

**Patrick County High School  
Student Handbook  
2023-2024**

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*School Motto -- Believe, Achieve, Succeed!*  
*School Colors -- Green and Gold*  
*School Mascot -- Cougar*

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**Notice of Language Assistance:** If you have difficulty understanding English, you may request language assistance services and information can be communicated in the language of your preference.

**Aviso a personas con dominio limitado del idioma inglés:** Si usted tiene alguna dificultad en entender el idioma inglés, puede solicitar asistencia lingüística y la información puede ser comunicada en el idioma de su preferencia.

## Principal's Message

Dear Cougar Students and Families,

I would like to take this opportunity to welcome you to another year at Patrick County High School. I look forward to working with students, parents, community members, faculty, and staff throughout the upcoming school year.

This Student Handbook outlines EVERYTHING for PCHS parents/guardians, students, and the community with which we can find resources. Details about academics, grading, awards, expectations and consequences are spelled out explicitly so that families never have to question as to how or why decisions are made.

Please use this handbook as a guide so you can make the best decisions for your class schedules, course selections, and extra-curricular involvement. Policies, procedures, and laws regarding anything that can and does take place at Patrick County High School are addressed within these pages. Read and become familiar with all of it so you can never say, "But, I didn't know."

My deepest desire is that every student I have ever encountered, whether through my classroom, the curriculum that I assisted teachers with, or in my building, would get exactly what they needed while with me. I hope that it is always said that students, families, and faculty and staff knew what was expected and what the consequences would be – fair and consistent. I want to lead the way in preparing students to confidently pursue their dreams, working hard, digging to find answers to their questions, and developing into respectful and tenacious citizens. We all can do that by knowing the information that we need, knowing where to find that info, and holding ourselves to the high expectations set here at PCHS. Every one of us can benefit from this information and Cougar students and families...you deserve that at the very least.

Best wishes on a new school year – enjoying everything it has to offer – academics, electives, extra-curricular activities, time with friends and family.

Sincerely,

Hope Perry  
PCHS Principal

## HANDBOOK AMENDMENTS AND ADDITIONS

This handbook is subject to amendments and additions throughout the school year as the School Board, Superintendent, Principal, and/or Patrick County High School staff deem necessary. Both parents/guardians and student will be notified of such amendments and/or additions. Any amendments and/or additions shall be considered a part of this handbook.

### **Mission Statement**

The mission of Patrick County High School is to build a foundation for lifelong learning that prepares students for responsible citizenship.

### **Beliefs**

- Every student is a unique, worthy individual with the right to an education, in the most appropriate environment, that meets his or her physical, social, emotional, and intellectual needs.
- Effective classroom management and a safe, caring, and positive school environment promote respect, responsibility, productivity, and achievement.
- Curriculum and instruction should remain flexible to prepare students for mastery of state and national academic standards, citizenship, the workplace, higher education, and lifelong recreational activities.
- Students learn best when exposed to a variety of teaching methods and when challenging expectations are required.
- Students have the opportunity to explore and develop an understanding for other cultures.
- Students have the opportunity to develop an appreciation for the visual and performing arts.
- Education is the combined responsibility of the student, parent, educator, and community.
- Every student has the right to an education that includes the necessary technological, career, and vocational understanding and skills required in a complex and rapidly changing world.
- Our faculty and staff are our most important assets who, through their work and effort, make the critical difference in the accomplishments and future of our children.

### **Patrick County High School Alma Mater**

Proud Blue Ridge Mountains, in your realm we thrive. Toward greater wisdom ever will we strive.

Hail Patrick County, Hail, to the green and gold! Hail to the school we love, Strong and true and bold!

We will be true to you as our dreams unfold.

Hail to the school we love, Strong and true and bold!

Words by: Frank Greenwalt; Musical score by: Mike Milam 1992 – 1993

### **Title IX Policy**

Equal educational opportunities shall be available for all students without regard to race, national origin, gender, ethnicity, religion, disability or marital or parental status.

Educational programs shall be designed to meet the varying needs of all students.

No student, on the basis of gender, shall be denied equal access to programs, activities, services or benefits nor shall he be limited in the exercise of any right, privilege, or advantage nor denied equal access to educational and extracurricular programs and activities.

**School Telephone Directory**

Main Office .....	276-694-7137
Vocational .....	276-694-6078
Cafeteria .....	276-694-6077
Cosmetology/Auto Mechanics .....	276-694-3882
QUEST .....	276-694-3092
Multiple Disabilities (MD).....	276-694-2205

**School Fax Directory**

Main Office .....	276-694-6997
Guidance .....	276-694-5921
Library.....	276-694-6232

**Important Telephone Numbers**

Department of Social Services .....	276-694-3328
Fire and Rescue Squads .....	911

## Local Media

<i>The Enterprise</i> .....	276-694-3101
WHEO .....	276-694-3114
Patrick County Sheriff's Office .....	276-694-3161
Patrick County School Board .....	276-694-3163
Patrick County School Bus Garage .....	276-694-3268
Piedmont Community Services .....	276-694-4361
Poison Control Center .....	1-800-222-1222
Virginia State Police .....	1-800-542-5959

## **"Partners in Education" Student's Pledge**

I will

- ... be respectful, be responsible, and follow the rules.
- ... be accountable for my actions, my attitude, my attendance, and my academics.
- ... perform to the best of my ability.
- ... discuss my school activities with my parents/guardians.

## **Educator's Pledge**

I will

- ... be respectful and responsive to all who want to learn.
- ... treat all students fairly and set them up for success.
- ... be prepared to teach and care every day.
- ... administer tests based on all learning objectives that have been taught in class.
- ... work with parents/guardians as "partners in education."
- ... be "safety first" in all I do.

## **Parents'/Guardians' Pledge**

I will

- ... help my child to have the best possible education.
- ... provide a home environment that will encourage my child to learn.
- ... insist that all homework assignments be completed.
- ... teach my child the importance of good attendance.
- ... discuss what is going on at school.
- ... contact and meet with my child's teachers.
- ... remind my child of the necessity of discipline in the classroom.
- ... support my child and help my child appreciate and enjoy the excitement of learning.
- ... work with the school as "partners in education."

## **Principal's Advisory Team**

The Patrick County High School administration is interested in the suggestions and concerns of the parents/guardians of our students. The Principal's Advisory Team works closely with the principal in support of the annual school plan for Patrick County High School. This team serves as the primary group through which parents/guardians and community members have input into the goals and direction of the school. This team of volunteers will meet with the principal on a regular basis.

## **Leadership Council**

The Leadership Council is established for the betterment and continuous improvement of the education of the students at Patrick County High School and to promote quality as a way of teaching, learning, and caring. The council will consist of faculty and staff who are interested in supporting the mission of PCHS. The council will represent staff members from various departments at Patrick County High School.

## **Student Advisory Roundtable**

PCHS student leadership, represented by the SGA and class officers, will meet periodically with the principal to discuss issues pertinent to student services and initiatives to improve the overall school environment and operations.

## **Booster Clubs**

Booster Clubs are formed by community volunteers who have a personal stake in supporting various programs at PCHS (academic, athletic, band, etc.).

## **Special Education Advisory Committee**

Patrick County Public Schools has a Local Special Education Advisory Committee (SEAC), consisting of parents/guardians of special education students, persons/students with disabilities and community agency representatives that meet quarterly. The SEAC works with parents, the school board, school administrators and teachers to advise the school division of unmet special education needs, assist the school division in recognizing needs for special education students, review the special education annual plan and give periodic reports and recommendations to the Patrick County School Board. For more information on the SEAC, you may ask any school administrator or call the school board office to speak to the Director of Special Education at (276) 694-3163.

## **Student Citizenship Rights**

1. All students have the right to the best education offered at Patrick County High School.
2. All students have the right to be treated fairly, justly, and with respect.
3. All students have the right to participate in extracurricular activities for which they are eligible.
4. All students have the right to be treated equally.
5. All students have the right to enjoy the benefits offered at PCHS in academics, athletics, clubs, and other organizations.
6. All students have the right to a drug-free and alcohol-free school with an environment conducive to learning.
7. All students have the right to attend school without fear and without disruption of the educational process.
8. If your rights are violated, it is your responsibility to inform the administration.

## Student Citizenship Responsibilities

1. Comply with all school rules and pay close attention to daily announcements on the public address system.
2. Obey lawful requests of teachers and school personnel.
3. Be courteous to one another and address faculty/staff as Miss., Mrs., Ms., or Mr.
4. Volunteer information on matters relating to the health, safety and welfare of the high school's student body.
5. Dress and groom to meet fair standards of safety and health and to not cause disruption to the classroom.
6. Assist the school staff in operating a safe school for all.
7. Report accurately and refrain from inappropriate language in student newspapers, publications, or local media.
8. Make up work when absent from school.
9. Attend school, give a conscientious effort in all classroom work, and do not interfere with the education of fellow students.
10. Comply with federal, state and local laws.

## General Safety Rules

Accidents never happen until they happen! Following safety rules will deter accidents.

1. Horseplay, wrestling, fighting, or childish behavior has no place in school and will not be tolerated.
2. Do not throw objects of any kind in the classroom, auditorium, cafeteria or hallway.
3. Do not run in classrooms, hallways, or on steps.
4. When walking in the hallways, always keep to the right.
5. Obey all safety rules for shops, laboratories, classrooms, physical education, and athletics.
6. Report all injuries, no matter how slight, to your teacher or school administration.
7. Report all matters that appear to be potentially hazardous, suspicious, or unsafe to a teacher or school administrator.

## Top 10 Questions Often Asked: What To Do If

If You	Then
Are sick in school	Go to a teacher and get a pass to the school nurse/clinic
Are tardy to school	Go to the reception desk before class and obtain a note
Are late due to the bus	Report directly to the front office
Are absent from school	Obtain admission slip from the front office before 1 <sup>st</sup> block
Must leave school early	Take parental note to the front office before 8:20 a.m.
Have schedule or social problems	Go to guidance office between classes or during lunch
Need information about college	See the college advisor
Need to know if schools are closed	Sign up to receive School Messenger calls via text or follow PCPS on social media
Need a parking permit	See bookkeeper
Need to report a crime	See an administrator

## GENERAL INFORMATION

### Academic Honors

Patrick County High School strives to identify and recognize those students who excel in academics. These achievements are recognized during awards assemblies. Academic awards for specific content areas are presented at the Awards Assembly. Awards for instrumental band are presented at the Spring Band Concert. Outstanding achievements of seniors are recognized at the Senior Honors Awards Ceremony. The academic letters are presented to underclassmen during the Back-to-School Assembly. Students are encouraged to strive to achieve these awards.

### Principal's Honor Roll

Students in grades 9-12 must earn a 3.20 or higher grade point average, and a student in eighth grade must have an average of 88% or higher.

### Junior and Senior Beta Club

Students are eligible for Beta Club based on academic performance. The criteria for membership are listed in the club section.

### Academic Letter

A student in grades 9 - 12 who earns a 4.0 or higher grade point average for the year shall be awarded an Academic Letter the first year and a bar for each subsequent year.

### Junior Class Marshal

A student in grade 11 who earns a 4.0 or higher cumulative grade point average will serve as a Junior Marshal at graduation. This determination will be made at the conclusion of the 3rd nine weeks of the junior year.

### Scholarships

Various scholarships are presented to seniors at the Senior Honors Awards Ceremony. For more information on the available scholarships, students should contact the college advisor.

### Honor Graduates

Honor graduates achieving Magna Cum Laude status (GPA 4.0-4.2) and Summa Cum Laude status (GPA above 4.2) will be recognized during high school graduation. Patrick County High School does not rank students.

### Academic Incentive Rewards

We are pleased to give recognition to those students who have achieved academic excellence in the following categories:

- A. Students in grades 9-12 with a 4.0 average and no grade lower than one "B" for the previous semester will receive a *Cougar Gold Card* to be used for:
  1. free ice cream the last Friday of each month;
  2. free admission to all PCHS home athletic events
- B. Students in grades 9-12 with a 3.5 average and no grade lower than one "C" for the previous semester will receive a *Cougar Silver Card* to be used for:
  1. free admission to five PCHS home athletic events;
  2. free ice cream the last Friday of each month
- C. Each student chosen by their teacher as the "Most Improved Student" will receive a *Cougar Bronze Card*. Students will receive the Bronze Card at the end of the twelve weeks of each semester. It may be used during the last six weeks of that semester for:
  1. free ice cream the last Friday of each month;
  2. free admission to three PCHS home athletic events

### **Academic Assistance or Intervention**

Tutoring services are offered during and after school for core area classes: English, Math, Science, and Social Studies. Students should see their teachers for the proper forms. Teachers may also refer students for tutoring as needed.

- A. After-school tutoring in core areas will begin at 3:40 p.m. and run until the scheduled time for activity buses, Monday through Thursday.
- B. Credit recovery is available online.

### **Activity Buses**

Transportation is provided for those students who wish to remain after school to participate in extra-curricular activities, athletic practice, tutoring services, etc. Activity buses will leave at 6:00pm/6:30pm (depending on Daylight Savings Time), and will transport students to the elementary schools in each community. Students should make themselves aware of the time schedule. Only students involved in organized Patrick County High School activities will be allowed to ride activity buses. All bus rules and regulations are in effect for activity buses and passengers.

### **Athletic Passes**

Athletic passes can be purchased at the beginning of the fall and winter seasons. This card will allow its bearer to enter all home played Patrick County High School scheduled sporting events. This card is valid only during the school year in which it was purchased. The card will not gain the bearer admittance to regular season and post-season tournaments. This will be the only advance ticket sale offered by the high school. All other tickets will be sold at the gate at the price set by the Piedmont District and the Virginia High School League.

### **Bell Schedules**

No student should be on school grounds before 8:00 a.m. each morning. If it is beyond the student's control and necessary for him/her to arrive at PCHS before 8:00 a.m., the student should be under the supervision of a teacher or a coach. Students who arrive prior to 8:00 a.m. without permission from a teacher or a coach will not be able to enter the building. No student should be on school grounds after the 3:30 p.m. bell unless under the supervision of a teacher or coach. Students are not allowed to stay on school grounds to wait for evening ball games to begin. Bell schedules: (see pgs. 55-57)

### **Change of Student Information**

Students who change their residency, mailing address, or telephone number after enrolling in school must report the change promptly to the front office or registrar so that records can be corrected and kept current.

### **Conferences**

Conferences are encouraged and may be initiated at any time by parents/guardians, counselors, teachers, or members of the administrative staff. These conferences may relate to the student's progress, the need for cooperative planning, excessive absences, behavior patterns, and/or personal problems. Parent conferences provide an excellent opportunity for the home and school to work together to assist the students. These conferences may be in person or by telephone.

### Graduation Requirements

Students may earn an advanced studies diploma or a standard diploma. To earn an advanced studies diploma, students who entered the 9<sup>th</sup> grade in the 2018-2019 school year or later must receive 26 credits and five must be verified credits. To earn a standard diploma, students who entered the 9<sup>th</sup> grade in the 2018-2019 school year or later must receive 22 credits, and five must be verified credits (refer to the PCHS Program of Studies).

#### Advanced Studies Diploma (for students entering 9th grade in the 2018-2019 school year and beyond)

Subject Area	Standard Units of Credit	Verified Units of Credit	SOL Tests for Verified Credit
English	4	2	English 10 Writing and English 11 Reading
Mathematics	4	1	Algebra I or Geometry or Algebra II
Science	4	1	Biology or Chemistry or Earth Science
History and Social Science	4	1	World Geography or World History I or World History II or VA/US History
Foreign Language	3		
Health and Physical Education	2		
Fine Arts or Career and Technical Education Course	1		
Economics and Personal Finance	1		
Electives	3		
<b>Total</b>	<b>26</b>	<b>5</b>	

#### Standard Diploma (for students entering 9th grade in the 2018-2019 school year and beyond)

Subject Area	Standard Units of Credit	Verified Units of Credit	SOL Tests for Verified Credit
English	4	2	English 10 Writing and English 11 Reading
Mathematics	3	1	Algebra I or Geometry or Algebra II
Science	3	1	Earth Science or Biology or Chemistry
History and Social Science	3	1	World Geography or World History I or World History II or VA/US History
Health and Physical Education	2		
Foreign Language, Fine Arts or Career and Technical Education Course	2		
Economics or Personal Finance	1		
Electives	4		
<b>Total</b>	<b>22</b>	<b>5</b>	



## **Safety Drills**

### **PCPS Policy EBCB (6/2021)**

#### **Fire Drills**

Each school holds a fire drill at least twice during the first 20 school days of each session. Each school holds at least two additional fire drills during the remainder of the school session. Evacuation routes for students are posted in each room. No fire drills are conducted during periods of mandatory testing required by the Board of Education.

#### **Lockdown Drills**

Each school has a lockdown drill at least twice during the first 20 school days of each school session. Each school holds at least one additional lockdown drill after the first 60 days of the school session. Each school provides the parents of enrolled students with at least 24 hours' notice before the school conducts any lockdown drill. Such notice is not required to include the exact date and time of the lockdown drill.

#### **School Bus Emergency Drills**

Each school having school buses holds a drill in leaving school buses under emergency circumstances at least once during the first ninety calendar days of each school session and more often if necessary.

#### **Tornado Drills**

There is at least one tornado drill every school year in every school.

#### **Emergency Situations**

In addition to the drills mentioned above, the School Board provides training to each student and employee at least once each school year on the safety procedures in the event of an emergency situation on school property.

#### **Flower Delivery**

Patrick County High School will accept flower deliveries daily before noon. All flowers will be delivered during the last thirty minutes of Block IV. Exceptions to flower deliveries may be made if the activity requires excessive staff time or is considered disruptive to normal school operations.

#### **Food and Beverage Consumption**

Without prior approval from PCHS Administration, food and drinks purchased from outside vendor/restaurants are PROHIBITED on school grounds between the hours of 8:00 am and 3:30 pm.

#### **Fundraisers**

All fundraising activities for any organization within the school (class, club, athletic, etc.) must be approved by the administration. All fundraisers must have a specific purpose identified for earning money. Additionally, those students on the indebtedness list will not be allowed to participate.

#### **Grading System**

The 180-day year is divided into two semesters of 18 weeks each with two nine week reporting periods. (Reporting is by a letter grade):

GRADING SCALE & GPA SCALE

Letter Grade	Number Range	Regular	Advanced	DE/AP/Honors
A+	97-100	4.0	4.5	5.0
A	93-96	3.9	4.4	4.9
A-	90-92	3.7	4.3	4.7
B+	87-89	3.3	3.9	4.3
B	83-86	3.0	3.5	4.0
B-	80-82	2.7	3.3	3.7
C+	77-79	2.3	2.9	3.3
C	73-76	2.0	2.5	3.0
C-	70-72	1.7	2.3	2.7
D+	68-69	1.3	1.9	2.3
D	63-67	1.0	1.5	2.0
D-	60-62	.7	.9	1.7
F	0-59	0	0	0

## Promotion Criteria

Grade classification is determined by a set of standards developed by the Virginia State Department of Education.

- Grade 9: Promotion or placement from grade 8
- Grade 10: Six credits at the end of grade 9
- Grade 11: Twelve credits at the end of grade 10
- Grade 12: Eighteen credits at the end of grade 11

## Hall Passes

Students in the halls during their class period must have a hall pass.

## Homework Policy

Homework is an important part of the learning process. It contributes to the development of organizational skills, self-discipline and a sense of academic ownership and responsibility. Some students may need more time and some less time to accomplish an assignment. The complexity of honors level work may require additional time.

### For students:

Homework is a valuable part of the overall educational program and has greater success when students:

- ask questions in class if unsure of an assignment;
- complete homework as neatly and accurately as possible;
- schedule study time so that projects and long-term assignments are completed on time and not at the last moment; and
- keep a list of assignments in a notebook or calendar.

### For Parents/guardians:

Parents/guardians should provide a good learning environment and:

- ensure adequate study time and encourage an atmosphere free from disruptions;
- turn off the TV and provide a quiet hour – “An Hour of Learning Power!”;
- do not do the homework for your child;
- show positive interests; and
- help students set appropriate priorities and learn to handle their time requirements between school, work and extra-curricular activities.

## Inclement Weather Announcements

Whenever schools are opened later than usual, closed, or an emergency arises, the school messaging system will be utilized to keep parents informed to assure student safety. Within minutes of the decision to delay/close, school officials will use this system to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, or e-mail in any combination. In addition, PCPS or PCHS social media platforms can be used to access information regarding school closings/cancellations. In the event of an early dismissal due to inclement weather, students will follow written instructions given to the main office by parents indicating a regular bus stop, change in regular bus stop, or car rider. All students must leave the building at dismissal time.

