

**Western Albemarle High School
Student Handbook
2018-2019**

Darah Bonham

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Assistant Principal

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Fax Numbers

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Athletics 823-8705

Inclement Weather Line

296-5885

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Web Page: www.k12albemarle.org/WesternAlbemarle/

Albemarle County Public Schools

Mission

The core purpose of Albemarle County Public Schools is to establish a community of learners and learning, through relationships, relevance and rigor, one student at a time.

Vision

All learners believe in their power to embrace learning, to excel, and to own their future.

Core Values

Excellence • Young People • Community • Respect

Student-Centered Goal

All Albemarle County Public Schools students will graduate having actively mastered the lifelong-learning skills they need to succeed as 21st century learners, workers and citizens.

Objectives

We will engage every student.

We will implement balanced assessments.

We will improve opportunity and achievement.

We will create and expand partnerships.

We will optimize resources.

Non-Discrimination and Grievance Procedure

Non-Discrimination Statement

Albemarle County Public Schools does not discriminate on the basis of race, color, religion, age, sex, disability, national origin, pregnancy, or marital status. Questions or concerns regarding compliance with the School Division's non-discrimination policies may be directed to: Director of Human Resources, 401 McIntire Road, Charlottesville, VA 22902 or by phone: 434-296-5827.

Albemarle County Public Schools Title IX Statement

Title IX of the Educational Amendments of 1972, 20 U.S.C.§§ 1691 et seq., prohibits discrimination on the basis of sex in educational programs or activities receiving federal funds, including discrimination in employment and student admissions. All Albemarle County Public Schools students, applicants and employees are covered by this law. For questions or concerns regarding Title IX, please contact: Title IX Coordinator, Human Resources, 401 McIntire Road, Charlottesville, VA 22902 or by phone: 434-296-5827.

Política de no discriminación

Declaración que prohíbe la discriminación

El sistema de las Escuelas Públicas del Condado de Albemarle no discrimina en base a raza, color de la piel, religión, edad, sexo, discapacidad, país de origen, embarazo ni estado civil. Las preguntas o las inquietudes que puedan tener con respecto al cumplimiento de las políticas de la división escolar que prohíben la discriminación pueden dirigirlas a: Director of Human Resources, 401 McIntire Road, Charlottesville, VA 22902, Teléfono: 434-296-5827.

Escuelas Públicas del Condado de Albemarle – Declaración sobre el Título IX

El Título IX de las Enmiendas Educativas de 1972, 20 U.S.C.§§ 1691 et seq., prohíbe la discriminación en base a sexo en programas o actividades educacionales que reciban fondos federales, lo que incluye discriminación en el empleo y en la admisión de alumnos. Esta ley cubre a todos los alumnos, los solicitantes a empleos y a los empleados de las Escuelas Públicas del Condado de Albemarle. Si tienen preguntas o inquietudes con respecto al Título IX, por favor comuníquense con: Title IX Coordinator, Department of Human Resources, 401 McIntire Road, Charlottesville, VA 22902, Teléfono: 434-296-5827.

SCHEDULES

Regular Schedule

MONDAY

1 st Period	8:55 – 9:45
2 nd Period	9:50 – 10:30
TAB	10:30 – 10:40
3 rd Period	10:45 – 11:25
4 th Period	11:30 – 12:10
Lunch/CARE	12:10 – 12:50
5 th Period	12:55 – 1:35
6 TH Period	1:40 – 2:20
7 th Period	2:25 – 3:05
8 TH Period	3:10 – 3:50

TUESDAY AND THURSDAY (1ST, 3RD, 5TH, 7TH PERIOD)

1st	8:55 to 10:20
TAB	10:20 to 10:30
3 rd	10:35 to 12:05 *
Lunch/CARE	12:05 to 12:50 **
5 th	12:55 to 2:20
7 th	2:25 to 3:50

* Video Announcements or Homeroom

** One day per week, teachers will be involved in PLC or departmental meetings

WEDNESDAY AND FRIDAY (2ND, 4TH, 6TH, 8TH PERIOD)

2 nd	8:55 to 10:20
TAB	10:20 to 10:30
4 th	10:35 to 12:05 *
Lunch/CARE	12:05 to 12:50 **
6 th	12:55 to 2:20
8 th	2:25 to 3:50

* Video Announcements or Homeroom

** One day per week, teachers will be involved in PLC or departmental meetings

CATEC Schedule:

Morning Class

The morning CATEC bus will leave WAHS at 8:55 a.m. and arrive at CATEC at 9:30 a.m.

Afternoon Class

The afternoon CATEC bus will leave WAHS at 12:40 p.m. and arrive at CATEC at 1:10 p.m.

Delayed Opening

(Early Bird classes will not meet if there is a delayed opening.)

One Hour Delayed Opening

Two Hour Delayed Opening

(No TAB)

MONDAY

1 st	9:55 – 10:35
2 nd	10:40 – 11:15
TAB	11:15 – 11:20
3 rd	11:25 – 12:00
4 th	12:05 – 12:40
Lunch	12:40 – 1:10
5 th	1:15 – 1:50
6 th	1:55 – 2:30
7 th	2:35 – 3:10
8 th	3:15 – 3:50

CATEC (Monday)

AM CATEC bus leaves at 9:55

PM CATEC bus leaves at 1:05

TUESDAY – FRIDAY

1 st /2 nd	9:55 – 11:05
TAB	11:05 – 11:15
3 rd /4 th	11:20 – 12:35
Lunch	12:35 – 1:20
5 th /6 th	1:25 – 2:35
7 th /8 th	2:40 – 3:50

CATEC (Tuesday - Friday)

AM CATEC bus leaves at 9:55

PM CATEC bus leaves at 1:05

MONDAY

1 st	10:55 – 11:28
2 nd	11:33 – 12:01
3 rd	12:06 – 12:34
4 th	12:39 – 1:07
Lunch	1:07 – 1:38
5 th	1:43 – 2:11
6 th	2:16 – 2:44
7 th	2:49 – 3:17
8 th	3:22 – 3:50

CATEC (Monday)

AM CATEC students will NOT attend CATEC

PM CATEC bus leaves at 1:35

TUESDAY – FRIDAY

1st/2nd 10:55 – 11:55

3rd/4th 12:00 – 1:05

LUNCH 1:05 -1:40

5th/6th 1:45 – 2:45

7th/8th 2:50 – 3:50

CATEC (Tuesday – Friday)

AM CATEC students will NOT attend CATEC

PM CATEC bus leaves at 1:25

Early Dismissal Due to Inclement Weather

1. Students who drive will be dismissed with bus riders, not before.
2. When the buses arrive and are lined up in order, an announcement will be made to dismiss students. Prior to this, no students should be released from class.

Please Note: Changes in the schedule due to inclement weather that cause a discrepancy in the odd/even days will be made up on Mondays.

Calendar of Events
2018-2019 Western Albemarle High School

August	22 First Day of School
September	3 Holiday - School Closed
	13 Back To School Night 6:30
	21 Professional Development Day/Student Holiday
October	1 Spirit Week Begins
	5 Homecoming Football Game
	6 Homecoming Dance
	11 Parent Conferences 4:30 – 7:30
	18 Parent Conferences 4:30 – 7:30
	10 PSAT Testing for 10 th /11 th Graders
November	1 End of 1 st Nine Weeks
	2 Professional Development Day/Student Holiday
	5-6 Teacher Work Days/Student Holiday
	21-23 Thanksgiving Holiday – School Closed
December	14 Mid-term Exams Begin
	20 No School - Winter Break Begins
January	3 Classes Resume
	14 Holiday – School Closed
	18 End of 2 nd Nine Weeks - Half-Day of School for Students
	21 Holiday
	22 Work Day/Professional Development Day/Student Holiday
February	18 Professional Development Day/Student Holiday
March	7 Parent Conferences 4:30 – 7:30
	14-16 Spring Musical
	28 End of 3 rd Nine Weeks – Half-Day of School for Students
	29 Teacher Work Day
April	1-5 Spring Break
	14 Prom
May	6-17 AP Exams Window
	27 Holiday – School Closed
	31 Valediction
	31 Graduation
June	3 Underclassmen Exams Begin
	7 Last Day of School for Underclassmen – Half-day for Students

Dates are subject to change. For an updated calendar of events, please go to the school's web page: www.k12albemarle.org/WesternAlbemarle

ACADEMICS

Dropping Classes:

- Ø A class may be dropped on or before September 5, 2018, without penalty or notation on the student's transcript.
- Ø A class may be dropped with permission of the School Counseling Director by October 5, 2018.
- Ø A "W," withdrawn, is noted on the student's transcript, but is not included in the Grade Point Average (GPA) calculation.
- Ø A class may be dropped after the above dates. However, a "WF," withdrawn failure, is recorded on the student's transcript. The "WF," withdrawn failure, is included in the GPA calculation.
- Ø Changes in course level can be made at any during the year.

Dual Credit Programs: Students who wish to take courses not offered at the high school or who have special circumstances may earn credits toward graduation and also earn college credit by attending and passing courses at an accredited college or university. Students need to meet with their counselor before enrolling. The principal's approval is required for dual credit program. See Program of Studies for further details.

Dual Enrollment: Students may earn credit through Piedmont Virginia Community College (PVCC), as well as a high school credit, for identified courses offered during the regular school day at the high school. The student must complete the necessary entrance requirements for PVCC and have principal approval.

Exams/Exam Exemptions:

1. All year- long courses will have exams at mid- term and at the end of the year.
2. All semester courses will have exams at the end of the semester.
3. Exams will count 20% of the semester grade.
4. No early release during an exam period.

Teachers have the choice to offer an alternative cumulative assessment instead of a second semester exam. Students will not be exempt from an alternative cumulative assessment which will be given prior to exams and will count as 20% of the second semester grade.

Exam Make-ups: Mid-terms exams must be made up within two weeks of last exam day. Final exams must be made up by August 1.

Exam Exemptions: Exams provide a valuable cumulative learning experience; students need to learn how to prepare for and succeed in exam settings. However, as an incentive for students who perform consistently well, final exam exemptions may be earned by students who meet the following criteria:

Grades

∅ The student must have a grade of 90 or higher in the class during the second semester.

