

WEST DAVIDSON HIGH SCHOOL



2025-2026 Student Handbook

West Davidson High School

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The student handbook is provided to outline the responsibilities & expectations of all students at West Davidson High School.

Please review the handbook carefully.

General Policies and Procedures for WDHS

2025-2026

Arrivals:

Once you arrive on school property, you are to remain on school property. Once you have arrived on campus, you may leave campus ONLY after you have signed out with appropriate permission (even if this occurs before 8:00 am).

Students who arrive on campus and leave without permission will be suspended. The building will be open at 7:30. All students will remain in the Commons from 7:30-7:45. Student drivers should not arrive on campus before 7:30 and MUST report directly to the Commons upon arrival.

Cafeteria: Please note that breakfast and lunches are FREE this year.

We expect behavior in the cafeteria that reflects high school maturity. Please note the following:

- ⇒ High school students are expected to walk to the cafeteria, to remain in line, to order lunch quickly, and to clean their areas after eating and place trays and trash in proper receptacles.
- ⇒ Eating is allowed only at the tables in the commons. Students may not take trays and eat anywhere in the Commons except at a table.
- ⇒ Seniors have the privilege to eat lunch at the picnic area/stage. All school rules apply and this privilege may be revoked due to behavior.
- ⇒ Students are not allowed to have lunches delivered to school by friends or parents from outside sources (pizza orders, fast food, etc.).
- ⇒ Students may not leave school for lunch nor have visitors during this time.
- ⇒ Students are to remain in the commons area during lunch. Any other area is off-limits during lunchtime. Students leaving the area without permission from an administrator will be given 3 hours of ASD.
- ⇒ **If you want to visit the media center during your lunchtime to study, research or do homework, obtain a LUNCH PASS from the media center before lunch.** Present this pass to an administrator before leaving the commons area. Students will not be allowed to leave the lunch room without a pass. The pass will be valid for the day it is issued. *Please sign in at the check-out desk when you enter the media center.*

To Conference with an Individual Teacher:

When parents/guardians wish to ask for more information about a student's progress, the first step is to contact the individual teacher. All teachers have access to email: addresses are available on the school website. Teachers may accept phone calls before school, during their planning periods, or after school. We strongly encourage open communication between parents and teachers. Parents are also encouraged to sign up for ParentPortal in order to track their child's grades and attendance. Parents need to contact our Data Manager, Mrs. Dorsey for help with ParentPortal.

Deliveries for Students:

WDHS will not accept deliveries to the school for students. Examples of deliveries included, but not limited to, balloons, food, flowers, etc. Students are not allowed to use food delivery services (DoorDash and GrubHub).

Fees:

All high school students will pay a base fee of \$40 and a Technology Fee of \$35. Some fees may be waived or reduced for students who qualify. Additional fees for parking, and special programs may be assessed according to policies established by the Davidson County Board of Education. All fees must be paid online through School Cash.

- Parking Permits are \$35 (There are no waivers for parking fees. School fees must be paid before a permit can be purchased.)
- Band Fees are \$12 for students in the WDHS band program.
- A Graduation Fee of \$30 is collected in the spring from graduating seniors. (Not to exceed \$40)
- Lost/Damaged Books, Supplies, Equipment - variable
- Honor Cords/Stoles - students who qualify for one of these will be asked to purchase each item.

- Prom Fee - this only applies to students attending the Prom (All school fees must be paid before students are allowed to purchase a prom ticket.) (Not to exceed \$60)
- PSAT will cost students \$10, if they wish to take it at WDHS.
- All fees must be paid prior to graduation or the student will not be allowed to participate in the graduation ceremony.

Hall Passes and Hall Activity:

You are expected to be in class during instructional time. Time between classes allows you to visit your locker and take care of other individual matters. Remember the following:

- ⇒ Permission to leave class must be granted by your teacher.
- ⇒ The teacher's hall pass should be filled out and carried with you.
- ⇒ You are to go directly to the area for which you have permission to go and return immediately upon completion of your business there.
- ⇒ Roaming, roving, being in other areas, interrupting classes, etc. will result in disciplinary action and loss of the privilege.

Illness at School:

If you become ill and cannot stay in school, notify your teacher, receive a hall pass and go to the office. The staff will contact your parent or guardian for permission for you to leave school.

