

# Contents

<b>Administration</b> .....	Error! Bookmark not defined.
<b>Parent Portal</b> .....	<b>3</b>
<b>School Event Calendar</b> .....	<b>3</b>
<b>School Services</b> .....	<b>4</b>
Title IX.....	4
Guidance Counseling Services.....	4
School Counselors.....	4
Student Assistance Program (SAP) .....	4
SAP Staff and Contact Information.....	5
Section 504 Hearing Procedures.....	5
NRCC Career Coaches.....	5
NRCC Career Coach Contact Information.....	5
School Clinic/School Nurse.....	5
Clinic Staff.....	5
Immunization Regulations.....	5
Insurance.....	5
Contagious or Infectious Diseases.....	5
Guidelines for Medication Administration.....	6
Deliveries/Telephone Messages to Students.....	6
Visitors.....	6
Food Deliveries.....	6
Telephone.....	6
Driver’s Education.....	6
Lockers.....	6
Parent/Teacher Organization (PTO).....	6
Lost and Found.....	7
Instructional Materials Center (IMC).....	7
Electronic Devices.....	7
School Money and Purchases.....	7
Emergency/Fire/Campus Wide Drills.....	7
<b>Attendance Procedures.....</b>	<b>7</b>
Attendance Requirement.....	7
Compulsory Attendance-Board Policy JED.....	7
Parent’s Role in Student Attendance Call-In.....	8
Tardy (unexcused) and Check-In (excused) Policy.....	8
Skipping.....	8
Check-out Procedures.....	9
Hall Passes.....	9
Absence for Part of a Day.....	9
Make-up Work.....	9
Make-up Work and Suspensions.....	9
<b>PCHS Discipline System.....</b>	<b>9</b>
Disciplinary Procedures.....	9
Disciplinary Action Levels.....	10
Searches.....	10
Students Not in Good Standing (See PCHS Contract System).....	10
Detention Times and Locations.....	10
Loss of Privileges.....	10
In-School Suspension (SRC).....	10

After School Improvement (ASI).....	11
Out-of-School Suspension (OSS).....	11
Long-Term Suspension.....	11
<b>Student Discipline .....</b>	<b>11</b>
Board Policy JFC-R3.....	11
Definitions and Clarifications.....	11
Possession/Distribution.....	12
Substance Abuse Violations:.....	12
Anabolic Steroids Use.....	14
Medications.....	14
Firearms.....	14
Tobacco Use (Smoking, Dipping, Chewing & E-Cigarettes) or Possession of Tobacco Products.....	14
Weapons/Explosives/Fireworks.....	14
Mace/Pepper Spray.....	14
Arson/Attempted Arson.....	15
False Fire Alarms/Bomb Threats/911 Calls.....	15
Defacing/Destroying School or Private Property.....	15
Trespassing.....	15
Fighting/Assault.....	15
Harassment.....	16
Sexual Offenses.....	16
Obscene Language/Gestures.....	16
Gambling or Being in Possession of Gambling Paraphernalia.....	16
Cheating/Plagiarism/Misrepresentation.....	16
Electronic Devices.....	16
Personal Electronic Devices, including Laptops.....	16
Laser Pointers and Scanners.....	17
Food/Beverages Outside Commons.....	17
Disruptive Actions.....	17
Defiance/Insubordination.....	17
Disrespectful Behavior.....	17
Extortion/Attempted Extortion/Fraud/Robbery and/or Larceny.....	17
Theft/Attempted Theft.....	17
Public Display of Affection (PDA).....	17
Students Charged with Crimes.....	18
Unlawful Assembly.....	18
Unauthorized Use of Technology.....	18
Restricted Areas.....	18
Valuables.....	18
Dress Regulations.....	18
PCHS Contract System.....	18
<b>Standards of Student Dress.....</b>	<b>19</b>
BOARD POLICY JFC – R2 – PRIMARY OBJECTIVES.....	19
<b>Transportation .....</b>	<b>20</b>
Parent Pick-up/Drop-off.....	20
Bus Transportation.....	20
Behavior on Buses.....	20
Exchange Schools for Changing Buses.....	20
Riding Another Bus or Getting off at Another Stop.....	20
Boarding and Exiting Buses.....	20
Student Drivers/Driving Privileges.....	20
Student Driver Rules.....	21

Student Parking Fee.....	21
Vandalism of Cars.....	21
Penalties for Driving/Parking Violations.....	21
<b>Graduation Information .....</b>	<b>21</b>
Standard Diploma (6 verified credits).....	21
Advanced Studies Diploma (9 verified credits).....	21
Diploma Seals.....	22
Certificates.....	22
Senior Rank and Average.....	22
Honor Graduate Status.....	22
Graduation Speakers.....	22
Graduation Regalia Application.....	22
Full-time Student Requirements.....	22
Verified Credits.....	22
Verified Credits and Diploma Requirements.....	22
End-of-Course Testing.....	22
End-of-Course Testing Remediation.....	23
<b>Scholarship .....</b>	<b>23</b>
Grading System.....	23
Incomplete Grades.....	23
Report Cards/Interim Reports.....	23
Course Adjustment/Withdrawal.....	23
Promotion to the Next Grade.....	23
Rank and Average Calculation.....	23
Honor Roll and Academic Certificate Criteria.....	23
Midterm and Final Assessments.....	24
End of Course Assessment Exam Exemption Policy.....	24
Transfers.....	24
<b>Course Credit Requirement .....</b>	<b>24</b>
<b>Student Activities and Organizations .....</b>	<b>24</b>
Student Council Association (SCA).....	24
National Honor Society (NHS).....	24
Yearbook.....	25
Clubs and Organizations.....	25
PCHS Dances (Homecoming, Prom) and Guests.....	25
International Trips for Students.....	25
Interscholastic Competitions VHSL.....	25
VHSL Non-Athletic Activities.....	25
Other Competitive Activities.....	25
<b>Virginia High School League.....</b>	<b>26</b>
Pulaski County Public Schools Activities Code of Conduct.....	26
Student-Athlete Substance Abuse Policy (JFC-R7).....	26
Consequences for Violation of the Student-Athlete Substance Abuse Policy:.....	26
Pulaski County Schools Pledge Program.....	26
<b>Drug Testing of Student-Athletes (JFC-R8) .....</b>	<b>27</b>
Purpose and Intent.....	27
Guidelines.....	28
Non-Compliance.....	28
Drug Testing Procedures.....	28
Positive Test Results.....	28
Confidentiality.....	28
Drugs Tested.....	28

## Administration

Mr. Michael Grim	Principal, 540-643-0365
Mrs. Jennifer Bolling	Assistant Principal, 540-643-0398
Mr. Mark Hanks	Assistant Principal, 540-643-0592, Career & Technical Education Center
Dr. Matthew McCarty	Assistant Principal, 540-643-0596
Mrs. Rebekah Blevins	Graduation Retention Specialist, 540-643-0498, Endeavor/Cougar Center
Mr. Scott Vest	Athletics & Activities Director, 540-643-0750
Ms. Melissa Brooks	Supervisor of Student Services, 540-643-0222
PCHS Main Office	540-643-0747
Fax Main Office	540-643-0212
CTE Office	540-643-0235

In order to be most effect, Administrators see parents/students by appointment. Please contact the applicable administrator to schedule an appointment.

Welcome to Pulaski County High School and the 2017-2018 school year. The purpose of the Teacher/Student Handbook is to provide you with information that will help assure success as a member of one of Virginia's finest high schools.

REGULAR DAY SCHEDULE		
BLOCK SCHEDULE	FRESHMAN SCHEDULE	
	3 Period/2 Block Schedule	2 Block/3 Period Schedule
Block 1 – 8:28-10:10 9:58 2CB	Period 1 – 8:28-9:38 9:28 2CB	Block 1 – 8:28-10:10 9:58 2CB
	Period 2 – 9:42-10:42	
Block 2 – 10:14-11:46	Period 3 – 10:46-11:46	Block 2 – 10:14-11:46
	Block 3 – 11:50-1:47 1 <sup>st</sup> lunch: 11:46-12:11 2 <sup>nd</sup> lunch: 12:31-12:56 3 <sup>rd</sup> lunch: 1:22-1:47	
Block 3 – 11:50-1:47 1 <sup>st</sup> lunch: 11:46-12:11 2 <sup>nd</sup> lunch: 12:31-12:56 3 <sup>rd</sup> lunch: 1:22-1:47	Block 3 – 11:50-1:47 1 <sup>st</sup> lunch: 11:46-12:11 2 <sup>nd</sup> lunch: 12:31-12:56 3 <sup>rd</sup> lunch: 1:22-1:47	1 <sup>ST</sup> lunch – 11:46-12:11
		Period 4 – 12:15-1:15
Block 4 – 1:51-3:22	Block 4 – 1:51-3:22	Period 5 – 1:19-2:19
		Period 6 – 2:23-3:22

2 HOUR LATE SCHEDULE		
BLOCK SCHEDULE	FRESHMAN SCHEDULE	
	3 Period/2 Block Schedule	2 Block/3 Period Schedule
Block 1 – 10:28-11:33	Period 1 – 10:28-11:11	Block 1 – 10:28-11:33
	Period 2 – 11:15-11:56	
Block 2 – 11:37-12:41	Period 3 – 12:00 - 12:41	Block 2 – 11:37-12:41
Block 3 – 12:45-2:14 1 <sup>st</sup> lunch: 12:41-1:06 2 <sup>nd</sup> lunch: 1:15-1:40 3 <sup>rd</sup> lunch: 1:49-2:14	Block 3 – 12:45-2:14 1 <sup>st</sup> lunch: 12:41-1:06 2 <sup>nd</sup> lunch: 1:15-1:40 3 <sup>rd</sup> lunch: 1:49-2:14	1 <sup>ST</sup> lunch – 12:41-1:06
		Period 4 – 1:10-1:51
		Period 5 – 1:55-2:36
Block 4 – 2:18-3:22	Block 4 – 2:18-3:22	Period 6 – 2:40-3:22

2 HOUR EARLY RELEASE		
BLOCK SCHEDULE	FRESHMAN SCHEDULE	
	3 Period/2 Block Schedule	2 Block/3 Period Schedule
Block 1 – 8:28-9:33	Period 1 – 8:28-9:11	Block 1 – 8:28-9:33
	Period 2 – 9:15-9:56	
Block 2 – 9:37-10:41	Period 3 – 10:00-10:41	Block 2 – 9:37-10:41
	Block 3 – 10:45-12:14 1 <sup>st</sup> lunch: 10:41-11:06 2 <sup>nd</sup> lunch: 11:15-11:40 3 <sup>rd</sup> lunch: 11:49-12:14	
Block 3 – 10:45-12:14 1 <sup>st</sup> lunch: 10:41-11:06 2 <sup>nd</sup> lunch: 11:15-11:40 3 <sup>rd</sup> lunch: 11:49-12:14	Block 3 – 10:45-12:14 1 <sup>st</sup> lunch: 10:41-11:06 2 <sup>nd</sup> lunch: 11:15-11:40 3 <sup>rd</sup> lunch: 11:49-12:14	1 <sup>ST</sup> lunch – 10:41-11:06
		Period 4 – 11:10-11:51
Block 4 – 12:18-1:22	Block 4 – 12:18-1:22	Period 5 – 11:55-12:36
		Period 6 – 12:40-1:22

**Early release students (including students going to work)** are expected to remain in class until the end of the period of any alternate schedule. Please communicate and discuss this policy with your parent or guardian, employer, or other applicable individuals

## Parent Portal

Pulaski County High School provides parents an opportunity to access student information online. The online portal allows parents to view information such as their child's attendance, grades and assignments. Student records are updated in real time so this will be the most up-to-date method for obtaining information regarding the progress of your child. The portal also provides a parent-to-teacher email option for obtaining answers to quick, simple questions.

This method of communication is intended to supplement, not replace, current modes of communication used by teachers, parents, and students. A successful educational experience is based on personal interaction among those involved. The primary means of communication at the secondary level should be face-to-face contact between teacher, student, and parents. A personal phone call and/or attendance at parent/teacher conferences still remain as the most informative and reliable methods for parents to obtain information concerning their child's performance.