Behavior

∅ The student may have no out-of-school suspension for the semester in question.

∅ The student may have no in-school suspension in that particular class during the semester in question.

Grading Scale: The following is a definition of the grading scale used by Albemarle County Secondary Schools:

A: 90- 100; B: 80- 89; C: 70-79; D: 60- 69; F: 59 or below

Senior Ranking: Beginning with the Class of 2015 - students will no longer be ranked. Honor graduates will be recognized at graduation.

Make- up Work: When absent, it is the student's responsibility to work with the teacher, to ensure that missed work is made up. The student must schedule make- up work with his/her teacher within two days of his/her return to school. There is a five school day time limit on all make- up work except in extenuating circumstances which must be approved by the teacher or administration. Students should access individual teacher websites/Blackboard to get missed work. Work due on the date of an absence should be submitted upon the student's return. Teachers are not required to accept make- up work from students who skip class.

Report Cards: Parents will see report card grades via Parent Portal. Protocol for paper copies of report cards will be made available in the Fall. Parents are also encouraged to contact teachers whenever they wish to inquire about their student's progress.

Promotion to Grade Levels: High School students will progress to the next grade with their cohort.

Schedule Changes: Schedule changes must be approved by the School Counseling Director. It may not be possible to accommodate requests for changes. Students are encouraged to make informed decisions about their course selections during their registration conference with their counselor and parent.

GRADUATION REQUIREMENTS

Additional information may be found in the ACPS Pathways Guide to High School Credit Courses School Year located online here: <http://goo.gl/IOgDty>. Please refer to pages 70 – 73 of the Guide to High School Courses for complete graduation requirement information.

Standard Diploma

Minimum Course & Credit Requirements: To graduate with a Standard Diploma, a student must earn at least 22 standard units of credit by passing required courses and electives, and earn at least six verified credits by passing end-of-course SOL tests or other assessments approved by the Board of Education. The school counselor can advise on available courses to fulfill the requirements for a Standard Diploma. [Credit accommodations](#) allow students with disabilities who previously would have pursued a Modified Standard Diploma to earn a Standard Diploma.

Standard Diploma Requirements				
Discipline Area	Effective with first time ninth graders beginning 2018 - 2019	Effective with first time ninth graders in 2013-2014 through 2017 - 2018	Verified Credits: Effective for first-time ninth graders beginning 2018 - 2019	Verified Credits: Effective for first-time ninth graders in 2013 - 2014 through 2017 - 2018
English	4	4	2	2
Mathematics	3	3	1	1
Laboratory Science	3	3	1	1
History & Social Sciences	3	3	1	1
Health & Physical Education	2	2		
Fine Arts or Career & Technical Education	1	1		
World Language, Fine Arts or Career & Technical Education	1	1		
Economics and Personal Finance	1	1		
Electives	4	4		
Student Selected SOL				1
New requirements for students entering the first time beginning in this year....	<i>Students in this column are required to take Freshman Seminar in ninth grade</i>	<i>Students in this column are required to take an online class and pass Industry Certification or Workforce College Readiness Exam</i>		
Total	22	22	5	6

Advanced Studies Diploma

Minimum Course & Credit Requirements: To graduate with an Advanced Studies Diploma, a student must earn at least 26 standard units of credit and at least nine verified units of credit.

The school counselor can advise on available courses to fulfill the requirements for an Advanced Studies Diploma. The school counselor can advise on available courses to fulfill the requirements for an Advanced Studies Diploma.

Advanced Studies Diploma Requirements				
Discipline Area	Effective with first time ninth graders beginning 2018 - 2019	Effective with first time ninth graders in 2013-2014 Through 2017 - 2018	Verified Credits: Effective for first-time ninth graders beginning 2018 - 2019	Verified Credits: Effective for first-time ninth graders in 2013-2014 through 2017 - 2018
English	4	4	2	2
Mathematics	4	4	1	2
Laboratory Science	4	4	1	2
History & Social Sciences	4	4	1	2
Health & Physical Education	2	2		
Fine Arts or Career & Technical Education	1	1		
World Language	3 of One or 2 of Two (4)	3 of One or 2 of Two (4)		
Economics or Personal Finance	1	1		
Electives	2 or 3	2 or 3		
Student Selected SOL				1
New requirements for students entering the first time beginning in this year....	<i>Students in this column are required to take Freshman Seminar in ninth grade</i>	<i>Students in this column are required to take an online class</i>		
Total	26	26	5	9

Applied Studies Diploma

As of July 1, 2015, state legislation eliminated the term Special Diploma. In lieu of this language, the term Applied Studies Diploma will be used. This diploma is available to students with disabilities who complete the requirements of their Individualized Education Program (IEP) and who do not meet the requirements for other diplomas.

Verified Credits (SOLs)

- Verified credits are earned by passing both the course and the end of course Standards of Learning test.
- The Board of Education has approved substitute tests for verified credit. See your school counselor for more information about these tests.
- Students who have not been successful on the Standards of Learning tests are offered remediation opportunities and/or tutorial programs in preparation for retaking the Standards of Learning tests.

Number of Verified Credits Required for Transfer Students

	Entering *during 9 th grade or at the **start of 10 th grade		Entering during 10 th or start of 11 th		Entering 11 th or start of 12 th	
	STD	ADV	STD	ADV	STD	ADV
English	2	2	1	2	1	1
Math	1	2	1	1		
Science	1	2	***1	1		
Social Studies	1	2	***1	1		
Student Choice	1	1		1	1	3
	STD	ADV	STD	ADV	STD	ADV
Total	6	9	4	6	2	4

STD – Standard Diploma

ADV – Advanced Diploma

* “During” the school year-enters after the first 20 hours of instruction per course.

** “Start” –within the first 20 hours of instruction per course.

*** Students who complete a CTE program sequence and pass an exam or occupational competency assessment may substitute the certification, competency credential, or license for (1) the student selected verified credit and (2) either a science or history/social science verified credit when the credential confers more than one verified credit.

Locally Verified Credits for Standard Diploma Only

The Virginia Department of Education has adopted a policy that allows local school divisions to award locally verified credits in science, math, reading and history/social science to students pursuing a Standard Diploma (must have current IEP). To be eligible a student must have passed the high school course and not passed the related Standards of Learning test. Students must have taken the SOL test two times scoring within 375-399 on one administration of the test. Locally verified credits may not be applied to an advanced diploma. Please see your counselor for further information.

Sequential Electives

Students qualifying for a Standard Diploma must successfully complete two elective courses that are sequential (courses that provide a foundation for further education, training, or preparation for employment). A course may satisfy the requirement for 1 credit in a fine art or career and technical education course and for sequential electives. Sequential elective courses may be taken in consecutive years or any two semester/year of high school.

Certificate of Program Completion

In accordance with the requirements of the Standards of Quality, students who complete coursework defined by the local school board but have not earned the required verified credits for diplomas are awarded Certificates of Program Completion

Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy [JED](#) Student Absences/Excuses/Dismissals.) If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

Note: According to Virginia State Law, students must attend school until they have passed their eighteenth (18th) birthday.

Parent Responsibilities: Parents must contact the attendance office before or the day of any absence. According to School Board Policy JED "students who are absent from school must bring a valid note stating the reason for the absence upon return to school." If the absence is the result of a doctor's appointment, a note from the doctor should be provided upon the student's return. All other absences should be explained by a parent note that includes the date(s) of the absence and the reason for it. All notes will be maintained by attendance for further review by the attendance committee as needed.

Parent Portal: The Parent/Student Portal is a powerful online tool for students, parents and guardians to participate more fully in the educational process. Parents and students may track academic progress and attendance from any device which has internet access. In the portal you will be able to check your son or daughter's assignments and scores and you can email a teacher with a question or concern.

In order to use the portal, parents or guardians first need to obtain an Access Key to create an account. An Access Key consists of an Access ID and an Access Password; Access Keys are unique for each student. Anyone with a student's Access Key can access that student's information through the portal, so protect the ID and password as you would protect other confidential information. Because of the Access Key's sensitive nature, you personally must pick up your Access Key from the school. Access Keys will not be mailed home or shared over the telephone.

Class Absences: Absences are recorded by individual classes, not by school day. The principal has the discretion to deny credit or promotion to a student who misses more than four (4) classes or the equivalent block of time in a semester. Notes explaining absences will be retained for the use of the Attendance Committee if a student misses more than the allowed number of classes.

Prearranged Absences: Requests for extended absence because of travel, etc. should be submitted in writing prior to the absence to the grade level administrator. The dates to be missed and the nature of the absence should be included in the requests. Vacations and appointments should be scheduled outside of class time unless absolutely unavoidable. It is the student's responsibility to get all assignments and arrange to make up missed work.

Prearranged absences are considered class absences and count toward the absence limits included above.

Early Dismissal: Any student who needs to be released during the school day should submit to the Attendance Office a written request signed by a parent or guardian including a telephone number where the parent can be reached. Students need to sign-out at the attendance office before they leave. **If a student misses fifteen (15) minutes or more of a class because of early dismissal, he/she will receive an absence for that class.**

Late Arrivals: Any student who arrives to school late should bring a note from a parent or guardian or a doctor's note, if applicable. **If a student misses fifteen (15) minutes or more from a class because of late arrival, he/she will receive an absence for that class.**

Tardy to Class: Unless a student presents a pass from a faculty member, a student is tardy to class if he or she is not within the classroom when the bell sounds. Teachers should notify students when they receive a tardy. For each set of three tardies a student receives in one semester, they will be assigned an absence. In addition to the absence they will also receive the following disciplinary consequences:

- 3rd tardy – lunch detention;
- 6th tardy – one period of Alternative Learning Center (ALC) for that particular class;
- 9th tardy – one full day of ALC;
- 12th tardy – student is suspended overnight, return to school contingent upon parent readmit conference.
- Every third tardy after the 12th will result in an overnight suspension/parent conference.