Parking Lot and Driving:

The only school sponsored student parking is located in the large lot next to the stadium. Parking is a privilege and allowed only if students purchase a permit. Please remember the following when parking and driving on campus:

- ⇒ Parking permits are \$35.00. This cannot be waived.
- ⇒ A parking permit may not be purchased until school fees and other debts have been paid or waived. Once your fees have been paid or waived, contact Mrs. Craver in the office and she will attach the parking permit to your School Cash Online account.
- ⇒ Due to limited space, seniors and juniors will be allowed to purchase parking permits first; once all permits are sold, we will be unable to sell more due to space limitations.
- ⇒ The permit must be visible on the rear view mirror any time your car is parked on campus.
- ⇒ Students are not allowed to go to the parking lot without permission from the SRO, principal or an assistant principal. A teacher may not give permission to go to the parking lot. If given permission, you must sign out/sign in in the front office.
- ⇒ Lock your car doors.
- ⇒ The maximum speed limit on campus is 10 MPH.
- ⇒ Students found driving in an unsafe manner will lose their driving and parking privileges.
- ⇒ The administration has the right to search cars when there is reason to suspect contraband materials.
- ⇒ The school has the right to have your car towed at YOUR expense if you do not follow the expectations outlined by the school.
- ⇒ Students should not park in reserved, visitor, or staff spaces at any time before, during or after school hours.
- ⇒ Students must park correctly and appropriately in designated parking spaces only, not on medians or in the grass.
- ⇒ Students are expected to enter the building when they arrive on campus. There should be no congregating in the parking lot before, during, or after school hours. Student drivers should not arrive on campus prior to 7:30. All students need to be out of the parking lot by 3:20, unless they have a school sponsored event that prevents them from doing so.

A ticket will be issued for the following violations:

1. Parking in restricted area (must park in marked spaces ONLY)
2. No current WDHS permit displayed
3. Occupying more than one parking space
4. Speeding/reckless driving on campus

A second violation of #4 will result in the loss of parking privileges for two weeks or more

Each parking ticket will be a \$10 fine. All fines must be paid within **five days**. Failure to pay the fine within 10 days may result in loss of driving privileges on campus. All fines are payable through School Cash Online. .

Prom Attendance and Guests Policies:

Participation at prom is an extracurricular privilege. West Davidson students who are not in compliance with school attendance, behavioral and academic expectations may be denied the privilege of participating in prom. Guests who are not students of West Davidson must meet the following criteria:

- Guests must be younger than 21 years of age.
- Guests who attend other schools must receive a positive recommendation from their school's administration.
- Guests must not have a record of illegal activities.

Students cannot purchase prom tickets until ALL other school fees have been paid.

Visitors:

To further enhance the safety at WDHS, students are not allowed to have visitors during regular school hours, **especially during lunch**. All non-students who come to the school must report to the office immediately upon arrival.

Student Services:

Your school staff will be glad to provide assistance concerning educational plans, career choices, and personal issues. The student services department will assist you with the following:

- ⇒ Scheduling conferences with multiple teachers.
- ⇒ Collecting make-up work when a student has extended absences.
- ⇒ Handling referrals for employment, transcripts for current students, college information, social work, attendance, homebound students, standardized test scores, health records, and numerous other community and special services.

Students may schedule appointments with student services before school, during class change, or during lunch. Students are not allowed to “hang out” in student services and cannot just “show up” to see a counselor during class unless it is for emergency reasons. Students may not eat lunch in Student Services.

Scholarship and College Information:

Numerous scholarships are available for your education after high school. Seniors and juniors are encouraged to check with Student Services on a regular basis as we receive scholarship information throughout the school year. Information on colleges, trade schools, community colleges and universities is available in Student Services. The programs offered at different colleges, estimated costs and other planning information is also available. You should be aware of the fact there is financial support in the form of scholarships, loans and grants available to assist you in pursuing your education. Listen to announcements, check with the Student Services office and the website, talk with your parents and ask the school staff about these items.

Off-Campus Courses:

Students who attend off-campus courses are expected to adhere to and abide by all policies, procedures and rules for that institution, as well as for West Davidson. This includes the need to meet all attendance requirements. Should a student be removed from an off campus course, he/she will be placed in a course on West Davidson's campus in an audit situation and must attend daily. In order for students to be enrolled in off-campus courses they must have their driver's license and own transportation.

Remediation:

The staff realizes small group or one-on-one instruction makes a great difference. Teachers offer additional help on a weekly basis. Parents and students are encouraged and invited to contact teachers to make arrangements for this additional help. Some teachers will offer remediation immediately before a test; others will offer it the same day each week. Please contact individual teachers for remediation dates and times. We have also built into our bell schedule this year a thirty minute intervention block each day for students to get individualized support.

