

***PRINCE GEORGE COUNTY
SECONDARY SCHOOLS***

Mission Statement

The mission of the Prince George County Public Schools, in partnership with the community, is to provide a quality educational program in a safe environment, to assist each student in reaching his/her potential, and to prepare students to be responsible, productive citizens in a diverse and ever-changing society.

Nondiscrimination

The School Board and Prince George High School are committed to a policy of nondiscrimination in relation to race, sex, age, religion, national background, or physical handicap. This policy will prevail in all of its policies concerning staff, students, educational programs and services, and individuals with whom the Board does business.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Prince George High School

ADMINISTRATION

Ms. Tracey Smallwood, Principal
Ms. Christina Romig, Assistant Principal
Mr. Joe McDaniels, Assistant Principal
Mrs. Janie Williams, Assistant Principal

GUIDANCE

Mr. Bill Havard
Mrs. Tara Bauman
Mrs. Evelina Davis
Mrs. Nancy Odum

N. B. Clements Jr. High School

ADMINISTRATION

Mr. Peter Fisher, Principal
Mr. Eldridge Phillips, Assistant Principal
Mrs. Mattie Thweatt, Assistant Principal

GUIDANCE

Mr. Bill Barnes
Mrs. Vickie Elliott
Mr. Steve Bhatt

J.E.J. Moore Middle School

ADMINISTRATION

Mr. Willie Elliott, Principal
Ms. Stephanie Bishop, Assistant Principal
Mrs. Sherri Jones, Assistant Principal

GUIDANCE

Mr. F.W. Lewis
Mrs. Tess Short
Mrs. Erica Uber

Prince George Education Center

ADMINISTRATION

Mr. Christopher Scruggs, Principal

GUIDANCE

Mrs. Starria Harper

Important Telephone Numbers and Web Addresses

PGHS	733-2720	J.E.J. Moore	733-2740
N. B. Clements	733-2730	P.G. Ed. Ctr.	733-2748

Prince George Schools' Homepage & Staff Weblogs – www.pgs.k12.va.us

The Prince George County Schools Policy Manual – <http://sb.pg.net/>

This handbook is subject to change pending any changes in county or state school board policy.

Attendance and Make-Up Assignments

Regular school attendance promotes academic achievement. Every student is expected to be in school everyday and to every class on time. It is understood that some absences and tardies may occur due to illness, medical appointments, court appointments and funerals. In such instances, the parent should notify the school as well as send a note documenting the reason for the absence upon the student's return to school. Administrations will strictly enforce State laws, policies, and procedures regarding compulsory attendance and truancy.

The student must make arrangements to complete the make-up work upon return to school or class. **All make-up work should be completed within five days of return.** Suspended students are allowed to make-up work for a maximum of ten (10) out of school suspension days in the school year. Make-up work for out of school suspension will not be permitted beyond the tenth (10) out of school suspension days in the school year. Students will receive a grade of "zero" for all graded assignments during suspension periods exceeding ten (10) school days within a school year. Students suspended until a School Board Hearing are allowed to keep up with their assignments pending the outcome of the hearing.

Bell Schedules

There are three 90-minute blocks and one 50-minute class in one school day.

PGHS

7:50-9:20	1st/2nd block	Tardy bell 7:50	
9:27-10:57	3rd/4th block	Tardy bell 9:27	
10:57-11:29	5th block/lunch	A	
11:29-11:57	(ETEH/PGTV)	B	
11:57-12:25		C	
12:25-12:53		D	
1:00-2:30	6th/7th block	Tardy bell	1:00