## Indebtedness

Students who owe money to the school resulting from club fundraisers, lost or damaged books or Chromebooks, failure to return school property, damage to school property, library fees, cafeteria fees, etc., are expected to pay it promptly.

At the end of the school year, those students who have not liquidated debts will be placed on an indebtedness list maintained by the principal.

Graduating seniors whose debts to the school have not been settled will not be allowed to participate in graduation activities.

Parents/guardians will be notified as early as possible of any indebtedness incurred by their student.

## Lost And Found

Lost and found articles are kept in the clinic. Please check with the nurse immediately if you have lost or found an article. Students are *strongly* urged to secure their personal belongings and valuables. Please leave expensive items at home.

## Medication

If it becomes necessary for a student to take any form of medication at school, parents must assume responsibility for the following:

1. Providing the school with written documentation that includes the following information: student's name, name of medication, dosage, hours to be given, name of licensed prescriber, date of prescription, expiration date of medication, expected duration of the administration of the medication and possible side effects. The use of all prescription medication should be authorized in writing by a licensed prescriber, which includes physicians, dentists, physician's assistants, or licensed nurse practitioner
2. Providing the medication in a container labeled, as required
3. Providing a completed parental consent form
4. Administering the first dose of any new medication, unless the medication is an “in school” medication only
5. Bringing the medication to the school
6. Picking up unused medication within one week of the expiration date

In exceptional cases a physician might recommend that a student self-administer medication, for example, for diabetes or asthma, or parents may request that the student be allowed to self-administer cough drops. In those situations, the student must bring a completed MEDICATION AUTHORIZATION form to school along with the PARENTAL CONSENT form. The principal and school nurse will review each request and permission will be granted on a case-by-case basis. Permission must be granted prior to student having medication in his/her possession. The authorization to self-administer medications in the school is a privilege which can be revoked if guidelines are abused.

Students are not allowed to carry any medication in school, either prescription or over-the-counter, without prior medication authorization. Violations of this policy may result in student disciplinary actions.

## Moment of Silence

The 2000 session of the General Assembly amended Section 22.1-203 of the Code of Virginia to require daily observation of a moment of silence, not to exceed one minute, in every classroom in the public school of Virginia. The teacher will ensure that all pupils remain seated and silent and make no distracting display during the time. This moment of silence will take place during morning announcements.

## Parent Portal

The Parent Portal will allow instant access to your child's academic information, including individual classroom assignments, corresponding grades, and report cards. However, grades are only shown after teachers have finished entering them and have published them in to the portal. Due to a variety of classroom and instructional reasons, some grade books may be updated more frequently than others. Report cards will be posted quarterly in the Parent Portal. If parents would like a paper copy of the report card, they may

call the school office to request a copy. Check the division website for additional information and how to sign-up at [www.patrick.k12.va.us](http://www.patrick.k12.va.us) (Student progress reports may be printed at parent's request.)

### **Student Pictures Online**

Many opportunities arise during the school year for your child's picture to be taken and placed online for the various schools. We find this to be a special way to recognize individual and group accomplishments and share this information with others. In order for each school to best address your desire regarding your child's picture online, please indicate in writing to the school if you wish for your child's picture to be excluded from online use.

### **Pledge of Allegiance**

The General Assembly has provided for the daily saying of the Pledge of Allegiance. This is found in Section 22.1-202 of the Code of Virginia. The reciting of the Pledge of Allegiance will take place following the moment of silence during morning announcements.

### **School Bus**

All students riding the bus must follow the instructions of the bus driver. Bus drivers have the authority and the responsibility to supervise the behavior of students while on the bus in order to ensure safe transportation. Failure of students to follow bus rules and the authority of the bus driver will result in loss of riding privileges. The school bus, and the area in which students wait for the school bus, is considered an extension of the school grounds. Therefore, from the time students arrive at or leave the bus stop and arrive at or leave school, they are considered under the authority of school officials and must adhere to all rules.

1. Arrive on time at the bus stop, with school supplies in backpack or book bag. Key chains and other objects should not be attached to book bags. Backpack or book bag size must be small enough to fit in child's lap or under the seat.
2. Only school supplies may be carried to school. No glass objects or animals (dead or alive) may be carried on the bus. In addition, if flowers/balloons, etc. are sent to the school and are to be carried home, they must be in plastic vases with balloons held in lap of student.
3. Walk to the left facing traffic, as far off the road as possible.
4. Do not accept a ride from anyone, unless your parents/guardians or school administration has approved.
5. Check for moving vehicles in driveways or alleys, parked or turning cars, etc. as you directly walk to your bus.
6. Go directly to the bus stop and remain until the bus arrives.
7. Wait quietly and stand ten feet away from the roadway.
8. Check traffic before crossing the roadway, wait for the driver's signal, and check traffic again.
9. Know where the danger zone is and walk at least ten feet from the bus.
10. Form a single line and use handrail to board the bus.
11. Move directly to seat; sit facing the front, and hold belongings in lap.
12. Keep aisle clear. Objects too large to be held in the student's lap may not be carried on the bus.
13. Speak quietly, and talk to the driver only in emergencies.
14. Use emergency doors, roof hatches, and window only in emergencies or during official practices.
15. If you drop anything outside the bus, leave it. Get permission from your driver before picking it up.

### **Bus Notes**

Any student wanting to get off the bus at a stop other than his/her regular stop must present to the front office written permission from his/her parents/guardians, listing place to get off, the bus number, and date. The front office will verify the bus note and provide the student with a bus slip.

### **SEARCH AND SEIZURE**

PCPS Policy Reference JFG (8/2019)

A search involves an invasion of privacy. Whether a search of a student is permissible depends on a balancing of the student's right to privacy and freedom from unreasonable search and seizure against the school division's responsibility to protect the health, safety and welfare of all persons in the school community and to carry out its educational mission. To maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel, school authorities may search a student, student belongings, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school or any item described as unauthorized in school rules available beforehand to the student.

The locations at which searches of students and student property may be conducted are not limited to the school building or school property. Searches may be conducted wherever the student is involved in a school-sponsored function.

### **Personal Searches**

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched by a school official whenever the official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation.

All individual searches of students must be based on reasonable suspicion. In order to be permissible, the search must be:

1. justified at its inception and
2. reasonably related in scope to the circumstances justifying the search.

An individual search is justified at its inception when a school official has reasonable grounds, based on the totality of the known circumstances, for suspecting that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. A search is reasonable in scope when it is reasonably related to the objectives of the search and is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

A personal search may include requiring a student to be scanned with a metal detector.

A pat down search of a student may only be conducted if a school administrator has established a high level of reasonable suspicion that evidence will be found to corroborate suspicion that a law or school rule has been broken. If a pat down search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness of the same sex present.

Strip searches involve an extreme intrusion into the rights of a student and may only be conducted when an extremely serious situation exists requiring immediate action because of an imminent threat of death or great bodily injury to a person or persons. If a strip search is necessary the school official should contact the appropriate law enforcement official, and the search should be conducted by a sworn law enforcement officer of the same sex, in the presence of a same sex adult witness. School officials may only conduct a strip search in cases where it is necessary to avoid the imminent threat of death or great bodily injury to the student or another person. If a strip search must be conducted by a school official, it must be by a same sex official with a same sex adult witness, and the school official must have the prior approval of the superintendent or superintendent's designee, unless the health or safety of the student is endangered by the delay.

## **Locker and Desk Searches**

Student lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and are responsible for the content of their assigned locker at all times. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

## **Automobile Searches**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that the student has violated or is about to violate the law or a school rule and that the search will yield evidence of the violation, or that illegal or unauthorized materials or other evidence of illegal or otherwise prohibited activities are contained inside the automobile. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

## **Computer Searches**

The school computer system, as defined in Policy GAB/IIBEA Acceptable Computer System Use, is school property. Students are only authorized to use the school's computer system and other similar educational technology consistent with the educational mission of the school and in accordance with Policy GAB/IIBEA Acceptable Computer System Use. School officials may search school computers, software and internet access records at any time for any reason and without student consent.

## **Consent Searches**

If a student gives a school official consent for a search the school official does not need to demonstrate reasonable suspicion. A student's consent is only valid if given willingly and with knowledge of the meaning of consent. Students should be told of their right to refuse to be searched, and students must not perceive themselves to be at risk of punishment for refusing to grant permission for the search.

## **Seizure of Illegal Materials**

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

## **SOL Testing**

Students must take end-of-course Standards of Learning (SOL) tests which are applicable to their remaining graduation requirements (listed on pg. 9; see the Program of Studies for further information) or to meet federal accountability requirements. These tests will be administered following course instruction. Students who successfully complete a course and who achieve a passing score on an end-of-course SOL test or a substitute test for that course shall be awarded a verified credit. End-of-course tests that are available are listed in the Program of Studies. Students who pass an SOL course but fail the SOL test are given every opportunity to retake the SOL test. To assist in planning, we ask the student to submit in writing, by the following deadlines, his/her intent of testing:

Fall Testing Administration: by September 30th

Spring Testing Administration: by January 31st

Summer Testing Administration: by May 30th

## **Sororities and Fraternities**

Select sororities and fraternity's solicitation or membership is forbidden on school grounds.

## **Student Parking/Driving Regulations**

Students are permitted to drive an automobile to school as a privilege. Vehicles will be registered by the bookkeeper. All vehicles will display the student parking pass and be parked in the designated parking area. Students will not park in any of the areas designated for faculty/staff parking. Tickets will be issued to violators of handicapped parking. The parking lot is off limits to students during the school day unless they are arriving at school late or leaving school early. Any student in the parking lot without a pass/authorization will be cited for loitering and skipping. Students who violate published parking regulations (see below) that are issued at the time of registration will have their parking privileges revoked. Violation of student parking/driving regulations will result in disciplinary action ranging from loss of driving privilege for one week to loss of driving privilege for the remainder of the year. The school grounds speed limit is 10 mph.

The administration will make efforts to police student riders and student drivers. No student should ride with a student driver without documented parental permission. No driver should give another student a ride unless they are registered on their parking permit application. Both rider and driver could lose parking privileges.

## **PCHS Parking Regulations**

1. Drive safely at all times. (10 mph speed limit)
2. Park properly at all times.
3. Park in student parking areas only.
4. Parking on school grounds before 8:00 a.m. is not allowed.
5. Once parked, students must report directly to the building.
6. Vandalism is not the responsibility of the school.
7. Going to the parking lot during the school day is not allowed without administrative approval.
8. Sitting in cars during the school day is not allowed.
9. The student driver is responsible for their student riders.
10. Possession or use of drugs, alcohol, or tobacco products in vehicles on school grounds will result in loss of driving privileges for the year and discipline action as outlined in the student handbook.
11. Riding with anyone other than family members requires the form on the backside of the parking permit application to be signed by a parent. Student drivers should update/add student riders, when necessary, to their application form.
12. Some parking violations require a warning from administration before driving privileges are taken; others do not.
13. Any student late for school, or returning to school grounds, must check in through the front office.
14. Violations for leaving school grounds without permission, driving at excessive speed, driving recklessly, parking out of designated areas, or leaving before buses, will be handled as outlined in the student handbook.
15. Any student who carries another student from school grounds without proper authorization will lose his/her parking permit and may be subject to possible suspension.
16. Any student who drives his/her or anyone else's vehicle on school grounds after losing his/her driving privilege will be subject to towing charges and suspension.
17. A student who chooses to drive to school and is late due to more than one breakdown will receive unexcused tardies.
18. Senior Parking: Seniors must park in the top student level nearest the building and are released prior to underclassmen. Underclassmen who try to leave when the seniors do will be subject to losing their driving privileges.
19. Excessive tardies to school will result in loss of driving privilege.

20. Students are required to lock vehicles on school property. Failure to lock vehicles will not be an excuse for items found or missing from vehicles.
21. Student drivers should obey all state driving laws.
22. PCHS administration reserves the right to search any student vehicle that is parked on school grounds.

### **Inclement Weather Notice to Student Driver and Parent/Guardians**

When school is released early due to inclement weather, students will follow normal procedures for dismissal. The Patrick County School Board office will announce early dismissal time through the school messenger. Parents who would like their child to leave before the early release time should contact the main office with this request. Parents who would like their child to ride the bus during an inclement weather release should inform their child beforehand and/or contact the office so this message can be relayed to the student driver. The Patrick County School System encourages student drivers on possible inclement weather days to ride the school bus to and from school. If school is released early, the school system encourages students to ride school buses home. Dismissal procedures will follow regular release schedule, unless changes are authorized from Patrick County School Board office.

**NOTE:** The responsibility of student drivers and riders rests with the student and his/her parents. Only approved riders are permitted to ride with your child. Parents are encouraged to monitor and supervise other students their child transports to and from school. Please remain in constant communication with your child regarding this issue

### **Student Health Screenings**

Student health screenings are an essential component of school health services. Screenings are performed to detect previously unrecognized conditions or pre-clinical illnesses as early as possible to provide early intervention and prevent or limit a negative impact on academic achievement.

Health screening guidelines have been established following state and local mandates according to the following schedule:

**VISION** – grades PK, K, 3, 7, and 10

**HEARING** – grades PK, K, 3, 7, and 10

**HEIGHT/WEIGHT** – grades PK, K, 1, 2, 3, 4, 5, 6, and 7

**DENTAL** – grades PK, K, 1, 2, and 3 if staff, scheduling, and facilities can be arranged

- In addition, all new students K through grade 3 are screened for fine and gross motor functions, and all new students are screened for speech, voice, and language; and vision and hearing within 60 days of enrollment.
- Nurses and/or speech therapists will notify parents of any screening results that indicate a potential problem so that they may seek appropriate follow-up for their child.

If for any reason a parent does not want their child to participate in any of the above screenings or would like their child screened at intervals other than stated above, they may contact their child's school nurse.

Parents will also be provided information about scoliosis for students in grades 5-10. While mandatory screening of scoliosis is not required, parents may request this service.

### **Textbooks**

Students may be issued textbooks at the beginning of each semester. Students are responsible for the care and safe keeping of assigned textbooks. Students not returning a textbook at the end of the semester will be placed on the indebtedness list.

### **SCHOOL FACILITIES**

#### **Cafeteria**

All students are issued a personal identification card annually to be used in the cafeteria and the library. This card (or assigned PIN number) must be used each time a student purchases a meal (or other items from the cafeteria) or checks out a book from the library. Students will be eligible for free breakfast and lunch and will not be allowed to accrue charges for items. Parents/guardians have the opportunity to add money to student accounts. They may deposit money in their account in advance by paying the cafeteria directly or through <https://www.myschoolbucks.com>. All cafeteria debts should be paid in order for a student to participate in field trips or end of year activities. The school's messaging system will notify parents/guardians when student accounts are low and/or overdrawn. Students who withdraw or transfer out of PCPS and still hold a cafeteria balance must request a refund of the unused balance by the end of the current month.

Students will be issued one card. If the card is damaged or lost, the student will be assessed the cost of issuing a new card.

#### **Cafeteria Rules**

Students will not be allowed to leave school grounds for lunch. All students should report to the cafeteria during their designated lunches.

1. Students should conduct themselves properly while in the cafeteria.
2. All lunch trays and trash *will* be taken to the proper areas for washing or disposal.
3. No hats or gum are allowed in the cafeteria.
4. Breaking line is not allowed.
5. Students are not to buy lunch or any food or drink item for other students.
6. While in the halls during lunch, students are to stay out of "off-limit" areas. *Students on lunch are not to be downstairs or in the career and technical building at any time for any reason. Students are to remain only in the areas designated for their specific lunch period.*
7. Faculty supervisors monitor the cafeteria and halls. Students having problems should contact one of the faculty members assigned to this duty.
8. Tardies to class from lunch may be obtained from the supervisory teacher in the cafeteria. This teacher will determine the condition of the tardy.
9. Students are not to throw food or any other object in the cafeteria.
10. No food or drinks are allowed outside the cafeteria, with the exception of water in a clear container.
11. Cellphone use is allowed in the cafeteria. Students are not allowed to play music or videos in the hallways or lunchroom unless they are using headphones/earbuds. For safety purposes, student may only use one earbud/headphone.
12. Any outside restaurant food brought into the cafeteria must be in non-labeled packaging.

#### **Clinic**

When a student becomes ill or injured at school, the student is referred to the school nurse, and the parents/guardians of the student are notified if necessary. If the school is unable to contact parents/guardians or relatives, the student will remain under the supervision of school authorities. No student will be permitted to go to the clinic without written permission from the classroom teacher.

### **Courtyard**

The courtyard is available as a senior privilege during lunch. This is a privilege dependent upon the respect shown the area and the classrooms surrounding it.

### **Facilities For Physically Challenged**

Accessible parking for the physically challenged is available outside the auditorium and in front of the main office. Only vehicles properly designated should park in the handicapped parking area. Handicapped accessible restroom facilities are located downstairs, in each restroom on the second level, and in the career and technical building.

### **Library**

The school media center should be the focal point of student learning through the instructional program. It is a place where students, faculty, and community members are welcome. The media center strives to help patrons continue the lifelong process of *learning to learn*.

Students are welcome to use the library. The library is open before school and during lunch on most days for quiet study, book checkout, and computer use. The following procedures must be followed when checking out a book:

1. Before taking a book from the library, be sure it has been properly checked out; students must have an ID card to check out a book from the library;
2. Books are circulated from the library for a two-week period; students will be charged an overdue fine of \$.05 each day following one school day beyond the due date;
3. Students are responsible for the restitution of lost books;
4. Reference books may be circulated for a 24-hour period; any material that is checked out under this provision must be returned the next morning prior to the beginning of the school day. There is an overdue fine of \$.25 each day beyond the due date.

### **Restrooms**

Restrooms are located throughout the building for your convenience. It will be greatly appreciated by other students and the custodians if you use the "good neighbor" attitude and keep them clean. Restrooms are not to be used as a lounge.

### **Sport Facilities**

The Athletic Department takes great pride in the facilities at Patrick County High School. The Patrick County School Board, the PCHS Administration, the PCHS Athletic Boosters Club, and many others have put a great deal of time and money into the fields, courts, gyms, and weight room.

Groups wishing to use the PCHS athletic facilities must complete and submit a *Use of School Facility* form to the front office. Any individual wishing to use the PCHS athletic facilities must get approval by contacting the Athletic Director during school hours.

Anyone using these facilities without proper approval is in violation of Patrick County High School rules and could be subject to trespassing.

### **Teachers' Workrooms**

Teachers' workrooms are to be used by the faculty and staff only. These areas are off limits to students. The only exception to this regulation would be for office helpers.

### **Telephones**

To make a telephone call, go to the front office or guidance office, ~~only~~ during your lunch period only. Students will not be called out of class for telephone calls except in an extreme emergency. Messages may be taken by school personnel and delivered at a later time to students.

## **PATRICK COUNTY PUBLIC SCHOOLS STANDARDS OF STUDENT CONDUCT**

1. Standards of student conduct apply to all students under the jurisdiction of a school board.
2. Disciplinary action will be determined based on the facts of each incident in the reasonable discretion of the school board and other appropriate school officials.
3. Disciplinary responses to student behavior will be aligned with the levels established by the school board.
4. Students are subject to disciplinary action for misconduct that occurs:
  - a. In school or on school property,
  - b. On a school vehicle,
  - c. While participating in or attending any school-sponsored activity or trip,
  - d. On the way to and from school, and
  - e. Off school property, when the acts lead to
    - (i) an adjudication of delinquency or a conviction for an offense listed in § 16.1-305.1. of the Code of Virginia (unlawful purchase, possession or use of a weapon, homicide, felonious assault and bodily wounding, criminal sexual assault, manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances or marijuana, arson, and related crimes, and burglary and related offenses), criminal street gang activity or recruitment for such activity, or an act of violence by a mob, or
    - (ii) a charge that would be a felony if committed by an adult.

## **DEFINITIONS**

Behaviors referenced in the *Code of Virginia* and terms related to those references are listed alphabetically in this section. The *Code of Virginia* requires that certain behaviors be included in codes of student conduct and reported to law enforcement. Those behaviors are noted in the last column of the leveled response tables. A school board may require reporting of other offenses to the division superintendent and/or law enforcement. Local school boards and law enforcement officials should consult to determine those offenses. The *Code* also states that whenever a student commits a reportable incident named in the *Code*, the student shall be required to participate in prevention and intervention activities as determined appropriate by the superintendent or designee (Link: [§ 22.1-279.3:1.C](#)).

