

WILLIAM BYRD HIGH SCHOOL



2023-2024

Student Handbook

2902 East Washington Avenue

Vinton, Virginia 24179

540-890-3090

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MISSION STATEMENT

Our vision is to create a safe environment that will facilitate optimal learning for all students to enable them to lead fulfilling and productive lives in an increasingly complex and rapidly changing technological society and to become active citizens within their community.

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

2023-2024 STUDENT ATTENDANCE PROCEDURES

RCPS schools will follow the procedures below for student attendance. The full version is located in Policy 7.07 and Administrative Regulation 7.07AR under School Board Policies on the RCPS website: www.rcs.k12.va.us.

Excused Absences and Tardies

Parents of students who are absent or tardy must inform the school **in writing** of the reason for the absence or tardy no later than upon the student's return to school (emailed message is acceptable). School staff records the student's absence or tardy for each day as "excused" or "unexcused". **Please be aware that, if absences and tardies that are excused solely by parent explanation become excessive, the school will require additional documentation in order to ensure compliance with the compulsory school attendance law. An excused absence affords students the opportunity to make up missed assignments for full-credit. However, an excused absence still counts as an absence from school and is calculated into a student's attendance profile.**

Acceptable Excuses

1. Absences and tardies are excused for the following reasons with **written explanation** from the parent:
 - a. illness of the student
 - b. approval from administration prior to the absence
 - c. death in family/funeral and
 - d. school-sponsored activities
 - e. suspension from school
 - f. legal obligations
 - g. observance of a nationally recognized religious holiday if such holiday is verified and the school is notified **in advance**.
 - h. for middle and high school students, one school day per school year to engage in a civic event
 - i. a maximum of one school day per academic year for participation in a 4H educational program or activity, no credit will be provided for a student whose participation in a 4-H educational program or activity occurs during school Standards of Learning assessments or during any period of time that is suspended or expelled from school, the student's principal or assistant principal may request a representative of 4-H to provide documentation of a student's participation in order for the student's absence to be excused.
 - j. subject to guidelines established by the Virginia Department of Education, students who are members of a state-or federally recognized tribal nation that is headquartered in Virginia shall be granted on excused absence per academic year to attend such nation's pow wow gathering provided that the student's parent provides the student's school advance notice of the absence in the manner required by the school
2. Absences and tardies are excused for the following reasons with appropriate **written documentation**:
 - a. hospitalization or extended illness (with documentation from physician)

- b. doctor or dental appointment (with documentation from physician's or dentist's office)
- c. mandatory court appearance (with court documentation)

3. A student whose absence is excused due to the observance of a nationally recognized religious holiday is not deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, which the student missed by reason of such absence.

4. Absences and tardies that do not meet the criteria for being excused absences or tardies are considered unexcused absences or tardies. Students in grades 9-12 may be denied full credit for assignments missed due to an unexcused absence or tardy, as well disciplinary consequences for excessive tardies.

5. Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory school attendance law.

Excessive Absences or Tardies Without Adequate Written Documentation

If absences or tardies excused solely based on parent explanation become excessive, the school will require additional documentation in order to ensure compliance with the compulsory student attendance law. Such additional documentation may include written documentation from a physician treating the student for a chronic or extended illness or court documentation resulting from student involvement in a legal matter.

School principals and school counselors regularly collaborate with school social workers to monitor student attendance and communicate with students, parents, and families regarding excessive absences unsupported by adequate documentation.

For the purposes of avoiding excessive tardiness to school that results in frequent loss of instructional time, **five (5) tardies to school without adequate written documentation will be considered the equivalent of one (1) absence.**

The following procedures are followed when a student has been absent excessively without adequate written documentation:

First Notification Letter

1. Within the first semester, if a student accumulates five absences excused solely based on parent explanation, the school will notify the parent of the student (First Notification Letter) and list the dates the student has been absent.

2. During the second semester, if a student accumulated fewer than five (5) absences excused solely based on parent explanation within the first semester, but the student subsequently accumulates ten (10) such absences during the second semester, the school will notify the parent of the student (First Notification Letter) and list the dates the student has been absent.

Second Notification Letter

1. Within the first semester, after the First Notification Letter has been sent to a parent as required in section (a) (i), the school will send a Second Notification Letter to the parent if the student accumulates ten (10) absences without adequate documentation. The Second Notification Letter will list the dates the student has been absent, and the parent will be advised that the matter may be referred to the 23rd District Court Service Unit / 23rd District Juvenile and Domestic Relations Court.