These absences do count toward absences for attendance and possible denial of credit. **If a student misses fifteen (15) minutes or more from a class because they are tardy to class, he/she will receive an absence for that class.**

The following **school related absences DO NOT** count toward the credit denial policy:

1. Field trips, sport activities, and absences approved by the principal as School Related Absences;
2. School Counseling/Administrative/Group Meetings;
3. Late bus;
4. Prearranged college visits or job interviews for Seniors only; (limit 2 per semester);
5. Prearranged college visits for Juniors; (limit 2 per semester);
6. Participation in regional, state, and/or national competition of a non-school organization that fosters development of the student's physical, academic, performing, or exhibition of arts/talents which are/is the culmination of a year's participation and which would reflect favorably on the school and community. Absences under this guideline must be preapproved by the principal;
7. Prearranged observance of religious holidays as requested in writing by parent/guardian.

Attendance Committee Responsibilities: The Attendance Committee is composed of assistant principals, school counselor(s), and the Attendance Secretary (ex officio).

Duties of Committee Members:

1. The Committee will convene regularly to review records of students who have exceeded five unexcused (5) absences. Grade level administrators and/or counselors will contact parents and guardians to determine if there are extenuating circumstances to warrant the number of absences.
2. Upon the 6th unexcused absence, the grade level administrators and/or counselors will schedule a conference with the student's parent/guardian to establish a plan to improve the student's attendance.
3. Upon the next unexcused absence after the conference, a referral will be made to the juvenile and domestic relations court in regards to compulsory attendance.

Absences are recorded by individual classes, not by school day. The principal has the discretion to deny credit for the course to a student who missed more than 8 instructional blocks of a 1-credit course (1/2 of the course).

Loss of Credit: Each time loss of credit occurs because of attendance, the student, parent/guardian and teacher will be informed in writing by the Attendance Committee. The grade that was earned will be recorded on the student transcript but No Credit (NC) will appear where credit is listed. The grade is not included in the calculation of the G.P.A.

SCHOOL COUNSELING

The [School Counseling Department](#) is an integral part of the school program at Western Albemarle High School. We believe that all people are life- long learners and that every young person has the potential for personal and academic growth. Students must learn to make their own informed decisions and need to understand that they face the consequences of their actions, whether positive or negative. We have a variety of resources to support all students, and we welcome the opportunity to support you. Counselors offer individual and group conferences to discuss personal problems with students, to interpret state- required standardized tests, and to offer educational and vocational planning.

Students may request appointments in advance with counselors, who are available before and after school, during study and lunch periods and (with teacher permission) during class periods.

The School Counseling Department also provides the following services:

- Ø Information for college-bound students concerning colleges, scholarships, and financial aid.
- Ø Vocational assessment and planning, job shadowing, and internships.
- Ø Transcripts and employment references may be requested by prospective employers and post- secondary educational institutions with permission from parents or students 18 or older.
- Ø Registration for Selective Service (Draft).
- Ø Work permits are now available online.

Scheduling Procedures: Recommendation Day is a valued beginning of the registration process. On Recommendation Day students speak with their teacher during class and receive their recommendation. The counselors will then have conferences with individual students to answer questions and assist them in making final choices of subjects for the following year. Parents are encouraged to attend course registration meetings.

Student Assistance Program (SAP): The Student Assistance Program is designed to help Western students with drug and alcohol questions and other issues. Among the responsibilities of the SAP Coordinator are to provide confidential consultations with students and parents, make referrals to appropriate service providers for treatment, and provide prevention programs in a variety of settings. This model offers opportunities to avert behavior that might otherwise lead to school or legal sanctions. The use of alcohol, drugs, and other illegal substances is an issue of great concern for the faculty and staff, as well as students and parents of Western Albemarle High School. If a member of the WAHS community – including parents, students, or school faculty or staff – suspects that a student is using drugs or alcohol or is under the influence while at school, a confidential and anonymous referral may be made to the SAP. For more information, please come to the WAHS school counseling office or call 823-8700 ext. 3.

Requesting Tutors: Students needing extra support in courses may work with their counselors to secure a tutor. Counselors will work with the various honor societies within the school. The counseling office also keeps a list of tutors in the community who charge a fee for their services but are not endorsed by the school.

GENERAL INFORMATION

Activity Bus: An activity bus leaves school every afternoon for students involved in approved and supervised after- school programs. The time of departure is posted outside the Athletic Department, and routes are listed in student planners, which may be obtained from the front office.

ACTIVITY BUS ROUTE: There is only one activity bus each afternoon after school departing at 6:45. Below is the bus route:

6:45 pm	ORIGIN	WESTERN ALBEMARLE HIGH SCHOOL
7:06 pm	STOP	BATESVILLE STORE [NE]
7:17 pm	STOP	SUPERTEST STATION ON RT 250 [S]
7:21 pm	STOP	GREENWOOD COMMUNITY CTR [S]
7:30 pm	STOP	CROZET ELEMENTARY
7:37 pm	STOP	WYANTS STORE [S]
7:49 pm	STOP	MERTWETHER LEWIS ELEMENTARY SCHOOL
8:01 pm	STOP	HUCKSTEPS GARAGE [NE]
8:13 pm	END	OLD BOONESVILLE POST OFFICE [SE]

After School: Students may not remain after school unless they are participating in club, class, or athletic activities under the supervision of a staff member.

Announcements: Announcements will be made daily during the scheduled time allotted. A copy will be posted on the WAHS Home page and are available through [email subscription](#).

Assemblies/Pep Rallies: Assembly programs are for the benefit of students. Students demonstrate good manners during assemblies by cooperating with the following basic rules:

1. Enter quietly and quickly and be seated. Remove your hat. Conduct yourself in an orderly manner.
2. Be respectful to one another and to the guest speaker or performing group. Do not talk, whisper or otherwise make noise during speeches or performances. Always clap at the end of speeches and performances.
3. Remain with your group and depart in the same manner that you entered.
4. All classes are to sit in assigned sections when instructed to do so.
Pep rallies allow a different atmosphere and seating is done by class for cheering purposes. Participate and enjoy the fun.

Bomb Threat: A bomb threat, even if later determined to be a hoax, is a criminal action. Since it is a criminal act, appropriate state, county, and/or local law enforcement agencies will be notified. Appropriate school and/or legal action will be taken against any student/community

member who makes such a threat. Students who are aware of such a threat but do not report it to a teacher or administrator may also face criminal charges.

Bus Conduct & Transportation:

Buses are primarily used to transport students to and from school. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with school district policies, rules and regulations. The degree to which buses are safe depends, to a large extent, upon the attitude and behavior of the students who ride them. The cooperation of all persons concerned is expected in keeping the buses safe, orderly, and clean. Students are under the authority of the school bus driver and school authorities. All students are expected to comply with bus regulations and to obey the driver's instructions at all times. Riding a school bus is a privilege that may be revoked if students violate rules and regulations. Parents must provide transportation when a student is removed.

Video cameras are in use on school buses for the safety of the students riding the bus. The content of the videotapes may be used to discipline students.

Bus Passes: Students are to ride their assigned buses and get off at their regular stop. Students who need to ride a different bus must get a bus pass. Bus passes are available in the main office and will be issued with written parent/guardian permission. Note should contain the date, bus number and who the student will be riding home with. Bus drivers will only stop at designated bus stops. WAHS students must board buses at WAHS. Students are not allowed to walk to Henley to board buses. Bus drivers will transport only assigned students or students with bus passes.

Transporting Bags and Equipment on School Busses: The Code of Virginia (46.2-2011.13) states: Motor carriers transporting baggage or other property of passengers shall do so only when such articles are stowed in a manner to assure:

1. Unrestricted freedom of motion to the driver for proper operation of the vehicle.
2. Unobstructed passage to regular and emergency exits by any person.
3. Adequate protection from personal injury that may result from the displacement or fall of such articles.

Cell Phones and Other Electronic Devices: The use of cell phones or communication devices is prohibited in the classroom unless specific permission has been given by the teacher for the purpose of school related instructional activities. These activities must be in line with the Acceptable Use of Technology Policy currently in place. It is left up to the individual teacher as to whether cell phones can be visible or used for such applications as calculators, calendars and planners. Cell phones may be used between classes, during TAB, and lunch. Cell phone usage is prohibited in bathrooms and locker rooms. Any device seen in use other than the designated time may result in disciplinary action.

While students may use a range of electronic devices for academic work, student use of electronic devices is prohibited in the classroom unless a teacher has given permission for the

student to use the device. During lunch or TAB, earbuds for these devices should not be used in the common areas. Laser light pointers may not be brought to school. Any laser device seen in the building (whether or not in use at the time) may be confiscated and kept in the main office for parent pick-up.

Change/Checks: Students may **NOT** cash personal checks but may get change from the bookkeeper before 9:00 a.m., during TAB, and lunch **only**.

Clinic: The school clinic is staffed by a nurse who is available for students who are ill, require first aid, or have other health concerns. Unless it is an emergency, all students must have a written pass prior to coming to the clinic. A student should call his/her parent/guardian from the clinic in case of illness, not from the classroom phones. No medications are provided by the school. Parents must provide all medications administered to students. All medicines to be taken at school must be stored in the clinic; along with a [signed permission form](#). Permission forms are available in the main office and clinic.

Dances: School dances are held throughout the year and are open to all WAHS students. A WAHS student is allowed to bring another current high school student provided these guests complete the [student guest form](#) that may be obtained in the school main office and approved by the principal. The student guest must be in good standing in their current school. Guests who are not in high school must also be pre-approved by completing the appropriate sections on the guest form. All guests must be twenty years old or younger. Guests' applications must be submitted the Wednesday preceding the dance. Guests with incomplete applications will not be allowed into the dance. WAHS students must check their guests in and are responsible for ensuring that their guests abide by all WAHS and county rules. Students should show self-respect and a sense of self-pride and refrain from inappropriate physical displays of affection or inappropriate dancing. All tickets will be pre-sold. Middle school students are not allowed to attend dances.

In addition to these guidelines, we have the following rules for dances:

- Ø Tickets of both the student and guests must be presented together at the door in order to enter the dance.
- Ø Students are expected to enter the building immediately upon arriving at the dance.
- Ø Students and guests must sign in at the time they enter the dance. Any student or guest leaving before the dance officially ends should sign out when leaving and note the time at which they exit the dance.
- Ø Students will not be allowed to enter a school-sponsored dance more than two hours after the scheduled starting time unless previous arrangements have been made by a parent with an administrator.
- Ø Once a student leaves the dance, re-entry is not allowed. Students who leave the dance early or at its scheduled conclusion are expected to leave immediately. Students should not loiter on school grounds (including the parking lot when arriving and leaving).
- Ø Upon entering the dance each person will be given a wristband. The first time a chaperone has to speak with a dancer about inappropriate behavior they will have their wristband

taken. The second time a chaperone has to speak with them they will be removed from the dance. No refunds will be given.