Due to security and confidentiality requirements, parents will have to personally visit the school at the beginning of each school year to pick up their new password. Please plan to bring a picture I.D. (driver's license) to verify your identity. Additionally, PCHS will only be able to provide the option to individuals who have legal access to a particular student's record. Students who have reached the age of 18 have the right to deny parents/guardians access to the online system. Access to and more information about Parent Portal can be found using the Parent Portal link on the district web site at [www.pcva.us](http://www.pcva.us).

## School Event Calendar

To access school events use [www.riverridgedistrictva.org](http://www.riverridgedistrictva.org). Follow the link to the Pulaski County School calendar. All athletic events and the dates, times, and locations of most school activities are included. The calendar is a product of our Student Activities Office and contains the most updated information available concerning student activities and athletic contest delays or cancellations.

The PCHS calendar may also be accessed directly by following the links: School, Pulaski County High, Students, and Event Calendar on the district web site at [www.pcva.us](http://www.pcva.us).

All weather related changes to PCHS events are immediately placed on this calendar and it is the best source for investigating weather related cancellations or delays.

Additional announcements can be found on Facebook (Pulaski County High School), Twitter (@PulaskiCountyHS), and the Senior Calendar of Events (<http://pcva.us/PCHSCalendars.html#Senior>).



## School Services

### Title IX

Equal educational opportunities shall be available by Pulaski County Public Schools 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 provide facilities, programs and activities that are accessible, usable and available to qualified disabled persons; provide a free, appropriate education, including non-academic and extracurricular services to qualified disabled persons; 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 not discriminate against qualified disabled persons in the provision of health, welfare or social services.

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.

### Guidance Counseling Services

Each student has been assigned a guidance counselor who can provide many services and information to help the student while at Pulaski County High School. The student and his/her parents should become acquainted with the assigned counselor, and together they should use the resources available through the Guidance Department. Some of the services provided include the following:

- High school academic counseling
- Career counseling and job placement
- College admission preparation
- Financial aid and scholarship information
- Maintenance of cumulative records
- Personal counseling and referral
- Testing services

**Appointments:** In order to be most effective, counselors see students/parents on an appointment basis. A student or parent may arrange an appointment through the appropriate guidance counselor.

### School Counselors

Mr. Jesse Kelly	540-643-0282	9 <sup>th</sup> -10 <sup>th</sup> Grades, A-K
Ms. Gina Miano	540-643-0336	9 <sup>th</sup> -10 <sup>th</sup> Grades, L-Z
Mrs. Mary Cheverton	540-643-0249	11 <sup>th</sup> -12 <sup>th</sup> Grades, A-K
Mrs. Chrissi Vest	540-643-0380	11 <sup>th</sup> -12 <sup>th</sup> Grades, L-Z

### Student Assistance Program (SAP)

In collaboration with Pulaski County Schools, New River Valley Community Services will provide professional staff to implement the Student Assistance Program (SAP) at Pulaski County High School. SAP provides both prevention and intervention services related to helping address a wide range of issues that impede adolescent academic achievement. Services may include individual and/or group counseling, educational programming and consultation. These services may be accessed when a student self-refers or through a referral from a teacher, guidance counselor, or school administrator. All information exchanged between a student and the SAP staff is treated with respect and in a confidential manner. Should a student access SAP services on his/her own, or as a result of a school referral due to immediate concerns, every effort will be made to contact the student's legal

guardian to discuss the presenting issues and any recommendations for follow-up services. This service is offered to students at no cost to them and can be offered on a limited time basis. If more services are needed, then the SAP staff person, in conjunction with PCHS guidance counselors, will discuss these recommendations with parents and/or guardians. If parents, or legal guardians, wish not to allow their student to participate in this service they should make these wishes known to their guidance counselor in writing.

## SAP Staff and Contact Information

Ms. Jamie Schofell	540-643-0128
Mrs. Brennen Wade	540-643-0271
Mrs. Alicia McPeak	540-643-0370

## Section 504 Hearing Procedures

The Pulaski County Public School Board does not discriminate against individuals on the basis of disability. When a student believes that he or she has been discriminated against on the basis of disability, the student shall have the right to request a hearing. The Superintendent of Pulaski County Public Schools shall establish hearing procedures that conform to federal requirements for any student alleging disability discrimination.

## NRCC Career Coaches

The career coach assists students in post-high school planning, including career and college paths.

## NRCC Career Coach Contact Information

Mrs. Kathy Kleppin	540-643-0976
Mrs. Stephanie Addikis	540-643-0205

## School Clinic/School Nurse

Should a student become ill while at school, he/she will be given permission by a teacher or administrator to report to the clinic with a pass. If the student is ill, the school nurse will contact the parent, and the parent must come to the school and sign the student out. If the student is driving his/her own car and is determined to be of questionable driving capacity because of illness, he/she will be given permission to drive himself/herself home only after the school nurse has obtained parent consent. Students are not to phone a parent without first reporting to the school nurse. Students are required to sign in and out of the nurse's office for illness. State law prohibits the dispensing of any medication to students without a valid doctor's order. Emergencies resulting from accidents or acute illness may require transporting students to emergency medical facilities. Parents will be notified as soon as possible of such situations and the local EMT services will

transport students to the medical facility. Chronic or long term medical conditions of students requiring special considerations, such as asthma, diabetes, epilepsy, special dietary requirements, or mobility impairment (such as broken limbs), should be brought to the attention of the school nurse or administrative staff before school opens in the fall or when such conditions develop. A record of student accidents and injuries will be kept by the school nurse.

The school nurse is in the clinic from 7:30 a.m. – 3:30 p.m. She will stay after school if a reasonable request is made, in advance, to receive medication from parents.

## Clinic Staff

Mrs. Nikki Lockhart	540-643-0255
Mrs. Ann Paulson	540-643-0364
Fax Number:	540-643-0121

## Immunization Regulations

In accordance with the Code of Virginia every new student and every student seeking to be readmitted shall provide documentary proof of adequate immunizations before he/she will be admitted to Pulaski County High School. The school will abide by all aspects of the immunization regulations. Students from another state must have a physical examination before being enrolled at Pulaski County High School.

## Insurance

All students of Pulaski County Public Schools are covered under a student accident insurance program. This coverage is secondary to any other coverage the family may have and will pay only eligible medical expenses not payable by other sources of coverage. Additionally the coverage is limited to a maximum benefit of \$25,000.00 per accident. This policy covers all Pulaski County Public School students from doorstep to doorstep including: to and from school, fieldtrips, athletics, gym class, on and off-site dances, off-site dances, off-site technical education projects, walking to and from class and all other school-related extracurricular activities.

In case of a student accident, notify the school immediately. Claim forms may be obtained from the school and must be completed by both a school officer and the parent. Medical treatment must commence and the claim form must be sent within 90 days from the date of injury to be eligible for benefits.

## Contagious or Infectious Diseases

The Virginia School Law (22.1-272)(1980) states that person suffering with contagious or infectious disease shall be excluded from the public schools while in that condition. Pulaski County Public Schools will work cooperatively with the Pulaski Health Department to insure compliance with Virginia Code 22.1-271.3 for

school attendance of children infected with immunodeficiency virus (HIV). Pulaski County High School will adhere to School Board policy 7.51-7.51.2. The Pulaski County Schools' policy handbook may be accessed at [www.pcva.us](http://www.pcva.us)

## Guidelines for Medication Administration

Students are not to be in possession of medication (prescribed, over the counter, or supplements) at any time. This includes, but is not limited to, cough drops, ibuprofen, tylenol, orajel, pre-workout supplements and cold/allergy medication. All medications to be taken during school hours and school-related activities (including over the counter and prescription) must be accompanied by medication authorization form signed by both a parent and physician, which must be renewed each school year. Chronic condition medications (asthma, diabetes, etc.) require additional forms that can be obtained through the school clinic. If medication must be given during the day, the following procedures must be met:

### **Parent Responsibilities:**

1. The Authorization for Medication Form must be completed in full and signed by the physician and parent.
2. Any medication that is to be taken during school hours must be specifically prescribed by a physician. This policy includes over-the-counter drugs and supplements.
3. Parents or another adult (authorized by the parent/guardian) must personally deliver both over-the-counter, supplements and prescription medications to the school.
4. All medication must be provided in the original pharmacy container labeled with the name, dosage, and prescription information.
5. Parents are responsible for picking up unused medication. Any medication not claimed by a parent within two weeks after completion of the physician's orders will be destroyed by the principal or school nurse.

### **School Personnel Responsibilities:**

1. All medications must be administered as ordered by the physician.
2. Medications administered at the school should be stored in a secure, locked, clean container or cabinet.
3. An individual record/log should be kept of medications administered by school personnel on a daily basis for each student.
4. If there is an error or medication incident (accident), immediately notify school nurse, administration, child's parents and/or physician. Document the incident.
5. All drugs have the potential for causing side effects. School staff should observe student's response to medication and report to parents, school nurse, or physician (according to district procedure) any changes in behavior or awareness, rash, complaints, or anything else that may be related.

## Deliveries/Telephone Messages to Students

Items such as packages, birthday gifts, flowers, balloons, fast food lunches, Valentine's gifts, etc., cannot be delivered to students at any time before, during or after the school day. Telephone messages will not be delivered to students. (The only exceptions are emergency transportation issues.)

## Visitors

We welcome parents/guardians of PCHS students as visitors. We do request that parent/guardians contact administration or guidance to schedule an appointment. Student guests, including siblings, are not permitted to visit at lunch or during regular school hours. PCHS alumni can only visit the school after 3:45 PM. All visitors must first report to the main office and present a valid photo ID.

## Food Deliveries

Students are not allowed to order or receive fast food deliveries during the school day. Breakfast and lunch may be purchased from the cafeteria or the student may choose to pack a lunch from home.

## Telephone

Students are not allowed to use school telephones in the academic pods, classrooms, office, CTE building or the Commons without permission.

## Driver's Education

PCHS offers Behind the Wheel Driver's Education to student's who hold a valid learner's license and who have successfully completed the classroom requirement. The fee is \$200.00.

## Lockers

Lockers will be assigned to freshman at the beginning of the school year. Students must use only the locker assigned by the school and should not share the combination with unauthorized users. Students assigned to a specific locker are responsible to keep the locker secure at all times. Valuable items should NEVER be kept in a locker. The school is not responsible for lost or stolen articles. Additionally, PCHS reserves the right to conduct locker searches on an as-needed or random basis.

## Parent/Teacher Organization (PTO)

PCHS PTO includes parents, teachers and staff who collaborate to support new PCHS teachers, provide snacks and/or meals for teachers on parent-teacher conference dates, and support planning and funding of the PCHS After Prom Party. Sign-up is available during "Student Schedule Pick-Up" nights in August.

## Lost and Found

Individuals who have lost an item at Pulaski County High School or at a school function should check the Lost and Found Department located at the front desk area in the Main Office.

## Instructional Materials Center (IMC)

The IMC is open from 8:00 a.m. to 4:00 p.m. each day for student use. A valid student ID number is required in order to check out books and materials. Students must have a pass signed by a PCHS staff member to access the IMC from 8:00 a.m. to 8:20 a.m. and during class time. No more than 3 books may be checked out at one time. Books are checked out for 3 weeks, and fines are assessed when books are 5 school days overdue. Lost or damaged books will be paid for by the student who checked out the books.

## Electronic Devices

Electronic communication devices may be used with headphones for individuals to privately listen to music BEFORE school prior to 8:28 a.m., during assigned lunch, and after school at 3:22 p.m. Electronic devices are NOT permitted during instructional time (unless specifically approved for academic purposes by the lead classroom teacher). Students should refrain from making calls from cell phones while in public areas and in classrooms.

## School Money and Purchases

A student who collects or otherwise handles school funds will deliver such money to his/her sponsor. Sponsors will deliver these funds to the school bookkeeper (Mrs. Graham) by 2:00 p.m. each day. The school will not accept responsibility for lost or stolen funds. **Returned checks:** There will be a \$10.00 service charge on all returned checks made out to Pulaski County High School.

## Emergency/Fire/Campus Wide Drills

Emergency drills will be held often during the first month of school, regularly the remainder of the school year. Evacuation plans are posted in each classroom. Student's should take valuables, walk quickly in single file without running or talking, remain in line until led a safe distance from the building, answer to the teacher's roll, and return to the building when directed. Campus wide safety drills will be held regularly throughout the school year.