N. B. Clements Jr. High School

7:50	AM	All Tardy to Block ½
9:20	AM	End Block ½– 8 th Grade Report to Block ¾
9:24	AM	8 th Grade Tardy to Block ¾ 9 th Grade Report to Block ¾
9:28	AM	9 th Grade Tardy to Block ¾ - Begin Block ¾
10:58	AM	End Block ¾ - 8 th Grade Report to Block 5-A Lunch
11:02	AM	8 th Grade Tardy to Block 5-A Lunch 9 th Grade Report to Block 5-A Lunch
11:06	AM	9 th Grade Tardy to Block 5-A Lunch – Begin Block 5
11:29	AM	End A Lunch – Begin B Lunch
11:56	AM	End B Lunch – Begin C Lunch
12:24	PM	End C Lunch – Begin D Lunch
12:52	PM	End D Lunch & 5 th Block – 8 th Grade Report to Block 6/7
12:56	PM	8 th Grade Tardy to Block 6/7 – 9 th Grade Report to Block 6/7
1:00	PM	9 th Grade Tardy to Block 6/7 – Begin Block 6/7
2:30	PM	End Block 6/7

J.E.J. Moore Middle School

7:20-7:37	Locker Time/Breakfast
7:40-7:50	Homeroom
7:53-9:23	1 st /2 nd block
9:26-10:57	3 rd /4 th block
11:00-12:55	5 th block/Lunch shifts
12:58-2:30	6 th /7 th block
2:30	1 st bus load
2:45	2 nd bus load & car riders

Prince George Education Center

Times may vary depending on the program.

7:30 – 7:50	Student Arrival & Breakfast Served
8:00 – 8:10	Announcements & Student Report to Class
8:10 – 9:45	1 st & 2 nd Blocks
9:45 – 11:15	3 rd & 4 th Blocks
11:00 – 12:40	5 th Block & Lunch
12:45 – 2:15	6 th & 7 th Blocks

Bus Passes

Students who request occasional bus passes must do so with a note from his/her parent(s). This note should be brought to the main office **before** school. The request should include the address, bus number, and the name of student with whom you will be riding. All bus passes must be **approved by the Director of Transportation** before being issued to the student. Once approved, the student can pick up the bus pass from the office. The student must show this pass to the bus driver upon **boarding** the bus. Unless a student already resides on Fort Lee, a bus pass **will not** be issued to Fort Lee.

Cafeteria

Cafeteria accounts may be set up in advance. Students will be given an ID number to use to access their account. Café Prepay is offered to parents as a way to monitor their child's account. Parents may pay for breakfast/lunch by visiting www.cafeprepay.com. The voluntary service allows parents to add money to their child's account. **The full lunch price is \$2.00 a day. The full breakfast price is \$1.25 a day.** Parents may apply for meal benefits by completing the application sent home at the beginning of the year.

Channel 1/PGTV/WNBC/ETEH/Resource

Students are given the opportunity to view Channel 1, PGTV or WNBC News. ETEH and Resource instruction is also available on a daily basis.

Class Rings

1. Students who order class rings in the spring must be in a sophomore (10th grade) homeroom.
2. To receive a ring in the fall of the following year, the student must be enrolled in a Junior or Senior Homeroom. The student must have passed at least 10 subjects, which includes Sophomore English and be enrolled in a Junior or Senior Homeroom.
3. Ring deposits are non-refundable.

Clinic Procedures

Prescribed medication will be administered by qualified school personnel. Parent or guardian must bring medication to the office or clinic. **Medication cannot be transported on buses or by students.** Prescription medication must be in the originally labeled prescription bottle that clearly indicates name of student, name of medication, dosage and hour to be given, and name of prescriber. Over-The-Counter non-prescription medication must be in the original, unopened container, labeled with student's name.

Clubs and Organizations

Students are encouraged to participate in the various clubs and organizations offered at school. The clubs and organizations provide an opportunity for students to learn teamwork, leadership, and cooperation. In September, students are given an opportunity to submit their names and/or application for participation in the clubs or organizations of their choice. A list of the clubs and organizations can be found on the school webpage.

Code of Conduct

The Encouraging Positive Student Conduct and Safety Handbook will be received by each student. It can be reviewed for the Standards of Student Conduct for Prince George County Schools. Please keep this handbook for any questions or concerns that you may have regarding the student conduct expectations, accountability, parent responsibility and involvement requirements, compulsory attendance policy, sex offender and crimes against minor registry, and directory information.

