

# WILLIAM BYRD HIGH SCHOOL



2011-2012

Student Handbook

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## MESSAGE FROM THE PRINCIPAL

Welcome to the finest high school in the State of Virginia! It is a pleasure for me to serve as the principal of a school with an outstanding student body, excellent faculty, and a supportive community. William Byrd High School has a long-standing tradition of excellence. I challenge our students to not only maintain that tradition, but also to contribute to the tradition. We excel both academically and athletically at William Byrd High School. Terrier Pride is a way of life for both current and former students. Responsibility, reliability, cooperation and concern for others are trademarks for students at our school. I invite you to make this your trademark too! We *"Accept only the best @ WBHS."* If we **all** put forth our *best* effort, we will all reap the rewards of that effort.

As you embark on the new year, realize the many resources available to aid you in your success. Do not hesitate to ask teachers, counselors, or principals for help with any of your problems regardless of whether they are academic or social. I challenge you, the students, to make this the finest year ever in *all* areas. During the school year, if I can be of service to you in any way, please feel free to come by my office.

Richard A. Turner  
Principal

## RULES AND REGULATIONS

A copy of the Roanoke County Schools Student Conduct Code will be provided for each student. The conduct code may also be accessed online at the following web address along with the Roanoke County Policy Manual as it relates to students at

<http://www.boarddocs.com/vsba/roecnty/Board.nsf/goto?open&id=738FCAD13256D5B38525732A006C849A>.

**Students and parents are required to review the Student Conduct Code and sign and return the Acknowledgment of Receipt along with the Internet Use Agreement. It is our expectation that students will abide by the Student Conduct Code as well as rules and regulations outlined in this student handbook.**

# ATTENDANCE

## ABSENCE

In case of an absence from school, the pupil must bring a statement written and signed by his/her parent/guardian the first day he returns to school and present it at the attendance office before classes. All excuses must be written by parents or guardians and must contain the following:

1. Pupil's name
2. Date or dates of absence
3. A definite reason for the absence
4. Parent's or guardian's signature

Absences will be excused or unexcused on the basis of the written note and subsequent conferences with parents. Excused absences are given in case of:

1. Illness.
2. Serious illness or death in the student's immediate family
3. A medical appointment accompanied by a note from the doctor or dentist.
4. Recognized religious holidays regularly observed by persons of their faith
5. Court appearances
6. Other absences of which prior notice has been given to the school and approval by a principal has been given.

### ALL OTHER ABSENCES ARE UNEXCUSED

**Students will be issued an excused or unexcused admit slip from the Attendance Office. It is the responsibility of students to present their admit slips to the classroom teachers for teacher signatures after each absence.**

## LEAVING SCHOOL GROUNDS

Leaving the school campus during the school day without proper authorization is a violation of the Roanoke County Student Conduct Code. Violators of this rule will be subject to revocation of parking privileges and/or strong disciplinary action as indicated in the Roanoke County Student Conduct Code. The only students who have permission to leave school grounds before 3:10 p.m. are those scheduled to do so and those who have an early dismissal slip.

## LEAVING FOR EARLY DISMISSAL

**ALL STUDENTS MUST SIGN OUT WITH ATTENDANCE BEFORE LEAVING SCHOOL.**

Proper Authorization includes:

- Written permission from a parent, a subpoena from court, or in the case of a medical/dental appointment, a doctor's appointment slip.
- Present the permission slip **BEFORE SCHOOL** at the attendance office. Notes require a parent signature.
- **UPON RETURNING TO SCHOOL, A STUDENT MUST HAVE A STATEMENT FROM THE DOCTOR, DENTIST, PARENT, OR COURT--EVEN IF THE STUDENT BROUGHT IN WRITTEN PERMISSION FROM A PARENT/GUARDIAN BEFOREHAND.**

## LEAVING IN CASE OF ILLNESS

If an emergency arises during the day that requires a student to leave school, the student must report to the Attendance Office and ask either the attendance secretary or one of the principals to telephone his/her parents or guardian. If a student becomes ill, he must report to his teacher for a sick slip. If there is a delay seeing a student due to other emergencies or illnesses, the student remains in class until he can be seen by the school nurse. A student will have permission to sign out after the student has been seen by our school nurse, the parents or guardian has agreed the student should leave school, and transportation is available.

**A student who leaves without following this procedure will be considered skipping and will serve time in detention or Saturday School.**

## PRIOR NOTICE OF ABSENCE OR EARLY DISMISSAL OR COLLEGE VISITS

- Students who miss one or more days of school for trips or vacation or college visits must bring a note from their parents or guardians **two days** in advance to the Assistant Principal in charge of attendance. If approved, students must immediately make arrangements with class teachers to complete assignments. **Absences of this type are recorded as excused only if work is made up as agreed.**
- Early dismissals will be granted excused status for doctor and dental appointments when students return with a medical certificate.

## EXCESSIVE ABSENCES

1. **After 5 days**, the school will contact the parents and advise them that the student's progress is being jeopardized.
2. **After 10 days**, a second contact will be made.
3. **After 15 days**, a third contact will be made and the school social worker notified. The school social worker is a liaison between Roanoke County Schools and the court system.
4. When any student has been absent 15 consecutive days, the student is withdrawn.

## UNEXCUSED TARDIES TO CLASS

(These start over each semester)

- A. **First Offense:** Issue a verbal warning.
- B. **Second Offense:** The student may choose to receive additional class work in lieu of time missed or to stay before/after school (teachers discretion) with the teacher for 10 minutes. The teacher may increase time as number of tardies increases.
- C. **Third Offense:** Teachers may issue a detention for 3 unexcused tardies.
- D. If a student becomes a "tardy problem", the teacher will contact a parent and refer the student to an administrator for assistance with alternative punishment.

## SKIPPING CLASS

1. **First Offense:** Teachers will assign three periods (for 90 min. Block class) of before school or after school or lunch detention, counsel student, notify parents, and notify administration.
2. **Second Offense:** Teachers will assign six periods of before school or after school or lunch detention, counsel student, notify parents and notify administration.
3. **Third Offense:** Teachers will refer student to an administrator; the student will be assigned Saturday School; the parents will be notified. The school social worker will be notified as well.

## TRUANCY

1. **First Offense:** Notify parents, counsel student, assign student Saturday School, and advise student and parent of future steps.
2. **Second Offense:** Notify parents of conference to be held, counsel student, assign Saturday School, notify school social worker.
3. **Third Offense:** Notify parents of legal steps to be taken by school social worker. Assign to Saturday School.
4. **Additional Offenses:** Assign Saturday School and schedule an attendance hearing with a principal, guidance counselor, school social worker, parent and student attending.

## TARDY TO SCHOOL

(These start over each semester)

Students are expected to arrive on time for school each day just as if they had ridden the bus. **Being tardy to school because of car problems will be unexcused. Students who are tardy or absent unexcused five times during a semester will have their parking privileges revoked.** They may re-apply for a permit after one grading period has passed.

1. **FIRST OFFENSE:** Administrator and parent notified and counsel with student.
2. **SECOND OFFENSE:** Administrator and parent notified and counsel with student.
3. **THIRD OFFENSE:** Administrator and parent notified and counsel with student.
4. **FOURTH OFFENSE:** Administrator and parent notified and counsel with student.
5. **FIFTH OFFENSE:** Administrator and parent notified; student assigned Saturday School and parking privileges revoked.

## MAKE-UP WORK FOR EXCUSED ABSENCES

Whenever a student is absent from school all day or for several days, he/she is responsible for any known assignments the day of return to school. Arrangements for making up assignments missed because of the excused absence must be made ***immediately*** with each class teacher ***upon return to school***. The teacher will establish appropriate deadlines for missed assignments. Should the student fail to make arrangements with the teacher upon returning to class, teachers may use professional judgment regarding makeup assignments. Make-up work for excused absences will be graded at full value.

**In cases of hospitalization or verified illness, special arrangements for class work may be made by agreement with a principal, teachers, and student involved.**

## MAKE-UP WORK FOR SUSPENDED STUDENTS

When a student is *suspended excused* from school, he/she can make up any work missed; however, all make-up work must be coordinated with the supervising teacher. Work not submitted in a reasonable time as determined by the teacher will be given only partial credit. **Students on suspensions are expected to make up all work for credit as determined by the teacher.**

## DRESS CODE <http://www.rcs.k12.va.us/parent/dresscode.shtml>

The WBHS Dress Code follows Roanoke County policy and is designed to promote an effective climate for learning and to increase safety and security while fostering unity and pride in our school. Our dress code ensures modest dress that meets community standards. Students are expected to dress appropriately following these guidelines to eliminate disruptions and reduce faculty and administrative time enforcing dress code violations.

