can address those school-related issues which affect their lives; (2) to maintain a continuous communication channel from students to both faculty and administration as well as among students in the school; (3) to offer a year-long program of social functions; and (4) to train students using available state workshops, conferences, and the local school environment as the primary training ground.

**THESPIAN CLUB** – Any student interested in dramatic arts may be a member of the Drama Club. Participation in the club provides the opportunity to analyze, rehearse, and help produce plays.

**YEARBOOK** – Yearbook is responsible for producing the annual Waynesboro High School yearbook. Students enrolled in the class have the opportunity to study basic photography, the interview process, layout and design and distribution.

**YOUNG LADIES OF P.O.W.E.R.** – For young ladies talking about and come up with solutions to real life situations.

### **Dances**

Waynesboro High School holds dances for the enjoyment of our students and their guests. There are parameters established for sponsored activities:

- 1) **Rules:** All school rules are in effect at all school-sponsored activities.
- 2) **Guests: (Homecoming, Winter Ball and Prom only)** All non-WHS students who are guests to the dance must meet with an administrator prior to the dance. The administrator will make an inquiry to the guest's school. The administrator has the right to deny a person's entrance to the dance. No one over 21 will be allowed to attend.

## **ACCEPTABLE COMPUTER SYSTEM USE**

All use of the Waynesboro School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the Internet, and any other internal or external network.

### **Computer System Use-Terms and Conditions:**

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. **Privilege.** The use of the Division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes:
  - a. using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law;
  - b. sending, receiving, viewing, or downloading illegal material via the computer system;
  - c. unauthorized downloading of software;
  - d. downloading copyrighted material for unauthorized use;
  - e. using the computer system for private financial or commercial gain;
  - f. wastefully using resources, such as file space;
  - g. gaining unauthorized access to resources or entities;
  - h. posting material authorized or created by another without his or her consent;
  - i. using the computer system for commercial or private advertising;
  - j. submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material;
  - k. using the computer system while access privileges are suspended or revoked;
  - l. vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
  - a. Be polite.
  - b. Users shall not forge, intercept or interfere with electronic mail messages.
  - c. Use appropriate language. The use of obscene, lewd, profane, threatening, or disrespectful language is prohibited.
  - d. Users shall not post personal contact information, including names, home, school or work addresses, telephone numbers, or photographs about themselves or others.
  - e. Users shall respect the computer system's resource limits.
  - f. Users shall not post chain letters or download large files.
  - g. Users shall not use the computer system to disrupt others.
  - h. Users shall not read, modify or delete data owned by others.
5. **Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.

6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
7. **Vandalism.** Intentional destruction of any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.
9. **Electronic Mail.** The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
10. **Enforcement.** Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of minors may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.
11. **Equipment: One-to-One Initiative.** Each Waynesboro Public Schools student will be issued a new laptop or tablet device at certain grade levels determined by the division Technology Plan; which may vary due to funding and other mandates. WPS maintains ownership of each device until the student graduates from Waynesboro Public Schools or until otherwise determined by division or school administration.
  - a. Students are responsible for the care, maintenance, and upkeep of their device during their time as a student in Waynesboro Public Schools.
  - b. Students are responsible for replacing lost or destroyed devices while WPS maintains ownership. Devices may be replaced by the division for a fee determined by Waynesboro Public Schools.
  - c. Students will be required to return their device upon graduation from Waynesboro High School or departure from Waynesboro Public Schools. Students/families will have the option to purchase their laptop from WPS for a one time fee, determined by the division, at the time of graduation.

Adopted: September 11, 2007

Revised: June 10, 2014;

Adopted September 11, 2007 File: IIBEA-E2

**Please keep the following copy in your notebook:**

**ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT**

Each student and his/her parent/guardian must sign this Agreement in granting use of the School Division's computer system. Read this Agreement carefully before signing. Prior to signing this Agreement, read Policy and Regulation IIBEA/GAB, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your supervisor or your student's principal.

I understand and agree to abide by the School Division's Acceptable Computer System Use Policy and Regulation. I understand that the School Division may access and monitor my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

I have read this Agreement and Policy and Regulation IIBEA/GAB. I understand that access to the computer system is intended for educational purposes and the Waynesboro School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy and regulation with my student.

I grant permission for my student to use the School Division computer system.

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_