Crimesolvers

Prince George County Schools is a member of the Prince George Crime Solvers program. Students who have knowledge of a crime in or out of school may report this anonymously to school officials. Using one of the forms available in the Guidance Office may do this. Students who report crimes may be eligible for a cash reward of up to \$1000.00.

Dances

The purposes of school dances are to: promote socialization among the students within the school, provide appropriate social settings for students and recognize a traditional benchmark of the American high school experience. School administrators are to provide safe and appropriate settings for dances. Tickets must be purchased in advance.

Only JEJ Moore students are allowed to attend JEJ Moore sponsored dances. Only N. B. Clements and PG Pal students are allowed to attend N.B. Clements sponsored dances. Students and guests in grades 9-12 are eligible to attend PGHS sponsored dances.

Permission forms are required to be completed by both student and parent. While attending school dances, students are expected to behave appropriately. Any student not picked-up at the designated time will not be permitted to attend additional dances held during the remainder of the school year.

Emergency Drills

There will be periodic emergency drills to ensure the safety of all students and staff in the event of a real emergency. In the event of a drill students are to proceed out of the building or designated area in an orderly manner. Students are not to talk during a drill and must stay with their classes and teachers. Students should familiarize themselves with emergency exit routes from classrooms and areas of the building during the first week of school. Students will re-enter the building at the direction of their teacher.

Exams/Exemption policy

Semester exams will be given at the end of the first (January) and second (June) semesters. The exam will count 20 % of the semester grade for 9th -12th grade students and 10 % of the semester grade for 6th - 8th grade students.

Students in SOL tested courses can exempt the final exam if they pass the SOL Test; passing the SOL test is the only criteria. Students in SOL test courses who fail the SOL test must take the final exam.

Students in Non-SOL tested courses may exempt the final exam if they meet all of the following:

- Have a “B” or better average
- Have no more than 8 absences from class during the entire school year
- Have no more than 3 tardies to class during the second semester
- Have not been suspended out of school at any time during the year

If the test results do not arrive before the final exam, students will be required to take the exam or meet the exemption policy for Non-SOL test courses.

Extra Curricular Activities

Students are allowed to participate in sports and extra-curricular activities. Students must meet VHSL requirements to be eligible for participation which includes passing at least five credit subjects the preceding year/semester and must be currently taking not fewer than five credits for participation during the first semester. **Student must have a current VHSL physical form on file.**

Gifts (delivered to school)

Due to the disruption of the instructional climate of the school, the delivery of flowers, balloons, etc. to students during the school day is discouraged. Students receiving such gifts will be notified during their lunch periods or at the end of the school day. Such gifts may not be taken to classes. Inflated balloons are not allowed on school buses. Due to the large volume of such gifts on Valentine’s Day, deliveries will not be accepted.

Grading Scale

A (93-100)	Achievement in subject is excellent.
B (86-92)	Achievement in subject is above average.
C (78-85)	Achievement in subject is average.
D (70-77)	Achievement barely satisfactory work.
F (Below 70)	Unsatisfactory achievement – Failing

Guidance

Students will be given a Prince George Secondary Schools Registration Guide that provides detailed information regarding all available educational programs. Guidance Counselors will assist students in course selection. Refer to the **Prince George County Secondary Schools Registration Guide** for information regarding Career Pathways, Gifted Education, Special Education, International Baccalaureate, Career and Technical Education, Alternative Education, Graduation/Diploma Requirements and Seals, Advanced/Honors Course Requirements, VHSL Requirements, SOLs, Student Records, and course descriptions.

Hallway Conduct

Students should keep to the right when passing in the corridors. Do not run, push or shove as you move through the building. You are asked to show courtesy and consideration to all people at all times. Profanity and public displays of affection are not permitted. When addressed by an adult, students are expected to stop, listen, and comply with the request.

Health Services

Students who become ill or are injured at school or on a school bus shall report to the clinic. The student's parent or guardian will be contacted should the nurse feel it is warranted. We ask that you make arrangements to pick up sick or injured children immediately. Except for unusual circumstances, students will be returned to class after 30 minutes of resting in the clinic.