### **Clothing General Guidelines:**

- Short/skirt length should be no higher than 5" from the top of the knee
- Sleeveless shirts are allowed; however, shoulder straps must be a minimum of 3 inches in width
- No undergarments, cleavage, or midriffs should be exposed
- Safe shoes are required at all times

The following should **not** be worn in school:

- Sleeves with oversized armholes
- See through garments
- Form-fitted shorts (i.e., biker shorts)
- Cut offs, torn, or ripped clothing
- Grossly oversized clothing
- Shirts with spaghetti straps
- Tube/tank tops
- Heavy or long winter coats
- Pajamas
- Bedroom slippers
- Rosary Beads

### **Accessories**

The following should **not** be worn in school:

- Heavy, metal chains
- Any accessories with spikes (jewelry, belts, etc.)
- Sunglasses
- Headgear including hats, caps, sweatbands, bandanas, wave caps, or scarves (except for religious beliefs)

### **Miscellaneous**

- Anything considered dangerous, distracting, or disruptive to the instructional environment is prohibited
- Clothing or accessories should not bear messages or pictures that are profane, obscene, offensive to others, or promote gangs, violence, drugs or alcohol
- The administration at each school reserves the right to judge appropriate appearance.

## CONSEQUENCES FOR VIOLATING THE DRESS CODE

1. **FIRST OFFENSE:** Student receives dress code letter to be taken home to parent/guardian. The letter serves as a reminder of the Roanoke County Dress Code. **Please sign in the appropriate spaces on the letter and return the letter to the school in 3 days. If the letter is not returned, two detentions will be assigned.**
2. **SECOND OFFENSE:** The student will change into appropriate clothing and receive **two detentions.**
3. **THIRD OFFENSE:** The student will change into appropriate clothing and be assigned to **Saturday School.**

Additional dress code violations may result in ***detention, Saturday School, or suspension.*** If a student should refuse to change into appropriate clothing, he/she will be suspended from school for the remainder of the school day.

***The administration at each school reserves the right to judge appropriate appearance.***

## CELL PHONES AND OTHER ELECTRONIC DEVICES

**Cell phones and other communication devices:** Students may possess a beeper, cellular telephone, PDA or other communication device on school property, including school buses, provided the device must be "off" and out of sight during the school day.

Disciplinary action will be taken for those failing to comply with this policy.

**Personal entertainment/electronic devices:** Students may **NOT** use cell phones, radios, tape players, CD's, Walkmans, MP3 players, mini-televisions, etc. during school hours. Such items will be confiscated.

### Consequences:

**1st Offense:** The communication device will be removed from the student and may be picked up in the office at the end of the school day.

**2nd Offense:** If your student is found to be in violation of a communication device violation in a second offense, a parent or guardian will be the responsible party to pick up the item in the office. The student will be assigned 2 detentions.

**3rd Offense:** A parent will be the responsible party to pick up the item in the office. The student will be assigned Saturday School.

***Refusal to give up the device will result in an automatic suspension from school.***

## PROFANE, VULGAR, OR ABUSIVE LANGUAGE

Public use of **PROFANE**, **VULGAR**, or **ABUSIVE** language has no place here at William Byrd High School and therefore will not be used out of respect for peers and teachers. **Infractions may be dealt with by any faculty, staff or administrative member.**

## BULLYING

**Bullying Definition:** Bullying occurs when an individual is exposed repeatedly and over time to negative actions on the part of one or more persons and there is a real or perceived imbalance of power. Negative actions may refer to any word, look, sign, misuse of technology that hurt a person's body, feelings, and or property.

- a. **Relational Bullying:** The use of peer pressure and manipulation to isolate and/or harmfully target an individual.
- b. **Verbal Bullying:** This term is defined as mocking, threatening, and spreading gossip/rumors/lies.
- c. **Physical Bullying:** This term refers to hitting, shoving, or other physical aggression intended to harm.
- d. **Cyber Bullying:** Cyber bullying is harassing, humiliating, intimidating and/or threatening others on the Internet or through any technological device (i.e. phones, Palm Pilots, pocket PCs, etc.). It can also be sexual in nature. It can involve someone a student knows or a complete stranger. Cyber bullying can include cruel jokes, malicious gossip, cruel and harmful messages, embarrassing information or photographs, and/or Web sites designed to target a specific child or teacher which could involve racial, religious, or cultural slurs.

**Bullying Consequences:** Any form of bullying will not be tolerated. Consequences for bullying may include, but are not limited to detention, Saturday school, loss of privileges, suspension, and possible expulsion.

## MEDICATION

To protect the safety of all children from the misuse of medication, the policy of the Roanoke County School Board for administering medication is as follows:

1. School personnel shall give prescription medication to students only when a written request from the physician or practitioner is received detailing the name of the drug, dosage, time to be given, and possible side effects and with written parent permission. Parents must deliver the prescribed medication in person to the school in its original container. The student may keep certain prescription medications for self-administration. These include:
  - a. Inhalers for asthma. The following conditions must be met:
    - i. Documentation from the student's primary care provider must be on file with the school indicating the identity of the student, stating the diagnosis of asthma, an approving self-administration of inhaled asthma medications that have been prescribed; specifying the name, dosage, frequency, and the circumstances which warrants its use.
    - ii. An asthma action plan or individual health plan that includes emergency procedures for any life-threatening conditions.
  - b. Glucose tablets, gel, or glucagons administration kits, insulin.
  - c. Epi-pen

\*The Parent/Guardian must sign the Medication Permission Form before medications can be carried by the student.

2. The pharmacy label is acceptable as the prescription and must include the name of the child, the name of the medication, name of physician, and time to be given.
3. If {Over the counter (OTC)} non-prescription medication is required, it must be supplied to the school in the original container by the parent. However, parents may feel their child can self-administer non prescription medication on their own. The student may only carry the dosage to be used at school for that day. In both instances, written parent permission must be provided with specific directions for administration. (Name of medication, dosage, time to be given, the reason for administration, and the parent/guardians signature.)
4. Sharing, borrowing, distributing, manufacturing, or selling any medication is prohibited. Permission to self-administer non-prescription medication may be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the Standards of Student Conduct.
5. Exceptions to these regulations may be necessary depending on individual circumstances. Exceptions may only be authorized by the principal or designee.

## **ROANOKE COUNTY POLICY REGARDING DRUG, ALCOHOL, AND**

**TOBACCO USE** <http://www.boarddocs.com/vsba/roecnty/Board.nsf/goto?open&id=86DGEC6692D6#>

**Use, under the influence, or possession of drugs or alcohol on Roanoke County School property or while attending a school-sponsored activity carry the following disciplinary results. (Possession of drug paraphernalia is included in these disciplinary actions.)**

### **First Offense – (Contract A)**

1. Report to law enforcement agency and parents/guardians.
2. Ten-day suspension.
3. Ineligible for participation in extracurricular activities for one calendar year

### **(Contract B):**

The suspension may be reduced to 3 days of out of school suspension and 2 Saturday Schools. The student will also be required to attend 2 Student Assistance Program sessions along with parents or guardians and loss of extracurricular activities for 30 calendar days and parking privileges for 30 school days if the student agrees to:

- (1) Participate in the Student Assistance Program and follow recommendations made by the SAP coordinator and/or core team members, and

- (2) A urine screen within 2 business days of the offense and a drug/alcohol assessment by a state-approved agency in the community and follow their recommendations. (The assessment must be completed within 15 days)

If a student fails to demonstrate satisfactory progress in the SAP, he or she will receive full consequences for the violation, thereby, reduced suspension and extra curricular ineligibility will be revoked and Contract A will be invoked.

## **Second offense or first offense for Distribution Violation**

**Giving, selling, distribution or possession with the intent to give, sell, or distribute illegal substances by students:**

1. Law enforcement agency and parent(s)/guardian informed, immediately.
2. Immediate 10-day out-of-school suspension.
3. Recommendation to central administration for expulsion

Non compliance with SAP expectations may result in the student being referred to the school board for expulsion.

## **Tobacco (Possession or Use)**

First Offense -	<u>One Saturday School and assigned group sessions</u>
Second Offense -	<u>Two Saturday Schools and assigned group sessions</u>
Third Offense -	<u>Five days out-of-school suspension</u>
Additional Offense-	<u>Same as third</u>

The principal may reduce detention or suspension time for use or possession of tobacco products if the student and parent(s)/guardian(s) agree for the student to participate in the Student Assistance Program and follow recommendations made by the SAP coordinator and/or core-team members. Possible recommendations may include a smoking cessation program either during or after regular school hours.

In addition to any disciplinary action taken by the principal or other school authority under this code, any violation of criminal law will be handled with the Roanoke County Police Department as outlined in the Roanoke County Student Conduct Code.

## **Weapons**

Students shall not possess, handle, or transport any object that can be considered a weapon or dangerous instrument on school property or while attending any school activity.

## **Bus-Regulations**

1. Students must ride the bus assigned by the Bus Route Supervisor.
2. Students must catch the assigned bus at both the stop and time designated by the bus supervisor.
3. Students must have special permission to either catch the bus or get off the bus at any place other than that designated. **The request must be made in writing by the parent or guardian and must be submitted for approval to the administrative staff by 8:30 A.M. each morning.**

## LAPTOP INFORMATION

In the fall of 2003, Roanoke County implemented a one to one laptop initiative at all of the county high schools. The purpose of this program is to give every student access to a laptop both at school and at home bridging the digital equity divide and to give them the skills needed in a 21<sup>st</sup> century world. A Dell laptop is issued to each student in addition to a sleeve and a charger for the laptop. A full time technician services the laptops. Most repairs take 24 hours or less. It is every student's responsibility to take care of the laptop issued by carrying it in the issued sleeve or an approved carrying case and by bringing it in for repairs when needed.