### **Alcohol, Tobacco and Related Products, and Other Drugs**

Student conduct policy for alcohol and drugs should address the possession, use, consumption, purchase, distribution, manufacture, and/or sale of restricted substances on school property, in school vehicles, or during school-sponsored activities on or off school property. This includes, but may not be limited to, alcohol, tobacco, electronic cigarettes, and inhalant (vaping) products, and other controlled substances defined in the *Drug Control Act*, Chapter 15.1 of Title 54 of the *Code of Virginia*, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug possessed in violation of school board policy.

School boards may consider the use of leveled sanctions in which a substance abuse prevention/intervention program is available to students in cases of possession, use, or distribution violations. A student assistance program can serve as an important programmatic element for substance abuse prevention, intervention, and linkage to treatment.

School boards, in accordance with § 22.1-277.2:1. of the *Code*, may require any student who has been found in possession of, or under the influence of, or distributing drugs or alcohol in violation of school board policy to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

## Arson

The *Code of Virginia* § 18.2-79 prohibits the burning or destroying of any school. The destruction may be in whole or in part--only a slight burning is necessary to violate this section of the *Code*. Incidents that rise to the level of arson of a school should be turned over to law enforcement for investigation.

## Assault: Assault and Battery

The legal definition of assault is a threat of bodily injury. A battery according to Black's online law dictionary is any "wrongful physical violence or constraint, inflicted on a human being without his consent." Courts use these terms to describe behavior. They do not take into account the developmental age of children and therefore should not be used to describe student behavior that does not rise to the level of delinquency. Within the leveled system of student behaviors, age and development should be considered in any instance of physical contact between students. Behavior that is developmentally expected should not be labeled as assault or battery. However, student conduct policy should specifically prohibit assault and battery of students and staff.

## Attendance: Truancy

Attendance requirements may be included in the student conduct policy or may be addressed elsewhere in policy at the discretion of the school board. The policy should establish an expectation for regular attendance, criteria for absences to be excused and not excused, and applicable disciplinary consequences and intervention assistance for unexcused absences and tardies. The comprehensive policy should address parental responsibilities, duties of the school division's attendance officer and procedures for taking action against the child and/or parent for failure to comply with applicable law. Section [22.1-254](#), of the *Code of Virginia* addresses compulsory attendance, excuses and waivers, alternative education program attendance, and exemptions. The *Code of Virginia* specifically prohibits the use of suspension in cases of truancy:

### [§ 22.1-277. Suspensions and expulsions of pupils generally.](#)

- A. *Students may be suspended or expelled from attendance at school for sufficient cause; however, in no cases may sufficient cause for suspensions include only instances of truancy.*

"**Truancy**" means unexcused absence from school. However, there is an important distinction between a student who is truant and one who is chronically truant. A student displays truant behavior with a single unexcused absence from school, but a student needs to reach or surpass a certain number of unexcused absences to be considered chronically truant. Virginia law does not define a truant specifically but does define a child who is habitually and without justification absent from school as a "child in need of supervision" when certain other conditions are met.

According to [§ 16.1-228.A](#), of the *Code of Virginia*, the following criteria defines a "child in need of supervision" who is truant:

1. A child who, while subject to compulsory school attendance, is habitually and without justification absent from school;
2. The child has been offered an adequate opportunity to receive the benefit of any and all educational services and programs that are required to be provided by law and which meet the child's particular educational needs;
3. The school division from which the child is absent or other appropriate agency has made a reasonable effort to affect the child's regular attendance without success; and
4. The school division has provided documentation that it has complied with the provisions of [§ 22.1-258](#) that address actions to be taken when a pupil fails to report to school.

**Absenteeism labeled as chronic** incorporates all absences: excused, unexcused, and suspensions. Students who are suspended or expelled for any period of time may be counted present if they are physically present in an alternative program approved by the school board. Addressing chronic absenteeism focuses on the academic consequences of this lost instructional time and on preventing absences before students miss so much school that they fall behind. It recognizes that students miss school for many understandable issues such as asthma or homelessness or unreliable transportation, for which a punitive response is not appropriate. Chronic absenteeism should be seen as a symptom of an underlying issue and should be addressed via a tiered system of supports framework. That framework may include working with juvenile and domestic court services personnel to address the underlying issues before a Child in Need of Services (CHINS) petition is filed. Developing a Memorandum of Understanding with the Juvenile Court Services is an important part of addressing chronic absenteeism and truancy.

## Aggravating Circumstances

For the purposes of [§22.1-277](#) and [§22.1-277.05](#) of the *Code of Virginia*, "aggravating circumstances" shall mean:

- i. That a student engaged in misconduct which caused serious harm (including but not limited to physical, emotional, and psychological harm) to another person(s) or posed a credible threat of serious harm to another person(s), as determined by a threat assessment; or
- ii. That a student's presence in the school poses an ongoing and unreasonable risk to the safety of the school, its students, staff, or others in the school; or
- iii. That a student engaged in a serious offense that is:
  - a) persistent (repeated similar behaviors are documented on the student's disciplinary record), and
  - b) unresponsive to targeted interventions as documented through an established intervention process.

## Bomb Threat

School board policy should specifically prohibit bomb threats. Other related offenses that may constitute components of a comprehensive policy include, but are not limited to, conduct involving firebombs, explosives, incendiary devices, or chemical bombs.

Threats to bomb or damage buildings and giving false information as to danger to such buildings are prohibited by [§ 18.2-83](#), of the *Code of Virginia*. Definitions of "explosive material," "fire bomb," and "hoax explosive device" are defined in [§ 18.2-85](#), of the *Code*. Bomb threats must be reported to law enforcement.

## Bullying

Section [§ 22.1-276.01](#) of the *Code* defines bullying as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. This includes cyberbullying. It does not include ordinary teasing, horseplay, argument, or peer conflict. School boards are expected to include bullying as a prohibited behavior in their student codes of conduct. Non-criminal behavior associated with bullying includes intimidation, taunting, name-calling, and insults.

Another form of bullying occurs using electronic means and is referred to as cyberbullying. Typically, cyberbullying is defined as using information and communication technologies, such as cell phone text messages and pictures, email, social media, blogs, networking websites, defamatory personal websites, and defamatory online personal polling websites to support deliberate, hostile, behavior intended to harm others.

Section [22.1-208.01](#) requires each school board to establish, within existing programs, a character education program; these programs are required to address the inappropriateness of bullying.

## Bus-Related Offenses

School board policy should clearly communicate that rules governing student conduct apply not only at school but also on a school vehicle, while on a school-sponsored trip, and on the way to and from school, including at the bus stop. [§ 22.1-279.3:1](#).



## **Cheating**

Cheating is not defined in the *Code of Virginia*. A student conduct policy may address cheating as a single offense or approach it as one of several offenses.

## **Disruptive Behavior**

"Disruptive behavior" is defined in [§ 22.1-276.01](#) of the *Code* as conduct that interrupts or obstructs the learning environment. Local school board policy should cite the initial authority of teachers to remove a student from a class for disruptive behavior. The term "disruptive" describes a range of behaviors that is subjective and can reflect individual bias. Schools should define specific actions that obstruct the learning environment (yelling, making noise to distract others, wandering around the classroom, etc.) in their behavioral expectations to help ensure equity in the application of discipline responses. Policies should also outline behaviors that are classroom managed and office managed.

## **Dress Standards**

Establishing standards for dress should involve all members of the school community. A Level 1 response is appropriate for violations of dress standards. All efforts should be made to prevent dress code violations from being viewed as instances of defiance or disruption.

## **Drug-Related Offenses**

A school board policy, in accordance with [§ 22.1-277.08](#) of the *Code of Virginia*, shall permit, but not require, the expulsion of any student determined to have brought a controlled substance, imitation controlled substance, or marijuana as defined in [§ 18.2-247](#) onto school property or to a school sponsored activity (See Appendix A.).

A school administrator, pursuant to school board policy, or a school board may determine, based on the facts of a particular situation, that special circumstances exist, and that no disciplinary action or other disciplinary action is appropriate. By regulation, a school board may authorize the superintendent or his designee to conduct a preliminary review of such cases.

School board policy may permit or require students suspended or expelled for drug-related offenses to attend an alternative education program provided by the school board for the term of the suspension or expulsion.

## **Gambling**

Section [18.2-325](#) of the *Code of Virginia* defines illegal gambling as the "making, placing, or receipt, of any bet or wager of money or other thing of value, made in exchange for a chance to win a prize, stake or other consideration or thing of value." A gambling device includes any device, machine, paraphernalia, equipment, or other thing, including books, records, and other papers, which are actually used in illegal gambling operations or activity.

## **Gang-Related Activity**

"Criminal street gang" is defined in [§ 18.2-46.1](#) of the *Code* as meaning "any ongoing organization, association, or group of three or more persons, whether formal or informal, (i) which has as one of its primary objectives or activities the commission of one or more criminal activities, (ii) which has an identifiable name or identifying sign or symbol, and (iii) whose members individually or collectively have engaged in the commission of, attempt to commit, conspiracy to commit, or solicitation of two or more predicate criminal acts, at least one of which is an act of violence, provided such acts were not part of a common act or transaction."

Section [16.1-260.G](#) of the *Code* requires an intake officer to report to the division superintendent any student against whom a petition is filed for certain offenses including:

1. Prohibited criminal street gang activity pursuant to [§ 18.2-46.2](#).
2. Recruitment of other juveniles for a criminal street gang activity pursuant to [§ 18.2-46.3](#).

## **Hazing**

Local school board codes of student conduct, in accordance with [§ 22.1-279.6.B](#) of the *Code*, are required to prohibit hazing and to cite "the provisions of [§ 18.2-56](#), which defines and prohibits hazing and imposes a Class 1 misdemeanor penalty for violations; i.e., confinement in jail for not more than 12 months and a fine of not more than \$2,500, either or both."

## **Internet Use**

Student conduct policy related to computer use should be developed in accordance with information provided in the [Virginia Department of Education's Acceptable Use Policies: A Handbook](#).

In its 2006 Session, the General Assembly amended [§ 22.1-70.2](#) of the *Code* to require school divisions to add to their acceptable use policies a component on Internet safety for students that is integrated with a school division's instructional program. (See Appendix A.)

The 2009 General Assembly amended [§ 22.1-279.6](#) of the *Code* to include the inappropriate "use of electronic means for purposes of bullying, harassment, and intimidation...."

## **Other Conduct**

A school board may consider including an "other conduct" category that addresses behavior not specifically listed elsewhere. The "other conduct" should be confined to that which disrupts the educational environment or is a violation of federal, state, or local law.

## **Portable Communication Devices**

[Section 22.1-279.6.B](#) of the *Code* authorizes school boards to regulate the use or possession of portable communication devices and establish disciplinary procedures for students violating such regulations.

## **Profane or Obscene Language or Conduct**

School board student conduct policy, in accordance with [§ 22.1-279.6.C](#) of the *Code*, is required to prohibit profane or obscene language or conduct. The *Code of Virginia* does not specifically define these terms. Conduct typically prohibited under this provision includes swearing and obscene/offensive gestures, materials, and communications.

## **Property Violations**

1. Property violations include, but are not limited to, arson, destruction of property, vandalism, and theft.
2. Destruction of property [§ 22.1-280.4](#). School boards are authorized to seek reimbursement from a pupil or the pupil's parent for any "actual loss, breakage, or destruction of or failure to return property, owned by or under the control of the school board, caused or committed by such pupil in pursuit of his studies."
3. **Theft – Larceny**: The wrongful taking of the property of another without the owner's consent and with the intention of permanently depriving the owner of possession of the property.

## **Stalking**

Stalking is defined in [§ 18.2-60.3](#) of the *Code of Virginia* as conduct, occurring on more than one occasion and directed at another person, that places that other person in reasonable fear of death, criminal sexual assault, or bodily injury. The 2005 General Assembly added stalking to the list of offenses that require a report to law enforcement officials (see page 78). Reports of this nature should be turned over to law enforcement for investigation.



### Threats: Intimidation

Threats to kill or to do bodily harm "to any person or persons, regardless of whether the person who is the object of the threat actually receives the threat, and the threat would place the person who is the object of the threat in reasonable apprehension of death or bodily harm" are specifically prohibited by § [18.2-60](#), of the *Code of Virginia*. The prohibition includes threats to any person or persons "(i) on the grounds or premises of any elementary, middle or secondary school property, (ii) at any elementary, middle, or secondary school-sponsored event, or (iii) on a school bus...."

Section 18.2-60.B. of the *Code* prohibits an oral threat to kill or to do bodily injury to any employee of any elementary, middle or secondary school, while on a school bus, on school property, or at a school-sponsored activity. The 2009 General Assembly amended § [22.1-279.6](#) of the *Code of Virginia* to prohibit the "use of electronic means for purposes of bullying, harassment, and intimidation...." Section [22.1-79.4.C](#). (Threat assessment teams and oversight committees) directs division superintendents to establish threat assessment teams for schools. The teams are to: *provide guidance to students, faculty, and staff regarding recognition of threatening or aberrant behavior that may represent a threat to the community, school, or self....* Depending on local conditions, a school board may also consider including content on cultural awareness, gang awareness, and substance abuse prevention and intervention.

### Self-Defense

A code of student conduct may, but is not required to, address consideration of self-defense as a factor in determining appropriate disciplinary action. Procedures for such consideration should include an opportunity for the student(s) to present the student's version of what occurred, as well as a review of facts, involving school personnel and others as appropriate. The fact-seeking process may include students and other staff who may have witnessed the incident or have observed previous interactions between the students involved. In cases where self-defense is claimed, there may be a "history" between the students that often takes the investigation beyond looking at the single incident to examining patterns of interaction, past threats, and bullying. Information is obtained from a variety of persons, including bus drivers, custodians, teachers, other students, and parents. School boards developing disciplinary policies including self-defense should provide criteria that define when an incident would be considered an act of self-defense. Based on the criteria used in the judicial system for a claim of self-defense to apply, the following conditions should be met. The person claiming self-defense must:

1. Be without fault in provoking or bringing on the fight or incident.
2. Have reasonably feared, under the circumstances, as they appeared to him, that he was in danger of harm.
3. Have used no more force than was reasonably necessary to protect him from the threatened harm.

A school board's policy addressing self-defense should retain a prohibition for bringing weapons of any kind to school for the purpose of self-defense and explicitly state that self-defense does not constitute a valid defense against possession or use of a weapon on school property or at any school-sponsored activity.

### Trespassing

Trespassing upon church or school property, including school buses, is specifically prohibited by § [18.2-128](#), of the *Code of Virginia*: 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.

Trespassing must be included in student codes of conduct per § [22.1-279.6](#) of the *Code of Virginia*. "Trespassing should be used to report instances of unauthorized student presence that occur outside of school hours or are deemed to have an unlawful purpose. These instances should be reported to law enforcement as they are violations of § [18.2-128](#), of the *Code of Virginia*."

### Weapons or Other Dangerous Articles

Student conduct policy on weapons should address the possession, use, sale, or purchase of restricted items on school property, on school vehicles, or during school-sponsored activities on or off school property. This includes, but may not be limited to, any firearm or weapon. A school board additionally may prohibit the possession of unloaded weapons by students on their persons or in their lockers, backpacks, or vehicles.

Weapons violations considered for expulsion shall permit, but not require those stipulations enumerated in the *Code of Virginia* § [18.2-308.1](#), and in the federal *Gun-Free Schools Act*. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms.

Carrying, bringing, using, or possessing dangerous instruments in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity on or off school property is grounds for disciplinary action. Dangerous instruments, for example, may include letter openers, screwdrivers, hammers, hatchets, and other devices that could be used to inflict harm upon another person. Not subject to mandatory expulsion is possession of a knife that is customarily used for food preparation or service and is possessed by the student for the sole purpose of personal food preparation and service.

### Weapons-Related Offenses

School board policy, in accordance with § [22.1-277.07](#), of the *Code of Virginia*, permits, but does not require, expulsion of any student determined to possess a firearm, destructive device, a firearm muffler or firearm silencer, or a pneumatic gun on school property or at a school-sponsored activity (See Appendix A.). Definitions of "firearm," "destructive devices," and "pneumatic gun" are set forth in § [22.1-277.07.E](#), of the *Code*, and are consistent with the federal *Gun-Free Schools Act*. A copy of this Act is included as Appendix E.

This prohibition does not apply to Junior Reserve Officers Training Corps (JROTC) programs or to the possession of firearms as part of the curriculum or other programs sponsored by the schools or other organization permitted by the school to use its premises.

A school administrator, pursuant to school board policy, or a school board may determine, based on the facts of a particular situation, that special circumstances exist, and that no disciplinary action or another disciplinary action is appropriate. A school board may, by regulation, authorize the division superintendent or designee to conduct a preliminary review of such cases.

A school board policy may permit or require students suspended or expelled for weapons-related offenses to attend an alternative education program provided by the school board for the term of the suspension or expulsion.

# SBAR Behavior Codes and Levelled Dispositions

**\*PCPS will use most current SBAR codes from VDOE**

BAP	Behaviors that Impede Academic Progress	1	2	3	4/5	RB	Relationship Behaviors	1	2	3	4/5
1	Interfering with learning in the classroom	B	B	S		V1	Bullying with no physical injury	E	B	B	
2	Interfering with learning outside the classroom	B	B	S		V2	Cyberbullying		B	B	
3	Scholastic dishonesty (cheating, plagiarism)	B				3	Posting/distributing/sharing inappropriate material	B	B	B	
4	Unexcused tardiness to class	B				4	Saying/writing sexual comments	E	E	B	S
5	Unexcused tardiness to school	B				V5	Stealing money/property without physical force		B	B	
BSO	Behaviors that Impact School Operations					6	Speak to another-uncivil/discourteous manner	B	B	S	
1	Altering an official document or record	B	B			7	Tease/taunt/engage in verbal confrontation	B	B	S	
2	Giving false information, misrepresentation	B	B	S		8	Using profane or vulgar language or gestures	B	B	S	
3	Refusal to comply-interferes w/school operation	B	B	B		V9	Using slurs on race/weight/gender/disability	B	B	S	
5	Failure to attend assigned disciplinary setting	B	B			10	Failure to respond to questions/requests	B	B		
6	Bringing unauthorized persons to school	B	B	B	S	11	Unwanted or inappropriate physical contact	B	B	B	
7	Dress code violation	B	B			BSC	Behaviors of a Safety Concern				
8	Gambling (games of chance for money or profit)	E	B	S		1	Alcohol: Possess, use, or under influence				B
9	Possessing items that are inappropriate for school	B	B	S		2	Alcohol: Distribution				B
V10	Possession of stolen items	B	B	S	S	3	Drugs: Possessing paraphernalia	E	B	B	
11	Unauth. use of school electronics/other equipment	B	B	B		4	Drugs: Non-prescription medication		B	B	B
12	Violation of Acceptable Use Technology policy	B	B	B		5	Tobacco: Possessing/using/distributing (Vape)		B	B	
13	Violation of School Board policy regarding devices	E	B	S		V6	Bullying Behavior that continues after intervention	E	B	B	
14	Vandalism, graffiti/damage to property	E	B	B		V7	Cyberbullying that continues after intervention		S	B	B
15	Not attending class as assigned	B				V8	Harassment: Repeatedly annoying/attacking	E	E	B	S
16	In unauthorized area	B	B			9	Bus: Distracting driver	B	B		
BESO	Behaviors that Endanger Self or Others					10	Bus: Endangering the safety of others	B	B		
V1	Assault: Intent to cause physical harm to person		E	B	B	11	Fire Alarm: Falsely activating alarm		E	B	S
V2	Assault & Battery: Cause physical injury to person		E	B	B	12	Fire: Possess items that cause a fire or smoke			B	B
3	Fighting: Between students, minor injuries		E	B		13	Engaging in reckless behavior (risk of injury)	B	B		
V4	Striking Staff: No injury		E	E	B	14	Fighting - no injury		E	B	
5	Drugs: Possess drug/unauth. prescription meds				B	15	Disturbance to the safe operation of school	B	B	B	
6	Drugs: Under the influence				B	16	Throwing object(s)-potential of disturbance/injury	B	B	B	
7	Drugs: Use-illegal drugs/unauth. prescription meds				B	17	Shoving, pushing, striking, biting - no visible injury	B	B		
9	Fire: Attempting to set/aid in setting/set a fire			E	B	V18	Exposing body parts, lewd or indecent behavior		E	B	S
10	Gang-Related Behavior	B	B	S		V19	Physical contact of a sexual nature	B	B	B	
V11	Hazing		E	B	B	V21	Stalking	E	E	B	S
V12	Threats/intimidation/instigating violence: Staff		E	B	S	V22	Stealing money/property with force (no weapon)		B	B	
V13	Threats/intimidation/instigating violence: Student		E	B	S	24	Leaving school without permission	B			
V14	Threats/instigating injury in WRITING: <span style="background-color: red; color: white;">Staff</span>				B	25	Trespassing	B	B	S	S
V15	Threaten/injure with object (not weapon) - Staff				B	26	Possessing dangerous instruments/substances		E	B	B
V16	Threaten/injure with object (not weapon) - Student				B	27	Weapons: Possess weapon (NOT firearm)		E	B	B
V17	Bomb threat				B						
18	Crime in the community (LE reports to Supt)	No LE flag Must be STS1 or ALT									

**RED** = Requires law enforcement notification

## Persistently Dangerous School Codes = All Require LEVEL 4 / 5 and Report to Law Enforcement

V1 Homicide - Firearm	V5 Use of a Bomb	V9 Malicious Wounding NO weapon	13 Possession Projectile Weapon
V2 Homicide - Other Weapon	V6 Assault with Firearm or Weapon	V10 Aggravated Sexual Battery	14 Possession of a Bomb
V3 Sexual Assault	V7 Actual or Attempted Robbery	11 Possession of a Handgun	15 Possession of Other Firearms
V4 Attempted Sexual Assault	V8 Kidnapping/Abduction	12 Possession of a Rifle/Shotgun	16 Intent to Dist or Sell Drugs

E = Elementary S = Secondary B = Both

### Levelled Administrative Responses to Student Behavior

Administrative responses and interventions should be designed to address student behavior, reinforce school and classroom expectations for appropriate behavior, and prevent further behavioral issues. The following levels of administrator responses go hand-in-hand with tiered supports. The appropriate response will be assigned by the school team. Examples of leveled responses are listed below.

