

**Patrick County High School
Student Handbook
2019-2020**

215 Cougar Lane
Stuart, VA 24171
P: 276.694.7137 F: 276.694.6997
www.patrick.k12.va.us

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

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

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

Principal's Message

Hello Cougar Nation!

As a 1987 graduate of PCHS and the son of an original PCHS faculty member, I am extremely excited and proud to be back at PCHS as your principal. We are going to have another great school year. There are lots of exciting things happening here on our campus. We will work hard together and celebrate being Patrick County Cougars along the way. PCHS is an excellent place to be, and we should be very proud of the accomplishments and traditions we have here. Our athletic teams have already produced conference championships, our Pride of Patrick County Marching Band, a consistently strong program that is known statewide, State Championship Fishing team, Scholastic Bowl team, and other cultural arts, vocational and club programs have excelled in their own areas of competition. As your principal, I pledge to you to continue our strong push in academics as well as extracurricular activities, in order to help your high school experience be one of the best times in your life.

The vision that I have for us consists of continued effective teaching in the classroom, student engagement and accountability, and holding all of us to the high standard that is expected by students, faculty, staff, parents, and all the community stakeholders. I believe in building relationships with students, parents, and staff as well as emphasizing how important education is to the future of our students. Education is the great equalizer. No matter your background, you have an opportunity to be successful with education. Life is often very difficult without. I certainly want to encourage our students in thinking about post-secondary opportunities such as a two or four year college, the military, or some other form of education after high school. I ask you to join with me as we strive to further this vision together.

In closing, we at PCHS are blessed to have tremendous community support and parental involvement. We appreciate the sustained support provided so unselfishly by our parents, community members, and local businesses. We pledge to continue to work hard to make our academic and extracurricular programs even stronger to ensure our students are successful and prepared for the future. They deserve no less. Please continue to communicate with the teachers, guidance counselors, and our administrative staff as we move forward together to meeting the challenges of the 21st century learner.

Kenneth T. Cox
Principal, Patrick County High School

HANDBOOK AMENDMENTS AND ADDITIONS

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

Mission Statement

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

Beliefs

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

Patrick County High School Alma Mater

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

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

We will be true to you as our dreams unfold.

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

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

Title IX Policy

Equal educational opportunities shall be available for all students without regard to race, national origin, gender, ethnicity, religion, disability or marital or parental status. Educational programs shall be designed to meet the varying needs of all students.

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

School Telephone Directory

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

School Fax Directory

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

Important Telephone Numbers

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

Local Media

<i>The Enterprise</i>	276-694-3101
WHEO	276-694-3114
Patrick County Sheriff's Office	276-694-3161
Patrick County School Board	276-694-3163
Patrick County School Bus Garage	276-694-3268
Patrick County School Information Hotline	276-251-3154
Piedmont Community Services	276-694-4361
Poison Control Center	1-800-222-1222
Virginia State Police	1-800-542-5959

"Partners in Education" Student's Pledge

I will

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

Educator's Pledge

I will

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

Parents'/Guardians' Pledge

I will

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

Principal's Advisory Team

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

Leadership Council

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

Student Advisory Roundtable

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

Booster Clubs

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

Special Education Advisory Committee

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

Student Citizenship Rights

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

Student Citizenship Responsibilities

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

General Safety Rules

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

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

Top 10 Questions Often Asked: What To Do If

If You	Then
Are sick in school	Go to a teacher and get a pass to the school nurse/clinic
Are tardy to school	Go to the reception desk before class and obtain a note
Are late due to the bus	Report directly to the front office
Are absent from school	Obtain admission slip from ticket window beside the auditorium
Must leave school early	Take parental note to the ticket window before 8:20 a.m.
Have schedule or social problems	Go to guidance office between classes or during lunch
Need information about college	See the college advisor
Need to know if schools are closed	Call the hotline 276-251-3154
Need a parking permit	See bookkeeper
Need to report a crime	See an administrator

GENERAL INFORMATION

Academic Honors

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

Superintendent Scholar

A student must have all A's every nine week grading period and no discipline referrals.

Principal's Honor Roll

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

Junior and Senior Beta Club

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

Academic Letter

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

Junior Class Marshal

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

Scholarships

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

Honor Graduates

Honor graduates achieving Magna Cum Laude status (GPA 4.0-4.2) and Summa Cum Laude status (GPA above 4.2) will be recognized during high school graduation. Patrick County High School will recognize the graduating senior with the highest GPA as the valedictorian and the graduating senior with the second highest GPA as the salutatorian. This determination will be made at the conclusion of the third nine weeks of the senior year. Students ranked one through ten will be given a special parking space. Rank will be determined on the first day of school of the

student's senior year (early graduates will not be included in the rankings). **Beginning with the 2020-2021 school year**, Patrick County High School will no longer rank students.

Academic Incentive Rewards

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

- A. Top ten seniors in August will be provided a reserved Cougar Paw parking space. Beginning with the 2020-2021 school year, Patrick County High School will no longer rank students.
- B. Students in grades 9-12 with a 4.0 average and no grade lower than one "B" for the previous semester will receive a *Cougar Gold Card* to be used for:
 1. free ice cream every Friday;
 2. free admission to all PCHS home athletic events
- C. Students in grades 9-12 with a 3.5 average and no grade lower than one "C" for the previous semester will receive a Cougar Silver Card to be used for:
 1. free admission to five PCHS home athletic events;
 2. free ice cream every Friday
- D. Each student chosen by their teacher as the "Most Improved Student" will receive a Cougar Bronze Card. Students will receive the Bronze Card at the end of the twelve weeks of each semester. It may be used during the last six weeks of that semester for:
 1. free ice cream each Friday;
 2. free admission to three PCHS home athletic events

Academic Assistance or Intervention

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

- A. After-school tutoring in core areas will begin at 3:40 p.m. and run until the scheduled time for activity buses, Monday through Thursday.
- B. An after-school program is available for students to recover high school credit for failed courses by repeating the failed courses during the regular school term on a computer based recovery program.

Activity Buses

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

Athletic Passes

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

Bell Schedules

No student should be on school grounds before 8:00 a.m. each morning. If it is beyond the student's control and necessary for him/her to arrive at PCHS before 8:00 a.m., the student should be under the supervision of a teacher or a coach. Students who arrive prior to 8:00 a.m. without permission from a teacher or a coach will not be able to enter the building.

No student should be on school grounds after the 3:30 p.m. bell unless under the supervision of a teacher or coach. Students are not allowed to stay on school grounds to wait for evening ball games to begin. Bell schedules: (see pgs. 55-57)

Block Schedule (4 X 4)

Block Scheduling has been implemented at PCHS for the betterment of students. This class schedule is designed to give students the opportunity to take more courses and experience instruction in longer blocks of time. Called the *4x4 Block Schedule*, this plan allows students to take eight subjects over the course of a school year. The typical school day is made up of four blocks of time averaging approximately 85 minutes in length. Each semester, students take four different classes. This allows students more options as they plan for their education and their future. Benefits to students include the following:

1. opportunity for students to do classroom work assignments more thoroughly and regularly;
2. laboratories in science, computer applications, physical education, career and technical education, art, music, and chorus provide more hands-on time and practical exercise time;
3. active, rather than passive, learning is promoted;
4. more time for the development of meaningful rapport between students and teachers is provided;
5. greater opportunity for a student who has failed a course during the first semester, to repeat the class during the second semester if the master schedule and class size permit.

Terminology for block scheduling:

One year is made up of two 90-day semesters. These are called Fall Semester and Spring Semester. Each semester is made up of two nine-week sessions.

Each school day is divided into four 85 minute blocks of time known as Block I, Block II, Block III, and Block IV.

Change of Student Information

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

Conferences

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

Dances

Several times throughout the year, the SGA will sponsor dances for the students. These dances are designed as social functions for the students and may require special dress for special dances. With the exception of Homecoming, **all dances begin at 8:00 pm. and end at 11:00 pm.** Due to the football game prior to the dance, the Homecoming dance is held from 9:00 pm until 12:00 am. Students attending the dances should not arrive at PCHS before 7:45 pm, unless they attend the Homecoming football game that starts at 7:00 pm.

Students should have their parents/guardians pick them up or have a ride home immediately after the dance. Students whose parents/guardians or their transportation home are not present thirty minutes after the event will be taken to the Patrick County Sheriff's Office by school personnel where the parents/guardians may pick them up.

Dance tickets will be pre-sold the week of the dance. Students will be required to show proper I.D. at the door the night of the dance. Students will also be asked to sign out if they leave the dance early. No student will be permitted to return to the dance once he/she has left. Students who leave the dance must also vacate the school grounds. Those who do not leave school grounds may be subject to a trespassing violation.

Students will be required to maintain the dress code as specified in the student handbook, determined by the administration, and all violations will be handled by those on duty at the dance. Students may be asked to wear something else for the remainder of the night, turn the article of clothing around or inside out, or leave the dance. Students may be given a written discipline notice to report to the office the next school day.

Although the dance styles of America are changing very quickly and the students' exposure to television has increased, the faculty and administration of Patrick County High School still maintain dances are a social setting for students to learn acceptable social skills, appreciate the rights of others at social events, and conduct themselves in a manner of tradition of PCHS. Students should be aware of the type of dance they are performing and in no way will vulgar or suggestive dancing be permitted. Students will be asked to refrain from this type of dance by the Chaperons of the dance. If a student elects not to honor the request, the student's parents/guardians will be called to come and get him/her, or the student will be asked to leave the dance, and a letter will be forwarded to the parents/guardians addressing the issue.

Guests for dances

The students of Patrick County High School will be allowed to bring one guest to the Homecoming Dance and the Prom. No guests will be allowed at any other school sponsored dances. The guest **must** arrive and leave with the student, and is the responsibility of the sponsoring student. This responsibility includes conduct, obeying of all the rules and regulations, dress code, and presentation on the dance floor. If for any reason the guest cannot maintain his/her composure, he/she and the sponsoring student will be asked to leave the dance.