## Attendance Procedures

### Attendance Requirement

Attendance is required under the current laws of the Commonwealth of Virginia Section 22.1-254. When a student is absent, and a call-in has not been received, the school staff makes every effort to contact a parent on the day of the absence, using the automatic computer call-out system. All students should make attendance and punctuality a priority for the school year. All absences will be considered unverified unless appropriate documentation is provided. To be counted present for the class a student must be in attendance for two-thirds (2/3) of the class period. (Forty minutes for a sixty minute class, sixty minutes for a ninety minute block class or one hundred twenty minutes for a two block class.)

### Compulsory Attendance-Board Policy JED

- **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 designee shall make a reasonable effort to ensure that direct contact is made with the parent, either in person or through telephone conversation, by the attendance officer to obtain an explanation for pupil's absence and to explain to the parent the consequences of continued nonattendance. The attendance officer, 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.
- **Upon Sixth Absence without Parental Awareness and Support:** If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, his parent, and school personnel, shall meet to resolve issues related to the pupil's nonattendance. Other community service providers may also be included in the conference.
- **Upon Additional Absence without Parent Awareness and Support:** Upon the next absence, after the conference, without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the Principal or designee shall notify the attendance officer of Superintendent who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in §16.1-228 or (ii) instituting proceedings against the parent pursuant to §18.2-371 or §22.11-262. In filing a complaint against the student, the attendance officer shall

provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangement, then both parents shall be notified at their last known address.

- **Parental Cooperation in Remediating Excessive Unexcused Absence:** It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remediating the student's attendance problem, the Superintendent or the Superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge and approval of the Superintendent, shall institute proceedings against any parent who violates these laws. Where the complaint arises out of the parent's failure to comply with the requirements of §22.1-258, the attendance officer shall document the school division's compliance with this Code section.

## Parent's Role in Student Attendance Call-In

The parent or guardian of a student who is absent should call the main office (643-0747 \*press 2) to report the absence between 7:45 a.m. and 3:45 p.m. on the day of the absence. A note from the parent may substitute for a call-in when the note is sent on the day the student returns. A note must contain the current date, the date of the absence, reason for the absence, an parent or guardian's signature, and a phone number where the parent or guardian can be reached to verify the note. The student must present the note to the Attendance office on student's return to school.

## Tardy (unexcused) and Check-In (excused) Policy

Pulaski County Schools provides a bus transportation system for student use. Tardies resulting from private transportation are generally considered unexcused.

### Five or less minute late to school/class:

- Students arriving unexcused to school/class after the 8:28 tardy bell, but prior to 8:33 should report directly to first block/period and will be noted as tardy to class by their teacher. Students arriving unexcused to any subsequent block/period after the tardy bell, but five or less minutes late, will also be marked as tardy. Students are considered tardy to class if they are not inside the classroom when the tardy bell rings. The following disciplinary plan applies to tardies to all class blocks/periods throughout the day.
  - First offense: warning
  - Second offense: teacher of record contacts parent
  - Third offense: lunch detention assigned and teacher of record contacts parent
  - Fourth offense: teacher of record contacts parent refers to level II for one SRC assignment

- Further offenses: teacher of record contacts parent and student is referred to level II for additional consequences

### More than 5 minutes late to school:

- Students arriving to school after 8:33 should report directly to the main office. Students will be noted as check-in (excused) if documentation for missed time is provided for the following: physician, dentist, funeral, court, counseling or extenuating circumstances with administrative approval.
- Students arriving to school after 8:33 without documentation supporting missed time will be marked as tardy (unexcused). PCHS will begin to intervene with a Tardy Improvement Contract (TIC) as follows after the fifth tardy to best support student progress:
  - 6<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> tardies: parent contact made by level II or administration (documented in truancies)
  - 11<sup>th</sup> tardy: parent conference and review of driving privileges and Attendance Improvement Plan (AIP).
  - Subsequent tardies: parent conference and review of driving privileges and truancy diversion

### More than 5 minutes late to class:

- Students arriving more than five minutes late to any class will be assigned discipline for skipping, not tardiness.

## Skipping

- Discipline – Intervention through After School Improvement (ASI)
- Not reporting to school, failure to attend class while at school, or leaving school without proper check-out will be regarded as skipping if student has not followed proper procedures regarding attendance. Chronic skipping may also lead to truancy charges.
  - First offense: Refer to Level II Administrator for 1 day of After School Improvement (ASI) and call home.
  - Second offense: Refer to Level III Administrator for ASI assignment and call home.
  - Third offense and above: Referral to Level III Administrator for ASI. Use of vehicle for skipping purposes may result in loss of driving privilege or escalated discipline as determined by the Administrator. Additional skipping may result in more serious disciplinary actions.



## Check-out Procedures

Before a student can check out of school, he/she must have a call-in from a parent or guardian. Students must always check out through the main office.

This applies to all students, even if they have reached their 18<sup>th</sup> birthday, unless they have been emancipated by the court. It is required that parents/guardians call the school prior to the check-out time. Requests for early check-out should be made for crucial and unavoidable situations and only when the situation is so critical that it cannot be taken care of after school hours, or on a day when school is not in session. Early check-outs will not be granted for students who need to go to work during school hours unless the work is a part of a school program. Check-out requests should be made at the earliest convenience.

A student is not to leave school at any time without following proper check-out procedures. Failure to use proper check-out procedures through the front office will result in a disciplinary action.

Students who check-out for excused reasons such as a physician, dentist/orthodontist, court, funeral, or counseling appointments should bring documentation verifying the appointment/service upon returning to school.

## Hall Passes

Students must have a hall pass from his/her teacher to be out of the classroom. Hall passes are color coded to represent the area in which a student should be permitted. All students must remain in the classroom during the first five minutes of each block/period and last five minutes.

Pass Color	Courses	Pod Floor Color	Locker Bank Color
Pink	English Pod, Choir, Band, Drama, Library	Maroon	Maroon
Light Blue	Social Studies Pod, Foreign Language, Art, Commons Classrooms	Blue	Blue
Orange	Math Pod, PE, Testing Center	Orange	Orange
Light Green	Science Pod,	Green	Green
Light Green	Guidance, Main Office	NA	NA
Yellow	CTE	NA	NA

## Absence for Part of a Day

Students are required to check in through the main office when they arrive late to school. Additionally, students check out through the main office if they leave school early. Students must be present for two full blocks or three periods to be

eligible for extracurricular participation for that day. Special circumstances must be approved through the administration in advance.

## Make-up Work

### Make-up Work

A student will have an opportunity to complete all assignments missed because of absence. The teacher's written attendance log, in conjunction with the attendance log in PowerTeacher, is the official record for Course Credit Requirements.

1. Upon returning to school, a student is responsible for any assignments or tests that were scheduled prior to the absence.
2. A student is expected to make up assignments for all absences, including school-sponsored activities and suspensions.
3. Once the make-up assignments has been provided to the student, the time allowed to make up missed work is equal to the number of days absent, plus additional resources if needed. If at the conclusion of the allotted make-up time, the assigned make-up work for any specific class has not been returned to the classroom teacher, then the teacher should assign the student to ASI (for up to as many days as originally absent). Failure by the students to complete the make-up work and return it to the classroom teacher by the day following ASI will result in the assignment(s) being given a zero (with a note in the grade book referencing the actions taken by the teacher).

## Make-up Work and Suspensions

Students assigned out-of-school suspension should obtain assignments for the days they will miss while on suspension. Students and parents may work through the student's grade level counselor to obtain specific assignments from the classroom teachers.

## PCHS Discipline System

### Disciplinary Procedures

All faculty members have the right to correct any student and to expect a proper response when doing so. Failure to identify one's self correctly upon request may result in suspension. In order to create an excellent learning climate for our students, discipline at Pulaski County High School is decentralized into three levels:

- Level I: At this level, less severe discipline incidents are managed by the teachers. Teachers at this level use teacher/student conferences, parent conferences, behavior interventions, and lunch detention to promote productive school behavior.

- **Level II:** At this level, Student Services Supervisor will determine discipline for incidents that are more serious or chronic in nature in accordance with policy including the assignment of SRC, ASI, and out of school suspension.
- **Level III:** At this level, school administration will handle the most severe or most chronic discipline infractions. In addition to Level I and Level II strategies, administration may assign out-of-school suspension. In severe instances, the Principal may recommend long-term suspension or expulsion.

## Disciplinary Action Levels

The following summarizes the levels of disciplinary action that shall be enforced by school personnel with students who are in violation of school rules, Standards of Student Conduct, School Board Policies, Division Regulations, Division Administrative Discipline Handbook, and/or local, state, or federal laws:

- Verbal warning/reprimand
- Conference (teacher/student and/or parent/guardian and telephone call home)
- Intervention (referral, detention, behavioral contract, no tolerance contract, restriction)
- Student Responsibility Center (SRC)
- After School Improvement (ASI)

A continuing/chronic patterns of student misconduct will be considered insubordination and can result in the suspension and possible expulsion of a student. Please view discipline measures at Pulaski County High School as an effort to insure a safe, productive learning environment for all students.

- Short-term suspension (1-10 days out-of-school suspension)
- Long-term suspension (up to 365 days out-of-school suspension)
- Expulsion (long-term suspension, until readmission by School Board, usually one or more school years.)

## Searches

The courts have determined when reasonable suspicion exists that a student is in possession of contraband, school officials have the authority to conduct searches of individuals and their personal possessions (wallets, handbags, book bags, lockers, automobiles, cell phones, etc.). The courts have further determined that school officials have a duty to conduct such searches. This authority may be exercised at any time. Additionally, PCHS reserves the right to conduct random locker searches when deemed necessary.

## Students Not in Good Standing (See PCHS Contract System)

A student is not in good standing under the following circumstances:

- Through the last assigned day of ASI, OSS, or SRC
- Issued General Behavior contract has not been signed by all parties
- Issued step two (No Tolerance) contract

## Detention Times and Locations

Detention times are during first, second and third lunch blocks. Students assigned to detention must report on time directly to the appropriate detention room. At the beginning of the assigned lunch block, staff will dismiss students to go to the lunch lines. Students assigned to lunch detention are required to bring appropriate work with them to complete during the detention period. Students reporting to detention late may receive an extra day of detention. If a student fails to serve detention on the day and time assigned, the teacher will assign 2 days of lunch detention and make parental contact. Failure to serve reassigned detentions will result in the student being placed in SRC.

A student who habitually skips lunch detention may be referred for Level III discipline.

## Loss of Privileges

Consequences for violating the student code of conduct are not limited to the assigning of detention, SRC, After School Improvement (ASI), suspension, etc. When appropriate, restitution for damages and suspension of privileges may be used in addition to other consequences. Examples of loss of privileges may include, but are not limited to, the following:

- No driving on campus for specified time
- No riding school bus for specified time
- No access to school computers (internet) for a specified time
- No participation in activities (sports, clubs, etc.) for specified time

## In-School Suspension (SRC)

Students will be assigned to the Student Responsibility Center (SRC) for a minimum of one day and until assignment is completed. When assigned, the student will do his/her class assignments in addition to working on changing his/her behavior. The student will report to SRC when he/she arrives at school and remain in the center until dismissal time. Students who fail to report to SRC or exhibit unmanageable behavior in the center will be suspended from school. Students assigned to SRC are required to work on the assignments provided by their classroom teachers. Students who are placed in SRC are ineligible for participation in school activities until their SRC assignment is completed. Parents will be notified when a student is placed in SRC.

## After School Improvement (ASI)

After School Improvement (ASI) will be offered four days a week from Monday through Thursday, from 3:30 p.m. – 5:30 p.m. and the focus will be placed on academics. Students assigned to ASI could be there for behavior modification, or could be assigned to make-up missed assignments from their course work as a result of absences or suspensions. All students who are assigned ASI as a disciplinary action would be required to complete assignments from their current classes. After School Improvement (ASI) may be assigned in lieu of SRC or out-of-school suspension at the discretion of the assigning administrator. Students assigned to ASI must report to the Math pod before 3:30 p.m. on the day assigned and be picked up promptly at 5:30 p.m. The activity bus boards at 6:00 p.m. and this could be an alternative form of transportation for some students assigned to ASI. Students failing to report to ASI on the assigned day will have the original day(s) reassigned. Non-attendance of assigned ASI may result in one (1) day of out of school suspension (OSS).

