

PRINCE GEORGE HIGH SCHOOL STUDENT HANDBOOK



2019-2020

7801 Laurel Spring Road, Prince George, Virginia
23875

This student handbook outlines rules and procedures for PGHS. It is a supplement to the Prince George County Schools' Encouraging Positive Student Conduct and Safety Handbook.

Office Hours: 7:15 a.m. to 3:45 p.m.

Students may enter the front of the building at 7:00 a.m. if they are dropped off or if they park in the student lot. Students who ride the bus are released to enter the building through the Commons doors. All students remain in the commons until 7:30 a.m.

ADMINISTRATION

804-733-2720

Mr. Michael Nelson, Principal

Mrs. Christina Pope, Assistant Principal

Ms. Donna Branch-Harris, Assistant Principal

Mr. Matthew McAllister, Assistant Principal

Mr. Hezekiah Butler, Athletic Director

FRONT OFFICE STAFF

Mrs. Jessie Carmichael, Office manager/bookkeeper

Mrs. Sue Bell, Secretary

Miss Hannah Taylor, Administrative Secretary

Mrs. Renee Topian, receptionist

GUIDANCE

804-733-2725

Mrs. Edwina D. Clissa, lead counselor and students T-Z

Ms. Anna Payne, students A-Gilb

Mr. Philip Jones, Jr, students Gilc-McK

Mrs. Tara Seely, students McL-S

Ms. Rivka Edery- Military Family Counselor

ATTENDANCE

804-733-2664

Mrs. Barb Ceney, administrative associate

ANNOUNCEMENTS

Students may view PGTV News during their fourth/fifth block class. Royals Media Now posts school news at <http://trnwired.org>. Announcements are also posted at <http://prince-george-high-school.echalksites.com>.

Attendance and Make-Up Assignments

Regular school attendance promotes academic achievement. Every student is expected to be in school everyday and to arrive at 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, parent(s) should notify the school and send a note documenting the reason for the absence upon the student's return to school. Administrators will strictly enforce state laws, policies, and procedures regarding compulsory attendance and truancy.

Students are allowed to make up work missed because of absences. **All arrangements must be made by the student and/or parent within five (5) days upon return to school.** 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 day 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. (SB Policy JED)

Makeup work for absences resulting from truancy, skipping school, or cutting class will not be permitted. A grade of "zero" will be recorded.

If a student is absent, a parent/guardian should call the attendance office and report the absence (804-733-2664). A note explaining the absence should be provided to the attendance office upon the student's return. Any student arriving after 7:50a.m. must sign-in with the attendance office. All doctor and parent notes

should be provided at this time. Any student leaving prior to 2:30p.m must have an early release slip from the attendance office. Students being picked up should have the adult who is picking them up sign in the main office and have a visitor's pass prior to entering the attendance office. If a student drives and needs to sign-out to leave school grounds, the student must present a note signed by a parent/guardian to the attendance office explaining the reason for departure and providing a parent/guardian's phone number for verification. Verification must be confirmed before the early release can be given. Parents/Guardians may also call the attendance office.

Students who are tardy must report to the tardy station and **present their planners and ID badges**. Once students reach six tardies, they will have disciplinary consequences. Tardies are cumulative throughout the school year.

BELL SCHEDULE

PGHS operates on an odd/even block schedule.

All student report to the commons between 7:00 and 7:30 a.m. Students are released from the commons to go to first block class at 7:30. Students should not be in the halls, gym lobby, or other areas before 7:30 a.m.

Block 1	7:50-8:49
Block 2/3	8:54-10:32
Block 4/5	10:37-12:47
	A lunch 11:03-11:25
	B lunch 11:30-11:52
	C lunch 11:57-12:19
	D lunch 12:24-12:47
Block 6/7	12:52-2:30

BUS CONDUCT

Transportation Office 804-733-2712

Riding the school bus is a privilege. The principal and his/her designee may suspend student's riding privileges. Students may also receive the same disciplinary actions as would be prescribed had the behavior occurred in school.

According to Transportation, a student suspended from ANY PG County school bus is suspended from ALL PG buses during the suspension dates. Students suspended from a Rowanty bus are also suspended from ALL PG buses. Students' parents are their only acceptable transportation to and from Rowanty during the suspension dates. Students suspended from a bus may ride a bus on a field trip or other extra-curricular activity. Students suspended from a bus may ride the PGHS-Clements transfer bus only.

Bus rules are as follows:

1. Sit quietly in your assigned seat.
2. Sit facing forward. Your face should always be visible to the driver. (Lying down in a seat is prohibited.)
3. Remain seated when the bus is moving
4. Keep the center aisle clear at all times.
5. Keep all body parts inside bus. Do not throw items out of the window.
6. Avoid distracting the driver. This includes loud talking, laughter, and/or noises.
7. Profanity, inappropriate/obscene language is prohibited.
8. No eating or drinking. No gum and candy.
9. No smoking.
10. Keep the bus clean of trash, graffiti, vandalism, etc...
11. Show respect to other students and the driver.