### Roanoke County Laptop Rules:

1. Only authorized educational programs installed by RCPS staff may be used on this computer.
2. Students are not to download, install, or play games, music, videos, or have pictures on their laptop unless directed by an instructor.
3. Students should not be using any type of email at school or any type of instant messaging.
4. Students must transport the laptop in an approved laptop carrying case.
5. Students may not remove any part of the laptop.
6. Students may not remove any stickers from the laptop or apply any stickers to the laptop.
7. Students may not bypass any form of security built into the system.
8. Students may not use any alternative operating systems on the laptop.
9. Students must report loss or damage immediately.

### Violation of the Acceptable Use Policy and/or the Laptop Rules will result in the following:

OFFENSE	DISCIPLINE
PLAYING GAMES	WARNING AND COUNSELING; SUBSEQUENT OFFENSES WILL RESULT IN THE LAPTOP BEING PLACED ON CHECK IN/CHECK OUT FOR A MINIMUM PERIOD OF TWO WEEKS
INSTALLATION OF P2P SOFTWARE LIKE LIMEWIRE AND FROSTWIRE	WARNING AND COUNSELING; SUBSEQUENT OFFENSES WILL RESULT IN THE LAPTOP BEING PLACED ON CHECK IN/CHECK OUT FOR A MINIMUM PERIOD OF TWO WEEKS
ANY TYPE OF PORNOGRAPHY IN ANY FORM	SATURDAY SCHOOL OR SUSPENSION PLUS LAPTOP WILL BE PLACED ON CHECK IN/CHECK OUT FOR A MINIMUM PERIOD OF TWO WEEKS; IN MOST INSTANCES THE AUTHORITIES WILL HAVE TO BE ALERTED.
USE OF PROXY	SATURDAY SCHOOL OR SUSPENSION PLUS LAPTOP WILL BE PLACED ON CHECK IN/CHECK OUT FOR A MINIMUM PERIOD OF TWO WEEKS
INSTALLATION OF AND/OR USE OF ANYTHING TO BYPASS OUR FILTERING SYSTEM	SATURDAY SCHOOL PLUS LAPTOP WILL BE PLACED ON CHECK IN/CHECK OUT FOR A MINIMUM PERIOD OF TWO WEEKS
INSTALLATION OF AND/OR USE OF ANYTHING TO BYPASS/INFILTRATE OUR SECURITY SYSTEM	SUSPENSION FROM SCHOOL OR THE POSSIBILITY OF EXPULSION FROM ROANOKE COUNTY SCHOOLS PLUS LAPTOP WILL BE TAKEN AWAY FROM THE STUDENT FOR A PERIOD OF TIME SET BY THE ADMINISTRATION

## PARKING

All vehicles driven to school must be registered with the administrator in charge of parking in the main office. Students must park their vehicles in the designated areas. Students may not leave the school grounds after arrival unless they have permission from the office. Driving away from school without permission will result in losing your driving privileges at school. Under no circumstances should a student transport another student off the school grounds without permission from the office. The privilege to drive to school may be revoked by any administrator.

Registration fee for a parking permit is \$40.00. The fee is pro-rated during the year by semester (20.00 for 2<sup>nd</sup> semester). Those who wish to drive to school must observe these regulations:

1. Licensed drivers will be considered for parking on school grounds. Parking permits are a privilege and contingent upon remaining in good standing in both academics and attendance.
2. A current decal must be displayed. Students may not park on school grounds without a decal. Decals must be displayed on the back of the rear-view mirror and will be issued for \$40.00 each from the office. YOU MAY REGISTER ONLY ONE VEHICLE. If you drive a different car to school on a particular day, you must come to the office and be issued a temporary tag.
3. Students are to park only in designated spaces. STUDENTS MAY NOT PARK IN FACULTY, STAFF, OR VISITOR PARKING. *The faculty parking lot is off limits to student drivers.* Only seniors may park in senior parking spaces. Students who park improperly will be subject to disciplinary action and/or their vehicles may be booted or towed. Students with more than one parking violation may have their parking privileges revoked.
4. Students are expected to arrive on time for school each day just as if they had ridden the bus. Being tardy to school because of car problems will be unexcused. Students who are tardy or absent unexcused five times during a semester will have their parking privileges revoked. They may re-apply for a permit after one grading period has passed
5. The driver is responsible for the behavior and action of all students in his/her car while on school grounds. The driver of the car is responsible for the car and its contents, and the car is subject to search at the discretion of the administration.
6. All speed limits must be observed: 10 mph in the parking lot and 25 mph in a school zone. Reckless driving will result in the loss of parking privileges. The Roanoke County Police Department and the school resource officer have jurisdiction over all school grounds.
7. Upon arriving at school, students are to come directly into the building and not remain in cars or in the parking lot. STUDENTS MUST HAVE PERMISSION FROM AN ADMINISTRATOR TO GO TO THEIR CARS DURING THE SCHOOL DAY.
8. Students not complying with these regulations will be subject to administrative disciplinary action and/or revocation of parking privileges. If a student's parking privileges are revoked, the student may not re-apply for a decal until the following grading period.
9. BCAT/Governor's School students who drive are required to have a William Byrd High School parking decal.
10. **DRIVER'S RELEASE CARD**  
*In order to leave school before the buses in student cars on early release days due to inclement weather, you must complete a permission form signed by your parents. After completion these forms, cards are given to student drivers. For non-drivers, these forms may be picked up in the office.*

## IDENTIFICATION OF SELF

All persons must, upon request, identify themselves to any school personnel in the school building, on school grounds, or at school sponsored events. Failure to do so will result in administrative consequences.

## **DISPLAYS OF AFFECTION**

Conspicuous displays of affection are not appropriate for students during school. Disciplinary measures will be taken for violations of this school rule. Students are to refrain from kissing during the school day, at school sponsored activities, or on school provided transportation.

## **DISCIPLINARY REFERRAL SYSTEM**

The disciplinary code is designed to serve as a guide. The teacher or administrator may amend any portion contained in this guide to fit individual situations.

### **Role of Teachers**

The teacher may exercise any or all of the disciplinary strategies listed below for misconduct in the classroom or study hall setting.

- Conference with the student concerning the offense/problem
- Contact with the parent concerning the problem/offense
- Contact with the administration concerning the problem/offense
- Assign 30 minutes to be served before/after school or during lunch, for repeated offenses
- The parents must be notified concerning each assignment of time.
- A misconduct form must be forwarded to the administration for each assignment.
- Repeat offenders may be referred to the administration on a "Student Referral Form" for action to be determined by the administration.
- The student will enter a progressive discipline program which will include, but not be limited to before/after school detention or lunch detention, Saturday School, out of school suspension.
- A school-level Disciplinary Review Committee, that may consist of administrators, teachers, counselors and family, will convene when students demonstrate repetitive disciplinary/attendance problems. The committee will propose alternative solutions for problems affecting academic progress.

### **THE BEHAVIORS LISTED BELOW REPRESENT TYPES OF OFFENSES WHICH WILL BE HANDLED BY THE DISCIPLINARY PROCEDURE (NOT LIMITED TO):**

1. Failure to follow directions
2. Failure to identify self
3. Disrespect to a staff member
4. Disruptive/Dangerous behavior in class, library, study hall, cafeteria, etc.
5. Using obscene or vulgar oral or written language or gestures
6. Dressing contrary to dress code of school
7. Presence in parking lot and unsupervised areas during school day
8. Gambling
9. Inappropriate display of affection
10. Out of class without hall pass
11. Lying
12. Leaving class without permission
13. Tardiness to class
14. Violation of any Commonwealth Law

### **Role of Administration**

Certain offenses will be assigned discipline by the administration. An administrator will have a conference with the students and issue appropriate discipline. Such discipline might include a follow-up conference with the teacher or parents, before/after school detention, Saturday School, out of school suspension, referral to an in-school disciplinary review team.

