



Woodgrove High School 2018-2019

HOME OF THE WOLVERINES STUDENT HANDBOOK

36811 Allder School Road
Purcellville, VA 20132

<http://www.lcps.org/woodgrove>

Main Office: 540-751-2600

Fax: 540-751-2601

24 Hour Attendance Line: 540-751-2602

Counseling Office: 540-751-2607

Counseling Fax: 540-751-2608

Athletic Office: 540-751-2610

Athletic Fax: 540-751-2612

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



an sdi innovations company

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form, without getting prior written permission of the publisher.

©2018. SDI Innovations. All Rights Reserved.

2880 U.S. Hwy. 231 S. • Lafayette, IN 47909 • 765.471.8883
<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

TABLE OF CONTENTS

Bell Schedules	3
Principal's Message	4
2017-2018 School Calendar	5
Other Key Dates	5
Staff Directory	6
Woodgrove High School Mission Statement 2017-2018.....	6
Woodgrove High School Honor Code	6
Cheating	6
Plagiarism.....	7
Falsifying/Lying	7
Stealing/Theft/Vandalism	7
Responsibilities	7
Consequences	8
Academics	9
School Counseling Services	10
Driving Privileges/Parking Lot	10
Wolverine Open Lunch.....	10
Library/Media Center.....	11
Lockers.....	11
Restrooms	11
Telephones	11
Valuables/Thefts-Best Advice is to Keep Valuables at Home	11
Extracurricular Activities	11
Clubs and Organizations.....	11
Honor Societies.....	11
Woodgrove Athletics.....	12
Eligibility for VHSL.....	12
Student Recognition.....	12
Student Responsibilities.....	13
Attendance Policies and Procedures	14
Early Dismissals.....	14
Tardies	14
Unexcused Tardies to School-Semester Time Frame.....	15
Unexcused Tardies to Class-Semester Time Frame.....	15
Leaving School Without Permission	15
Skipping a Scheduled Class	15
Discipline Options	16
The Woodgrove Code of Conduct	16
Expectations, Guidelines, Policies	17
Acceptable Use Policy-Telecommunications	17
Bus Expectations	17
Dress and Grooming.....	17
Distribution of Literature or Other Materials.....	18
Inappropriate /Unacceptable Behaviors Include.....	18
Specific School Board Policies with Major Consequences Include.....	19

WOODGROVE HIGH SCHOOL 2018-2019 BELL SCHEDULES

	Normal Day		
Period	Time	Minutes	
1 and 5	9:10 – 10:47	88	
2 and 6	10:52 – 12:50	88	
	Lunch 1	10:47 – 11:17	30
	Lunch 2	11:18 – 11:48	30
	Lunch 3	11:49 – 12:19	30
	Lunch 4	12:20 – 12:50	30
3 and 7	12:55 – 2:23	88	
4 and 8	2:28 – 3:58	88	

	Activity Day		
Period	Time	Minutes	
1 and 5	9:10 – 10:29	77	
DenTime	10:34 – 11:10	36	
2 and 6	11:15 – 1:13	80	
	Lunch 1	11:10 – 11:40	30
	Lunch 2	11:41 – 12:11	30
	Lunch 3	12:12 – 12:42	30
	Lunch 4	12:43 – 1:13	30
3 and 7	1:18 – 2:35	77	
4 and 8	2:38 – 3:58	77	

	Two-Hour Delay Day	
Period	Time	Minutes
1 and 5	11:10 – 12:1	65
Open Lunch	12:15 – 12:48	33
2 and 6	12:53 – 1:51	58
3 and 7	1:56 – 2:54	58
4 and 8	2:59 – 3:58	59

PRINCIPAL'S MESSAGE

Welcome!

The days that you spend at Woodgrove High School will be some of the most memorable in your life. While working together with you, the staff at Woodgrove will provide a learning environment with every opportunity for you to grow academically and socially. As a result, you will obtain a most valuable possession - an education.

The information contained in this handbook will give you a clear understanding of our procedures and expectations. Therefore, I encourage you to study this guide and share your understanding of its contents with your parents or guardians.

We are looking forward to working with you. Best wishes and have a great year!

William S. Shipp, Principal



2018-2019 SCHOOL CALENDAR

August 23	First Day of School for Students
September 3	Holiday (Labor Day)
October 8	Holiday (Columbus Day)
October 22	Student Holiday (County-wide Staff Development)
November 2	End of First Grading Period
November 5-6	Student Holiday (Planning/Records/ConferenceDays)
November 21-23	Holiday (Thanksgiving)
December 21 - January 1	WINTER BREAK
January 2	Classes Resume
January 17	End of Second Grading Period
January 18	Moveable Student Holiday** (Planning/Records/Conference Day)
January 21	Holiday (Martin Luther King Jr. Day)
February 18	Holiday (Presidents' Day)
March 28	End of Third Grading Period
March 29	Student Holiday (Planning/Records/Conference Day)
April 1	Student Holiday (County-wide Staff Development)
April 15-19	SPRING BREAK
May 27	Holiday (Memorial Day)
June 7	Last Day of School for Students/End of Fourth Grading Period

**NOTE: Parents with childcare or other weekday scheduling concerns - Date of the Moveable Planning/Records/Conference Day between first and second semesters may change if the school calendar must be changed due to school closings for inclement weather or other emergencies.

