

SCHOOL CALENDAR

School Opens	Sept. 7
End of First Grading Period—Term I	Oct. 6
End of Second Grading Period—Term I	Nov. 5
Teacher Work Day	Nov. 5
Veterans Day (Schools Closed)	Nov. 11
Early Release Day	Nov. 24
Thanksgiving Holidays (Schools Closed)	Nov. 25-26
End of Third Grading Period—Term I	Dec. 13
Winter Break	Dec. 20-Dec. 31
School Reopens	Jan. 3
Martin Luther King, Jr. Day - Holiday (Schools Closed)	Jan. 17
Exams	Jan. 26-28
End of Fourth Grading Period—Term I	Jan. 28
Early Release Day for Students	Jan. 28
Teacher Workday	Jan. 31-Feb. 1
Presidents' Day - Holiday (Schools Closed)	Feb. 21
End of First Grading Period—Term II	March 7
End of Second Grading Period—Term II	April 8
Early Release Day for Students	April 8
Spring Break	April 11-15
End of Third Grading Period—Term II	May 16
Memorial Day - Holiday (Schools Closed)	May 30
Senior Exams	June 9-10
Exams	June 14-16
Graduation - 7:30 p.m., The Chartway Arena	June 15
Exams - Early Release Day for Students - Last Day of School	June 16
End of Fourth Grading Period—Term II	June 16
Teacher Workday	June 17

Western Branch High School Student Handbook 2021-2022

An SOL Accredited School



*Through honor and success,
be a Bruin, do your best!*

WBHS Mission & History

WBHS Mission

The mission of Western Branch High School is to prepare students for a dynamic, global world by:

- creating a responsible and respectful student body of critical thinkers
- openly communicating with parents and community members
- promoting excellence in rigor, relevancy, and relationships
- developing the talents of students through extracurricular activities, the fine arts, and athletics

At the core of our beliefs is a commitment to the celebration of cultural diversity, the honoring of our rich traditions and legacy of excellence, and the provision of a vibrant and innovative learning environment.

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History of WBHS

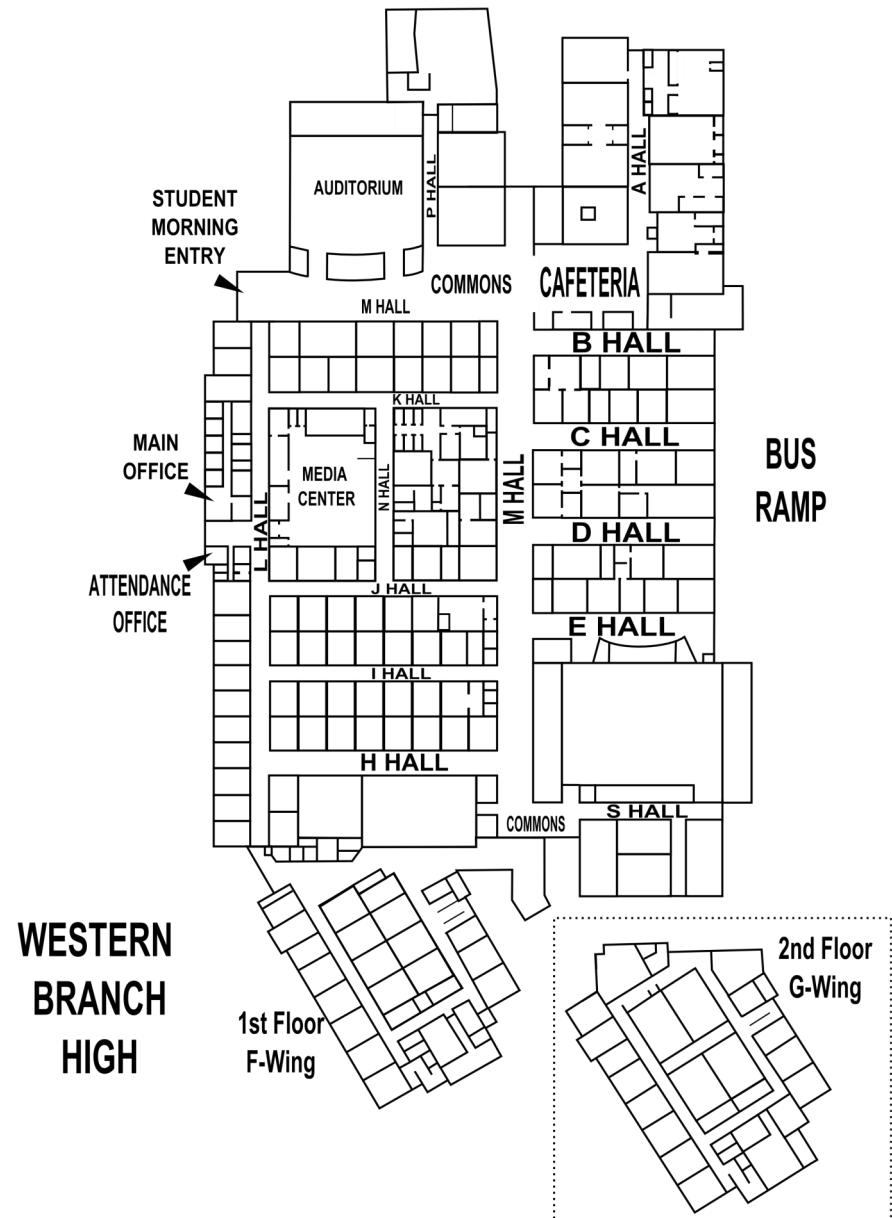
Education in the Western Branch area has had a long and absorbing history. Heeding Thomas Jefferson's pleas for public education in Virginia, the 1799 Virginia Assembly established four schools in the state, two of which were in Tidewater. One of these, the Crane Island School, was the direct ancestor of Western Branch High School. The local name of "Churchland" was given to a school in 1854. This Churchland School, consisting of grades one through eleven, moved in 1922 to a three-story brick structure. By 1950, the area's truck farms had given way to housing developments, and Churchland High School was built to accommodate the expanding school population. In 1961, the City of Portsmouth initiated annexation proceedings for the entire area to form the new corporate City of Chesapeake. This area became the City of Chesapeake by popular vote in 1963. When the final distribution of the area took place in 1968, Chesapeake received the building which was to become the first Western Branch High School. Thus Western Branch High School, comprised of 1,200 students in grades six through twelve, began in the new City of Chesapeake on September 3, 1968.

Further community growth resulted in the need for a larger high school building; the present Western Branch High School building was first occupied in September, 1972. In 1988, an addition was constructed, creating twelve classrooms in order to accommodate the continuing growth of the community. In 1997, a second addition and renovation of the original building were completed. Construction of another addition consisting of 70,000 square feet and renovation of the existing building began in June 2008 and was completed in the spring of 2011.

Mr. Quentin Hicks, a Chesapeake native, serves as principal of WBHS and is entering his 26th year as an educator with the Chesapeake Public Schools. After graduating from Great Bridge High School, he received his bachelor's degree in history with a concentration in Political Science Education from Virginia Union University and his master's degree in Educational Administration from Regent University.

Mr. Hicks resides in Chesapeake and is very active in the Chesapeake community, serving as a member of the New Chesapeake Men for Progress Educational Foundation, the Chesapeake Civic Chorus, and the I. Sherman Greene Chorale. Mr. Hicks is an active member of Alpha Phi Alpha Fraternity Inc., the Virginia Association of Secondary School Principals, and a past member of the State Advisory Committee for Juvenile Justice. His hobbies include singing, relaxing, motivational speaking, spending time with his family, and watching college football and basketball.

