

# PRINCE GEORGE HIGH SCHOOL STUDENT HANDBOOK



2017-2018

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.

**ADMINISTRATION**

804-733-2720

Mr. Michael Nelson, Principal

Mr. Jeff Darby, Assistant Principal

Mrs. Karen Rhodes, Assistant Principal

\_\_\_\_\_, Assistant Principal

Mrs. Renee Topian, receptionist

**GUIDANCE**

804-733-2725

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

Ms. Jocelyn Culver, students A-Gilb

Mr. Philip Jones, Jr, students Gilc-McK

Mrs. Nancy Odum, students McL-S

Ms. Monica Curtis, counseling registrar

**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.

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.

|           |                     |
|-----------|---------------------|
| 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. Headphones are not allowed on school buses.
  22. The transportation department is not responsible for any lost electronic devices.
  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 serviced in a positive, cheerful manner and through sound nutrition education.

All schools in Prince George County participate in the National School Breakfast/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.

To locate menus go to the county web site <http://pgs.k12.va.us> and click on the "Parent" icon and select "Cafeterias" on the drop down. Once the tab is open you can view menus, meal applications, policies and nutritional information. We also offer a mobile app that can be downloaded from the cafeteria webpage. 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.

Student prices for the 2017-2018 school year are:

- Breakfast Full Price - \$1.35 - Reduced - 0.30
- Lunch Full Price - \$2.65 – Reduced – 0.40
- Parents/Guest - \$3.25

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.

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 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 or TANF for your child(ren), fill out an application at that time.

Students in grades 8-12 are not allowed to charge. We will offer a reimbursable alternate meal two times to students. Children in K-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 “granola or toast”, fruit, 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 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’s) account balance. Participation is voluntary. You do not have to place money on your child(ren’s) 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’s(ren) 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](http://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, or Discover Card.

Please note that as you make payments, your school's cafeteria will download them to your student's cafeteria account at set times throughout the day. As of this writing, our district downloads payments at approximately:

5:15 AM, 10:00 AM and 2:45 PM, Monday-Thursday  
5:15 AM and 10:00 AM Friday  
2:45PM Sunday

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 to post.

If you have any questions, you can email [support@myschoolbucks.com](mailto: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, 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 770-709-3013. Fax # 770-709-3007 or P.O. Box 157, Suwanee, GA 30024-0157.

Please our schools web site or our district web site @ <http://pgs.k12.va.us> for further information.

### **CALENDAR**

The school calendar can be found at the Prince George County School's website ([www.pgs.k12.va.us](http://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](http://www.pgs.k12.va.us).

## CLASS RINGS

Students who order class rings in the spring must be in a sophomore (10<sup>th</sup> 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 text "igotcha" to 274637, call 733-2777, visit [www.tipsoft.com](http://www.tipsoft.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 “raptored.” 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.
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 9<sup>th</sup> -12<sup>th</sup> grade students and as 10% of the semester grade for 6<sup>th</sup> - 8<sup>th</sup> 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.

### **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

---

## 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. **Student must have a current VHSL physical form on file.**

## FOOD AND DRINK

All food and drink should be consumed in the Commons. Only water is allowed in class.

## GIFTS (DELIVERED TO THE SCHOOLS)

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.

## GRADING SCALE

The Prince George Schools grading scale and weighting of quality points that will be used beginning in September 2017 follows:

| <b>Number</b> |               |                       |
|---------------|---------------|-----------------------|
| <b>Grade</b>  | <b>Letter</b> | <b>Quality points</b> |
| 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

Students who become ill or are injured at school or on a school bus should report to the clinic. The student's parent/guardian will be contacted should the nurse feel it is warranted. Parents are expected to 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. For their own safety, students must report to the clinic and not remain in a restroom without supervision when they are ill.

To protect all children from communicable disease, parents should 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. 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.

## 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. 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. 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. 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.

---

## **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](http://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](http://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 12<sup>th</sup> 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](http://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 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/](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.

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. Schools
3. Prince George High School
4. Important Student Information
5. *Prince George High School Student Handbook*

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: \_\_\_\_\_