## Out-of-School Suspension (OSS)

When a student's behavior becomes unmanageable, the student may be suspended from school and allowed to return only when the parent has had conference with an administrator. If satisfactory adjustments can be mutually established among parent or guardian, student, and principal, the student may return to school at the discretion of the principal. In all cases of suspension, parents or guardian shall be notified as soon as possible.

The following procedure will be implemented when suspension is requested:

- (a) A conference will be held with the student and administrator.
- (b) The parent will be contacted as soon as possible.
- (c) A letter detailing the incident will be sent to the parent as soon as possible.
- (d) The suspended student cannot be on any property of Pulaski County Schools nor attend any school functions until he/she has been reinstated.
- (e) Upon the student's return, a conference may be held with the student and/or parent to review re-entry requirements.
- (f) Classwork assigned during a suspension can be completed for credit. Students on suspension have as many days as they were out to make up missed work.

**It is the student's responsibility to make up all missed assignments.** Student may assign students to After School Improvement (ASI) to assist in making-up assignments that were not completed by the return date following a suspension. (Please see Make-Up Work and Suspensions)

## Long-Term Suspension

Parents will be notified as soon as possible of the incident and called to school to discuss the actions of the student and the consequences that may result in long-term suspension.

## Student Discipline

### Board Policy JFC-R3

The purpose of the Pulaski County Public Schools substance use policy is to ensure a safe and secure environment to create a productive learning climate.

Furthermore, it is designed to establish guidelines in accordance with the No Child Left Behind Act of 2001 and the Commonwealth of Virginia Board of Education Comprehensive Plan for developing and supporting policies and programs that emphasizes prevention and the creation of a positive school environment.

### Definitions and Clarifications

- A. Under the influence means when a student's comportment, behavior, condition, speech, or appearance is affected by or evinces prior use of alcohol, controlled substances, other substances and/or inhalants.
- B. Alcoholic beverages shall include alcohol, spirits, wine and beer, and any one or more of such varieties containing one-half of one percent or more alcohol by volume, including mixed alcoholic beverages, and every liquid or solid, patented or not, containing alcohol, spirits, wine, or beer and capable of being consumed by a human being.
- C. Controlled substances include, but are not limited to, narcotic drugs, hallucinogenic or mind-altering drugs or substances, amphetamines, barbiturates, stimulants, depressants, marijuana, anabolic steroids, designer drugs, and other controlled substances as defined in the Drug Control Act of Chapter 15.1 of Title 54 of the Code of Virginia and as defined in schedules I through V of 21 USC & 812.
- D. Imitation controlled substances shall mean a pill, capsule, tablet or other item which is not a controlled substance, an alcoholic beverage, anabolic steroid, marijuana, or any of those substances commonly referred to as designer drugs but which by overall dosage unit appearance, including color, shape, size, marking or package, or by representations made, is intended to lead or would lead a reasonable person to believe that such pill, capsule, tablet or other item is a controlled substance, an alcoholic beverage, anabolic steroid, or marijuana.
- E. Other substances include, but are not limited to, prescription medications, over-the-counter and/or supplement drugs which may not or may contain a combined dosage of caffeine, ephedrine hcl, creatine, conjugated linoleic acid (CLA), glutamine, herbal stimulants, herbal euphoriant, ephedra or ma huang such as Magnum 357, Mini-Thin, Max Aler, Perk Minihearts, Bidis, Beedeas, No-Doz, Jimson Weed, cold medications and cough syrups such as Robitussin or drugs manufactured using such DXM or other over-the-counter drugs not taken in accordance with the medication policy.

- F. Inhalants include any substance not prescribed by a physician and inhaled as a vapor, gas or mist. Inhalants may include, but are not limited to adhesives; aerosols, solvents and gases (Freon and butane; cleaning agents; and room deodorizers.)
- G. Anabolic steroids include natural synthetic compounds ingested for the purpose of enhancing physical strength but which have detrimental effects on the healthy growth and development of students.
- H. Drug paraphernalia shall include, but are not limited, those items defined in Section 18.1-265.1 of the Code of Virginia.
- I. An offense is the violation of any rule or combination of rules as defined in the Student Conduct Code.
- J. To be in possession of means to have alcoholic beverage(s), imitation and/or controlled substances, other substances, inhalants, anabolic steroids, creatine and/or drug paraphernalia on one's person, or in one's personal property, automobile, or other vehicle, or locker, desk or other school-provided storage area.
- K. Possession with the intent to sell, give, or distribute means to have alcoholic beverage(s), controlled substances, other substances, inhalants, anabolic steroids and/or drug paraphernalia, and it is determined by the evidence of the packaging, amount, etc. that the intent was to sell, give or distribute.
- L. Distribution means to pass, give or sell alcoholic beverage(s), imitation and/or controlled substances, other substances, inhalants, anabolic steroids and drug paraphernalia.
- M. Unlawful manufacture means the illegal act of producing or assembling alcoholic beverage(s), controlled substances, other substances, inhalants and/or drug paraphernalia.
- N. Where and when policy violations occur includes school property, in a school vehicle, at any school-sponsored event, going to and from school or while participating in school-sanctioned activities. It also extends to off school property, if the acts committed are either detrimental to the interest of the school or adversely affect school discipline.

## Possession/Distribution

In accordance with No Child Left Behind Act of 2001, to maintain safe and drug free schools the possession, distribution, dispensation, use, and/or being under the influence of any form of alcohol, anabolic steroid, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or other controlled substances (as defined in the Drug control Act of Chapter 15.1 of Title 54 of the Code of Virginia and as defined in schedules IV of 21 USC 182), imitation controlled substance, or drug paraphernalia (as described in \*18.2-265.1 of the Code of Virginia) is prohibited within any Pulaski County Public School or its property to include school vehicles, at any school-sponsored event/trip, going to and from school, or while participating in school-sanctioned activities. Furthermore, in handling such

violations the school board authorizes the superintendent who may authorize designees to conduct a preliminary review of substance use policy violations to determine whether a disciplinary action other than expulsion is appropriate.

## Substance Abuse Violations:

### A. Selling and Distributing

Students who are found to be in violation of the school division's controlled substance abuse policies and procedures with regard to selling, distribution, or possession with intent to distribute shall be subject to immediate long-term suspension or expulsion in accordance with Board policies and regulations JFC, JFCR, JGD/JGE, and JGD/JGER.

**First Offense:** Parent/Guardian(s) will be contacted immediately upon verification of the violation, and the student is referred to the appropriate law enforcement agency. The student will receive an out-of school suspension for ten (10) days and recommended for a disciplinary hearing. The hearing officer can recommend to the Superintendent the following actions: long-term suspension or recommendation for expulsion, loss of privileges in or attend all extracurricular activities for twelve (12) calendar months, loss of driving privileges, and/or participation in a substance abuse treatment program at the parent/guardians expense. The student will be referred to the appropriate law enforcement agency.

However, the building administrator may reduce the ten (10) day suspension to a five (5) day out of school suspension and five (5) days of After School Improvement. Also, the twelve (12) month loss of attending or participating in the extracurricular activities will be reduced to thirty (30) calendar days and the loss of parking privileges for up to thirty days if:

- The student and parent/guardian agree to participate in the Board-approved Counseling and Preventative Services (CAPS) Program and follow the recommendation made by the SAP core team for up to one year.
- Upon return, the student is required to attend after-school ASI sessions every day until all work missed during the suspension period is made up. Returning students are required to make up all work missed during the suspension period within the same amount of time suspended.
- The returning student will be placed on a strict improvement plan upon his/her return.

Violation of these provisions or any other provisions included in the student's improvement plan can result in a ten (10) day suspension and recommendation for a disciplinary hearing. The hearing officer can recommend to the Superintendent the following actions: long-term suspension or recommendation for expulsion, loss of privileges to participate in or attend all extracurricular activities for twelve (12) calendar months, and loss of driving privileges.

**Second Offense:** If the student violates the substance use policy within forty-eight (48) calendar months of the previous violation, the event will be considered a second offense. Upon verification of the violation, parent/guardians and law enforcement will be contacted, and the student will be suspended for ten (10) days. The Superintendent or designee will be notified and a disciplinary hearing will be held within ten (10) school days of the incident. The hearing officer can recommend to the Superintendent any of the following actions: long-term suspension or recommendation for expulsion, loss of privileges to participate in or attend all extracurricular activities for twelve (12) calendar months, loss of driving privileges, and/or participation in a substance abuse treatment program at the parent/guardians expense. The student will be referred to the appropriate law enforcement agency.

B. Possession and/or Use

Students who are found to be in violation of the school division's controlled substance abuse policies and procedures with regard to possession and/or use of said substances on school property or while engaged in school activities and events off school property, including being under the influence of controlled substances while at school or engaging in school activities or events, shall be immediately suspended and recommended for long-term suspension or expulsion. The Principal shall have the authority, at his/her discretion, to waive a recommendation of long-term suspension or expulsion for first-time offenders only, in favor of participation in the Board-approved Student Assistance Program.

**First Offense:** Parent/guardian(s) will be contacted immediately upon verification of the violation, and the student is referred to the appropriate law enforcement agency. The student will receive an out-of-school suspension for ten (10) days and recommend for a disciplinary hearing. The hearing officer can recommend to the Superintendent the following actions: long-term suspension or recommendation for expulsion, loss of privileges to participate in or attend all extracurricular activities for twelve (12) calendar months, loss of driving privileges, and/or participation in a

substance abuse treatment program at the parent/guardians expense. The student will be referred to the appropriate law enforcement agency.

However, the building administrator may reduce the ten (10) day suspension to a five (5) day out of school and five (5) days of After School Improvement. Also, the twelve (12) month loss of attending or participating in extracurricular activities will be reduced to thirty (30) calendar days and the loss of parking privileges for up to thirty (30) school days if:

- The student and parent/guardian agree to participate in the Board-approved Counseling and Prevention Services (CAPS) Program and follow the recommendations made by the Student Assistance Program core team for up to one year.
- Upon return, the student is required to attend after-school AE sessions every day until all work missed during the suspension period is made up. Returning middle school and elementary school students are required to make up all work missed during the suspension period within 15 school days, making use of all after-school and other "extra help" sessions available to him/her.
- The returning student will be placed on a strict improvement plan upon his/her return.

Violation of these provisions or any other provisions included in the student's improvement plan can result in a ten (10) day suspension and recommendation for a disciplinary hearing. The hearing officer can recommend to the Superintendent the following actions: long-term suspension or recommendation for expulsion, loss of privileges to participate in or attend all extracurricular activities for twelve (12) calendar months, and/or loss of driving privileges.

**Second Offense:** If the student violates the substance use policy within forty-eight (48) calendar months of the previous violation, the event will be considered a second offense. Upon verification of the violation, parent/guardians and law enforcement will be contacted, and the student will be suspended for ten (10) days. The superintendent or designee will be notified and a disciplinary hearing will be held within ten (10) school days of the incident. The hearing officer can recommend to the Superintendent any of the following actions: long-term suspension or recommendation for expulsion, loss of privileges to participate in or attend all extracurricular activities for twelve (12) calendar months, loss of driving privileges, and/or participation in a substance abuse treatment

program at the parent/guardians expense. The student will be referred to the appropriate law enforcement agency.

## Anabolic Steroids Use

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 complete in interscholastic athletic competition if the school principal and the division superintendent determine that the student used anabolic steroids. This would include anabolic steroid use 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.

## Medications

**Discipline – Conference through expulsion.**

**Students are not to be in possession of medication (prescribed, over the counter, or supplements) at any time.** All medications must be taken by the parent or guardian to the clinic and will be administered by a parent/guardian or designated adult. Additional information regarding students needing inhaled medications for asthma is available in the school clinic. Medications needed during field trips are likewise handled through the school clinic and require written consent from the parent in order to be administered while on a field trip.

## Firearms

**Discipline – Long-term suspension through expulsion**

The possession, handling, using, or distribution of a firearm, whether loaded or unloaded, operative or inoperative, on the way to or from school, on school property or at any school-sponsored or related activity is prohibited unless specifically authorized by school officials. Possession includes bringing a firearm onto school property, storing it in a vehicle, locker, or any other storage container or on a student's person. VIOLATION OF THIS POLICY WILL RESULT IN AN IMMEDIATE RECOMMENDATION FOR EXPULSION.