OTHER KEY DATES

August 30, 2018 -	Back to School Night @ 7:00 p.m.
October 19, 2018 -	Homecoming Game
October 20, 2018 -	Homecoming Dance
May 3, 2019-	Prom

STAFF DIRECTORY

Principal	Mr. William S. Shipp
Assistant Principal	Ms. Christina Thompson
	Mr. Don Keener
	Mr. Tim Panagos
Bookkeeper	Ms. Teresa Holland
School Counseling Director	Ms. Geri Fiore
School Counselors	Ms. Barbara Bell
	Mr. Steven Cohen
	Ms. Donna Kelly
	Ms. Katharine Warehime
	Mr. Patrick Weaver
School Psychologist	Ms. Heidi Buckner
School Social Worker	Ms. Kelley Trenary
Career Center Assistant	Ms. Rachel Sutphin
Test Coordinator	Ms. Justine Jarvis
Athletic Director	Mr. Rusty Lowery
Assistant Athletic Director	Mr. Vernon Mathews
Activities Coordinator	Mr. Jeff Schutte
Librarians	Ms. Sherry O'Connor
	Mr. Bob Kane
School Nurse	Ms. Stephanie Lovasz, RN
Athletic Trainer	Mr. Paul Peterson, ATC

WOODGROVE HIGH SCHOOL MISSION STATEMENT 2018-2019

The Mission of Woodgrove High School is to enable all members of the school community to think critically and act responsibly, while preparing students for their futures.

Beliefs:

- We believe that critical thinking means using knowledge to make informed decisions and to solve problems, both independently and collaboratively.
- We believe that we must be responsible for achieving our own goals, for contributing to society, and for being effective global citizens.
- In order to be successful, we all must Work, Honor, and Strive.

WOODGROVE HIGH SCHOOL HONOR CODE

The Woodgrove High School community strives to uphold standards of integrity, respect, cooperation, and trust; supported by interpersonal and intellectual honesty. We remind students daily to work, honor, and strive so that these core values can serve as a foundation for academic success and personal fulfillment throughout a student's life.

Woodgrove High School Honor Code is ***On My Honor, I have neither given nor received unauthorized aid on this test, quiz, or assignment.****

All Woodgrove students will be required to view a presentation in regards to the Honor Code and to take an assessment. The assessment, along with a signed Honor Code statement, will be part of the student's academic file for reference purposes.

CHEATING

Cheating includes the actual unauthorized use of any information other than one's own work and/or original thoughts. The purpose of assessments is to determine individual student mastery of the information presented. When cheating occurs, it is not a valid assessment of an individual's mastery. Examples include, but are not limited to, the following:

- Copying from another person's (s') work or allowing another person to copy his/her work or assessment.
- Talking/signing/texting during an assessment.

- Relaying assessment content to students taking the assessment at another time.
- Using study aids/notes/books/data/phones/electronic devices, etc., without the teacher's express permission to do so.

WOLVERINE WELCOME CENTER

The Wolverine Welcome Center is conveniently located in the main lobby. It serves both students and visitors. Visitors will be required to provide a current driver's license to sign in and enter the building. Parents dropping items off can leave them at the Welcome Center to be picked up by students between classes.

Student Services available at the Welcome Center are:

- Bus passes
- Early release sign-out
- Tardy sign-in
- Early dismissal note pick up and sign out
- Student forms will also be available in the front lobby throughout the year as needed, such as: Picture forms, Dance forms, Senior Packets, Fieldtrip forms, etc.

The Welcome Center is the main source of information for students and visitors and is staffed from 8:00-4:00 daily.

PLAGIARISM

Examples of plagiarism include, but are not limited to, the following:

- Presenting as your own someone else's work in all or in part.
- Copying of language structure, programming, computer code, ideas, and/or thoughts of another without proper citation or acknowledgement.
- Copying word for word without using quotation marks or giving credit to the source of the material.
- Failing to give the original source credit through documentation and bibliography.
- Having somebody else complete assignments, either partially or completely, which are then submitted as one's own work.

*Adapted from the University of Virginia Honor Code.

FALSIFYING/LYING

Examples of falsifying/lying include, but are not limited to the following:

- Making an untrue statement verbally or in writing.
- Forging the signature of another.
- Adding/deleting/manipulating information on academic work or assessments.
- Tampering with official records, passes, or any other administrative document.
- Lying or failing to give complete information to school personnel.

STEALING/THEFT/VANDALISM

Woodgrove students will respect the personal property of others. Stealing is the intentional taking of property belonging to others (including school property) without the owner's consent. This shall also include any damage to personal or school property.

RESPONSIBILITIES

Students will...

- Exercise academic honesty in all aspects of their work.
- Prepare sufficiently for all types of assessments.
- Seek extra help from teachers.
- Use sources in the proper manner.
- Follow the Honor Code and report any violations to school personnel.

Teachers will...

- Develop, model, and sustain ethical practices within the classroom setting.
- Report violations to counselor and administrator.
- Discuss violations and consequences with the student or students.
- Contact student's parent or guardian regarding a violation.
- Record a failing grade for the assignment.