12. No inappropriate displays of affection.
13. All school rules and dress code rules apply to the bus.
14. Be at your **assigned** bus stop ten minutes prior to its arrival.
15. Board and depart your **assigned** bus at your **assigned** stops. Never chase after bus.
16. Students may not make or receive phone calls. In a school- emergency situation, the bus driver and other authorized school staff may give students permission to make phone calls. Emergency situations are declared by the bus driver and authorized staff, not by students.
17. Video/audio recordings and the taking of pictures are not allowed by students.
18. Laser pointers are not allowed on school buses at any time.
19. Students may individually use a cell phone or other electronic device as long as the device does not emit a sound. Devices must be completely silenced.
20. Groups should not congregate around a device. Students are expected to remain seated.
21. The transportation department is not responsible for any lost electronic devices.
22. Students in secondary schools are to follow cell phone use procedures. No calls, recordings or sounds are aloud. **ONE** earbud is allowed. **NO HEADPHONES.**
23. If a disruption on the bus is caused by an electronic device or if these guidelines are not followed, then students may lose the privilege to use the device and receive disciplinary consequences.
24. Elementary students are not allowed to use electronic devices on school buses.

TRANSFER BUSES: Students attending classes at both PGHS and NB Clements must ride the assigned transfer bus when traveling between schools. **Walking between schools is not permitted.**

BUS PASSES

Students who request occasional bus passes must bring a note from their parent(s). This note should be brought to the attendance office **by 8AM**. Bus passes must be requested by a parent note. It should include the address, bus number, and the name of student with whom the student will be riding. All bus passes must be **approved by the Transportation Coordinator** before being issued to the student. Once approved, the student can pick up the bus pass from the school office. The student must show this pass to the bus driver when **boarding** the bus. Fort Lee bus passes will not be issued unless the student resides on base.

CAFETERIA AND SCHOOL LUNCH PURCHASES

The purpose of Prince George Food and Nutrition Department is to promote and improve children's physical, psychological, and scholastic well-being through healthy school meals served in a positive, cheerful manner and through sound nutrition education.

The Prince George County School District is proud to participate in the National School Meal Program. Meals provided in the breakfast and lunch program at Prince George County School District comply with the federal nutrition standards under the Healthy Hunger Free Kids Act. School meals offer students a wide variety of fruits and vegetables, proteins, grains and milk. They meet strict limits on fat, calories and portion size. Now is a great time to encourage your child to eat meals at school!

We encourage families to apply for free or reduced priced school meals through the National School Lunch Program. Your child(ren) may be eligible for free meals or meals at a reduced price if your household income is within the limits on the Federal Income Eligibility Guidelines. Please remember if you are eligible for Free this applies to **breakfast and lunch**. If you are reduced you pay \$0.30 for breakfast and \$0.40 for lunch. This is the **BEST** deal around!

Menus are provided on the PGCS webpage for students and parents. **To locate menus go to the county web site <http://pgs.k12.va.us> and click on the "Parents" tab. Next -click on "Cafeterias". This will take**

you to our web page where you can find a wealth of information. You can view our menus and nutritional information. We also offer a mobile app that can be downloaded from the cafeteria webpage. You will find a link to My School Bucks where you can add money to your child(ren)'s account. If you need assistance with this, please contact our office and we will be happy to help you. Breakfast and lunch will be served each day. Breakfast will **not** be **served** if school opens **two hours late**, however, it will be **served** if school opens **less than two hours late**.

Good Nutrition and learning go hand in hand!

The Nutrition Services department is made up of a team of food and nutrition professionals that are dedicated to students' health, well-being and their ability to learn. We support learning by promoting healthy habits for lifelong nutrition fitness practices.

Student prices for the 2019-20 school year are:

Breakfast Full Price - \$1.35	Reduced - 0.30
Lunch Full Price - Elementary (K-5) \$2.65 and Secondary (6-12) \$2.75	Reduced - 0.40
Parents/Guest - \$3.50 w/o beverage	

Meals, foods, and beverages sold or served at schools meet state and federal requirements which are based on USDA Dietary Guidelines. We provide students with access to a variety of affordable and appealing foods that meet the health and nutrition needs of students.

Prince George County Schools Food and Nutrition serves convenient, economical, and healthy school meals, because we believe that education should always be at the top of the menu. We look forward to serving your children breakfast and lunch.

Please complete an application for free and reduced meals each year. If you do not receive one at the beginning of the year, please contact the Food & Nutrition Office at 733-2710. Free and reduced meal applications are available on our school web site to print out, fill in and return, or fill it out online with our online meal app feature, and one will be sent home with your child(ren) at the beginning of the year. You may reapply for free and reduced price meals any time during the school year. If you are not eligible now but have a change, such as a decrease in household income, an increase in household size, become unemployed or get SNAP, TANF or Medicaid for your child(ren), fill out an application at that time. We accept applications all school year.

Students in grades 8-12 are not allowed to charge. We will offer a reimbursable alternate meal two times to students. Children in PreK -7, will only be allowed to charge an amount equal to two breakfast and two lunches and then an alternate breakfast and lunch will be provided, and the charges are to be paid by the parent/guardian. An alternate breakfast and lunch can only be allowed two times. An alternate breakfast "will consist of fruit, grain and milk. An alternate lunch will consist of a cheese sandwich, vegetable or fruit, and milk. Parents will be notified by the School Phone Messenger when a student has a low balance at school on Tuesdays and Thursdays. If a student has a negative balance a school phone messenger will go out on Mondays, Wednesdays, and Fridays. If the charge continues, the principal and the Superintendent will be notified of these charges. You may refer to our **UNPAID MEAL CHARGE policy file: JHCI**. You can find more information about this USDA Food and Nutrition Services (FNS) requirements at <https://www.fns.usda.gov/school-meals/unpaid-meal-charges>. Within this policy you will see that a consistent meal account procedure is in place throughout our school division. The goals of the policy will include:

- To treat all students with dignity in the serving line regarding meal accounts
- To support positive situations with division staff, division business policies, student and parent/guardian to the maximum extent possible
- To establish policies that are age appropriate
- To establish a consistent district policy regarding charges and collection charges

This policy prohibits school board employees from requiring a student who cannot pay for a meal at school or who owes a school meal debt to do chores or other work to pay for such meals or wear a wristband or hand stamp; and requires school board employees to direct any communication relating to school meal debt to the student's parent. Such policy may permit such communication to be made by a letter addressed to the parent to be sent home with the student.