All guests should register on the *guest for dance form*. This form is due approximately one week before the dance. This deadline will not be extended for any reason. Should the employer or another school suggest the named guest is not in good standing with the company/school, the request will be denied by Patrick County High School. All guests should have a proper picture I.D. with them to enter the dance. *All guests for the dances should be in the eighth grade or above and not more than 21 years of age. No elementary students will be admitted. SRO or designated security person may deny admission of guests to a dance if the law enforcement official has knowledge that would indicate that guest is not in good standing in the community.*

Tickets:

Tickets will be sold in the SGA office or outside the cafeteria during all lunches the week of the dance. Seniors may purchase tickets to dances one day prior to general sale as a senior privilege. Once the bell has rung to return to class, ticket sales will stop. Students may purchase tickets for themselves and/or their date, but not any other students.

Exam Exemptions

Students may be exempt from exams if they:

1. Have an A average (90% or above)
2. Have passed an SOL or Credential test for this class

Graduation Requirements

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

Advanced Studies Diploma
(for students entering 9th grade prior to the 2018-2019 school year)

Subject Area	Standard Units of Credit	Verified Units of Credit	SOL Tests for Verified Credit
English	4	2	English 10 Writing and English 11 Reading
Mathematics	4	2	Algebra I or Geometry or Algebra II
Science	4	2	Biology or Chemistry or Earth Science
History and Social Science	4	2	World Geography or World History I or World History II or VA/US History
Foreign Language	3		
Health and Physical Education	2		
Fine Arts or Career and Technical Education Course	1		
Economics and Personal Finance	1		
Electives	3		
Student-Selected Tests		1	One additional from Mathematics, Science or History/Social Science, or Career and Technical Education Course (CTE)
Total	26	9	

Standard Diploma
(for students entering 9th grade prior to the 2018-2019 school year)

Subject Area	Standard Units of Credit	Verified Units of Credit	SOL Tests for Verified Credit
English	4	2	English 10 Writing and English 11 Reading
Mathematics	3	1	Algebra I or Geometry or Algebra II
Science	3	1	Earth Science or Biology or Chemistry
History and Social Science	3	1	World Geography or World History I or World History II or VA/US History
Health and Physical Education	2		
Foreign Language, Fine Arts or Career and Technical Education Course	2		
Economics or Personal Finance	1		
Electives	4		
Student-Selected Tests		1	One additional from Mathematics, Science or History/Social Science, or Career and Technical Education Course (CTE) certification, competency, or credential.
Total	22	6	

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

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

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

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

Safety Drills

PCPS Policy EBCB (5/2018)

Fire Drills

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

Lockdown Drills

Each school has a lock-down drill at least twice during the first 20 school days of each school session. Each school holds at least two additional lock-down drills during the remainder of the school session. Lock-down plans and drills are in compliance with the Statewide Fire Prevention Code, Va. Code § 27-94 et seq.

School Bus Emergency Drills

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

Tornado Drills

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

Flower Delivery

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

Food and Beverage Consumption

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

Fund Raising

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

Grading System

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

GRADING SCALE & GPA SCALE

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

Promotion Criteria

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

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

Hall Passes

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

Homework Policy

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

For students:

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

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

For Parents/guardians:

Parents/guardians should provide a good learning environment and:

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

Inclement Weather Announcements

Whenever schools are opened later than usual, closed, or an emergency arises, the school messaging system will be utilized to keep parents informed to assure student safety. Within minutes of the decision to delay/close, school officials will use this system to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, or e-mail in any combination. In addition, the information hotline (276) 251-3154 can be used to access information regarding school closings/cancellations. In the event of an early dismissal due to inclement weather, students will follow written instructions given to the main office by parents indicating a regular bus stop, change in regular bus stop, or car rider. All students must leave the building at dismissal time.

Indebtedness

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

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

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

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

Lockers

Lockers will be assigned to all students at the beginning of each year. School officials throughout the year will remind students that their lockers are subject to periodic inspection and students will be held accountable for any and all contents of lockers. Each student will be held responsible for his or her locker and therefore will pay for any damage to lockers due to abuse such as kicking, slamming, and hitting.

To ensure proper accountability, no more than one person per locker is permitted.

Lost And Found

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

Medication

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

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

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

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

Moment of Silence

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

Parent Portal

The Parent Portal will allow instant access to your child's academic information, including individual classroom assignments, corresponding grades, and report cards. However, grades are only shown after teachers have finished entering them and have published them in to the portal. Due to a variety of classroom and instructional reasons, some grade books may be updated more frequently than others. Report cards will be posted quarterly in the Parent Portal. If parents would like a paper copy of the report card, they may call the school office to request a copy. Check the division website for additional information and how to sign-up at www.patrick.k12.va.us (Student progress reports may be printed at parent's request.)

Pledge of Allegiance

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

School Bus

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

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

Bus Notes

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

Search and Seizure

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

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

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

SOL Testing

Students must take end-of-course Standards of Learning (SOL) tests which are applicable to their remaining graduation requirements (listed on pgs. 9-10; see the Program of Studies for further information) or to meet federal accountability requirements. These tests will be administered following course instruction. Students who successfully complete a course and who achieve a passing score on an end-of-course SOL test or a substitute test for that course shall be awarded a verified credit. End-of-course tests that are available are listed in the Program of Studies. Students who pass an SOL course but fail the SOL test are given every opportunity to retake the SOL test. To assist in planning, we ask the student to submit in writing, by the following deadlines, his/her intent of testing:

Fall Testing Administration: by September 30th

Spring Testing Administration: by January 31st

Summer Testing Administration: by May 30th

Sororities and Fraternities

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

Student Parking/Driving Regulations

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

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

PCHS Parking Regulations

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

Inclement Weather Notice to Student Driver and Parent/Guardians

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

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

Student Health Screenings

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

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

VISION – grades PK, K, 3, 7, and 10

HEARING – grades PK, K, 3, 7, and 10

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

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

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

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

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

Textbooks

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

SCHOOL FACILITIES

Cafeteria

All students are issued a personal identification card annually to be used in the cafeteria and the library. This card (or assigned PIN number) must be used each time a student purchases a meal (or other items from the cafeteria) or checks out a book from the library. Students have the opportunity to prepay for their meals at school. Students may deposit money in their account in advance by paying the cafeteria directly or through <https://www.myschoolbucks.com>.

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

Cafeteria Rules

All students should report to the cafeteria during their designated lunches.

1. Students should conduct themselves properly while in the cafeteria.
2. All lunch trays and trash *will* be taken to the proper areas for washing or disposal.
3. No hats or gum are allowed in the cafeteria.
4. Breaking line is not allowed.
5. Students are not to buy lunch or any food or drink item for other students.
6. While in the halls during lunch, students are to stay out of "off-limit" areas. *Students on lunch are not to be downstairs or in the career and technical building at any time for any reason. Students are to remain only in the areas designated for their specific lunch period.*
7. Faculty supervisors monitor the cafeteria and halls. Students having problems should contact one of the faculty members assigned to this duty.
8. Tardies to class from lunch may be obtained from the supervisory teacher in the cafeteria. This teacher will determine the condition of the tardy.
9. Students are not to throw food or any other object in the cafeteria.
10. No food or drinks are allowed outside the cafeteria, with the exception of water in a clear container.

Clinic

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

Courtyard

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

Facilities For Physically Challenged

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

Library

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

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

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

Restrooms

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

Sport Facilities

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

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

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

Teachers' Workrooms

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

Telephones

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

DISCIPLINARY PENALTIES

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

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

"SAC" Room (Student Attitude Center)

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

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

Students assigned to SAC Room will report to the designated "detention center" at the beginning of their assigned lunch period. Students assigned to SAC Room will be provided a "bag lunch" by the cafeteria, if so desired. Students will eat in the assigned room. No talking or

sleeping will be allowed. Students will be required to work on classroom assignments. Failure to report to SAC will result in assignment of 1 day of After-School Detention.

After-School Detention

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

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

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

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

Basic rules of After-School Detention

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

Removal from School Halls

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

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

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

Offenses warranting removal from halls

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

In-School Suspension

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

Out-of-School Suspension

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

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

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

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

Assembly Suspension

Students assigned assembly suspension will be assigned to in-school suspension during assembly programs. This is a result of inappropriate behavior during previously held assemblies.

Expulsion

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

Appeals

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

STANDARDS OF STUDENT CONDUCT

Policy JFC-R (6/2017)

The following are standards of student conduct established by the School Board for all students. The consequences of any act are determined on the basis of the facts presented in each situation in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

1. **Assault and Battery**-A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property.
An assault is a threat of bodily injury.
A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.
2. **Attendance**-Truancy Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy JED Student Absences/Excuses/Dismissals.)
If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.
3. **Bomb Threats**-Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.
4. **Bullying**-A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.
"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

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

5. **Bus-Related Offenses**-Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.
6. **Cheating**-Students are expected to perform honestly on schoolwork and tests. The following actions are prohibited:
 - a) cheating on a test or assigned work by giving, receiving, offering and/or soliciting information
 - b) plagiarizing by copying the language, structure, idea and/or thoughts of another
 - c) falsifying statements on any assigned schoolwork, tests or other school documents
7. **Communication Devices**-Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher. At no time may any device be used with an unfiltered connection to the Internet. The division is not liable for devices brought to school or school activities. If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.
8. **Defiance of the Authority of School Personnel**-Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Board policies and regulations.
9. **Disruptive Conduct**-Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities, is prohibited.
10. **Electronic Cigarettes**-Students shall not possess electronic cigarettes on school premises, on school buses or at school sponsored activities.
11. **Extortion**-No student may obtain or attempt to obtain anything of value from another by using a threat of any kind.
12. **Felony Charges**-Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/ intervention activities.
13. **Fighting**-Exchanging mutual physical contact between two or more persons by pushing, shoving or hitting with or without injury is prohibited.
14. **Gambling**-A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property, on school buses or during any school related activity.
15. **Gang Activity**-Gang-related activity is not tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). (See Policy JFCE Gang Activity or Association.)
16. **Harassment**-A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions (See Policy JFHA/GBA Prohibition Against Harassment and Retaliation).
17. **Hazing**-Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney.
18. **Internet Use**-Students shall abide by the Patrick County School Division's Acceptable Computer Use Policy and Regulation. (See Policy IIBEA Acceptable Computer System Use.)
19. **Laser Pointers**-Students shall not have in their possession laser pointers.
20. **Other Conduct**-In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.
21. **Possession or Use of Weapons or Other Dangerous Articles**-Students shall not have in their possession any type of unauthorized firearm or other dangerous weapon or device (See Policy JFCD Weapons in School.)
22. **Profane, Obscene or Abusive Language or Conduct**-Students shall not use vulgar, profane or obscene language or gestures or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.
23. **Reports of Conviction or Adjudication of Delinquency**-Any student for whom the superintendent has received a report pursuant to Va. Code § 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code § 16.1-260 may be suspended or expelled.
24. **Stalking**-Students shall not engage in a pattern of behavior that places another person in fear of serious harm.
25. **Student Dress**-Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug

paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials and head coverings unless required for religious or medical purposes.