Parents will...

- Discuss the Honor Code with their child to ensure understanding.
- Encourage their child to maintain high standards with regard to integrity, honesty, and personal responsibility.
- Support faculty and administration in enforcing the Honor Code.

Administrators will...

- Ensure that all faculty, students, and parents receive the Honor Code.
- Help contribute to the school wide environment that encourages adherence to the Honor Code.
- Maintain accurate records of Honor Code violations.
- Ensure that the Honor Code is being applied consistently throughout the school.

CONSEQUENCES:

Violations of the Honor Code accumulate throughout the student's high school career and across all courses.

First Offense (and all subsequent offenses):

- Immediate referral to the student's administrator and director of school counseling or the individual student's counselor for information purposes and to be recorded in the student's permanent record. Student will write a statement of the offense and how they violated the honor code.
- Teacher or teacher and counselor will notify student's parents by phone of the violation and offer a conference with parents.
- Teacher will send a written letter to the parents of the student for school documentation and communication purposes.
- Forfeiture of credit for the work ("0" for numerical scale, "F" for letter grade)
- Teacher will either make the student "redo" the mastery assignment or assign an alternative assignment to ensure student mastery of concepts. The highest grade the student can earn will be a 50%.
- Student must retrain on the plagiarism and cheating PowerPoint and retake the assessment. (Student will be retrained during lunch in the in-school restriction room until the student has passed the mastery assessment on plagiarism and cheating.)
- If the student is a member of any honor society, the administrator or director of school counseling will notify the sponsor of the society of the violation. The society will decide consequences for the member according to the by-laws of the society.

Second Offense:

- Immediate referral to the student's administrator and director of school counseling or the individual student's counselor for information purposes and to be recorded in the student's permanent record. Student will write a statement of the offense and how they violated the honor code.
- The teacher or teacher and counselor will notify student's parents by phone of the violation and arrange a conference. Attendees will be the student's administrator, the teacher, the counselor, the parent and the student.
- The teacher will send a written letter to the parents of the student for school documentation and communication purposes.
- Forfeiture of credit for the work ("0" for numerical scale, "F" for letter grade)
- If the student is a member of any honor society, the administrator or the director of school counseling will notify the sponsor of the society of the violation. The society will decide consequences for the member according to the by-laws of the society.
- The student will be assigned one day of in-school restriction.

Third Offense and subsequent offenses:

- The administrator will immediately notify the student's parents and the student will be assigned two (2) days of in-school restriction. Student will write a statement of the offense and how they violated the honor code.
- Alternative discipline may be assigned as well. Discipline for subsequent offenses will be administrator's discretion.
- The administrator will arrange a conference with the teacher, the counselor, the parent, the student and his/her administrator. Consequences for any additional violations of the Honor Code will be discussed at that time.
- The administrator will send a written letter to the parents of the student for school documentation and communication purposes.
- Forfeiture of credit for the work ("0" for numerical scale, "F" for letter grade)
- If the student is a member of any honor society, the administrator will notify sponsor of the society of the violation. The society will decide consequences for the member according to the by-laws of the society.

Adapted from South Lakes High School's and Stone Bridge High School's Honor Codes.

ACADEMICS

Grading and Assessments: Teachers use a variety of assessments to derive student grades each nine weeks. Assessments include, but are not limited to, tests and quizzes, projects, presentations, displays, reports, class participation, preparedness, and homework. At the mid-point of a nine week grading period teachers will update grades on-line. Students or parents needing a hard copy of an interim report should contact the student's counselor. **Report cards** showing student grades will be viewable in Phoenix at the end of each marking period.

Year grades are an average of the first semester and second semester grades. End-of-year report cards (Grades 9-11) are mailed home.

Numeric Value	Letter Grade	Quality Points (before weighting)
98-100	A+	4.3
93-97	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.3
63-66	D	1.0
60-62	D-	0.7
0-59	F	0.0

SCHOOL COUNSELING SERVICES

(540)751-2607

School CEEB Testing Code: 471-804

The counseling staff provides services in assisting students in emotional, intellectual, and social growth. We provide students with assistance in making life, academic, and college/career decisions. All services are provided in a non-judgmental and confidential environment.

Academic: The counselors work with students and their families to develop an academic plan which will prepare students to achieve college and career goals. The counseling staff helps students select courses for the next school year based on teacher recommendations, test scores, and college/career goals. If students are struggling in courses, their teachers should be the first point of contact. After speaking with the teacher, the counselor can help facilitate a conference to help coordinate further communication between all parties.

College & Career Planning: The counseling staff assists students in exploring and preparing for future career plans. Throughout the school year the counseling department hosts numerous informational programs to help educate students and families about the college application process, career exploration/GAP year programs, financial aid, transition to high school, and grade specific events. The counselors and career center assistant help train students and their families on the internet based program called *Family Connections*. The career center assistant supports the work of the counselors by working with students and families in researching colleges, careers, SAT & ACT preparation, scholarships, Job for a Day (11th Grade), and summer programs.

Personal & Social: Counselors provide individual support to students who need assistance with personal and social concerns. Group counseling is also available for students. The counseling staff serves as a link between local community services when appropriate to meet students' needs.