- Ø If a dancer is warned to “clean-up” his/her moves and the dancer continues, the dancer will be asked to leave the dance with no refund.
- Ø Dancers should always have their hands in appropriate places.
- Ø Only face-to-face dancing will be allowed.
- Ø Slam Dancing or Mosh Pits are not allowed. Feet should be on the floor at all times.
- Ø A moderately liberal version of the dress code will be followed. Men’s undershirts are not acceptable, and girls’ skirts, shorts, and blouses should provide appropriate coverage even while dancing. Spike heels are not allowed on the gym floor. Flagrant dress code violations may result in removal from the dance.

Distribution of Literature/Display of Posters: No posters, literature, leaflets, handbills, magazines, newspapers, or the like may be distributed or posted on campus without the approval of the principal/designee. Items for display should be brought to the main office.

Dress Code: Students are expected to dress in a manner that reflects acceptable school and community standards. A student’s attire should not distract from or otherwise interfere with the orderly process of instruction and must be conducive to the learning environment.

In some instances, school personnel will determine that a student’s attire is not appropriate for school and in violation of the dress code. When this happens, staff will initially work with the student to address the issue collaboratively. In most cases, students will be asked to adjust their attire to comply with the dress code. In the event that a student refuses, parents will be notified of the request and asked to assist in resolving the issue.

Students and families are advised that the following statements describe appropriate school attire and outline prohibited wear:

- Appropriate school attire and accessories (ex: jewelry, belts) must be free of chains, spikes, sharp points or other items that can harm the student or others.
- Appropriate school attire, particularly shorts, skirts and dresses are worn at an appropriate length to ensure the maintenance of one’s modesty at all times (Other clothing items that are prohibited include tube tops, halter-tops and shirts that fail to cover the midriff.
- Appropriate school attire does not create a disturbance of the educational environment. Appropriate school attire does not include lewd, vulgar, or obscene messages, does not promote violence or substance or tobacco abuse/use.
- Appropriate school attire does not depict or include messaging that encourages or identifies gang affiliation.

- Appropriate school attire is worn in a manner that reflects its purpose, for instance, items normally sold as undergarments should be worn as undergarments, sunglasses should not be worn in buildings, and bedroom attire should not be worn as outerwear.
- Appropriate school attire always includes appropriate footwear, which should be worn at all times.

Driver's Education:

Classroom: During the student's sophomore year, the 36 period driver's education classroom instruction will be provided as part of the Health II curriculum.

Behind The Wheel: To start the Behind the Wheel Training the student must have completed or have done at least 10 periods of the 36 period classroom instruction and a parent or guardian must attend a 90-minute seminar prior to registering their child for Behind the Wheel. A list of seminar attendees will be sent to each high school. Behind the Wheel will be offered before school from 7:45 a.m. – 8:45 a.m. or after school from 4:00 p.m. to 6:00 p.m. The morning session is fourteen days and the afternoon session is 7 days. Students no longer go to the DMV for the final road test,. The road skills test is now taken at school on the last day of Behind the Wheel.

Registration for Behind The Wheel:

1. Students must possess a Learner's Permit (15 years and 6 months).
2. Students must be currently enrolled in Health II or have successfully completed the Driver Education part of Health II.
3. A parent must attend a Driver Education Seminar.
4. Pay the range fee.
5. Submit a completed registration form.
6. Scheduling will be on a first-come first-served basis.
7. Registration will be at the range tower before and after school on the first day of registration.
8. Registration after the first day will take place during lunch.

Temporary License: The Temporary License will be available in the main office. Students who are 16 years and three months old are eligible to receive their Temporary License when they complete the following:

1. Successfully complete both segments of driver training.
2. Complete a driving log with at least 45 hour of driving (15 of which must be at night).
3. Have had their Learner's Permit for nine months.

When picking up their Temporary License, a student is required to show a Learner's Permit and submit a driving log. The student and a parent/guardian are required to sign the Temporary License at school. Parent/guardian will also need to show their license.

Emergency Closing/Late Opening of Schools: If school is closed or opens late because of unusual or hazardous conditions, the closing will be announced prior to 7:30 a.m. on local radio or television stations. Please do not call the school. A recorded message concerning the status of school is available at 296-5886 and is also available on the school division webpage

www.k12albemarle.org); you may subscribe for personal home telephone notification at this site.

Financial Obligations: Students who have not met school- related financial obligations will not be sold a parking tag and are not eligible to participate in extracurricular activities, clubs, athletics, school dances, prom, and graduation.

Emergency Drills: During an emergency drill (fire, lockdown, tornado, etc.) students should remain quiet and attentive at all times to be sure directions can be heard from the teacher or a principal. Students should follow instructions to ensure their personal safety. Any student who interferes with the emergency drill procedures or hampers the efforts of staff or emergency personnel will be subject to disciplinary action.

Cell phones, to include text messaging or classroom phones should not be used during this time. Heavy usage of phones in our calling area may keep emergency personnel from communicating as needed.

The school does not intend to keep students from their parents during an emergency situation. It is the school's intention to keep students and staff safe. Students will be released to the custody of their parents/guardians when it is determined to be safe via emergency personnel.

Fundraising and Sales: All advertising, fundraising, and sales on school grounds must be approved in advance by the Principal/Designee.

Library: The WAHS Library is open from 8:00 a.m. to 4:15 p.m. daily. Library facilities include:

- A large collection of up-to-date fiction, nonfiction, and reference books.
- Web page providing 24/7 research support via online reference and periodical databases, accessible from home as well as from school. Passwords for home access to resources are available in the library. www.k12albemarle.org/westernalbemarle/library
- Ebooks available for checkout to a personal device or online reading.
- Printers, copier, and scanner for school-related use.
- Several library laptops for printing or other immediate needs.
- Comfortable leisure seating areas.
- Space and materials for creative activities in an open-access maker area.
- A small, quiet study room for student use.

The WAHS Library welcomes all students with no passes required before and after school, or during TAB or lunch. During class time, however, individual students need a pass from their classroom teacher to come to the library. During whole-class visits, the teacher accompanies the students.

The library provides a place for leisure reading, studying or completing homework assignments, engaging in research, and participating in creative activities. Although quiet conversation is expected, the noise level should be kept low in order not to disturb others.

Lockers: Students will receive a locker assignment upon request. Students need to go the Counseling Department to make the request. Students should not share lockers and should not disclose locker combinations to others. Students who forget combinations or have jammed lockers should report to the Counseling Department. Lockers are considered the property of the school, and the administration retains the right to inspect lockers at any time.

Lost/Found: There is a “Lost-and-Found” area on the south side of the cafeteria. Students who find items of clothing should deposit them in the boxes that are provided. Only those students who own the lost item should claim it from the boxes. Any items other than clothing should be submitted to the main office. Items not claimed by July 1 will be donated to charity.

Lunch: The cafeteria will provide breakfast and lunch at a nominal fee. The cost of breakfast is \$1.45 and lunch is \$2.95 (Cost is subject to change.). There is no change in the price of reduced meals. It will be .30¢ for breakfast and .40¢ for lunch. Parents may deposit money into their student's account as needed through school nutrition personnel. This allows students to charge for food as long as there is a balance in their account. The school menu can be found [here](#).

Western Albemarle provides a lengthy lunch period to students and teachers. This special privilege is provided for the following reasons:

1. Students need to have access to faculty and counselors outside of class time in order to get extra help, to make up missed work, and to discuss matters of special interest.
2. To round out the educational experience of our students, we need to provide time for clubs, student government, exhibitions, speakers, and other community activities.
3. A long lunch allows sufficient time for relaxation and socializing.

Lunch Time Citizenship Responsibilities

With extra freedom comes extra responsibility. The unusual freedom inherent in the longer lunch places on all students a heavy burden to function as responsible members of the WAHS community. Students need to take responsibility for its success by following these guidelines:

1. Respect the obligation of teachers to require students in academic difficulty to report for CARE or lunchtime study hall.
2. Eat only in authorized areas. No food or drink may be taken into the gyms, the photography lab, or any classroom unless permitted by the teacher. **No eating or drinking is permitted in the stairwells or on the stairs. Students are not to sit on the stairs, in the stairwells, or block any exits. Do not sit on tables in the cafeteria.**
3. Whether you eat indoors or outdoors, respect the school building and grounds and the members of our community who are charged with the responsibility of keeping them beautiful. **DO NOT LITTER.**

5. Do not block the front outside walkway to the main office. Also stay out of the street and do not sit in the street.
6. Stay on campus and go only to areas in which you are permitted. **Leaving campus is NOT permitted without parent approval.** Students who leave campus or go into unauthorized areas or unsupervised areas will be disciplined. The stadium, all athletic fields, roof, the back of the school building, the parking lots, and the wooded areas surrounding the buildings are off limits during lunch and other periods.
7. Respect the right of all other students and WAHS adults to move freely around the building. Do not try to claim a part of the school as your own. Do not block hallways by stretching your legs across them or in other ways.
8. Take care of the auxiliary gym. No one, players or spectators, will be allowed in the gym with hard- soled shoes. Act in a civil manner at all times. Do not leave the gym areas inappropriately dressed (muscle shirts, etc.).
9. Report to class on time after lunch. The auxiliary gym will close 5 minutes before the warning bell.
10. At no time during the day are students allowed to order food for delivery.

National Honor Society: The National Honor Society is a leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service.