**Look-alike:** Possession of an instrument or device that resembles or looks like a pistol, revolver or any type of weapon capable of propelling a missile. May include but not limited to a cap pistol, water pistol, or any look-alike gun. The Principal may determine if a look-alike is a weapon based on the following:

- Whether it is reasonable that a person would mistake the object for a weapon.
- Whether the object was used for the purpose of threatening, intimidating, harassing, or harming another person; and/or
- Whether it was the intent of the student who possessed, handled, used or distributed the object to cause another person, or other persons, to believe that the object was, in fact, a weapon.

## Tobacco Use (Smoking, Dipping, Chewing & E-Cigarettes) or Possession of Tobacco Products

- **First Offense** One day of After School Improvement (ASI), referral to legal authorities, assigned tobacco education counseling sessions.
- **Second Offense** 3 days out-of-school suspension, referral to legal authorities
- **Third Offense** 5 days out-of-school suspension, referral to legal authorities, referred to SAP, issuance of a NO Tolerance Contract
- **Fourth Offense** 10 days out-of-school suspension, referral to legal authorities, recommendation for long-term suspension

## Weapons/Explosives/Fireworks

**Discipline – Intervention through OSS**

A student will not distribute, handle, use, transmit, or possess a weapon or any object that is designed or used to inflict bodily injury or place a person in fear of bodily injury or any object which can reasonably be considered a weapon. (All weapons/explosives/fireworks described below will be confiscated and turned over to the police.) Students shall not possess, distribute, discharge, or participate in the discharge of fireworks similar items capable of producing a combustible or explosive reaction by fire, friction, concussion, percussion, or detonation, including, but not limited to firecrackers. For example:

- **Bomb** – Any device brought to school that contains explosive material or explosive material and a fuse.
- **Knife/Razor Blade/Box Cutter** – Possession of any size or shape of knife including blades or other sharp device used for cutting without school authorization.
- **Ammunition** – Possession of any bullets or shells or any objects that could be considered to be ammunition or resemble ammunition.
- **Fireworks, Small Explosives** – Possession of firecrackers or any small explosive device including caps.
- **Other** – Possession of any object or substance that could cause injury including (but not limited to) slingshots, ice picks, multi-fingered rings, heavy chains, metal knuckles, clubs, BB guns, pellet guns, stun guns, objects, chemical bombs, the use of any object or any substance that will potentially cause harm, irritation, or bodily injury to students or any other persons, including laser pens.

## Mace/Pepper Spray

**Discipline – Warning through OSS**

A student shall not supply, handle, use, transit, or possess pepper gas, mace, chemical stink bomb (glass capsule), or similar substances on School Board property, on the way to or from school, or at school –sponsored or related activities.

## Arson/Attempted Arson

### Discipline – SRC pending threat assessment

The malicious burning of any school property constitutes arson and is prohibited.

## False Fire Alarms/Bomb Threats/911 Calls

### Discipline – ASI/OSS pending threat assessment

Activating a fire alarm without cause, making a bomb threat, including false threats, against division personnel or School Board property, or encouraging, inciting, enticing, or soliciting any person to commit such a threat is unlawful and forbidden.

## Defacing/Destroying School or Private Property

### Discipline – Restitution through OSS

A student will not willfully or maliciously deface, damage, or destroy property belonging to another. This includes school property at any time and any private property while the student is under the school's jurisdiction. A student or parent/guardian will be held financially responsible, as allowed by Virginia law, for willful or malicious destruction of school property. Examples of defacing/destroying property are: writing on walls, mirrors, or desks; damaging another's clothing or property, graffiti (willful or malicious defacing of public or private property).

## Trespassing

### Discipline – Warning through OSS

Students shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

- Any student who has been suspended or expelled from attendance may be considered a trespasser if he/she appears on **any** Pulaski County public school's property during the suspension or expulsion.
- Students who arrive at school before school opens or remain after the close of the school day without specific need or appropriate supervision may be considered trespassers.
- Any student who is requested by any administrator or Security to leave school property is expected to do so immediately. Failure to do so may be considered trespassing.

## Fighting/Assault

### Discipline – ASI/OSS pending threat assessment

Students and school personnel are entitled to a school environment free from threat and the physical aggression of others. The following acts are prohibited:

1. **Fighting** - Fighting involves two or more parties in conflict when they are striking each other for the purpose of causing them harm or injury (mutual combat). This action may extend to mutual shoving, wrestling, or other aggressive actions that may result in the danger of harm or injury to either party, bystanders, or school property. A student that is assaulted and retaliates by hitting, kicking, etc., may be disciplined for fighting. Generally, students at PCHS will receive a 10-day suspension for their involvement in a fight. Involvement in a second fight will result in a 10-day suspension with a recommendation for long-term suspension and charges may be filed. Students who initiate a fight or commit battery against another student could face charges being filed as well as an immediate 10-day suspension with the possibility for long-term suspension.
2. **Threat** - Conveying by gestures, notes, e-mail, computer, or verbal comments the intent to cause bodily injury or to deprive a person of his/her rights is considered a threat.
3. **Incitement/Instigation** – Actions, comments, written messages intended to cause others to fight or that may result in a fight and recording a fight are considered incitement or instigation.
4. **Physical Abuse** – Intentionally hitting, shoving, scratching, biting, kicking, blocking the passage of, or throwing objects at a person who does not reciprocate is considered physical abuse.
5. **Physical Battery** – Any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to kicking, shoving, pushing, hitting and fighting.
6. **Bullying** – A pattern of physical and emotional behaviors that are intentional, controlling, hurtful, thus creating a climate of harassment and fear.
7. **Gang Activity** – Any group of two or more persons whose purpose includes: commission of illegal acts, participation in activities that threaten the safety of persons or property, disruption of school activities, creation of an atmosphere of fear and intimidation.
8. **Battery on a School Board Employee** – Intentional physical violence directed toward a School Board employee is considered an assault. **Violation of this rule results in an immediate recommendation for expulsion.**
9. **Hazing** – Mistreatment of another student so as to cause bodily injury.
10. **Homicide** – The killing of one person by another.

## Harassment

### Discipline – Warning through OSS

Threats, repeated insensitive or annoying comments or actions, stalking, etc., may result in suspension for one or more days.

## Sexual Offenses

### Discipline – Warning through OSS

A student will not engage in sexual or immoral behavior. For example:

1. **Offensive Touching** – Inappropriate fondling; placing of hands on one or another person's private parts.
2. **Sexual Harassment** – Unsolicited, unwelcome sexual overtures, conduct or advances, requests for sexual favors; verbal or physical abuse of a sexual nature.
3. **Indecent Exposure** – Intentional exposure of private parts of one's body including "mooning."
4. **Obscene Phone Call/Texting**
5. **Sexual Assault-Rape/Sodomy**

## Obscene Language/Gestures

### Discipline – Warning through OSS

Students who use language or a gesture, or engage in conduct that is vulgar, profane, obscene or abusive or which disrupts teaching or learning shall automatically receive a discipline referral to the principal or assistant principal. This includes making remarks intended to demean a person's race, religion, sex, national origin, disability, or intellectual ability. It also includes action or displays of an obscene and the wearing of clothing or adornments, including inappropriate jewelry, which themselves convey either violent or sexually suggestive messages or offensive statements toward school personnel and/or students, i.e. vulgar language. Abusive and insulting language toward school personnel may be reported to police.

- **Swearing** – Saying anything that conveys a vulgar, profane, obscene, abusive, or sexually suggestive message.
- **Obscene/Offensive Gestures** – Making any sign that conveys a vulgar, profane, obscene, abusive, or sexually suggestive message.
- **Derogatory Written Materials** – Writing that conveys a vulgar, profane, obscene, abusive or sexually suggestive message toward another individual.
- **Technology** – Use of computer technology to convey an offensive message.

## Gambling or Being in Possession of Gambling Paraphernalia

### Discipline – Intervention through OSS

A student will not play games of skill or chance for money or property or be present at the scene of gambling. This includes dice shooting whether or not gambling.

## Cheating/Plagiarism/Misrepresentation

### Discipline – Warning through OSS, plus possible academic consequences.

Students shall not cheat, plagiarize or knowingly make false statements with respect to any assigned schoolwork or test.

1. **Cheating** includes the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving or unfair advantage on any form of academic work.
2. **Plagiarism** is falsely claiming authorship, and it includes copying of language, structure, idea, and/or thought of another work representing it as one's own work.
3. **Falsification** includes the verbal or written statement of any untruth, including the production of forgery or use of forged writing.

**Attempted completion of any act described above would constitute a violation and may be punishable to the same extent as if the act had been completed.**

**Additional consequences may apply to Dual Enrollment and Advanced Placement courses.**

## Electronic Devices

Electric communication devices may be used with headphones for individuals to privately listen to music before school prior to 8:28 a.m., during assigned lunch, and after school at 3:22 p.m. Pulaski County Public Schools are not responsible for damaged, lost or stolen electronic devices.

Electronic devices are NOT permitted during instructional time (unless specifically approved for academic purposes by the lead classroom teacher).

## Personal Electronic Devices, including Laptops

Personal Electronic Devices, including laptops are permitted in class only when used appropriately for instructional purposes under the teacher's direction.

- **First Offense** Phone or device with battery will be confiscated and returned at the end of the day.
- **Second Offense** Phone or device with battery will be confiscated and



- **Third Offense** a parent will be required to pick it up. Student will be assigned 2 days of ASI and phone or Electronic device will be confiscated and a parent will be required to pick it up after school.
- **Fourth Offense** Student will be assigned 4 days of ASI and will lose the privilege to have a cell phone or electronic device at school. Phone or electronic device with battery will be confiscated and a parent will be required to pick it up.

## Laser Pointers and Scanners

Laser pointers and scanners are not permitted in school. Disciplinary action includes confiscation, parent notification, and referred to Level III.

## Food/Beverages Outside Commons

Food and beverages should be consumed in the Commons and in other areas at the discretion of school personnel. Food items are discouraged in the hall ways and locker banks. A request by school personnel to put away food/beverage items should be followed or may result in disciplinary actions. Care should be taken to limit exposure of food allergens to students with allergies and limit related items in classrooms.

## Disruptive Actions

### Discipline – Warning through OSS

Students shall not engage in conduct that is intended to be disruptive of any school activity, function or process of the school or is dangerous to the health or safety of students or others. Any physical or verbal disturbance within the school setting or during related activities that interrupts or interferes with teaching and orderly conduct of school activities is prohibited.

1. **Inappropriate Talking** – Repeated/chronic/loud talking in the classroom without permission.
2. **Propelling Objects** – Throwing any object inappropriately or directed at anyone in any part of the school, bus, or school grounds.
3. **Horseplay** – Rough or noisy play or pranks, running in the hallways.
4. **Teasing** – Bothering classmates, wisecracking, name-calling
5. **Refusing to Remain in Seat** – Getting out of seat or moving seat without permission of staff member.
6. **Making Rude Noises** – Making any unnecessary noise.
7. **Chronic Lack of Supplies** – Repeatedly reporting to class lacking necessary materials such as books, writing instruments, class supplies, etc.

## Defiance/Insubordination

### Discipline – Warning through OSS

A student shall comply with any oral or written instructions made by school personnel within the scope of their authority. Examples of insubordination are:

1. Failure to comply with direction or instruction of a staff member.
2. Refusal to work in class and/or sleeping in class.
3. Refusal to report to detention.
4. Refusal to participate in alternative disciplinary assignments.
5. Refusal to report to in-school suspension.

## Disrespectful Behavior

### Discipline – Warning through OSS

A student will behave in a respectful manner toward teachers/staff and other students. Examples of disrespectful behaviors are:

1. **Walking Away** – leaving while a staff member is talking to the student.
2. **Talking Back** – Verbally responding to staff member in a rude manner.
3. **Refusing to Identify Oneself Properly**
4. **Displaying Rude Behavior** – Physically or verbally displaying behavior that is uncivil, unmannerly, curt or impudent.
5. **Challenging Authority.**

## Extortion/Attempted Extortion/Fraud/Robbery and/or Larceny

### Discipline – Warning through OSS

A student will not take, attempt to take, or threaten to take another person's property by force, violence, threats or intimidation.

## Theft/Attempted Theft

### Discipline – SRC/ASI through OSS

A student shall not intentionally take, or attempt to take, the property of another without consent. A student will not possess or attempt to possess stolen property.