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home.

26. **Theft**-A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means.
27. **Threats or Intimidation**-Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.
28. **Trespassing**-Students shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.
29. **Use and/or Possession of Alcohol, Tobacco, Anabolic Steroids, and Other Drugs**-A student shall not possess, use, or distribute any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

A student shall not attempt to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco and inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy.

The School Board may require any student who has been found in possession of, or under the influence of, drugs or alcohol in violation of School Board policy to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.
30. **Vandalism**-Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school sponsored events.

CORRECTIVE ACTIONS

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. The facts and circumstances of each offense are considered fully in determining reasonable corrective actions.

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges, including access to the School Division's computer system
5. Parental conferences
6. Modification of student classroom assignment or schedule
7. Student behavior contract
8. Referral to student assistance services
9. Removal from class
10. Initiation of child study process
11. Referral to in-school intervention, mediation, or community service programs
12. Tasks or restrictions assigned by the principal or his designee
13. Detention after school or before school
14. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
15. In-school suspension
16. Out-of-school suspension
17. Referral to an alternative education program
18. Notification of legal authority where appropriate

19. Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored event and recommendation for expulsion for having brought a controlled substance, imitation controlled substance, or marijuana onto school property or to a school sponsored activity
20. Evaluation for alcohol or drug abuse
21. Participation in a drug, alcohol or violence intervention, prevention or treatment program

Cell Phone and Other Devices Possession and Use Policy

PCPS Policy Reference JFCZ (3/2018)

Students in grades pre-K through 3 will not be permitted to carry cell phones.

Grades 4-7

The school division recognizes that in today's society, students spend a great deal of time at after-school activities and other activities. To that end, the school division has implemented a cell phone possession and use policy for older elementary children that will provide parents and students an opportunity to communicate their plans and schedule. Students in grades 4-7 will be permitted to possess a cell phone only with the permission of the parent/guardian. The principal has the reasonable discretion to approve or disapprove the possession of the cell phone by a student. Students' cell phones must remain off during the school day and on the school bus unless permission is given to use the phone by school staff. Please note that possession of a cell phone is a privilege. If a student possesses a cell phone in school or on a bus, they must follow these conditions:

1. Cell phones must remain OFF during the school day and OFF on the school bus, unless otherwise permitted by school staff.
2. Students may make cell phone calls after school, but not on the school bus unless approved by school staff.
3. Students may only make phone calls using a cell phone during the school day with the permission of and in the presence of school staff.
4. A student shall not use a cell phone camera, access the Internet through the cell phone, or email/text message/communication apps through the cell phone without permission from a staff member.
5. Inappropriate or vulgar pictures or text messages shall not be permitted at any time while the cell phone is on school property.
6. The student is solely responsible for his/her cell phone. The school and its staff are not liable for student's cell phones.
7. Confiscated phones may be searched.

The school division strongly encourages parents/guardians to discuss their expectations as well as the rules for appropriate possession and use of cell phones.

Consequences Violation of the Rules Governing Cell Phone Use:

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

Second Offense: Item seized and turned over to parent

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

Possession of inappropriate or vulgar pictures or text messages on a cell phone: The cell phone will be confiscated, out-school suspension with a recommendation for long-term suspension. The phone will be turned over to legal authorities. Cell phone privileges will be permanently revoked.

Grades 8-12

Students may use cell phones before school, during lunch, and after school hours or at school functions/activities after the school day as long as its use does not disrupt activity. During the school day, devices may be used as directed by school staff. If devices are used in school when not appropriate, then staff may confiscate said device and disciplinary action will be taken.

Consequences Violation of the Rules Governing Cell Phone Use:

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

Second Offense: Item seized and turned over to parent

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

Possession of inappropriate or vulgar pictures or text messages on a cell phone: The cell phone will be confiscated, out-school suspension with a recommendation for long-term suspension. The phone will be turned over to legal authorities.

DISCIPLINARY OFFENSES AND CONSEQUENCES

Affection, Public Display

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

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

Alcohol

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

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

First Offense	One to ten days out-of-school suspension; mandated guidance counseling session (Prior to readmission student must produce negative alcohol test.)
Second Offense	Recommendation for expulsion

Assault

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

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

First Offense	One to ten days out-of-school suspension – Possible Quest placement
Second Offense	Recommendation for expulsion

Assembly Conduct

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

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

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

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

Communication and Entertainment Devices

Students may use cell phones before school, during lunch, and after school hours or at school functions/activities after the school day as long as its use does not disrupt the activity. During the school day, devices may be used as directed by school staff. If devices are used in school when not appropriate, then staff may confiscate said device and disciplinary action will be taken.

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

Possession of inappropriate or vulgar pictures or text messages on a cell phone: The cell phone will be confiscated, and the student will

receive out-of-school suspension with a recommendation for long-term suspension. The phone will be turned over to legal authorities. Cell phone privileges may be permanently revoked.

Bullying

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

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

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

First Offense

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

Second Offense

To be determined by the administration

Cafeteria Misbehavior

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

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

Dangerous Weapons and Instruments

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

First Offense

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

Second Offense

Recommendation for expulsion

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

Open Disrespect/Defiance

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

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

First Offense

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

Second Offense

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

Disruption of Class

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

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

First Offense	Warning by the teacher; serious disruptions may also include removal from the classroom for the remainder of the block as determined by the administration
Second Offense	One day SAC; ISS for rest of block; parent contact
Third Offense	ISS for the block for two days
Recurrences	To be determined by the administration

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

Dress Code and Regulations

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

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

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

Drugs

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

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

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

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

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

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

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

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

Fighting, Supporting/Instigating a Fight

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

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

Fires and Fire Alarms

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

First Offense	One to ten days out-of-school suspension; possible recommendation for QUEST school or expulsion
Second Offense	Recommendation for expulsion

Gangs

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

First Offense	Investigation of incident conducted and appropriate disciplinary action will be taken according to the severity of the offense
Second Offense	To be determined by the administration

Gum

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

Harassment

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

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

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

First Offense	Investigation of incident conducted and appropriate disciplinary action taken according to the severity of the offense
Second Offense	To be determined by the administration

Hazing

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

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

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

First Offense	Investigation of incident conducted and appropriate disciplinary action taken according to the severity of the offense with possible recommendation for counseling
Second Offense	To be determined by the administration

Honor Code

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

Violations:

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

First Offense	(not to exceed one zero on assigned work); parents/guardians contacted to discuss situation
Second Offense	One day suspension; parent conference with administration to discuss situation; zero on assigned work
Third Offense	Three days in-school suspension; zero on assigned work
Recurrences	To be determined by the administration

Language, Profane/Abusive

Disrespectful language is not acceptable. Written or spoken profanity or vulgarity, whether directed or not directed at another person, will result in disciplinary action which may include suspension.

First Offense	Warning; disciplinary action will be taken according to severity of offense
Recurrences	To be determined by the administration

Library Conduct

Quiet and orderly conduct must be maintained in the library in order to provide students the opportunity for study, research, reading, and other educational activities. The library provides many educational services for Patrick County High School; therefore, students are not to use the library for a social area. No food, drink, or gum is allowed in the library at any time.

First offense	Warning with referral to the office
Second offense	One day SAC room
Third offense	One day after-school detention
Recurrences	Loss of library privileges

Physical Education Rules

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

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

Restrooms, Appropriate Conduct

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

First offense	Disciplinary action
Recurrences	To be determined by the administration

School Bus Behavior

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

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

Video cameras are used to observe student behavior.

First offense	Warning
Second offense	Loss of bus riding privileges for 1-3 days
Third offense	Loss of bus riding privileges for 5-10 days
Fourth offense	Loss of bus riding privileges for 10 days and mandatory parent conference
Fifth offense	Loss of bus riding privileges for rest of school year

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

Skiping Class/Out of Area

Being out of class without permission from the teacher or the front office will be judged as skiping class. Any student in the parking lot without a pass/authorization will be cited for loitering and skiping.

First offense	One day after school detention and three days SAC lunch; parent notified
Second offense	Two days after-school detention and three days SAC lunch; parent notified
Third offense	One day out-of-school suspension
Recurrences	To be determined by the administration

Stealing

Students are discouraged from bringing large amounts of money and/or valuable personal property to school. It is the responsibility of the student to report theft to the administration. The administration will determine if the sheriff's department will be notified.

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

First offense	One to three days out-of-school suspension; must pay restitution
Recurrences	To be determined by the administration

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

Tardy Regulations

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

1. Students who are not in the room and in their seats when the tardy bell rings will be marked tardy. Failure to be in the class within three minutes constitutes skipping.
2. Students reporting to school after the first five minutes of Block I must report to the main office for admission to school and will be recorded as tardy.
3. Parent notes in excess of four for tardies in a semester will be marked as unexcused unless accompanied by a medical note, court appointment, and/or an administrator's referral.