WBHS MAP



STUDENT ACTIVITIES

Student Activities at Western Branch High School Clubs/Organizations

Western Branch High School offers a wide variety of activities for students. A description of club purposes and events may be found on our school website at <http://www.westernbranchhigh.com>

- Art Club
- Band
- Chess Club
- Chorus
- CHROME
- Color Guard
- Comic Book Club
- Debate Team
- DECA
- Future Business Leaders of America (FBLA)
- Family Career & Community Leaders of America (FCCLA)
- Film Society
- Forensics
- Fully Alive Club
- Future Teachers of America (FTA)
- Gay Straight Student Alliance (GSSA)
- Interact Club
- Japanese Club
- Key Club
- Korean Club
- Literary Magazine
- Marching Band
- Marshals
- National Art Honor Society
- National English Honor Society (Sigma Tau Delta)
- National Honor Society
- National Social Studies Honor Society (Rho Kappa)
- Orchestra
- PEARLS/GAME
- Photography
- Photojournalism
- PTSA
- Red Cross Club
- Student 2 Student (S2S Club)
- Student Council Association (SCA)
- Scholastic Bowl Team
- Spanish Club
- Stage Crew
- Step Team
- Technology Service Association (TSA)
- Theatre Club
- Willett Service Club
- Writing Club
- World Language Club
- Yearbook
- Youth In Government

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For the most up-to-date information
on school activities
and dates/times visit
<http://www.westernbranchhigh.com>

PERSONNEL

Administration

Mr. Quentin Hicks	Principal
Mr. Al Alexander	Assistant Principal
Mr. David Grady	Assistant Principal
Mr. John Close	Assistant Principal
Mrs. Conswela Riddick	Assistant Principal
Ms. Amanda Biittner	Assistant Principal for Instruction
Mrs. Donna Drew	Lead School Secretary

Counselors

Guidance Director	Mrs. Amy Legg
A-CL, Career Center & Governor's Sch.	Ms. Millicent Lee
CO-GO	Ms. Dianna Ransom
GR - K	Mrs. Anita Vega
L- PAS	Mrs. Kim Thomas
PAT - SO	Mrs. Teri Wilson
SP - Z	Mrs. Eve Bell
Access Counselor	Mr. Joshua Mann
Guidance Secretary	Ms. Aricka Fraser

Department Heads

English	Mrs. Yarow
Fine Arts	Mrs. Stevenson
Foreign Language	Mr. Yowell
Guidance	Mrs. Legg
Math	Mr. Rogers
Physical Education	Mrs. Koepke
Science	Mrs. Alexander
Social Studies	Mrs. Stiltner
Special Education	Mrs. Page
Technology,	Mr. Parker
Business/Marketing	

GENERAL INFORMATION

Student Insurance

The Chesapeake City School Board endorses an insurance policy each year which offers an accident policy for a nominal fee. The policy covers accidents from the time the student leaves for school until he or she returns home. Students may acquire this insurance for their own protection. To apply for student accident coverage, parents may call 877-444-5014 or access the website at <http://markel.sevendcorners.com>.

Any student wishing to participate in school-sponsored field trips must be covered by some form of accident insurance. Families who meet specific low income guidelines may be eligible for other insurance options - see the school nurse for details.

School Closings

On occasion, school will be closed due to inclement weather or extended power failure. In these cases, the superintendent or his designee will announce the closing of schools. Parents and school employees are notified by the Parent Alert System, Bruin Blast (via Synergy email), Chesapeake Public Schools' twitter, Chesapeake Public Schools' website, Chesapeake Public Schools' radio station, WFOS-FM 88.7, as well as by other local radio and television stations, such as channel 48 on cable.

Student Drop Off

Students should not be dropped off prior to 8:35 a.m. Student drop—off locations are as follows: auditorium entrance using the drop-off lane in the front of the building, small commons entrance or the large commons entrance. Students should never be dropped off in the faculty parking lot or the bus ramp. Violators may be subject to ticketing by the Chesapeake Police Dept.

GENERAL INFORMATION

Media Center Information

1. The media center is open from 8:15 a.m. - 4:15 p.m. daily.
2. Books are checked out for two weeks and may be renewed once if the materials have not been reserved.
3. Reference books and pamphlets may be checked out for overnight use.
4. No food or drinks will be permitted in the media center.
5. Students must present a pass when entering the media center and must return to class before the end of the block.
6. Students must obtain a lunch pass from a media staff person before school on the day he or she wishes to use media center resources during lunch.
7. A fine of five cents for two-week books and ten cents for overnight books will be charged for each day overdue.
8. Students are expected to take proper care of media center materials and be considerate of other media center users at all times.

Personal Property (Cell phones, etc.)

WBHS will not be responsible for stolen personal property, such as electronic devices occurring either in the building or on school grounds.

Chromebooks

School-issued Chromebooks may be charged in the Media Center during student's assigned lunch period.

Lockers

All lockers and locker combinations will be assigned by the student's first block, fall semester teacher. Students are responsible for personal possessions if they elect to use a locker, including any type of electronic device. It is the responsibility of the student to be certain his or her locker is secured at all times. Lockers are subject to periodic searches by school officials, with or without notice. Students should never share their locker's combination with other students.

Textbooks & Calculators

Textbooks and calculators are issued to students on a loan basis. It is each student's responsibility to take care of these items. Students who damage, mark in, or lose their books or calculators are responsible for payment.

WHO TO SEE

Athletics
Attendance
Buses

Class Rings

Classroom/Instruction Issues

Clubs

College Information

Graduation Requirements

Graduation Apparel/Announcements

Homecoming Activities

Lockers

Lost and Found

Lunches (Free/Reduced)

Parking Permits

School Activities Calendar

SCA

Special Education & 504 Plans

Student Records

Textbooks

Transcripts

Withdrawal from School

WIN Academic Advisor

Yearbooks

Mr. Didawick
Mr. Alexander
AM - Mr. Alexander
PM - Mr. Grady
Mrs. Legg &
Ms. Ransom
Ms. Biittner
Mrs. Stiltner
Counselor
Counselor
Mrs. Muncie
Mrs. McCleery
Mr. Grady
Mr. Brown
Mrs. Martin
Mrs. Riddick
Mrs. Drew
Mrs. McCleery
Mr. Close
Counselor
Mr. Grady
Ms. Fraser
Counselor

Mrs. Emerson



SCHOOL INFORMATION

Please address school correspondence to:

Western Branch High School
1968 Bruin Place
Chesapeake, VA 23321

Main Office: 757-638-7900 Fax: 757-638-7904

Internet Homepage: <http://www.westernbranchhigh.com>

Attendance Office: 484-9247

Guidance Office: 638-7908

Guidance Fax: 484-5153

Access Counselor: 638-1142

Athletic Director: 494-8072

ROTC: 686-2401

WBHS 4x4 BELL SCHEDULE

Time	Fall Term and Spring Term							
8:55 - 10:30	Homeroom / First Block							
10:35 - 12:05	Second Block							
12:10 - 2:15	Third Block / Lunches							
	LUNCH 1		LUNCH 2		LUNCH 3		LUNCH 4	
	Lunch	12:05-12:35	Class	12:10-12:40	Class	12:10-1:15	Class	12:10-1:50
	Class	12:45-2:15	Lunch	12:40-1:10	Lunch	1:15-1:45	Lunch	1:50-2:15
			Class	1:15-2:15	Class	1:50-2:15		
2:20-3:53	Fourth Block							

GENERAL INFORMATION

Guidance Services

Students may use the following services offered through the guidance department:

1. Counseling for scheduling
2. Counseling for personal and social/emotional difficulties
3. Interpreting test results
4. Conducting conferences
5. Providing information about occupational choices, college admission, and scholarships

Student Records

Each child has a cumulative folder which includes a record of achievement, health information, standardized test results, and other personal data. This folder is updated continuously to reflect the student's growth and development. It is the policy of Chesapeake Public Schools to maintain the confidentiality of student records as provided by law.