Report Cards:

Report cards will be issued every nine weeks. Refer to the school calendar for grading period dates. The report cards issued in January and June will reflect the final grades for each semester, respectively. The grading scale for all classes is as follows:

A = 90-100	D = 60-69	FF-Failed due to excessive absences
B = 80-89	F = Below 60	
C = 70-79	INC = Incomplete	

Summary of Student Attendance Policy (Policy 6.4):

The DCS Board of Education attendance requirements state students with more than eight absences in a course per semester will not receive credit unless the excessive absence are formally waived.

- Students only have three days to provide documentation on being absent.
- To be counted present, the student must be in class for at least two-thirds of the class time.
- Students are not allowed to make up absences.
- For absences to be waived, a separate waiver form must be completed by the parent, as a note does not automatically waive the absence.
- It is the student's responsibility to contact teachers concerning missed work due to absences.
- Per DCS procedures, students have five days following an absence to turn in missed work unless it is determined that an extenuating circumstance might support an extension of time.
- Students who are absent from school may not attend extracurricular activities on that same day. This includes absences that are excused/unexcused, due to OSS or time spent at the Alternate Suspension Center.

Returning to School after an Absence:

The student shall submit appropriate documentation as to the reason for the absence(s) within three days of returning to school. This documentation must include written notes/verification from parents. The documentation may also include written notes/verification from medical professionals, court officials or other such agents related to the absence. School officials may further specify documentation, which they require. **Failure to submit appropriate documentation from the parent/guardian will result in the absence being coded as unlawful.**

Signing In/Signing Out:

We want you in attendance from 8:00-3:05. Signing in late or signing out early should be reserved for unavoidable or emergency situations only. Note the following:

- ⇒ All students arriving late must report to the main office to sign in and receive a note. This will be done on a google form on a ChromeBook.
- ⇒ You must sign in even if you arrive during class change or lunch.
- ⇒ Failure to sign in or sign out of school will be deemed as skipping school.
- ⇒ A note for early dismissal must be turned in between 7:45 - 7:55 to the main office. The note **MUST** be written and signed by your parent/guardian, have the reason for early dismissal, have the place of appointment, have the time for dismissal, and have a phone number for the signing parent for verification purposes. Early dismissal notes will not be taken at other times of the day.
 - o Phone calls will not be taken for dismissing students.
- ⇒ Students **MUST** sign in with the office if they return to school before the school day ends.
- ⇒ Students may under no circumstances sign out and/or sign in to avoid going to a class, whether the class is 1st, 2nd, 3rd, or 4th period. Students are required by board policy to be in attendance 4 periods per day.

- ⇒ Students or parents must physically sign the sign-in/sign-out log themselves. School personnel will not sign students in or out.
- ⇒ Even if a student is 18 years of age, he/she must still acquire parent/guardian permission to sign out.
- ⇒ All students must sign out in the main office on the google form on the ChromeBook at the time they are leaving campus. Students who have been given an early dismissal note to show their teacher still have to sign out in the office before leaving.
- ⇒ Students going off campus to a different DC High School or DDCC must sign in and out in the main office.
- ⇒ Seniors who early release in the spring must also sign in and out in the main office.
- ⇒ Students who sign out during 3rd period, must either have documentation for an appointment or a parent must physically sign the student back into school upon arrival.

Student Behavior/Discipline:

A safe and orderly school environment is a must for you and your fellow students to receive an education. This is a principle of West Davidson High School. With this in mind, the responsibility for your behavior and conduct rests with you. It should be noted, the entire school staff is responsible for the supervision and safety of all West students during all school-sponsored activities, whether on campus or not.

Types of Behavior Consequences:

Time Out

If you continually violate classroom rules and/or your behavior is causing distractions to the learning of others, you will be sent to Time Out. If a student is sent to Time Out, 5A, for disciplinary reasons during class, that student must report to 5A immediately. **Failure to leave peacefully when directed and failure to report will result in suspension, as this behavior constitutes a more severe disruption to the learning environment.**

Lunch Detention

Lunch detention may be assigned for minor violations. Students who have lunch detention, must report to an administrator immediately upon entering the Commons. The administrator will assist them with getting their lunch and then assign them a seat for detention. Students in lunch detention may eat, work on assignments, read a book or just sit there. Students may not talk with other students in the Commons. Students may not use electronic devices while in lunch detention. If a student is assigned lunch detention and fails to serve the lunch detention, the detention will automatically revert to after school detention. Failure to serve detention will result in additional detention and may result in OSS.