The type of offenses in this category would include:

- Failure to make up before/after school detention-Saturday School/Suspension
- Repeatedly skipping classes - Detention/Saturday School/Suspension
- Flagrant disrespect to staff member - Saturday School/Suspension
- Flagrant refusal to follow directions - Saturday School/Suspension
- Destruction of school property - Repayment/Saturday School/Suspension
- Leaving school without permission - Saturday School/Suspension
- Forged or altered notes - Saturday School/Suspension
- Fighting - Suspension/Progressive Suspension
- Stealing - Suspension/Progressive Suspension

**As per school board policy, short term suspensions are 1-10 days.**

## **BEFORE/AFTER/LUNCH SCHOOL DETENTION**

**Before school 7:40 a.m., After School 3:35 p.m.**

Students who are assigned before or after school or lunch detention for any reason will not be assigned a specific day to serve but must serve the assigned detention within one calendar week of the assignment. For example, if a student is assigned a detention on Thursday, September 9, that detention must be served by the afternoon of Thursday, September 16. If a student is assigned two detentions on Tuesday, October 7 both of the detentions must be served by the afternoon of Tuesday, October 14. Students who do not serve their detention within the allotted time will be assigned doubled detention time. If the doubled detention time is not served within five school days, Saturday School will be assigned. Please note that if a student postpones serving detention and then is absent on the last possible day to serve, he or she will be assigned the next level of penalty. The lesson there is that once you are assigned before or after school or lunch detention you should make arrangements to serve it as soon as possible. Students that have outstanding detention may forfeit their opportunity to participate in school events. All detention, Saturday School assignments, and suspensions must be completed prior to attending major school functions such as prom, dances, field trips, etc. **Saturday School will be assigned ONLY (2) times for “failure to serve detentions”.**

## **SATURDAY SCHOOL**

Saturday School will be assigned to students as an alternative to suspension and as a consequence for not fulfilling detention requirements. Saturday School starts at 8 a.m. and ends at 12 noon. Failure to arrive on time will prevent your admittance to Saturday School. Failure to serve and complete Saturday School may result in a two day suspension on Tuesday and Wednesday following the Saturday scheduled. **Saturday School will be assigned ONLY (2) times for “failure to serve detentions”.**

## **SCHOOL RESOURCE OFFICER:**

The school resource officer is stationed at school to assist students and staff. He assists with school safety and is used as an instructional resource for teachers. He welcomes student questions about a variety of concerns. He also conducts investigations when warranted.

## **CRIMINAL ACTIONS (Any violation of Virginia Commonwealth)**

In addition to disciplinary action taken by the school, the Roanoke County Police Department will be notified whenever the following occurs:

1. Stealing of school or personal property
2. Malicious mischief - property damage
3. Trespassing - refusing to leave school grounds when ordered to do so
4. Sale, use, or possession of alcoholic beverages or of illegal drugs
5. Possession of guns, knives and other weapons.

## **SCHOOL CRIME LINE**

In accordance with the Code of Virginia 22.1-280.2, Roanoke County high schools will participate in School Crime Line. Students who have information regarding hazards, threats, or crimes may anonymously call Crime Line at 344-8500. Calls could bring cash rewards of up to \$100, which would be paid off school property to ensure confidentiality.

## **INTERVIEWS, SEARCHES AND SEIZURES**

To maintain discipline and provide protection for all students and staff, administrators may search any student, locker, vehicle, area or baggage while on this property and will seize any items deemed to be dangerous, unauthorized or contraband. In the event that items seized are of a criminal nature, the Roanoke County Police will be notified. A student's failure to comply with proper searches will be considered grounds for disciplinary action. Administrators who have **reasonable suspicion** that a student is in possession of any dangerous, unauthorized or illegal item will be searched, as well as any area the student may access. If a pat down search of the student is conducted, it will be done so in private by an administrator of the same sex, with an adult witness, if feasible.

Lockers are the sole property of the school and are at all times under the school's control. Students are expected to maintain security of the locker assigned to them. Periodic inspections by administrators and staff will be conducted at any time and without any student consent.

Students are allowed by the school to park on premises as a matter of privilege, not of right. The school may conduct patrols on the property at any time. As such, any vehicle on this property may be searched by an administrator who has reasonable suspicion that the vehicle may contain illegal or dangerous items. Such patrols and inspections will be made without notice and without student consent.

## **CHARACTER COUNTS**

Character Counts is a national character development program which Roanoke County Public Schools utilizes in grades K-12 through a variety of activities in and outside the classroom. The six pillars of character are

- Trustworthiness
- Respect
- Responsibility
- Fairness
- Caring
- Citizenship

Both students and staff are expected to exhibit all six pillars both in school and at school related activities.

## CHEATING

1. No talking at any time during tests.
2. All questions must be directed to the teacher with the teacher's permission.
3. Special regulations for assignments such as homework, term papers, etc., will be given with the assignment.
4. Students shall not give or receive information on a test or graded assignment.
5. Actions taken: (one or more may apply)
  - Conference with student/parent(s)
  - Academic penalty
  - Detentions
  - Referrals to counseling/SAP
  - Referrals to court system
  - Saturday School
  - Revocation of Technology access/privileges
  - Out of school suspension
  - Expulsion

## PLAGIARISM

### Definition of Plagiarism

According to the *Modern Language Association Handbook for Writers of Research Papers, 5<sup>th</sup> Edition*, “derived from the Latin word *plagiarius* (“kidnapper”), *plagiarism* refers to a form of cheating that has been defined as ‘the false assumption of authorship: the wrongful act of taking the product of another person’s mind and presenting it as one’s own’. To use another person’s ideas or expressions in your writing without acknowledging the source is to plagiarize. Plagiarism, then, constitutes intellectual theft” (30).

We acknowledge that plagiarism may be unintentional; however, all students will be held accountable for violations of the plagiarism policy. Plagiarism includes, but is not limited to:

- Lack of documentation for information as brief as a phrase, sentence or idea taken from another source (often referred to as “Cut and Paste Plagiarism”).
- Electronic reproduction, audio, visual, verbal and written media whether published or unpublished in whole or part without proper acknowledgement that it is someone else’s (Depaul University’s Academic Integrity Policy, May 5, 2003).
- Falsification of documentation- purposefully citing incorrect source information.
- Double Submission (submitting the same work for credit in more than one course) unless approved beforehand by course instructors.
- Allowing another student to use your work as his/her own. In such cases, both students will be held accountable.

## Description of Infractions and Consequences

**Level One:** The majority of the work is original; however, the student has failed to document at least one phrase, sentence or idea.

Typical disciplinary actions that can occur:

- Conference between parent/teacher/ counselor/student
- Grade reduction

**Level Two:** Significant portions of the work are clearly not the student's own and lack documentation.

Typical disciplinary actions that can occur:

- Conference between parent, teacher, counselor, student, and administrator
- Zero on the assignment with an opportunity to re-submit for a maximum of half credit

**Level Three:** Most or all of the work is clearly not the student's own.

Typical disciplinary actions that can occur:

- Conference between parent, teacher, counselor, student, and administrator
- Zero the assignment with an opportunity to re-submit for a maximum of half credit.
- Additional administrative actions such as: detention, suspension, referral to school resource officer.

**Level Four:** Student has violated the plagiarism policy on more than one occasion and/or in more than one course.

Typical disciplinary actions that can occur:

- Conference between parent, teacher, counselor, student, and administrator
- Zero on the assignment
- Additional administrative actions such as: detention, suspension, referral to school resource officer.

## OTHER IMPORTANT INFORMATION

### ASSEMBLIES

Students are required to attend all student assemblies unless excused by the office.

Students are also required to remain in the assembly the entire time. In order to prevent interruptions, students who are scheduled to leave during assembly time and students who are excused during assembly time by special excuse are not to attend the assembly. When attending any assembly, students are required to sit with their group unless they are taking part in the program. The senior class, according to tradition, will leave all assemblies first.

## CAFETERIA

The cafeteria is the school's dining room. It is also your home away from home for eating. Students' conduct and manners in this room should be the same as they would be at home or in any other public dining room; use your Sunday manners at all times.

A choice of plate lunch, chef salad or ala-carte items are offered daily.

Important things to remember about the lunch program:

1. Students must eat lunch in the cafeteria.
2. Very little energy or time is required of students to clean up their mess after eating. Therefore, students should place bottles, paper, leftover food, silverware, plates, and trays in the places designated for each. Take pride in your cafeteria. Be considerate of your fellow students and show maturity and self-respect by cleaning up your own mess!
3. Students shall be served on a first come-first served basis. Do not move ahead of anyone in line. Common courtesy and necessity entitle the faculty to break line.
4. Holding of seats for a friend is not permitted. Empty seats must be available to those who have not been served.
5. **Students must stay on school property during lunch periods.**
6. After eating you MUST stay in the cafeteria.
7. Detention lunches must be purchased before the start of first lunch.

## CLUBS

Clubs are a vital part of the school life at William Byrd. Clubs offer the student a laboratory in which to develop himself. Any money-making project anticipated by a club (or any school associate group) must have the approval of the member of the administrative staff in charge of activities before final plans are made. No merchandise, etc., may be ordered until approval is granted. If the club receives permission to order any merchandise a purchase requisition must be filled out and signed by the sponsor and approved by the principal before the order is made. One copy is filed with the school bookkeeper and one with the club sponsor. If a statement is received for which there is no purchase requisition the school will not be responsible for the payment.

### ACADEMIC TEAM

The ACE team is a quiz bowl style VHSL event where students compete with other schools to answer the most questions over a three round match. Students will answer questions concerning math, literature, science, history, art, music, current events, and pop culture. Practices usually start in late October and run through February. All grade levels are welcome to join the team.

### ART CLUB

The Art Club was organized to promote a wider knowledge and enjoyment of art. The club works in school providing banners, scenery, props, and murals. Art Club is also involved in community service projects such as public mural and face painting. At monthly meetings members decide on specific activities such as field trips, career options, guest speakers and investigation of various art media. Any student with an interest in Art is invited to become a member of the Art Club

### NATIONAL ART HONOR SOCIETY

The National Art Honor Society was formed in 1979 at William Byrd High School. Students eligible for membership must be or have been enrolled in art classes and must be an active member of the Art Club. Students must have a 3.5 grade average for all Art classes and an overall 3.0 grade average.