Withdrawing from School

The guidance department will issue withdrawal forms to students only upon receipt of parental permission or administrative action. The withdrawing student must obtain signatures and clearance from subject area teachers, attendance clerk, media staff, and bookkeeper. The student returns completed forms to the guidance office. Please return all materials/resources that belong to WBHS (books, calculator, etc.)

Transcripts

Students can access and print their transcripts through an on-line service called Parchment. Please call the guidance office for more information on this procedure. Students who request paper copies of transcripts from guidance will be assessed charges as follows:

Transcripts	Official	\$5.00
Transcripts	Unofficial	\$2.00

Clinic

If a student becomes ill, the teacher will submit an electronic pass to the clinic. The nurse will call the teacher to send the ill student down to the clinic. If a student has to leave school because of illness, he or she must check out through the attendance office. Students may not possess or store medication on school property. Medication, including aspirin, may not be administered by the school nurse without written parental permission. If a student needs regular medication, the parent must contact the school so the appropriate arrangements can be made. Students should not be in possession of over-the counter medications.

Immunizations

All students entering Chesapeake Public Schools for the first time must present a birth certificate and record of immunization for rubella (measles), rubella (German measles), DPT, polio, and mumps. The immunization record should include the day, month, and year each shot was given. Under Virginia state law, students who do not meet these requirements will not be admitted to school.

TRANSPORTATION

Driving and Parking Regulations

1. Students must purchase a parking pass prior to parking on school property.
2. The parking pass is assigned to the vehicle(s) registered. The pass must be hung from the rear view mirror with the lot and space number **clearly visible** at all times. Once a pass is issued, IDs or space numbers WILL NOT be reassigned.
3. Students are prohibited from parking in any location other than their assigned space unless approval from an administrator or security has been obtained.
4. The student parking lots are: Terry Lot is located on Terry Drive near the gym entrance. Bruin Lot is located on Bruin Drive by the cafeteria entrance. These lots are decal controlled and reserved for student parking between 8:15 a.m. and 4:15 p.m. on school days. Vehicles parked in these lots without the appropriate parking pass are subject to being ticketed and or towed at the owner's expense.
5. Students shall not share, loan, or give their parking pass to another student.
6. If you sell your vehicle, purchase a new vehicle, or change your license plate, you must report these changes in writing to security using the Vehicle Change Form located in the main office. Failure to keep your vehicle information up to date may result in an administrative referral, fine, or both.
7. If the parking pass is lost, report this to security immediately. Replacement passes can be purchased for \$10.00.
8. Students must operate vehicles safely on school grounds at all times.
9. Everyone in the vehicle must wear a seat belt at all times.
10. Upon arrival, students are to proceed promptly inside the building. Loitering in and around the parking lots prior to school or after your scheduled departure time is strictly prohibited.
11. Students are not allowed to go to any vehicle or parking lot without first obtaining permission from security or an administrator.
12. The speed limit on campus is 10 MPH.
13. All vehicular traffic shall yield to pedestrians on school property.
14. Students must report any and all accidents that occur on school property immediately to security or the main office.
15. Students should lock their vehicles at all times. **WBHS is NOT** responsible for any theft or damage to any vehicle while parked on school grounds.
16. Vehicles parked on school property are subject to searches by school administration, the Chesapeake Police, or Virginia State Police departments without prior notice.

These parking regulations will remain in effect for the entire school year. However, school administration reserves the right to amend these regulations at any time without prior notification.

Infractions of these regulations are punishable by an administrative referral, a \$25.00 fine (Policy and Regulations: The School Board of the City of Chesapeake Regulation 4-8 Fees Section), or both. Major or repeated violations may result in the revocation of parking privileges and or disciplinary actions including but not limited to out- of- school suspension or police intervention. WBHS reserves the right to tow any vehicle from campus at the owner's expense.

DIPLOMA TYPES

PROGRAM OF STUDIES

Students in grades nine through twelve must obtain at least 22 credits of prescribed study in order to graduate from Chesapeake Public Schools. An Advanced Studies Diploma, which requires 26 credits of prescribed study, is also available. Both of these programs are designed to ensure that students have a solid background in certain essential areas of study that provide the skills and knowledge necessary to continue to learn after high school.

Diploma Types	Requirements for classes 2019—2021	Requirements for classes 2022 and beyond
<u>Advanced Studies</u> <i>*Verified credits— student passes both the class and the SOL</i>	26 Credits— <i>nine must be verified *</i> English—2 Math—2 Social Studies—2 Science—2 Student Selected Test—1	26 Credits— <i>five must be verified *</i> English—2 Math—1 Social Studies—1 Science—1 Industry Credential Test
<u>Standard</u> <i>*Verified credits—student passes both the class and the SOL</i>	22 Credits— <i>six must be verified *</i> English—2 Math—1 Social Studies—1 Science—1 Student Selected Test—1 Industry Credential Test	22 Credits— <i>five must be verified *</i> English—2 Math—1 Social Studies—1 Science—1 Industry Credential Test
<u>Standard</u> <i>(with accommodations)</i>	22 Credits— <i>six must be verified *</i> Has an I.E.P. (see p.5 of the CPS Student Handbook and Course of Study Guide)	22 Credits— <i>five must be verified *</i> Has an I.E.P. (see p.5 of the CPS Student Handbook and Course of Study Guide)

PROMOTION REQUIREMENTS

Promotion by grade levels in the high school shall be based upon the number of credits earned by students for each class and shall be based upon the following criteria:

- *For a student to be promoted from 9th grade to 10th grade, he/she must pass at least 5 classes in high school and have earned 5 credits. Any 5 classes count.*
- *For a student to be promoted from 10th grade to 11th grade, he/she must pass at least 10 classes in high school and have earned 10 credits. Any 10 classes count.*
- *For a student to be promoted from 11th grade to 12th grade, he/she must pass at least 16 classes in high school and have earned 16 credits. Any 16 classes count.*

*** While not required for promotion from grade level to grade level, parents/guardians and students should be aware that students must also pass a required number of SOL tests and meet other graduation requirements to graduate on time.**

TRANSPORTATION

Bus Transportation

To ensure safety and comfortable transportation to school, bus transportation is available to students residing in designated transportation zones. Riding the school bus is a privilege. Proper conduct and behavior are expected at all times. Improper behavior on the bus will result in the privilege being revoked. Students who ride their assigned bus to school must also ride it home unless permission is granted through the main office. Students must have a written request from parent/guardian to ride a different bus or to go home on an alternate route. The written request must include the bus number and a phone number where the parent/guardian can be reached to verify the request. All written requests must be verified before approval is granted. The written request must be submitted to the main office during homeroom period. Students must wear a mask at all times while on the bus.

Student Parking

Driving a vehicle and parking in one of the student parking lots is a privilege at Western Branch High School. This privilege may be revoked if any associated behavior creates what is determined to be an unsafe situation or violates parking regulations. Students may only park in their assigned parking space located in their assigned parking lot.

Parking Pass Procedures:

During the first week of school, students have the option to submit parking pass applications in the cafeteria during their scheduled lunch period. Students who submit their applications during this time may pick up and pay for their pass the following day during their designated lunch period.

After the first week of school, students may submit a parking pass application in the main office at any time. Once submitted and approved, students may pick up and pay for their parking pass on Wednesday mornings from 8:30—9:00 in the main office.

** Parking pass applications are available in the main office, the school's website, and the BruinNet.*

In order to obtain campus parking privileges, a student must:

1. Have all outstanding debts to the school cleared with the bookkeeper
2. Provide a COPY of a valid Virginia Driver's license -OR- a valid out-of-state license with a current military ID
3. Provide a completed and signed registration form
4. Pay a \$25.00 registration fee per vehicle (maximum of 2 vehicles)

Students are not permitted to be in the parking lots during the school day for any reason without permission from an administrator.