Clinic (540) 751-2606-Ms. Lovasz (RN)

The clinic is open from 8:30 a.m. - 4:30 p.m. **All student medications** (over the counter and prescription) must be checked into the clinic **by a parent or guardian** and must be administered in the clinic by the nurse or designee (we request that, when possible, medication be taken at home). The medical form must be completed by a doctor and parent/guardian.

Except for an emergency, students who are ill or need to visit the nurse must have a pass from their teacher, and they must sign in and out of the clinic. **It is important to keep emergency numbers up to date. See the Woodgrove website for more information. Students who are ill must see the nurse first before leaving school.** The nurse will contact parents before sending a student home. Students who are returning to school after hospitalization (surgery, illness, or a procedure) must have a release/clearance from a physician. Please direct questions about clinic procedures and expectations to the school.

DRIVING PRIVILEGES/PARKING LOT

Permission to drive is a privilege which requires responsibility on each student's part to ensure safety and security. Students must first apply for permission to drive and pay the required LCPS fee (\$200.00 per year or \$100 per semester). A parking tag is required and must be displayed in the vehicle and is not transferable to other students. **Students will be required to park in their designated area.** Students must agree to abide by the rules that go along with the privilege to drive or you may lose that privilege. The speed limit in the parking lot is 10 miles per hour.

Students are not permitted in the parking lot during the school day unless given permission by the office. Students are responsible for the contents of their vehicle and the conduct of others in their vehicle while on school grounds and while driving to and from school. A student's car is subject to search under School Board policy. Violations of parking privileges can result in suspension of privileges and other disciplinary consequences. Please note that the school will not be responsible for stolen or damaged items in or on your vehicle. School insurance will not cover any liability or physical damage to a student's vehicle or contents of the vehicle while on school premises.

WOLVERINE OPEN LUNCH

The cafeteria will be open for the sale of lunch and snacks. Students must remain in designated areas in the school. Ninth grade students will remain in the cafeteria unless the student has a pass from a teacher to go to a classroom. We ask that students keep our school clean and pick up all trash when done. **This open lunch period is a privilege and all rules must be followed.** Should students choose to disregard the rules for open lunch, open lunch will be stopped and students will be assigned to specific lunch shifts.

LIBRARY/MEDIA CENTER

The library is open from 8:00 a.m. until 4:30 p.m. Monday-Thursday. Open till 4:00 p.m. on Friday. We welcome the opportunity to help students find the right book, to assist students with their research needs, and to provide a quiet place to work.

LOCKERS

Lockers are school property and **may be searched** by the administration if deemed appropriate. Damage to a locker may result in a fine and/or disciplinary consequences. The school is not responsible for items lost or stolen from a locker. **Students should never give out their P.E., athletic, or hall locker combination to other students.** Students are discouraged from bringing valuables from home such as IPODs, CD players, cell phones, graphing calculators, tennis shoes, jackets, rings, and money. Be sure that hall lockers close and lock and that gym lockers are secured before leaving the locker room. Writing is not permitted on lockers. **Students are responsible for everything stored in their locker.**

RESTROOMS

Help us keep restrooms clean by disposing of trash in trash cans and flushing toilets after use. Please be considerate of others. **Students are not permitted to use faculty restrooms unless granted permission by staff.**

TELEPHONES

During the school day, students must have a pass from a teacher or staff member to use the telephones in the office. Students should try to take care of personal business before or after school. Telephones are not for personal use during the school day. **Students may only use their cell phones during their lunch time and between class changes.**

VALUABLES/THEFTS—BEST ADVICE IS TO KEEP VALUABLES AT HOME

Large amounts of money, IPODs, etc. should not be brought to school. If these items are brought to school, they should be kept in the locker or in a safe place for use before or after school only. Students should not leave valuables sitting around. The school is not responsible for lost, damaged, or stolen items. **Report thefts and vandalism to the Safety and Security Specialist in the Main Office immediately.** A report will be filed. The School Resource Officer (SRO) may also be notified and involved.

EXTRACURRICULAR ACTIVITIES

CLUBS AND ORGANIZATIONS

Student Council Association (SCA)

Freshman Class	Junior Class
Sophomore Class	Senior Class

Academic Clubs

Scholastic Team	Forensics
Battle of the Books	Debate Team

Co-Curricular Clubs are listed on school website

HONOR SOCIETIES

*National Honor Society

*Clubs/Organizations designated with an asterisk may have certain requirements students must meet to be a member.

WOODGROVE ATHLETICS

Membership of the Virginia High School League (VHSL) – Includes athletics, various drama, debate, forensics, and academic competitions.

- Member of the Virginia High School League, Class 4, Region C, Dulles District
- Athletes must read, sign, and abide by the Loudoun County Student Athletic Handbook of rules and procedures.

ELIGIBILITY FOR VHSL

Please visit www.vhsl.org for more information regarding Eligibility requirements for the VHSL.

