

Pulaski County Middle School Handbook

Adam Joyce, Principal PMS
Tony Viers, Assistant Principal PMS
Bill Atwood, Principal DMS
Becky Blevins, Assistant Principal DMS

Pulaski Middle School
500 Pico Terrace
Pulaski, VA 24301
(540) 643-0767
Fax: (540) 643-0805

<http://pcva.us/pms.html>

[www.facebook.com/Pulaski Middle School-Home of the EPIC Orioles](http://www.facebook.com/PulaskiMiddleSchool-HomeoftheEPICOrioles)

Dublin Middle School
650 Giles Avenue
Dublin, Virginia 24084
(540) 643-0367
Fax: (540) 674-0813

<http://www.pcva.us/schools/DMS/index.htm>

www.facebook.com/Dublin-Middle-SchoolHome-of-the-Dublin-Dukes

Twitter: @DMSDukes

Instagram: dms_dukes

This student handbook belongs to:

Our Vision:

Reach each child.

Our Mission:

Pulaski County Public Schools, with its commitment to excellence and equity, will educate all students to be productive, responsible citizens and life-long learners in a rapidly changing, global society.

PCPS Non-Discrimination Clause:

Pulaski County Public Schools does not discriminate in its programs and activities for reasons of race, religion, color, gender, national origin, disability, age, or on any other basis prohibited by law.

Central Office and Board Members

Central Office:

Dr. Kevin Siers – Superintendent
Mr. Chris Stafford – Assistant Superintendent for Finance and Operations
Mrs. Mary Rash – Director of Administration and Instruction
Ms. Teresa Harless – Director of Human Resources
Mr. Jess Shull – Director of Operations
Mrs. Ethelene Sadler – Director of School Nutrition
Mrs. Sarah Polcha – Director of Special Education
Mr. Josh Taylor – Director of Technology

School Board Members:

Mr. Timothy Hurst, Chairman – Draper District
Mr. Michael Barbour, Vice Chairman – Ingles District
Mr. William Benson – Cloyd District
Mrs. Beckie Cox – Massie District
Dr. Paige Cash – Robinson District

Welcome from the Principal

Welcome to the 2019-2020 school year. This handbook has been prepared for parents and students to provide a general understanding of the expectations at our school. We believe each child is a very important person in our school. In a structured environment, students are provided experiences that help them develop academic and social skills, as well as establish a set of values. The faculty and staff are willing to work with you in any way to make the middle school years interesting, productive, and personally rewarding.

Course of Study

Classes which are required at all three grade levels include language arts, social studies, science, and mathematics. Math and language arts classes are year-long. Science and social studies are taught as semester courses. Physical education classes and exploratory classes are offered on an A/B schedule. Exploratory classes include physical education, band, choir, drama, agriscience, informational technology, art, family and consumer science, and Spanish.

6th Grade

All 6th grade students will participate in a year-long physical education class. Exploratory classes are offered on a six week rotation.

7th Grade

All 7th grade students will participate in a year-long physical education class. Exploratory classes are offered on a semester basis.

8th Grade

All 8th grade students will participate in semester long exploratory rotations. Physical education is offered as one of those courses.

The physical education program in the middle school offers a variety of team and individual activities providing children with the opportunity to improve their levels of health and fitness. Each student is expected to dress in appropriate gym clothing and follow established safety procedures in all activities.

Successful student progress in physical education is based on cooperation, participation, and effort.

Student Activities and Clubs

Faculty sponsors, upon securing the approval of the principal, may organize after-school clubs and activities. Once per month, all students will participate in Club Day during school hours. Students will choose from a variety of clubs at the beginning of the school year. This will remain their club for the entire year.

Extracurricular Activities

During the school year a number of extracurricular activities are provided for middle school students. These activities may include athletics, after-school clubs, academic competitions, drama, and concerts. Students and their parents are encouraged to be alert to other opportunities throughout the school year. Students are encouraged to try out and to participate as often as possible.

Library

Students are expected to use the library and its many services. A variety of books, magazines, newspapers, and audio-visual materials are available in the library. All students may use the library as part of their classes. Books may be checked out for a two-week period and are expected to be promptly returned to the library. Students will be required to pay for any materials that are lost or damaged.