1. **School Property** - Unlawfully taking and/or carrying away property belonging to Pulaski County Public Schools.
2. **Staff Property** – Unlawfully taking and/or carrying away property belonging to a staff member.
3. **Student Property** – Unlawfully taking and/or carrying away property belonging to another student.
4. **Student Locker** – Removing any property from locker-mate or a locker other than the one assigned.
5. **Possession of Stolen Property** – Having in one's possession property obtained without the permission of the owner.

## Public Display of Affection (PDA)

### Discipline – Warning through OSS

Public displays of affection beyond holding hands are prohibited. Violation of this policy will result in appropriate disciplinary action.

## Students Charged with Crimes

### Discipline – Possible reassignment to an alternative program

If a petition or warrant has been filed or is pending against a student, the School Board may require such student to attend an alternative education program. The School Board may impose this requirement without regard to where the crime occurred:

- Charged with an offense relating to the Commonwealth’s law or with a violation of School Board policies on weapons, alcohol or drugs or intentional injury to another person.
- Found guilty or not innocent of a crime which resulted in or could have resulted in injury to others or of a crime for which the disposition ordered by a court is required to be disclosed to the Superintendent pursuant to the Virginia Code.
- Expelled or suspended for more than thirty days from attendance at school by a school board or a private school in Virginia or another state for an offense related to the destruction of school property or privately-owned property, weapons, alcohol or drugs, or the willful infliction of injury upon another individual.

## Unlawful Assembly

### Discipline – SRC/ASI through OSS

A student will neither participate in and/or instigate a public disturbance involving violence, confusion, or disorder on school grounds (i.e. inciting a riot).

## Unauthorized Use of Technology

### Discipline – Warning through OSS

Pulaski County High School students must have an Acceptable Use Policy signed by a least one parent or guardian to access to technology. The Acceptable Use Policy issues guidelines for students to follow before accessing the Internet. A student’s activity while using the Internet in the school must be in support of education and research, and consistent with the educational objectives of Pulaski County High School. Inappropriate use of technology will result in disciplinary action by school officials and/or the cancellation of those privileges. This use includes but is not limited to causing/attempting to cause damage to computer hardware, software or files.

## Restricted Areas

### Discipline – Warning through OSS

The following areas are **off limits** for students:

- Unauthorized teachers’ lounges and upstairs work areas
- Auditorium, stage, dressing rooms, and projection booth without supervision
- Custodial storage areas, mechanical equipment areas, and the area behind the cafeteria
- Parking lots or cars during school hours
- Areas not designated by hall pass color
- Areas on campus unsupervised by staff members or areas occupied without specific permission

## Valuables

Valuables and/or money should not be brought to school. Such items must not be left in a student’s locker (regular locker or PE lockers). The school is not responsible for lost items.

## Dress Regulations

### Discipline – Warning through OSS

A student’s dress and appearance, including face paint, hair style and color, shall not be such that causes disruption, interferes with student identification, distracts others from the educational process, or creates a health or safety problem. Students must comply with the dress code as defined in the “Standards of Student Dress.” Additionally, bandanas, toboggans, clothing or accessories that could present a safety hazard are prohibited (example: sharp objects or heavy chains).

## PCHS Contract System

Step One –

Upon accumulation of 5 or more days of SRC, ASI, OSS or 5 days of unverified absences (UNV), the following criteria must be met in order to return to *student in good standing* status:

- Conference including the student, parent(s), administrator, and guidance counselor discussing discipline and consequences of future incidents
- Possible referral to the PCHS CORE team;
- The student will be issued a General Behavior Contract, which will be made available by administration at time of parent pick-up or reinstatement following suspension. Once the student and parent have both signed the contract, the student will once again be classified as a student in good standing.

## Step Two –

Upon accumulation of 10 or more days of SRC, ASI, OSS or 10 or more days of unverified absences (UNV), the following steps will be followed:

- Conference will be held to discuss discipline and consequences of further incidents, and will include the student, parent(s), administrator, and guidance counselor;
- Referral to the PCHS CORE team will be submitted;
- Review of current placement and consideration of alternate placement;
- Administrative hearing may be scheduled with the hearing officer at PCPS Board Office;
- The student will be issued a No Tolerance Contract which will be made available by administration at time of parent pick-up or reinstatement following suspension. Immediately after securing signatures on contract, a 30 school day probationary period begins. At the end of the 30 day probationary period with no further incidents, the student will be placed on a General Behavior Contract.

## Standards of Student Dress

### BOARD POLICY JFC – R2 – PRIMARY OBJECTIVES

- A. Protection of the integrity of and minimization of distractions to the learning environment.
- B. Continued safety and welfare of the students and staff members.

In order to enforce these primary objectives, the following regulations are required of all students in the Pulaski County Schools:

1. All clothing must fit securely enough to be non-revealing; including but not limited to clothing that reveals cleavage, shoulders, back, or midriff; and clothing that permits a view of undergarments at any time. Shirts with large arm holes that reveal the chest and abdomen are not acceptable. Shorts, skirts, and dresses must be no shorter than mid-thigh. Holes in the legs of jeans are permissible only when tights or other apparel are worn underneath.
2. Shoes must be worn at all times while at school or participating in school activities unless the nature of the activity otherwise specifically supports going shoeless, such as swimming, etc.
3. For prescribed activities such as Physical Education classes, athletics, certain field trips, etc., teachers and administrators may require specific

styles of dress and/or footwear, including (but not limited to) designated uniform dress that is generally deemed appropriate for the activity.

Students and parents will be informed of such activities' requirements for dress and footwear well in advance of the activity. Failure to comply will result in exclusion from the activity with all applicable penalties for non-participation, if any, applied to the student.

4. No (footwear) spikes, spurs, cleats, or other sole protrusions may be worn inside school buildings at any time.
5. Pants must be worn secured at the waist at all times.
6. Pant-leg hems must be above the sole of the shoe; no tread- upon hems are allowed.
7. No clothing made from spandex or similar skintight material may be worn as outerwear.
8. Clothing made from see-through fabric may only be worn as accessories over other, non-see-through appropriate outerwear.
9. All clothing, particularly pants and shorts, must be worn with all closures closed and secured (including buttons, fly zippers, back zippers, etc.).
10. No head coverings may be worn indoors.
11. No clothing, jewelry, or other accessories may be worn or displayed in any fashion which contains or is imprinted with lettering, slogans, signs, symbols, advertisements, logos, or artistic depictions of any of the following:
  - a. Any controlled substance legally unavailable for sale to minors including, but not limited to, tobacco products, alcoholic beverages, or illegal drugs;
  - b. Vulgarity, obscenity, profanity, pornography, or sexually explicit or suggestive subject matter, including “double entendre” wordplay;
  - c. Items which represent offensive affronts to any segment of the school population on the grounds of ethnicity, race, religion, gender, handicapping condition, or national or geographic origin.
12. No gang-related insignia or style of dress is permitted at any time.
13. Spaghetti straps and tank tops are not permitted in middle school or high school grades.
14. A student's dress and appearance, including face paint, hair style and color shall not be such that it causes disruption, interferes with student identification, distracts others from the educational process, or creates a health or safety problem. Students must comply with the dress code as defined in the Board Policy JFC-R2.

**First dress code violation:** Refer to Level II disciplinarian. Student will be given the opportunity to change clothes and given a formal letter of warning. Incident logged in Power School as a warning.

**Second dress code violation:** Refer to Level III Administrator for additional discipline at the discretion of the administrator.

**All dress code violations:** Students will be placed in SRC until suitable clothing can be brought to school

**\*\*\*School principals have the authority to interpret these regulations in cases where judgment is called for and to enforce compliance with them in accordance with applicable Code of Conduct provisions.**

## Transportation

### Parent Pick-up/Drop-off

**Students are NOT to be dropped off or picked up at the front of the school near the flag pole BEFORE OR AFTER SCHOOL.** Parents dropping off or picking up students should do so at the back of the school in the upper student parking area near the gym. Students must report to the Commons in the morning before school. Underclassmen are not allowed in the locker banks, academic pods, career and technical education building, IMC, gym or Little Theatre prior to release from the Commons unless they have a pass. These areas should also be cleared by the 3:30 PM bell in the afternoon. Seniors will be released earlier than 8:20 AM to go to the locker banks.

### Bus Transportation

The bus routes, drivers, exchange schools, and overall operation of the bus system are under the supervision of the Director of Transportation. Students/parents who have questions should call Mr. Ron Nichols (994-2533) at the School Board Office between 8:00 AM – 5:00 PM.

### Behavior on Buses

#### Discipline – Warning through OSS

Students must obey the bus drivers. Students may be given assigned seats, and are to remain seated until the bus arrives at its destination. Student should refrain from the following activities:

- eating food or consuming soft drinks
- food and beverages must be kept in lunch boxes or book-bags while on the bus
- smoking or use of tobacco products
- no audible music
- using cellular phones

- using profane or obscene language
- arguing or fighting
- harassing other students
- vandalism to any part of the bus
- failure to obey bus driver's instructions
- making excessive noise
- throwing objects
- any student behavior that distracts the bus driver is inappropriate

### Exchange Schools for Changing Buses

Students must remain in the assigned areas in addition to following all rules outlined above.

### Riding Another Bus or Getting off at Another Stop

Students who need to ride a different bus from the one regularly assigned must have a note each time from a parent/guardian and have this signed by the front office staff. If a student is riding the bus home with another student on a different bus, both parties must have a note. The note(s) should be presented to the front office prior to lunch and picked up prior to loading the bus. The signed note(s) must be presented to the driver.

### Boarding and Exiting Buses

Students must remain on the walk in an orderly manner at the bus loading zone until the bus comes to a complete stop. The door will not be opened until students are lined up to get on the bus. Students must exit the bus without running or pushing and always cross in front of the bus.

Students who ride a bus are not allowed to go to the parking lot or other areas of the building or campus in the afternoon and then return to the bus circle to catch the bus. Leaving the bus circle area will be dealt with as being in an unauthorized area.

### Student Drivers/Driving Privileges

Automobiles are permitted as means of transportation to and from school by students who meet the requirements and accept the responsibilities of driving private automobiles to school (subject to availability of parking spaces). This privilege depends on the student's willingness to follow the parking and auto usage regulations as prescribed by Pulaski County High School. Failure to follow the auto and parking regulations could result in the loss of parking privileges for a period of time determined by administration. Only students in the 11<sup>th</sup> and 12<sup>th</sup> grades may drive vehicles to school. Other students who demonstrate a need to drive to school must see an administrator and request driving privileges. Students must register their vehicles before they can legally drive on school property. When

students register, they must present a valid Virginia’s Driver’s Permit (learner’s permits are not accepted). A student who parks illegally will lose his/her privileges. Students who leave school for any purpose without permission may lose their privilege to drive and will be considered as skipping school. Students will not transport students off school grounds without permission from the student’s legal guardian. Students who do so may lose their privileges to drive and further discipline may be taken.

## Student Driver Rules

Parking for students is provided in the student lots near the Field House. Parking spaces in the honors lot near the gym will be assigned to honor students on the basis of academic averages at the beginning of the school year. Students may not park along curbs, in fire lanes, or in driveways. The right-of-way must be given to buses at all times. Students must drive in a safe manner (single file, no passing) and obey the speed limit of 10 MPH on school grounds.

Students must report to the building immediately after parking and are not allowed to remain in the parking area. Students are not allowed to return to their vehicles during the school day without first obtaining permission from an administrator. Students may not leave and drive their cars off campus during lunch, or any other time of the school day. Driving to and from the fitness center during class change, or parking at the fitness center during the school day is not permitted. Violators will have consequences including, but not limited to, towing of vehicle at owner’s expense.

## Student Parking Fee

A \$15.00 fee will be charged for a student parking permit. This fee is non-refundable. Students who have outstanding financial obligations from previous school years will not be granted a parking permit. Completed applications may be returned to Ms. Alger in the main office beginning August 8 (between 10:00 AM and 2:00 PM) for issuance of parking hang tags. All students with a valid driver’s license MUST register their cars by August 29. Failure to purchase a parking permit by September 30 will result in an additional \$5.00 and possible disciplinary action for students who drive to school and park on campus without a parking tag. A vehicle that is illegally parked is subject to towing at the owner’s expense. All financial obligations to the school must be cleared before a student parking permit may be purchased.