To protect all children from communicable disease, we request that parents keep their children at home for fever **100 degrees or higher, vomiting, diarrhea, unexplained skin rash, difficulty breathing, persistent cough, or red draining eye.** Readmission to school for some conditions may require a statement from the physician affirming a child has been treated and/or not contagious.

Honor Code

In order to preserve the integrity of the school an honor system has been established. Under this system, it is imperative that students honor the word, the work, and the possessions of themselves and others. Therefore, acts of lying, cheating, plagiarism, or stealing are prohibited. Students that breach the honor code may receive zeros on the work and/or disciplinary actions.

ID Badges (PGHS only)

Students' Identification Badges are required at all times while on Prince George Public School grounds during the regular school day. ID Badges are required when checking in and out of school, reporting to the tardy station, being excused from the classroom for restroom use, for making purchases in the cafeteria, use of the LMC, purchasing yearbooks, for attendance at club meetings, etc. Consequences for failure to have an ID badge will include Detention After School, Saturday School, and/or loss of parking privileges. ID Badges will be kept and used throughout the students' career at Prince George High School. ID Badges are the responsibility of each student during the school year and during the summer months. At the beginning of each school year students are expected to return to school with their ID badge. Students are not to deface ID badges in any way. Students are not to loan out or borrow other students' ID badges. Defaced ID badges, or ID badges in the possession of another student will be confiscated and disciplinary action may result. The replacement fee for lost and/or confiscated ID badges is \$5.00.

LMC Procedures

The library Media Center is open daily. It is designed for a variety of activities – research, use of media, internet use, pleasure reading, independent study, and instruction. Each individual student is given assistance as needed. Appropriate student conduct is expected at all times. Fees are charged for overdue books, lost date due cards, etc. Details of services and fees are available in the library media center.

Lockers/Bookbags

Hall lockers are furnished to all students. Students are responsible for any items in their locker. Lockers are not to be shared; students are forbidden to put items in someone else's locker. Students are not permitted in the corridors to go to lockers during their lunch blocks. All lockers are subject to the Prince George Search and Seizure Policy and Regulations.

Secondary School Calendar

September 7, 2010	First Day of School
October 6, 2010	Interim Reports to Parents
November 2, 2010	Staff Development
November 10, 2010	End of Grading Period
November 11, 2010	Teacher Workday
November 17, 2010	Report Cards to Parents
November 24, 2010	All Early Release Day
November 25-26, 2010	Fall Break
December 15, 2010	Interim Reports to Parents
December 17, 2010	All Early Release Day
December 20 – 31, 2010	Winter Break
January 17, 2011	Martin Luther King Day
January 26-28, 2011	First Semester Exams
January 26-28, 2011	Student Early Release Day
January 28, 2011	End of Grading Period
January 31, 2011	Teacher Workday
February 4, 2011	Report Cards to Parents
February 21, 2011	Student Early Release
March 2, 2011	Interim Report to Parents
April 1, 2011	End of Grading Period
April 1, 2011	Student Early Release
April 8, 2011	Report Cards to Parents
April 18-22, 2011	Spring Break
May 18, 2011	Interim Report to Parents
May 30, 2011	Memorial Day
June 14-17, 2011	Second Semester Exams
June 14-17, 2011	Student Early Release Day **
June 17, 2011	End of Grading Period
June 22, 2011	Report Cards to Parents

Student Early Release Day is at 11:45 AM
June 17, 2011 release at 10:00 AM
Staff Development Day – No School for Students
Teacher Work Day – No School for Students

School Messenger

The School Board Office has a “**School Messenger**” calling system that provides information regarding late school openings, early school closings, when schools are closed, and other pertinent information. **To receive this information by phone, it is necessary to keep the school informed of current phone numbers.**

School Store

Students are encouraged to visit the school store. It stocks a supply of commonly used school supplies.

Senior Privileges (PGHS only)

Senior privileges may be granted to those 12th grade students who meet the expectations set for student conduct. The following are not rights, but privileges that may be revoked or denied for abuse of these privileges.