School Counselors

Middle school counselors address all students' academic, career, and social/emotional developmental needs by developing, implementing, evaluating, and enhancing a comprehensive school counseling program that promotes and enhances student success.

School counseling services are available to all students. Services include academic planning/goal setting, short-term individual/group counseling, referrals for long-term support, and collaboration with families, school staff, and the community to enhance student success. School counselors also provide classroom guidance lessons to help all students apply academic achievement strategies, manage emotions, apply interpersonal skills, and provide career planning guidance.

School counselors

Mrs. Tabitha Vaughn 540-643-0661 Mrs. Bethany Christian 540-643-0618 Ms. Teresa Taylor 540-643-0834

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). The SAP provides education, prevention, referral, and support groups for students. The SAP provides a safe place in which students are free to express their feelings and concerns. The following services are available: individual counseling, group counseling, smoking cessation, anger management, CAPS, and grief counseling.

Athletics

Students are encouraged to participate in a variety of athletic activities. A physical examination is required for participation in interscholastic sports. Forms can be picked up in the office or can be found at www.VHSL.org.

Fall Season: Cross Country (J.V.), Cheerleading, Football, and Volleyball

Winter Season: Basketball, Cheerleading, and Wrestling

Spring Season: Track and Field, Soccer (J.V.), and Softball (J.V.)

Academic Eligibility:

Students' eligibility will be based on VHSL guidelines. Entering 7th and 8th grade students' fall and winter eligibility will be based on their prior year's final grades. The requirement will be that student/athlete have earned no more than one failing grade on their report card. All students' spring eligibility will be based on their first semester grades for the current year. Again, the requirement will be no more than one failing grade on their report card. Entering 6th grade students will automatically be eligible for fall and winter athletics.

Furthermore, to be eligible for middle school athletics, the student must be a "student in good standing" with administration.

Sportsmanship

The school's reputation depends on proper conduct of our entire student body. Students should strive to be good citizens and display good sportsmanship both inside and outside our school building. Loyal students support their school and do their best to keep their scholastic and activity standards at the highest possible level. Coaches may remove students from individual games/events or the team for disciplinary infractions. Students are expected to be respectful and responsible during all activities during and after school.

Visitors in School

We welcome parents/guardians of students as visitors. All visitors must have a photo ID to present to the auto attendant prior to entering the building. Once visitors have entered the building, they must report to the main office.

In order to eat lunch with a student or visit a classroom, all guests must present their photo ID to office staff in order to obtain an official visitor pass. Parents/guardians are encouraged to pre-arrange their visit by contacting the school office. According to school board policy, no outside food or drink are to be consumed during the school day.

Student Behavior

It is the responsibility of each student to conduct him/herself in such a manner as to promote the safety and well being of him/herself and others. Examples of unacceptable behavior are defiance, disrespect, theft, physical assault, bullying, etc. Any criminal activity will result in suspension and will be reported to proper authorities. The school's interest in student conduct extends to cover all school-sponsored events including sports events and activities at other schools. The school may take disciplinary action regardless of whether the student is a participant or a spectator at these events. Any disruption of the learning environment may lead to suspension from school. A student who intentionally damages school materials or property will be required to pay restitution.

A Student in Good Standing

From the first day of school, all students are considered a "student in good standing". A student in good standing has:

- Read and signed the handbook form
- Maintained good attendance
- Maintained positive behavior

Middle School Contract System

Upon the accumulation of four or more days of SRC, ASD, OSS, or 4 days of unverified absences, the following criteria must be met in order to return to a student in good standing status:

- Conference including the student, parent/guardian, and administration discussing discipline and consequences of future incidences
- Possible referral to the DMS CORE Team
- The student will be issued a Student Performance Contract, which will be made available by administration at time of parent pick up or reinstatement following suspension.

Upon the accumulation of five or more days of SRC, ASD, OSS or 5 days of unverified absences, the following criteria must be met:

- Conference including the student, parent/guardian, administration, and guidance counselor discussing discipline and consequences of future incidences
- Referral to the DMS CORE Team
- The student will be issued a Student Performance Contract, which will be made available by administration at the time of parent pick up or reinstatement following suspension.