If a student wants to purchase "snack" items and has a negative balance the money will be applied to what is owed and no "snack" item will be given until the balance is satisfied.

Beginning the second week in May we will no longer allow any charges for K-7.

All refund requests over \$5.00 will need to be refunded through our accounts payable department. Refund request need to be submitted in writing, e-mail, or refund form. A refund form is located on the school district's website under cafeteria. Parents that have students graduating may request a refund or a transfer of funds to another child's account in our district.

Prince George County School Food & Nutrition Department has enrolled in an internet-based service called MySchoolBucks. This service is a website where you can pay for your child(ren)'s meals using your Visa, MasterCard, Discover, or American Express credit card for a small fee. MySchoolBucks enables parents to keep track of their child(ren) account balance. Participation is voluntary. You do not have to place money on your child(ren) account in order to check balances. You will need to know your child(ren)'s student ID number, this is obtained through the school office or contact the Food & Nutrition Department. Encourage your student to avoid sharing his/her ID number with others. All students will be required to enter their ID number regardless of meal status or payment method, thus insuring your child(ren)'s privacy. To get started, parents have to first enroll at myschoolbucks.com. Please contact our Food & Nutrition Department at 804-733-2710 if you have any questions.

Enrollment is easy!

- 1. Go to www.myschoolbucks.com and register for a free account. A confirmation email will be sent to the email address you provide; click on the link included in the email to activate your account.**
- 2. Activate your account and begin adding your students. You will need their school name and student ID.**
- 3. Add funds to your students' accounts with your Visa, MasterCard, Discover Card or American Express.**

Please note that as you make payments, your school's cafeteria will download them to your child(ren)'s cafeteria account at set times throughout the day. To be safe, we recommend allowing up to two days for these funds to post to your child/ren's account.

5:15 am, 10:00 am & 2:45 pm, Monday-Thursday
5:15 am & 10:00 am, Friday
2:45 pm, Sunday

We encourage you to place funds on your child(ren)'s account when the balance is low. Once the school downloads your payment, the funds are available for your student to use. There is typically, however, a lag between the time that the payment is applied to your student's account and the information is uploaded to and reflected in the Current Balance link online. Money deposited into lunch accounts can take up to 12 hours or longer to post.

If you have any questions, you can email support@myschoolbucks.com or call 1-855-832-5226.

CAFETERIA RETURNED CHECK INFORMATION

Envision Payment Solutions™ was selected by Prince George County Schools/Nutrition as its check service provider. Please be aware that if your check is returned, it may be re-presented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the

same account should the check be dishonored. These fees, as permitted by state law, may be debited as a paper draft or an electronic funds transfer, at our option. Each dishonored item is subject to the applicable state returned check fees.

Specifically, per *Virginia Code Annotated § 8.01-27.1*, the service fee for returned checks is as follows: *\$50.00, plus legal interest from the date of the check and the bad check return fee charged to the holder by its bank.* (Note that the fee structure will change according to any amendments made to VA law during a school year.)

If you wish to inquire about a returned check written to Prince George County Schools/Nutrition, please contact Envision Payment Solutions™ directly at Phone # 877-290-5460 or 770-709-3100. Fax # 770-709-3007 or P.O. Box 157, Suwanee, GA 30024-0157.

Please visit our schools web site or our district web site @ <http://www.schoolnutritionandfitness.com/index.php?sid=1464113827674/> for further information.

CALENDAR

The school calendar can be found at the Prince George County School's website (www.pgs.k12.va.us) and at the website for each school. On the first day of school, students will be given a copy of the calendar. Calendars for sporting events and other activities can be found at www.pgs.k12.va.us. This calendar includes interim (progress report) and report card issuance dates.

CLASS RINGS

Students who order class rings in the spring must be in a sophomore (10th grade) homeroom. 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. Transfer and new students who meet the above requirements can order rings in the fall for a rush delivery for the Ring Dance. Ring deposits are non-refundable. Juniors and seniors may order and receive the designated school ring at any time after the junior rings have been presented.

CLINIC PROCEDURES

Prescribed medication will be administered by qualified school personnel. Parent(s) or guardian(s) 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, sealed container, labeled with student's name.

CLUBS AND ORGANIZATIONS

Students are encouraged to participate in the various clubs and organizations offered by the schools. 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 school webpages.

CODE OF CONDUCT

The Encouraging Positive Student Conduct and Safety Handbook will be given to each student. Prince George County Schools Standards of Student Conduct are provided in this handbook. Please keep this handbook for questions or concerns that you may have regarding the student conduct expectations; for example, school behavior, bus behavior, dress code, cell phone & electronic usage, bullying/harassment, internet usage, search and seizure, weapons, drugs, accountability, parent responsibility and involvement requirements, compulsory attendance policy, sex offender and crimes against minor registry, and directory

information. This handbook may also be found online at <http://pgs.k12.va.us> under *parents*, then *forms and documents*.