First offense	Warning by teacher; assignment by teacher
Second offense	2 days S.A.C. room, assigned by teacher. Teacher will contact parent.
Third offense	Referral to office with two days after-school detention
Recurrence	To be determined by the administration

Tardies will begin each semester!

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

Tobacco Usage or Possession

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

First offense	Three days in-school suspension
Second offense	Five days in-school suspension; notify sheriff's department
Third offense	Two days out-of-school suspension
Recurrences	To be determined by the administration

Truancy/Skipping School

Truancy is declared when a student is out of school without school and parent authorization or for improper reasons. Excuses for absences must meet the conditions set forth by the school board, the state, and the school attendance policy. Forgery of a parent or doctor note is prohibited. Punishments may range from a parent conference to suspension and/or referral to legal authorities, depending on the severity of the act.

Parent conferences will be required when absenteeism develops. Excessive truancy will result in court proceedings.

First offense	Parent conference; Two days ISS
Second offense	Three days ISS
Third offense	Five days ISS
Recurrences	To be determined by the administration

Vandalism

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

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

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

First Offense	One to ten days out-of-school suspension followed by parent teacher conference
Second Offense	To be determined by the administration

Other Misbehaviors or Offenses

Students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state, or local law.

STUDENT GOVERNMENT ASSOCIATION

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

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

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

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

Elections

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

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

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

Responsibilities of class officers: Responsibilities of the class officers are outlined in the charter of the Student Government Association and should be understood and followed by each officer throughout the year. Class presidents also serve on the Board of Senators in the legislative division of the SGA.

Officers should serve as role models and be above reproach in all that they do. In addition, officers found to be negligent in their duties, their integrity, their responsibilities, or who receive excessive and/or severe disciplinary referrals, may be removed from office by the class sponsor.

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

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

CLUBS

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

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

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

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

Club Information Sheet

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

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

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

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

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

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

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

THE CITIZENSHIP ACTIVITY CLUB (8th - 12th) is an active community involvement club sponsored through JROTC. The focus of the club is to prepare high school students for leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens. Participation in the JROTC program is not required to join this club; it is open to any/all students. Dues per meeting are non-perishable food items, such as canned foods. The collection of each meetings' dues/food will be donated to the Patrick County Food Bank.

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

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

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

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

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

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

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

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

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

Interact club meets twice a month.

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

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

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

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

ACCEPTABLE COMPUTER SYSTEM USE

PCPS Policy Reference GAB/IIBEA (7/2013)

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart telephones, the internet and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material generated using the computer system, including electronic mail, instant or text messages, tweets, or other files deleted from a user's account, may be monitored, read, and/or archived by school officials.

The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system.

The procedures shall include:

1. a prohibition against use by Division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;
2. provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to:
 - a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - b. (b) obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
 - c. (c) material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
3. provisions establishing that the technology protection measure is enforced during any use of the Division's computers;
4. provisions establishing that all usage of the computer system may be monitored;
5. provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;
6. provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities;
7. provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
8. a component of internet safety for students that is integrated in the Division's instructional program.

Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The Division's computer system is not a public forum.

Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The School Board will review, amend if necessary, and approve this policy every two years.

ACCEPTABLE COMPUTER SYSTEM USE GUIDELINES

PCPS Policy Reference GAB-R/IIBEA-R (3/2018)

All use of the Patrick County School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape or flash drives, servers, mainframe and personal computers, tablets, cellular phones, smart phones, the internet and any other internal or external network.

Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. **Privilege.** The use of the Division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
 - a. using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
 - b. accessing or attempt to access another person's account or files without prior consent of that person.

- c. downloading, uploading, or distributing any files, software, or other material in violation of fair-use and copyright laws of intellectual property laws.
 - d. sending, receiving, viewing or downloading illegal material via the computer system.
 - e. unauthorized downloading of software.
 - f. using the computer system for private financial or commercial purposes.
 - g. gaining unauthorized access to resources or entities.
 - h. posting material created by another without his or her consent.
 - i. accessing, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
 - j. using the computer system while access privileges are suspended or revoked.
 - k. vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
 - l. intimidating, harassing, bullying, or coercing others.
 - m. threatening illegal or immoral acts.
4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
- a. be polite.
 - b. users shall not forge, intercept or interfere with electronic mail messages.
 - c. use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.
 - d. users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
 - e. users shall respect the computer system's resource limits.
 - f. users shall not post chain letters or download large files.
 - g. users shall not use the computer system to disrupt others.
 - h. users shall not modify or delete data owned by others.
5. **Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.
6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
- Filter with Regard to Internet Access: Only division-provided Internet access should be used for utilizing the Internet within the division. At no time may any electronic or mechanical device be used with an unfiltered connection to the Internet or to intimidate, antagonize, or otherwise harm other students, teachers, administrators, or visitors.
- Students should never give out personal information without an adult's permission, especially if it conveys where they are located at a particular time.
- Students and their families should discuss how to identify acceptable sites to visit and what to do if an inappropriate site is accessed. Students should be informed about various web advertising techniques and realize that not all sites provide truthful information.
- Students and their families should discuss acceptable social networking and communication methods and the appropriate steps to take when encountering a problem. Students should know the potential dangers of emailing, gaming, downloading files, and peer-to-peer computing (e.g., viruses, legal issues, harassment, sexual predators, identity theft).
7. **Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone, data, or long-distance charges.
9. **Electronic Mail.** The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. All electronic mail may be archived. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users may be held responsible and personally liable for the content of any electronic message they create or that is created under their account or password. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
10. **Enforcement.** Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

ADMINISTRATION OF SURVEYS AND QUESTIONNAIRES

PCPS Policy Reference KFB (6/2015)

I. Instructional Materials and Surveys:

A. Inspection of Instructional Materials

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used as part of the educational curriculum for a student or which will be used in connection with any survey, analysis, or evaluation as part of any federally funded program shall be available for inspection by the parents or guardians of the student in accordance with Policy KBA-R Requests for Information.

B. Participation in Surveys and Evaluations

No student shall be required, as part of any federally funded program, to submit to a survey, analysis, or evaluation that reveals information concerning

1. political affiliations or beliefs of the student or the student's parent,
2. mental or psychological problems of the student or the student's family,
3. sex behavior or attitudes,
4. illegal, anti-social, self-incriminating, or demeaning behavior,
5. critical appraisals of other individuals with whom respondents have close family relationship
6. legally recognized privileged or analogous relationship, such as those lawyers, Physicians, and ministers,
7. religious practices, affiliations, or beliefs of the student or student's parent, or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an emancipated minor, without the prior written consent of the parent.

C. Surveys Requesting Sexual Information

In any case in which a questionnaire or survey requesting that students provide sexual information, mental health information, medical information, information on student health risk behaviors pursuant to Va. Code § 32.1-73.8, other information on controlled substance use, or any other information that the School Board deems to be sensitive in nature is to be administered, the School Board shall notify the parent concerning the administration of such questionnaire or survey in writing at least 30 days prior to its administration. The notice will inform the parent of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the questionnaire or survey, how information collected by the questionnaire or survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results will be disclosed. In any case in which a questionnaire or survey is required by state law or is requested by a state agency, the relevant state agency shall provide the School Board with all information required to be included in the notice to parents. The parent has the right to review the questionnaire or survey in a manner mutually agreed upon by the school and the parent and to exempt the parent's child from participating in the questionnaire or survey. Unless required by federal or state law or regulation, school personnel administering any such questionnaire or survey shall not disclose personally identifiable information.

No questionnaire or survey requesting that students provide sexual information shall be administered to any student in kindergarten through grade six.

D. Additional Protections

A parent or emancipated student may, upon request, inspect any instructional material used as part of the educational curriculum of the student and any survey created by a third party before the survey is administered or distributed to a student. Any inspection shall be in accordance with Policy KBA-R Requests for Information.

In addition, in the event of the administration or distribution of a survey containing one or more of the subjects listed in subsection I.B. above, the privacy of students to whom the survey is administered will be protected by:

1. Survey must be anonymous requiring no indicators which could lead to an individual student's identity
2. Creation of an environment for survey administration which will protect the privacy of student responses and safeguard identity of students
3. Requirement that all statistical data reported from the survey administration must appear in pre-approved formats to protect student privacy and identity.

II. Physical Examinations and Screenings

If the Patrick County School Division administers any physical examinations or screenings other than

- those required by Virginia law, and
- surveys administered to a student in accordance with the Individuals with Disabilities Education Act,

policies regarding those examinations or screenings will be developed and adopted in consultation with parents.

III. Commercial Use of Information

Questionnaires and surveys shall not be administered to public school students during the regular school day or at school-sponsored events without written, informed parental consent when participation in such questionnaire or survey may subsequently result in the sale for commercial purposes of personal information regarding the individual student

This subsection does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment;
- B. book clubs, magazines, and programs providing access to low-cost literary products;
- C. curriculum and instructional materials used by elementary schools and secondary schools
- D. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- E. the sale by students of products or services to raise funds for school-related or education-related activities; and
- F. student recognition programs.

IV. Notification

A. Notification of Policies

The Board shall provide notice of this policy directly to parents of students annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy. The Board will also offer an opportunity for the parent (or emancipated student) to opt the student out of participation in

- 1. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- 2. the administration of any survey containing one or more items listed in subsection I.B. above; or
- 3. any nonemergency, invasive physical examination or screening that is
- 4. required as a condition of attendance;
- 5. administered by the school and scheduled by the school in advance; and
- 6. not necessary to protect the immediate health and safety of the student, or of other students.

B. Notification of Specific Events

The Board will directly notify the parent of a student, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled, or expected to be scheduled:

- 1. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- 2. the administration of any survey containing one or more items listed in subsection I.B. above; or
- 3. any nonemergency, invasive physical examination or screening that is
 - a. required as a condition of attendance;
 - b. administered by the school and scheduled by the school in advance; and
 - c. not necessary to protect the immediate health and safety of the student, or of other students.