SAFETY & SECURITY

Visitors

Students are not allowed to bring visitors to school. All visitors must enter through the main entrance and report directly to the security desk at the vestibule, provide a photo ID and secure a visitor's pass to be on school grounds. Classroom instruction will not be interrupted at any time for visits with students unless in an emergency situation, and the visitor is listed as an emergency contact on student's Synergy profile.

Outside Entrances

All exterior doors to the school are locked throughout the school day. Students should not open exterior doors to allow others to enter the building for any reason. Students who do so may face disciplinary action.

Deliveries

To minimize classroom disruptions, instructional time will not be interrupted for visits or non-medical deliveries. Deliveries for students include but are not limited to: flowers, balloons, cell phones, carry-out/fast food, or gifts will not be accepted at any time. Items necessary for the educational process such as projects, PE uniforms, books, book bags and home-made lunches will be accepted and will only be **delivered to** the student during non-instructional times: for instance, between bells or during lunches.

Daily Operation of School Hours

Office hours are 8:15 a.m. until 4:15 p.m. For security purposes, students are not to be on school grounds or in the building before or after this time without adult supervision. Students who are on school grounds before or after hours without permission may be suspended and/or charged with trespassing.

Reporting Violations of a Safe School Policy

If a student becomes aware of any activity that is against school policies or laws, or is aware of any unsafe actions, he should report it to the proper authorities. These authorities include any teacher, administrator, security monitor, or school resource officer. All reports will be kept in the strictest confidence, and no names will be used by those investigating the report. If a student feels that he cannot report an infraction to a school official, he should report it immediately to a parent, who should forward the information to an administrator. This information will also be kept in the strictest confidence.

Drugs

Students, parents, and others should be aware that a program of investigation by the city police department utilizing drug-sniffing dogs will be conducted at various times during the school year.

Hall Passes

Students are expected to be in class at all times to receive instruction. Students are given 10 opportunities per block, per semester to use the hall pass. Students will not be permitted to leave class 10 minutes after the class begins or 10 minutes before the class ends. Any student who leaves the classroom during class time must have an official pass issued by the teacher. The passes will be checked by hall monitors or any school personnel.

Sex Offender Notification

Virginia law requires schools to provide parents with information regarding registered sex offenders who reside in our locality. The following web address will provide you with this information:

<http://sex-offender.vsp.virginia.gov/sor/index.html>

ACADEMIC INFORMATION

Teachers will use the approved numerical scale in recording students' grades during a grading period. Each marking period letter grade on the report card will reflect the numerical average of the grades earned.

Range	Grade		Range	Grade
93-100	A		73-76	C
90-92	A-		70-72	C-
87-89	B+		67-69	D+
83-86	B		64-66	D
80-82	B-		Below 64	E
77-79	C+			

A student's academic grade shall be based on his achievements and the timely completion of instructional requirements. Grades will not be reduced for poor conduct.

Changing and Dropping Courses

Students are expected to follow the schedule of courses for which they register. However, circumstances may arise which give valid reasons for changing a schedule or dropping a course. Adjustments will be made only when, in the judgment of the student's counselor, the reason for change is valid. Note: If a student requests to drop a course during the drop/add period, written notice must be received by the school's counseling department within the first five days of that course. **A student may not drop a course and add a new course after the first five days of a course. If a student requests to drop a course after this official drop/add period, the student will receive an "E" as a final grade for the course dropped unless extenuating circumstances are established.** The principal shall determine if the circumstances are extenuating.

Drop/add forms are available in the guidance office during the first five days of school; however, students are encouraged to make any schedule change requests within the first 2 to 3 days. Block scheduling provides comprehensive instruction daily, and days missed may seriously impact a student's grade.

(Term 1: last day to drop/add is September 13, 2021. Term 2: last day to drop/add is February 8, 2022).

**Schedule changes may impact a student's entire schedule.*

ACADEMIC INFORMATION

Homebound Instruction

A student is eligible for homebound instruction for medical reasons if he/she is unable to attend his/her regular school for an extended period of time. This must be initiated by a parent or guardian. The school nurse will assist the student in completing the necessary forms. Each case must be evaluated individually before a decision is made to permit homebound instruction. Please see the homebound coordinator in guidance for homebound procedures.

Examinations: Opt-In Final Exam Option

Students are being assessed for mastery throughout the year in their courses. Students may opt-in to take a final exam to improve their grade. Taking an exam will not lower a student's final grade. Students who elect to take the final exam must communicate their intention to their teacher.

1. Semester and final examinations will be available for all courses bearing credit.
2. All exams will be developed to test students' knowledge of material covered during the course of an entire semester. Final exams are cumulative in nature with emphasis placed on second semester material.
3. All high school exams will be designed to last the entire examination period (approximately 90 minutes in length).
4. Exams will be varied in format (i.e. multiple choice, true/false, matching, fill-in-the-blank, short answer, TEI, and/or essay).
5. Exam schedules are to be developed to ensure that no student is scheduled for more than two examinations in a single day, and review time/materials will be given to students prior to taking an exam.
6. All students who choose to take exams must remain in the examination room for the entire block; students will not be released early.

Missing Assignments and Make - Up Work

The expectation is for all students to complete assignments on time. Students shall be permitted to make up work because of excused or unexcused absences, including in-school or out-of-school suspensions (School Board Regulation 6-44). Families should communicate with their student's teachers regarding any attendance concerns.

1. **It is the student's responsibility to access and submit all completed work missed when absent.** Students absent 1-3 consecutive days have up to 5 school days to submit the work for full credit.
2. All missing assignments must be turned in before the end of the marking period. Exceptions must be presented and approved by the administration.
3. When a student is absent the day of an assessment, the student should be prepared to make up the assessment as soon as possible as agreed upon with the teacher.
4. Teachers **may** respond to late work with a grade deduction of 10% per day, not to exceed 30% total deducted for being late. NOTE: There may be extenuating circumstances to consider. Students are encouraged to communicate with their teacher regarding late work.
5. Teachers will use a zero in Synergy for all missing work until work is made up so as not to inflate grades in ParentVue and/or StudentVue.

IMPORTANT NOTE: Student-athletes should provide their teachers with at least 48 hours notice prior to their athletic event in order to receive their assignments early.

SAFETY & SECURITY

School Safety

One of the top priorities for the administration of WBHS is the safety of students and staff. Our Safe School Plan contains procedures for safe day-to-day operations as well as routine drills to ensure that all students are familiar with routes and actions to take in case of an emergency. The following three emergency plans are a part of our Safe School operations:

1. Level 1—Interior activities function as normal, outside activities are halted (i.e. *stranger in the area, a bank robbery in the community, an animal on campus*).
2. Level 2—Interior activities function as normal, outside activities are halted, and all students in halls move into a secure classroom (i.e. *suspicious/irate person in building or on campus, police situation in proximity to campus*).
3. Level 3—All activities are halted, students and staff will go into total defense mode (i.e. *imminent threat to students and staff inside the building*).

Fire Exits

Fire drills will be conducted during the school day at least once a month to conform to the fire department regulations. When the fire alarm rings, all school personnel and students must leave the school building as soon as possible. No one may ignore the fire alarm. Fire exit locations are posted in every classroom and activity area, and directions should be followed. Any person who falsely pulls a fire alarm is subject to criminal charges by the Fire Department of the City of Chesapeake and will be subject to disciplinary action by school officials.

Video Surveillance

Video cameras have been placed throughout the building and around the parking lots for student safety. Cameras will be active during both school and non-school hours. Cameras may be used to verify participation in certain actions and serve as evidence (if necessary) in certain incidents.