- Seniors displaying ID badges who have completed class work may be excused 3 minutes early from class to report to lunch.
- Seniors may use the picnic table and gazebo during their lunch blocks. This privilege may be revoked if the area is left littered, damaged, and/or vandalized.

Student Drop Off and Pick Up

Student Pick-Up and Drop-Off are in designated areas at each school. Please follow proper traffic rules and regulations.

Student Parking

Parking Privileges are only allowed at PGHS. All cars driven to school must be parked in the area designated. **No student may park in front of the school, in the driveways beside the school, on grassy areas, or in fire lanes.** Improper parking may result in towing at student's expense.

VEHICLES WITHOUT PROPER IDENTIFICATION OR PERMIT MAY BE SUBJECT TO TOWING AT THE OWNER'S EXPENSE. Permits will be issued to students on a priority basis. Violations of the Rules and Regulations may result in suspension of parking privileges.

Prince George High School students who attend Rowanty Vocational Technical Center must ride the school bus unless authorization to drive is granted by an administrator of the high school. Students authorized to drive a vehicle to and from PGHS do so with the understanding that the school is not responsible for damages as a result of acts of vandalism or theft. Although the parking lots are monitored, there is still the possibility of a loss of property.

Student Planners

Every student will receive a Student Planner when he/she begins school. Included in the student planner are hall passes. Students must carry their student planner with them to school daily. Lost student planners may be replaced for \$15.00 each. Do not deface planners. Do not lend a planner to another student. Failure to have planners can lead to disciplinary action.

Student Records

Access to records and Directory Information will be handled in Accordance with FERPA Regulations.

Textbooks/Supplies

Prince George County provides free textbooks for students. Students, who need consumable supplies such as workbooks, etc., will have to purchase those books from the classroom teacher. Students will be issued their classroom textbooks during the first week of school. All books issued are expected to

be returned at the end of the school year. If a book is lost, stolen or returned in a damaged condition, a reasonable and fair assessment will be charged to the student depending on the condition of the book when issued.

Prince George Education Center

Prince George Education Center (PGEC), the alternative school of Prince George County, serves students identified as at-risk in grades six through twelve. PGEC is committed to building partnerships with the mainstream schools (JEJ Moore, NB Clements, & PGHS) and the community to provide a quality educational program for our students. We strive to provide a safe, orderly, and healthy environment where students receive the specialized instruction and attention needed to assist each student in reaching his/her potential.

The high expectations we set for our students and ourselves prepare each student to leave with the necessary skills to become good citizens and contributing members of our society.

There are three distinctively different programs located at PGEC, each having a specific contract related to the program.

Project Choice

Students enrolled in Project Choice have been placed in the program either by the superintendent or the Prince George County School Board. Students, parents, and administration are required to sign a rigorous contract regarding academics and student behavior. Failure to comply would result in an expulsion recommendation to the school board. Prior to entry in the program each student and parent must meet with the principal to discuss expectations, dress code requirements, and consequences for violations.

Prince George Program of Accelerated Learning

The Prince George Program of Accelerated Learning (PGPAL) was established to assist students who did not meet success in the 7th grade. Students undertake an 8th grade curriculum in the core content areas of English, Math, Reading, Science, Social Studies, Health, and Physical Education. Reduced class sizes and a stronger focus on academics allow teachers to provide individualized attention and offer a variety of differentiation within a regular classroom setting. Students receive remediation of 6th and 7th grade content within each class and during a daily SOL Enrichment class. After completion of the program students are promoted to 9th grade at N. B. Clements Junior High School. Students and parents are expected to meet with the principal and sign a contract prior to entry.

GED

The GED program academically prepares students to pass the five components of the GED test. In addition, students enroll in Rowanty Technical Center for one half of the school day, enrolling in a technical trade. Students choose from specialties such as automotive repair, masonry, electrical work, and cosmetology, among others. Life skills are also taught in the GED class. Topics include completing job applications, creating a resume, preparing for interviews, banking, and maintaining a personal budget. Students and parents are expected to meet with the principal and sign a contract prior to entry.