V. Definitions

- A. **Instructional material:** the term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.
- B. **Invasive physical examination:** the term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
- C. **Parent:** the term "parent" includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).
- D. **Personal information:** the term "personal information" means individually identifiable information including
 - 1. a student or parent's first and last name;
 - 2. a home or other physical address (including street name and the name of the city or town);
 - 3. a telephone number; or
 - 4. a Social Security identification number.
- E. **Survey:** the term "survey" includes an evaluation.

ELEMENTARY AND SECONDARY EDUCATION ACT: EVERY STUDENT SUCCEEDS ACT

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

ATTENDANCE POLICY/PROCEDURES STUDENT ABSENCES/EXCUSES/DISMISSALS

PCPS Policy Reference: JED (7/2018)

I. Student Attendance Policy

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

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

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

- A. Student illness or injury
- B. Quarantine
- C. Medical or dental appointments
- D. Student court appearance
- E. Death in the immediate family (parent/guardian, grandparent, brother, sister, foster parent)
- F. Religious observances
- G. Pre-arranged college visits (2 per year)
- H. Extenuating circumstances, which are determined appropriate and arranged in advance by the school administration

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

The superintendent's regulations include procedures for excusing students who are absent by reason of observance of a religious holiday. Such regulations ensure that a student is not deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, which the student missed by reason of such absence, if the absence is verified in an acceptable manner.

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

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

Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory school attendance law.

II. Compulsory Attendance Procedures

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

A. Upon Fifth Absence Without Parental Awareness and Support

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

B. Upon Additional Absences Without Parental Awareness and Support

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

III. Report for Suspension of Driver's License

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

IV. Attendance Reporting

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

V. Dismissal Precautions

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

ATTENDANCE REGULATIONS

PCPS Policy Reference: JED-R (2/2018)

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

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

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

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

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

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

A. Absence Defined

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

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

Students who are absent with a prior written notice from a parent for observance of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, which he missed by reason of such absence, if the absence is verified in an acceptable manner by the principal or his/her designee.

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

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

B. Excused Absences

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

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

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

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

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

C. Religious Holidays

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

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

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

D. Unexcused Absences

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

E. Parental/Guardian Notification of Absences

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

F. Recordkeeping for Absences

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

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

All absences can be verified via phone or written note.

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

G. Make-up Work

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

H. Excessive Absences

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

1. If a student fails to report to school for a total of five (5) unexcused days for the school year, direct contact will be made with the parent to obtain an explanation for the student's absence and to explain to the parent the consequences of non-attendance. The school principal, principal's designee, or the attendance officer shall jointly develop a plan to resolve student's nonattendance.
2. If a student fails to report to school for a total of six (6) unexcused days for the school year, a conference with the student and his/her parents and school personnel will be scheduled to resolve issues related to the student's non-attendance.
3. If a student fails to report to school for a total of seven (7) or more unexcused school days for the school year, compulsory attendance rules will be enforced through court action.
4. A student who misses over twenty-five (25) days of school may be considered for retention.

I. Resulting Actions

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

J. Student & Parent Annual Signatures

Each student and parent/guardian will be provided with a copy of the attendance regulations annually. It will be signed by the student and parent/guardian and returned to the school and placed in the student's attendance file.

EQUAL EDUCATIONAL OPPORTUNITIES/NONDISCRIMINATION

PCPS Policy Reference: JB (10/2016)

I. Policy Statement

Equal educational opportunities shall be available for all students, without regard to sex, race, color, national origin, gender, ethnicity, religion, disability, ancestry, or marital or parental status. Educational programs shall be designed to meet the varying needs of all students.

No student, on the basis of sex or gender, shall be denied equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege or advantage or be denied equal access to educational and extracurricular programs and activities.

The School Board shall

- A. provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons;

- B. provide a free, appropriate education, including non-academic and extracurricular services to qualified disabled persons;
- C. not exclude qualified disabled persons, solely on the basis of their disabilities, from any preschool, daycare, adult education or career and technical education programs; and
- D. not discriminate against qualified disabled persons in the provision of health, welfare or social services.

II. Complaint Procedure

A. File Report

Any student who believes he or she has been the victim of prohibited discrimination should report the alleged discrimination as soon as possible to one of the Compliance Officers designated in this policy or to any other school personnel. The alleged discrimination should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited discrimination should report such conduct to one of the Compliance Officers designated in this policy or to any school personnel. Any employee who has knowledge of conduct which may constitute prohibited discrimination shall immediately report such conduct to one of the Compliance Officers designated in this policy.

The reporting party should use the form, Report of Discrimination, JB-F, to make complaints of discrimination. However, oral reports and other written reports shall also be accepted. The complaint should be filed with either the building principal or one of the Compliance Officers designated in this policy. The principal shall immediately forward any report of alleged prohibited discrimination to the Compliance Officer. Any complaint that involves the Compliance Officer shall be reported to the superintendent.

The complaint, and identity of the complainant and of the person or persons allegedly responsible for the discrimination, will not be disclosed except as required by law or policy, as necessary to fully investigate the complaint or as authorized by the complainant. A complainant who wishes to remain anonymous will be advised that such confidentiality may limit the school division's ability to fully respond to the complaint.

B. Investigation

Upon receipt of a report of alleged prohibited discrimination, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which should generally be not later than 14 school days after receipt of the report by the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint, by giving written notice that the complaint has been received, to both the person complaining of discrimination and the person or persons allegedly responsible for the discrimination. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the person or persons allegedly responsible for the discrimination will be notified of the reason for the extended investigation and of the date by which the investigation will be concluded.

The investigation may consist of personal interviews with the complainant, the person or persons allegedly responsible for the discrimination, and any others who may have knowledge of the alleged discrimination or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the complainant and the person or persons responsible for the alleged discrimination. The investigation may also include the inspection of any documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed by a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged discrimination conducted under this policy or by an appropriate state or federal agency.

C. Action by Superintendent

Within 5 school days of receiving the Compliance Officer's report, the superintendent or designee shall issue a decision regarding (1) whether this policy was violated and (2) what action, if any, should be taken. This decision must be provided in writing to the complainant. If the superintendent or designee determines that prohibited discrimination occurred, the Patrick County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge.

D. Appeal

If the superintendent or designee determines that no prohibited discrimination occurred, the student who was allegedly subjected to discrimination may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party and the superintendent and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to both the complainant and the person or persons responsible for the alleged discrimination.

If the superintendent or designee determines that prohibited discrimination occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

E. Compliance Officer and Alternate Compliance Officer

The Patrick County School Board has designated the Assistant Superintendent for Operations PO Box 346 Stuart, VA 24171-(276)694-3163 as the Compliance Officer responsible for identifying, preventing and remedying prohibited discrimination. Complaints of discrimination may also be made to the Alternate Compliance Officer, Instructional Coordinator-PO Box 346 Stuart, VA 24171-(276)-694-3163.

The Compliance Officer shall

1. receive reports or complaints of discrimination;
2. conduct or oversee the investigation of any alleged discrimination;
3. assess the training needs of the school division in connection with this policy;
4. arrange necessary training to achieve compliance with this policy; and
5. ensure that any discrimination investigation is conducted by an impartial investigator who is trained in the requirements of equal education opportunity and has the authority to protect the alleged victim and others during the investigation.

III. Retaliation

Retaliation against students or school personnel who report discrimination or participate in the related proceedings is prohibited. The school division shall take appropriate action against any student or employee who retaliates against another student or employee who reports alleged discrimination or participates in related proceedings. The Compliance Officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations of how to report any subsequent problems.

IV. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited discrimination including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

V. Prevention and Notice of Policy

Training to prevent discrimination should be included in employee and student orientations as well as employee in-service training. This policy shall be (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel, (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. All students and their parents/guardians shall be notified annually of the names and contact information of the Compliance Officers.

VI. False Charges

Students or school personnel who knowingly make false charges of discrimination shall be subject to disciplinary action.

AVAILABILITY OF SCHOOL DIVISION POLICIES

In compliance with VA Code 22.1-253.13.7, the policies for Patrick County Public Schools are available on the school division's website at <https://sites.google.com/a/patrick.k12.va.us/pcps-policy-manual/>. Printed copies of Patrick County Public School division's policies are available at work site as well as the central office.

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

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

CHILD FIND

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

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

1. "Autism" means a developmental disability significantly affecting verbal and nonverbal communication and social interaction, generally evident before age three, that adversely affects a child's educational performance. Other characteristics often associated with autism are engagement in repetitive activities and stereotyped movements, resistance to environmental change or change in daily routines, and unusual responses to sensory experiences. The term does not apply if a child's educational performance is adversely affected primarily because the child has an emotional disability. A child who manifests the characteristics of autism after age three could be diagnosed as having autism if the criteria in this definition are satisfied.
2. "Deafness" means a hearing impairment that is so severe that the child is impaired in processing linguistic information through hearing with or without amplification, which adversely affects educational performance.
3. "Deaf-blindness" means hearing and visual impairments occurring at the same time, the combination of which causes severe communication and other developmental and educational problems that cannot be accommodated in special education programs solely for children with deafness or blindness.