CODE OF CONDUCT ACKNOWLEDGEMENT PAGE

The acknowledgement page of the **Encouraging Positive Student Conduct and Safety Handbook** must be returned to the students' respective school completed and signed by both the student and at least one parent/guardian. This page is located at the end of that handbook.

CRIME SOLVERS

Prince George County Schools participate in the Hopewell/ Prince George Crime Solvers program. Students who have knowledge of a crime in or out of school may report it anonymously to school officials. Students are encouraged to use **p3tips.com** or speak with an administrator. Students who report crimes may be eligible for a cash reward of up to \$1000.00.

DANCES

School dances are held to promote socialization among students within the school, provide appropriate social settings for students, and recognize a traditional benchmark of the American high school experience. Tickets for dances must be purchased in advance. Dance permission forms must be completed by both student and parent. When attending school dances, students are expected to behave appropriately. The **Encouraging Positive Student Conduct and Safety Handbook** policies apply to all school-sponsored events.

PGHS dances are for Prince George High School students. Date permission forms (available at the school) are required for those students wishing to bring a date who does not attend PGHS. Dates of PGHS students must be enrolled in grades 9-12 and must not be 21 years old by the date of the dance. 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.

DEFIANCE

Students must comply with reasonable staff requests. Students who defy staff may be suspended out-of-school.

DOORS

Do not open doors for visitors and unknown persons so that a secure and safe building may be maintained. Opening doors for unauthorized persons may result in discipline. All visitors must enter through the front doors, report to the main office with identification, and be "raptured." The receptionist will then issue the visitor a pass to wear. Please tell a teacher or principal about any person in the building whom you do not recognize or who is not wearing a visitor's pass. Doors should never be propped open.

DRESS CODE FOR STUDENTS

Prince George students are expected to comply with the dress code as stated in the *Encouraging Positive Student Conduct and Safety Handbook*. Violating the county dress code may result in students being required to change into County approved PE attire. A student refusing to do so will remain in the office until appropriate clothing is provided by his/her parent/guardian. Because schools are not able to keep up with the changing fashions, the principal, or designee, reserves the right to rule on individual cases. Please refer to the Student Conduct and Safety Handbook for a complete list of dress code requirements.

ELECTRONIC DEVICES

Students may possess electronic devices on school grounds provided they adhere to these procedures;

1. Students may use electronic devices **IN THE COMMONS ONLY** during their lunch blocks and before school. Students may not use their phones in the hallways or classrooms.
2. Students must have the cell phone or electronic device silenced.
3. **Students must not wear and use ear buds or headphones. Earbuds and headphones should not be visible (like hanging around the neck or tucked behind the ears).**
4. Students may not make or receive phone calls.

5. Students are to use their cell phones or electronic devices individually. Groups are not to congregate around a single cell phone or device.
6. Students must comply with all school board policies regarding cyber bullying, proper use of social media, and cheating by use of electronic device.
7. Students are not to use their cell phones or electronic devices for unauthorized camera usage or video recording. Any use of cell phones or electronic devices for photography or video recording must receive prior approval by administration. Filming fights may result in out-of-school suspension.

Failure to comply with these rules will result in the confiscation of the student's cell phone or electronic device and will not be returned to the parent of the student until disciplinary consequences have been served by the student. **A student's refusal to give an electronic device to staff may result in out-of-school suspension for defiance.**

For instructional purposes only and with a teacher's supervision and permission, students may use their cell phones in the classroom.

Students taking Standards of Learning (SOL) tests are prohibited from having in their possession a cell phone or any other unapproved electronic device.

The school is not responsible for stolen, lost, or damaged devices. If a student is in violation of the policy, in addition to other disciplinary sanctions imposed, the device may be confiscated and returned only to the student's parent.

EMERGENCY DRILLS

Periodic emergency drills are held to ensure the safety of all students and staff in the event of a real emergency. During a drill, students are to exit the building and move to the 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 as directed by their teacher.

EXAMS AND SEMESTER ASSESSMENTS

Assessments will be given at the end of the first semester, and exams will be given at the end of the second semester. The exam will count as 20% of the semester grade for 9th -12th grade students and as 10% of the semester grade for 6th - 8th grade students. Only students whose absence is excused by an administrator will be permitted to make-up an exam. Students who arrive tardy to an exam may forfeit the exam(s) for that day. Students must be present for the entire exam block. Parents and students, please plan ahead for the exam schedule on the district calendar.

EXAM EXEMPTION POLICY (SOL COURSES)

Exam exemption **ONLY** applies to final exams. Semester 1 assessments are **not** eligible for exemption. Students in SOL test courses **may** exempt the final exam if they **pass** the SOL test. Students who fail the SOL test must take the final exam. **If 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.**

EXAM EXEMPTION POLICY (NON-SOL COURSES)

Students in Non-SOL test courses may exempt the final exam if they meet **ALL** of the following criteria:

- Have a "B" or better average
- Have no more than 8 absences from class during the year
- Have no more than 3 tardies to class during second semester
- Have not received out of school suspension during the year

Students are only exempt if the teacher presents the student with the appropriate exemption form signed by the teacher, and the form is signed by a parent and returned to the teacher by the due date. Students who fail to return this form must take the exam. There is an attendance appeals procedure beginning at the end of May. The attendance appeal form is in the principal's office. A full description of the exam exemption policy is in school board policy INDE.

EXTRA-CURRICULAR ACTIVITIES

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

FACULTY AREAS

Students are not allowed in faculty office areas, in the faculty dining room, or in the office kitchen. Students may not use the back office door.

