



PRINCE GEORGE COUNTY SECONDARY SCHOOLS

Mission Statement

Prince George County Public Schools, in partnership with parents and the community, will provide a rigorous educational program in a safe environment that prepares all students for post-secondary education and the workforce and to be responsible citizens in a global society.

Strategic Goal

To provide students with the knowledge and skills to exceed state, national, and international standards.

Nondiscrimination

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

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

This Agenda Belongs to:

NAME: _____

SCHOOL: _____ GRADE: _____

ADDRESS: _____

CITY/COUNTY: _____ ZIP CODE: _____

Prince George High School

(Phone: 733-2720)

ADMINISTRATION

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

GUIDANCE

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

N. B. Clements Jr. High School

(Phone: 733-2730)

ADMINISTRATION

Mr. Peter Fisher, Principal
Mrs. Tana Jones, Assistant Principal
Mr. Eldridge Phillips, Assistant Principal

GUIDANCE

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

J.E.J. Moore Middle School

(Phone: 733-2740)

ADMINISTRATION

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

GUIDANCE

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

Prince George Education Center

(Phone: 733-2748)

ADMINISTRATION

Mr. Chris Scruggs

GUIDANCE

Mrs. Starria Harper

Prince George County Schools Homepage

(www.pgs.k12.va.us)

Visit the PG Homepage to view important news, updates, staff weblogs, the policy manual, school websites, staff emails, and other school/county information.

(A hard copy of the policy manual can also be reviewed at each school.)

Attendance and Make-Up Assignments

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

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

Bell Schedules

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

PGHS Schedule

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

N. B. Clements Jr. High School Schedule

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

J.E.J. Moore Middle School Schedule

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

Prince George Education Center Schedule

Times will vary depending on the program.

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

Secondary Schools Calendar

| | |
|----------------------|-------------------------------|
| September 6, 2011 | First Day of School |
| October 5, 2011 | Interim Reports to Parents |
| October 10, 2011 | No School for Students |
| November 4, 2011 | End of Grading Period |
| November 8, 2011 | No School for Students |
| November 10, 2011 | Report Cards to Parents |
| November 11, 2011 | No School for Students |
| November 23-25, 2011 | Fall Break – Schools Closed |
| December 14, 2011 | Interim Reports to Parents |
| December 19-30 2011 | Winter Break – Schools Closed |
| January 16, 2012 | Schools Closed |
| January 24-27, 2012 | First Semester Exams |
| January 24-26, 2012 | Student Early Release (11:45) |
| January 27, 2012 | Student Early Release (10:00) |
| January 27, 2012 | End of Grading Period |
| February 3, 2012 | Report Cards to Parents |
| February 20, 2012 | Student Early Release (11:45) |
| February 29, 2012 | Interim Report to Parents |
| March 30, 2012 | Student Early Release (11:45) |
| March 30, 2012 | End of Grading Period |
| April 5, 2012 | Report Cards to Parents |
| April 9-13, 2012 | Spring Break – Schools Closed |
| May 11, 2012 | Interim Report to Parents |
| May 28, 2012 | Schools Closed |
| June 12-15, 2012 | Second Semester Exams |
| June 12-14, 2012 | Student Early Release (11:45) |
| June 15, 2012 | Student Early Release (10:00) |
| June 15, 2012 | End of Grading Period |
| June 20, 2012 | Report Cards to Parents |

Bus Passes

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

Cafeteria

Cafeteria accounts may be set up in advance. Students will be given an ID number to use to access their account. Café Prepay is offered to parents as a way to monitor their child's account. Parents may pay for breakfast/lunch by visiting www.cafeprepay.com. The voluntary service allows parents to add money to their child's account. Parents may apply for meal benefits by completing the application sent home at the beginning of the year. Students will not be permitted to charge breakfast and/or lunch.

Channel 1/PGTV/WNBC/ETEH/Resource

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

Class Rings

1. Students who order class rings in the spring must be in a sophomore (10th grade) homeroom.
2. To receive a ring in the fall of the following year, the student must be enrolled in a Junior or Senior Homeroom. The student must have passed at least 10 subjects, which includes Sophomore English and be enrolled in a Junior or Senior Homeroom.
3. Transfer and new students who meet the above requirements can order rings in the fall for a rush delivery for the Ring Dance.

4. Ring deposits are non-refundable.
5. Juniors and seniors may order and receive the designated school ring at any time after the junior rings have been presented.

Clinic Procedures

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

Clubs and Organizations

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

Code of Conduct

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

Code of Conduct Acknowledgement Page

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

Crime Solvers

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

Dances

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

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

Emergency Drills

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

Exams

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

Exam Exemption Policy

Exam exemption **ONLY** applies to final exams. Semester 1 exams are **not** eligible for exemption.

Students in SOL test courses may exempt the final exam if they **pass** the SOL test. Students who fail the SOL test must take the final exam.