**Level 1 Responses:** Level 1 responses are intended to prevent further behavioral issues while keeping the student in school.

1. Re-teaching or modeling of desired behavior

2. Recognize/Reward appropriate behavior
3. Administrator/Student conference and/or Administrator/Student/Teacher conference
4. Written reflection or letter of apology
5. Peer mediation or conflict resolution
6. Behavior progress chart
7. Community service (appropriate to correct the behavior)
8. Restitution
9. Seat change
10. Loss of school privileges
11. Confiscation by the administration
12. Administrator/Teacher/Parent/Guardian conference
13. Detention (before school, at lunch, after school)
14. In-school suspension (Up to one-two days) with behavioral instruction and academic support

**Level 2 Responses:** Administrative responses and interventions at this level are designed prevent further behavior issues and keep the student in school. Depending upon the severity of the behavior, short-term removal of the student from the classroom may be appropriate.

1. Student conference
2. Administrator/Teacher/Counselor/Student conference (includes re-teaching of expected behavior)
3. Administrator/Teacher/Parent/Guardian conference
4. Check-In/Check-Out
5. Mediation or conflict resolution
6. Detention (before school, at lunch, after school)
7. Referral to support services (e.g., School Counselor, Behavior Interventionist, Mentor Program, and Substance Use and Intervention Program)
8. Referral to Student Assistance Team
9. Schedule change
10. Community service (appropriate to correct the behavior)
11. Referral for community-based services
12. Restitution
13. Confiscation
14. Temporary loss of privileges
15. In-school suspension with behavioral interventions and/or restorative practices (one-three days)

**Level 3 Responses:** Dependent upon the severity, chronic nature of the behavior and/or safety concerns, Level 3 behaviors may result in the student's short-term removal from school.

1. Administrator/Teacher/Parent/Guardian Conference
2. Detention
3. In-school suspension with restorative practices (three plus days not to exceed five days)
4. Referral to support services (e.g., School Counselor, Behavior Interventionist, Mentor Program, Therapeutic Day Treatment (TDT), Substance Use and Intervention Program)
5. Referral for community-based services
6. Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP) Development (Special Education Students)
7. Functional Behavioral Assessment (FBA) and Behavior Support Plan (BSP) Development
8. Community service
9. Revocation of privileges
10. Restitution
11. Referral to alternative education programs
12. Short-term out-of-school suspension (one-three days for elementary students/one-five days for secondary students) with restorative circle or conference upon return
13. Behavior contract (developed with and signed by the student, parent/guardian, and school officials)
14. Referral to law enforcement where required

**Level 4 Responses:** Some Level 4 behaviors require a report to the superintendent or superintendent's designee as outlined in the *Code of Virginia* § [22.1-279.3:1](#). Local school board policy may require additional reporting. A referral to the superintendent or superintendent's designee does not automatically result in a long-term suspension, change of placement or expulsion. After a review of the incident in context, the superintendent or designee may return students to the comprehensive setting with additional supports and/or responses to be implemented.

1. Threat Assessment as indicated by the behavior
2. Referral to law enforcement as required
3. Parent-Administrator-Teacher-Student behavior contract
4. Long-term revocation of privileges
5. Restitution via written contract
6. Referral for community-based services
7. Schedule change
8. Short-term out-of-school suspension (for preschool to grade three students one to three days, four to ten days for fourth- to sixth-grade students, or five to ten days for seventh- to twelfth-grade students)
9. Recommendation for a long-term suspension as determined by local policy or by *Code*. Link: [\(11 to 45 days as defined in § 22.1-276.01\)](#)

**Level 5 responses:** Level 5 responses are reserved for those behaviors that require a referral to the superintendent or designee. For preschool to grade three students, any suspension beyond three days must be referred to the superintendent. A referral to the superintendent or designee may not automatically result in an expulsion, alternative placement, school reassignment, or long-term suspension.

Required School-based Administrative Responses to Level 5 Behaviors

1. Threat Assessment as indicated by the behavior
2. Referral to law enforcement as required

## DISCIPLINARY OFFENSES AND CONSEQUENCES

### Affection, Public Display

Students should conduct themselves as ladies and gentlemen at all times while on school grounds, including all school-sponsored extracurricular activities, students are not allowed to engage in kissing/necking. The only bodily contact allowed will be holding hands.

<b>First Offense</b>	<b>Referral to the front office; depending upon severity of the offense, conference with parents/guardians and administrator; warning and/or one day after-school detention</b>
<b>Second Offense</b>	<b>Parents/guardians notified; one day in-school suspension</b>
<b>Recurrences</b>	<b>To be determined by the administration</b>

### Alcohol

Students shall not possess, consume, or be under the influence of alcoholic beverages while on school grounds or in attendance at any school sponsored event.

Students found in violation of the alcohol policy will be subject to the actions mentioned below. Students found in possession of alcohol will be subject to charges being filed with the sheriff's department.

<b>First Offense</b>	<b>One to ten days out-of-school suspension; mandated guidance counseling session</b>
<b>Second Offense</b>	<b>Recommendation for expulsion</b>

### Assault

A student shall not cause, or attempt to cause physical injury or behave in any way that could cause physical injury to a teacher, administrator, school employee, student, or any other person on school grounds or at a school function. This type of behavior will not be tolerated at Patrick County High School.-Assault automatically results in suspension from school. The Administration considers the severity of the offense when determining the number of days of suspension.

Assault on any school employee will result in recommendation for expulsion. The offense will be reported to the sheriff's department and a warrant will be requested.

<b>First Offense</b>	<b>One to ten days out-of-school suspension –Recommend Quest placement</b>
<b>Second Offense</b>	<b>Recommendation for expulsion</b>

### Assembly Conduct

All students should be on their best behavior during assemblies. Talking while a speaker has the floor and/or disorderly conduct will not be tolerated. Students are to conduct themselves in an attentive, courteous, and respectful manner throughout any assembly.

1. Students are to sit in their assigned areas for both single and double assemblies.
2. When in the gym for assemblies, the aisles are always to be kept open.
3. Everyone, except those participating in the assembly when held in the gym, is to keep off the gym floor.
4. Hats will not be worn during assemblies.
5. Appropriate respect shall be demonstrated during the Pledge of Allegiance, the national anthem, and the school song.

*Failure to adhere to the rules of the school in regards to assembly behavior will result in disciplinary action.*

<b>First Offense</b>	<b>Removal from assembly; placed in assembly-suspension for one assembly</b>
<b>Second Offense</b>	<b>Place in assembly-suspension and one day after-school detention</b>
<b>Third Offense</b>	<b>All remaining assemblies will be spent in assembly-suspension. Fewer than five assemblies will be carried over to the following year.</b>

### Communication and Entertainment Devices

This policy applies to cellphones, smartwatches, tablets, and any other communication or entertainment devices in accordance with Policy JFCZ.

At PCHS, students are allowed the privilege of carrying electronic devices. They have permission to use a device before school, during lunch, and after school, as permitted by the extracurricular sponsor/coach. During the school day, devices may be used as directed by school staff. If devices are used in school when not appropriate, then staff may confiscate said device and disciplinary action will be taken.

Students who are found to be out of compliance with these expectations will lose their electronic device privileges:

<b>First Offense</b>	<b>Warning by teacher; item turned into the office, and the student may pick their item up at the end of the day.</b>
<b>Second Offense</b>	<b>Item seized and turned over to the parent/guardian</b>
<b>Third Offense</b>	<b>Item seized and turned over to the parent/guardian and one day of in-school suspension</b>

**Students are not to use devices to record anyone without permission.** This includes during altercations. Students who record anyone without permission will receive in-school suspension as well as lose their electronic device privileges for a designated time.

**As a safety precaution**, when students are in the hallway or the lunchroom, they may only use headphones or earbuds in one ear. Students are not allowed to play music or

videos in the hallways or lunchroom unless they are using headphones/earbuds.

#### **Possession of inappropriate or vulgar pictures or text messages on a cell phone:**

Any student found in possession of inappropriate or vulgar pictures or text messages will have their device confiscated. Depending on the severity of the content, the student will receive additional consequences which may include out-of-school suspension with a recommendation for long-term suspension. In addition, the device will be turned over to legal authorities. Cell phone privileges may be permanently revoked.

#### **Bullying**

Either individually or as a part of a group, a student shall not harass or bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.

"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict. The following conduct is illustrative of bullying:

1. physical intimidation, taunting, name calling and insults;
2. comments regarding the race, gender, religion, physical abilities or characteristics of associates of the targeted person; and/or
3. falsifying statements about other persons.

**First Offense**                      **The principal notifies the parent of any student involved in an alleged incident of bullying of the status of any investigation within five school days of the allegation of bullying.**

**Second Offense**                      **To be determined by the administration**

#### **Cafeteria Misbehavior**

Failure to follow cafeteria and lunch rules will result in disciplinary action. The teacher on duty has the authority to:

1. assign students to clean-up duty in the cafeteria for a designated time
2. designate assigned lunchroom seating
3. assign SAC

#### **Dangerous Weapons and Instruments**

Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such. Examples include guns, look-a-like guns, knives of any size or type, nightsticks, firecrackers, smoke bombs, scent oils, laser pointers, or any other item that could cause disruption of the school and be a danger to anyone. This regulation incorporates Policy JFCD.

**First Offense**                      **Item seized; one to ten days out-of-school suspension followed by a parent conference**

**Second Offense**                      **Recommendation for expulsion**

*If any of the above weapons are used in an assault or brandished, a recommendation for expulsion will be made to the Patrick County School Board.*

#### **Open Disrespect/Defiance**

All students are under the jurisdiction of the administration, teachers, secretaries, and other employed personnel of the Patrick County School Board and must comply with their directions. This includes teachers who may not teach the student in question. Substitute teachers are to be afforded the same respect as regular teachers. No student shall show disrespect towards a staff member or another student. Disrespect includes abusive language to staff members and students. Any student who disobeys a reasonable request or otherwise openly defies a school staff member shall be subject to out-of-school suspension and considered for expulsion.

No student shall threaten, verbally abuse, swear at, use profane gestures, or refuse to obey a teacher, administrator, secretary, substitute teacher, or other employed personnel of the Patrick County School Board.

**First Offense**                      **One to three days out-of-school suspension; mandatory parent conference**

**Second Offense**                      **Two to five days out-of-school suspension; mandatory parent conference**

#### **Disruption of Class**

All students should respect the rights of others. This expectation includes the right of another to receive an education. When one student disrupts class, he/she is interfering with the rights of the whole class. This includes, but is not limited to, student failure to complete assigned work. At this point, it may be necessary to remove that student from the class.

No student shall disrupt the educational atmosphere of the class. Disruption of class is a serious infraction of the rules, which becomes more serious with each infraction. Teachers will attempt to contact parents/guardians to discuss the problem for each offense.

**First Offense**                      **Warning by the teacher; serious disruptions may also include removal from the classroom for the remainder of the block as determined by the administration**

**Second Offense**                      **One day SAC; ISS for rest of block; parent contact**

**Third Offense**                      **ISS for the block for two days**

**Recurrences**                      **To be determined by the administration**

Students who are sent to the office on a recurring basis will be required to have their parents/guardians attend a parent/teacher conference in order to rectify the situation.

## Dress Code and Regulations

Although student dress and grooming are the personal responsibility of the student and his/her parents, students are expected to exercise good taste. Students are expected to attend school appropriately covered. Any attire that exposes undergarments, excessive skin, or inappropriate areas of the anatomy are not acceptable for school wear:

1. Shorts, skirts, and dresses should be of a length that exceeds the mid-thigh.
2. No midriffs/navels should be showing.
3. Student clothing should be modest in style and not overly-revealing of a bust-line. In addition, garments with plunging necklines are considered inappropriate for school dress.
4. Undergarments shall not be visible.
5. Tops must cover to the top of the armpit for both male and female students.
6. Leggings/active wear must be worn with a shirt or skirt that covers the front and back anatomy.
7. Clothing that is considered lewd, suggestive, supportive of illegal substances (including drugs, alcohol, and tobacco products) or culturally/sexually offensive are not permitted.
8. Clothes with holes that are overly revealing shall not be worn.
9. No pajama pants, tops, or bedroom shoes may be worn.
10. Shoes must be worn at all times in and around the building.
11. Hats, bandanas, headbands, head wraps, or any other inappropriate head gear may not be worn in the front office, any classroom, cafeteria, auditorium, library, or gymnasium.
12. Fish hooks on hats are prohibited.
13. Sunglasses may not be worn in the building.
14. Dog collars, dog chains, pocket chains, wallet chains, or any type of chain deemed inappropriate by the administration will be prohibited.
15. Body piercings that endanger the safety of oneself is at student's own risk.

Just because a student has attended one or more classes dressed inappropriately does not mean that a student may not be referred for disciplinary action later in the day. Students will normally be given the opportunity to change clothes. The disciplinary action to be taken for offenders is up to the administration.

## Drugs

A student shall not possess, use, and/or distribute alcohol, tobacco and/or tobacco products, or other drugs on school property, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug not possessed in accordance with Policy JHCD.

1. A student shall not possess, procure or purchase or attempt to possess, procure, or purchase, or be under the influence of (legal intoxication not required), or use or consume or attempt to use or consume, any of the restricted substances listed in this regulation or what is represented by or to the student to be any of the restricted substances listed in this regulation or what the student believes is any of the restricted substances in this regulation. This regulation incorporates Policy JFCF.
2. Restricted Substances include alcoholic drinks, marijuana, synthetic cannabinoids, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below, as well as any amusable glue, paint and similar materials, anabolic steroids and both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package, and includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

*From time to time, the school, in cooperation with the sheriff's department, may use the service of a trained dog to help discover if there are illegal drugs on campus.*

*When any drug violation occurs, the sheriff's department is notified and criminal charges may be filed.*

In accordance with section 22.1-277.08 of the Code of Virginia, students in violation of the drug policy will be long-term suspended and recommended for expulsion.

Students found in possession of over-the-counter medicines may also be suspended from school.

Sale or distribution of above-mentioned products, with or without money exchange, will result in a recommendation to the Patrick County School Board that the offending student be expelled from Patrick County High School.

## Fighting, Supporting/Instigating a Fight

Any student guilty of fighting on school property will be suspended from school. Any student involved in the instigation or encouragement of a fight will also be subject to school discipline.

<b>First Offense</b>	<b>One to five days out-of-school suspension; student will not be allowed to walk the halls (before school and after lunch) for three months</b>
<b>Second Offense</b>	<b>Five to ten days out-of-school suspension; student will not be allowed to walk halls at any time for the remainder of the year – placement in QUEST school.</b>
<b>Third Offense</b>	<b>Recommendation for expulsion</b>

## Fires and Fire Alarms

No student shall set a fire on school grounds nor falsely pull a fire alarm.

**First Offense**                      **One to ten days out-of-school suspension; possible recommendation for QUEST school or expulsion. Law enforcement will be contacted.**

**Second Offense**                      **Recommendation for expulsion**

## Gangs

Gang related activity will not be tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students).

**First Offense**                      **Investigation of incident conducted and appropriate disciplinary action will be taken according to the severity of the offense**

**Second Offense**                      **To be determined by the administration**

## Gum

The Principal may ban chewing gum at any time when it has become a major problem. All chewing gum should be disposed of properly, *not thrown on the floor, stuck on the furniture or walls, or in the water fountains*. Teachers can choose whether they will allow gum in their classrooms.

## Harassment

Harassment of any kind is strictly forbidden at Patrick County High School. Harassment is any unwelcome physical or verbal conduct, whether face-to-face or through social media. It also includes any conduct of a sexual nature such as touching, grabbing, electronically (sexting) or making sexual comments that interfere with the ability of a student to receive an education.

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions.

Students are expected to treat their fellow students with dignity and respect at all times. Any form of harassment should be reported to teachers or administrators immediately. (Refer to policy GBA/JFHA)

**First Offense**                      **Investigation of incident conducted and appropriate disciplinary action taken according to the severity of the offense**

**Second Offense**                      **To be determined by the administration**

## Hazing

Hazing of any kind is strictly forbidden at Patrick County High School. Students are expected to treat their fellow students with dignity and respect at all times. Any form of hazing should be reported to teachers or administrators immediately.

Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for, continued membership in a club, organization, sorority, fraternity, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the activity.

Hazing is a Class 1 misdemeanor that may be punished by confinement in jail for up to 12 months and a fine of \$2,500.00 or both, in addition to any school disciplinary consequences that may be imposed. In addition, any person receiving bodily injury by hazing has a right to sue, civilly, the person or persons guilty thereof, whether adults or minors.

**First Offense**                      **Investigation of incident conducted and appropriate disciplinary action taken according to the severity of the offense with possible recommendation for counseling**

**Second Offense**                      **To be determined by the administration**

## Honor Code

The primary function of an Honor Code is to instill a common sense of honor and morality in each student. This system revolves around the concept of respect, responsibility, accountability, and academic performance; the self-respect one has for one's work, and the respect one has for the words, the work, and the possession of others. "Violation of the Honor Code" includes, but is not limited to, cheating on an examination or other academic work, plagiarism, and the abuse of resource materials. It is equally important that no student tolerates such behavior by others. Each student is responsible for abiding by and upholding the code of honor.

### Violations:

1. At Patrick County High School, violation of the Honor Code is defined as any form of dishonesty regarding academic work. Conduct that may constitute violation of the Honor Code will include, but not be limited to, any of the following:
  - a. Copying another student's academic work that has been completed for credit, including class work, homework, workbook assignments, etc.
  - b. Allowing another student to have access to, or copy, from academic work that has been completed for credit.
2. Giving or receiving any form of assistance to or from other students during quizzes, tests, exams, or other types of evaluative activities.
3. Using unauthorized materials to complete any form of academic work including, but not limited to, open notebooks, cheat sheets, open texts, notes written on desks, hands, etc.
4. Submitting as an original work any form of assignment that has been created by another person.
5. Plagiarizing: Plagiarism is presenting work for credit that is not the original work of the student, except where research papers and related writing projects are properly footnoted.

**First Offense**                      **(not to exceed one zero on assigned work); parents/guardians contacted to discuss situation**

**Second Offense**                      **One day in school suspension; parent conference with administration to discuss situation; zero on assigned work**

**Third Offense**                      **Three days in-school suspension; zero on assigned work**

**Recurrences**                      **To be determined by the administration**

### **Language, Profane/Abusive**

Disrespectful language is not acceptable. Written or spoken profanity or vulgarity, whether directed or not directed at another person, will result in disciplinary action which may include suspension. **Insensitive Comments** – comments that are perceived as hurtful to others – examples: rape, suicidal comments, racial slurs/comments, etc.