FOOD AND DRINK

All food and drink should be consumed in the Commons. Only water is allowed in class. Only students with late bus passes may go to breakfast after the bell for class rings at 7:50.

DELIVERIES AT SCHOOL

To protect the integrity 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.

Students are not to call restaurants to order and have food delivered during school times. (i.e. **Grub Hub, Uber Eats**)

GRADING SCALE

The Prince George Schools grading scale and weighting of quality points are:

Number		
<u>Grade</u>	<u>Letter</u>	<u>Quality points</u>
97-100	A+	4.5
90-96	A	4
86-89	B+	3.5
80-85	B	3
76-79	C+	2.5
70-75	C	2
66-69	D+	1.5
60-65	D	1
<60	F	0

GUIDANCE

Students will be given a *Prince George Secondary Schools Registration Guide* that provides detailed information regarding all available educational programs. Academic school counseling, career counseling, and personal/social/emotional counseling services will be provided to all students by guidance counselors. 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 through the corridors. Students should not run, push or shove as they move through the building. Students are expected 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. Electronic device use is not allowed in the hall.

HEALTH SERVICES

PRINCE GEORGE COUNTY PUBLIC SCHOOLS - SCHOOL HEALTH SERVICES

The mission of our school health services program is to promote health and wellness for our students and their families, our staff and our community. Our goals are to:

- Provide students with first aid and emergency care for illness and injury;
- Provide nursing care to students with health needs;
- Ensure access or referral to primary health care services and community resources;
- Prevent and control communicable disease and other health problems;
- Promote a safe and healthy school environment;
- Provide educational and counseling opportunities for promoting individual, family, and community health.

Vision and Hearing Screening:

Vision and hearing screenings shall be conducted for students in grades kindergarten, 3, 7, and 10 during the months of September, October, and November. Students in these grade levels who enroll after their school's screening date shall receive screenings within 60 administrative days of enrollment. The purpose of the screenings is to identify and refer children with potential vision or hearing problems to a healthcare provider. Early intervention is critical in promoting health and academic success. Parents shall receive written notification if abnormal findings are detected during the screening process. Parents should contact their child's school nurse if they wish for their child to opt-out of the screening. The school nurse can provide parents with the appropriate opt-out form.

Scoliosis Educational Information:

Parent educational information on scoliosis shall be provided to parents of students in grades 5 through 10 within 60 business days after the opening of school each year. Scoliosis is a curving of the spine or backbone from side to side which cannot be corrected by simply learning to stand up straight. The curve may or may not be noticed by others. Early detection is important to ensure that the curve does not progress.

Health Conditions and Health Care Plans:

Parents are encouraged to communicate with the school nurse if their child has a health condition such as diabetes, seizures, asthma, heart condition, bleeding disorder, concussion, traumatic brain injury, anaphylaxis (severe allergic reaction), sickle cell disease, or any other potentially life threatening or significant medical condition. A Health Care Services Plan may be requested by the nurse for the parent to have completed by the child's physician so that the appropriate care, arrangements, and accommodations will be provided for the student during the school day in order to keep the child safe at school. The school nurse shall assist in developing an appropriate nursing health care plan specifically for your child if needed. The nursing health care plan provides guidelines for care of child's health needs during the school day and in an emergency. It is expected that parents keep the school nurse informed of any changes in their child's health condition or status. Parents must supply medications and any equipment required to administer medications or provide special medical care at school.

The Health Care Services Plan and all other Medical Care Plans shall be updated each school year by the physician and given to the school nurse in order to provide safe and effective care and for the student during the school day. This also allows for the nursing staff to be updated on any and all changes that have occurred since the previous school year.

Illness:

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 diseases or conditions may require a statement from the physician affirming a child has been appropriately treated and/or is not contagious.

Sick or Injured Children:

Students who become ill or are injured at school or on a school bus shall be granted permission to leave class and report to the clinic. The student's parent or guardian will be contacted should the nurse feel it is warranted. Space is limited in the school clinic; therefore, parents are requested to make arrangements to pick up sick or injured children immediately. Except for unusual circumstances, students will be returned to class within 30 minutes of resting in the clinic.

Pediculosis (Head Lice):

Each year we have a few cases of head lice detected within our student population. To help prevent this problem, parents should instruct their children not to share personal items such as hats, scarves, coats, combs, brushes, hair accessories, and towels. Parents are encouraged to examine their children periodically for signs of head lice: intense itching of the scalp, tickling feeling of something moving in the hair, presence of small grayish-brown insects on the scalp, or tiny white oval shaped eggs (nits) which stick firmly to the hair shaft. If parents suspect their child has head lice, keep child at home and contact the school nurse who can provide detailed information on treatment.

Health Insurance:

Children who do not have health insurance may qualify for health care coverage under the Affordable Care Act. For more information visit the HealthCare.gov website or call 1-800 318-2596. Information and assistance may also be provided by contacting the Prince George County Department of Social Services at 733-2650 or the school nurse.