**BETA CLUB**

Membership in the Beta Club distinguishes a student as one who has attained high academic goals. Beta members promote high ideals, service, and scholastic achievement. The Beta Club is a leadership service organization. Starting with the class of 2013, students with an overall 3.5000 grade average after the first semester of the junior year are eligible for membership. Initiation takes place at the end of the junior year. To remain in good standing, students are required to maintain a 3.5000 academic record through their senior year and to complete five service activities in the community.

**DECA CLUB**

DECA is a co-curricular club which is required of all students enrolled in a Marketing course. The William Byrd DECA chapter participates in the district, state and national competitive events. The DECA chapter activities include, but are not limited to, fundraising and community service projects, guest speakers, social and career awareness events, school wide initiatives and other ideas deemed worthy by the DECA officers.

**INTERNATIONAL CLUB**

The International club is a club to promote appreciation of world cultures and languages. Members will organize various activities throughout the school year such as recognition of various cultures, the International Dinner, bake sales, and a service project.

**DRAMA CLUB**

The Drama Club is organized to promote interest and participation in the field of dramatic arts. The club is open to any interested student. Activities include working on current productions, attending live theatrical shows and listening to a variety of guest speakers in the fields of theatre and movies.

**FAMILY CAREER COMMUNITY LEADERS OF AMERICA (FCCLA)**

FCCLA members learn to live better today in order that their lives may be better tomorrow. Family and career opportunities are provided in the areas of food and hospitality, child development, the fashion industry and personal management. All students in Family and Consumer Sciences courses are eligible for membership.

**FELLOWSHIP OF CHRISTIAN ATHLETES (FCA )**

FCA is a Christ-centered praise and worship club led by students. FCA promotes Christian values and service to others through weekly fellowship and monthly valley-wide praise services. Meetings are Thursday mornings at 7:30 a.m.

**FORENSICS TEAM**

The Forensics Team is a team of students who compete on the district, regional, and state levels against other students from AA schools across the state. The purposes of the team are to encourage critical thinking skills and promote good communication skills. Students compete in reading, public speaking and dramatic interpretation.

**FUTURE EDUCATORS OF AMERICA**

The Future Educators of America provide opportunities for high school students to explore teaching as a career option and gain a realistic understanding of the nature of education and the role of the teacher.

**FUTURE BUSINESS LEADERS OF AMERICA (FBLA)**

The William Byrd chapter of FBLA has regional, state, and national affiliations and is open to any student who is enrolled or has been enrolled in a business course or courses. The purpose of the chapter is to prepare students for careers in business and business-related fields. Activities for the year include community projects, fund-raising projects, speakers from local businesses, social events, leadership conferences and competitive events.

**HAM RADIO CLUB**

Our goal is to share our interest and knowledge in the operation of Ham Radios. If you share this interest, please join us.

**INTERNATIONAL CLUB**

The purpose of the club is to promote interest in cultural diversity and languages throughout the school. Activities will be diverse and represent a wide variety of cultures and languages. At least one service project will take place for the community. Anyone who is interested is welcome to join.

**LEO CLUB**

The Leo Club is the Junior Lion's Club. We perform several community service activities through the school year and we hope you will join us for this worthwhile endeavor.

**PHOTOGRAPHY CLUB**

The Photography Club is designed for any students interested in photography whether they are in a photography class or not. This club will explore techniques not covered in a basic photography class. Some experience is required. Digital and manual cameras will be used and may be provided by the school or by individuals.

**REINDEER/REINDOE CLUB**

The Reindeer/Reindoe club is a spirit/service club for all senior class members. The students will plan spirit activities for the senior class.

**TECH TUTORS**

Tech Tutors is open to any William Byrd High School student with an interest in Technology. The club meets once a month to learn basic computer repairs and discuss the latest technology news. Tech Tutors also are a resource for teachers to help students in class with their laptop problems.

**TSA CLUB**

Technology Student Association is a student organization for technology education students who are presently enrolled or have completed technology education courses. Our members learn leadership skills, the importance of community service, and compete at the regional, state and national level in class related competitions. The competitions include fun activities like Radio Controlled Transportation, Bridge Building, Photography, Lego/Programming, Computer Construction, Desktop Publishing, Web Design, CADD, and CO2 Race Cars. If you are interested, please see someone in the Technology Education Department or listen for announcements of meetings.

**EXTRA HELP**

A structured extra help program at William Byrd High School offers all students the opportunity to receive extra help and/or tutoring. Time is provided during the school day in which students may choose to work individually with a teacher, complete class and lab work, get ahead, complete make up work, etc. It is the student's responsibility to make arrangements with his teacher and obtain When we have extra help, we will run a one hour delay schedule.

## **FIRE DRILL AND TORNADO WATCH**

Teachers will discuss with students the first week of school the procedure to be followed for tornado watch or warning drills.

### **FIRE DRILLS**

Upon hearing the alarm, pupils should follow the instructions previously given by the teacher. Windows should be closed. Every teacher with students in class will follow students from the room to the designated area according to the floor plan for evacuating the building. The fire drill is not complete until all teachers, staff, and students have left the building.

For reasons of safety, please observe the following instructions.

**ALARM:** A continuous buzz.

**ACTION:** All work is to cease and pupils are to be quiet during the alarm. On signal from teacher, all students march out the nearest door.

**ORDER:** March out quietly and quickly. This means that pupils go out at a rapid walk, but without running. All students should go far enough from the building so that all exits are completely cleared. Do not be alarmed if an exit is blocked or if there is smoke or flames in a section of the building. (These may have been put there for testing purposes.) The teacher will check roll when all students have left the building. Teachers will check roll and display Red or Green cards.

**RETURN:** The outside bell will be rung as a signal to return. Upon signal, the last lines out will lead the returning ranks. Pupils will take their seats immediately upon returning to the rooms.

**TEACHER:** The teacher is in charge of the pupils at all times. She is responsible for the efficiency of the action, order, and return as given above.

Remember, fire drills should be taken seriously.

### **TORNADO WATCH OR WARNING**

Teachers will be advised that emergency procedures may be implemented at any time. If the watch becomes a warning, class will be notified to report to their shelter areas, following instructions given concerning this procedure.

**ALARM:** P.A. announcement "We will conduct a Tornado Drill". If P.A. does not work the alarm will be an Air Horn.

## **GRADING, REPORT CARDS AND INTERIM REPORTS**

Student academic achievement as well as student attendance data is personally distributed to each student in the form of a report card four times per year. (Report cards are not mailed home for the first three nine weeks). For the 2011-2012 school year report cards will be distributed to students to take home on the following dates: October 28, 2011, January 20, 2011 and March 23, 2011. Final report cards will be mailed home approximately one week after the last day of school.

The grading system measures achievement within a course and is translated into a letter symbol on the report card. The letter grade on the report card has the following numerical equivalent for Roanoke County Schools.

A - Superior Achievement	90 - 100
B - Above Average	80 - 89
C - Average	70 - 79
D - Below Average	60 - 69
F - Failure	0 - 59

Students are expected to present their report cards to their parents. Since no report card format can adequately provide all the information necessary to explain a student's total performance, parents are encouraged to contact the classroom teacher when questions arise.

## **GUIDANCE PROGRAM (See Registration Guide)**

The purpose of the Guidance Program is to assist the students individually or in group settings, in acquiring the attitudes, information, and understanding needed to make wise decisions which may affect the remainder of his or her life. Students are urged to talk with the counselors whenever they desire to do so. These conferences are designed to assist students in decision- making skills.

The Guidance Department offers many services to our students.

### **A. Individual Inventory Service**

This service is to aid the student in increasing his own self-awareness.

#### **1. Testing Program**

Standardized tests are given and the scores used in determining each student's ability and progress. The following tests are given: Stanford 9 in grade 9. SOL end of course tests in certain subjects. The preliminary scholastic Aptitude (PSAT), Scholastic Aptitude Test I & II (SAT I & II), ACT and Advanced Placement Exams and the Armed Services Vocational Aptitude Batters (ASVAB) are also offered.

### **B. Information Service**

The purpose of this service is to create an awareness of the world in the areas of education, career, and personal-social considerations.

As a distinct part of the three basic guidance services, the Guidance Department is responsible for the guidance services for the school. The major thrust of guidance is to incorporate activities into a larger career education program. The materials are also available through student self-directed search and/or occupational information found in the College & Career Center.

The College & Career Center is located in the guidance area and contains college, career, and scholarship information. The Center is available to all students individually and in a class activity setting. Computer programs, books and pamphlets are some of the available resources.

### **C. Counseling Service**

The purpose of the counseling service is to combine the self-awareness of the student and the knowledge gained through the information service and to assist the student in the ability to make wise, mature, and appropriate educational and career plans. The counseling service is equally designed to assist students with any personal, social, or emotional problem that they may encounter.