Attendance

Regular attendance is a most important factor in the establishment of a good scholastic record. Work missed through absence from school is difficult to make up. There is no substitute for the actual participation in daily classroom discussion and instruction. Students who are not in regular attendance will be referred to the proper authorities in accordance with the Virginia Compulsory School Attendance Law. The expectation is all students should be at school all day, every day, and on time.

Parents are expected to notify the school at any time the child has to be absent.

When a student is absent from class, the grade of a zero will be recorded by the teacher. When the work is made up, the grade earned on the make-up assignment will be recorded. Work that is missed must be made up within five days after the student returns to school. Previously assigned work or tests are due the day a student returns to school. In instances where students have been absent for several days, teachers may use their judgment in extending the five day limit. If missed work is not made up, the zero grades will be averaged with other grades for the grading period. Therefore, absences and failure to make up the work can very quickly result in failing grades.

Attendance will be measured by block. Any student who misses four unverified (UNV) days or more out of any block will be considered for removal from the "student in good standing list." Removal from this list will mean the student is not able to attend after-school functions (sporting events, socials, clubs, etc.) for a period of time determined by school administration. During this time and after the loss of privileges is reinstated, the student's attendance will then be more closely scrutinized. Further failure to improve the attendance issue will result in more severe consequences, including involving juvenile court services.

Pulaski County policies regarding attendance, grading, and retention are available upon request.

Tardiness

The school day begins promptly at **8:25 am**. Students are **expected** to be in the classroom and ready to begin work by that time. If students are tardy to school they must report to the office to sign in before reporting to class. Parents are responsible for calling or sending a note of explanation for the student's tardiness.

Students are expected to be in the classroom on time for each block. Students are provided ample time to get to the next class with a locker break.

The tardy policy is as follows:

- 1st tardy – Warning
- 2nd tardy – Lunch detention and parent contact
- 3rd tardy – ASD and parent contact
- 4th tardy – Office referral
- Five minute freeze - No bathroom breaks during the first and last five minutes of class.

Proper Student Dress

The administration and staff are committed to maintaining a safe and appropriate school climate. Our dress code intends to reduce unnecessary disruptions to the learning environment, promote a positive setting, and encourage our students to present themselves in a respectable manner. Parents have the responsibility to aid and encourage their children in selecting school-appropriate clothing and maintaining healthy grooming habits.

Clothing and accessories, in the opinion of the administration, that are not appropriate for a school setting, cause distractions, impedes learning or causes safety issues are prohibited. Students found in violation of the dress code will be given the opportunity to correct the problem at school. If necessary, the student's parents will be contacted to bring a change of clothes. If parents cannot be reached, students may be required to be out of the regular school environment and have class in an alternative setting. Students will be expected to make up any classwork missed.

Students dress shall be modest, neat, clean, size-appropriate and in keeping with health and safety practices. To more clearly establish guidelines, the following are not acceptable:

- "Short-shorts" or skirts that do not cover the mid-thigh area. A rule of thumb for parents would be shorts with inseams no less than 3 inches or the length should easily exceed the "fingertip" test.
- Clothing which compromises modesty such as tops showing cleavage, tank, halter, or tube tops, muscle shirts, backless tops/dresses, spaghetti-strapped tops, or see through attire.
- Clothing that exposes inappropriate areas including undergarments and midriffs shall not be worn at school.
- Clothing worn too tight or too loosely.
- Any clothing or items with gang representations inkling bandanas, nicknames, weapons, or gang-related language.
- Any clothing with messages that are crude, vulgar, profane, sexually suggestive, or contain drug or alcohol references.
- Drawing or lettering including graffiti or gang-related symbols, gang nicknames, etc. on notebooks, backpacks, or class assignments.
- Bedroom clothing such as pajamas or bedroom slippers.
- Hats, hoods, and any other head covering, and sunglasses may not be worn during the school day.
- Jeans must not have any holes above the knees.

Rule of thumb: If you are not sure whether it's appropriate to wear or not, it probably isn't. Choose something else!

Hallways

Students are to display courtesy and patience when hallways and stairs become crowded during class changes. Students are to walk, not run, on the right side in halls and on stairways. Students in the hall during class time are responsible for obtaining a hall pass from their assigned teacher before entering the hall. Hall passes are to be visible at all times when not in the classroom. Students will be asked to return to their classroom if they are in the hallway without a pass.