Sportsmanship – We take pride in promoting first-class athletic programs and in supporting the **VHSL Sportsmanship Code**. Student participants and spectators are expected to demonstrate good sportsmanship by following the VHSL sportsmanship standards. Cheer for our teammates and fellow students in a positive way and do not show negative, taunting, or disrespectful behavior in any way. Inappropriate behavior from participants or spectators will not be tolerated and will result in disciplinary action which can include removal from participation and/or attendance at events. The athletic handbook lists specific expectations related to athletic training rules. Coaches conduct a preseason meeting for parents and students to review expectations, training rules, and sportsmanship.

STUDENT RECOGNITION

Efforts are made to recognize students for academic accomplishments, outstanding attendance, improvement, positive attitude, character and citizenship, volunteerism, and leadership. Among the established recognition opportunities are the following:

Honor Roll - Recognizes students every nine weeks for academic achievement based on a Loudoun County Public Schools formula.

Academic Letters - Given to students with a 4.00 Grade Point Average for the marking period 1, 2, and 3 for current academic school year.

National Honor Society (NHS) - Membership is an honor and privilege bestowed on students who demonstrate exemplary qualities of **scholarship, leadership, character, and service**. To be eligible, students must have been in attendance for at least the equivalent of one full semester, be a member of the junior or senior class, and have met the minimum scholarship requirement (3.5 cumulative GPA). Academically eligible students must complete an application form that addresses character, service, and leadership. After forms are turned in, a faculty council determines which students have demonstrated outstanding achievement and qualities in each of the four areas to warrant induction into the society. The school staff will make efforts to recognize this honor through written communication to parents and through announcements and an induction ceremony. There are requirements (ex. volunteer hours) for students to remain eligible.

Scholar-Athlete - Recognizes athletes with a 3.5 GPA during an athletic season. Other recognition and achievement awards will be announced throughout the school year.

STUDENT RESPONSIBILITIES

- ◆ Follow the rules.
- ◆ Turn in forms on time.
- ◆ All money collected for school activities should be turned in to the teacher, coach, or sponsor immediately. Under **NO** circumstances should money be taken out of the building.
- ◆ All soft drink containers must be stored in lockers. Glass containers are not permitted. Vending machines are turned off during the day and can be used only at designated times.
- ◆ **Fire Drills/Emergency Evacuations**—Students must follow procedures by evacuating the building in an orderly manner and should remain with their class. If separated from the class, report to the nearest staff member and identify yourself.
- ◆ **Lockdown procedures**—During a **lockdown** drill students and teachers are to move away from the doors and windows and the teacher locks the door. Students must vacate the halls and bathrooms and report to the nearest classroom. **We must account for each student.**
- ◆ **Make-up work due to absence**

Students are responsible for initiating immediate action with their teacher when the student has been absent. Usually, for non-suspension absences, a reasonable amount of makeup time is considered to be one day for each day missed. For suspensions, students are expected to have work completed upon return unless prior arrangements have been made. Notify the teacher as soon as possible if there are circumstances warranting special consideration. If the student missed a **previously announced** test, quiz, paper, or project, the student must be prepared to make up the activity or to turn it in upon return unless he or she has made prior arrangements with the teacher. If the student is present for a portion of the day, previously announced assignments are due that day. If the student does not make up the work in the allotted time, the student may receive a failing grade.

- ◆ **Hall Passes**—Students are expected to use the passes that are provided in this planner.
- ◆ **Unauthorized Area**—If students are in an unauthorized area, it raises suspicions and concerns related to safety and security and can result in disciplinary consequences. Students may not linger in cars or go out to parking lots or into locker rooms without permission.
- ◆ **Hallways/Running/Loitering**—Students may not loiter in halls after the bell has rung. Running in the halls endangers everyone; therefore, it is **NOT** permitted.
- ◆ **Academic Honesty/Integrity/Cheating**—A student's integrity is important. It is not acceptable to turn in someone else's work as your own, to plagiarize, to copy from another's work, or to give assistance to others unless approved by the teacher. Incidents such as these may result in a **grade of 0** on the assignment and parents will be contacted. A letter goes into the student's file. **Multiple incidents result in additional disciplinary consequences. See Honor Code**
- ◆ **Homework**—Homework is designed as a meaningful way to reinforce previous learning, to practice skills, to review, to prepare for future learning, or to enhance learning. It is not intended to be busy work or to replace important classroom instruction; therefore all students are expected to complete homework on time in preparation for class. Students should realize that failure to do homework not only hurts his or her preparation for class, but it also can have significant impact on their academic grade as well.
- ◆ **Insurance**—Unfortunately, accidents do happen, and the school's insurance does not include coverage for student accidents, injuries, or damaged/stolen student personal property. Students and parents may purchase the various student insurance products available for accidental physical and dental injuries as

well as student personal property brought to school. Student Accident and Dental Insurance and Student Personal Property Insurance application brochures are sent home at the beginning of the year. Coverage may be purchased on a voluntary basis direct from the insurance companies. Students should have their parents contact the school if they have questions.

ATTENDANCE POLICIES AND PROCEDURES

(See Student Rights and Responsibilities Handbook)

Regular daily attendance, interaction with teachers, and active participation in class are critical to each student's academic success. In preparing students to be responsible adults and in preparation for the work world, all students are expected to be punctual, to attend school daily, and to remain for the entire day. The **Compulsory Attendance Law** of Virginia requires students who are under 18 years of age to attend school daily. The law holds parents accountable for ensuring that students attend school. The school is required to contact parents about absenteeism and will work with the attendance officer as well as the court system for students who are not in compliance.