After School Detention (ASD)

Students must serve after-school detention on days assigned. If a student reaches 8 ASDs, the students will receive 1 day ISS. 2nd offense, 3rd offense, etc. of this policy will result in 1 day OSS (out of school suspension). ASD will be held in 5A or the commons area Monday-Thursday from 3:10-4:00. Students are required to bring study material to work on in detention. Students may not use electronic devices during ASD. ASD takes precedence over athletic participation or other extracurricular activities. All school rules apply while serving detention. If a student receives a discipline referral during ASD, the student will be asked to leave and no credit will be granted. **Seniors who do not serve all their detentions prior to graduation will be denied participation in the ceremony.**

Suspensions: In School (ISS) or Out of School (OSS)

If a student receives an Out of School suspension, they are not allowed to be on school grounds for any reason, or attend ANY school function during the suspension. Please note:

- Students who are on school grounds or at school functions during OSS may be charged with trespassing and receive additional suspension.
- Students may not participate in driver's education on days they have OSS.
- Students may not participate in any extracurricular activities on the days they have OSS.
- *Students who receive ISS or OSS will forfeit their opportunity to exempt any eligible exams.*

Short-Term Suspension is 1-10 days as determined by the principal

Long-Term Suspension is more than 10 days as determined by the principal and superintendent

Expulsion:

This action will occur when the severity of the offense warrants removal of the student permanently (for example, bomb threat, gun/weapons on campus - see full list on DCS website)

TARDY POLICY:

For you, your classmates and instructors to utilize time properly, it is important that you report to school and class on time. We wish for you to be here and on time to obtain the best possible education. Be in the classroom when the bell rings, prepared with needed materials for the period. Go to your locker before school, during class changes, on your way to or returning from lunch and after school.

Consequences for Excessive Tardies: (Tardies are cumulative & start new each semester)

- 1st tardy - Warning
- 2nd tardy - Warning & Parent Contact
- 3rd tardy– 1 After school detention OR 2 Lunch Detentions
- 4th tardy – 2 After-school detentions OR 4 Lunch Detentions
- 5th tardy – 3 After-school detentions
- 6th tardy – 1 Day ISS (In-School Suspension, which results in student not being able to exempt an exam)
- 7th tardy – 2 days ISS
- 8 tardies or more– 1 day Out of School Suspension

Dress Code:

See Pages 26-27 in DCS Student Handbook for the Dress Code for High School Students

Consequences for Dress Code Violations:

- 1st offense – Warning & parent contact
- 2nd offense – 1 In-school Suspension (which results in student not being able to exempt an exam)
- 3rd offense – 2 In-School Suspensions
- 4th offense – 1 Out of school Suspension
- 5th offense – Parent/Administration Meeting and further OSS

Cell Phones:

In accordance with Davidson County Board Policy 6.46, students may possess electronic devices on school premises but must have them turned off and out of sight during the academic school day. At West Davidson, students may use their cell phones prior to 8:00am, during the class changes, during their specified lunch period and after 3:05pm. Students must comply with teacher directions on either keeping their phones in their book bags or placing them in the designated holder during each class period. If students leave class any time during the instructional period, they must leave their phone in the classroom with the teacher (This includes advisory time). This also applies to earbuds. Students observed to be in violation of these procedures will receive the following School Board consequences:

- 1st offense - the device is confiscated and returned at the end of the day to the student
- 2nd offense - the device is confiscated and returned directly to the parent
- 3rd offense - the device is confiscated and returned at the end of seven days to the parent
- 4th offense & thereafter - the student is suspended for a day and the device is confiscated for another week

BATHROOM PROTOCOL:

Teachers will allow 1 student at a time to go to the assigned bathroom, color coded. Teachers will track bathroom times on a sign-out google form.

Students shall not destroy, ruin or create an issue in the bathroom.

****See General Student Conduct Consequences.**

GENERAL STUDENT CONDUCT:

Students are expected to follow all school rules, policies and procedures every day in all classes. The following consequences will be administered to students with repeated minor violations including, but not limited to the following behaviors: cheating, plagiarism, classroom disruptions/distractions, disrespect to staff, failure to attend detention as assigned, horseplay, reckless play, inappropriate behaviors, insubordination, leaving class without permission, obscene/profane language (unless it is directed at or during interaction with a staff member, in which case would result in a 3-5 out of school suspension), gestures or articles, being in an unauthorized area, lying , dress code, violating any classroom or school rules that are not considered serious or major violations as defined by DCS School Board Policies for students expected behaviors.