Telephones/Cell Phones

Electronic communication devices may be used with ear buds for individuals to privately listen to music BEFORE school and after school at 3:05 p.m. Electronic devices are NOT permitted during instructional time (unless specifically approved for academic purposes by the lead classroom teacher). Students should not use phones while in classrooms, bathrooms, or locker rooms. Electronic devices, including headphones, are NOT permitted in the hallway. If parents need to contact a student during the day, please call the school office.

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

Basic Cell Phone Etiquette

Remember, photos and videos cannot be taken of anyone without their permission. No phone use in locker room or bathrooms under any circumstances. Automatic phone confiscation will occur.

Use ear buds when using electronic device, one ear only. No speakers permitted. Remember, all sounds should only be heard by the listener.

- **First Offense** Phone will be confiscated and returned at the end of the block. *First time locker room and bathroom offenses will result in major office referral and phone confiscation.
- **Second Offense** Phone will be confiscated and turned into office. Pick phone up at office at end of the day.
- **Third Offense** Phone will be confiscated and turned into office. Parent must pick up. Student will be assigned 1 day of ASD
- **Fourth Offense** Phone will be confiscated and turned into office. Parent must pick up. Major office referral will be written.

School Telephones

Students are not allowed to use school telephones in the classrooms or in the office without permission.

Personal Property

Students are not to bring headphones, ear pods, iPods, video games, or other valuable electronic equipment to school. Using electronic equipment during school will result in the same consequences as using a cell phone. **The school will not be responsible for retrieving lost or stolen property of this nature.**

The wearing of expensive jewelry is not advised for the school setting.

After School Detention (ASD)

The following procedure will be implemented when after school detention is assigned.

1. A conference will be held with the student and teacher and/or administrator.
2. The parent/guardian will be contacted as soon as possible.
3. ASD is scheduled for Tuesdays and/or Thursdays.
4. Students are expected to complete assignments in ASD.
5. Students must be picked up from school by five o'clock.

Student Responsibility Center (SRC)

The following procedure will be implemented when SRC is assigned.

1. A conference will be held with the student and administrator.
2. The parent/guardian will be contacted as soon as possible.
3. On the day SRC is assigned, the student should report to the office to meet with administration.
4. Students are expected to complete all assignments while in SRC.
5. If the student does not complete their assignments or interrupts the learning environment, additional days of SRC may be added.

Suspension from School

The following procedure will be implemented when suspension occurs.

1. A conference will be held with the student and administrator.
2. The parent/guardian will be contacted as soon as possible.
3. A letter detailing specific dates of the suspension will be sent to the parent as soon as possible.
4. The suspended student cannot be on any property of Pulaski County Schools nor attend any school functions until he/she has been reinstated.
5. Upon the student's return, a conference may be held with the student and/or the parent to review re-entry requirements.
6. Classwork assigned during a suspension can be completed for credit. Students on suspension have as many days as they were out to complete missed work.
7. Suspensions will be reduced at the middle school level by temporary short-term assignments to the Restorative Academy.

Distribution, Possession and/or Use of Alcohol, Tobacco or other Drugs

A student shall not possess, use and/or distribute alcohol, tobacco and/or tobacco products (to include e-cigarettes, vaping, etc.) or other drugs, on school property, school buses or during school activities (on or off school properties). This includes but may not be limited to: smokeless tobacco, look-a-like drugs, drug paraphernalia and any prescription or non-prescription drug. A student shall not possess, procure, purchase or attempt to possess, procure or purchase, or be under the influence of drugs (legal intoxication not required), or use or consume or attempt to use or consume, any of the restricted substances in this regulation or what is represented by the student or to the student to be any of the restricted substances listed in this regulation.

Weapons in School

Possession or use of a weapon in a school building or on School Board property is prohibited. A student found to be in possession of a weapon on school premises before, during, or after school, or at any school sponsored activity will be subject to administrative and/or legal action. This will include immediate suspension from school and a disciplinary hearing at the school board office with a recommendation to the School Board for expulsion. The violation will also be reported to law enforcement officials.

This policy establishes a mandatory one-year expulsion policy for students who bring weapons to school. "One-year" is defined as 365 calendar days.