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

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

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

Extra-Curricular Activities

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

Gifts (delivered to the schools)

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

Grading Scale

| | |
|--------------|---|
| A (93-100) | Achievement is excellent. |
| B (86-92) | Achievement is above average. |
| C (78-85) | Achievement is average. |
| D (70-77) | Achievement is barely satisfactory. |
| F (Below 70) | Achievement is unsatisfactory – Failing |

Guidance

Students will be given a Prince George Secondary Schools Registration Guide that provides detailed information regarding all available educational programs. Academic school counseling, career counseling, and personal/social/emotional counseling services will be provided to all students by guidance counselors. Refer to the *Prince George County Secondary Schools Registration Guide* for information regarding Career Pathways, Gifted Education, Special Education, International Baccalaureate, Career and Technical Education, Alternative Education, Graduation/Diploma Requirements and Seals, Advanced/Honors Course Requirements, VHSL Requirements, SOLs, Student Records, and course descriptions.

Hallway Conduct

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

Health Services

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

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

Honor Code

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

ID Badges (PGHS only)

Students' Identification Badges are required at all times while on Prince George Public School grounds during the regular school day. ID Badges are required when checking in and out of school, reporting to the tardy station, being excused from the classroom for restroom use, for making purchases in the cafeteria, use of the LMC, purchasing yearbooks, for attendance at club meetings, etc. Consequences for failure to have an ID badge will include Detention After School, Saturday School, and/or loss of parking privileges. ID Badges will be kept and used throughout the students' career at Prince George High School.

ID Badges are the responsibility of each student during the school year and during the summer months. Students are not to deface in any way, loan out, or borrow ID badges. Defaced ID badges, or ID badges in the possession of another student will be confiscated and disciplinary action may result. The replacement fee for ID badges is \$5.00.

LMC Procedures

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

Lockers/Bookbags

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

JEJ Moore Middle School & PGEC students may **not** carry backpacks, book-bags, or large purses throughout the building. These items are to be left in the students' lockers, and retrieved at dismissal. Small draw string backpacks may be used to carry **gym clothes only** and cannot be substituted for purses.

Parent Portal

Parents may utilize Parent Portal as the on-line student performance update. Parents are encouraged to log onto Parent Portal on a regular basis and review their child's grades, attendance, and discipline. A link to Parent Portal can be found on the county website, www.pgs.k12.va.us.

Prince George Education Center (PGEC)

PGEC, the alternative school of Prince George County, serves students identified as at-risk in grades six through twelve. There are three distinctively different programs at PGEC, each having a specific contract. All students, and their belongings, are searched each morning upon entry into the building. Transportation is provided by the county; however, bus violations may result in all bus riding privileges being suspended while enrolled in the program. **Prior to entry into PGEC, the student and at least one parent must meet with the principal to discuss expectations, dress code requirements, and consequences for violations.**

Prince George Program of Accelerated Learning (PGPAL):

The PGPAL was established to assist students not meeting academic success in the 7th grade. Students are enrolled in 8th grade courses, including health/physical education. Reduced class sizes and a stronger focus on academics allow teachers to provide individualized attention and offer a variety of differentiation. Students receive remediation during a daily SOL Enrichment class. To be promoted to 9th grade, students are expected to demonstrate success in all classes and pass all 8th grade SOL tests.

Project Choice: Students enrolled in Project Choice have been placed in the program by either the superintendent or the Prince George School Board. Students, parents, and administration are required to sign a rigorous contract. Students **may not** attend school-sponsored activities, nor be present on any school property without authorization by administration. Students must meet strict academic, attendance, and behavioral requirements in order to be released from the program at the time of eligibility. Failure to comply with the rules and policies of the program would result in a continuation of the assignment to the program or an expulsion recommendation with the school board.

GED: The GED program academically prepares students between the ages of 16 and 18 to pass the five components of the GED test. In addition, students attend Rowanty Technical Center for one-half of the school day, enrolling in a technical trade. Students choose from specialties such as automotive repair, masonry, welding, electrical work, and cosmetology, among others. Prior to testing students must meet all academic, attendance, and behavioral requirements, including an acceptable score on a school administered Pre-GED test. Along with paying the designated fees, students must provide copies of their birth certificate, social security card, and a valid picture ID in order to register for the GED test.

School Messenger

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

School Store

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

Senior Privileges (PGHS only)

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

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

Student Drop-Off and Pick-Up

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

Student Parking

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

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

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

Student Planners

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

Student Records

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

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

Textbooks/Supplies

Prince George County provides free textbooks for students. Students will be issued their classroom textbooks during the first week of school. All books issued are expected to be returned at the end of the school year. If a book is lost, stolen or returned in a damaged condition, a reasonable and fair assessment will be charged to the student depending on the condition of the book when issued. Students, who need consumable supplies such as workbooks, etc., will have to purchase those books from the classroom teacher.