4. "Hearing Impairment" means impairment in hearing, whether permanent or fluctuating, that adversely affects a child's educational performance, but which is not included under the definition of "deafness" in this section.
5. "Intellectual Disability" means significantly sub average general intellectual functioning existing concurrently with deficits in adaptive behavior and manifested during the developmental period, which adversely affects a child's educational performance.
6. "Multiple Disabilities" means two or more impairments at the same time (such as intellectually disabled, blindness, learning disabled, orthopedic impairment, etc.) the combination of which causes such serious educational needs that they cannot be accommodated in special education programs solely for one of the impairments. The term does not include deaf-blindness.
7. "Orthopedic Impairment" means a severe orthopedic impairment which adversely affects a child's educational performance. The term includes impairments caused by congenital anomaly (e.g. club foot, absence of some member), impairments caused by some disease (e.g., poliomyelitis, bone tuberculosis), and impairments from other causes (e.g. cerebral palsy, amputations and fractures or burns which cause contractures).
8. "Other Health Impaired" means having limited strength, vitality, or alertness, including a heightened alertness to environmental stimuli that result in limited alertness with respect to the educational environment that is due to chronic or acute health problems such as asthma, attention deficit disorder or attention deficit hyperactivity disorder, diabetes, epilepsy, a heart condition, hemophilia, lead poisoning, leukemia, nephritis, rheumatic fever, sickle cell anemia, and Tourette Syndrome.
9. "Emotional Disability" is defined as follows: 1) The term means a condition exhibiting one or more of the following characteristics over a long period of time and to marked degree, which adversely affects educational performance: a. an inability to learn which cannot be explained by intellectual, sensory or health factors; b. an inability to build or maintain satisfactory interpersonal relationships with peers and teachers; c. inappropriate types of behavior or feelings under normal circumstances; d. a general pervasive mood of unhappiness or depression; or e. a tendency to develop physical symptoms or fears associated with personal or school problems. 2) The term includes schizophrenia. The term does not apply to children who are socially maladjusted, unless it is determined that they have an emotional disability.
10. "Specific Learning Disability" means a disorder in one or more of the basic psychological processes involved in understanding or using language, spoken or written, which may manifest itself in an imperfect ability to listen, think, speak, read, write, spell or to do mathematical calculations. The term includes such conditions as perceptual disabilities, brain injury, minimal brain dysfunction, dyslexia and developmental aphasia. The term does not include children who have learning problems which are primarily the result of visual, hearing or motor disabilities or intellectual disabilities, or emotional disabilities or of environmental, cultural or economic disadvantage.
11. "Speech or Language Impairment" means a communication disorder, such as stuttering, impaired articulation, a language impairment, or a voice impairment that adversely affects a child's educational performance.
12. "Visual Impairment" means a visual impairment that, even with correction, adversely affects a child's educational performance. The term includes both partial sight and blindness.
13. "Developmental Delay" means a disability affecting a child ages two through six:
 - a. who is experiencing development delays, as measured by appropriate diagnostic instruments and procedures, in one or more of the following areas: physical development, cognitive development, communication development, social or emotional development, or adaptive development; and
 - b. who, by reason thereof, needs special education and related services. *Resulting* in total or partial functional disability or psychosocial impairment or both, that adversely affects a child's educational performance. The term applies to open or closed head injuries resulting in impairments in one or more areas, such as cognition; language; memory; attention; reasoning; abstract thinking; judgment; problem solving; sensory, perceptual, and motor abilities; psychosocial behavior; physical functions; information processing; and speech. The term does not apply to brain injuries that are congenital or degenerative, or to brain injuries induced by birth trauma.

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

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

EATING DISORDERS

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

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

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

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

Additional resources may be found at:

- Virginia Department of Education http://www.doe.virginia.gov/support/health_medical/index.shtml, under the section titled, Eating Disorders

What Are Eating Disorders?

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

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

Key things to look for around food:

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

Key things to look for around activity:

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

Eating disorders
affect both males
and females of all
ages.

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

Physical Risk Factors:

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

Other Risk Factors:

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

If your Child Shows Signs of a Possible Eating Disorder

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

LAWS REGARDING THE PROSECUTION OF JUVENILES AS ADULTS

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

Section 22.1-279.4 of the Code of Virginia states:

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

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

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

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

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

Circumstance #1

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

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

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

In this circumstance, the Commonwealth’s Attorney’s office makes a formal request to the judge of the juvenile court for the juvenile to be transferred to the circuit court. The juvenile court holds a transfer hearing and may retain jurisdiction or transfer the juvenile to the appropriate

How to Communicate with Your Child

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

circuit court for criminal proceedings. Any transfer to the circuit court is subject to the following conditions: (1) notice; (2) probable cause to believe that the juvenile committed the alleged delinquent act or a lesser included delinquent act; (3) the juvenile is competent to stand trial; and, (4) the juvenile is not a proper person to remain within the jurisdiction of the juvenile court.

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

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

Circumstance #2

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

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

Circumstance #3

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

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

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

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

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

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

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

NOTIFICATION OF RIGHTS REGARDING STUDENT SCHOLASTIC RECORDS

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

1. The right to inspect and review the student's scholastic records within 45 days of the day the school division receives a request for access. Parents or eligible students should submit to the school's principal a written request that identifies the record(s) they wish to inspect. The school's principal will arrange for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's scholastic records that the parent or eligible student believes is inaccurate or misleading.

Parents or eligible students may ask Patrick County Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify what is inaccurate or misleading. If the school division decides not to amend the record as requested by the parent or eligible student, the school division will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.
One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school division as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on a School Board; a person or company the school division has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review the scholastic records in order to fulfill his or her professional responsibility.
Upon request, the school division discloses scholastic records without consent to officials of another school division in which the student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school division to comply with the Requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

PARENTAL RESPONSIBILITY

Excerpted from the Code of Virginia 1950), as amended

§22.1-279.3 Parental Responsibility and Involvement Requirements

- A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.
- B. A school board shall provide opportunities for parental and community involvement in every school in the school division.
- C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section; (ii) a copy of the school board's standards of student conduct; and (iii) a copy of the compulsory school attendance law. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions. Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct, the notice of the requirements of this section, and the compulsory school attendance law. Each school shall maintain records of such signed statements.
- D. The school principal may request the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the school board's standards of student conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress.
- E. In accordance with the due process procedures set forth in this article and the guidelines required by § 22.1-279.6, the school principal may notify the parents of any student who violates a school board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.
- F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.
- G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior or school attendance, as follows:
 1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or
 2. If the court finds that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order the student or his parent, or both, to participate in such programs or such treatment, including, but not limited to, extended day programs, summer

school, other educational programs and counseling, as the court deems appropriate to improve the student's behavior or school attendance. The order may also require participation in a parenting, counseling or a mentoring program, as appropriate or that the student or his parent, or both, shall be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.

- H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision G 2. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.
- I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court. (1995, c. [852](#); 1996, c. [771](#); 2000, c. [538](#); 2001, cc. [688](#), [820](#); 2004, c. [573](#).)

Parents' Right to Know under the Every Student Succeeds Act

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

Patrick County Public Schools Guidelines for the use of student-owned Electronic Devices Policy IBEA-E3

Use of Personal Mobile Internet Devices

Students at **Patrick County High School** may bring personal mobile internet devices to school to use as educational tools. The use of these devices during instructional time will be at the teacher's discretion and only for instructional purposes. All use must adhere to the Acceptable Use Agreement and Guidelines for the Use of Student-owned Electronic Devices.

Responsibilities

1. Students are responsible for utilizing School Division technology for facilitating learning and enhancing educational information based on school division curriculum and instructional goals.
2. Students are responsible for maintaining the privacy of passwords and are prohibited from publishing or sharing passwords with other system users. Students shall not attempt to gain unauthorized access to any computer system or go beyond personal authorized access. This includes logging into the system through another person's account or attempting to bypass the internet content filter.
3. Students are responsible for maintaining appropriate use of electronic mail. School officials reserve the right to monitor any or all activity on the division's computer systems and to inspect individuals' files. Students should not expect that their communications and files on division owned computers/servers are private.
4. Students must not access, display, or transmit pornography, obscenities, or other materials deemed inappropriate for educational purposes. In accordance with the Children's Internet Protection Act (CIPA), the School Division makes every reasonable effort to filter access to internet content that is obscene, depicts pornography, is harmful to minors, or is deemed inappropriate for minors. The School Division does not guarantee that school officials will monitor or control all user access to non-filtered, inappropriate internet content or that students will not have access to such materials while using the division's technological resources.
5. Students are responsible for properly using and caring for district technology including hardware and software. Any use which damages, compromises, or jeopardizes technology resources is prohibited. Students shall not download files without system administration permission.
6. Users must adhere to copyright and trademark laws and applicable licensing agreements in the use of hardware and software and the transmitting or copying of text or files from the internet or from other network resources. Students may be disciplined for any improper or prohibited activity, including but not limited to:
 - a. using a computer ID/password other than his/her own
 - b. using a computer to engage in any illegal act
 - c. using a computer to engage in "cyberbullying"
 - d. using School Division technology without authorization
 - e. downloading files or installing software
 - f. gaining unauthorized access to any computer system or otherwise access data not intended for the user including, but not limited to, other users' files and administrative data
 - g. engaging in inappropriate language or activities on division networks
 - h. accessing the division network with personal computers or other electronic devices that obtain an IP address
 - i. accessing the Internet with personal computers or other mobile internet devices other than by using the division secure wireless network

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

The Patrick County School Board makes no warranties of any kind, neither expressed nor implied, for the internet access it is providing. The Division will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service; the accuracy, nature, or quality of information stored on Division devices, hard drives, or servers; the accuracy, nature or quality of

information gathered through Division-provided internet access; personal property used to access Division computers or networks or for Division-provided internet access; nor for unauthorized financial obligations resulting from Division-provided access to the internet. Parents may choose to have their student(s) not utilize technology services by completing and returning the non-participation form.

PATRICK COUNTY PUBLIC SCHOOLS FERPA NOTICE FOR DIRECTORY INFORMATION

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

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

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

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

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

Note:

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

PESTICIDE NOTIFICATION

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

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

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

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

AHERA NOTIFICATION: ASBESTOS

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

PROHIBITION AGAINST HARASSMENT AND RETALIATION

JFHA/GBA (10/2016)

I. Policy Statement

The Patrick County School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees or others on the basis of sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. The Patrick County School Board is an equal opportunity employer.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status or genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity, by students, school personnel or third parties participating in, observing or otherwise engaged in school sponsored activities.

For the purpose of this policy, school personnel includes School Board members, school employees, agents, volunteers, contractors or other persons subject to the supervision and control of the school division.

The school division

- A. promptly investigates all complaints, written or verbal, of harassment based on sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity;
- B. promptly takes appropriate action to stop any harassment;
- C. takes appropriate action against any student or school personnel who violates this policy; and
- D. takes any other action reasonably calculated to end and prevent further harassment of school personnel or students.