**First Offense**                      **Warning;-student conference**  
**Recurrences**                      **To be determined by the administration**

### **Library Conduct**

Quiet and orderly conduct must be maintained in the library in order to provide students the opportunity for study, research, reading, and other educational activities. The library provides many educational services for Patrick County High School; therefore, students are not to use the library for a social area. No food, drink, or gum is allowed in the library unless approved and allowed by the librarian. Disciplinary action will be taken according to the severity of the offense.

**First offense**                      **Warning with referral to the office**  
**Second offense**                      **ISS for block only**  
**Third offense**                      **1 full day ISS**  
**Recurrences**                      **Loss of library privileges**

### **Physical Education Rules**

Physical Education is a requirement from the Commonwealth of Virginia. Each student is encouraged to buy a physical education uniform. Dressing properly for physical education class is a school board regulation. Failure to dress out for physical education will result in disciplinary action.

**First offense**                      **No daily points earned; warning issued by the teacher**  
**Second offense**                      **No daily points earned; two days SAC room; parents/guardians contacted by teacher**  
**Third offense**                      **Day of in-school suspension for the block**  
**Recurrences**                      **To be determined by the administration**

### **Restrooms, Appropriate Conduct**

Students may use the restroom for its intended purpose only. Restrooms are not to be used as a gathering place to socialize.

**First offense**                      **Disciplinary action**  
**Recurrences**                      **To be determined by the administration**

### **School Bus Behavior**

The same level of discipline and behavior maintained in schools is expected on the school bus. Student behavior on the bus is under the driver's control at all times. The bus driver is authorized to assign seats. Upon entering the bus, the student is to be seated and remain seated facing the front of the bus during the entire time the bus is in motion. Passengers on the bus will refrain from any behavior which is detrimental to the safe operation of the school bus, such as:

1. loud talking, screaming, laughing, or profane or obscene language.
2. eating or drinking on the bus.
3. the use or possession of tobacco or vape products, drugs, drug paraphernalia, or alcohol.
4. willful or careless damage to the bus or contents (The student must pay for damages.)
5. objects must not be thrown inside the bus or out the window. Any object thrown out of the bus window may result in criminal charges and/or loss of bus riding privileges.
6. fighting, or slapping others.
7. no part of the body may be extended out the bus window.
8. combustible or flammable materials are not to be carried on bus (cigarette lighters).
9. or anything else that would distract the driver or result in a poor public image.

*Video cameras are used to observe student behavior.*

**First offense**                      **Warning**  
**Second offense**                      **School consequence such as ISS or ASD**  
**Third offense**                      **School consequence such as ISS or ASD**  
**Fourth offense**                      **One day off the bus**  
**Fifth offense**                      **One day off the bus**  
**Sixth Offense**                      **3 days off the bus and parent meeting with principal, bus driver and/or Director of Transportation**  
**Seventh Offense**                      **5 days off the bus**  
**Eighth Offense**                      **Loss of bus privileges**

Student will be responsible for his/her transportation to and from school. \*More serious offenses may start at a higher level. Student may also be suspended from school or placed in In-School Suspension.

### **Skiping Class/Out of Area**

Any student not in their assigned area is a safety concern and will be considered Out of Area. Being out of class without permission from the teacher or the front office will be judged as skipping class. Any student in the parking lot without a pass/authorization will be cited for loitering and skipping.

**First offense**                      **3 days SAC lunch; parent notified**  
**Second offense**                      **1 day after school detention and 3 days SAC Lunch; parent notified**  
**Third offense**                      **2 days after school detention and 5 days SAC lunch; parent notified**



**To be determined by the administration**

No student should steal, or attempt to steal another person's property. Taking another person's property without his/her permission will be considered stealing and restitution will be made for all offenses.

**One to three days out-of-school suspension; must pay restitution**

**To be determined by the administration**

If a student commits concurrent offenses, the administration will determine the appropriate consequences based upon the situation. In the event that school property with value exceeding ten dollars is stolen, the sheriffs' department will be notified and charges will be pressed. Students having items stolen must report the theft to the front office.

It is the responsibility of all students to arrive at school, class and lunch on time. Tardies are disruptive and are detrimental to the educational process.

1. Students who are not in the room and in their seats when the tardy bell rings will be marked tardy. Failure to be in the class within three minutes constitutes skipping.
2. A student may use documentation from a medical note, court appointment, administrative note, and/or no more than 4 parent notes excusing tardies to school each semester.

**Warning by teacher; assignment by teacher**

**2 days S.A.C. room, assigned by teacher. Teacher will contact parent.**

### Referral to office with one day of after-school detention

**To be determined by the administration**

*Tardies will begin each semester!*

NOTE: Students issued Patrick County High School parking permits may be penalized additionally by revocation of parking privileges if the tardy policy is abused.

A student shall not possess and/or use tobacco/vape products on school property, on school buses, or during school activities, on or off school property. This includes, but is not limited to, smokeless tobacco, look-alike drugs, e-cigarettes, vapes, or paraphernalia in accordance with Policy JHCD.

**Two days in-school suspension**

### Two days in-school suspension and two days After School Detention

### Two days in-school suspension and four days After School Detention

**To be determined by the administration**

Each student is expected to take pride in keeping the buildings and grounds neat in appearance at all times. Students who willfully destroy or damage school property will be held both legally and financially responsible.

A student shall not misuse, damage, or destroy school or private property, steal, or attempt to steal, private or school property, either on school grounds or during a school activity, a school function, or a school event off school grounds. The severity of the damage will determine the notification of the sheriff's office.

Students have the responsibility to report theft or damage of any personal property.

**One to ten days out-of-school suspension followed by parent teacher conference**

**To be determined by the administration**

*Students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state, or local law. Disciplinary consequences will be determined by the administration.*

The Patrick County High School administration may use one of the following penalties to maintain order, safety, security and discipline within the school environment:

The following penalties will be used when appropriate to assist a student in understanding that his/her conduct interferes with the educational process, interferes with the rights of others to learn, or is contrary to school policy or regulations.

SAC Room will be conducted as directed by the Patrick County High School administration. SAC Room will be a "detention center" for infractions such as:

1. not participating in class
2. not following posted classroom rules
3. minor disruption of class
4. sleeping in class
5. not bringing needed materials to class
6. horseplay
7. tardiness to class
8. not returning signed documents

Students can be assigned to SAC Room by the classroom teacher and/or administration. Students assigned to SAC Room will report to the designated "detention center" at the

beginning of their assigned lunch period. Students assigned to SAC Room will be provided a "bag lunch" by the cafeteria, if so desired. Students will eat in the assigned room. No talking or sleeping will be allowed. Students will be required to work on classroom assignments. *Failure to report to SAC will result in assignment of 1 day of After-School Detention.*

### **After-School Detention**

A student may be detained during the week as a punishment for misbehavior or disobeying school rules.

At the present, after-school detention is planned for Tuesday and Thursday. It will be held in a designated room from 3:30 p.m. until five minutes before the activity buses depart.

Students will be allowed to ride the activity buses to their home elementary school where they may be picked up by their parents/guardians. Parents/guardians will be held responsible for seeing that their child is picked up from the elementary school or the designated drop off location.

Parents/guardians will be informed of after school detention prior to assignment. This notification will come in the form of a letter written to the offending student. It is the responsibility of the child to deliver the letter to his/her parents/guardians. Failure to do so does not exempt the student from serving after-school detention on the date assigned. *Failure to report to after-school detention may result in one day of in-school suspension or one day of out-of-school suspension.*

### **Basic rules of After-School Detention**

1. Be inside designated room by 3:35 p.m.
2. No writing on tables or any form of damage to school property.
3. One bathroom/water break at the halfway point.
4. Work is required, and it is a good opportunity to do homework, catch up on reading, etc.
5. No talking, horseplay, or moving around the room; sleeping will not be allowed.
6. No participation in extra - curricular activities the day of after school detention.
7. Failure to obey rules may result in immediate out-of-school suspension.

### **Removal from School Halls**

Students should conduct themselves in a respectful, courteous, and responsible manner when walking the halls of Patrick County High School. Horseplay such as pushing, pulling, hitting, throwing objects, or any other such action taking place in the hallways or other areas of the school building/property may be interpreted as fighting or assault, and disciplinary action will be taken.

Running on school grounds at any time other than during Physical Education could result in severe injuries; therefore **running is not allowed**. Students will be held responsible for any injury done to others or any damage to school or private property because of running.

Infractions of school rules within the halls of Patrick County High School will mean that the student's privilege of walking the halls before school will be taken away. A designated classroom will be used to keep those students who will not be allowed to walk the halls. Students in this room will not be allowed to talk or socialize. Only those students receiving disciplinary action and who have been assigned to this room by the administration will be admitted.

### **Offenses warranting removal from halls**

1. public display of affection
2. horseplay
3. running in hallways
4. in off-limits area
5. loitering in restrooms
6. violation of cafeteria rules
7. fighting
8. others determined by administration

### **In-School Suspension**

In-school suspension removes students from regular class attendance and requires them to attend the ISS center. In-school suspension (ISS), a form of suspension, allows the student to serve punishment yet remain in school for attendance purposes and complete all missed work, to be graded by the teachers. Students will report to the ISS center, and complete assignments for all missed courses. Students who do not follow the rules of the ISS center will be suspended out of school. Students who refuse to serve ISS or misbehave in ISS will receive out-of-school suspension in addition to serving ISS time for original disciplinary offense.

### **Out-of-School Suspension**

There are eleven areas of student behavior that could result in immediate out of school suspension:

1. Fighting: Both parties will be suspended for fighting, if neither of the parties can prove that his/her involvement was strictly self-defense. To prove self-defense, one must have made a legitimate attempt to avoid the fight by walking away, not stopping to listen to another student who is picking a fight, and/or not using profane or derogatory remarks toward another party. In addition, any student who agitates or talks to others in order to get a fight started between other parties may be suspended for his/her role.
2. Leaving school grounds, school bus, or an assigned school function for ANY reason without permission from the administration.
3. Stealing, cheating and lying.
4. Excessive disruptive behavior (including the destruction of school property or becoming a danger to other students).
5. Use of or possession of illegal drugs, possession of drug paraphernalia, prescription drugs not registered in the office, or alcoholic beverages.
6. Profanity, disrespectful remarks, or threats directed toward a teacher, secretary, administrator, student or any other school personnel.
7. Driving another student away from school without proper authority will also result in loss of driving privilege.
8. Racial slurs, sexual harassment, or verbal threats to others.
9. Sexual misconduct
10. Use of or possession of a weapon
11. Videotaping and/or taking photos of any inappropriate activity

From the time a student receives a letter stating that a suspension is in place and asking for a parent conference, he or she is barred from returning to the school grounds for any reason until the conference takes place.

The student may not return to the school grounds until being readmitted the day following the suspension. Furthermore, this would mean that the student would not be allowed on the school grounds of Patrick County High School for *any* and *all* extracurricular activities such as ball games, dances, plays, etc. Only regular school days can be counted as suspension days; therefore, days lost due to inclement weather, whether virtual or not, will not be counted as suspension days.

## **Quest**

The Patrick County School System strives toward the goal that all students receive a high school education, realizing, however the regular school program may not necessarily meet the needs of all students. QUEST is designed to meet the needs of potential "at risk" students. This program is designed to be flexible enough so a student could continue in the regular school program and earn a high school diploma or work toward its equivalent. Quest placement is assigned by the administration.

## **Regional Alternative Program:**

Students attending Patrick County High School may be placed at the Regional Alternative Program located in Henry County at CCL (the Center for Community Learning). This program is operated in conjunction with the Henry County and Martinsville City school systems to provide an academic program for students who have experienced difficulty in their regular school setting or other alternative settings. This is a placement reserved for the Superintendent or the Superintendent's designee.

## **Assembly Suspension**

Students assigned assembly suspension will be assigned to in-school suspension during assembly programs. This is a result of inappropriate behavior during previously held assemblies or any other reason that the administration deems necessary.

## **Expulsion**

Expulsion is the formal act by which a student is denied access to the school premises and has his/her name removed from the school register. The authority to expel a student is reserved by the Virginia law to the school board, acting on a recommendation of the Superintendent of Schools.

## **Appeals**

A parent or guardian may appeal to the principal, decisions made by a teacher or assistant principal who may have violated the student's constitutional rights, may have discriminated against the student in violation of board policy or may have made a misinterpretation of board policy. The decision of the principal may be appealed to the Division Superintendent or designee and thereafter to the school board.

# **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association is the only organization in our high school to which every member of the student body belongs. It coordinates the work of all other organizations in the school. The following information pertains to the functions of the Student Government Association and the administration of Patrick County High School. The organization is an important link for the students and parents/guardians concerning the events held at the school and other opportunities the students have to voice their opinions concerning student affairs and events.

The Student Government Association shall be made up of three divisions: the Executive Division (Executive Council), the Legislative Division (Senators/Class Officers), and the Administrative Division (Homeroom Representatives/student volunteers). The purpose and duties of each division are recorded in the SGA Constitution and available to see upon request of the SGA Advisor.

Most of the work of the Student Government Association is done through the Executive Council, which is composed of elected members. The officers act as a steering committee or board of directors for the student activities of the school. The Executive Council has the role of supervising existing school clubs each year to ensure they meet the established standards.

The Student Government Association (SGA) of Patrick County High School is affiliated with the state and national organization.

## **Elections**

**SGA Elections:** Each year the SGA will hold elections for council representatives. Offices include president (rising senior with at least one year prior service as a member of the Executive Council), vice-president (rising junior), secretary (at least a rising sophomore), treasurer (at least a rising sophomore), reporter (at least a rising freshmen), and historian (at least a rising freshmen). Executive Council Officers must have and maintain a GPA of 3.0 or higher.

**Responsibilities of Executive Council Officers:** Duties, responsibilities, and expectations of the Executive Council Officers are outlined in the Student Government Association Constitution and must be understood and followed by each officer throughout the year.

**Class Elections:** Each class will hold elections for representatives of their class. They will elect a president, vice-president, secretary, and where pertinent, a treasurer. Those wishing to seek office should obtain a petition from the class sponsor and have classmates and teachers sign to indicate support. The petition will be due on a designated date. The election will be held during the homeroom period on the designated date.

**Responsibilities of class officers:** Responsibilities of the class officers are outlined in the charter of the Student Government Association and should be understood and followed by each officer throughout the year. Class presidents also serve on the Board of Senators in the legislative division of the SGA. Officers should serve as role models and be above reproach in all that they do. In addition, officers found to be negligent in their duties, their integrity, their responsibilities, or who receive excessive and/or severe disciplinary referrals, may be removed from office by the class sponsor.

**Homeroom Representative:** At the beginning of the fall semester, each homeroom selects two individuals to serve as representatives to the SGA. There should be a designation of the Homeroom Representative and an Alternate. Only the Homeroom Representatives should attend the SGA General Assembly meetings as called by the Executive Council, unless the SGA deems that both should be present. The alternate representative shall attend the meetings when the homeroom representative is absent from school or designates the alternate to attend in his/her place.

**Responsibilities of homeroom representatives:** The responsibilities of the homeroom representatives shall be to attend the SGA General Assembly meetings, bring information and issues of concern or interest to the SGA, make regular announcements of upcoming events and communicate SGA activities pertinent to students, and volunteer to help on projects through participation on SGA committees. Homeroom representatives are members of the Board of Student Initiated Volunteer Board in the Administrative Division of the SGA.

## **CLUBS**

The students of Patrick County High School will have an opportunity to join a club. Students may join only one club that meets during the academic day, but may attend the meetings of other clubs that meet before or after school. Students may receive an invitation for membership in several clubs whose roster is determined by grade point or athletic participation. Students will be permitted to join these clubs.

Students who join a club will remain in that club until the academic school year is completed. Students should study their options for club membership carefully and select the club they wish to join. If you have any questions, please contact the club sponsor for additional information before the club registration deadline.

Clubs will meet four times a year or at other times approved by the administration. Those students who wish not to join a club will be assigned to a club study hall while the clubs hold their regular meetings. This assignment will be considered a classroom assignment and will be treated as such, should a student choose not to report to an assigned classroom.

Clubs that elect officers and/or plan fundraisers or special activities should submit an electronic copy of all agendas, officer elections, and special reports to the SGA Vice President or SGA Advisor for use in updating the SGA calendar and committees. Club presidents will be assigned to an SGA committee and will meet as deemed necessary by

the SGA.

### **Club Information Sheet**

At Patrick County High School, there are various clubs to which students can belong. Students may sign up for one of these clubs if the requirements of the specific club are met. Below is a listing and short description of possible clubs.

*Do not sign up for any club if you cannot or will not meet the requirements. Do not sign up for any club if you are not willing to participate in club meetings, projects, and fundraisers.*

**Students WILL NOT be permitted to change clubs after the club registration deadline. The only changes that will be made to the club rosters after registration deadline will be the removal of students that do not pay dues. Failure to pay dues by the first club meeting will result in the student being placed in Study Hall for the remainder of the academic year.**

**AASIS 9th—12th:** AASIS is a club that is affiliated with Radford University. Membership is by invitation only. It is designed for students that are thinking about attending college. Members will be paired with a student/mentor from Radford University to assist them in the program. Students from Radford University will visit club members once each semester at PCHS. In return, club members will visit Radford University once each semester to meet with their mentor. During club meetings, members will correspond with their Radford University mentors through letters. The club is responsible for making a presentation to Radford University about an aspect of Appalachian history. Limit of 20 students per year.

**ART 9th—12th:** The Art Club is designed for those people interested in learning about art. Students must be enrolled either semester or have completed at least one year of art. Members are expected to participate in fundraisers and community service.

**BOOK CLUB (8<sup>th</sup> – 12<sup>th</sup>)** - This club is dedicated to those of us who think there is nothing better than a good book! We will read three to four student picked books a year and will spend club time discussing them. Club members will also get to share books they are currently reading or would recommend to others. Sponsors: K. Goard and L. Maxie. Location – Room 142.

**BETA (Junior and Senior):** A student must maintain a 3.75 or higher cumulative grade point average. Eighth graders are eligible for Junior Beta Club. Freshmen, sophomores, juniors, and seniors are eligible for the Senior Beta Club. Membership is by invitation only.

**DRAMA 8th—12th:** The PCHS Drama Club is open to all students who are interested in exploring improvisational theatre, learning about upcoming school plays and supporting the work of the drama department. Enthusiastic about acting or stage craft? Come be a part!

**DRBA (Dan River Basin Association) (8<sup>th</sup> -12<sup>th</sup>)** – The Dan River Basin Association (DRBA) Club will be offered for students who are interested in the natural and cultural resources of the Dan River watershed through stewardship, recreation, and education. The club is for those who enjoy outdoor activities or wish to become involved in environmental issues. This club will also build valuable volunteer experience. There is a \$5.00 club due for fieldtrips.

**FBLA 8th—12th:** The purpose of the Future Business Leaders of America is based on a five-point program; business knowledge and skills, school and community leadership promotion, financial, state, and national levels. Members must be currently enrolled or have taken a business class in the past and must participate in one fundraiser and two service projects per year.

**FCA 8th—12th:** The Fellowship of Christian Athletes is open to any student who is interested in joining a club with religious affiliation. The FCA works in conjunction with the PCHS Praise and Worship Team.

**FCCLA 8th—12th:** The Family, Career and Community Leaders of America is designed to help individuals improve personal, family, and community living through organized group and individual activities of the family and consumer sciences program in the schools. Members must be enrolled or have taken a Family and Consumer Sciences class. New members are required to participate in projects.

**FEA 9th—12th:** The Future Educators Association is a small group of students who have the desire to pursue teaching as a possible career. The PCHS Chapter of the FEA will do numerous activities throughout the school year. Those activities include rewarding teachers and staff members during the National Education Week; “adopting” a class at a nearby elementary school, and doing extension activities with an elementary class to reinforce the topics they have learned. Students must fill out an application and provide the appropriate teacher recommendations. The club has limited membership. Students must have at least a “C” average or better in each of their classes. Students should be energetic, cooperative and have an ability to make a classroom environment fun.

**FFA 8th—12th:** The National Future Farmers of America Organization is dedicated to making a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. Club members have numerous opportunities to participate in contests, leadership conferences, field trips, and career development activities. Members must be in an agriculture education class or have had one in the past. Fundraiser participation is strongly encouraged.

**HOSA 9th—12th:** The Health Occupations Students of America Club brings together young people interested in health careers. Members share common interests, explore opportunities and requirements in health fields and grow as individuals. Members must be enrolled in a Health Occupation class and must participate in fundraisers as well as community service projects.