Any object which could be used to injure or intimidate another person may be considered a weapon for purposes of this policy. Weapons are identified in the following categories:

1. Articles used or designed to inflict bodily harm and/or intimidate other persons. These include but are not limited to: firearms of all types whether loaded or unloaded, laser pointers, starter guns, projectile devices, knives of all types, throwing stars, knuckles, blackjacks, chuck sticks, lead pipes, darts, chains, etc.
2. Articles designed for other purposes but which could easily be used as a weapon to inflict bodily harm and or intimidate other persons. These include but are not limited to: unauthorized tools, belts, pencils, files, compasses, scissors, chains of any kind, or studded bracelets and accessories.
3. Articles or devices designed for destructive purposes such as explosives, incendiary materials, bombs, chemicals or poison gas, grenades, fireworks, stink bombs, etc.
4. Look-alike articles or devices that by appearance or representation might lead a reasonable person to believe that they are weapons capable of inflicting bodily harm and/or intimidating other persons are included in this policy. Look-alike weapons are not to be confused with obvious toys or trinkets that are not representative of weapons and/or used in an intimidating manner.

Report Cards and Grading Procedures

Grades will be sent home at the end of each nine-week instructional period. Parents are requested to sign the report card after reviewing their child's progress and return it to the homeroom teacher. Midterm progress reports are sent home to parents between each grading period. A conference between parents and teachers will be scheduled when a student's work is unsatisfactory. Parents are also encouraged to attend the parent-teacher conferences which are held twice per school year.

Students will be given the letter grades *A, B, C, D, or F* in academic areas. The following numerical scale is to be used if grades are being averaged on daily assignments and tests: 90-100 *A*; 80-89 *B*; 70-79 *C*; 60-69 *D*; 0-59 *F*.

Parent Portal

Pulaski County Public Schools 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. Due to security and confidentiality requirements, parents will have to personally visit the school to pick up their parent portal password.

Recognition for Academic Achievement

The middle school encourages every student to set high personal goals in school and to direct his/her efforts toward achieving those goals.

Academic achievement is recognized in several ways. Students who have excelled in their work, participated in projects, or entered contests are recognized in team meetings and assemblies.

Middle school students may be eligible for the Presidential Educational Excellence Award at the end of the eighth grade.

Yearbooks

School pictures will be taken in the fall and spring. Information regarding these pictures will be sent home prior to the photos being taken. Fall pictures will be featured in the school yearbook. Yearbooks will be for sale throughout the school year. Reminders will be sent home as they are being sold. Purchased yearbooks will be distributed to students in the spring closer to the end of the school year.

Cafeteria

Breakfast, second chance breakfast (2CB), and lunch will be served in the cafeteria each day at a reasonable cost. Breakfast is available at from 7:45 – 8:25 each morning. Second chance breakfast is available from 10:00-10:15. Information concerning the cafeteria program will be sent home to parents during the first week of school. Breakfast and lunch menus are available on the Pulaski County Public School's website. Our computerized accounting system allows parents to pay for meals in advance. Parents may send checks or cash to the school, or they may pay online at www.myschoolbucks.com. It is the student and parent's responsibility to monitor the balance of the account. Students are told verbally when the account is running low.

Because the intent of the cafeteria program is to promote nutritious meals, soft drinks and fast food are not permitted at school.

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. Students are not to phone a parent without first reporting to the school nurse.

State law prohibits the dispensing of any medication to students without a valid doctor's order. In the event that a student must receive medication during the school day, parents are expected to personally deliver the medication to the school along with a doctor request. **Under no circumstances are students to bring medication to school.**

All students are required to have a current health form on file. Students will be given a form at the beginning of the school year and are expected to return this form within the first few days of school. Students who do not turn in this form will not be allowed to participate in sporting activities or field trips.

Unless an opt out form has been received by the nurse, rising 6th graders are required to have the HPV vaccination. All rising 7th graders must have the T-DAP vaccination in order to attend school.

Clinic Staff

Nurse Kim Johnston (DMS) 643-0645

Nurse Joyce Pendergrast (PMS) 643-0832

The school nurse is in the clinic from 8:15 a.m. to 3:00 pm each school day.

Emergency Drills

Several types of emergency drills are held periodically during the school year. The following drills will occur at some time during the school year: fire drill, tornado drill, shelter in place drill, evacuation drill, and intruder drill. Each student will be informed of the proper exit procedures by his/her teacher. School administration, faculty, and staff believe these drills are of the utmost importance in regards to providing a safe learning environment for our students. All students are to take these drills serious.