Adult students who are 18 or older are expected to attend school regularly.

Adult students who do not comply with attendance procedures and expectations may be dropped from the rolls.

In certain cases students may be granted a waiver to attend school less than a full day (four periods). Such a waiver must be initiated through the counseling department and must be approved in advance by the

Principal and Superintendent. Typically, this is reserved for seniors who have met various state and school board criteria or students enrolled in co-op programs.

Absences-Call 540-751-2602

When a student is absent, parents need to call the Absentee Call Line at 540-751-2602 for *each* day the child will be absent. **Students may not call themselves out absent, including students 18 years of age and older.** For parents' convenience, we have a 24 hour answering machine. Please leave the following information when calling the Absentee line:

- Student's Name-Please spell the last name
- The relationship to the student
- Student's grade
- Reason for Absence

If a parent forgets to call on the day of the absence, the school will make a reasonable effort to contact the parent or guardian to verify the absence. If phone contact is not made, then a note must be sent on the day he/she returns to school. Parents should provide a doctor's note every time their child sees a doctor so that the school may keep them on file. This pertains to absences and tardies. Without a phone call or a note from the parent to confirm the absence, it will be considered unexcused and disciplinary action may be taken.

EARLY DISMISSALS

USE LINKS BELOW, ALSO FOUND ON WHS WEBSITE, TO REQUEST EARLY DISMISSALS.

All early dismissal requests should be completed using the indicated form:

<https://bit.ly/2lf4TV3>

Early dismissal requests can also be made by direct email to:

WHSEarlyDismissal@cps.org

Early dismissals, for any reason, must be approved by the attendance office or administration before a student is authorized to leave school, or disciplinary action will be taken. This includes 18 year old students.

TARDIES

Students are expected to be on time to school and to their classes. The school will work closely with students and parents, particularly when emergencies arise. Students tardy to school due to doctor, dental or judicial appointment must report to the attendance office with a note from their doctor, dentist or have a note from the court. Otherwise it will count as an unexcused tardy and may result in disciplinary action.

Please give yourself extra time during times of adverse weather to avoid an unexcused tardy to school. Students arriving to school late (unexcused tardy) with open food or beverage, will have the open food or beverage taken and refrigerated to be retrieved at lunch.

UNEXCUSED TARDIES TO SCHOOL-SEMESTER TIME FRAME

- **First Offense**-Warning
- **Second Offense**-Call home to parent
- **Third Offense**-One day of administrative lunch detention
- **Fourth Offense**-Two days of administrative lunch detention
- **Fifth Offense**-Three days of administrative lunch detention
- **Sixth Offense**-Friday School
- **Seventh Offense**-Two (2) days of In-School Restriction and notice to parent and student that the student's parking permit will be revoked for one week on the eighth unexcused tardy to school.
- **Eighth Offense**-Two (2) days of In-School Restriction and Student driver's parking permit revoked for one (1) week or disciplinary action at administrator's discretion.

UNEXCUSED TARDIES TO CLASS-SEMESTER TIME FRAME

Students who arrive late for class miss valuable instructional time and interrupt instruction for others.

During each semester the following consequences will result:

- **1st Offense**--Warning
- **2nd Offense**- Notification of parent by teacher.
- **3rd Offense**-- Notification to parent by teacher indicating next offense will result in an administrative discipline referral.
- **4th Offense**--1 day administrative detention.
- **5th Offense**--2 days of administrative detention. Phone conference with parent and administration.
- **6th Offense**--administrative options Detention or 2 days of In-School Restriction

Continued violations of the tardy policy will result in additional consequences which may include In-School Restriction, loss of privileges, and parent conferences.

Note: Administrators reserve the right to revoke driving privileges, loss of other privileges or employ other consequences which might be more effective for dealing with tardiness.

Tardies—Impact on Athletes and VHSL Participation and Other Extracurricular Activities and Events--In order to participate in the day's activities, athletes or students in other extracurricular activities who arrive **after 9:15 a.m.** must have a doctor, dental, or court appointment notice or approval of the principal (given only for very extenuating circumstances). This includes fine arts productions and concerts.

LEAVING SCHOOL WITHOUT PERMISSION

1st Offense – In School Restriction (ISR)

2nd Offense – 2 days **In School Restriction (ISR)**, parent conference

3rd Offense – administrative options, **parent conference**

Note: Parking and other privileges may be rescinded as deemed appropriate by the administration at any point.

SKIPPING A SCHEDULED CLASS

Skipping is the willful action of a student to absent himself or herself from school or from an assigned class or other required activity.

1st Offense – 1 day of In School Restriction (ISR)

2nd Offense – 2 days **In School Restriction (ISR)**, parent conference

3rd Offense – administrative options, parent conference

Note: Truancy offenses will be reported to LCPS Attendance officer.