**INTERACT:** Interact Club is a service club for students in grades 9 to 12 who want to connect with other young people, have fun while serving their community, and learn about the world. PCHS Interact Club is sponsored by Stuart Rotary Club and there are many shared service projects throughout the year. We have a fall project to help local citizens, a spring project to help someone overseas. In the spring there is a conference that club members can attend and meet teens from other parts of Virginia.

Interact club meets twice a month.

**SKILLS USA 9th—12th:** The Skills USA club is an organization for students who are enrolled in trade and industrial and technical education programs. Through club activities which are planned, initiated and conducted by club members, the organization promotes social and leadership skills as well as pride in personal workmanship. The club brings together students who share common interests, ideals and purposes. Through various activities, members learn about their roles in the school community and the world of work. Members serve others and make vital contributions toward improving the quality of life in today's world.

**SPANISH 8th—12th:** The Spanish Club supplements the Spanish class with regard to the cultural aspects of Spanish speaking people. The club engages in a variety of community, school, and club projects. Students must be enrolled in a Spanish class that year or have completed Spanish IV. Fundraisers are required. The club is open to 8th—12th grade and is divided according to grade.

**TECHNOLOGY STUDENT ASSOCIATION 8th—12th:** Technology Students Association is a nationally recognized program of all Virginia schools, both public and private. TSA goals include providing an opportunity for students to gain contact with industrial and business personnel, and acquiring democratic understanding through leadership activities. Students organize projects that contribute to the community. The TSA organization offers opportunities at the regional, state, and national levels for leadership development and competitive events, adding to the students' knowledge and understanding of an ever-changing technical world. Students must have taken or be enrolled in a technology class. Fundraiser participation is required.

**VARSITY:** Varsity Club members will have lettered in a varsity sport at Patrick County High School. Dues must be paid and members must participate in several community projects, including Special Olympics. Since this club does not meet on the regular club day, meetings are called several times during the year.

## **ELEMENTARY AND SECONDARY EDUCATION ACT: EVERY STUDENT SUCCEEDS ACT**

The Every Student Succeeds Act of 2015 (ESSA) was signed into law on December 10, 2015. The new law replaces the No Child Left Behind Act of 2001 (NCLB). Virginia's ESSA State Plan is aligned with the proposed revisions to the Commonwealth's Standards of Accreditation and is currently under review by the U.S. Department of Education. Updates on plan progress will be made available on this webpage throughout the development of Virginia's state plan.  
[http://www.doe.virginia.gov/federal\\_programs/esea/essa/index.shtml](http://www.doe.virginia.gov/federal_programs/esea/essa/index.shtml)

### **ATTENDANCE POLICY/PROCEDURES STUDENT ABSENCES/EXCUSES/DISMISSALS**

PCPS Policy Reference: JED (7/2022)

#### **I. Student Attendance Policy**

Student attendance is a cooperative effort and the School Board involves parents and students in accepting the responsibility for good attendance.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age is responsible for such child's regular and punctual attendance at school as required under provisions of the law.

Parents of students who are absent must inform the school of the reason for the absence no later than upon the student's return to school. Absences are excused for the following reasons:

- A. For middle and high school students, one school day per school year to engage in a civic event
- B. A maximum of one school days per academic year for participation in a 4-H educational program or activity; no credit will be provided for a student whose participation in a 4-H educational program or activity occurs during scheduled Standards of Learning assessments or during any period of time that the student 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
- C. 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 one 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
- D. Student illness or injury
- E. Quarantine
- F. Medical or dental appointments
- G. Student court appearance
- H. Death in the immediate family (parent/guardian, grandparent, brother, sister, foster parent)
- I. Religious observances
- J. Pre-arranged college visits (2 per year)
- K. Extenuating circumstances, which are determined appropriate and arranged in advance by the school administration

The superintendent, by regulation, establishes procedures for appropriate interventions when a student engages in a pattern of absences for less than a full day, the explanation of which, if it were a full-day absence, would not be an excused absence.

The superintendent's regulations include procedures for excusing students who are absent by reason of observance of a religious holiday. Such regulations ensure that a student 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, if the absence is verified in an acceptable manner.

Students shall attend school for a full day unless excused by the principal or principal's designee.

High school students may spend a maximum of five (5) school days each academic year participating in High School to Work Partnerships established pursuant to guidelines developed by the Board of Education. Students who miss a partial or full day of school while participating in Partnership programs are not counted as absent for the purposes of calculating average daily membership. The superintendent's regulations include procedures by which students may make up work missed while participating in a High School to Work Partnership.

An attendance officer, or a division superintendent or superintendent's designee when acting as an attendance officer pursuant to Va. Code § 22.1-258, may complete, sign, and file with the intake officer of the juvenile and domestic relations district court, on forms approved by the Supreme Court of Virginia, a petition for a violation of a school attendance order entered by the juvenile and domestic relations district court pursuant to Va. Code § 16.1-278.5 in response to the filing of a petition alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228.

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.

#### **II. Compulsory Attendance Procedures**

Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, the school principal, principal's designee, attendance officer or other school personnel or volunteer notifies the parent by phone, email or other electronic means to obtain an explanation. School staff records the student's absence for each day as "excused" or "unexcused". Early intervention with the student and parent or parents takes place for repeated unexcused absences.

##### **A. Upon Fifth Absence Without Parental Awareness and Support**

If (1) a student fails to report to school for a total of five scheduled school days for the school year, and (2) there is no indication that the student's parent is aware of and supports the absence; and (3) a reasonable effort to notify the parent of the absences have failed, then the principal or principal's designee makes a reasonable effort to ensure that direct contact is made with the parent, in person, through telephone conversation, or through the use of other communication devices to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal, principal's designee, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

##### **B. Upon Additional Absences Without Parental Awareness and Support**

If the pupil is absent for more than one additional day after direct contact with the pupil's parent and school personnel have received no indication that the pupil's parent is aware of and supports the pupil's absence, the school principal or principal's designee shall schedule a conference with the pupil, the pupil's parent and

school personnel. Such conference may include the attendance officer and other community service providers to resolve issues related to the pupil's nonattendance. The conference shall be held no later than 10 school days after the tenth absence of the pupil, regardless of whether the student's parent approves of the conference. The conference team shall monitor the pupil's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal's designee shall make a referral to the attendance officer. The attendance officer shall schedule a conference with the pupil and pupil's parent within 10 school days and may (i) file a complaint with the juvenile and domestic relations district court alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228 or (ii) institute proceedings against the parent pursuant to Va. Code § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this policy. In the event that both parents have been awarded joint physical custody pursuant to Va. Code § 20-124.2 and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

### **III. Report for Suspension of Driver's License**

In addition to any other actions taken pursuant to this policy, if a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

### **IV. Attendance Reporting**

Student attendance is monitored and reported as required by state law and regulations. At the end of each school year, each public school principal reports to the superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The superintendent compiles this information and provides it annually to the Superintendent of Public Instruction.

### **V. Dismissal Precautions**

Principals do not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil. Students are released only on request and authorization of parent or guardian. The superintendent establishes procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system is maintained in each school.

## **ATTENDANCE REGULATIONS**

PCPS Policy Reference: JED-R (6/2020)

### **Absences/Tuancy School and Class Attendance -Grades K-12**

The Patrick County School Board is committed to affording its youth a high quality education. To reinforce this commitment, standards for student attendance are developed to encourage punctuality, self-discipline, responsibility, and overall student success in school.

Students are expected to be in school, in class, and ready for instruction. Daily and punctual school attendance is essential to each student's academic development. Absence from school is detrimental to student achievement. The following guidelines will be used for awarding perfect attendance for the school year: The student must be in a classroom setting for a minimum of two hours to be considered "present". The two hours do not have to be consecutive, nor at the beginning of the school day. Tardies and/or early dismissals that exceed six (6) for the year will result in the student not being eligible for perfect attendance.

As required under the provisions of law, each parent/guardian is responsible for regular and punctual attendance of any child in his or her charge within the compulsory age for school attendance. Emancipated students are responsible for their own regular and punctual attendance. Parents and emancipated students are expected to work cooperatively with school personnel to correct attendance problems, including meetings with teachers, counselors, or administrators.

Each member of a school's faculty is expected to avoid causing a student to be tardy or absent from a colleague's class. If a student is tardy or absent because of being detained by a faculty member, then he/she will be considered excused and the absence will not be included in the count for excessive absences.

Students shall not be in an unauthorized area of the school without prior permission, and shall not leave a classroom, building, or assigned area without proper permission. Students who do not comply with this section will be subject to disciplinary action in accordance with the Code of Student Conduct and Discipline Guidelines.

#### **A. Absence Defined**

Students of school age shall attend their assigned schools during school hours in accordance with state law. The Superintendent, through the principals, shall be responsible for maintaining accurate records of student attendance and for closely monitoring the reasons for students' absences.

Parents shall furnish a reason for absences from school upon the child's return to school.

Students who are absent with a prior written notice from a parent for observance of a religious holiday may not be 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 he missed by reason of such absence, if the absence is verified in an acceptable manner by the principal or his/her designee.

At the elementary school level, if a student does not attend school for at least two hours, he/she is counted absent.

At the high school level, absences are computed for each class. A student who misses more than half of the class period or forty-five (45) minutes of any class will be counted absent for that class.

#### **B. Excused Absences**

On the first day after returning to school, documentation from doctor appointment, etc. should be submitted. Students will be allowed six (6) parent notes during the year for excused absences at the elementary level. High school students are allowed three (3) parent notes per semester for excused absences.

Excuses for absences that shall be deemed acceptable and excusable include the following:

1. Student illness or injury
2. Quarantine
3. Medical or dental appointments
4. Student court appearance
5. Death in the immediate family (parents/guardians, grandparents, brothers, sisters, foster parents)
6. Religious observances
7. Pre-arranged college visits (2 per year)
8. Extenuating circumstances, which are determined appropriate and arranged in advance by the school administration

Note: The principal or designee may consider circumstances beyond the control of the students and/or parent and excuse the student from school for reasons other than those listed above.

Classes missed due to school sponsored activities, e.g., field trips and athletics, are excused since students are considered present in school for these activities. Classes missed due to exam exemptions are also excused.

### **C. Religious Holidays**

Students shall be excused for the observance of traditional religious holidays. The parent who is responsible for notifying the child's school of the religious holiday(s) to be observed should prearrange absences. Parent's notes shall specify:

1. the date(s) of the absences(s);
2. the name of the religious holiday; and
3. a statement that the absence is due to the exercise of the student's bona fide religious beliefs.

If the parent is unable to prearrange the absence, a request for exemption must be received no later than the second day after the student's return to school from the absence occasioned by the religious observance. Students are responsible for contacting teachers for work missed.

### **D. Unexcused Absences**

A student's absence shall be unexcused for the following reasons: verification for an absence, parent verification for personal illness (seven (7) or more per year at the elementary level; four (4) or more per semester at the high school level), skipping, truancy, suspensions, and other absences without prior school approval.

### **E. Parental/Guardian Notification of Absences**

A documented attempt will be made to contact the parent or guardian if a student is absent without administrative approval or knowledge.

### **F. Recordkeeping for Absences**

Each principal is responsible for establishing a school recordkeeping system for all student absences.

Excused absences for school-sponsored/related activities, authorized visits of students with school personnel, and recognized religious holidays should be noted as such.

All absences can be verified via phone or written note.

Students who are absent from school may not participate in any extracurricular activities of the school that same day without permission of the administration. A student must attend a minimum of two (2) hours at the elementary level and two (2) blocks at the secondary level to be counted present for the day and to participate in any extracurricular activities.

### **G. Make-up Work**

When a student is absent, he/she will have one school day for each day's absence to complete make-up work. If parents request make-up work on the day of the child's absence, this request must be made by 10:00 am. Any make-up work may then be picked up, at the end of the school day, in the guidance office to avoid interruption of class instruction. It is recommended that assignments or make-up work be picked up by an adult as opposed to being sent by students. Make up work not submitted on time will result in a grade of zero.

### **H. Excessive Absences**

The following procedures shall be utilized as mandated by the Code of Virginia, Section 22.1-254/22.1-258 and School Board Policy JED in handling student attendance problems:

1. If a student fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the pupil's parent is aware of and supports the pupil's absence, a reasonable effort to notify by telephone the parent to obtain an explanation for the pupil's absence shall be made.
2. If a student fails to report to school for a total of (5) unexcused days for the school year the principal or his designee will make a reasonable effort to make direct contact with the parent in person, through telephone conversation, or through the use of other communication devices to obtain an explanation for the student's absence and to explain to the parent the consequences of continued nonattendance. The school principal or his designee, the student, and the student's parent will jointly develop a plan to resolve the student's nonattendance.
3. If a student fails to report more than one additional day after direct contact with the student's parent, the school principal or his designee will schedule a conference with the student, his parent, and school personnel. The conference may include the attendance officer and other community service providers to resolve issues related to the pupil's nonattendance. The conference team will monitor the pupil's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve.
4. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the student is resisting parental efforts to comply with compulsory attendance requirements, the principal or his designee will make a referral to the attendance officer. The attendance officer will schedule a conference with the student and his parent and may (i) file a complaint with the juvenile and domestic relations district court alleging the student is a child in need of supervision or (ii) institute proceedings against the parent.
5. A student who misses over twenty-five (25) days of school may be considered for retention.

### **I. Resulting Actions**

Truancy interventions may include, but is not limited to, the following: parent conference; scheduled contact with parent; referral to the guidance counselor; loss of privileges and/or restricted participation in school activities; referral to alternative learning program; and recommendation to the administration for other consequences.

## **AVAILABILITY OF SCHOOL DIVISION POLICIES**

In compliance with VA Code 22.1-253.13.7, the policies for Patrick County Public Schools are available on the school division's website at <https://sites.google.com/a/patrick.k12.va.us/pcps-policy-manual/>. Printed copies of Patrick County Public School division's policies are available at work site as well as the central office. Policies with required notifications can be found on the division website, including, but not limited to: Code of Student Conduct, Compulsory Attendance, Parental Responsibility and Involvement, Fees, FERPA, Internet Policy, Nondiscrimination, Harassment, Parent and Family Engagement, and Wellness Policies.

Questions regarding the school division's policies should be directed to:

Human Resources Coordinator  
Patrick County Public Schools  
P.O. Box 346 – 104 Rucker Street  
Stuart, VA 24171  
(276) 694-3163

## **CHILD FIND**

In accordance with *Regulation Governing Special Education Programs for Children with Disabilities in Virginia*, The Patrick County Public Schools wish to announce the availability of special education services for those children who qualify.

Special Education services are available in Patrick County Public Schools for those (age birth to 21 inclusive) who are eligible in the following exceptionalities:

1. "Autism" means a developmental disability significantly affecting verbal and nonverbal communication and social interaction, generally evident before age three, that adversely affects a child's educational performance. Other characteristics often associated with autism are engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. The term does not apply if a child's educational performance is adversely affected primarily because the child has an emotional disability. A child who manifests the characteristics of autism after age three could be diagnosed as having autism if the criteria in this definition are satisfied.
2. "Deafness" means a hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing with or without amplification, which adversely affects educational performance.
3. "Deaf-blindness" means hearing and visual impairments occurring at the same time, the combination of which causes severe communication and other developmental and educational problems that cannot be accommodated in special education programs solely for children with deafness or blindness.
4. "Hearing Impairment" means impairment in hearing, whether permanent or fluctuating, that adversely affects a child's educational performance, but which is not included under the definition of "deafness" in this section.
5. "Intellectual Disability" means significantly sub average general intellectual functioning existing concurrently with deficits in adaptive behavior and manifested during the developmental period, which adversely affects a child's educational performance.
6. "Multiple Disabilities" means two or more impairments at the same time (such as intellectually disabled, blindness, learning disabled, orthopedic impairment, etc.) the combination of which causes such serious educational needs that they cannot be accommodated in special education programs solely for one of the impairments. The term does not include deaf-blindness.
7. "Orthopedic Impairment" means a severe orthopedic impairment which adversely affects a child's educational performance. The term includes impairments caused by congenital anomaly (e.g. club foot, absence of some member), impairments caused by some disease (e.g., poliomyelitis, bone tuberculosis), and impairments from other causes (e.g. cerebral palsy, amputations and fractures or burns which cause contractures).
8. "Other Health Impaired" means having limited strength, vitality, or alertness, including a heightened alertness to environmental stimuli that result in limited alertness with respect to the educational environment that is due to chronic or acute health problems such as asthma, attention deficit disorder or attention deficit hyperactivity disorder, diabetes, epilepsy, a heart condition, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, sickle cell anemia, and Tourette Syndrome.
9. "Emotional Disability" is defined as follows: 1) The term means a condition exhibiting one or more of the following characteristics over a long period of time and to marked degree, which adversely affects educational performance: a. an inability to learn which cannot be explained by intellectual, sensory or health factors; b. an inability to build or maintain satisfactory interpersonal relationships with peers and teachers; c. inappropriate types of behavior or feelings under normal circumstances; d. a general pervasive mood of unhappiness or depression; or e. a tendency to develop physical symptoms or fears associated with personal or school problems. 2) The term includes schizophrenia. The term does not apply to children who are socially maladjusted, unless it is determined that they have an emotional disability.
10. "Specific Learning Disability" means a disorder in one or more of the basic psychological processes involved in understanding or using language, spoken or written, which may manifest itself in an imperfect ability to listen, think, speak, read, write, spell or to do mathematical calculations. The term includes such conditions as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia and developmental aphasia. The term does not include children who have learning problems which are primarily the result of visual, hearing or motor disabilities or intellectual disabilities, or emotional disabilities or of environmental, cultural or economic disadvantage.
11. "Speech or Language Impairment" means a communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment that adversely affects a child's educational performance.
12. "Visual Impairment" means a visual impairment that, even with correction, adversely affects a child's educational performance. The term includes both partial sight and blindness.
13. "Developmental Delay" means a disability affecting a child ages two through six:
  - a. who is experiencing development delays, as measured by appropriate diagnostic instruments and procedures, in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, or adaptive development; and
  - b. who, by reason thereof, needs special education and related services. *Resulting* in total or partial functional disability or psychosocial impairment or both, that adversely affects a child's educational performance. The term applies to open or closed head injuries resulting in impairments in one or more areas, such as cognition; language; memory; attention; reasoning; abstract thinking; judgment; problem solving; sensory, perceptual, and motor abilities; psychosocial behavior; physical functions; information processing; and speech. The term does not apply to brain injuries that are congenital or degenerative, or to brain injuries induced by birth trauma.

Children who exhibit impairments in the above listed categories should be referred for possible special services. Those who qualify will be provided a free and appropriate education as specified under the "Individuals with Disabilities Education Act" (IDEA).

Parents of children who may qualify for services under IDEA or Section 504 of the Rehabilitation Act of 1973 should contact the school's principal or the Director of Special Education (276-694-3163).



## EATING DISORDERS

Eating disorders are serious health problems that usually start in childhood or adolescence and affect both girls and boys. With early diagnosis, eating disorders are treatable with a combination of nutritional, medical, and therapeutic supports. Recognizing the importance of early identification of at-risk students, the 2013 Virginia General Assembly passed a law requiring each school board to provide parent educational information regarding eating disorders on an annual basis to students in the fifth through twelfth grades.

It is important to note that eating disorders are not diagnosed based on weight changes as much as behaviors, attitudes, and mindset. Symptoms may vary between males and females and in different age groups. Often, a young person with an eating disorder may not be aware that he/she has a problem or keeps the issues secret. Parents/guardians and family members are in a unique position to notice symptoms or behaviors that cause concern. Noting behaviors common to people with eating disorders may lead to early referral to the primary care provider. It is important for eating disorders to be treated by someone who specializes in this type of care.

After reviewing the information on the reverse side of this letter, if you think your child may be showing signs of a possible eating disorder, please contact your primary health care provider, school nurse, or one of the resources listed below.

- Academy for Eating Disorders (AED): <http://www.eatingdisorderhope.com/information/help-overcome-eating-disorders/non-profits-organizations/aed>
- Families Empowered and Supporting Treatment of Eating Disorders (F.E.A.S.T.): [www.feast-ed.org](http://www.feast-ed.org)
- National Eating Disorders Association [www.nationaleatingdisorders.org](http://www.nationaleatingdisorders.org)
- Toll free, confidential Helpline, 1-800-931-2237

Additional resources may be found at:

- Virginia Department of Education [http://www.doe.virginia.gov/support/health\\_medical/index.shtml](http://www.doe.virginia.gov/support/health_medical/index.shtml), under the section titled, Eating Disorders

### What Are Eating Disorders?

Eating disorders are real, complex, and devastating conditions that can have serious consequences for health, productivity, and relationships. They are not a fad, phase or lifestyle choice. They are potentially life-threatening conditions affecting every aspect of the person's functioning, including school performance, brain development, emotional, social, and physical well-being.