2. During the second semester, after the First Notification Letter has been sent to a parent as required in section (a)(ii), the school will send a Second Notification Letter to the parent if the student accumulates an eleventh (11th) absence without adequate documentation. The Second Notification Letter will list the dates the student has been absent, and the parent will be advised that the matter may be referred to the 23rd District Court Service Unit / 23rd District Juvenile and Domestic Relations Court.

Student Support Meeting

1. Within the first semester, after the school has sent the First and Second Notification Letters and upon the eleventh (11th) absence without adequate documentation, the school will schedule a mandatory

Student Support Meeting with the parent to address the excessive number of absences and develop a plan of support. The Student Support Meeting will include the parent, student, school-level administrator, school counselor, and school social worker.

2. During the second semester, after the school has sent the First and Second Notification Letters and upon the twelfth (12th) absence without adequate documentation, the school will schedule a mandatory Student Support Meeting with the parent to address the excessive number of absences and develop a plan of support. The Student Support Meeting will include the parent, student, school-level administrator, school counselor, and school social worker.

3. If the parent has been adequately notified of the Student Support Meeting but fails to attend the meeting, the meeting will be re-scheduled at the central administrative building with the Director of Administration or the director's designee.

Complaint filed with 23rd District Court Service Unit / 23rd District Juvenile and Domestic Relations Court

After conferencing with the parent, if a student accumulates three (3) additional absences without adequate documentation, the school social worker will file a complaint with the 23rd District Court Service Unit / 23rd District Juvenile and Domestic Relations Court.

TARDY SWEEP will be used. At the ringing of the tardy bell for each block the door will be closed and locked.

Students still in the hallway will be directed to the attendance office to receive a note.

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 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

You may notify the attendance office of a student's absence or tardy via phone call however written documentation must be provided in order for attendance records to be updated. **You may also email wbhsattendance@rcps.us**

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. **Phone calls will not be accepted for early dismissal.**

You may email wbhsattendance@rcps.us.

- Present the permission slip **BEFORE SCHOOL** at the attendance office. Notes require a parent signature. All excuses must contain the following:

1. Student's Name
2. Reason for the Dismissal
3. The exact time student is to be released
4. Parent or Guardians signature
5. Notification via email must come from the email address we have on file for the parent/guardian

- An authorized emergency contact may come to the attendance window with picture ID to release a student.

•UPON RETURNING TO SCHOOL, A STUDENT MUST HAVE A STATEMENT FROM THE DOCTOR, DENTIST, PARENT, OR COURT.

LEAVING IN CASE OF EMERGENCY OR 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 nurse/clinic pass to see the school nurse. 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.

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 Attendance Secretary. 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. **Refer to the Roanoke County School Policy.**
2. When any student has been absent 15 consecutive days, the student is withdrawn.

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 3:25 p.m. are those scheduled to do so and those who have an early dismissal slip.

SKIPPING CLASS AND TRUANCY

1. **First Offense:** All students skipping, or truant will be referred to an administrator.

TARDY TO SCHOOL/CLASS

(These start over each nine weeks)

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 nine-week period 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; parking privileges revoked and student is assigned one detention.

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.

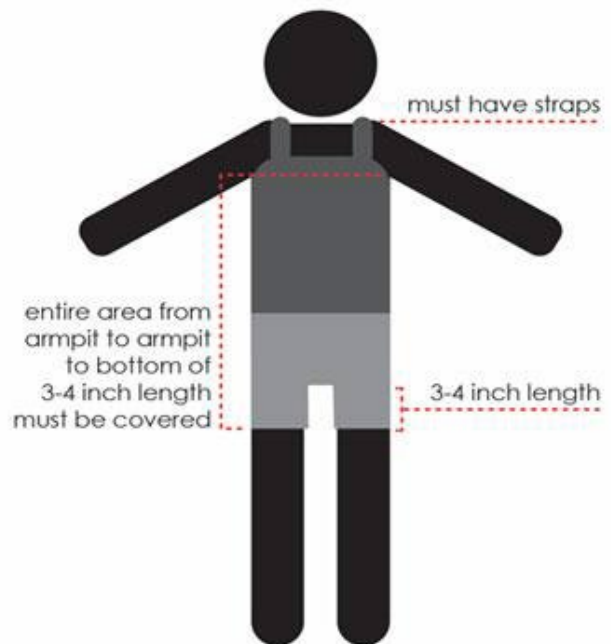
DRESS CODE

Student Dress Code

- Roanoke County Public Schools respects students' rights to express themselves in the way they dress. All students who attend Roanoke County Public Schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

Minimum Requirements:

- Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.
- Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.



4. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason by school administration.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements

6. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
7. Clothing may not depict or imply pornography, nudity, or sexual acts.
8. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
9. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
10. Sunglasses may not be worn inside the building.
11. Clothing and accessories that endanger student or staff safety may not be worn.
12. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

Phone: (540) 562-3900 | Fax: (540) 562-3994

CONSEQUENCES FOR VIOLATING THE DRESS CODE

1. **FIRST OFFENSE:** Student is required to change or cover up the violation.
2. **SECOND OFFENSE:** The student will change into appropriate clothing.
3. **THIRD OFFENSE:** The student will change into appropriate clothing and be assigned after school detention.

Additional dress code violations may result in ***detention 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.

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.*

Roanoke County Public Schools Rules for Responsible Laptop Use

RULE	VIOLATION EXAMPLE
1. ONLY authorized educational programs installed by RCPS staff may be used on this computer.	Installing any program, educational or not, to the laptop.
2. Do not install or play GAMES, internet based or otherwise, unless instructed by a teacher.	Playing a web-based game in extra help.
3. E-mail and Instant Messaging or any other form of chat or texting are prohibited	Using a web site to send texts to a friend's cell phone.
4. Do not attempt to bypass any form of security built into the system by Roanoke County Public Schools including by passing restrictions on the laptop or on internet filtering.	Using a proxy to access a web site that is blocked on the RCPS network such as Facebook. Or modifying the URL to access a web site that is blocked.
5. Students may NOT remove any part of the computer, or any stickers placed on the laptop by Dell or RCPS.	Pulling out the battery to shut off the laptop or removing plastic bezels to alter lights or parts of the laptop.
6. Any damage determined by RCPS staff to be intentional will be charged to student. This includes drawing, carving or placing stickers on the laptop.	Throwing, punching, kicking, drawing, carving, melting, burning or otherwise harming the laptop in a purposeful nature.
7. Students must report loss or damage immediately.	Laptop misplaced and no longer in student's possession.
8. Images, videos, or web sites deemed to be pornographic or inappropriate found anywhere on the laptop are strictly prohibited	Any photo or video depicting a student in an inappropriate, sexual, or illegal situation.
9. Students may not bring their own electronic devices to school.	Bringing iPad, Kendal, eReaders, Laptops, Tablets, Surfaces, Nooks, etc. to school

*****Compounding violations can result in administrative liberties in disciplinary decisions that could lead to punishments varying from the above stated consequences*****

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. 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 tag must be displayed. Students may not park on school grounds without a tag. Tags 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 PERMIT. If you drive a different car that is not listed on the application to school on a particular day, you must come to the office and make the bookkeeper aware.
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.* 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. Traffic is a problem at WBHS in the mornings. Being late due to traffic is unexcused. You need to plan accordingly for on time arrival.
8. 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.
9. 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.
10. BCAT/Governor's School students who drive are required to have a William Byrd High School parking decal.

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.

AFTER SCHOOL DETENTION (Monday – Thursday)

After School 3:30 p.m. in the front office conference room.

Students who are assigned after school 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 7, that detention must be served by the afternoon of Thursday, September 14. If a student is assigned two detentions on Tuesday, October 3 both of the detentions must be served by the afternoon of Tuesday, October 10. 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, In School Suspension 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 after school 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 and suspensions must be completed prior to attending major school functions such as prom, dances, field trips, etc.

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.

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.

TERRIER WAY

The Terrier Way is the name of our school-wide behavior expectations. It is a unified system of support that clearly and positively states the behavioral expectations at WBHS. Terriers are expected to be **safe**, **respectful**, and **responsible** in all school settings and at all school events. Through a uniform system of expectations, behavior specific feedback, and data informed decision making, the staff at WBHS will help support our student's academic, behavioral, and social/emotional development. Students will be supported through behavioral interventions, as well as possible disciplinary consequences when they fail to meet the Terrier Way. By supporting students and holding them accountable for their actions and choices, we help foster the division's vision of "preparing every student, in every school, and in every classroom to be Opportunity Ready."

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. 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 manners at all times. Breakfast will now be served from 7:45 to 8:10. A choice of breakfast, plate lunch, chef salad or ala-carte items are offered daily.