Leaving School Grounds

In order for a student to ride a different bus to go home with another student, notes from parents of both children must be approved by the principal's office. **Any changes in transportation arrangements or other messages must be called into the school before 10:00 a.m. to ensure that the message can be delivered by the end of the school day. No consideration of bus or transportation will be given to students who do not turn in the note from parent/guardian prior to 10:00 am of the day in question.** It is the student's responsibility to bring a note to the office requesting alternate transportation. Office staff will not contact parents/guardians to arrange alternate transportation.

Students are not permitted to leave the school grounds during normal operating hours unless expressed parental permission is secured by the school. Any student who must leave the school grounds because of illness or other emergency must be signed out through the office.

It is essential that each student be accounted for at all times during the school day. Any student leaving school property without permission of school authorities or without proper sign-out procedures may be suspended.

Bus Transportation

The bus routes, drivers, and overall operation of the bus system are under the supervision of the Director of Operations.

Students/parent who have questions should call Mr. Jess Shull (994-2533) at the School Board Office between 8:00 a.m. and 4:30 p.m.

Bus Expectations

Be Safe:

- Keep voice level at 0 or 1
- Stay seated and facing forward until bus comes to a complete stop
- Keep aisles clear
- Walk

Be Respectful:

- Keep body and belongings to self
- Listen and follow directions
- Use kind language

Be Responsible:

- Get to bus stop on time
- Wait for driver's signal to cross the road
- Clean-up after yourself

Students should refrain from the following activities:

- Eating food or consuming drinks, except water (food is a choking hazard)
- Food and beverages must be kept in lunch boxes or book bags while on the bus
- Smoking or use of tobacco products
- Audible music
- 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

Technology Bus Use Guideline:

Students may possess an electronic device on the school bus as long as the following guidelines are followed:

- No audible sound allowed at any time
- No headphones worn until the student is in the appropriate seat
- Headphones are to be worn only in one ear
- No picture taking
- No talking on the phone

Discipline – Warning through Short-term suspension

Students shall not behave in a disruptive manner or otherwise violate the Standards of Student Conduct while waiting for a school bus, while on a school bus, or after being discharged from a school bus. The driver of the bus has the authority to maintain order and the responsibility for providing a safe environment. The drivers may give assigned seats, require zero voice level, restrict water consumption, confiscate technology /personal items, and request a conference with administration, students, or guardian if students are not following the above behavioral expectations. The school served by the driver will render discipline assistance when the driver issues a bus referral. Riding a school bus is a privilege. Students who do not behave at the bus stop or on the school bus may have the privilege of riding revoked for a specified time period which could be extended to permanent exclusion.

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 an administrator or office staff. **No notes will be accepted after 10 a.m.**

Boarding and Exiting Busses

Students must remain on the sidewalk 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.

Fundraisers

School approved fund raising activities may take place on campus with prior consent from school administration. However, students are not permitted to sell or trade any unapproved items while on school property or buses.

School Store

The school store will be open each morning from 8:00 to 8:20 for students to purchase school supplies.

Lockers

Lockers are provided to store bags, backpacks, purses and any other items belonging to students. Bags are not to be taken into classrooms due to space and safety reasons. Lockers should be closed and locked at all times. Lockers lose their usefulness if the locker combinations are given to other students. **Students are advised not to share combinations with anyone because they will not be changed during the school year.** Items found in the locker assigned to a student are considered property of that student. Sharing lockers, even when agreed upon between students, does not change this policy. Personal locks are not permitted.

Lockers are to be kept clean and neat. Students should not tape anything to the inside or outside of lockers. The school administration reserves the right to inspect lockers at any time. Problems with lockers should be reported immediately to a teacher.

Lost and Found

Students who have lost articles of clothing or other personal items are asked to check with the office staff for assistance. Since articles cannot be kept in lost & found indefinitely, students are expected to claim them as quickly as possible. < Lost items such as jewelry, radios, and music devices are kept in the office until claimed. The school accepts no responsibility for loss or theft of these valuable items and suggests students not bring them to school.