Selection of Members

1. To be eligible for consideration the candidate must be a member of the Junior class and have been in attendance at the school the equivalent of one semester. The one semester rule may be waived by the Faculty Council based on the recommendation of the principal.
2. Candidates must have a cumulative scholastic average of 3.5 and/or 4.0 weighted GPA. Those candidates will then be evaluated on the basis of service, leadership, and character. Students who meet the scholarship criterion in the spring of their junior year will be notified and given an opportunity to submit an application.
3. The selection of each member shall be conducted by members of the NHS Faculty Council. The principal appoints and works closely with the chapter advisor and the Faculty Council to develop and follow fair selection and dismissal procedures consistent with the NHS constitution.
4. Chapters are not legally or constitutionally obligated to share with parents and students information concerning specific students not selected for membership in the Society. It is, however, a common or traditional expectation of school personnel to be able to explain how decisions regarding the growth and development of a student on campus were made. It is important for students and parents to understand that all decisions of the kind involved in the selection process have some subjective aspects, but the decisions were derived in a fair manner based on sound, professional judgment.
5. Student members may be removed from the Society if they do not maintain a 3.5 grade point average or are disciplined due to violation of school policies, including honor code violations. Students must also perform 3 hours of community service each semester and be available for peer tutoring as needed in order to remain a member.

Parking/Motor Vehicles:

Due to limited space, parking spaces cannot be guaranteed, and are available on a first come, first serve basis. Parking is by permit for seniors and juniors only. The fee for a year-long parking pass is \$35.00 and [applications](#) are available in the main office. All outstanding school debts must be paid in full before a parking permit can be issued. Students may drive to CATEC only with approval of the principal and parent. Student drivers must observe the traffic laws of the Commonwealth of Virginia and the school's regulations while on Western Albemarle High School grounds; the School Resource Officer may ticket violators. The speed limit in the parking lot is 15 MPH. The complete list of regulations and reminders is listed on the parking application. Applications are online and available in the main office.

Parking lots will be monitored and those vehicles not displaying a valid permit will be towed.

Students that require a handicap parking space must have the proper documentation from a doctor in order to park in a handicap space. This documentation must be submitted to the bookkeeper, at which time an appropriate decal will be issued.

The school does not assume responsibility for damage to an individual's car due to vandalism or for loss of personal property. Student drivers are reminded to observe traffic laws of the Commonwealth of Virginia's as well as any school established regulations to driving and parking.

Route 250 Crossover: It is absolutely mandatory that all crossings of Route 250 between WAHS and Henley be made at the designated crossover. Students should use good judgment when crossing. **Students are not permitted to walk to Henley to board the school bus.**

Security in Locker Rooms:

- Ø If valuable items must be brought to school, keep them locked in a locker.
- Ø Students should use a locker in the locker rooms to ensure the safety of their belongings. Permanent locks are available on each locker.
- Ø Do not give lock combinations out to anyone.
- Ø Do not leave belongings in an open area, such as under a tree, in the front lobby, cafeteria, hallway, etc.

The school does not assume responsibility for lost or stolen items.

Skateboards: Skateboards are not to be used on campus at any time.

Snack and Drink Machines: Vending machines will be turned off from 6:00 a.m. until 4:00 p.m. daily according to School Board Policy. Water and juice machines will remain on all day.

TAB: The 10 minute break between first and second block is called Take a Break (TAB). The lunchtime responsibilities set out in the LUNCH section of this book also apply to TAB.

Telephones: There is a telephone available for student use in the main office. The office phone may be used only with permission of the office staff. Students will be called out of class for phone calls/messages only in the case of emergency with administrative approval.

Visitors: All visitors must report to the school office and sign in, indicating time of arrival and where they will be in the building. Visitors should sign out (time of departure). They should request a visitor's pass from the office staff.

Ø The school counseling department is responsible for making arrangements for a visit by any high school student interested in attending WAHS. The visiting student's parent/guardian should contact school counseling to set up an appointment.

Ø Any other request for a visitor will be approved on a very limited basis by the principal or designee.

Ø Students who have graduated may not return to visit students or staff during school hours.

Note: Unauthorized persons on school grounds will be considered trespassers. (Albemarle County School Board Policy KK).

STUDENT ACTIVITIES

Clubs and Organizations: Students are encouraged to become involved with clubs and activities. A student's opportunity to participate in school- sponsored activities is a privilege. Students who join Western Albemarle High School clubs, band, or other activities during or beyond the normal school day must be willing to abide by all school rules and other guidelines. Students who are absent from school are not allowed to participate in clubs, activities, or practices occurring after school without permission from the principal. If you would like to start a club in one of your own areas of interest, you may do so by contacting the leadership sponsor for a form. All clubs require a staff sponsor and administrator approval. Clarification of process may also be obtained through the front office.

Student Government: Western Albemarle has an active student government that works to improve school atmosphere by planning activities and addressing issues that affect students. It consists of an Executive Council and Class Officers for every grade whose members are elected to represent student concerns and interests.

Executive Council

Elected by the entire student body, members of the Executive Council lead the student government as a whole. The Council is the primary student link with faculty and administrators in school decision making.

Standards of Student Conduct

These regulations are promulgated to help parents, students, and school personnel to know some of the more obvious types of misconduct and understand disciplinary consequences which may be imposed upon the student as a result of such misconduct. The list of types of misconduct is not exclusive nor a limitation upon the authority of the School Board or school officials to deal with conduct which interferes with the proper functioning of the schools. While adopting these regulations, the Board reserves to itself, and when appropriate, the Superintendent/Designee, the authority to determine appropriate disciplinary consequences of any conduct, listed or otherwise, which interferes with the proper functioning of the schools. All disciplinary action shall be determined on the basis of the facts and evidence presented.

The following are standards of student conduct established by the School Board for all students. The consequences of any act are determined on the basis of the facts presented in each situation in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

It is expected that all Western Albemarle students will motivate themselves to achieve academically and will at all times treat each other, the adults in the school, and the school building itself with respect. Courteous behavior is expected of all students at all times during school and going to and from school, including athletic events, field trips, and school-sponsored activities. Rudeness, defiance, the use of profanity, and other forms of incivility are incompatible with the needs of the school community and will not be tolerated.

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

Bullying: A student, either individually or as a part of a group, shall not harass or bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.

"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying"

includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

Communication Devices: Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device remain off and out of sight during instructional time unless it is being used for instruction purposes at the direction of the student's teacher. At no time may any device be used with an unfiltered connection to the Internet. The division is not liable for devices brought to school or school activities. If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

Defiance of Authority: Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities is prohibited. 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. A student shall not interfere with the orderly process of instruction. A student shall comply with the directions of a teacher or other school employee.

Therefore, Western Albemarle students are expected to comply with instructions given to them by teachers, administrators, and other adults in the school. Instructions given to students in the hallway, cafeteria, or other common areas must be followed even if inconvenient. Students who argue or refuse to comply can be disciplined. For example, a student who is asked his/her name by an adult is expected to comply honestly to that teacher's request or be subject to disciplinary action.

Disciplinary Records: Virginia law (Section 22.1- 289) requires that all student discipline records/files be sent with student's records if they transfer to another school.

Disciplinary Referrals: Any student who receives 10 or more disciplinary referrals in a semester may be referred to the county hearing officer to consider a change of placement or placed on disciplinary probation. Any egregious act may result in an immediate referral to the county hearing officer.

Disruption of Classroom: So that teaching and learning can go on, Western Albemarle teachers require that once the tardy bell has rung, students cannot disrupt the learning environment for yourself and others.

Drugs/Alcohol/Tobacco

Possession or Distribution with Intent to Sell.

Students shall not manufacture, give, sell, distribute or possess with intent to give, sell or distribute marijuana, synthetic cannabinoids, or other controlled substance as defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia.

Use and/or Possession of Alcohol, Tobacco, Anabolic Steroids and Other Drugs

A student shall not possess, use, and/or distribute any of the restricted substances listed below on school property, on school buses, or during school activities, on or off school property. A student shall not attempt to possess, use, consume, procure, and/or purchase, any of the restricted substances listed below or what the student believes are any of the restricted substances listed below. Restricted Substances include but are not limited to alcohol, tobacco and inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug possessed in violation of School Board policy. The School Board may require any student who has been found in possession of, or under the influence of, drugs or alcohol in violation of School Board policy to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program. 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 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 training team, unless such steroid was prescribed by a licensed physician for a medical condition.

Electronic Cigarettes

Students shall not possess electronic cigarettes on school premises, on school buses, or at school sponsored activities. This includes, but is not limited to paraphernalia such as pods and E-cigarette chargers.

Extortion: No student may obtain or attempt to obtain anything of value from another by using a threat of any kind

Fighting/Assault/Aggressive Behavior: Exchanging mutual physical contact between two or more persons by pushing, shoving or hitting with or without injury is prohibited. A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property. An assault is a threat of bodily injury. A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner

Fighting and/or aggressive behavior is seriously disruptive to the school community and will not be tolerated. Any student, who has aggressive contact with another person, shoving, pushing,

etc., will be suspended. Any student who engages in a physical confrontation may be suspended from school up to 10 days with a referral to the Disciplinary Office. A referral for a Disciplinary Hearing with the Superintendent's Designee will be made and a report will be filed with the School Resource Officer and charges will be brought if appropriate. Students have a responsibility to avoid fighting and should walk away from any threatening situation. A claim of "self-defense" rarely will be accepted as an excuse for fighting. Teachers, principals, and counselors will gladly help students who are trying to avoid getting into a physical confrontation. Students may request trained student or staff mediators to help them resolve conflicts.

Fire Alarms: Tampering with an alarm box is a violation of Virginia State Law and School Board rules. Violators will be prosecuted and disciplinary consequences up to and including expulsion will be enforced.

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, on school buses or during any school related activity.

Gang Activity & Signs: Gang-related activity is not tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolized association, rituals associated with, or activities by an identified group of students). (See Policy [JFCE](#) Gang Activity or Association.) Students should not "flash" gang signs at any school activity and in either group or individual pictures to be used in school publications. Students who do flash these signs are subject to disciplinary action and their picture may be eliminated or airbrushed out of the publication.

Harassment - Sexual/Personal: The teachers and administration at WAHS are committed to providing a safe, positive learning and working environment for everyone. Harassment is hurtful and may have lasting effects. It is not acceptable to try to exert power over another person through any form of intimidation. It is illegal and will not be tolerated in any form.