Permission to Leave School Grounds

Students who need to leave school early must turn in a parental note to their home-room teacher, who will then issue an Early Dismissal Pass. Parents or guardians who do not write their child a note must come into the attendance office, present a valid ID, and sign out their child. Once a student has arrived on school grounds, he or she is not to leave without approval until school is dismissed. If students need to go to their car prior to school dismissal, they must ask security at front desk; security (or student) will obtain administrative approval, and security will escort said student to his/her car and back into the building.

Seniors who regularly leave school early due to an early release schedule must have an Early Release Pass issued by the Assistant Principal for Attendance. Both Early Dismissal and Early Release Passes are subject to be checked by any school official or any Chesapeake police officer. When leaving school grounds early, students must exit through the main door, auditorium doors, or the small or large commons ONLY! Any student who has permission to leave school early MUST exit the school grounds at the approved time and may not return to the school grounds until after the end of the school day. Violators may face disciplinary action or trespassing charges.

VHSL RULES

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 was enrolled for the first time in the ninth grade or with the semester in which he was first enrolled after passing four eighth-grade subjects in a previous school year, whichever occurred first, and the eight consecutive semesters shall be counted continuously from that point, regardless of whether or not he is enrolled in school.

28-8-1 AMATEUR RULE - The student shall be an amateur. An amateur is an athlete who engages in VHSL athletics solely for the educational, physical, mental and social benefits he derives there from, 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 principal of his school, 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 has been examined and found to be physically fit for athletic competition, and that his parents consent to this participation.

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

28-12-1 ALL-STAR PARTICIPATION RULE - Students who have completed their eligibility in a sport may participate in no more than one all-star game in that sports season prior to graduation from school.

28-13-1 SPORTSMAN RULE -

- (1) Member schools are required to conduct all their relations with other schools in a spirit of good sportsmanship.
- (2) Any athlete who in protest lays hands or attempts to lay hands on an official may be declared ineligible for up to one year. Any athlete who strikes an opponent, coach, or a spectator during or following an athletic event may be declared ineligible for up to 1 year.

Zero Policy

Students will be assigned in the following situations:

1. If it is documented that a student has cheated on an assignment.
2. In the case of an intentional absence (e.g. skipping class or school) students shall not be permitted to make up work for credit.
3. If a student fails to **submit** an assignment.

WIN (Why Instruction is Needed)

A FREE AFTER SCHOOL TUTORING PROGRAM

The study sessions are open to all students and are held Tuesday through Thursday from 4:00 - 4:45 p.m. **FREE** transportation is provided after school for any participating student. The bus leaves from the front of the school at 4:50 p.m. and is not authorized for non-WIN students. Students who wish to ride must have a valid WIN bus pass each day from their tutor.

The program is mandatory for any student athlete on academic probation. Please refer to pg. 20 in the Athletics section for more information.

HONOR CODE GUIDELINES

WBHS encourages students to demonstrate the highest standards of personal honesty and integrity in their academic work, in their interpersonal relationships with other members of the school community, and in their participation in all school activities. Any form of dishonesty, plagiarism, or cheating violates the WBHS Honor Code. **The WBHS Code of Academic Integrity applies to all graded assignments.**

Students are to abide by the following set of expectations:

- Students are expected to verify that the work on each assignment is his or her own.
- Collaborating with an other classmate on any assignment must be pre-approved by the teacher.
- Students may not plagiarize in any form.
- No student may allow others to copy his/her work.
- No student may misuse content from the Internet.

**Additional information and examples will be outlined in the Western Branch High School Code of Academic Integrity: Code, Consequences, and Violations brochure distributed to students during the first weeks of school.*

Honor Code Statement:

My work is my own and no other's. I will not copy another student's answers, use or access another student's account, plagiarize from any source, violate copyright laws, nor submit any work that is not completely my own. Giving away my work, my password, or giving any access to my work to anyone violates the Honor Code.

HONOR CODE GUIDELINES

Consequences for Honor Code Violations

First violation of the WBHS Honor Code:

- A zero on the assignment (s)
- Parental contact by the teacher
- Submission of Honor Code Violation referral to the Assistant Principal for Instruction
- Possible forfeiture/ineligibility to join National Honor Society/WBHS Marshals
- A warning that further infractions may result in dismissal/suspension from extracurricular events or activities, including athletics

Second violation of the WBHS Honor Code:

- All of the above
- Meeting with Assistant Principal for Instruction
- Parental contact made by the API to review consequences
- One day of ISS
- Dismissal from all leadership positions in student activities (clubs, classes, SCA, sports, etc.) for the remainder of the school year
- Dismissal/suspension from extracurricular events or activities, including athletics
- Possible long-term dismissal/suspension from extracurricular events or activities, including athletics, and OSS

Third and subsequent violations of the WBHS Honor Code:

- All of the above
- One day of OSS
- Long-term suspension or removal from extracurricular events, including athletics
- Parent conference before student can be re-admitted

VHSL RULES

VIRGINIA HIGH SCHOOL LEAGUE RULES

Virginia High School League (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. VHSL was developed in 1913 in Charlottesville, Virginia, and it publishes annually a code of rules for all VHSL activities in the state. VHSL INDIVIDUAL ELIGIBILITY REGULATIONS (VHSL HANDBOOK, SECTION 28) General Rules applicable to all students.

To be eligible to represent the school in any VHSL sponsored interscholastic contest, a student shall meet the following requirements:

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

28-2-1 GRADE RULE - The student shall be enrolled in the last four years of high school.

28-3-1 ENROLLMENT RULE - The student shall have been regularly enrolled in the school which he represents no later than the fifteenth day of the semester.

28-4-1 SCHOLARSHIP RULE - The student shall:

- (a) For the first semester, be currently enrolled in not fewer than three subjects, or their equivalent, offered for credit and have passed three subjects, or their equivalents, offered for credit the immediately preceding year or the immediately preceding semester for schools that certify credit on a semester basis.
 - (a-1) Students in 4x4 programs must take three subjects per term and pass three subjects per term.
- (b) For the second semester, be currently enrolled in not fewer than three subjects, or their equivalent, offered for credit and have passed three subjects, or their equivalent, offered for credit the immediately preceding semester.
- (c) Eighth-grade students who passed five 8th grade subjects the past school year and reached the age of fifteen on or before the first day of October may compete on the varsity level (if the sport is not offered on the junior high level in Virginia).

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 competes.

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 legal guardian.

ATHLETICS

Logistics of the WIN Program

1. The study sessions are open to all students.
2. The study sessions will be held Tuesday through Thursday from 4:00- 4:45 p.m.
3. The only legitimate excuse for athletes with a GPA below 2.0 not attending a study session is being absent from school the entire day or having a contest conflict (game day).
4. Any VHSL participant who does not maintain a 2.0 GPA for the previous semester, or a cumulative 2.0, will be required to attend the study sessions. If the participant is in season and does not attend study sessions and is not absent for legitimate reasons as identified earlier, the participant shall not practice in contests beginning Monday of the following week and continuing through Saturday of that week.
5. Any VHSL participant who receives a grade below a "C" in any class should be encouraged to utilize the resources of the study sessions regardless of his/her semester cumulative GPA.
6. The study sessions will provide a quiet study area, peer tutoring, and faculty tutoring for attendees.

VHSL Initial Eligibility

A VHSL participant must maintain a 2.0 GPA prior to initial participation, regardless of when initial participation begins. Under this provision, in order to be eligible for the first semester, a ninth-grade participant must have maintained a 2.0 GPA for the spring semester of the eighth-grade year. Also, under this provision, an eighth-grade student competing at the sub-varsity level must maintain a 2.0 GPA for the semester or the year prior to participation. Any student entering a VHSL activity and establishing eligibility for the first time must have had a 2.0 GPA for the previous semester or have a 2.0 cumulative

VHSL Probationary Semester

After meeting the 2.0 GPA requirement for the initial participation, the student may have one probationary period of high school eligibility (grades 9-12). The probationary period is defined as the semester following a semester in which a participant falls below the 2.0 GPA requirements and still meets the VHSL eligibility requirements, even if the child does not participate in a sport during that probationary period. This semester may be used as a probationary period in which the student is allowed to continue participation in VHSL activities and must attend mandatory study hall. Any student participating in a sport while in the probationary semester may not practice or participate in contests unless study sessions are attended.