## Vandalism of Cars

**Discipline – Restitution through OSS**

Any student involved in vandalizing vehicles will receive appropriate school discipline and be reported to local authorities for prosecution. Additionally, all appropriate restitution for damages will apply.

## Penalties for Driving/Parking Violations

**Discipline – Warning through short-term suspension of up to 10 days and loss of driving privileges.**

Driving to school is a privilege. A student driver may lose that privilege by a single serious violation or by the accumulation of extensive discipline infractions relating to the PCHS Code of Student Conduct.

A student whose driving privileges that have been revoked may not drive any vehicle school. Students who continue to drive to school after driving privileges have been rescinded:

- Driving privileges rescinded for a longer period of time, or
- Driving privileges revoked indefinitely, and
- Assignment to After School Improvement (ASI) or out-of-school suspension for defiance.

## Graduation Information

### *Standard Diploma (6 verified credits)*

<u>Courses</u>	<u>Credits</u>
English	4
Math	3
Science	3
Social Studies	3
Health & PE	2
Foreign Language, Fine Arts or Career & Technical Education	3
Economic & Personal Finance	1
Electives	<u>7</u>
<b>Total</b>	<b>26</b>

### *Advanced Studies Diploma (9 verified credits)*

<u>Courses</u>	<u>Credits</u>
English	4
Math	4
Science	4
Social Studies	4
Foreign Language	3
Health & PE	2

Fine Arts or Career & Technical Education	1
Economics & Personal Finance	1
Electives	<u>5</u>
<b>Total</b>	<b>28</b>

\*Please refer to the Course Catalog for specific requirements.

[http://www.pcva.us/schools/PCHS/handbooks/CourseCatalog\\_1718.pdf](http://www.pcva.us/schools/PCHS/handbooks/CourseCatalog_1718.pdf)

## Diploma Seals

Students are eligible to receive the following diploma seals:

- Governor’s Seal
- Board of Education Seal
- Career and Technical Education Seal
- Advanced Mathematics and Technology Seal
- Excellence in Civics Education
- Governor’s STEM Academy Seal
- Seal of Biliteracy

## Certificates

In accordance with the requirements of the Standards of Quality, students who complete prescribed programs of studies defined by the local School Board but do not qualify for diplomas shall be awarded Certificates of Attendance.

## Senior Rank and Average

Final rank and averages are determined by calculations based on 8 complete semesters (grades 9-12). The final rank and average would include the grades taken for high school credit during a student’s middle school years. A student must also be enrolled in a minimum of 3 classes for credit for each semester during his/her senior year.

## Honor Graduate Status

Senior students who have a 3.6 or better cumulative GPA will be recognized as honor graduates as follows:

3.6-3.79 with Honors (blue tassel & medallion)

3.8 – 3.99 with High Honors (silver tassel & medallion)

4.00-5.00 with Highest Honors (gold tassel & medallion)

\*Honor graduate status for the Senior Awards Assembly is determined by using grades through the end of 7<sup>th</sup> semester.

## Graduation Speakers

PCHS traditionally features two student speakers selected by members of the Senior Class and members of the faculty and staff. Students eligible to speak at graduation must have a minimum GPA of 4.0 or be a “Most Valuable Cougar” nominee.

## Graduation Regalia Application

This application is available for groups, societies, and clubs wishing to wear regalia items (i.e. tassel, cord, sash, pin) in place of, or in addition to the standard cap, gown and tassel which has been designated by the PCHS Graduation. The Graduation Regalia Application will be made available during the third nine weeks, and completed applications must be submitted to Ms. Alger in the main office by the appointed deadline.

## Full-time Student Requirements

All students are required to take 4 classes each semester unless enrolled in a specific program offering early release. Seniors who have met graduation requirements may attend local college classes with Administration Approval.

## Verified Credits

Certain classes require an accompanying SOL end-of-course test. A verified credit is earned when a student passes the class and its accompanying SOL test.

## Verified Credits and Diploma Requirements

Students seeking a Standard diploma must pass two SOL tests in English, one in Math, one in Science, one in Social Studies, one SOL test of the student’s choosing, and 1 CTE industry credential. Students seeking an advanced studies diploma must pass two SOL test in English, two in Math, two in Science, two in Social Studies, one SOL test selected by the student as well as a CTE industry credential.

## End-of-Course Testing

In accordance with the Standards of Accreditation for Virginia public schools, Pulaski County High School will administer “End-of-Course” examinations in the following courses:

### Social Studies:

- World History to 1500 AD/World Geography
- World History 1500 AD to Present/World Geography
- United States History

### Science:

- Earth Science
- Biology
- Chemistry

### Economics & Personal Finance:

- W!SE – Financial Literacy Exam

### Mathematics:

- Algebra I Part 2

- Algebra I
- Algebra II
- Geometry I Part 2
- Geometry A

#### **English:**

- Writing Test for English
- Reading, Literature and Research Test for English

#### **CTE Courses**

- All level 2 courses
- All level 3 courses

## End-of-Course Testing Remediation

Students unable to pass an End-of-Course test while enrolled in the associated course will be provided remediation during the subsequent testing window if it is determined necessary to meet graduation requirements. This remediation will take place during the school day and will require the student to be pulled from other classes.

## Scholarship

### Grading System

Letter grades used on report cards and permanent records are defined as follows:

A	(90-100)
B	(80-89)
C	(70-79)
D	(60-69)
F	(0-59) Failing
INC	Incomplete*
P	Passing
WF	Withdrawal Failing

### Incomplete Grades

An incomplete is given when a student has not completed work for a grading period. Incompletes must be resolved within 5 weeks from the mailing of report cards. If the unfinished work has not been submitted, the unfinished work will receive a grade of "0" and the teacher should factor in the "0" in determining the final grade minus extenuating circumstances.

## Report Cards/Interim Reports

Report cards will be issued four times a year at nine week intervals. It is the responsibility of the student to take this report to his/her parent or guardian. Interim reports will be given to all students at the midpoint of each grading period. The 4<sup>th</sup> nine weeks report cards with applicable SOL scores will be mailed home.

## Course Adjustment/Withdrawal

Students may request a course adjustment with mandatory written permission from their parent/guardian within the first 7 days of the semester. After 7 school days, if administrative approval is granted for student to withdraw from a class, a grade of WF (withdrawal/failing) will be used in rank-and-average calculations. Administration reserves the right to withdraw a student from class without penalty to rank-and-average calculations.

## Promotion to the Next Grade

Promotion from one grade to another occurs at the end of the school year. (The only exception is for students advancing to senior status during the course of the year.) Promotion for grade classification purposes is based on a combination of high school semesters and credits earned.

- **Freshman:** A student entering high school for the first time.
- **Sophomore:** Completion of two high school semesters with a minimum of six credits earned.
- **Junior:** Completion of four high school semesters with a minimum of 12 credits earned.
- **Senior:** Completion of six high school semesters with a minimum of 19 credits earned.

**Note:** Transferable credits earned at a middle school are added to the high school transcript. Summer school credits are added to the previous school's transcript.

## Rank and Average Calculation

Rank in class is based on all subjects including withdrawals (WF). A system of ranking establishes the class standing of all 12<sup>th</sup> grade students. A point value is assigned to final grades of all subjects which are not weighted as follows: A=4; B=3; C=2; D=1, and F=0. Weighted classes (AP, dual enrollment, Governor's School) have the following values: A=5; B=4; C=3; D=1; F=0. The final GPA will include both semesters of the senior year. The rank and average is recorded in the scholastic record and becomes a part of the student's personal file.

## Honor Roll and Academic Certificate Criteria

Honor rolls are determined at the end of each 9-weeks grading period and are calculated using 9-weeks averages, not final grades. To qualify, a student must be enrolled in regular courses with at least 3 credits and must not have any grade

lower than a “B”. To achieve the Superintendent’s Honor Roll, the student must have at least a 3.6 grade point average and to achieve the Principal’s Honor Roll, the student must have a grade point average between 3.000 and 3.599, inclusive.

## Midterm and Final Assessments

Assessment of student learning is an integral and important aspect of the instructional process. Students will be administered midterm assessments at the conclusion of both first and third nine-weeks grading periods for block courses. Each course will require a final assessment. Year-long courses will have benchmark testing scheduled throughout the year, including midterm assessments after the second 9-weeks, and a final assessment at the end of the fourth nine-weeks. Student requests for a change in assessment date will only be approved for emergency reasons such as a documented medical appointment, court or counseling appointment, or death in the immediate family. Final assessments will comprise no more than 20% of the course final grade. A 2<sup>nd</sup> or 4<sup>th</sup> 9 weeks assessment will be available to any student.

## End of Course Assessment Exam Exemption Policy

Student will be exempt from end of course assessments if they have missed no more than 3 days per block course, 6 days per yearlong course(excluding school activities) and have earned a B (80%) prior to scheduled final assessments.

## Transfers

The school will accept credits from those students attending accredited public or private institutions. The school will accept the credits from a home schooling situation after a review of the student’s course of study. The school, however, reserves the right to subject grades to review and the right to make a final determination of their compatibility with the grading structure at Pulaski County High School. To be eligible for the school’s academic awards, a student must have completed eight semesters (grades 9-12) at an accredited institution.

## Course Credit Requirement

High school instructional time shall be arranged to provide 140 clock hours of instruction for each unit of credit awarded. An instructional “period” is defined as being 60 minutes in length. A 90-minute “block” will constitute one and one half instructional periods.

Pulaski County Public Schools may award credit on the basis other than the 140 clock hours of instruction required for a standard unit of credit provided that the content of the course for which credit is awarded is comparable to 140 clock hours of instruction; and that upon completion, the student will have met the aims and objectives of the course, and the credit(s) are approved by the Superintendent and School Board (IC/ID-R).

The Pulaski County High School (PCHS) Course Credit Requirements requires that instructional time shall be arranged to provide up to 140 clock hours of instruction for each unit of credit awarded. To receive course credit students must satisfy the aims and objectives of the course, as determined by the classroom teacher.

Students may earn back missed class time by arranging with the classroom teacher to make up missed assignments during their absence. The classroom teacher will determine which items must be completed by the student to meet the aims and objectives of the course. Some assignments may be modified by the classroom teacher.

\*Please be aware that due to certification requirements, a few PCHS classes (such as Driver's Education as well as some CTE courses that require industry certification) will have more stringent attendance requirements than those specified in this policy.

## Student Activities and Organizations

### Student Council Association (SCA)

The SCA serves as an open forum within the school which promotes and sponsors student activities. The SCA is composed of student officers and class representatives. Students selected for positions must be **in good standing**.

### National Honor Society (NHS)

Membership in the National Honor Society is based on scholarship, leadership, service, and character.

To be eligible, a student must:

- be a sophomore, junior, or senior
- have a minimum cumulative GPA of 3.6
- have been enrolled at PCHS for at least one semester

To be selected for NHS, eligible students must demonstrate:

- participation in extracurricular activities
- involvement in community activities
- sound character

A faculty committee will nominate candidates for selection to the National Honor Society. Faculty members will be invited to comment on the candidates. A faculty committee will chose the students to be inducted into the National Honor Society. Induction will take place in a public induction ceremony during second semester.

Membership requires the continued demonstration of scholarship, leadership, service and character.



## Yearbook

The purpose of the yearbook, The Cougar Pinnacle, is to record the events of the school year. The publication is a creative work, both in design and literary aspects by students. Yearbooks will be offered for sale on a yearly basis.

## Clubs and Organizations

Students may join clubs through personal interest (extra-curricular) and through class affiliation (co-curricular) at PCHS. Clubs meet approximately seven times per school year. Students may participate in two clubs per school year.

4-H

African American History Club (AAHC)

Anime Club

Art League

Association of Marketing Students (DECA)

Caving Club

Chess Club

Criminal Justice Club

Drama Club

Family, Career, and Community Leaders of America (FCCLA)

Fellowship of Christian Athletes (FCA)

French Club

Future Business Leaders of America (FBLA)

Future Farmers of America (FFA)

Health Occupation Students of America (HOSA)

Honor Guard

SkillsUSA

Spanish Club

Student Council Association (SCA)

Students for Christ (SFC)

Technology Student Association (TSA)

Tri-M Club

TV/Radio Club

Young Republicans

## PCHS Dances (Homecoming, Prom) and Guests

PCHS student dances are designed for PCHS students, in good standing. However, PCHS students are allowed to invite non-PCHS high school age guests. Guests should be, at a minimum 9<sup>th</sup> grade students (no elementary or middle school students) and, at a maximum, not have attained their 21<sup>st</sup> birthday on or prior to the event. Additionally, PCHS students and their guests must satisfy the requirements

specified on the PCHS Prom/Homecoming Guest Registration form. The PCHS Administration reserves the right to approve/disapprove all guest applicants.