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 regardless of sexual orientation *, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment

Personal harassment is any kind of unwelcome verbal or nonverbal or physical conduct involving threats, intimidation, or bribery; based on sex, race, color, age, religion, national origin, or other personal characteristics. Harassment may include, but is not limited to anything that makes you feel intimidated or threatened by someone else such as: inappropriate touching or kissing, degrading comments, teasing, graffiti, cornering, threats (physical or sexual), intimidation, exposure, pressure for sexual activity, assault, obscene gestures, leering, written/pictorial communication or note of a sexual or threatening nature, following, and stalking.

What to do if personally or sexually harassed:

- Ø It is very important that you report the harassment to a teacher, counselor, or administrator.
- Ø Report the incident, the date, the time and witnesses.
- Ø Keep copies of any letters, notes or papers from the harasser.
- Ø Do not blame yourself.
- Ø Do not keep silent.
- Ø Do not delay in reporting the harassment.
- Ø Do not fear retaliation.

Reporting Personal Harassment: Any student who is a victim or a witness to any personal harassment by another student or school employee should report the incident to an administrator, counselor, teacher, or other staff member. If any student would like to discuss an incident, administrators and/or counselors will be available. Disciplinary action may be taken and may include a report to the School Resource Officer.

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

Honor Code System:

Honor Pledge: "I have not given or received any unauthorized information on this test/assignment."

Types of Violations (include the following)

1. Cheating -- Some examples include:
 - Copying another student's work
 - Giving another student answers or work
 - Plagiarism
 - Inappropriate communication during test or quiz
 - Using or possessing unauthorized notes or materials, including those obtained on the Internet, World Wide Web, etc.
2. Academic Lies
 - Any intentional falsehood told by a student to a teacher, administrator, or staff member involving academic work or forging a note.

Honor Hearing Procedure:

1. When a student is accused of an honor violation, the case first goes to an administrator. The administrator hears the testimony of the accuser and the accused, collects any evidence, and locates any witnesses needed to clarify points of fact.
2. At this point the student has two choices.

- The student may plead guilty to the administrator. In this case the student could incur disciplinary action and restorative practices. Once all disciplinary action is complete, the administrator may grant the student one-year probation.
 - The student may plead “not guilty” to the charge levied by the teacher. In this situation, the teacher and student will meet before the school’s three associate/assistant principals to present their individual case. After both parties present, the administrators will hold a private discussion of the facts and determine the result. If the student is found “not guilty” by the administrators, the case is immediately dropped and the grade is restored. If the student is found guilty, disciplinary action may be in effect. In situations of guilt, it is also appropriate for the administrator to make a “recommendation” to the teacher regarding the grade on the assessment involved.
3. Students found guilty of an honor offense should self-report to any honor society sponsor or organization that uses these types of infractions for inductions or continuous membership. After five days, the office will reply to requests from sponsors of any organization that has a legitimate academic interest.
 4. If a student is found guilty but feels there has been some violation of procedure or feels the punishment is unfair, the parent of the student should write a request for appeal to the school principal within five school days of the original disciplinary action. Once the appeal is received, the principal should gather information and render a decision within five additional school days.

Not Attending Detention: Detention is assigned to students for various offenses. Failure to attend a detention will result in additional consequences such as Before or After School Detention, Alternative Learning Center, or Out of School Suspension.

Profanity/Vulgar Language:

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

Public Displays of Affection (PDA): The role of school is to prepare young people to be responsible and contributing members of society. Students should show self- respect and a sense of self- pride and refrain from inappropriate physical displays of affection. Excessive PDA will result in disciplinary action. Holding hands is permitted.

Reports of Conviction or Adjudication of Delinquency

Any student for whom the superintendent has received a report pursuant to Va. Code § 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code § 16.1-260 may be suspended or expelled. For felonies, 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

Skipping Class/Leaving School: “Skipping” is defined as any absence from class that is not excused. Students who arrive 15 minutes or more late to class without permission, who leave

class without permission, who go to a location not authorized by a pass, or who otherwise do not attend class will be considered to be skipping. Students who skip class and, in addition, leave campus on foot or in a vehicle are subject to additional punishment, including loss of parking privilege. **Note that once the school day begins no student may leave campus without a parent contacting the school to give permission.**

Sporting Events: Students attending school-sponsored sporting events should behave in a manner consistent with school expectations. All cheering should be directed in support of WAHS teams and not insulting or degrading the opponent's team, coaches, fans, referees, or staff. Students who do not behave appropriately may face disciplinary action which may include but not limited to the privilege of attending extra-curricular activities.

Stalking: Students shall not engage in a pattern of behavior that places another person in fear of serious harm

Stealing: A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means. Stealing will not be tolerated. Report any stolen property to a principal and make a report to the School Resource Officer (along with the serial number for electronic equipment, which should be recorded at home for equipment brought to school). Stealing will result in disciplinary action taken by the administrator. Legal action may be taken.

Tattoo/Body Piercing: No person shall tattoo or perform body piercing for any reason on any person on school grounds at any time. A person who violates this rule may be guilty of a Class 1 misdemeanor in the Commonwealth of Virginia and is subject to school disciplinary action.

Technology: An [Acceptable Use of Technology](#) form must be signed, on file, and followed by all students. Violation of the policy will be subject to disciplinary consequences, including loss of the use of computers at school.

Threats or Intimidation: Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.

Trespassing:

No student shall enter upon any school property at night without authorized consent. Any student directed to leave or refrain from entering school property and who fails to do so shall be subject to disciplinary action. 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. Students under suspension or expulsion will be considered trespassing if on school property. Students who are reported to be on the grounds of another school without permission will be subject to legal action for trespassing at that school and subject to additional disciplinary action at Western.

Truancy: Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy [JED Student Absences/Excuses/Dismissals](#).) If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

Unauthorized Areas: Unless attended by a supervising teacher or staff member, students are not permitted in the following areas before, during, or after the regular school day: the stadium, roof, all athletic fields, auditorium, areas behind the school building, all parking lots and wooded areas surrounding the buildings. Students who are found in off-limits areas will be disciplined.

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. (See Policy JN-R)

Verbal or Physical Abuse/Threats: No student shall threaten, strike, physically harm, or verbally abuse any teacher, school employee, student, or other person.

Violations Carried Out as an Accessory to a Violation

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

Weapons/Explosives/Fireworks:

Students shall not have in their possession any type of unauthorized firearm or other article that may be used as a weapon, regardless of whether it is commonly accepted as such. This regulation incorporates [Policy JFCD](#).

- any pistol, shotgun, rifle or other firearm, whether loaded or unloaded, operative or inoperative, or any object similar in appearance to a firearm, whether capable of being fired or not;
- any pneumatic gun, which includes pellet guns, BB guns, and CO2 air pistols; or any knife, razor, slingshot, brass or metal knuckles, blackjacks, explosives, or other dangerous articles. A student further shall not misuse an acceptable object (such as a pencil, baseball bat, etc.) in a manner that endangers a person's safety or health. Possession includes storage in a vehicle, locker, or other receptacle. Any weapon possessed in violation of this policy shall be forfeited to the Commonwealth. The provisions of this section shall not apply to persons who carry such weapon or weapons

as part of the curriculum or other programs sponsored by the school or Albemarle County Public Schools any organization permitted by the school to use its premises.

Other Conduct: 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.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

Albemarle County Range of Corrective Actions

The goal of student corrective action shall be to encourage self-control and orderly conduct. Each teacher is expected to establish satisfactory student behavior with positive and constructive methods. If the discipline problem continues after a teacher attempts to correct student behavior, it shall be referred to the appropriate building administrator.

The following corrective actions are among those available to the school administration for violation of the Standards of Student Conduct. This list is not to be considered as exhaustive or to be delimiting to school administrators or staff. Each offense will be considered fully in determining reasonable corrective actions. Administrators should use judgment in selecting the consequence(s) depending on the severity of the offenses. The following consequences are not listed in any particular order.

- Counseling
- Warning
- Reprimand
- Loss of privileges
- Parental conferences
- Tasks or restrictions assigned by the principal/designee
- Detention hall after school, before school, or during lunch
- Modification of student classroom assignment or schedule
- Student behavior contract
- Referral to student assistance services
- Removal from class
- Initiation of child study process
- Referral to in-school intervention, mediation, or community service programs
- Suspension from school-sponsored activities or events prior to, during, or after the regular school day
- In-school suspension
- Out-of-school suspension
- Referral for an alternative to the regular education program
- Notifying legal authority when appropriate
- Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on

- school property or at a school-sponsored event.
- Recommendation for expulsion for having brought a controlled substance, imitation controlled substance or marijuana onto school property or to a school sponsored activity
- Evaluation for alcohol abuse
- Participation in a drug, alcohol or violence intervention, prevention or treatment program
- Legal action where appropriate If an expelled student under this section of the regulation is under eighteen years of age, the authorities of the juvenile court shall be notified where appropriate.

Enrollment of Suspended/Expelled Students

Any student who has been suspended from a school in this division is not eligible to attend any other school within the division until eligible to return to his/her regular school. Expelled students may apply to the School Board for readmission to the School Division in accordance with Policy. Any student who has been suspended/expelled from another division must petition for admission in accordance with policy [JEC](#).

Overview of Corrective Action Procedures at Western Albemarle High School

Appeals of disciplinary consequences should be made to the Principal.

Administrative Conference and/or Reprimand: A principal will meet with the student to discuss the inappropriate behavior. Parents and/or the teacher may also be included in the meeting.

After School Detention (ASD): Students assigned to after school detention should report by 4:00 p.m. to the assigned room. Students will be dismissed at 5:30 p.m. and shall provide their own transportation home. Students who fail to attend ASD will be assigned to ALC.

Alternative Learning Center (ALC): Students assigned to ALC must come to school but they will be restricted to the ALC room. Students may not attend any day or evening school functions during the period of in- school suspension.

Before School Detention (BSD): Students assigned to before school detention should report by 7:30 a.m. to the assigned room. Students will be dismissed five minutes before the bell. Students who fail to attend BSD will be assigned to ALC.

Bus Suspension: Western Albemarle students who do not behave properly on the bus may be suspended from riding the bus. The parents of students who are suspended from the bus are responsible for getting their children to and from school.