ATTENDANCE

State law requires that students be regular and punctual in attendance. Regular attendance is important in the academic development of the student. Excessive and unexcused absences from school are detrimental to such development. Attendance is a shared responsibility between the home and school.

Attendance Procedure

In an effort to verify attendance each day, we request that parents notify the school if their child will be absent. Please call 484-9247 before 9:30 a.m. each day to report student absences. Students are also required to bring a note from the parent on the first day of return indicating the reason for the student's absence and the telephone number where the parent may be reached. The homeroom teacher will issue an admittance slip for excused absences which the student will take to all of his or her remaining classroom teachers to sign. The student should retain the admittance slip for his or her records.

Excused Absences

Sickness of a student, medical appointments, severe illness or death in the family, exposure to contagious disease, religious holidays, court appearance if subpoenaed, and inclement weather will be considered the only legitimate excuses for absence or tardiness. **Absence for any reason other than those stated above must be approved in advance by the Assistant Principal for Attendance.** Requests for an absence should be submitted in writing three days prior to the absence. Please state the reason for and the date or dates of absences. When possible, work should be completed before the pre-approved absence. Otherwise, all work missed should be made up upon return to school.

Tardy

Students entering school tardy at any time during the day should report directly to the attendance office. If a student comes in tardy because of illness or a doctor's appointment, he or she must have a note from a parent or the doctor's office stating the reason for the student's tardiness. Habitual tardiness due to medical reasons may require a doctor's note.

Tardies are recorded by semester. Students who miss 30 minutes or more of a class will be counted as absent. Students who ride the bus and attend the morning session of the Chesapeake Career Center may intermittently be late returning to WBHS. If any issue arises, the student or parent should notify WBHS administration immediately.

** see the detailed tardy policy on page 14*

TARDY POLICY

# of tardies	Consequence
5th	Warning
6th	1 Working lunch
7th	2 consecutive working lunches
8th	2 consecutive working lunches
9th	1 day ISS
10th	1 day ISS
11th or more	OSS

* see page 24 for details on Working Lunch

ATHLETICS

Athletic Programs

WBHS offers teams in the following sports:

Varsity and JV Baseball	Gymnastics
Varsity and JV Basketball	Indoor & Outdoor Track
Varsity and JV Cheerleading	Varsity and JV Soccer
Cross Country	Varsity and JV Softball
Varsity and JV Field Hockey	Swimming and Diving
Varsity and JV Football	Tennis
Golf	Varsity and JV Volleyball
	Varsity and JV Wrestling

Season Athletic Passes

High School and Middle School students will be able to purchase a student athletic event pass to attend regular season athletic contests in Chesapeake. The cost of the pass is \$20.00. The pass will be available on each school's GoFan page. The \$20.00 cost includes the service fee for **GoFan**. Students will redeem their passes using their smartphones.

THE WIN PROGRAM (WHY INSTRUCTION IS NEEDED) **A FREE AFTER - SCHOOL TUTORING PROGRAM**

In order to be eligible to participate in VHSL- sanctioned activities, the School Board of Chesapeake has adopted a policy requiring participants to maintain a minimum 2.0 GPA . Mandatory study sessions have been developed for VHSL participants who are in jeopardy of failing to meet the 2.0 requirement or who fall below the requirement. Even though the program targets VHSL participants, **all students who would like extra help are invited to participate**. Bus transportation is provided Tuesday through Thursday. A bus pass is needed and may be obtained from the WIN teacher.

DISCIPLINE POLICIES

CPS ACCEPTABLE TELECOMMUNICATIONS/INTERNET USE POLICY

Use of school computers, networks, and Internet is a privilege granted by Chesapeake Public Schools. All students are expected to use computers and related technology for assigned educational activities only. WBHS reserves the right to restrict student use of hardware and software. The full Acceptable Use Policy is outlined in the student packet distributed in September.

DRUGS / TOBACCO PRODUCTS/ELECTRONIC CIGARETTES

The illegal use, possession or distribution of drugs, drug paraphernalia, or alcohol on school property or at any school activity is prohibited by Chesapeake School Board Policy 9-35 as well as by the laws of the State of Virginia. Students using drugs or alcohol prior to coming onto school property are also in violation of the policy. Violation shall result in suspension and/or police action pursuant to School Board Policy. Neither possession, smoking, nor the use of tobacco products/electronic cigarettes is permitted in school buildings or on the grounds. Students with tobacco products/electronic cigarettes on their person shall be suspended.

1. Use/possession of drugs or marijuana - consequence: first offense is 5 days OSS and a referral to the Office of Pupil Discipline for a substance abuse assessment. A second drug or alcohol offense while the student is enrolled with Chesapeake Public Schools will result in 10 days OSS and a referral to the office of Pupil Discipline with a recommendation for expulsion.
2. Use or possession of alcohol-consequence - first offense is 5 days OSS and a referral to the Office of Pupil Discipline for a substance abuse assessment. A second drug or alcohol offense while the student is enrolled with Chesapeake Public Schools will result in 10 days OSS and a referral to the office of Pupil Discipline with a recommendation for expulsion.

SUSPENSIONS

In-School-Suspension (ISS)

While in ISS, a student is considered present in class. It is the responsibility of the student to obtain any/all work assignments from his/her teachers prior to serving ISS. A student enrolled at the Chesapeake Career Center and assigned ISS by the home school will attend ISS for the regularly scheduled time in the home school and will attend his / her regularly scheduled classes at the Chesapeake Career Center.

Working Lunch (WL)

Working Lunch is an alternative disciplinary method used for less serious infractions of school policies. One intent of WL as a first-line consequence is to possibly reduce the number of days out of class some students may miss if given In-School Suspension. Students assigned to WL will report to the RED ZONE Working Lunch Room before the tardy bell for lunch rings and remain there until their lunch ends. Students must provide their own work for the lunch period and may bring lunch or order school lunch. Students who fail to serve an assigned WL will be subject to ISS or OSS.

Out-Of-School-Suspension (OSS)

A student given OSS is considered absent from school during the suspension period. Any work missed may be made up in a reasonable amount of time agreed upon by the teacher. A suspended student must not return to school premises or attend any school-sponsored activity during the term of suspension.

***Please Note - A suspended student found on any Chesapeake Public Schools' property is subject to being charged with trespassing.**

ATTENDANCE

Leaving School Early

Any student who needs to leave school prior to the end of the day must bring a note from his or her parent indicating the reason and means of transportation. These notes must be submitted to the homeroom teacher during homeroom period. Students who leave without permission will be considered as skipping school and subject to disciplinary action. Students who do not submit a note will not be allowed to leave school. Unless a doctor's note/legal note is provided, the student will be marked unexcused-absent if missing more than 30 minutes of class.

Attendance and Credit for Courses

Unless extenuating circumstances are established in advance, a student who misses more than nine (9) days (excused + unexcused) of a semester course or more than eighteen (18) days (excused + unexcused) of a two-credit, year-long course will receive a failing grade and will not be granted credit for the course.