Medication Policy:

1. Medication will be administered to students by qualified school personnel. Qualified school personnel shall be defined as nurses currently licensed in the State of Virginia and school employees (designated by the principal) who receive medication administration training by a registered professional nurse.
 - ❖ Before any medication may be administered to any student during school hours, written authorization shall be required as follows:
 - ❖ All medication (with the exception of acetaminophen, ibuprofen and naproxen) shall require written authorization of student's licensed prescriber (physician, nurse practitioner, or physician assistant) and parent or guardian.
 - ❖ Acetaminophen, ibuprofen and naproxen shall require only written authorization of student's parent or guardian, unless any of the following situations exist, at which time licensed prescriber's authorization is required:
 - student requires medication for more than three consecutive school days;
 - dosage exceeds recommended amount for age and/or weight;
 - medication is contraindicated according to student's health condition and/or other medication being taken;
 - personnel administering medication, at his/her discretion, determines that the medication should not be administered.
2. Auto-injectable epinephrine (called "stock epinephrine") shall be provided in each school, to be administered by a school nurse or employee of the school board who is authorized and trained in the administration of epinephrine to any student believed to be having an anaphylactic reaction on school premises, during the academic day.
 - ❖ Stock epinephrine does not extend to activities off school grounds (including transportation to and from school, field trips, etc.) or outside of the academic day (sporting events, extra-curricular activities, etc.). Stock epinephrine is intended for use on school premises and shall not be carried offsite.
 - ❖ It is expected that parents of students with known life threatening allergies and/or anaphylaxis provide the school with written instructions from the students' health care provider for handling anaphylaxis and all necessary medications for implementing the student specific order on an annual basis.
 - ❖ **Stock epinephrine is not intended to replace student specific orders or parent provided individual medications.**

3. All medication to be administered at school, with the exception of No. 2 above, requires written medication authorization and be renewed annually each school year
4. "Medication" shall be defined as all medications including over-the-counter nonprescription medications, vitamins, herbal products, dietary supplements, and those prescribed by a physician. Parent or guardian must bring medication into school. All medication brought to school must be delivered to the office or clinic immediately. **Medication cannot be transported on buses or by students.**
5. With the exception of insulin, asthma medication and/or auto-injectable epinephrine, (as discussed below in No.15) the possession, self-administration, sharing, borrowing, distributing, manufacturing or selling of any medication is prohibited for students.
6. 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 medication must be in the original, unopened container, labeled with student's name.
7. **Medication shall not be received or accepted by school personnel without the accompanying written medication authorization of parent or guardian and/or licensed prescriber.**
8. It is recommended that the first dose of a new medication be given at home.
9. Any changes in an original medication authorization require a new written authorization and corresponding change in the prescription label.
10. Antibiotics prescribed 3 times a day will not be given at school. These can be administered at home before school, after school and at bed time. Where antibiotics are prescribed 4 times a day, one dose will be given at lunch time.
11. Medication that is to be given in the morning should be administered at home prior to arrival to school, if at all possible.
12. Parent or guardian may give medication to their child during the school day if they so desire. Parent or guardian should check in at the school office first when coming into the school for this purpose.
13. Students with a diagnosis of diabetes, asthma and/or anaphylaxis (severe allergic reaction) may possess and self-administer insulin, inhaled asthma medications and/or auto-injectable epinephrine during the school day, at school-sponsored activities, and while on the bus or other school property provided the following conditions are met: The student must have written consent from a parent; written notice from a licensed prescriber that identifies the name, dosage and frequency of medication and circumstances which warrant such medication to be self-administered; physician confirmation that student demonstrates ability to safely and effectively self-administer medication; and an individualized health care plan including emergency procedures for any life-threatening conditions. The permission to possess and self-administer inhaled asthma medications and/or auto-injectable epinephrine must be renewed annually at the beginning of each school year. Permission granted to a student to possess and self-administer insulin must be renewed annually at the beginning of each school year. Parent or guardian will be notified by a school official before any limitations or restrictions are imposed upon a student's possession and self-administration of insulin, inhaled asthma medications and/or auto-injectable epinephrine.
14. Parent or guardian is responsible for supplying medications and any equipment required to administer medications or provide special medical care, such as, but not limited to lancets, needles, and syringes; glucometer; testing strips; supplemental snacks; and nebulizer tubing and mouthpiece.
15. Medication will be stored in a locked cabinet or secured area, not accessible to students.
16. Expired medication will not be administered to students. Parent or guardian is responsible to replace expired medication immediately. Expired medication that has not been picked up by parent or guardian within 2 (two) weeks of notification will be discarded.
17. Discontinued medication that has not been picked up by parent or guardian within 2 (two) weeks will be discarded.
18. Left over medication that has not been picked up by parent or guardian at the end of the school year will be discarded.
19. School personnel will dispose of medication according to the U. S. Food and Drug Administration guidelines for drug disposal.

Copies of health care plans and medication authorization forms can be obtained from the school nurse or downloaded from the Prince George County School webpage: www.pgs.k12.va.us.

Guidelines for the Safe Transport of Students

In order to promote the safe transport of students, the following guidelines are established as recommendations for situations in which students should NOT board the bus for dismissal.

1. Blood sugar reading above 300 **with** symptoms or ketones
2. Blood sugar reading 400 and above **without** symptoms or ketones
3. Blood sugar reading below 70 that has not been corrected
4. Same day injury causing problems with mobility or balance
5. Wheezing or difficulty breathing
6. Chest pain, tightness, or pressure
7. Sudden onset severe headache, weakness, slurred speech, and/or dizziness
8. Bleeding that cannot be controlled
9. Change in usual level of consciousness
10. Seizure with no known history
11. Moderate to severe pain of sudden or acute onset
12. Vomiting that occurs within 30 minutes of dismissal time at the secondary school level
13. Vomiting that occurs within 1 hour of dismissal time at the elementary school level
14. Appears to be in distress
15. Vital signs unstable
16. Temperature 100 or above
17. Student remains drowsy or disoriented following a seizure
18. Any head injury that occurs within 30 minutes of dismissal time, regardless of symptoms
19. Signs of suspected concussion following a head injury
20. Clothing soiled with feces or wet body fluids
21. Evidence of pediculosis (head lice)
22. Any situation deemed by the school nurse to be potentially life threatening, unsafe, or inappropriate for transport by bus
23. The following occurrences within 1 hour of dismissal time:
 - a. Tonic-clonic (convulsive type) seizure
 - b. Any bee sting, regardless of allergy history
 - c. Ingestion of a known food allergen

Scoliosis:

People of all ages can have scoliosis. The following focuses on children and adolescents.