Eating disorders can be diagnosed based on weight changes, but also based on behaviors, attitudes and mindset. Be alert for any of these signs in your child.

Key things to look for around food:

- Eating a lot of food that seems out of control (large amounts of food may disappear, you find a lot of empty wrappers and containers hidden)
- Develops food rules—may eat only a particular food or food group, cuts food into very small pieces, or spreads food out on the plate
- Talks a lot about, or focuses often, on weight, food, calories, fat grams, and dieting
- Often says that they are not hungry
- Skips meals or takes small portions of food at regular meals
- Cooks meals or treats for others but won't eat them
- Avoids mealtimes or situations involving food
- Goes to the bathroom after meals often
- Uses a lot of mouthwash, mints, and/or gum
- Starts cutting out foods that he or she used to enjoy

Key things to look for around activity:

- Exercises all the time, more than what is healthy or recommended – despite weather, fatigue, illness, or injury
- Stops doing their regular activities, spends more time alone (can be spending more time exercising)

Physical Risk Factors:

- Feels cold all the time or complains of being tired all the time. Likely to become more irritable and/or nervous.
- Any vomiting after eating (or see signs in the bathroom of vomiting – smell, clogged shower drain)
- Any use of laxatives or diuretics (or you find empty packages)

Other Risk Factors:

- Believes that they are too big or too fat (regardless of reality)
- Asks often to be reassured about how they look
- Stops hanging out with their friends
- Not able to talk about how they are feeling
- Reports others are newly judgmental or “not connecting”

### If your Child Shows Signs of a Possible Eating Disorder

seek assistance from a medical professional as soon as possible. Because they are so complex, **eating disorders should be assessed by someone who specializes in the treatment of eating disorders.** The earlier a person with an eating disorder seeks treatment, the greater the likelihood of physical and emotional recovery.

Eating disorders affect both males and females of all ages.

Weight is NOT the only indicator of an eating disorder, as people of all sizes may be suffering.

### How to Communicate with Your Child

- Understand that eating disorder sufferers often deny that there is a problem.
- Educate yourself on eating disorders
- Ask what you can do to help
- Listen openly and reflectively
- Be patient and nonjudgmental
- Talk with your child in a kind way when you are calm and not angry, frustrated, or upset
- Let him/her know you only want the best for him/her
- Remind your child that he/she has people who care and support him/her
- Be flexible and open with your support
- Be honest
- Show care, concern, and understanding
- Ask how he/she is feeling
- Try to be a good role model- don't engage in 'fat talk' about yourself
- Understand that your child is not looking for attention or pity
- Seek professional help on behalf of your child if you have ANY concerns

## LAWS REGARDING THE PROSECUTION OF JUVENILES AS ADULTS

The following information has been developed by the Office of the Attorney General regarding the prosecution of juveniles as adults.

Section 22.1-279.4 of the Code of Virginia states:

School bards shall provide information developed by the office of the Attorney General to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes. Methods of providing such information may include, but not be limited to, public announcements in the schools, written notification to parents, publication in the student conduct manual, and inclusion in those materials distributed to parents pursuant to 22.1-279.3.

The following information in question and answer format provides the notice required by this section of the Code.

**Who is a juvenile?** Section 16.1-228 of the Code of Virginia defines a juvenile as “a person less than 18 years of age: Section 16.1-269.1 of the Code permits juveniles, 14 years of age or older at the time of an alleged offense, to be prosecuted as adults for specific crimes under certain circumstances. This process is called a transfer to the appropriate circuit court for trial as an adult.

**How is the age of the juvenile calculated?** Section 16.1-241 of the Code of Virginia provides that for the purpose of transferring a juvenile to circuit court for trial as an adult, the child must have been 14 or older at the time of the offense.

**Under what circumstances does the law permit the transfer of juveniles for trial as adults?** The Code of Virginia permits the transfer of juveniles for trial as adults under three specific circumstances. Following is a description of each circumstance and the procedure that is followed in order to determine whether the student is transferred to circuit court.

### Circumstance #1

A transfer can occur when a juvenile, who is age 14 or older at the time of the offense, is charged with a crime which would be a felony if committed by an adult (16.1-269.1A of the Code of Virginia). Offenses are either felonies or misdemeanors. Those offenses that are punishable by confinement in a state correctional facility or death are felonies; all other offenses are misdemeanors. Felonies are classified of rate purposes of punishment and sentencing into six classes. The authorized punishments for conviction of a felony are as follows:

- Class 1 felony – death if the person convicted was 18 years of age or older at the time of the offense and is not determined to be mentally retarded and a fine of not more than \$100,000. If the person was under 18 years of age at the time of the offense or is determined to be mentally retarded, the punishment shall be imprisonment for life or imprisonment for life and a fine of not more than \$100,000.
- Class 2 felony – imprisonment for life or for any term not less than twenty years or imprisonment for life or for any term not less than twenty years and a fine of not more than \$100,000.
- Class 3 felony – a term of imprisonment of not less than five years or more than twenty years or a term of imprisonment of not less than five years nor more than twenty years and a fine of not more than \$100,000.
- Class 4 felony – a term of imprisonment of not less than two years or more than ten years and a fine of not more than \$100,000.
- Class 5 felony – a term of imprisonment of not less than one year nor more than ten years, or in the
- discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than \$2,500, either or both.
- Class 6 felony – a term of imprisonment of not less than one year nor more than five years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than \$2,500, either or both.

(18.2-9 and 18.2-10 of the Code of Virginia)

In this circumstance, the Commonwealth’s Attorney’s office makes a formal request to the judge of the juvenile court for the juvenile to be transferred to the circuit court. The juvenile court holds a transfer hearing and may retain jurisdiction or transfer the juvenile to the appropriate circuit court for criminal proceedings. Any transfer to the circuit court is subject to the following conditions: (1) notice; (2) probable cause to believe that the juvenile committed the alleged delinquent act or a lesser included delinquent act; (3) the juvenile is competent to stand trial; and, (4) the juvenile is not a proper person to remain within the jurisdiction of the juvenile court.

The decision regarding whether the juvenile is not a proper person to remain within the jurisdiction of the juvenile court is based upon but not limited to, the following factors:

- The juvenile’s age
- The seriousness and number of alleged offenses
- Whether the juvenile can be retained in the juvenile justice system long enough for effective treatment and rehabilitation
- The appropriateness and availability of the services and dispositional alternatives in both the criminal justice and juvenile justice systems needed by the juvenile
- The record and previous history of the juvenile in the jurisdiction where the alleged crime occurred or in other jurisdictions
- Whether the juvenile has escaped from a juvenile correctional entity in the past
- The extent, if any, of the juvenile’s degree of mental retardation or mental illness
- The juvenile’s school record and education
- The juvenile’s mental and emotional maturity
- The juvenile’s physical condition and maturity

### Circumstance #2

A transfer can occur when a juvenile 14 years of age or older is charged with an offense which would be a felony if committed by an adult. (16.1-269.1C of the Code of Virginia)

In this circumstance, transfer is requested at the discretion of the Commonwealth’s Attorney. If the Commonwealth’s Attorney wishes to transfer the juvenile for trial as an adult, the juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (16.1-269.1C of the Code of Virginia)

### Circumstance #3

A transfer occurs when a juvenile 14 years of age or older at the time of the alleged offense is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding. (16.1-269.1B of the Code of Virginia)

Transfer under this circumstance is automatic. Whenever a juvenile 14 years of age or older is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding, he or she must be tried as an adult. The juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (16.1-269.1B of the Code of Virginia)

**If a juvenile is transferred for prosecution as an adult on one offense, what happens if he or she has also been charged with other offenses?** If any one charge is transferred, all other charges of delinquency arising out of the same act will be transferred. (16.1-269.6 of the Code of Virginia)

**Does the transfer impact subsequent alleged criminal offenses?** Yes. Once a juvenile is convicted of a crime as an adult in circuit court, all subsequent alleged criminal offenses of whatever nature, will be treated as adult offenses and no transfer hearing will be required. (16.1-269.6 of the Code of Virginia)

**What happens when an adult is sentenced for a crime he or she committed as a juvenile?** When the juvenile court sentences an adult who has committed, before attaining the age of 18, an offense which would be a crime if committed by an adult, the court may impose a penalty up to a maximum of 12 months in jail and/or a fine up to \$2,500. (16.1-284 of the Code of Virginia)

**What can happen if a juvenile is tried as an adult?** There are significant differences between a juvenile being tried as a juvenile and a juvenile being tried in the circuit court as an adult. In the juvenile system, a juvenile is given added protections because of his or her youth. First, records pertaining to the charge and adjudication of delinquency are confidential and may not be available to the public unless the crime was a felony. Second, if the adjudication is for a misdemeanor, the juvenile court record is expunged when the juvenile reaches the age of majority and is considered an adult. Third, a juvenile who is adjudicated delinquent remains in the juvenile system where a judge has discretion in the determination of the punishment or consequences to be imposed. In the juvenile system, the emphasis is on treatment and education.

In contrast, if a juvenile is prosecuted as an adult the issues and information related to the charge and the conviction of a crime are part of the public record. Because the information becomes an adult criminal record, it is not expunged when the juvenile reaches the age of 18. Additionally, the judge does not have the same discretion in sentencing. The judge in circuit court must impose at least the mandatory minimum sentence that is prescribed in sentencing guidelines. The circuit court does have the discretionary power to commit the juvenile to the juvenile system even if prosecuted as an adult.

### **NOTIFICATION OF RIGHTS REGARDING STUDENT SCHOLASTIC RECORDS**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's scholastic records. They are:

1. The right to inspect and review the student's scholastic records within 45 days of the day the school division receives a request for access. Parents or eligible students should submit to the school's principal a written request that identifies the record(s) they wish to inspect. The school's principal will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's scholastic records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Patrick County Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify what is inaccurate or misleading. If the school division decides not to amend the record as requested by the parent or eligible student, the school division will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school division as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on a School Board; a person or company the school division has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review the scholastic records in order to fulfill his or her professional responsibility. Upon request, the school division discloses scholastic records without consent to officials of another school division in which the student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school division to comply with the Requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

### **Parents' Right to Know under the Every Student Succeeds Act**

On December 10, 2015, the Every Student Succeeds Act (ESSA) was signed into law. Section 1112(e)(1)(A) states that a parent of a student in Patrick County Public Schools, receiving Title I funds, has the right to know the professional qualifications of the classroom teachers instructing your child. Federal law requires the school division to provide you this information in a timely manner if you request it.

#### **Patrick County Public Schools Acceptable Bring Your Own Device Computer System Use Policy IIBEA-E3 (11/2019)**

##### **Student Use of Division Computer System – Acceptable Computer Use Agreement**

All use of the Patrick County Public Schools' computer system shall be consistent with the Patrick County School Board's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication.

##### **District Internet and Email Guidelines**

Access to e-mail and the internet will enable students to explore thousands of libraries, databases, and websites while exchanging messages with internet users throughout the world. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While the intent is to make internet access available solely to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the internet, in the form of information resources and opportunity for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information services. The School Division computer system is provided for students for the purposes of education, research and communication. Access to the division computer system is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right – and entails responsibility.

Individual users of the School Division's computer system are responsible for their behavior and communications over the network. Administrators, teachers, and staff will provide guidelines for acceptable use of the division computer system and will monitor and guide student use. The School Division has no duty to regulate or review off-campus internet/electronic messages, statements, postings, or acts; however, if those acts threaten violence against another student or school personnel or otherwise disrupt the learning environment or the orderly conduct of the school, the school can take action, from conferencing with parents and students to disciplinary action.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

##### **Internet Safety**

Within reason freedom of speech and access to information will be honored; however this must be balanced with the need to provide a safe and healthy environment for students. In accordance with the Children's Internet Protection Act (CIPA), the school division makes every reasonable effort to filter access to internet content that is obscene, depicts pornography, is harmful to minors, or is deemed inappropriate. During school, teachers of younger students will guide them toward appropriate materials. Internet use is

monitored by teachers at all grade levels. In accordance with VA Code § 22.1-70.2, Patrick County Public Schools provides internet safety training to teachers and students in grades K-12. Teachers provide guidance and information about internet safety as part of classroom instruction when it involves the use of the internet. Students at the middle school participate in a unit on internet safety.

### **Cyberbullying**

Cyberbullying, the use of technology to support deliberate, hostile behavior intended to frighten or harm others, is a criminal act under the VA Code § 18.2-152.7:1. Any student who uses a school-provided device or who uses a personal device on school grounds with the intent to intimidate, harass, or coerce another person; to use obscene, profane, lewd, or lascivious language to communicate such harassment; or to threaten an illegal or immoral act shall be subject to school disciplinary action. IN any instance in which cyberbullying creates a climate of fear and/or causes a disruption of the work of the school or infringes on the rights of other students, the person committing the act shall be subject to school disciplinary action.

### **Sexting**

Sexting, youth writing sexually explicit messages, taking sexually explicit photos of themselves or others in their peer group, and transmitting those photos and/or messages to their peers, may not be criminal in intent; however, it can be construed as such under current laws. Producing, storing, or sharing lewd or explicit pictures of minors is against the law in Virginia Code § 18.2-374.1 and 18.2-374.1:1 of the criminal Code of Virginia. This applies to students merely possessing such images on their cell phones, sharing them with other students via cell phone, or producing them using their cell phones. In any instance in which a student uses division resources to engage in sexting or when sexting occurring outside of school causes a disruption of the work of the school or infringes on the rights of other students, the person committing the act shall be subject to disciplinary action and reported to proper authorities if warranted.

### **Student Email**

Patrick County Public Schools' electronic mail system is owned and controlled by the School Division. The School Division provides electronic mail to aid students as an educational tool. Electronic mail is not private. Students' electronic mail may be restricted and/or monitored. Unauthorized access to an electronic mail account by any student is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

### **Use of Student -Owned Devices**

Patrick County Public Schools understands that technology plays a key role in the lives of today's students. For that reason, Patrick County Public Schools provides one-to-one technology to students in grades K-12. Personal computers or other technology are not permitted. Students in grades 8-12 may bring personal mobile internet devices (cell phones) to school to use as educational tools. The use of these devices during instructional time will be at the teacher's discretion and only for instructional purposes. All use must adhere to the Acceptable Use Agreement and Guidelines for the Use of Student-owned Electronic Devices. See policy JFCZ for further information on cell phone usage and possession.

### **Responsibilities**

1. Students are responsible for utilizing School Division technology for facilitating learning and enhancing educational information based on school division curriculum and instructional goals.
2. Students are responsible for maintaining the privacy of passwords and are prohibited from publishing or sharing passwords with other system users. Students shall not attempt to gain unauthorized access to any computer system or go beyond personal authorized access. This includes logging into the system through another person's account or attempting to bypass the internet content filter.
3. Students are responsible for maintaining appropriate use of electronic mail. School officials reserve the right to monitor any or all activity on the division's computer systems and to inspect individuals' files. Students should not expect that their communications and files on division owned computers/servers are private.
4. Students must not access, display, or transmit pornography, obscenities, or other materials deemed inappropriate for educational purposes. In accordance with the Children's Internet Protection Act (CIPA), the School Division makes every reasonable effort to filter access to internet content that is obscene, depicts pornography, is harmful to minors, or is deemed inappropriate for minors. The School Division does not guarantee that school officials will monitor or control all user access to non-filtered, inappropriate internet content or that students will not have access to such materials while using the division's technological resources.
5. Students are responsible for properly using and caring for district technology including hardware and software. Any use which damages, compromises, or jeopardizes technology resources is prohibited. Students shall not download files without system administration permission.
6. Users must adhere to copyright and trademark laws and applicable licensing agreements in the use of hardware and software and the transmitting or copying of text or files from the internet or from other network resources.

Students may be disciplined for any improper or prohibited activity, including but not limited to:

1. using a computer ID/password other than his/her own
2. using a computer to engage in any illegal act
3. using a computer to engage in "cyberbullying"
4. modifying or defacing hardware or software
5. improperly exiting established menus or applications
6. attempting to bypass the division internet content filter
7. using School Division technology without authorization
8. downloading files or installing software
9. gaining unauthorized access to any computer system or otherwise access data not intended for the user including, but not limited to, other users' files and administrative data
10. engaging in inappropriate language or activities on division networks
11. accessing the division network with personal computers or other electronic devices that obtain an IP address
12. accessing the Internet with personal computers or other mobile internet devices other than by using the division secure wireless network

Violation of any of the above rules may result in a loss of network/internet access. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate conduct. When and where applicable, law enforcement agencies may be involved.

The Patrick County School Board makes no warranties of any kind, neither expressed nor implied, for the internet access it is providing. The Division will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service; the accuracy, nature, or quality of information stored on Division devices, hard drives, or servers; the accuracy, nature or quality of information gathered through Division-provided internet access; personal property used to access Division computers or networks or for Division-provided internet access; nor for unauthorized financial obligations resulting from Division-provided access to the internet. Parents may choose to have their student(s) not utilize technology services by completing and returning the non-participation form.

## Cell Phone and Other Devices Possession and Use Policy

PCPS Policy Reference JFCZ (11/2019)

### Grades 8-12

Students may use cell phones before school, during lunch, and after school hours or at school functions/activities after the school day as long as its use does not disrupt activity.

1. Students must obtain teacher permission before using an electronic device during classroom instruction.
2. Student use of an electronic device must support the instructional activities currently occurring in each classroom and must adhere to the Acceptable Use Agreement.
3. Students must turn off and put away an electronic device when requested by a teacher.
4. Students should be aware that their use of the electronic device could cause distraction for others in the classroom, especially in regards to audio. Therefore, audio should be muted or headphones used when appropriate. Any music would need to be stored on the device and not streamed or downloaded while on the school network.
5. Students may use their personal electronic device before school, at lunch, and after school in adult supervised areas only, such as the Media Center or classrooms with the teacher present, as long as it does not create a distraction or disruption for others in the area. If an adult asks a student to put his/her electronic device away, the student must comply.
6. Students are NOT permitted to use their personal electronic device to access the Internet by any manner other than connecting through the secure wireless network provided.
7. A student who brings a privately-owned electronic device to school is personally responsible for the equipment. Any damage to the equipment and charges related to the use of the device is the responsibility of the individual. District technicians will not support, service, or repair any equipment that does not belong to the District.
8. Students are responsible for ensuring that their electronic devices are virus free and do not contain any inappropriate or unauthorized files.
9. Patrick County Schools does not guarantee the privacy or security of any item stored on or transmitted by any privately-owned electronics devices.

As it relates to cellphones being used in Patrick County School District facilities or on the division network, Patrick County Schools reserves the right to:

1. Monitor and log all activity when and where privately-owned equipment may be connected to the network.
2. Make determinations on whether specific uses of the computer are consistent with the District's Acceptable Use Policy.
3. Deem what is appropriate for use of personal devices on District property or on the division network.
4. Remove the user's access to the network and suspend the right to use the cell phone in District facilities at any time it is determined that the user is engaged in unauthorized activity or is violating the Acceptable Use Policy.

### Consequences: Violation of the Rules Governing Cell Phone Use:

First Offense: Warning by teacher; item turned into office, student may pick up at end of day

Second Offense: Item seized and turned over to parent

Third Offense: Item seized and turned over to parent; one day in-school suspension

Possession of inappropriate or vulgar pictures or text messages on a cell phone: The cell phone will be confiscated, and out-school suspension can be considered. The phone will be turned over to legal authorities.

Violation of Acceptable Use Policy on personal cell phones may also result in disciplinary action in coordination with policies set forth by division School Board or by school administrators. This may include but is not limited to removal of all access rights to the division network. Network access rights may be removed by School principals or by the School or District Technology Committee.