Extenuating Circumstances

Extenuating circumstances **may** be granted when a student exceeds the allotted number of absences. Out-of-school suspensions are not considered valid reasons when applying for extenuating circumstances. Students applying for extenuating circumstances must complete the application and provide documentation for absences to the Assistant Principal for Attendance. The application is located on the WBHS website as well as on Bruin Net. **First semester** applications are due by 4:00 p.m. on January 12th and **second semester** applications are due by 4:00 p.m. on May 25. If granted extenuating circumstances, all additional absences should be approved by the principal. **Unapproved absences, after extenuating circumstances have been granted, may result in forfeiture of the previously granted extenuating circumstances.**

Extended Day Program

The Extended Day Program has been established to help students who could fail courses due to excessive absences. A student may redeem a maximum of four (4) days per course during a semester. A student may redeem one absence for one extended day period after school and may redeem two classes for each scheduled Saturday. Students who have excessive absences and have not attended any extended day sessions may not have their applications for extenuating circumstances approved by the principal. The after-school extended day period will be held from 4:00 p.m. - 5:30 p.m.. Students will not be permitted to enter the extended day period late. In order to receive credit for the extended day, the student must remain in the session the entire time, working on pre-approved school work. The following dates are the extended day periods for the 2019-2020 school year:

1st Term: After School: Nov. 23,30 Dec. 2,7,9,14,16 Jan. 4,6,11

2nd Term: After School: Apr. 19,21,26,28 May 5,10,12,17,19,24

DISCIPLINE POLICIES

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DISCIPLINE POLICIES

DISCIPLINE - SCHOOL BUS

It is important for students to understand that riding the school bus, for whatever purpose, is a privilege. Should that privilege be abused, it may be revoked for a specific period of time or permanently. Parents are responsible for student transportation when a student's riding privilege is suspended or revoked.

Students who ride the bus must abide by all CPS regulations, some of which follow:

1. Students are required to get on and off the bus at their designated stop.
2. Students must not extend arms, legs or head out of the bus.
3. Students must not block aisle with books or other objects.
4. Students are not permitted to eat or drink on the bus.
5. Students must not throw paper or other litter on the floor of the bus.
6. Students must not throw objects about the bus or from the windows.
7. Students must not engage in unnecessarily loud talking or laughter.
8. Students must sit in assigned seats, if applicable.
9. Students must not shout at pedestrians or passengers in/on other vehicles.
10. Students will not be allowed to loiter on the bus ramp at any time.
11. Students must remain seated while the bus is in motion.
12. Students must not engage in behavior that is distracting to the driver.
13. Students must not use inappropriate language.
14. Students must wear masks when riding a school bus.

ELECTRONIC DEVICES AND CELLPHONE POLICY (BYOD)

While on school property, between the hours of 8:40 a.m. and 3:38 p.m., use of any portable communication or electronic devices including but not limited to cell phones, laptops, tablets, e-readers, mp3 players, cameras, and i-Pods are subject to the following restrictions:

- electronic devices may never be used in restrooms, in locker rooms, or during any testing situation or testing environment.
- electronic device usage in classrooms is at the discretion of the teacher. Students using devices without the permission of the teacher may face disciplinary action.
- electronic devices may be used in GREEN ZONES (in approved areas before school hours, in hallways before, between, after classes and lunch, in the cafeteria during students' assigned lunch period, and in approved areas after school).
- Earbuds, headphones, etc. may not be worn on any part of the head in RED ZONES.
- Regardless if the area is a GREEN ZONE, students are not allowed to take or view unrelated or inappropriate video or pictures that negatively impact the school climate.

Students who use portable communication or electronic devices outside the compliance areas and times listed above may face disciplinary actions.

Students must have a signed Acceptable Use Policy form submitted to the Media Center before an electronic device (iPad, Kindle, etc.) can be used.

Students may not use cameras during the school day unless they are enrolled in a class that requires camera usage (i.e., Yearbook, Photography, Photo Journalism,

DISCIPLINE POLICIES

Level 2 Responses (continued):

- In-school suspension with behavioral interventions and/or restorative practices (one-three days)
- Loss of specific school privileges
- Mediation or conflict resolution
- Parent/Guardian contact
- Referral to law enforcement where required
- Referral to support services
- Referral to Individualized Education Plan (IEP) team

Level 3 Responses: Dependent upon the severity, chronic nature of the behavior and/or safety concerns, Level 3 behaviors may result in the student's short-term removal from school. Such disposition responses may include but are not limited to one or more of the following:

- Level 2 Responses
- Behavior contract with Office of Student Services
- Complete prevention/intervention activities as assigned by Student Services
- Community service
- Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP) Development (Special Education Students) or Behavior Support Plan (BSP) Development (General Education Students)
- In-school suspension with restorative practices (three plus days not to exceed five days)
- Loss of all school activity privileges
- Referral for community-based services
- Short-term out-of-school suspension

Level 4 Responses: Responses at this level are required to be reviewed by the superintendent or superintendent's designee as outlined in the Code of Virginia § 22.1-279.3:1. Local school board policy may require additional reporting. After a review of the incident in context, the superintendent or designee disposition response may include; but are not limited to, one or more of the following:

- Level 3 Responses
- Expulsion
- Long-term Suspension
- School reassignment: Students may be assigned to another school within the division.

DISCIPLINE POLICIES

	RESPECT (to feel or show differential regard for a person)	ACCOUNTABILITY (a responsibility)	INVESTMENT (a devotion, a commitment)	SAFETY (a protection from danger or injury)	EQUITY (a fairness, justice and impartiality)
Classrooms	We follow the classroom rules. We respect the ideas of others. We adhere to the BYOD policy. We respond kindly to others.	We come to class on time. We follow the honor and dress codes. We take ownership of our words and actions. We will communicate with our instructors.	We come to class prepared. We monitor our grades on Synrgy. We ask for help when needed. We will complete assignments on time.	We follow classroom safety rules. We keep aisles clear of belongings. We adhere to the and lockdown procedures.	We are open to the ideas and beliefs of others. We speak positively to students, staff, and visitors. We help others when needed.
Hallways	We walk to and from class with a purpose. We adhere to the BYOD policy. We keep hallways open and clear. We use appropriate language.	We walk to class in a timely manner. We carry our hall passes with us and have it visible. We will adhere to the 10/10 min. rule. We will adhere to the BYOD policy.	We arrive to class on time. We only leave class when it is necessary. We walk to and from our destination with purpose.	We walk safely in the hallways. We adhere to the "Red Zone" Policy. We keep the hallways and exits entrance clear.	We speak positively to students, staff, and visitors. We help others when needed. We promote an inclusive environment.
Restrooms	We adhere to the "Red Zone" policy. We allow for the privacy of others. We use the soap, water, and paper towels for their intended purpose. We keep the stalls, walls, and floors clean.	We adhere to the "Red Zone" policy. We use the restroom for its intended purpose only. We report any issues to administration.	We use our time wisely when in the restroom. We partner with custodial staff to keep restrooms clean. We will conserve restroom supplies.	We will report any unsafe conditions. We will keep our hands, feet, and belongings to ourselves. We wash our hands.	We reserve the handicap stall for those who need it. We will be mindful of others in the restroom.
Common Areas Cafeteria, Auditorium, Library & Bus Ramp	We stay in line and wait our turn. We use school appropriate language. We clean up after ourselves.	We follow the BYOD policy. We clean up after ourselves. We will maintain the personal space of others.	We use areas for their designated purpose and during designated times. We enter in an orderly and timely manner.	We will keep aisles and exits clear. We will keep the exterior doors closed.	We respect personal space. We help others when needed. We listen to others while talking.
Gym/Locker Rooms	We provide privacy for others by adhering to the "Red Zone" policy. We use school appropriate language. We return and take care of school equipment.	We are responsible for securing all personal items. We report any issues to administration or staff. We will use and maintain equipment properly.	We will participate in physical education activities. We will practice good sportsmanship.	We will adhere to the game rules and safety procedures. We will remain aware of our surroundings.	We support and encourage the different levels/abilities of others. We will create and maintain an inclusive environment.