In addition to the three basic services for students the Guidance Department also has at its disposal a number of agencies for referral purposes. A partial list includes: 1) Vocational Rehabilitation Counseling 2) School Nurse 3) School Psychologist 4) Hearing and Speech 5) Visiting Teacher 6) Roanoke County Health Clinic 7) Community Resources. Any student can contact these agencies directly or the Guidance Department will assist in the contacting of these services.

We encourage everyone to get involved, and to talk with the school counselors!!

Summary of the counseling service to students is as follows:

1. Assistance in planning the high school program
2. Assistance in planning for college
3. Assistance in career planning
4. Counseling for students who need assistance with personal problems

## **STUDENT ASSISTANCE PROGRAM (SAP)**

The Student Assistance Program is an extension of the guidance department. Students may self-refer or may be referred by a concerned friend, parent, faculty member or professional outside of the school system. The referral can be done by contacting the SAP coordinator, any counselor, teacher, principal or completing a referral form that can be found in the guidance office.

There are many reasons why a student may need to seek assistance. Individuals seek assistance when they experience problems or are referred when behavior changes are noticed. Referred students are interviewed by the SAP staff to determine the nature and extent of the problem and make appropriate referrals to in-school programs and/or community agencies.

One of focus for SAP is to assist students affected by their own or someone else's use of alcohol or other drugs and related concerns. Each student has unique circumstances and needs. The student may be experiencing difficulties with relationships, peers or family, depression, anger management difficulty getting along with others, a recent loss, etc. Students experiencing difficult periods are at high-risk for alcohol and/or other drug use. The SAP seeks to assist students in finding healthy alternative coping strategies. Each student's contact is kept confidential, involving other people only when there is concern for the student's health, safety, or welfare. The SAP provides pre-screening (assessment), individual education, individual counseling and group sessions.

## **HIGH SCHOOLS THAT WORK**

The objective of High Schools That Work program is to integrate academics and vocational education so that all students will be ready for both work and further education.

### **PROGRAMS OF STUDY**

Students choose and plan, with the help of their parent/guardian, guidance counselor, and PALS advisor, a program of study for the next four years. Each program of study has a basic path with specific course selections geared toward a career choice. The five areas of study are;

- Business & Marketing
- Communications, Arts & Media
- Engineering, Industrial, and Scientific Technology
- Environment and Natural Resources
- Health, Human & Public Services

## **MEDIA CENTER**

Media Center hours are from 7:40 am to 3:45 pm. Books may be borrowed for a period of three weeks and may be renewed. Reference materials may be checked out over night. Fines are not charged for overdue materials

Media Center computers may be used for word processing and research. A reasonable number of copies printed from a computer are free, provided they are for school use. Students may use the Media Center before and after school, with a classroom teacher, or independently with a teacher's permission. If space permits, students may use the library during lunch provided they stay the entire lunch period.

Library databases are available 24/7 from the Library homepage @ <http://www.rcs.k12.va.us/wbhs/Library/library.shtml>. When accessing these sites off campus, it is necessary to enter passwords which are available from the Library staff.

## **PUBLICATIONS**

### **BLACK SWAN**

William Byrd's yearbook, the Black Swan, is published and handed out each fall by the staff and adviser. Students on staff must be recommended by their English teacher and another teacher/counselor/principal. The Black Swan may be purchased by any student. Books are sold through the yearbook company. Students in Photojournalism I, II, III, & IV produce this publication.

### **SKETCHES**

The William Byrd magazine, Sketches, is published electronically and released online in the spring of each year by the staff and advisor. Any student is eligible to submit material for the magazine during the first semester. Students in the Computer Graphics class produce the magazine.

### **TERRIER TIMES**

*Terrier Times* is the William Byrd High School student newspaper published by students in Journalism I, II, III and IV. The newspaper is published at least once per nine weeks and is distributed to students and faculty during the school day on the date of publication. Staff members also produce articles for the *Vinton Messenger* which is published for the Vinton community on Thursdays.

## **SKATEBOARDS**

Skateboards are not allowed at school.

## **SOCIAL FUNCTIONS**

Dances are sponsored by student clubs or organizations. A club must secure approval from the member of the administrative staff in charge of activities before scheduling a dance or any social function at the school.

The following regulations governing dances were made by the Roanoke County School Board:

1. The overall responsibility of the student function, including its regulations and their enforcement will rest on the faculty sponsor of the organization sponsoring that activity.
2. Only students, their dates, their parents or guardians, alumni (with approval of the school administration), and members of the faculty may attend.
3. Each dance must be chaperoned by five responsible adults (teachers and/or parents).
4. If, for any reason, a student wishes to leave the dance, he must obtain permission from a chaperone.
5. Students and guests are expected to conduct themselves as ladies and gentlemen at all social functions.
6. No smoking is allowed.
7. School Board policies address the use of alcohol and other drugs during school and at all school functions.
8. The type of social function to be given will be identified on posters announcing it.
9. Guests at the social functions must be accompanied by a William Byrd student who will be responsible for their conduct.
10. No one will be permitted to leave the school premises at any dance and return.
11. Students must be in good standing to attend all school functions. All detention, Saturday School assignments and suspensions must be completed prior to attending major school functions such as prom, dances, field trips, etc.

## STUDENT COUNCIL ASSOCIATION

All students are members of the SCA and responsible for promoting its goals and ideals. Through class representatives who are members of the Student Council, every student is offered the opportunity to express opinions concerning school matters.

An executive board, made up of officers, committee chairmen and class presidents, acting under the guidance of the principal and the faculty advisor, executes SCA business.

The objectives of the SCA are as follows:

- \*to practice and help develop effective citizenship
- \*to promote cooperation among students, faculty, and administration
- \*to provide a forum for student expression
- \*to encourage pride, enthusiasm, and spirit in our school
- \*to assist the administration in carrying out its policies
- \*to help each student feel that he/she is essential to the growth and development of our school
- \*to promote the general welfare of the school

## TELEPHONES

Office and guidance telephones should not be used by students except in emergencies and availability.

In case of illness, if the school nurse is not in her office, the student is to report to the attendance window and the attendance secretary will make the necessary telephone calls. Telephone messages will be delivered to students only in cases of emergency. The school reserves the right to check the legitimacy of messages said to be emergencies.

## VISITORS

It is the policy of the administration at William Byrd to give prompt and courteous attention to every visitor who comes to our school on school business. In order to receive proper attention, however, it is essential that visitors observe fundamental courtesies toward the school. Visitors, regardless of the object of their call, should first come to the main office, make themselves known, and state the purpose of their visit. Under no circumstances should callers visit classes or seek to interview teachers or pupils during school hours without permission from the administrative office.

**Former students do not have the privilege of visiting girl friends or boy friends still in school.** In case of official business, former students will follow the procedure already outlined for visitors. **Students from other Roanoke Valley area schools will not be permitted to visit with our students.**

**ALL VISITORS MUST HAVE A PASS FROM THE ADMINISTRATIVE OFFICE.**

Article 5., Code of Virginia

18.2-129. Failure to leave premises of school or institution of higher learning when directed to do so. - Any person, whether or not a student, directed to leave the premises of a school or any institution of higher learning by a person duly authorized to give such direction and who fails to do so shall be guilty of a Class 3 misdemeanor. Each day such person remains on the premises after such direction shall constitute a separate offense. (Code 1950, 18.1-173.2; 1970, c.151; 1975.cc14.15; 1976, C.76.)



# WILLIAM BYRD HIGH SCHOOL 2011-2012 ATHLETE HANDBOOK

PRINCIPAL. . . . . Richard Turner  
ASSISTANT PRINCIPAL. . . . . Paul Lineburg  
ASSISTANT PRINCIPAL . . . . . Nancy Chewning  
TESTING COORDINATOR . . . . . Holly Wakeland  
ATHLETIC DIRECTOR. . . . . Crystal Worley

TAKE PRIDE IN YOURSELF  
EXHIBIT GOOD SPORTSMANSHIP  
REACH PROPERLY ON THE FIELD AND IN THE CLASSROOM  
REMEMBER YOU ARE A LEADER  
INSPIRE OTHERS TO EMULATE YOUR BEHAVIOR  
ESTABLISH A GOOD RELATIONSHIP WITH YOUR OPPONENT  
REPRESENT YOUR SCHOOL WELL

PLAY HARD AND TO THE LIMIT OF YOUR ABILITY FOR THE LOVE OF THE GAME  
RESPECT THE OFFICIALS  
IMPROVE WITH EACH DAY - STRIVE TO BE YOUR BEST  
DEDICATE YOURSELF TO YOUR TEAM AND SCHOOL  
EMPHASIZE THE PROPER IDEALS OF SPORTSMANSHIP AND FAIR PLAY

## COACHES MEETING

At the preseason meeting each coach will discuss the following:

1. Practice attendance policy
2. Practice schedule
3. Training rules
4. Citizenship/academic development/community service
5. Sickness/return from injury/emergency care - athletes should be in attendance at least one half of their scheduled classes before participating in practice or a game unless excused by an administrator. Coaches will check the ABSENTEE list each day. Students must check in prior to 11:30 a.m. in order to participate in games, practices or organized extra-curricular activities.
6. Competition participation criteria (VHSL rule 28-1-3(2) - Any student who is under penalty of suspension, or whose character or conduct is such as to reflect discredit upon his school, is not considered in good standing.
7. Parental involvement -
8. Criteria for receiving athletic awards -
9. Other items -

PRE-SEASON MEETING FOR  
PARENTS/GUARDIANS OF ATHLETES

The purpose of this meeting is to inform parents of the athletic policies at William Byrd High School. A parent or guardian must be in attendance. If you have to attend another sport season meeting during the school year, you will only have to attend a meeting with the individual coach. **The Parent Information Form, Health Form, Insurance Waiver, Coaches Meeting Sign-In Sheet and VHSL Physical Form** must be signed and returned before any athlete can participate in a scrimmage or game.