What is Scoliosis?

The normal spine naturally curves outward in the chest area and forward in the waist area when looking at a person from the side. Scoliosis is a curving of the spine or backbone from side to side which cannot be corrected by simply learning to stand up straight. Scoliosis may cause the back to curve like an “S” or a “C.” The curve may or may not be noticed by others.

Who gets Scoliosis?

Most scoliosis is found in perfectly healthy children. Approximately 3 to 5 of every 1000 children develop spinal curves considered significant enough to require treatment. The most common type is idiopathic scoliosis of unknown cause and occurs after the age of 10. Girls have a higher incidence than boys of developing this type of scoliosis. Because scoliosis can run in families, it is recommended that a child who has a parent or sibling with scoliosis have regular checkups by the family doctor. Early detection is important to ensure that the curve does not progress. If allowed to progress, severe cases can result in chronic severe back pain, deformity, and difficulty in breathing.

How is Scoliosis identified?

Often times the first indication of scoliosis is that clothes do not fit properly. The hemline of a dress or the length of pant legs may appear uneven. One of the easiest ways to detect scoliosis is by using the forward bending test. The test involves bending over, with straight knees, arms hanging loosely and fingertips reaching toward the floor. If a hump is noticed in the rib area or lumbar region (near the waist), it is advised that the child be evaluated by a family physician, pediatrician, or orthopedist.

Parents should begin to watch for the following warning signs of scoliosis when their child is about 8 years of age and continue until the spine has fully matured:

- Uneven shoulders or one shoulder higher than the other
- Prominent shoulder blade
- Uneven waist
- One hip higher or more prominent than the other
- Leaning to one side

How is Scoliosis diagnosed?

Only a physician can accurately diagnose scoliosis. The physician will gather data such as family history of scoliosis, age of child when curve was noticed, location and severity of the curve, and possibility of any associated birth defects, trauma, or other disorders. Physical examination may include evaluation of the back, chest, pelvis, legs, feet, and skin. The physician may request x-ray examination particularly for individuals with significant spinal curves, unusual back pain, or signs of neurological involvement. Based on x-ray report, the curve of the spine is measured to determine angle of the curve or degrees of severity.

How is Scoliosis treated?

The physician will determine appropriate treatment based on the child's age, the amount of growth still expected, and the degree and pattern of the curve. Someone with a mild curve might only require regular check-ups to ensure that the curve is not getting worse. Other recommendations may include wearing a brace or surgery.

Where can I obtain more information about Scoliosis?

National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS) www.niams.nih.gov

American Academy of Orthopaedic Surgeons www.aaos.org

National Scoliosis Foundation
www.scoliosis-assoc.org

Scoliosis Association, Inc.
www.scoliosis.org

***Scoliosis in Children and Adolescents information sheets will go home in student information packets.**

HONOR CODE

In order to preserve the integrity of the school an honor system has been established. Students are expected to honor the word, the work, and the possessions of themselves and others. Therefore, lying/falsification, cheating, plagiarism, or stealing are prohibited. Students who breach the honor code may receive zeros on the work and/or disciplinary actions. A student's electronic device may not be activated during tests and quizzes.

All violations of academic integrity/honor code will be documented in an office referral and shared with an administrator.

Students must provide acknowledgement for the use of distinctive ideas or work belonging to another person. Paraphrasing, word-for-word copying, fabrication of sources or bibliographic information, and ghostwriting are all forms of plagiarism. Students must acknowledge their sources of information using MLA or APA documentation.

Students are expected to perform honestly on any assigned schoolwork or tests. The following actions are prohibited:

- Cheating on a test or assigned work (including homework) by giving, receiving, offering, and/or soliciting information.
- Plagiarizing by copying the language, structure, idea, and/or thoughts of another person.
- Falsifying statements on any assigned schoolwork, tests, or other school documents.

All standardized testing (CTE, SOL, WISE, etc.) will begin with the following announcement:

Any cell phone, e-readers, or other electronic devices (some watches) with camera features, text messaging functions, voice-activated recording capabilities, and/or internet access must be turned off and placed at the front of the room. Failure to comply with this request will result in a student's dismissal from the testing session immediately. If a device belonging to a student is activated and "goes off" during testing, the student will be dismissed from testing and the test will not be scored. If a student is discovered cheating, that student will not be permitted to continue to test. If the test is an EOC SOL test, the student cannot retest until the next scheduled test administration. Any violation may result in disciplinary measures.

ID BADGES AND STUDENT PLANNERS

Students' Identification Badges are required at all times while on Prince George Public School grounds during the regular school day. Students' having an ID and planner is a part of our SCHOOL SAFETY procedures. Consequences for failure to have an ID badge will include Detention After School, Saturday School, and/or loss of parking privileges.

ID Badges & Student Planners 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.

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. Students are not to deface in any way, loan out, or borrow 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 ID badges is \$5.00.