DISCIPLINE OPTIONS

Administrative Options—Administrators have a range of discretionary options including removal of various privileges such as parking or eating lunch with classmates. **Other options** include placing students temporarily in other settings, assigning work tasks (e.g. school beautification projects), excluding students from extracurricular or other school-sanctioned activities, and any option deemed necessary to change, correct, and improve behavior. **More specific information about School Board expectations, policies, and rules and regulations can be found in the *Student Rights and Responsibilities* booklet which is available on-line and in the LCPS School Board Policy Manual.**

Our expectations are reviewed with students at the beginning of the school year and are updated or revised if necessary. It is each student's responsibility to know and follow the rules and guidelines.

- **Lunch Detention**—In certain cases, usually related to attendance and tardy issues, the administration or teacher will assign students to lunch detention in a designated, supervised area.
- **Friday School Detention** (4:00pm – 6:00pm)-Students will remain after school to work on assignments. Students will serve Friday School in a designated, supervised classroom. Students and parents/guardians are responsible for transportation.
- **In-School Restriction** (9:10 am-3:58 pm)-Students are assigned to a structured, supervised, isolated classroom away from their classmates. Students are expected to complete **all** class assignments. Students must abide by the terms of a contract which they are expected to sign.
- **Suspension**—Students can be suspended out of school from one to ten days by the administration for serious or habitual offenses. During any period of suspension, students **are not** permitted on any LCPS school grounds, nor are they allowed to participate in or attend extracurricular activities.
- **Involuntary Transfer**—Students are removed from one school and assigned to another for adjustment purposes. This usually occurs after other consequences have failed to correct behavior or in cases deemed appropriate by the principal. The principal makes a recommendation to the superintendent.
- **Long term suspension** is for a period of more than ten days but less than 365 calendar days as deemed appropriate by the Superintendent. During any period of suspension, students **are not** permitted on any LCPS school grounds, nor are they allowed to participate in or attend extracurricular activities.
- **Expulsion**—Expulsion is the removal, for a minimum of one year, from all Loudoun County Public Schools. It is based on the recommendation of the principal to the Superintendent and is approved by the School Board. This is the most severe disciplinary action and denies access to school facilities, programs, and activities.

THE WOODGROVE CODE OF CONDUCT

Woodgrove students are expected to conduct themselves appropriately at all times. Students should treat others as they want to be treated. Students should know that everything they do at school and away from school reflect on every one. Students representing our school as a participant or spectator are accountable for their actions. In addition, students are held accountable for their actions from the time he/she leaves home until he/she returns home (including bus stops, walking, or in a vehicle). Under Virginia law, certain illegal behaviors in the community, particularly if they result in criminal charges, can affect a student's status as a student at WHS.

EXPECTATIONS, GUIDELINES, POLICIES

ACCEPTABLE USE POLICY-TELECOMMUNICATIONS

Students must agree to follow the *LCPS Acceptable Use Practices* which is included in the *Student Rights and Responsibilities* booklet. They must acknowledge these practices by returning a signed agreement before being allowed use of telecommunication services.

Failure to follow the policy can result in losing the privilege of access, disciplinary action, and possible legal action.

BUS EXPECTATIONS

Bus safety is everyone's responsibility. Students are expected to behave appropriately on buses and at bus stops at all times. Failure to act responsibly will result in disciplinary consequences which can include denial of the privilege to ride school transportation.

DRESS AND GROOMING

All students who attend Loudoun County Public Schools are expected to dress appropriately for a K-12 educational environment. A student's attire should facilitate the participation in learning as well as the health and safety of students. This policy is intended to provide guidance for students, staff and parents.

A. Appropriate Student Attire. Students must wear clothing that is appropriate to a K-12 educational environment and that does not or is not likely to cause a substantial disruption that includes the following attire:

1. No Hats or hoods.
2. Clothing must cover the midriff.
3. Tops with straps greater than one inch wide.
4. Clothing that covers private areas should be opaque and appropriate undergarments must be worn.
5. Clothing that does not reveal undergarments and/or private areas.
6. Clothing should be suitable for all scheduled classroom activities where unique hazards exist.
7. Clothing that is required in specialized courses, such as sports uniforms or safety gear.
8. Clothing that includes head covering if worn for religious purposes, as a matter of safety, medical condition, or in connection with a school-sponsored program, activity, or event. Hats may be worn at the high school level.
9. Faces should be clearly visible by other students and staff, as a reasonable measure of safety and security.
10. Clothing free from language that is profane or images that depict, advertise or advocate illegal, violent or lewd conduct, the unlawful possession or use of weapons, drugs, drug paraphernalia, alcohol, tobacco, marijuana or other controlled substances or are discriminatory.
11. Clothing and/or head coverings free from gang related or associated symbols, such as words or drawings that could pose a reasonable threat to the health or safety of any other student or staff.

B. Responsibilities

1. Student Responsibility. Students are responsible for complying with the division dress code during school hours and school sponsored activities.
2. Staff Responsibility. Staff are responsible for communicating and equitably enforcing the division dress code during school hours and school-sponsored activities.

3. Parent Responsibility. Parents or guardians are responsible for ensuring student compliance with the division dress code. Parents or guardians of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal or principal's designee.
4. Hats or hoods are not permitted to be worn in the school.