Community Service: Students who litter the cafeteria, hallways, grounds, or parking areas may be asked to assist the custodian with clean-up duty. Community service may also be assigned for other offenses.

Expulsion:

1. Multiple referrals and serious conduct violations may lead to a recommendation for expulsion by the School Board.
2. Students who are expelled by the School Board are removed from school for the remainder of the school year.
3. A student may be expelled by the School Board for certain offenses committed outside of school.

Loss of Privileges: Students may lose parking privileges, senior privileges, TAB, or the privilege to participate in school activities to include field trips, school assemblies, school dances and participation in graduation for violation of school rules.

Lunch Detention: Students are assigned to detention for 20 minutes for one or more days. This time should be used constructively to study or to do homework. Failure to attend lunch detention will result in before or after school detention.

Out- of- School Suspension (OSS): Students who receive out- of- school suspension may not attend classes or be on school grounds for any reason. They may not ride a school bus during the period of suspension and may not attend any day or evening school function. Upon returning to school, students must report immediately to the main office for a conference with the suspending principal for re-admittance to classes. Students are responsible for making up any work assigned during suspension. Please contact the attendance office for assistance.

Overnight Suspension: Students who are suspended overnight are sent home and may return following a parent conference with a principal.

Referral to Peer Mediation/Counselor: Students are directed to Peer Mediation or their counselor for assistance in trying to work out their problems or concerns.

Overview of Investigative Procedures

Search and Seizure: To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school administrators may search a student, student lockers, or student vehicles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action and possible police referral.

Personal Searches: A student's person and/or personal effects (e.g. purse, backpack, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If the school official has reasonable suspicion to believe that the student has on his/her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted in accordance with [School Board policy JFG](#).

Locker Searches: Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

Automobile Searches: The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student vehicles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized material is contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

K-9 Searches: For the past several years, the Albemarle County Schools and the Albemarle County Police Department have worked cooperatively with the Virginia State Police to conduct searches of middle and high school parking lots and lockers using specially trained dogs. These searches are part of an overall effort by the School Division to keep schools safe and drug-free. When they occur, the school will be in "lockdown," until the search is completed. Students will not be directly searched by the dogs.

Seizure of Illegal Materials: Illegal or contraband materials discovered in a search will be turned over to proper legal authorities for ultimate disposition.

Student Athletic Handbook

Each athlete will be encouraged to learn teamwork, practice good sportsmanship, improve athletic skills, strive for success and enjoy athletic participation. We are committed to hiring coaches whose philosophies are aligned with these goals and who understand the value of interscholastic athletics in adolescent development. The athletic arena is filled with incredible moments of accomplishment as well as disappointment. Learning to successfully cope with the range of emotions provided by athletic competition is excellent preparation for the adult world. If an athlete, parent, or guardian has any questions regarding interscholastic athletics, we encourage you to speak directly to the coach. We have found that an open dialogue with an individual coach solves many issues that arise during the course of the year. If there are still concerns after this conversation, please contact our Director of Athletics at 823-8705 to further discuss these issues. The following is a link to important Athletics information <https://westernalbemarlesports.org/main/filesLinks/>

SPORTS PARTICIPATION FEE: Athletes will be required to pay a \$75 per sport participation fee to Albemarle County. The fee will be collected prior to tryouts each sports season. Families identifying athletes that qualify for free and reduced lunch will have the sports participation fee waived. The maximum a family will be required to pay for sports participation fees for one school year is \$450. For more information go to the WAHS Sports Webpage or call the Athletic Office at 823.8705.

Fall	Winter	Spring
<p><u>Boys' Sports</u> JV & Varsity Cross Country JV & Varsity Football Varsity Golf Mountain Biking (Club)</p>	<p><u>Boys' Sports</u> 9th, JV & Varsity Basketball JV & Varsity Indoor Track JV & Varsity Wrestling Varsity Swimming</p>	<p><u>Boys' Sports</u> JV & Varsity Lacrosse JV & Varsity Soccer JV & Varsity Track Varsity Tennis JV & Varsity Baseball Crew (Club team)</p>
<p><u>Girls' Sports</u> JV & Varsity Cross Country JV & Varsity Volleyball JV & Varsity Field Hockey Cheerleading Mountain Biking (Club)</p>	<p><u>Girls' Sports</u> 9th, JV & Varsity Basketball JV & Varsity Indoor Track JV & Varsity Cheerleading Varsity Swimming</p>	<p><u>Girls' Sports</u> JV & Varsity Lacrosse JV & Varsity Soccer JV & Varsity Track Varsity Tennis JV & Varsity Softball Crew (Club team)</p>

ACTIVITY BUS ROUTE: There is only one activity bus each afternoon after school departing at 6:45. Below is the bus route:

6:45 pm	ORIGIN	WESTERN HIGH SCHOOL
7:06 pm	STOP	BATESVILLE STORE [NE]
7:17 pm	STOP	SUPERTEST STATION ON RT 250 [S]
7:21 pm	STOP	GREENWOOD COMMUNITY CTR [S]
7:30 pm	STOP	CROZET ELEM.
7:37 pm	STOP	WYANTS STORE [S]
7:49 pm	STOP	MERIWETHER LEWIS ELEMENTARY SCHOOL
8:01 pm	STOP	HUCKSTEPS GARAGE [NE]
8:13 pm	END	OLD BOONESVILLE POST OFFICE [SE]

Athletic Policies and Rules

Attendance: A student is expected to be present at least 3 full class periods on Monday and 2 full class blocks on Tuesday through Friday in order to attend or participate in practice sessions and athletic contests. Exceptions are prearranged absences, doctor appointments, school-related absences or in other cases as authorized by the school administration. School sponsored field trips or activities will be recognized as being present.

Alternative Learning Center (ALC), Out-of-School Suspension, After-School Detention: Any student-athlete assigned to the Alternative Learning Center, suspended out of school, or assigned to after-school or before-school detention will be ineligible for participation in practice sessions and athletic contests during the assigned period. A student assigned to ALC for one day will be eligible for participation at 3:50 p.m. on the day of the assignment. If a student is assigned to more than one day in ALC, then he/she will be ineligible until the assignment is completed. A student who is assigned out-of-school suspension is ineligible to participate in practice sessions or athletic contests until he/she has been reinstated by an administrator.

Practices: Practice sessions for athletic teams are scheduled after school and may also be scheduled on Saturday at the discretion of the coach. No practice sessions will be scheduled on Sunday. **Students need to have a completed VHSL physical form (available at: <http://www.vhsl.org/doc/upload/adm-form-physical-2013-14.pdf>) on file in the athletic office prior to participation in a tryout and/or practice session.** An athlete is expected to be present at every practice session unless he/she is absent from school or has received prior approval from the coach. Coaches should be notified in advance if an athlete will miss practice because of academic work, appointments, vacations, etc. Any athlete who misses a practice without prior approval will be subject to disciplinary action by the coach which may include dismissal from the team. Once a student tries out for a team, he/she may not try out for another team during the same season unless he/she makes this decision during the posted tryout period or was cut during the tryout period by the first team. (This rule is necessary because once an individual makes a team, it will result in another person being cut from that team.) A activity bus will be available for after-school practices. The activity bus will only transport to community areas and not to a student's home. Parents should make arrangements to pick up their son/daughter at the drop-off point as soon as they arrive. Route for activity bus is posted on the previous page of this handbook. Schedule changes will be announced during morning announcements and will be posted on the WAHS sports webpage. Bus transportation will be available for students who must cross Rt. 250 between Western and Henley Middle School.

For safety reasons students should not walk across Rt. 250 for practice sessions and athletic contests.

Player Ejection from a Contest: An athlete ejected from a contest is ineligible for the team's next contest(s). The athlete may also be subject to other disciplinary action for unsportsmanlike behavior as deemed necessary by the principal, athletic director, or coach. A player ejected from an athletic contest will be reported by the athletic director to the Virginia High School League within 48 hours of the ejection.

Transportation to and from Athletic Contests: Transportation is provided for away games. Departure times will be set by the athletic director. While every effort will be made to avoid missing class instructional time, it may be necessary to dismiss a team prior to the end of the school day. Team participants will be allowed to leave class at the announced time. Team members, coaches, scorekeepers, managers, and student trainers will be permitted to ride the bus to and from a contest. A student will be required to ride the team bus from an athletic contest unless his/her parents or guardians at the event sign out their athlete with a coach. An athlete may not return with any person other than a parent or guardian unless prior written approval has been granted by the athletic director. If there is a concern regarding transportation for athletic events, please contact the athletic director. A parent should make sure their son/daughter has a ride home after returning to Western from an athletic contest. They should be prompt in picking up their son/daughter after all contests or practice sessions.

Health and Safety of Athletes: All athletes will be required to have a completed VHSL physical form on file in the athletic office prior to any team tryout period. Conditioning for each

sport and proper fundamentals will be taught by the coach. Coaches will abide by Virginia High School League rules regarding the number of practice sessions required before an athlete is allowed to compete in an athletic contest. In the event of an injury, first aid will be provided by a team doctor, athletic trainer, coach, or student-athletic trainer. Follow-up treatment may be necessary on subsequent days in the training room. If under a doctor's care, a physician's written approval will be required for the athlete to continue practice sessions or contests unless the athlete is released into the care of the athletic trainer. If a head injury occurs, the school reserves the right to require an evaluation by a neurosurgeon before the athlete is allowed to return to practice or competition. All medical documentation must be turned in to the athletic trainer.

Insurance: Western Albemarle High School does not provide insurance for student injuries which occur while a student is involved in interscholastic sports. Health insurance should be provided through a personal policy or through the student insurance program. Parents or guardians of a student participating in sports should purchase the student insurance if their son/daughter is not covered under a personal family plan. Student insurance may be purchased at the beginning of the school year. The student insurance program does not provide coverage for an athlete participating in varsity football, so a special rider will need to be purchased to provide this coverage. Western Albemarle High School and the School Board of Albemarle County will not accept responsibility for payment of treatment for injuries resulting from a student involved in interscholastic sports.