## PATRICK COUNTY PUBLIC SCHOOLS FERPA NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Patrick County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Patrick County Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Patrick County Public Schools to include this type of information from your child's education records in certain school publications. Examples include, but not limited to:

1. A playbill, showing your child's role in a drama production;
2. The annual yearbook;
3. Honor roll or other recognition lists;
4. Graduation programs; and
5. Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want the student's information disclosed without their prior written consent. (PCPS Policy Reference JO)

If you do not want Patrick County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1st. Patrick County Public Schools has designated the following information as directory information:

1. Student's name
2. Participation in officially recognized activities and sports
3. Address
4. Telephone listing
5. Weight and height of members of athletic teams
6. Electronic mail address
7. Photograph
8. Degrees, honors, and awards received
9. Date and place of birth
10. Major Field of study
11. Dates of attendance

12. Grade level
13. The most recent educational agency or institution attended

**Note:**

Policy governed by: Section 9528 of the ESEA (20 U.S.C. 7908) as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

**PESTICIDE NOTIFICATION**

To maintain a safe and healthy environment in which children can learn, pesticides may be required to be applied periodically during the school year to control indoor and outdoor pests.

Because some individuals may have concerns regarding the use of these pest control products, the Patrick County School District has established a registry for those individuals who wish to be notified prior to the use of these materials in and around the school. Although the school will call the people listed on the registry or make every reasonable effort to notify them of any pending pesticide applications, situations may arise where the emergency use of a pesticide is required. Under such emergency situations, time may be inadequate to notify individuals prior to the pesticide being applied.

Should you have any questions about pesticides being used, including the types of pesticides used and the timing of treatments, please contact:

Patrick County Public Schools  
Maintenance Director  
P.O. Box 346  
Stuart, Virginia 24171  
Phone 276-694-6984

**AHERA NOTIFICATION: ASBESTOS**

All Patrick County Public Schools have been inspected for presence of asbestos containing materials. The results of these inspections have been compiled into a management plan for each school. These management plans are available in the main office of each school for inspection. Any individual who wishes may review these plans. Each six months, a specified maintenance technician inspects the building and assesses any building materials still containing asbestos. The technician verifies that the materials have not been damaged, deteriorated, or become friable by any other means causing a hazard to the occupants of the building. Should any situation be detected, it would be dealt with quickly by a trained and licensed abatement professional. Additionally, each three years, an independent contractor, who is trained and licensed in asbestos inspections and abatement, is employed to inspect each school to ensure the asbestos containment and that the removal plans are being followed. Also, this contractor reports any building materials containing asbestos that might become a hazard.

## SEX OFFENDER REGISTRY

In compliance with VA Code 22.1-79.3, the Patrick County Public Schools has an active policy with regards to sex offenders. Parents and citizens may access policy KN at <http://www.patrick.k12.va.us/index.cfm/topic/341> or request to see the policy at any Patrick County Public School work site. Parents and citizens may also access information on the Sex Offender and Crimes Against Minors Registry at <http://sex-offender.vsp.virginia.gov/sor/>.

## STUDENT PICTURES ON THE WEBSITE

Many opportunities arise during the school year for your child's picture to be taken and placed online for the various schools. We find this to be a special way to recognize individual and group accomplishments and share this information with others. In order for each school to best address your desire regarding your child's picture online, please indicate in writing to the school if you wish for your child's picture to be excluded from online use.

## CHROMEBOOK STUDENT HANDBOOK

### Chromebook Loan Agreement

The use of a Chromebook and AC Power Adapter in good working order are being provided to each student. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.

**Ownership:** This equipment remains at all times the property of Patrick County Public Schools and is lent to the student in support of educational purposes. The student may not deface or destroy this property in any way. The equipment is for the use of the student only; family and friends should not use the equipment. Inappropriate use of the device may result in the student losing his or her right to use of the Chromebook.

**Equipment Return:** The equipment must be returned when requested by Patrick County Public Schools. A report of stolen property will be filed with the local law enforcement agency for any equipment not returned to the school division.

**Usage:** The division property may be used by the student only for non-commercial purposes, in accordance with division policies and rules, the division's Internet Acceptable Use Policy, as well as local, state, and federal law.

The student may not make or allow others to make any attempts to add, delete, access, or modify division owned information on any Chromebook or any school owned computer.

Asset tags have been placed on the Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, contact the IT support staff for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the device. Static stickers may be utilized.

Each student is provided with a Patrick County Public Schools student email address to use for appropriate academic communication with other students and staff members only.

The student agrees to use best efforts to assure that the division property is not damaged or rendered inoperable by any electronic virus while in the student's possession.

### What is a Chromebook?

**Chromebooks** are laptop digital devices which run the Chrome Operating System by Google. They are essentially a web browser with a keyboard and screen, and are designed to be used to connect to the Internet where applications are run and data is kept. Because of the reduced hardware requirements they are relatively inexpensive in comparison to traditional laptops and PCs. Patrick County Public Schools determined that a Chromebook used in conjunction with Google Apps for Education provides its students the technical functionality needed to support our instructional objectives.

## Responsibilities

### Student Responsibilities:

The Chromebook is an important learning tool and is to be used for educational purposes only. In order to take the Chromebook home each day, you must be willing to accept the following responsibilities.

1. When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Patrick County Public Schools, particularly the Chromebook Student Handbook and the Acceptable Use Policy, and abide by all local, state, and federal laws.
2. I will treat the Chromebook with care by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may become damaged or stolen.
3. I will not lend the Chromebook to anyone, not even my friends or family members.
4. I will not remove division-owned programs or files from the Chromebook.
5. I will charge my Chromebook nightly so that it has a full charge at the start of school every day.
6. I understand that if I leave my Chromebook at home or do not charge it, I am still responsible for getting course work done as if I had my Chromebook present and charged.
7. I will bring the Chromebook to school every day. If I leave my Chromebook at home for multiple consecutive days, I may be called upon to bring the device in to verify possession and condition of the Chromebook.
8. I agree that email (or any electronic communication) should be used only for appropriate, legitimate and responsible communication.
9. I will keep all accounts and passwords assigned to me secure and will not share them with anyone.
10. I will not attempt to repair the Chromebook. If it is not working properly, I will notify IT support staff, teachers, or administrators. A Chromebook needing repair should be brought to the library.
11. I will bring the Chromebook to IT support staff if it needs repair. If it does need repair, the student's record will be checked, a loaner may be checked out if the student is eligible and a device is available. If it is determined that needed repair is due to intentional damage or neglect, the student will subsequently be informed.

### Parent/Guardian Responsibilities:

Your son/daughter has been issued a Chromebook to improve his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient and ethical operation of this computer.

1. I will supervise my child's use of the Chromebook at home.
2. I will discuss our family's values and expectations regarding the use of the Internet at home.
3. I will supervise my child's use of the Internet and email.
4. I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a dry cloth.
5. I will report to the school any problems with the Chromebook and will not delete any division software.
6. I will make sure my child recharges the Chromebook nightly.
7. I will make sure my child brings the Chromebook to school every day.
8. I understand that if my child comes to school without the Chromebook, I may be called to bring it to school.



9. I agree to make sure that the Chromebook is returned to school when requested or upon my child's withdrawal from the Patrick County Public Schools.

Parents are encouraged to talk with their children about the appropriate use of the Internet. Parents may find the following resources helpful:

1. Netsmartz: <http://netsmartz.org/Parents>
2. Common Sense Media: <https://www.commonsensemedia.org/blog/digitalcitizenship>

### Use and Care of Your Chromebook

1. **Bring it to school every day.** Chromebooks are intended for use at school each day. Teachers will plan their lessons assuming that all students will bring their Chromebooks with them with plenty of charge. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using Chromebooks. You are expected to be responsible to bring your Chromebook to all classes, unless specifically instructed to do otherwise by your teacher or principal.
2. **Charge your Chromebook every night.** Be sure to have a full charge as you enter school each day. Make charging your Chromebook part of your nightly routine before going to bed on school nights.
3. **Makeup Work.** If you leave your Chromebook at school, or come to class without a charge, you are still responsible for all your coursework. If you leave your Chromebook at home for multiple consecutive days, your teacher or principal may request that you bring the device in to verify possession and condition of your Chromebook. Repeatedly not having your Chromebook at hand or not having it charged for class, may be cause for disciplinary action.
4. **Keep only school-appropriate media on your computer.** Inappropriate media should not be on the Chromebook and may not be used as a screensaver or background image.
5. **Obey copyright.** Individually purchased, legal, school-appropriate media is allowed on your Chromebook, however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offenses and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the division's Internet Acceptable Use Policy and leads to disciplinary action.
6. **Keep browsing safe and through the school filter.** The division's IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the division's Internet filter, in accordance with all applicable laws. Students are expected to abide by the Internet Acceptable Use Policy, and are in violation if they access sites through proxies or otherwise circumvent the school filter. At home it is parents' and guardians' responsibility to monitor students' Internet access. For more information on Internet safety, apps, and ratings, please check the guides at [commonsensemedia.org](https://www.commonsensemedia.org).
7. **Turn down the volume and pull out the headphones.** Speakers are to be muted at all times, unless you are granted permission by your teacher for instructional purposes. You may also use headphones at teacher discretion.
8. **Leave the division-loaded apps on your Chromebook.** Do not delete any division-loaded apps, folder, files, or file management software. Deletion of certain files or apps will interfere with your ability to complete coursework.
9. **Avoid eating and drinking while using your Chromebook.** Eating and drinking while using your Chromebook puts your Chromebook at risk to crumbs and spills that can do permanent damage to the function and life of your device. This is considered neglect.
10. **Never leave your Chromebook unsecured.** Your Chromebook should never be in an unlocked locker, car or any unsupervised area. This is considered neglect.
11. **Never leave your Chromebook exposed to extreme elements.** Chromebooks are sensitive to heat and liquids, therefore leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp or wet should be avoided. This is considered neglect.
12. **Notify IT support, teachers, or administration if your Chromebook has a problem.** Whether your Chromebook is not functioning properly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. Never try to repair your Chromebook yourself. Clean only with a dry or slightly damp cloth.
13. **Notify Administration if your Chromebook is stolen.** Devices reported as stolen outside of school require that parents notify police and send an official police report to their school administration. Theft on grounds is to be reported to school administration.

### No Expectation of Privacy

Students should not have any expectation of privacy or confidentiality with regard to any usage of a school owned Chromebook, regardless whether the usage happens for school-related purposes or not. At any time, without prior notice of consent, the division may access, supervise, view, monitor, log, and record student use of Chromebooks for any reason related to the operation of the division. From time to time, the division may conduct random checks of Chromebooks and inspect their contents and condition. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

### Monitoring Software

School administrators, teacher, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks at school.

### Files Downloaded onto Chromebooks

All images, documents, files, and apps downloaded onto the Chromebook become the property of Patrick County Public Schools as allowable by law.

### Google's Privacy Policy

Google's Privacy Policy is found online at <http://www.google.com/intl/en/policies/privacy>. Note that all usage of the Chromebook is tracked by Google including network location and user identification.

### Impact on Open Device Environment

In past years, Patrick County High School students have been allowed to use their personal electronic devices provided they only use the school division's guest Wi-Fi. We will continue to offer this privilege unless the service is abused. Each student should limit one device connected to the Wi-Fi at any given time.

By signing the Chromebook Agreement both the student and the parent agree that all use of electronic devices on school property, whether personal or school-issued and whether utilizing the division's network access or a personal data plan, must comply with the standards of decency and appropriateness outlined in the division's Acceptable Use Policy and Standards of Student Conduct. Inappropriate, vulgar, or offensive language and comments made electronically by students who are at school during the school day will be subject to school disciplinary action.

### Insurance and Warranty Coverage

The Chromebook User Fee charged to every student includes an Accidental Damage Protection (ADP) plan. This plan covers the following:



<b>Insurance Coverage (Unlimited Incidents):</b>	<b>Warranty Coverage (Unlimited Incidents):</b>
Accidental Damage – includes drops/cracked screens/liquid spills	Manufacturing Defect
Liquid Submersion	Mechanical Failure
Theft	One battery replacement per device
Fire/Flood	
Vandalism	
Natural Disasters	
Power Surge Due To Lightning	
Burglary/Robbery	

#### **Lost, Stolen or Intentionally Damaged Device and Accessories**

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The replacement costs are listed below. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

<b>Lost Item</b>	<b>Replacement Cost (as of 3/24/2023)</b>
Lost Chromebook	\$261.35
Lost Power Cord	\$35.00

Community Resources

**ALCOHOL & DRUG ABUSE**

- Alcohol & Drug Addiction Hotline .....800-662-4357
- Center for Substance Abuse Treatment .....800-662-4357
- Piedmont Community Services Martinsville .....276-632-7128
- Piedmont Community Services Stuart .....276-694-4361

**CHAMBER OF COMMERCE**

- Patrick County Chamber of Commerce, Inc. ....276-694-6012

**CHILDREN, YOUTH AND EDUCATION**

- Blue Ridge Regional Library .....276-694-3352
- Extension Office - 4-H Youth Organization – Stuart .....276-694-3341
- Patrick County Adult Learning Center .....276-694-6542
- Patrick County Education Foundation .....276-694-7863
- Piedmont Community Services .....276-694-4361
- Social Services - Patrick County .....276-694-3328
- STEP .....276-694-2239
- Sylvan Learning Center (Winston Salem) .....336-724-5644

**COUNSELING SERVICES**

- Southside Survivor Response Center .....877-934-3576
- Moses Cone Behavioral Health (Greensboro) .....336-832-9600
- Pathways Counseling & Dev. (Winston-Salem) .....336-924-3801
- Sovah Health-Behavior Health (Martinsville) .....276-666-7478

**EMERGENCY SERVICES**

- For Emergencies .....911
- Patrick County Sheriff's Department .....276-694-3161
- Virginia State Police .....804-674-2000

**EMPLOYMENT CONCERNS**

- Virginia Workforce Center (Martinsville) .....276-632-1385
- Workforce Investment: One-Stop Center .....276-694-6542

**FAMILY AND MARRIAGE**

- Department of Social Services .....276-694-3328
- Patrick County Health Department .....276-693-2070
- Piedmont Community Services .....276-694-4361

**FINANCIAL ASSISTANCE**

- Patrick County Department of Social Services .....276-694-3328
- Salvation Army .....276-638-7259

**FURNITURE AND CLOTHING**

- Goodwill .....276-638-5100
- Salvation Army .....276-638-7259

**HEALTH**

- Developmental Center for Handicapped .....276-694-6047
- Home Health Care Associates, Inc. ....276-694-7756
- Juvenile Diabetes Research Foundation .....202-371-0044
- Mountain Valley Hospice .....276-694-4416
- Patrick County Health Department .....276-693-2070
- Piedmont Community Services (Stuart) .....276-694-4361
- Sovah Home Care of Memorial Hospital .....276-694-2272
- Virginia Department for Deaf .....800-552-7917

**HOTLINES AND CRISIS NUMBERS**

- Allergy & Asthma Network .....800-878-4403
- CDC Center for Disease Control .....800-232-4636
- Center for Substance Abuse Treatment .....800-662-4357
- Child Abuse Hotline .....800-552-7096
- Child Find of America .....800-426-5678
- Child Protective Services-Pat. Co. Social Service .....276-694-3328
- Citizens Against Family Violence .....276-632-8701
- Domestic Violence Hotline .....276-632-8701
- Injury and Violence Prevention .....800-732-8333
- National Hope-line Network (Suicide) .....800-784-2433
- National Runaway Switchboard .....800-786-2929
- National Suicide Hotline .....800-273-8255
- Piedmont Community Services .....276-632-7128
- Poison Control .....800-222-1222
- Rape Abuse & Incest National Network .....800-656-4673
- Sexual Assault Services .....276-632-8701

- Stop It Now! Child Abuse Helpline .....888-773-8368

**Regular Bell Schedule**

8:05..... Teachers report to classroom  
8:25..... First bell  
8:30..... Tardy bell  
8:30 - 8:45 ..... Announcements  
8:45 - 10:15 ..... Block I  
10:20-11:50 ..... Block II  
11:55 - 1:55 ..... Block III Lunch  
11:50-12:20..... First Lunch  
12:40-1:10..... Second Lunch  
1:25-1:55..... Third Lunch  
2:00 - 3:30 ..... Block IV  
6:30\* ..... Activity buses leave

**Single Assembly (morning)**

8:05..... Teachers report to classroom  
8:25..... First bell  
8:30..... Tardy bell  
8:30 - 8:35 ..... Announcements  
8:35 - 10:00 ..... Block I  
10:05 - 10:59 ..... Students report to Assembly  
11:04 - 12:18 ..... Block II  
12:23 - 2:10 ..... Block III Lunch  
12:18 - 12:48..... First Lunch  
1:00 - 1:30..... Second Lunch  
1:40 - 2:10..... Third Lunch  
2:15 - 3:30 ..... Block IV  
6:30\* ..... Activity buses leave

**Club Schedule (morning)**

8:05..... Teachers report to classroom  
8:25..... First bell  
8:30..... Tardy bell  
8:35 - 9:35 ..... Block I  
9:35-10:50 ..... Clubs  
10:55-12:10 ..... Block II  
12:15-2:10 ..... Block III/Lunch  
12:10-12:40 ..... First Lunch  
12:55-1:25 ..... Second Lunch  
1:40-2:10 ..... Third Lunch  
2:15-3:30 ..... Block IV  
6:30\* ..... Activity buses leave

**Single Assembly (afternoon)**

8:05..... Teachers report to classroom  
8:25..... First bell  
8:30..... Tardy bell  
8:30 - 8:35 ..... Announcements  
8:35 - 10:00 ..... Block I  
10:05 - 11:25 ..... Block II  
11:30 - 1:15 ..... Block III  
11:25 - 11:53..... First Lunch  
12: 10 - 12:38..... Second Lunch  
12:45 - 1:15..... Third Lunch  
1:20 - 2:45 ..... Block IV  
2:50 - 3:30 ..... Assembly

**Double Assembly**

8:05..... Teachers report to classroom  
8:25..... First bell  
8:30..... Tardy bell  
8:30 - 8:35 ..... Announcements  
8:35 - 10:13 ..... Block I  
10:18 - 11:48 ..... Block II  
10:18 - 10:58 ..... First Assembly  
11:08 - 11:48 ..... Second Assembly  
11:53-1:52 ..... Block III/Lunch  
    11:48 - 12:18 (*tardy bell* 12:21) ..... First Lunch  
    12:37 - 1:05 (*tardy bell* 1:08) ..... Second Lunch  
    1:23 - 1:52..... Third Lunch  
1:57 - 3:30 ..... Block IV  
6:30\* ..... Activity buses depart

**One-Hour Delay**

9:05..... Teachers report to classroom  
9:25..... First bell  
9:30..... Tardy Bell  
9:30 - 11:02 ..... Block I  
11:07 - 12:22 ..... Block II  
12:22 - 2:15 ..... Block III/Lunch  
    12:22 - 12:52..... First Lunch  
    1:05 - 1:35..... Second Lunch  
    1:45 - 2:15..... Third Lunch  
2:20 - 3:30 ..... Block IV  
6:30\* ..... Activity buses leave

**Two-Hour Delay**

10:05 ..... Teachers report to classroom  
10:25 ..... First bell  
10:30 - 11:30 ..... Block I  
11:35 - 1:30 ..... Block II/Lunches  
    11:35 - 12:00 ..... First Lunch  
    12:15 - 12:45 ..... Second Lunch  
    1:00 - 1:30 ..... Third Lunch  
1:35 - 2:30 ..... Block III  
2:35 - 3:30 ..... Block IV  
6:30\* ..... Activity buses leave

**Three-Hour Delay**

11:05 ..... Teachers report to classroom  
11:25 ..... First bell  
1:30 - 12:25 ..... Block I  
12:30 - 1:50 ..... Block II/Lunches  
    12:25-12:50 ..... First Lunch  
    12:55-1:20 ..... Second Lunch  
    1:25-1:50 ..... Third Lunch  
1:55-2:40 ..... Block III  
2:45 - 3:30 ..... Block IV  
6:30\* ..... Activity buses leave

**Early Dismissal (12:30 dismissal)**

8:05 .....	Teachers report to classroom
8:25 .....	First bell
8:30 .....	Tardy Bell
8:30 - 9:20 .....	Block I
9:25 - 10:05 .....	Block II
10:09 – 11:45 .....	Block III/Lunch
10:05 – 10:32 .....	First Lunch
10:42 - 11:09.....	Second Lunch
11:18 – 11:45.....	Third Lunch
11:50— 12:30 .....	Block IV
TBA .....	Activity buses

\*Warning bell for activity buses will ring approximately 15 minutes prior to departure time.  
Departure time subject to change due to warning bell.

July 4	Independence Day
September 4	Labor Day
October 12-13	Fall Break
November 10	Veterans Day
November 22-24	Thanksgiving
December 20-31	Christmas
January 1	New Year's Day Observed
January 15	Martin Luther King Day
March 29-April 5	Spring Break
May 27	Memorial Day
June 19	Juneteenth

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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	28	28	29
30						