C. Enforcement

1. Enforcement of this policy is the responsibility of the school administration.
2. Enforcement must be reasonably discreet, equitable, and gender neutral in implementation.
3. Enforcement should include options for reasonable remediation of the infraction that demonstrates respect and where possible, minimizes loss of instructional time.
4. Enforcement may include disciplinary actions that are consistent with other discipline policies and sufficiently escalatory to encourage compliance.

DISTRIBUTION OF LITERATURE OR OTHER MATERIALS

Anyone wishing to distribute literature, information, or other materials on school property must first have permission of the principal.

INAPPROPRIATE /UNACCEPTABLE BEHAVIORS INCLUDE...

Defiance

Students are expected to conduct themselves in a civil, respectful manner. We **cannot and will not** tolerate defiance of any sort, particularly if a staff member directs a student to do what can be reasonably expected. Defiant acts can result in a range of consequences.

Disruptive Behavior

Any behavior which threatens the orderly, safe operation of a class or the school is prohibited. This includes physical and verbal disruptions.

Display of Affection and Sexual Behaviors

Inappropriate displays of affection will not be tolerated and may result in disciplinary action up to and including detention, in-school restriction or suspension from school.

Fighting/Assaults

Under no circumstances should students threaten or physically strike other students or staff. Behaviors which involve fights or serious threats can result in major consequences ranging from suspension to expulsion and possible legal action.

Gangs

Under no circumstances are students permitted to reflect any behaviors which are tied to gang activity. **This pertains to dress, signs, headgear (including head bands) and tattoos.** The school works closely with the School Resource Officer and School Safety and Security Specialist regarding trends and activities. (See "Dress and Grooming").

Inappropriate Literature, Pictures, Drawings

Students are not permitted to possess or distribute literature, pictures, or drawings which are potentially disruptive to the educational process or which can be considered obscene.

Initiating a Disruption or Riot

Students are not to engage in behavior which initiates, encourages, or creates the potential for violence or disorder (including food fights). Students who are part of a crowd which refuses to disperse will be held accountable and may be administered serious disciplinary consequences.

Language: Obscenity/Profanity/Slurs/Demeaning Comments/"Put Downs"

Cursing and abusive language will not be tolerated. Language that demeans another student or adult, including slurs and remarks which can be considered racist or against someone's religion, sex, national origin, handicap, or abilities will not be tolerated. A range of disciplinary options will be considered.

Threats/Harassment/Bullying/Intimidation/Hazing

Woodgrove High School will not tolerate any type of behavior that is threatening, harassing, bullying, or intimidating in nature. Under no circumstances should a student make threats to or about someone. This includes implied threats. Threatening comments result in a LCPS Threat Assessment being implemented to determine the level of threat and type of consequences. Harassment may include physical, psychological, or verbal abuse or behaviors designed to intimidate others (such as bullying,

hazing or put downs). Actions such as “flagging” and “pantsing” are not tolerated and result in serious disciplinary consequences. **Students are expected to report such behaviors to a counselor, administrator, security officer or other adult staff member.** Depending on the type of behavior and cooperation, administrators can consider a range of consequences, including removal from school, legal action, or clinical evaluation. Law enforcement and other agencies may be notified.

Vandalism

Students are expected to respect the school. Pranks are discouraged as they can go awry and lead to serious damage and injury. Defacing or destroying school property is extremely costly in time and money and will result in serious consequences, typically ranging from suspension to expulsion. In addition, students face legal charges and financial restitution.

SPECIFIC SCHOOL BOARD POLICIES WITH MAJOR CONSEQUENCES INCLUDE...

Alcohol Abuse (School Board Policy 8-35)

Students are given a handout and copy of the School Board Policy. A copy is also mailed home with the newsletter, which notes the following consequences:

- ◆ 7 days suspension, plus an additional 3 days attendance at the Substance Abuse Education Program at Douglass School (=10 days out of the home school)
- ◆ Students are required to undergo evaluation for drug or alcohol use, or both, by a licensed professional with expertise in substance abuse treatment and students may be recommended to participate in a treatment program.
- ◆ Referral to Insight Program
- ◆ Subsequent violations result in more serious consequences

Drugs (School Board Policy 8-36)

- ◆ The School Board Drug Policy and Alert is reviewed with students and information is mailed home to parents.
- ◆ Simply put, drugs are not permitted on school property, nor should students be under the influence, possess paraphernalia or distribute any drugs.

Violation of the Drug Policy results in immediate suspension and referral to the principal and superintendent for further disciplinary consequences as defined in the School Board Policies and Regulations.

Medications (School Board Policy 8-53)

- ◆ Students who have prescriptions to take medications must follow specific procedures listed under the School Board Policy on medications (8-53). Distribution of medications is strictly prohibited.

Tobacco (School Board Policy 8-37)

- ◆ Students are not permitted to have or use tobacco products of any kind on school property or at school activities. This includes on buses and in private vehicles on school grounds. Use or possession of tobacco products by minors is against the law.
- ◆ First time possession will result in confiscation of the product and the student is assigned to in-school restriction cessation program for three days. Subsequent possession results in three days suspension.
- ◆ Use of tobacco for first time offender results in the student being suspended for three days. Subsequent use violations result in a five day suspension.
- ◆ Students may be referred to School Resource Officer and a referral to the smoking cessation program may result.

Weapons (School Board Policy 8-32)