DISCIPLINE POLICIES

Below is a list of school disciplinary infractions. This list is designed to assist staff, students and parents, but it is not intended to be all-inclusive. Modifications will be made at the discretion of the administration. Violation of the following policies may result in expulsion, Out-of-School Suspension (OSS), In-School Suspension (ISS), revocation or suspension of student privileges or other disciplinary actions deemed appropriate by the principal.

1. Exhibiting behavior that disrupts learning, instruction, or the educational process
2. Showing disrespect/defiance. Defiance shall include but is not limited to the following: refusing a reasonable request; failing to remain in the classroom or office as directed; failing to report to the office with or without a referral as directed; and failing to surrender any item to confiscation as directed.
3. Threatening to bomb, burn, or damage school buildings or property
4. Pulling a fire alarm, dialing 911, or causing a false alarm by any manner
5. Destroying, defacing or damaging school buildings or property, including writing graffiti
6. Engaging in horseplay
7. Forging notes or other documents the student may submit to school officials
8. Stealing or misappropriation of school or personal property
9. Cheating or dishonesty in any form
10. Throwing any object that would cause bodily harm to students, teachers, staff, or others
11. Possessing dangerous objects or weapons including but not limited to guns, knives, laser pointers, fireworks, box cutters, and razor blades
12. Using inappropriate or profane language
13. Inappropriately using portable communication or electronic devices (see BYOD Policy on page 22 for more information)
14. Engaging in verbal or physical harassment or assault or engaging in a verbal or physical altercation or confrontation with another student, teacher, staff, or other
15. Selling items, posting or distributing flyers, other than those approved by school officials
16. Being in an unauthorized area such as parking lots, outside the building, or loitering in the hallways
17. Showing inappropriate displays of affection
18. Failing to identify one's self upon the request of a school official
19. Failing to sign in (or out) in the attendance office and/or leaving school without administrative authorization
20. Failing to comply with dress code
21. Opening exterior doors for anyone on the outside during the school day
22. Failing to correct a problem or violation after a faculty, staff or administrative warning
23. Returning to school premises or going on any Chesapeake Public Schools' property at any time during the term of out-of-school suspension
24. Using school computers or any equipment inappropriately or without proper authorization

DISCIPLINE POLICIES

CPS has outlined four different levels of responses to behaviors. It is important to note that the level of response is not sequential; rather, a correlation to the severity, chronic nature and/or safety concerns of the behavior. Teachers may utilize the following interventions before they become Level 2 responses.

Level 1 Responses: Level 1 responses are intended to prevent further behavioral issues while keeping the student in class. Such disposition responses may include but are not limited to one or more of the following:

- Behavior Contract – teacher/staff
- Behavior progress chart
- Check-In/Check-Out
- Confiscation (at teacher's discretion)
- Detention (before school, at lunch, after school)
- In-school suspension (Up to one-two days) with behavioral instruction and academic support
- Loss of classroom privileges
- Peer mediation
- Recognize/Reward appropriate behavior
- Re-teaching or modeling of desired behavior
- Seat change
- Student conferences among: Administrator, teacher, counselor, other staff as appropriate and or parent/guardian
- Written reflection or letter of apology

* Per the Code of Virginia, teachers have the initial authority to temporarily remove a student from class for disruptive behavior.

Level 2 Responses: Administrative responses and interventions at this level are designed to prevent further behavior issues and keep the student in school. Depending upon the severity of the behavior, short-term removal of the student from the classroom may be appropriate. Such disposition responses may include; but are not limited to, one or more of the following:

- Level 1 Responses
- Behavior Contract with administration
- Community service within the school
- Complete prevention/intervention activities as assigned by administration

DISCIPLINE POLICIES

STUDENT DRESS CODE

School Board Policy 9-33 regulates student dress. Students are expected to dress in a manner appropriate to the promotion of learning. Extremes in dress will not be permitted as they are distracting and disruptive to the learning process. The Western Branch High School dress code is designed to inform students and parents about appropriate and acceptable dress. Students in violation of the dress code policy may be removed from class. Repeated dress code violations and/or refusal to comply with the policy will result in further disciplinary action. The Western Branch High School Administration reserves the right to determine the appropriateness of attire based on the following guidelines.

The guidelines include but are not limited to:

- Students will not be allowed to bring to school clothing which is lewd or suggestive, jewelry, or other apparel or personal belongings that advertise weapons or advocate violence, alcohol, and drug use and/or distribution; that represents gang activity and/or membership or that depicts graphic violence (e.g., crowns, stars, weapons, drugs); that use obscenities; or that reflect adversely on persons due to race, gender, creed, religion, disability, sexual orientation, or intellectual ability or that contain inappropriate innuendos.
- Students will not be allowed to wear excessively tight, form-fitting or revealing clothing. All shorts and skirts must be no shorter than three (3) inches above the knee. Sleepwear, bed clothes (slippers, etc.) are not permitted to be worn.
- Students may not wear revealing tank tops such as muscle shirts or shirts with spaghetti straps.
- Students must wear tops with significant shoulder covering to cover undergarments. See-through fabrics or low-cut tops and/or clothes that show bare backs or midriffs may not be worn. Shoulders (back and front) must be covered with clothing.
- Students may not wear any items that cover the entire head unless it represents a religious affiliation. Female students may wear hair accessories as long as they do not cover the entire head. Male students are not allowed to wear bandanas, head-bands, or other headpieces at all unless they represent religious affiliation. Items such as baseball caps, sunglasses, and other headwear are forbidden and may be confiscated.
- Students are not permitted to wear clothing with revealing holes, rips, or tears
- No wallet chains or large-linked chains may be worn as jewelry or used as key chains.
- No collars or bracelets with protruding spikes will be permitted.
- All students are required to wear appropriate shoes while on school property.
- All pants must be secured, buckled or fastened at the waist with no undergarments showing.

DISCIPLINE POLICIES

25. Inciting another to threaten injury to a person or damage to school property, in person or via any electronic or social media
26. Engaging in any gang-related activity. Such activities may include but are not limited to the display of symbols of gang membership (i.e., clothing, jewelry, or other accessories that are deemed to symbolize gang membership or affiliation), recruitment of or invitation to other students to join or otherwise affiliate themselves with gangs, gang-related extortion, gang-related violence, gestures, possession or distribution of gang-related literature, lyrics, or drawings, or gang-related vandalism (including graffiti). Exhibiting behavior that is determined to be gang related will be subject to disciplinary action up to and including suspension and expulsion.
27. Endangering the health and safety of other students, recklessly and intentionally, for the purpose of initiation, regardless of whether a student voluntarily participates, will be subject to disciplinary action up to and including suspension and expulsion. In addition, they will be charged with a Class 1 Misdemeanor (12 months jail time/\$2,500 fine)
28. Bullying* in any form, in person or via any electronic or social media platform
29. The illegal use, possession or distribution of drugs, drug paraphernalia, or alcohol on school property or at any school activity is prohibited by Chesapeake School Board Policy 9-35 as well as by the laws of the State of Virginia.
30. Failing to follow other policies set forth in this handbook or Chesapeake Public Schools' policies

*Bullying is a form of aggressive behavior in which someone intentionally and repeatedly causes another person injury or discomfort. Bullying can take the form of physical contact, words, or subtler actions. Continued bullying can:

- ◆ Contribute to a negative learning environment
 - ◆ Result in students skipping school or dropping out
 - ◆ Create a feeling of being unsafe and cause students to become unfocused
 - ◆ Lead to verbal confrontations and escalate to physical altercations
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We are committed to Stop Bullying!
YOU CAN HELP STOP BULLYING AT WBHS;
REPORT ACTS OF BULLYING TO YOUR GUIDANCE COUNSELOR
OR YOUR GRADE LEVEL ADMINISTRATOR!

PLEASE NOTE - If a student continues to escalate an incident and does not cooperate with an administrator, faculty or staff member, additional consequences and or suspension days may be assigned.