**I. General Meeting - Auditorium**

- A. Welcome and Bona Fide Student Rule: Dr. Richard Turner, Principal
- B. Overview of Athletic Handbook and Rules and Regulations - Crystal Worley, Athletic Director
  - 1. Introduction of Coaches
  - 2. Outline the Coaches Meeting
  - 3. Give overview of VHSL
  - 4. Review the basic eligibility rules of VHSL
  - 5. Present the William Byrd High School Athletic Rules
  - 6. Go over NCAA information
  - 7. Review Training Staff and information
  - 8. Discuss and stress the importance of academic progress - Athletic Study Halls
  - 9. Review forms that parents must return
- C. Student Assistance Program - Presented by Crystal Worley or Core Team Member
- D. Booster Clubs - Crystal Worley

**II. Coaches Meeting in assigned classrooms**

Coaches Meeting - Each coach will meet with parents in assigned area. When meeting is complete, coaches should keep all documentation on file until the season is over. Each coach will review his/her rules and regulations as well as lettering criteria. Questions are welcomed.

## 2011-2012 SPORTS AND COACHES AT WBHS

### SPORT

### COACH

#### FALL SPORTS

Golf	Kevin Tuck
Boys and Girls Cross Country	Eric Royal, Gene Riggs
Varsity Football	Jeff Highfill, George George, Tim Foutz, Jeff Highfill, Jr., Chris Askew, Tino Maciel, Kim Colls,
Varsity Cheerleading	Dee Ann Dillon
Assistant Cheerleading	Marcia Patterson, Shannon Willis
Varsity Volleyball	Amanda Stump
Varsity Asst./JV Volleyball	Blair Bullock
Trainer	Ashley Blackman

**Practice begins All Sports - August 1, 2011 Parent Meeting: August 1, 2011 Football August 9, 2011 All other Fall Sports  
7:00 p.m. Team Pictures: August 12, 2011 starting at 9:00 a.m.**

#### WINTER SPORTS

Varsity Basketball	Kevin Tuck
Varsity Asst. Basketball	Jamie Edwards
Junior Varsity Basketball	Kurt Hetherington, Brad Collins
Varsity Girls Basketball	Tiffany Sardin
Varsity Girls Asst. Basketball	
Jr. Varsity Girls Basketball	Robin Hungate
Jr. Varsity Girls Basketball Assistant	Amanda Roy
Varsity/JV Girls Assistant Basketball	David Kelly
Swimming	Krista Martin, Kyndal Terrell
Wrestling	
Assistant Wrestling	Ronnie Wood
Varsity Boys and Girls Indoor Track	Eric Royal
Varsity Boys and Girls Indoor Track Assistant	
Trainer	Ashley Blackman

**Practice begins November 7, 2011 Parent Meeting November 15, 2011 7:30-Auditorium Pictures - TBA**

#### SPRING SPORTS

Girls Tennis	Amanda Stump
Boys Tennis	Jason Perdue, Mike Glascock
Boys Varsity Soccer	Jeff Highfill
Boys Junior Varsity Soccer	Kim Colls
Girls Varsity Soccer	Russell Dishman
Girls Varsity Soccer Assistant	
Girls Junior Varsity Soccer	John McPhail, David Guess
Varsity Softball	Greg Barton
Varsity Asst. Softball	Mike Andrews,
Junior Varsity Softball	Scott Whitehead, Rick Strum
Varsity Baseball	Chris Carr
Varsity Asst. Baseball	Gene Riggs, Neal Zimmerman, Rodney Spradlin
Junior Varsity Baseball	Larry Light , Todd Booth
Junior Varsity Baseball Assistant	Nick Baker
Varsity Boys Track	Eric Royal
Assistant Boys Track	Dwayne Hall
Varsity Girls Track	Brian Butler
Assistant Girls Track	Carol Royal
Trainer	Ashley Blackman

**Practice Begins February 20, 2012 Parent Meeting February 28, 2012 – 7:00 p.m. Auditorium, Spring Pictures TBA**

**WILLIAM BYRD HIGH SCHOOL  
ATHLETIC INFORMATION**

1. **Physicals** - All athletes must have a completed VHSL Athletic Participation/Parental Consent/Physicians Certificate Form on file at the school before they can practice. Physicals will be given at the school in May. That physical will be good for all activities the following year. Listen to the announcements for the date the physicals will be given. Students must have a valid VHSL physical on file in order to participate in any off season conditioning, weight lifting or open gym program. This physical must show proof of insurance and be on file in the Athletic Directors office.
2. **Insurance** - All athletes must have either school or private insurance to participate. All athletes must fill out an insurance waiver to participate.
3. **Attendance** - All athletes are expected to be in school every day. An athlete must be in school for a minimum of 2 of instructional classes to practice or participate in a game. A student must check in prior to 11:30 a.m. in order to participate in games, practices or organized extra-curricular activities. All athletes are also expected to participate in P.E. on game day. If an athlete leaves school early because of illness the student may not participate in an athletic event that evening. The principal may, under extenuating circumstances make exceptions to this rule.
4. **Equipment and Uniforms** - It is the responsibility of the athlete to keep track of their own uniform and equipment. Any items that are lost will have to be paid for before any athletic awards will be given. Uniforms are not to be worn except during games and the school day.
5. **Letter requirements and Awards** - All athletes that complete the season in good standing will receive a letter or participation certificate. The lettering requirements for each sport are set by the coach. The following awards are available:
  - A. Letter - awarded when lettering for the first time at William Byrd High School
  - B. Sport Pin - awarded when an athlete letters for the first time in a sport and has already lettered in another
  - C. Bar - awarded each additional time an athlete letters in the same sport
  - D. Captain's Pin - awarded to the team captain
  - E. Manager's Pin - awarded after two years of service as a manager in the same sport
  - F. Individual awards given at team banquets - varies from sport to sport\*\*Terrier Paws and Numerals can be ordered on an individual or team basis through the Athletic Director.
6. **Eligibility Falsification Penalty (VHSL Rule 30-5-3)** - If a student or his parents or guardian gives false information, written or verbal, relating to his or her residence, eligibility or any other aspect of these rules and regulations, the student shall be deemed ineligible at any VHSL school for a period of one year from the date the information is certified as being false.
7. **As a WBHS athlete** - Byrd teams come first. All other activities and teams are secondary. No athlete will be excused from a practice or a game unless they are involved in a school-sponsored activity. Failure to do so will result in dismissal from the team. William Byrd reserves the right to use coaches/administrators discretion in cases involving extenuating circumstances. Students who are involved with an in-season sport must be granted permission from their in-season coach to participate in any off-season conditioning programs. All William Byrd Athletes should serve as role models in all phases of scholastic life.
8. **Transportation** - All athletes must travel with the team to all events away from William Byrd High School. Individual athletes may be released to his/her parents for the return trip after the event
9. **Dress** - Athletes are expected to dress appropriately and set an example for other students in the school. When traveling, all athletes are expected to dress in travel suits or nice attire.

**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:

**27-11-1 Contest Limitation** - No member school may permit its athletes to compete in more than the total number of regular season interscholastic contests as specified in the VHSL Handbook...No athlete may participate on the varsity and sub-varsity levels in any sports on the same day.

**27-13-1 Sportsmanship Rule** - Member schools are required to conduct all their relations with other schools in a spirit of good sportsmanship. Acts which prima facie evidence of failure to abide by this rule are those which are noted below and others of a similar nature which transgress the usually accepted code for good sportsmanship.

**27-13-4** - Harassment of game officials.

**27-13-5** - Failure of a school to use every means at its disposal to impress upon its faculty, student, body, team members, coaching staff and officials the values of sportsmanship in the preparation for, and the conduct and management of, interscholastic contests.

**27-13-6** - Players and coaches who are ejected for unsportsmanlike conduct are ineligible for the team's next contest. For engaging in fighting, biting or aggressive physical contact, a player shall be ineligible for the team's next two contests and a coach for a minimum of the team's next two contests. Coaches ejected for unsportsmanlike conduct will not be physically present or communicate in any way with the team at that next contest. In basketball, any player that assessed two technical fouls is considered to have committed a sportsmanship violation and must sit out the next contest.

**28-1-1 Bona Fide Student Rule**

- (1) The student shall be a regular bona fide student in good standing of the school he represents.
- (2) Any student who is under penalty of suspension, or whose character or conduct is such as to reflect discredit upon his school, is not considered in good standing.