II. Definitions

A. Harassment Based on Sex

Harassment based on sex consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication, which may include use of cell phones or the internet, of a sexual nature when

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education;
2. submission to or rejection of the conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. that conduct or communication substantially or unreasonably interferes with an individual's employment or education, or creates an intimidating, hostile or offensive employment or educational environment (i.e. the conduct is sufficiently serious to limit a student's or employee's ability to participate in or benefit from the educational program or work environment).
4. Examples of conduct which may constitute harassment based on sex if it meets the immediately preceding definition include:
 - a. unwelcome sexual physical contact
 - b. unwelcome ongoing or repeated sexual flirtation or propositions, or remarks
 - c. sexual slurs, leering, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions
 - d. graphic comments about an individual's body
 - e. sexual jokes, notes, stories, drawings, gestures or pictures
 - f. spreading sexual rumors
 - g. touching an individual's body or clothes in a sexual way
 - h. displaying sexual objects, pictures, cartoons or posters
 - i. impeding or blocking movement in a sexually intimidating manner
 - j. sexual violence
 - k. display of written materials, pictures, or electronic images
 - l. unwelcome acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex stereotyping

B. Harassment Based on Race, National Origin, Disability or Religion

Harassment based on race, national origin, disability or religion consists of physical or verbal conduct, which may include use of cell phones or the internet, relating to an individual's race, national origin, disability or religion when the conduct

1. creates an intimidating, hostile or offensive working or educational environment;
2. substantially or unreasonably interferes with an individual's work or education; or
3. otherwise is sufficiently serious to limit an individual's employment opportunities or to limit a student's ability to participate in or benefit from the education program.
4. Examples of conduct which may constitute harassment based on race, national origin, disability or religion if it meets the immediately preceding definition include:
 - a. graffiti containing racially offensive language
 - b. name calling, jokes or rumors
 - c. physical acts of aggression against a person or his property because of that person's race, national origin, disability or religion
 - d. hostile acts which are based on another's race, national origin, religion or disability
 - e. written or graphic material which is posted or circulated and which intimidates or threatens individuals based on their race, national origin, disability or religion

C. Additional Prohibited Behavior

Behavior that is not unlawful may nevertheless be unacceptable for the educational environment or the workplace. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation, or perceived sexual orientation or gender identity.

III. Complaint Procedure

A. Formal Procedure

1. File Report

Any student or school personnel who believes he or she has been the victim of harassment prohibited by law or by this policy by a student, school personnel or a third party should report the alleged harassment to one of the Compliance Officers designated in this policy or to any school personnel. The alleged harassment should be reported as soon as possible, and the report generally should be made within fifteen (15) school days of the occurrence. Further, any student who has knowledge of conduct which may constitute prohibited harassment should report such conduct to one of the Compliance Officers designated in this policy or to any school personnel. Any school personnel who has notice that a student or other school personnel may have been a victim of prohibited harassment shall immediately report the alleged harassment to one of the Compliance Officers designated in this policy.

The reporting party should use the form, Report of Harassment, GBA-F/JFHA-F, to make complaints of harassment. However, oral reports and other written reports are also accepted. The complaint should be filed with either the building principal or one of the Compliance Officers designated in this policy. The principal shall immediately forward any report of alleged prohibited harassment to the Compliance Officer. Any complaint that involves the Compliance Officer or principal shall be reported to the superintendent.

The complaint, and identity of the complainant and alleged harasser, will be disclosed only to the extent necessary to fully investigate the complaint and only when such disclosure is required or permitted by law. Additionally, a complainant who wishes to remain anonymous shall be advised that such confidentiality may limit the School Division's ability to fully respond to the complaint.

2. Investigation

Upon receipt of a report of alleged prohibited harassment, the Compliance Officer shall immediately authorize or undertake an investigation. The investigation may be conducted by school personnel or a third party designated by the school division. The investigation shall be completed as soon as practicable, which generally should be not later than 14 school days after receipt of the report by the Compliance Officer. Upon receiving the complaint, the Compliance Officer shall acknowledge receipt of the complaint by giving written notice that the complaint has been received to both the person complaining of harassment and the person accused of harassment. Also upon receiving the complaint, the Compliance Officer shall determine whether interim measures should be taken pending the outcome of the investigation. Such interim measures may include, but are not limited to, separating the alleged harasser and the complainant and, in cases involving potential criminal conduct, determining whether law enforcement officials should be notified. If the Compliance Officer determines that more than 14 school days will be required to investigate the complaint, the complainant and the accused shall be notified of the reason for the extended investigation and of the date by which the investigation will be concluded. If the alleged harassment may also constitute child abuse, then it must be reported to the Department of Social Service in accordance with Policy JHG, Child Abuse and Neglect Reporting

The investigation may consist of personal interviews with the complainant, the alleged harasser and any others who may have knowledge of the alleged harassment or the circumstances giving rise to the complaint. The investigation will consider witnesses and evidence from both the alleged harasser and the person allegedly harassed. The investigation may also consist of the inspection of any other documents or information deemed relevant by the investigator. The school division shall take necessary steps to protect the complainant and others pending the completion of the investigation.

In determining whether alleged conduct constitutes a violation of this policy, the division shall consider, at a minimum: (1) the surrounding circumstances; (2) the nature of the behavior; (3) past incidents or past or continuing patterns of behavior; (4) the relationship between the parties; (5) how often the conduct occurred; (6) the identity of the alleged perpetrator in relation to the alleged victim (i.e. whether the alleged perpetrator was in a position of power over the alleged victim); (7) the location of the alleged harassment; (8) the ages of the parties and (9) the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a case by case determination based on all of the facts and circumstances revealed after a complete and thorough investigation.

The Compliance Officer shall issue a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, then the report shall be sent to the School Board. The report shall include a determination of whether the allegations are substantiated, whether this policy was violated and recommendations for corrective action, if any.

All employees shall cooperate with any investigation of alleged harassment conducted under this policy or by an appropriate state or federal agency.

3. Action by Superintendent

Within 5 school days of receiving the Compliance Officer's report, the superintendent or superintendent's designee shall issue a decision regarding whether this policy was violated. This decision must be provided in writing to the complainant and the alleged perpetrator. If the superintendent or superintendent's designee determines that it is more likely than not that prohibited harassment occurred, the Patrick County School Division shall take prompt, appropriate action to address and remedy the violation as well as prevent any recurrence. Such action may include discipline up to and including expulsion or discharge. Whether or not the superintendent or superintendent's designee determines that prohibited harassment occurred, the superintendent or superintendent's designee may determine that school-wide or division-wide training be conducted or that the complainant receives counseling.

4. Appeal

If the superintendent or superintendent's designee determines that no prohibited harassment occurred, the employee or student who was allegedly subjected to harassment may appeal this finding to the School Board within 5 school days of receiving the decision. Notice of appeal must be filed with the superintendent who shall forward the record to the School Board. The School Board shall make a decision within 30 calendar days of receiving the record. The School Board may ask for oral or written argument from the aggrieved party, the superintendent and any other individual the School Board deems relevant. Written notice of the School Board's decision will be given to both the alleged harasser and the person allegedly harassed.

If the superintendent or superintendent's designee determines that prohibited harassment occurred and discipline is imposed, the disciplined person may appeal the disciplinary sanction in the same manner as any other such sanction would be appealed.

Employees may choose to pursue their complaints under this policy through the relevant employee grievance procedure instead of the complaint procedure in this policy.

5. Compliance Officer and Alternate Compliance Officer

The Patrick County School Board has designated

Director of Operations
PO Box 346 Stuart, VA 24171
(276)694-3163

as the Compliance Officer responsible for identifying, investigating, preventing and remedying prohibited harassment. Complaints of harassment may also be made to the Alternate Compliance Officer

Instructional Coordinator
PO Box 346 Stuart, VA 24171
(276)694-3163

The Compliance Officer shall

- a. receive reports or complaints of harassment;
- b. conduct or oversee the investigation of any alleged harassment;
- c. assess the training needs of the school division in connection with this policy;
- d. arrange necessary training to achieve compliance with this policy; and
- e. ensure that any harassment investigation is conducted by an impartial investigator who is trained in the requirements of equal employment/education opportunity and has the authority to protect the alleged victim and others during the investigation.

B. Informal Procedure

If the complainant and the person accused of harassment agree, the student's principal or principal's designee may arrange for them to resolve the complaint informally with the help of a counselor, teacher or administrator.

If the complainant and the person accused of harassment agree to resolve the complaint informally, they shall each be informed that they have the right to abandon the informal procedure at any time in favor of the initiation of the Formal Procedures set forth herein. The principal or principal's designee shall notify the complainant and the person accused of harassment in writing when the complaint has been resolved. The written notice shall state whether prohibited harassment occurred.

IV. Retaliation

Retaliation against students or school personnel who report harassment or participate in any related proceedings is prohibited. The school division shall take appropriate action against students or school personnel who retaliate against any student or school personnel who reports alleged harassment or participates in related proceedings. The Compliance Officer will inform persons who make complaints, who are the subject of complaints, and who participate in investigations, of how to report any subsequent problems.

V. Right to Alternative Complaint Procedure

Nothing in this policy shall deny the right of any individual to pursue other avenues of recourse to address concerns relating to prohibited harassment including initiating civil action, filing a complaint with outside agencies or seeking redress under state or federal law.

VI. Prevention and Notice of Policy

Training to prevent harassment prohibited by law or by this policy is included in employee and student orientations as well as employee in-service training.

This policy is (1) displayed in prominent areas of each division building in a location accessible to students, parents and school personnel (2) included in the student and employee handbooks; and (3) sent to parents of all students within 30 calendar days of the start of school. Further, all students, and their parents/guardians, and employees are notified annually of the names and contact information of the Compliance Officers.

VII. False Charges

Students or school personnel who knowingly make false charges of harassment shall be subject to disciplinary action as well as any civil or criminal legal proceedings.