Important things to remember about the lunch program:

1. Students must eat breakfast and 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 breakfast and lunch periods.**
6. After eating you **MUST** stay in the cafeteria.
7. Students must stay seated until the bell rings.
8. Stealing from the cafeteria is a serious infraction which will result in administrative consequences

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 and only after an intercom announcement is made to evacuate, 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.

TEACHER: The teacher is in charge of the pupils at all times. They are 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", followed by 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 2023-2024 school year, report cards will be distributed to students to take home on the following dates: October 18, 2023, January 12, 2024, and March 22, 2024. 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 look at ParentVUE regularly and contact the classroom teacher when questions arise.

SCHOOL COUNSELING PROGRAM OVERVIEW

Today's world provides daily challenges for the students of Roanoke County. Some are aspects of normal growth and development while others deal with academic progress and personal, social, and career issues. Our schools seek to meet these needs with an integrative approach that includes a Guidance and Counseling component.

The School Counseling Program in the Roanoke County Schools concerns itself with the developmental process of maximizing each child's potential. It is a cooperative effort among counselors, students, school staff, and parents. It is meant to benefit all students in our schools.

In keeping with the goals of public education in Roanoke County, the purpose of the School Counseling Program is to provide assistance for students in their academic/educational, personal/social, and career development. The School Counseling Program is preventive in its focus and based upon the developmental stages of students in grades K-12. Because students needs vary at different age levels, the areas of emphasis will vary accordingly. The program builds a foundation for learning in the following areas.

Academic/Educational

- Orientation/transition to the educational environment
- Resolution of problems which interfere with learning
- Awareness of academic abilities, strengths, needs, and interests
- Knowledge of effective study/test-taking skills
- Awareness of curricular alternatives, graduation requirements and career goals
- Pursuit of a planned and balanced academic program consistent with abilities, interests, and educational needs
- Awareness of post-secondary academic opportunities

Personal/Social

- Development of increased self-understanding
- Establishment of positive relationships through effective communication skills
- Acquisition of problem-solving/decision-making and coping skills
- Encouragement of self-directive and responsible behavior
- Understanding of the need for positive attitudes toward school, learning, community and society

Career Development

- Awareness of, and knowledge about the world of work and careers
- Acquisition of information about educational and vocational/training opportunities both within and beyond the public schools
- Use of knowledge of self as it relates to career planning
- Establishment of tentative career objectives
- Preparation for future education and employment

Professional school counselors are licensed counselors who are specifically trained to provide counseling services in a school setting and seek to encourage a cooperative relationship between school and home. This is accomplished through a set of strategies including consultation with students, teachers, parents, and administrators; personal counseling in small groups or with individual students; and provision of information for referral to community resources, as needed. Classroom guidance addresses topics designed to enhance academic success and progress toward career goals for all students.

Materials used in the School Counseling Program are periodically reviewed by advisory committees and are available for parental review in each school. Interested parents should schedule an appointment with the school counselor for this purpose.

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.

MEDIA CENTER

Media Center hours are from 7:45 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 overnight. Fines are not charged for overdue materials

Media Center computers may be used for word processing and research. We will print a reasonable number of color copies for 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.rcps.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

The yearbook contains a collection of memories of the school year and student portraits. The staff of students are responsible for designing layouts, writing copy and taking photos to cover school events.

SKETCHES

Sketches is the Art and Literary Magazine that contains original works submitted by students and faculty. A staff of students is responsible for the layouts and design of the magazine.

SKATEBOARDS

Skateboards are not allowed at school. If they are used as a means for transportation, they need to be brought to the main office upon arrival to school.

SOCIAL FUNCTIONS

Dances are sponsored by student clubs or organizations. A club must secure approval from the principal 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).
4. If, for any reason, a student wishes to leave the dance, they must check out with a chaperone.
5. Students and guests are expected to conduct themselves respectfully and responsibly at all social functions.
6. No smoking/vaping 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 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 telephones are available for student use during the school day with permission of a staff member.

In case of illness, if the school nurse is not in her office, the student is to report to the main office, and the attendance clerk will make the necessary telephone calls. Telephone messages will be delivered to students. The school reserves the right to check the legitimacy of the messages.

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 attendance 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 present students 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

Virginia Code 18.2-128: Trespass upon church or school property

Current as of 2022

A. Any person who, without the consent of some person authorized to give such consent, goes or enters upon, in the nighttime, the premises or property of any church or upon any school property for any purpose other than to attend a meeting or service held or conducted in such church or school property, shall be guilty of a Class 3 misdemeanor.