**28-2-1 Grade Rule**

- (1) The student shall be enrolled in the last four years of high school.
- (2) Eighth-grade students who passed five 8th grade subjects the past school year, reached the age of fifteen on or before the first day of October passed the Virginia Literacy Passport Test, may compete on the varsity level.

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

**28-3-1 Scholarship Rule** - The student shall:

- (a) For the first semester, be currently enrolled in not fewer than five subjects, or their equivalent, (Voc. Tech., ICT & Marketing will be 2 credits) offered for credit and which may be used for graduation the immediately preceding year or the immediately preceding semester for schools that certify credit on a semester basis; and
- (b) For the second semester, be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester.

Note: Deficiencies recorded at the end of the school year may be made up only by work recognized by the State Department of Education, provided that the deficiencies are made up before the opening of the first semester.

**28-5-1 Age Rule** - The student shall not have reached the age of 19 on or before the first day of August of the school year in which he wishes to compete.

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

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

**28-8-1 Amateur Rule** - The student shall be an amateur. An amateur is an athlete who engages in VHSL 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 (Athletic Participation/Parental Consent/Physical Examination Form), completely filled in and properly signed, attesting that he has been examined and found to physically 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 letter, medals, charms, cups, plaques, letter sweaters, 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** - The student may participate in 1 all-star contest per sport prior to graduation.

**30-5-1 (13) Ejection of a player** - The first time a player is ejected from a contest for un-sportsmanlike conduct he shall be ineligible for the team's next contest. (Note: If the disqualification occurs in the final contest of the season, the penalty shall carry over to the next sports season for students who are seniors and to the next school year for underclassmen.) A second ejection carries a minimum two-game suspension penalty.

The suspension may be appealed by conforming with the following procedures:

- (1) The parents, guardians or coach of a suspended player must request in writing that the principal review the suspension.
- (2) The principal will review the facts and determine whether to appeal the decision.
- (3) If the principal determines the appeal is warranted, he shall contact the principal of the other school(s) involved and present his case. If all principals agree that the appeal had merit will be sustained and the player reinstated for the next contest.
- (4) If agreement is not reached by the principals involved the suspension will stand.

**VIRGINIA STATE LAW-CODE OF VIRGINIA 22.1-276 (1-21-92)**

Student responsibility for sports participation - During the sports season for the relevant sport, a student may, while a member of a school squad or team engaged in interscholastic sports, become a member of or participate with an organized team in the same sport which is independent of the school's control so long as such participation does not conflict with the scheduled activities of the school squad or team. No school or student shall be declared ineligible for participation in interscholastic sports because of participation by a student as member of an organized team in the same sport which is independent of the school's control during the sports season for the relevant sport.

## Sports Medicine and Training Room Policy

1. All athletes are required to have a completed physical examination before practice or open gym begins in any sport. In addition, all athletes are required to complete a medical history form provided by the athletic trainer before beginning practice in any sport. No student may participate without approval of a physician.
2. The physical capability of an athlete to participate in any sport following an injury must be approved by the Physician providing medical care **and** the athletic trainer.
3. In case of injury during supervised practice sessions or during competitions, the injured athlete should be sent directly to the athletic training room. If the training room is closed and it is a medical emergency, the athlete should be taken directly to the emergency room after notifying the parent. If the injury is not a medical emergency, every effort should be taken to notify the athletic trainer. If no contact is made, the injury should be reported to the athletic trainer as soon as possible.
4. The athletic training room will not be left open unless properly staffed.
5. Athletes are not allowed to take any supplies or equipment from the training room without permission from the athletic trainer.
6. If any therapeutic or protective equipment is checked out to an athlete, this equipment is required to be returned either when the athletes injury is healed or at the completion of the athletes sports season. If the equipment is not returned at this time, a report will be made so the athletic department and the athlete will be billed for the missing equipment.
7. Only the athletic trainer is qualified to administer treatment by the use of physical therapy modalities: Therefore students are not allowed to use this type of equipment on their own.
8. Spiked or cleated shoes are not allowed to be worn in the training room.
9. All athletes must report to a coach and obtain permission before seeing the athletic trainer.
10. Any injured athlete who has been removed from practice or a game or has missed a practice due to their injury, must be re-evaluated by the athletic trainer and cleared for return to play. No injured athlete will be allowed to return to practice or game without the trainers approval.
11. Athletes that need to be taped will be taped on a daily basis. This is done by the discretion of the athletic trainer either due to past injury or new injury of the athlete. No athlete will be taped just for games.
12. Athletes are required to sign-in daily on the sign-in sheet before being seen by the athletic trainer. Treatment order will be determined by sign-in order.
13. When an athlete is finished being treated or taped, they are expected to go to their team rather than wait for others to be treated.
14. No food or drink, except water bottles, are allowed in the training room.
15. Athletes with asthma or bee allergies need to inform coaches and the athletic trainer and make sure the coach and the trainer has access to the needed medicine. The athlete is responsible for having this medicine with them at all practices and games.
16. Any athlete that does not follow the rules will be removed from the training room and the issue will be discussed with his/her coach and/or parents.

Ashley Blackman VATL, ATC  
William Byrd High School Athletic Trainer

### Specific Rules to Observe

- A. Training - In order to achieve the ultimate goal of maximum effort and efficiency, athletes must get proper rest, eat right and train effectively. The use of any form of tobacco, alcoholic beverages, stimulants, steroids or other illegal substances is prohibited.

The use, possession and/or distribution of any of these substances may lead to dismissal from the team. This rule applies for the full duration of the specific sport season and is inclusive of out-of-school events which occur during the season. The use of illegal substances will lead to a referral to the student assistance program (SAP) and proceedings in accordance with the Roanoke County School Board Training Policy and SAP policies.

Training rules apply during a specific sport season. Authority is not given out of season except for school violations when the student is under the supervision of schools.

Disregard of training rules will lead to disciplinary action by the head coach which may consist of a conference, warning, suspension or dismissal. The head coach must review recommendations for suspensions and dismissals with the principal before arriving at a final decision. However, upon the occurrence of a substance abuse policy violation, the principal and head coach must follow procedures according to the Roanoke County School Board Athletic Training Policy and make a referral to SAP.

- B. Punctuality - Athletes are expected to arrive at practices and games on time as well as depart for practices, games and other meetings at the established times.
- C. Attendance - Attendance is required at practices, games and all called meetings except for excused absences documented by parents and/or physicians. An athlete may not participate in a game, practice or scrimmage held on a school day unless that student has attended a minimum of one-half of scheduled classes. The principal or athletic director may, under extenuating circumstances, make exceptions to these rules. If an athlete leaves school early because of illness, the student may not participate in an athletic event that evening. The principal may, under extenuating circumstances, make exception to these rules.
- D. Absences - The coach/school shall be called in the first half of the day when an athlete is home ill or must be out of school. Parents may be required to verify the reason the athlete is absent. Students should be checked in by 11:30 in order to participate in any school sponsored activity (game, practice, open gym).
- E. Truancy - The athlete, when truant from school, will be treated as a regular student and will be subject to school and school board policies which may prevent him/her from participating in games or practices.

- F. Travel with team - Athletes must travel with their respective teams according to school arrangements unless permission is specifically approved by the athletic director or coach. In any event, this permission must conform to school board policy.
- G. Reporting of injuries - Athletes must report known injuries to the coach immediately and seek attention from the trainer or medical doctor as soon as possible as needed. The coach will follow recommendations of the Roanoke County trainer and/or doctor. The Roanoke County trainer and/or doctor determine when the athlete may participate again.
- H. Attendance at parties - Athletes are discouraged from attending non-chaperoned parties and other events where illegal substances may be used and abused. Athletes who, in their sport season, do attend such events and are found to have in their possession and/or participated in the use, abuse and/or distribution of substances are subject to consequences outlined in this policy. Athletes who participate in the use and abuse of substances are subject to team training rules and will be disciplined, up to and including dismissal from the team. The athlete will be referred to the student assistance program.
- I. Letters and awards - Athletes will be given the requirements for lettering in each sport and will be provided information on awards that are to be given and the criteria for each. Each athlete must meet all requirements. In order to receive any award the athlete must complete the season in good standing.
- J. Communication - Parents, coaches and athletes must maintain open lines of communication.
- K. Misdemeanor/Felony Charges or Conviction – As team members, participants in VHSL activities represent the school, students, community and the Roanoke County School Division. VHSL participants charged with or convicted of a misdemeanor may be disciplined up to and including dismissal from the team at the discretion of the principal.

VHSL participants charged with or convicted of a felony will be referred to the superintendent, or designee, for determination of eligibility. If determined to be eligible, such participants may be disciplined up to and including dismissal from the team at the discretion of the principal.

Participants must report, to the athletic director or principal, any misdemeanors or felony arrests or convictions within 24 hours while participating in any VHSL sport, and must report any misdemeanor or felony charges within a 12 month period as of the date of signing the student conduct code prior to the start of the sport season. Failure to report such charges or providing misinformation on the athletic conduct code agreement may be grounds for dismissal from the team.