## International Trips for Students

Pulaski County High School does not administer, sponsor, or endorse international trips for students without School Board approval. Private touring companies are not permitted to solicit students and/or faculty/staff participation without written permission from the school principal and superintendent. When working with private touring companies on their personal time, Pulaski County Public School employees should not solicit involvement of students or other school faculty/staff on school groups, via school communication media, or other school related activities/events. Any person who should have questions or concerns related to this policy should contact the building principal or superintendent's office.

## Interscholastic Competitions VHSL

The following programs offered at Pulaski County High School are sponsored by the River Ridge District, Region 4A West, and the Virginia High School League (VHSL).

### FALL

Football

Golf

Cross Country

Competition Cheer, Cheerleading

Volleyball

### WINTER

Basketball

Swimming

Indoor Track

Cheerleading

Wrestling

### SPRING

Soccer

Tennis

Softball

Track

Baseball

## VHSL Non-Athletic Activities

Yearbook (Cougar Pinnacle)

Theater Festival

Scholastic Bowl (ACE) Academic Competition

## Other Competitive Activities

Marching Band

Symphonic Band

Concert Band

Jazz Band

Choir  
Special Olympics  
FFA  
SkillsUSA  
MACC (Academic Subject Area Competition)

Art  
DECA  
HOSA  
FBLA

## Virginia High School League

### Pulaski County Public Schools Activities Code of Conduct

Extracurricular activity programs are a privilege and are completely voluntary for students. Students participating in extracurricular programs are considered to be in positions of leadership and represent the school and the community. Students participating in extracurricular activity programs are required to abide by the provisions of the Activities Code of Conduct. Failure to adhere to the specified provisions may result in the loss of the privilege to participate in extracurricular activities at Pulaski County High School. A copy of the Code of Conduct will be distributed at each of the three Parent Information Nights held in conjunction with the start of each sports season. Attendance by the participating athlete and at least one parent/guardian is required and necessary for participation.

### Student-Athlete Substance Abuse Policy (JFC-R7)

#### Definitions:

Student-Athlete = Any 6<sup>th</sup> – 12<sup>th</sup> grade student established as an athlete at the middle school, junior varsity or varsity level. An established athlete is one who is on a middle school roster or high school Master Eligibility List (MEL) until the next roster or MEL for any VHSL – sanctioned, competitive, extracurricular activity.

### Consequences for Violation of the Student-Athlete Substance Abuse Policy:

- I. In the event that a substance-use violation occurs on school property, in a school vehicle, at any school –sponsored event, going to or from school, or while participating in school-sanctioned activities, the Substance Use Policies JFC, JFC-R1, JFC-R3 shall be followed. In addition, the Pulaski County Schools Pledge Program shall be enforced.
- II. If a substance-use violation occurs other than as provided in I. above, then the Pulaski County Schools Pledge Program shall be enforced.

### Pulaski County Schools Pledge Program

Refusal by the student-athlete or the parent/guardian(s) to participate in the Pulaski County Schools Pledge Program will preclude the student-athlete’s further participation in athletics at the school.

**First Violation** – When the principal or his/her designee confirms, following an opportunity for the student to be heard, that a violation occurred, the following will take place.

1. The student-athlete shall be suspended from play for a period of time equivalent to, at a minimum, 20 percent of the total number of VHSL contest limitations for each sport to be played during the regular season (any fraction of the calculation will be dropped). The penalty will be applied immediately and include the next contest(s) including playoffs, and/or to the next sport season in which the student athlete participates within 365 calendar days. During the suspension period, the student-athlete will be allowed to attend practices if the student-athlete has been retested by the current company who provides Pulaski County Public Schools with our student-athlete drug-testing or another drug-testing company approved by Pulaski County Public Schools administration that operates under SAMHSA (Substance Abuse and Mental Health Services Administration) certified laboratory guidelines, at the parent/guardian(s) expense, less extenuating circumstances; and the test results must be negative. The student-athlete will not be permitted to dress in team uniform for contests. Additionally, in the event the season concludes while the student-athlete is suspended, the student-athlete will be allowed to participate in try-outs for the next sports season if the student-athlete has been retested by the current company who provides Pulaski County Public Schools with our student-athlete drug-testing or another drug-testing company approved by Pulaski County Public Schools administration that operates under SAMHSA certified laboratory guidelines, at the parent/guardian(s) expense, less extenuating circumstances; and the test results must be negative. After which time the student-athlete will be ineligible until all conditions of reinstatement have been completed.
2. The parent/guardian(s) will contact the Student Assistance Program (SAP) coordinator at the student-athlete’s school within five (5) school days of the suspension start-date to arrange Counseling and Preventive Services (CAPS). The counseling **MUST** be completed before the student will be reinstated.
3. The student-athlete and parent/guardian(s) must have the student-athlete tested by the current company who provides Pulaski County Public Schools with our student-athlete drug-testing service or another drug-testing company approved by the Pulaski County Public

Schools administration that operates under SAMHSA (Substance Abuse and Mental Health Services Administration) certified laboratory guidelines at the end of the suspension. This will be done at the parent/guardian(s) expense, less extenuating circumstances and the test results must be negative.

4. The student-athlete must also agree to regular testing for illegal drugs at the discretion of Pulaski County Public Schools administration for the remainder of the school year for any/all sports the student-athlete wishes to participate. This will be done at the school system's expense as part of the normal drug-testing schedule.
5. Once items one (1) through four (4) have been successfully completed, a letter of reinstatement from the superintendent's designee must be granted stating the student is in good standing before they may continue participation with athletics.

**Second Violation** – When the principal of his/her designee confirms, following an opportunity for the student to be heard, that a violation occurred, the following will take place.

1. The student-athlete shall be suspended from play for a period of time equivalent to, at a minimum, 50 percent of the total number of VHSL contest limitations for each sport to be played during the regular season (any fraction of the calculation will be dropped). The penalty will be applied immediately and include the next contest(s) including playoffs, and/or to the next sport season in which the student athlete participates within 365 calendar days. During the suspension period, the student-athlete will be allowed to attend practices, and participate in practices if the student-athlete has been retested by the current company who provides Pulaski County Public Schools with our student-athlete drug-testing or another drug-testing company approved by Pulaski County Public Schools administration that operates under SAMHSA (Substance Abuse and Mental Health Services Administration) certified laboratory guidelines, at the parent/guardian(s) expense, less extenuating circumstances; and the test results must be negative. The student-athlete will not be permitted to dress in team uniform for contests. Additionally, in the event the season concludes while the student-athlete is suspended, the student-athlete will be allowed to participate in try-outs for the next sports season if the student-athlete has been retested by the current company who provides Pulaski County Public Schools with our student-athlete drug-testing or another drug-testing company approved by Pulaski County Public Schools administration that operates under SAMHSA (Substance Abuse and Mental Health Services Administration) certified laboratory guidelines, at the parent/guardian(s) expense, less extenuating circumstances; and the test results must be negative. After which time the student-athlete

will be ineligible until all conditions of reinstatement have been completed.

2. The parent/guardian(s) will contact the SAP coordinator within 5 school days of the suspension start date to arrange Counseling and Preventative Services (CAPS).
3. The student-athlete and parent/guardian(s) must have the student-athlete tested by the current company who provides Pulaski County Public Schools with our student-athlete drug-testing service or another drug-testing company approved by Pulaski County Public Schools administration that operates under SAMHSA (Substance Abuse and Mental Health Services Administration) certified laboratory guidelines at the end of the suspension. This will be done at the parent/guardian(s) expense, less extenuating circumstances and the test results must be negative.
4. The student-athlete must also agree to regular testing for illegal drugs at the discretion of Pulaski County Public Schools administration for the remainder of the school year for any/all sports the student-athlete wishes to participate. This will be done at the parent's expense, less extenuating circumstances and the test results must be negative.
5. Once items one (1) through four (4) have been successfully completed, a letter of reinstatement from the superintendent or superintendent's designee must be granted stating the student is in good standing before they may continue participation with athletics.

**Third Violation** – When the principal or his/her designee confirms, following an opportunity for the student to be heard, that a violation occurred, the following will take place.

1. A student-athlete who is found responsible for a third violation during their VHSL eligibility is ineligible to participate in all VHSL sanctioned events while enrolled in Pulaski County Public Schools.

## **Drug Testing of Student-Athletes (JFC-R8)**

### **Purpose and Intent**

In keeping with the mission of Pulaski County Public Schools, the role of the student-athlete drug testing policy and substance abuse programs is to protect student health, safety and welfare, and to strengthen partnership among faculty, administration, coaches, parents, and students in order to reduce alcohol and other drug related barriers and hazards to academic, athletic and personal development success.

## Guidelines

A student-athlete becomes eligible for drug testing upon being listed on the Middle School Team Roster for middle school students and the Virginia High School League (VHSL) Master Eligibility List for high school students for any VHSL-sanctioned, competitive, extracurricular activity. Student-athletes will remain eligible for testing through the end of the sport season. In the event a student ceases to participate or withdraws from an athletic team, he or she will no longer be subject to random drug tests during that sport season.

## Non-Compliance

If the student-athlete refuses to be tested or attempts to tamper with or assist others in tampering with the sample, the student-athlete will be dropped from the team, absent extenuating circumstances.

## Drug Testing Procedures

This policy is not designed to be academically punitive, but to ensure the student's health while participating in athletics.

- A. Sample random selection with replacement will be used for the drug testing process.
- B. A Third Party Administrator (TPA) will be contracted to conduct all testing and will be responsible for the random selection with replacement and testing process.
- C. Testing will be performed at a minimum of two testing sessions on a sample population equating to 10% of the total population of student-athletes per sport, per school, per sports season (Fall, Winter, Spring). A copy of the Middle School Team Roster List and the Virginia High School League (VHSL) Master Eligibility List, identifying athletes for every sport, per sports season, will be used to determine who will be eligible for testing. For the purpose of confidentiality, student-athletes will be identified by a unique number as designated by the school.
- D. Drug testing will be performed by collecting a urine sample.
- E. Testing will take place at each school by the TPA. Students will remain under school supervision until an adequate sample can be provided. If a student has not provided a reliable sample by the end of the school day, then the student will be ineligible to participate in the remaining portion of that sports season absent extenuating circumstances.
- F. The TPA will provide testing materials, testers and a Medical Review Officer (MRO). In the event of a positive test result, the MRO will make direct contact with the parent/guardian to resolve any extenuating circumstances, medical or other, that may have contributed to an inability to provide a sample, or a positive test result. Pulaski County Public Schools will not be involved in resolving positive test results.

- G. After all testing and test results have been verified, the final report will be provided by the TPA to the Superintendent/Designee.
- H. The Superintendent/Designee will provide the results to each school's principal.

## Positive Test Results

In the event the final report has identified any failures to provide a sample, or verified positive test results, the TPA will contact the Superintendent/Designee and then the Superintendent/Designee will notify the Principal. The Principal will contact the parent/guardian and a conference will be scheduled to present the test results to the parent/guardian. For positive results, the Pulaski County Public Schools Pledge Program will be enforced, per School Board Policy JFC-R7, Student-Athlete Substance Abuse Policy. For positive results for the use of anabolic steroids and supplements, an athlete will also be ineligible to compete in a interscholastic athletic competition for two years per School Board Policy, the Code of Virginia, and the Virginia High School League (VHSL). A failure to provide a sample will be considered a positive test result unless there are extenuating medical circumstances that physically prevent a student from providing a sample.

## Confidentiality

Confidentiality of test results must be maintained at all levels including the TPA, the School Board, the Superintendent, the Principal, the Athletic Director, and the coach. No penalties or restrictions will be placed on a student's participation in any other non-VHSL activities. Results will not be placed in the student's cumulative records.

## Drugs Tested

The substances commonly tested for, but not limited to, are: alcohol, tobacco, controlled substances, imitation controlled substances, and illegal drugs.