Athletic Equipment and Uniforms: Athletic equipment and uniforms will be issued to team members at the beginning of the season. Equipment and uniforms will be for use by Western Albemarle High School athletic teams only and should not be used at any time other than for in-season scheduled contests and practice sessions. Damaged equipment should be returned to the head coach immediately for replacement or repair. Equipment and uniforms will be checked in at the conclusion of a season. Athletes will be held responsible for lost equipment and uniforms, as well as items showing excessive wear. All equipment and uniforms will be turned in before an athlete is eligible for post season awards. Shoes with cleats (rubber or metal) may not be worn in the school or on a bus. Consistent violations of this rule could result in a loss of privileges. Each athlete will be assigned locker with a combination lock to store personal items during practice and uniforms and equipment after practice. Lockers should not be shared. When not in use, lockers should be secured at all times. At the end of a season lockers must be cleaned out. Individual athletic awards and recognition may be withheld if a locker is not properly cleaned. Large amounts of money and expensive personal items such as jewelry, ipods and tape/CD players should be left at home. Western Albemarle High School does not accept responsibility for items lost in the locker room.

Responsibilities of Student-Athletes: Warrior athletes inherit a tradition of excellence. A Warrior athlete is a representative of his/her school and community. His/Her actions reflect on the Warrior athletic program at all times. He/She must learn self discipline and always practice good sportsmanship and fair play. An athlete accepts the responsibility of becoming a good student both in his/her academic work and overall school conduct. Finally, an athlete

contributes greatly to school spirit and community pride. Studies show that students involved in school athletic programs have better grades, better attendance, better behavior, and enjoy school more.

Sportsmanship: Good sportsmanship will be a high priority for the WAHS fans, coaches and athletes. Good sportsmanship is viewed as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities which are characterized by generosity and a genuine concern for others. Individuals, regardless of their role in activities are expected to be aware of their influence on the behavior of others and model good sportsmanship. Albemarle County Public School Policy encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community including administrators, participants, adult supervisors, parents, fans, spirit groups and support/booster groups (Adopted: July 1, 1993). To this end, Western Albemarle High School will establish a campaign to promote good sportsmanship, ethics and integrity among individuals who participate and attend all extracurricular activities.

Junior Varsity and 9th Grade Programs: The purpose of junior varsity and 9th grade sports is to develop future athletes for varsity teams and to introduce as many students to the athletic program at Western Albemarle High School as possible. In keeping with these standards, the coaches of junior varsity and 9th grade teams will enforce the following procedures and rules:

- The coach will make every effort to encourage as many students as possible to try out for the team. The number of participants on a junior varsity or 9th grade team will be determined by the nature of each sport. 8th grade students may participate on a 9th grade or junior varsity team if there are positions not filled by a Western Albemarle High School student.
- Fundamentals and skills which are necessary to compete in a sport will be taught and emphasized to all members of a junior varsity or 9th grade team.
- Every member of a junior varsity or 9th grade team in good standing will have meaningful playing time during the season. This approach can affect the outcome of an athletic contest. However, we value the importance of participation at this level. If you have specific questions about this policy, please contact the coach of your son's or daughter's team.

Student Managers: A student interested in becoming a student manager for a Warrior athletic team should contact the coach of that team. A student manager will be expected to be at all practice sessions and games during a season of play. A student manager will be expected to abide by the policies and rules for student-athletes at Western Albemarle High School. He/She will not be required to have a physical according to Virginia High School League rules and, therefore, will not be covered under the VHSL catastrophe insurance plan. A student manager will need to be covered by a personal health insurance policy or by the student insurance policy. A student manager can be assigned the following duties:

- Assist the coach in issuing, caring for, and receiving all equipment.
- Record, compile, and maintain team records.
- Be used as an official score keeper or time keeper.
- Help prepare the playing area for a contest.

Use of the WAHS Fitness Center: The use of the fitness Center by all athletic teams is highly encouraged. All students must have a physical on file in the Athletic Office to use the fitness Center. Any student using the fitness Center must follow all posted rules. No athlete is allowed in the fitness Center unless he/she is under the direct supervision of a coach. The fitness Center will remain locked when not in use.

Awards and the Athletic Banquet

Athletic Awards: Athletes should receive only those awards sanctioned by the Virginia High School League (VHSL), rule 28-12-1, and approved by the school. Awards which are symbols of achievement, tradition, and school spirit shall be made to members of athletic teams, team managers, cheerleaders and student trainers. The coach shall consider the following requirements in recommending a student for an award:

- Attendance and punctuality at practice
- Observance of the Albemarle County Public School's High School Eligibility Code of Conduct: Athletics and Extracurricular Activities
- Cooperation in upholding team rules
- Attitude as a member of the team
- Good sportsmanship and conduct
- Completion of regular and post season play
- Return of all school equipment, uniforms, and materials

One set of class numbers (i.e. 12 for Class of 2020) will be issued the first time a student-athlete earns an award in a junior varsity or 9th grade sport. Should an athlete earn recognition in more than one junior varsity or 9th grade sport or in the same sport for a second time, a bar will be given to be placed on the class numbers. One varsity letter and sport emblem will be issued the first time a student earns a letter in any varsity sport. Should the athlete earn a letter in another varsity sport, only the emblem of that sport will be given to be placed on the letter. Captains will also receive a captain's emblem. A varsity letter and insignia for a team manager and student trainer will be awarded using the same procedure described for varsity letters and varsity emblems. At the beginning of each season, the coach will advise team members of the team awards policy.

The following requirements for receiving a varsity letter are recommended for the varsity sports of baseball, basketball, cheerleading, field hockey, football, lacrosse, soccer, softball, and volleyball. A team member will do the following:

- Participate in one-half of the quarters or playing periods for the season or
 - Be a senior in a sport and have participated in that sport for 3 seasons at the varsity level
- or
- Participation on a team that wins a district championship

The following requirements for receiving a varsity letter are recommended for the varsity sports of cross country, golf, tennis, track, and wrestling. A team member will do the following:

- Score or place in one-half of the regular season contests or

- Qualify for the district championship contest or
- Be a senior in a sport and have participated in that sport for 3 seasons at the varsity level

Requirements for receiving a varsity letter for team managers and student-athletic trainers are left to the discretion of the head coach and the head trainer.

Athletic Awards Banquet: At the end of each season, there will be an athletic awards banquet for all athletes and their parents. Dates, times and additional information will be provided at a later date.

Sportsmanship Award: At each athletic banquet, individuals who demonstrate good sportsmanship during the previous athletic season will be recognized. These individuals may include participants, coaches, and spectators.

Virginia High School League, Inc.

The Virginia High School League, Inc. (VHSL) is an organization of public high schools in Virginia. The League seeks to encourage student participation in desirable school activities by conducting or supporting programs of interscholastic activities. The VHSL was developed in 1913 in Charlottesville, Virginia. It publishes annually a code of rules for all VHSL activities in the state. These rules are from the Eligibility Regulations, Section 28, of the Virginia High School League, Inc Handbook. To be eligible to represent Western Albemarle High School in VHSL sponsored activities, a student shall meet the following requirements:

27-13-1 SPORTSMANSHIP RULE Member schools are required to conduct all their relations with other schools in a spirit of good sportsmanship. All incidents of conduct that are violations of the Sportsmanship Rule must be reported to the Virginia High School League, Inc.

28-1-1 BONA FIDE STUDENT RULE The student shall be a regular bona fide student in good standing of the school which he/she represents.

28-2-1 GRADE RULE The student shall be enrolled in the last four years of high school. Eighth grade students may be eligible for sub-varsity teams only.

28-3-1 ENROLLMENT RULE The student shall have been regularly enrolled in the school which he/she represents not later than the fifteenth day of the semester.

28-4-1 SCHOLARSHIP RULE The student shall:

- Be currently enrolled in no fewer than 5 courses offered for credit and which may be used for graduation.
- Have passed 5 courses offered for credit and which may be used for graduation in the immediately preceding semester.

28-5-1 AGE RULE The student shall not have reached the age of 19 before the first day of August of the school year in which he/she wishes to compete.

28-6-1 TRANSFER RULE The student shall not have enrolled in one high school and subsequently transferred to and enrolled in another high school without a corresponding change in the residence of his parents, parent, or guardian.

28-7-1 SEMESTER RULE The student shall not have been enrolled in the last four years of high school for a period of more than eight consecutive semesters, beginning with the semester in which he/she was enrolled for the first time in the ninth grade. The eight consecutive semesters shall be counted continually from that point, regardless of whether or not he/she remains continuously enrolled in school.

28-8-1 AMATEUR RULE The student shall be an amateur. An amateur is an athlete who engages in VHSL activities solely for the educational, physical, mental and social benefits he/she derives therefrom, and to whom VHSL athletics are nothing more than an avocation.

28-9-1 ATHLETIC PARTICIPATION/PARENTAL CONSENT/ PHYSICAL EXAMINATION RULE The student shall have submitted to the athletic office, prior to becoming a member of any school athletic squad or team, League Form No. 2 (physical form), **completely** filled in and properly signed, attesting that he/she has been examined and found to be physically fit for athletic competition, and that his/her parents consent to his/her participation. Physicals must be performed and dated on or after May 1, 2012.

28-10-1 AWARDS RULE The student shall not have accepted nor accept from any source whatsoever, in recognition of or as reward for his/her athletic skill, any award other than letters, medals, charms, cups, plaques, letter sweaters, or similar trophies, or any award of value other than intrinsic value. These listed awards may be accepted only when presented or approved by his/her school or when earned in VHSL sanctioned meets or tournaments.

Athletic Ticket Prices and Season Passes

Admission prices charged for athletic events at Western Albemarle are set according to the policies established by the Jefferson District. This year the ticket prices will be \$6.00 for all athletic events with the exception of Varsity football which is \$ 7.00 and of JV stand alone events which will have a \$5.00 admission charge.

WAHS **students** will be allowed admission to **home** games free of charge except for Varsity Football & Varsity Boys Basketball games. Discounted tickets will be sold at lunch on Varsity Football & Varsity Boys Basketball game days for students to purchase. Per Jefferson District policy, anyone 62 years of age or older will be admitted free of charge to any all Jefferson District athletic contests.

Season passes may be purchased at a savings for all events. WAHS season tickets are only good at home athletic contests. *All discount cards and passes (except for VHSL recognized state passes) will not be accepted for district, conference, region and state playoff events.*