LIBRARY PROCEDURES

The Library is open 7:25-2:55. It is designed for research, media use, internet use, pleasure reading, independent study, and instruction. Students will be provided assistance as needed. Appropriate conduct is expected at all times. Students must present their student IDs to sign into the library. Between 7:50 and 2:30, students must have a signed pass in the student planner, except for their assigned lunch time. **Fees are charged for overdue books, lost date due cards, etc.** A detailed list of services and fees are available in the library media center. Students may not be in the library during class time without the assigned teacher's permission and the librarian's permission.

LOCKERS

All students are provided lockers. Students are responsible for any items in their lockers. Lockers are not to be shared; students are forbidden to put items in someone else's locker. Students are not permitted to go to lockers during their lunch blocks. All lockers are subject to the Prince George Search and Seizure Policy and Regulations. Students are strongly encouraged to secure their hall lockers and PE lockers.

SCHOOL CLOSING

In case of emergency school closings, information will be posted on the school system's website (pgs.k12.va.us), and the local media will carry our announcement. Additionally, you should receive an automated telephone message from the superintendent's office. Please notify an administrator if you are not receiving automated telephone messages from School Messenger.

SCHOOL MESSENGER

The School Board Office has a “**School Messenger**” calling system to provide parents with information regarding late school openings, early school closings, when schools are closed, and other pertinent information. **To receive information by phone, it is necessary to keep the school informed of current phone numbers. Information can also be found on the county website, www.pgs.k12.va.us, or on local television and radio stations.**

SCHOOL STORE

Students are encouraged to visit the school store *The George* to purchase commonly used school supplies and spirit shirts. The store is located in B-wing and run by DECA.

SENIOR PRIVILEGES

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 INFORMATION SYSTEM (TYLER SIS)

Parents are encouraged to utilize the on-line student information system (TylerSIS). Parents may log into student accounts to review grades, attendance, and discipline. A link for TylerSIS can be found on the county website, www.pgs.k12.va.us.

STUDENT DROP-OFF AND PICK-UP

Student morning drop-off is in the front of PGHS. Be mindful that traffic congestion can occur on Laurel Spring Road, so plan your arrival to school accordingly to avoid being tardy. Students may be picked up in the afternoon from the first two rows of the student parking lot. Please follow proper traffic patterns, rules, and regulations. Be aware of the laws regarding stopped school buses with lights flashing. Students should never be picked up and dropped off in the bus area.

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. Loitering in the parking area is prohibited. Students may not sit in their cars. Upon arrival, they should enter the building. In the afternoon, students should leave in their vehicles. Students are not allowed to return to their car during the school day without administrative approval.

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 Rowanty school bus unless authorization to drive is granted by both a PGHS and Rowanty administrator. 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

All students will receive a Student Planner when he/she begins school. Included in the student planner are hall passes. Students must carry their student planners with them to school daily and are expected to keep their planners with them at all times. Students are **NOT** permitted to deface planners or lend a planner to another student. Students must have their planners available to be signed by a staff member and available when questioned by a staff member. Violations related to the student planner may lead to disciplinary action. The replacement fee for a planner is \$15.00 each.

STUDENT RECORDS

Student scholastic records are maintained with the following information: name and address of student and parent, birth date of pupil, academic information, attendance, health and physical fitness data, immunization record, health concerns, disciplinary actions, and school registration forms. The records also include tentative high school program of studies plan, standardized test results, and pertinent communications between home and school.

Confidential records are kept for certain students who may require special services or differentiated programs. These records include those mandated by the State for the proper evaluations and placement of students. *Parental rights regarding students' educational records (FERPA) can also be found on the Prince George County webpage (http://pgs.k12.va.us/index/pgs/documents_list/C38/) and in the Secondary Schools Registration Guide.* A scholastic transcript will be released to the officials of the receiving school when a student transfers from one school to another.

TEXTBOOKS/SUPPLIES

Prince George County provides free textbooks for students. Students will be issued 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.

VISITORS

All visitors to Prince George County Schools and offices are required to present a valid government issued identification card with a photo (i.e. driver's license, military ID). Visitors must report to the main office/receptionist upon entry into the building. Administration and/or county police will be contacted if a visitor does not follow proper procedures. If necessary, legal action will be taken for trespassing on school property. Students are not allowed to have visitors or guests during lunch other than parents/guardians who have checked in through the main office. Visitors are not to go to classrooms and teachers without administrator approval. Parents who wish to confer with a teacher should make an appointment through their student's guidance counselor.

ASBESTOS

The building is inspected on a regular basis for asbestos. A copy of the inspection report is available in the school office upon request.

CONTINUE SCROLLING TO SIGNATURE FORM



ACKNOWLEDGEMENT OF PGHS STUDENT HANDBOOK

Please read the electronic copy of *Prince George High School Student Handbook* which outlines the rules and procedures of the school. This handbook may be found online at

1. <http://www.pgs.k12.va.us>
2. Click Schools
3. Click on Prince George High School
4. Click on Students
5. Click on Handbook and Code of Conduct

My signature acknowledges that I have read the *Prince George High School Student Handbook*.

By signing this statement, I do not waive, but expressly reserve, my rights protected by the *Constitution* or laws of the United States or of Virginia. I retain the right to express disagreement with a school division's policies, procedures, and rules or decisions.

Print parent/legal guardian's name: _____

Signature: _____

Date: _____

Print student's name: _____

Signature: _____

Date: _____

_____ Please provide me with a paper copy of the student handbook.

Student's first-block teacher: _____