SEX OFFENDER REGISTRY

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

STUDENT PICTURES ON THE WEBSITE

Many opportunities arise during the school year for your child's picture to be taken and placed on the web pages for the various schools. We find this to be a special way to recognize individual and group accomplishments and share this information with others. A student's name will not be listed with a picture on the web site. In order for each school to best address your desire regarding your child's picture on the web site, please indicate permission on the Acceptable Use Policy.

CHROMEBOOK STUDENT HANDBOOK

Chromebook Loan Agreement

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

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

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

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

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

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

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

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

What is a Chromebook?

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

Responsibilities

Student Responsibilities:

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

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

Parent/Guardian Responsibilities:

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

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

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

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

Use and Care of Your Chromebook

1. **Bring it to school every day.** Chromebooks are intended for use at school each day. Teachers will plan their lessons assuming that all students will bring their Chromebooks with them with plenty of charge. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using Chromebooks. You are expected to be responsible to bring your Chromebook to all classes, unless specifically instructed to do otherwise by your teacher or principal.
2. **Charge your Chromebook every night.** Be sure to have a full charge as you enter school each day. Make charging your Chromebook part of your nightly routine before going to bed on school nights.
3. **Makeup Work.** If you leave your Chromebook at school, or come to class without a charge, you are still responsible for all your coursework. If you leave your Chromebook at home for multiple consecutive days, your teacher or principal may request that you bring the device in to verify possession and condition of your Chromebook. Repeatedly not having your Chromebook at hand or not having it charged for class, may be cause for disciplinary action.

4. **Keep only school-appropriate media on your computer.** Inappropriate media should not be on the Chromebook and may not be used as a screensaver or background image.
5. **Obey copyright.** Individually purchased, legal, school-appropriate media is allowed on your Chromebook, however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offences and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the division's Internet Acceptable Use Policy and leads to disciplinary action.
6. **Keep browsing safe and through the school filter.** The division's IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the division's Internet filter, in accordance with all applicable laws. Students are expected to abide by the Internet Acceptable Use Policy, and are in violation if they access sites through proxies or otherwise circumvent the school filter. At home it is parents' and guardians' responsibility to monitor students' Internet access. For more information on Internet safety, apps, and ratings, please check the guides at commonsensemedia.org.
7. **Turn down the volume and pull out the headphones.** Speakers are to be muted at all times, unless you are granted permission by your teacher for instructional purposes. You may also use headphones at teacher discretion.
8. **Leave the division-loaded apps on your Chromebook.** Do not delete any division-loaded apps, folder, files, or file management software. Deletion of certain files or apps will interfere with your ability to complete coursework.
9. **Avoid eating and drinking while using your Chromebook.** Eating and drinking while using your Chromebook puts your Chromebook at risk to crumbs and spills that can do permanent damage to the function and life of your device. This is considered neglect.
10. **Never leave your Chromebook unsecured.** Your Chromebook should never be in an unlocked locker, car or any unsupervised area. This is considered neglect.
11. **Never leave your Chromebook exposed to extreme elements.** Chromebooks are sensitive to heat and liquids, therefore leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp or wet should be avoided. This is considered neglect.
12. **Notify IT support, teachers, or administration if your Chromebook has a problem.** Whether your Chromebook is not functioning properly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. Never try to repair your Chromebook yourself. Clean only with a dry or slightly damp cloth.
13. **Notify Administration if your Chromebook is stolen.** Devices reported as stolen outside of school require that parents notify police and send an official police report to their school administration. Theft on grounds is to be reported to school administration.

No Expectation of Privacy

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

Monitoring Software

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

Files Downloaded onto Chromebooks

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

Google's Privacy Policy

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

Impact on Open Device Environment

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

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

Insurance and Warranty Coverage

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

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

Lost, Stolen or Intentionally Damaged Device and Accessories

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

Lost Item	Replacement Cost (as of 4/18/2018)
Lost Chromebook	\$208.27
Lost Power Cord	\$44.99

Patrick County Public Schools

Community Resources

ALCOHOL & DRUG ABUSE

- Alcohol AA Abuse & Addiction Hotline 800-257-1975
- Center For Substance Abuse Treatment 800-662-4357
- Piedmont Community Services Martinsville..... 276-632-7128
- Piedmont Community Services Stuart 276-694-4361

CHAMBER OF COMMERCE

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

CHILDREN, YOUTH AND EDUCATION

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

COUNSELING SERVICES

- Associate Christian Counseling 336-789-7405
- Citizens Against Family Violence 276-694-2555
- Embracing Life Counseling (Winston-Salem) 336-351-5301
- Moses Cone Behavioral Health (Greensboro) 336-832-9600
- Pathways Counseling & Dev. (Winston-Salem) 336-924-3801
- Psychological Associates (Martinsville) 276-632-3572

EMERGENCY SERVICES

- For Emergencies 911
- Patrick County Sheriff's Department 276-694-3161
- Virginia State Police 800-553-3144

EMPLOYMENT CONCERNS

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

FAMILY AND MARRIAGE

- Department of Social Services 276-694-3328
- Patrick County Health Department 276-694-3188
- Piedmont Community Services 276-694-4361

FINANCIAL ASSISTANCE

- Patrick County Department of Social Services 276-694-3328
- Salvation Army 276-647-3450

FURNITURE AND CLOTHING

- Goodwill 276-638-5100
- Salvation Army 276-647-3450

HEALTH

- Developmental Center for Handicapped 276-694-6047
- Home Care of Memorial Hospital 276-694-2272
- Home Health Care Associates, Inc. 276-694-7756
- Juvenile Diabetes Research Foundation 202-371-0044
- Mountain Valley Hospice 276-694-4416
- Patrick County Health Department 276-694-3188
- Piedmont Community Services (Stuart) 276-694-4361
- Virginia Department for Deaf 800-552-7917

HOTLINES AND CRISIS NUMBERS

- Allergy & Asthma Network 800-878-4403
- CDC National AIDS Hotline 800-342-2437
- Center for Substance Abuse Treatment 800-662-4357
- Child Abuse Hotline 800-552-7096
- Child Find of America 800-426-5678
- Child Protective Services-Pat. Co. Social Service 276-694-3328
- Citizens Against Family Violence 276-632-8701
- CONTACT – Patrick County 276-694-2962
- Domestic Violence Hotline 276-632-8701
- Injury and Violence Prevention 800-732-8333
- National Hope-line Network (Suicide) 800-784-2433
- National Runaway Switchboard 800-786-2929
- National Suicide Hotline 800-273-8255
- Piedmont Community Services 276-632-7128
- Poison Control 800-222-1222
- Rape Abuse & Incest National. Network 800-656-4673
- Sexual Assault Services 276-632-8701
- Stop It Now! Child Abuse Helpline 888-773-8368

Regular Bell Schedule

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

Single Assembly (morning)

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

Club Schedule (morning)

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

Single Assembly (afternoon)

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

Double Assembly

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

One-Hour Delay

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

Two-Hour Delay

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

Three-Hour Delay

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

Early Dismissal (1:00 dismissal)

8:05	Teachers report to classroom
8:25	First bell
8:30	Tardy Bell
8:30 - 9:35	Block I
9:39 - 10:34	Block II
10:38 - 12:08	Block III/Lunch
10:34 - 11:02	First Lunch
11:07 - 11:35	Second Lunch
11:40 - 12:08	Third Lunch
12:12- 1:00	Block IV
TBA	Activity buses

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



2019-20 School Calendar

104 Rucker Street • P.O. Box 346 • Stuart, VA 24171

2019

JULY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY

July 23 School Registration (10am-6pm)

AUGUST

Aug 1, 2, 5, 6, 7 Workdays/Staff Development
Aug. 8 First Day for Students

SEPTEMBER

Sept. 2 Holiday- Labor Day
Sept. 10 Early Dismissal: Workday/Staff Development**

OCTOBER

Oct. 10 End of First 9 weeks (45 days)
Oct. 15 K-12 Report Cards
Oct. 17 Early Dismissal: Student Led Conferences (1pm-6pm)**
Oct. 18 Workday/Staff Development/Virtual Learning Day for Students

NOVEMBER

Nov. 11 Holiday- Veterans Day Observed
Nov. 27-29 Holiday- Thanksgiving

DECEMBER

Dec. 19 End of Second 9 weeks (45 days) Early Dismissal
Dec. 20-31 Winter Break

JANUARY

Jan 1 Holiday- New Year's Day
Jan. 2 Workday/Staff Development
Jan. 3 Virtual Workday- No school for students
Jan. 6 School Reopens- K-12 Report Cards
Jan 20 Holiday- Martin Luther King Day

FEBRUARY

MARCH

Mar. 5 Pre-K & Kindergarten Registration (10am-6pm)
Mar. 10 End of Third 9 Weeks (46 days)
Mar. 11 Virtual Workday- No school for students
Mar. 11-13 Spring Break
Mar. 18 K-12 Report Cards

APRIL

Apr. 8 Early Dismissal
Apr. 9-13 Holiday- Easter

MAY

May 19 End of Fourth 9 Weeks (44 days) Early Dismissal**
May 19 Last Day for Students
May 20-21 Workdays

Dates subject to change if days are missed due to inclement weather

2 Unscheduled Workdays
**Early Dismissal- Teachers work all day

Inclement Weather Make Up Days

March 11, April 9, May 20, May 21, May 22, May 26, May 27, May 28, May 29, March 12, March 13, June 1-3
Workdays may be used as make-up days at the discretion of the Superintendent
Virtual Learning Days may be used as make-up days at the discretion of the Superintendent

Schools and School Board Office Closed on Dates Listed

July 4 Independence Day
Sept. 2 Labor Day
Nov. 11 Veterans Day
Nov. 27-29 Thanksgiving
Dec. 20-31 Christmas
Jan. 1 New Year's Day
Jan. 20 Martin Luther King Day
Mar. 12-13 Spring Break
Apr. 9-13 Easter
May 25 Memorial Day

 Holiday
 Schools Closed
 Workday/Staff Development
 Early Dismissal

2020

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

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16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH

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1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
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25	26	27	28	29	30	

MAY

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				