Less serious conduct can be dealt with by the principal under the disciplinary authority given to principals by the statutes or school board regulations dealing with short-term suspensions.

Consequences:

1st offense: Warning

2nd offense: 1 ASD

3rd offense: 2 ASD

4th offense: 1 day of ISS (In-School Suspension, which results in student not being able to exempt an exam)

5th offense: 1 day of OSS (Out- of- School Suspension)

(The 5th and each subsequent violation will result in out of school suspension)

Please note that repeated minor violations that contribute to the disruption of learning for others will not be tolerated and could result in a petition for long-term suspension.

Academic Honor Code:

Learning how to do something correctly is essential in acquiring skills and knowledge, and maintaining academic integrity is critical to the success of any community. West Davidson High School students are required to accept responsibility for personal conduct in any educational endeavor. Without academic honesty, it is impossible for teachers to accurately assess true student learning. Therefore, all students are expected to prepare assignments in an ethical manner to the best of their ability.

Academic Dishonesty can be categorized into two groups:

(1) Cheating: To act dishonestly to gain an advantage. Lying, stealing, or being deceitful about your academic work.

Cheating includes, but is not limited to:

- Copying all or part of an assignment and presenting it as your own; (see Plagiarism)
- Working with another person on an assignment without instructor approval;
- Sharing your work (homework, files, daily assignments, or formal assessments) for the purpose of copying and allowing another person to present it as his/her own; (see special note)
- Having access to unauthorized information about tests, quizzes, etc., that will give you an unfair advantage;
- Sharing what is on a test, quiz, or other assessment with students in other sections of that class;
- Use of notes, books, unauthorized equipment or devices, or other resources on any assignment or assessment without instructor permission;
- Using any portion of an assignment to fulfill the requirements of more than one course unless you have received prior permission to do so;
- Fabricating or inventing information or falsifying grades, research, or other findings;
- Letting a project partner or group members do all the work and putting your name on the final assignment.

Special note: Giving or receiving limited help on part of an assignment is not normally considered cheating. However, allowing another student to write on any part of an assignment, copying another student's work or file, or excessive collaboration are all considered cheating (unless specifically approved by the teacher). The student providing such assistance is considered to be cheating as well.

(2) Plagiarism: The use of another's words, ideas, or creative productions without assigning credit to the original source.

Plagiarism includes, but is not limited to:

- Intentionally using another person's words, thoughts, or ideas as your own;
- Allowing another student to complete an assignment and submitting it as yours;
- Buying a paper or project, or downloading a paper from the Internet and submitting it as yours;
- Not properly citing the works, pictures, music, video, or other forms of communication in your research projects;
- Rewording someone else's words (called paraphrasing) and not giving them credit for the ideas you have built upon, therefore passing someone else's ideas off as your own;
- Copying and pasting from the Internet , including documents, images, photos, etc. without noting these resources;
- Not providing adequate documentation which enables the teacher to consult your sources.

Consequences for Student Violation of the WDHS Academic Honor Code

Each instance of academic dishonesty should be initially addressed and recorded by the teacher on a referral form and reported to an administrator. Administrators will handle infractions on a case-by -case basis. Whether or not a student intended to cheat will be deemed irrelevant. Students will face disciplinary action based on the behavior, not the intent. Consequences for a student's involvement in an act of academic dishonesty will include one or more of the following actions:

- The student will receive an automatic zero on the assignment or test.
- The student will be dropped from membership in the Beta Club.
- The infraction will be included in the student's permanent disciplinary file; if a college requests the student's file, the disciplinary action will be included.
- A conference will be held with the student, teacher, parent(s), and an administrator.
- After-school detention or suspension will be assigned based on the severity of the infraction.
- The student may face suspension from extracurricular activities such as Student Council or sports activities.
- Multiple infractions in the same class may result in the student being removed from the course with a grade of "WF" (Withdraw/Failure).
- The student may be removed from eligibility for academic awards or honors.
- The student may be disqualified from academic honors at graduation ceremonies.
- Students may be refused college recommendations.
- Additional consequences may be assigned as deemed appropriate by administrators.

Appeal Process: In the event that a student wishes to appeal the consequence of academic dishonesty, a written appeal request must be submitted to the principal within five school days of consequence notification.

ADDITIONAL INFORMATION:

Student Handbook Verification Form: ALL STUDENTS MUST COMPLETE THIS FORM THAT THEY HAVE READ THE STUDENT HANDBOOK AND SHARED IT WITH THEIR PARENTS!!!!