Inclement Weather

When weather conditions exist that would make it hazardous for students to get to school safely, students and parents should refer to local radio and television stations, social media outlets and smart phone app's for notification of school closing. Please do not call the school office or school personnel for school closing information.

Parents are asked to inform students as to proper procedures to follow in case school is dismissed early because of inclement weather conditions. This will help keep our telephone lines open in case of emergencies.

Students should anticipate resuming class work that was in progress, assigned, or announced by the teacher upon returning to school after class time has been missed because of weather conditions.

Computer Policies

Students and parents must sign the **Acceptable Computer Use Policy** before being issued a network account. This page can be found in this handbook. It must be signed by students and parents and returned to school in order to access technology at school. When a student accesses computers, computer systems, and computer networks owned or operated by the Pulaski County School system, he or she assumes certain responsibilities and obligations. All access of this type is subject to school policies and to local, state, and federal laws. The school division expects that student use of computers provided by the school will be ethical and will reflect academic honesty. Students must demonstrate respect for intellectual property, ownership of data, system security mechanisms, and rights to privacy.

Computer use is a privilege, not a right. Inappropriate use will result in disciplinary action and/or cancellation of the privilege.

PCHS Classes and Opt Out Form

High school credit-bearing courses offered at the middle school are Algebra I, Geometry, and Spanish I. Students must meet certain criteria to take these courses in middle school. For any high school credit-bearing course taken in middle school, parents may request that grades be omitted from the student's transcript and that the student not earn high school credit for the course. The deadline to notify the PCHS guidance department is June 30th prior to the student entering the 9th grade. Forms are located in the guidance office.

Division Contacts

Title IX Coordinator – Teresa Harless - (540) 994-2532

Title VI of the Civil Rights Act – Teresa Harless – (540) 994-2532

Freedom of Information (FOIA) Officer – Brenda Crawford – (540) 994-2519

Special Education, Section 504, and Family Educational Rights and Privacy Act (FERPA) – Sarah Polcha – (540) 994-2544

Additional Information – Links:

Pulaski County Public Schools Policy Manual - <http://go.boarddocs.com/vsba/pcva/Board.nsf/goto?open&id=9AMKSN53187C>

Computer Acceptable Use Policy - <http://go.boarddocs.com/vsba/pcva/Board.nsf/goto?open&id=9C34WY7F985F>

Profile of a Virginia Graduate - <http://www.doe.virginia.gov/instruction/graduation/index.shtml>

Student Code of Conduct - <http://pcva.us/departments/leadership/handbooks/student-code-of-conduct-2019.pdf>

Family Life Curriculum - <http://pcva.us/departments/leadership/handbooks/student-code-of-conduct-2018.pdf>

Concussion Policy - <http://go.boarddocs.com/vsba/pcva/Board.nsf/goto?open&id=AA5PET6262AE>

Sex offender Registry – <http://sex/offender.vsp.virginia.gov/sor>

**Regular Class Schedule
2019-2020**

1 st Block	8:25 – 10:00 (including homeroom time)
2 nd Block	10:04 – 11:39 (including Second Chance Breakfast)
3 rd block	11:43 – 1:08 (including lunch)
4 th Block	1:40 – 3:05

Lunches:

1st lunch: Grade 8 (11:39-12:07)

2nd lunch: Grade 6 (12:17-12:45)

3rd lunch: Grade 7 (1:08-1:36)

Two Hour Delay

1st Block	10:25 – 11:30
2nd Block	11:34 – 1:00 (including lunch)
3rd block	1:04 – 2:02
4th Block	2:06 – 3:05

Lunches:

1st lunch: Grade 7 (11:34 – 11:58)

2nd lunch: Grade 6 (12:04-12:28)

3rd lunch: Grade 8 (12:34 – 1:00)

Two Hour Early Release

1st Block	8:25 – 9:30
2nd Block	9:34 – 10:32
3rd block	10:36 – 12:03 (including lunch)
4th Block	12:07 – 1:05

Lunches:

1st lunch: Grade 8 (10:36 – 11:01)

2nd lunch: Grade 6 (11:08 – 11:33)

3rd lunch: Grade 7 (11:38 – 12:03)

Acknowledgement of Receipt And Review of the Code of Student Conduct

I acknowledge:

1. I am aware that the Pulaski County School Board's *Code of Student Conduct* is available on the school website at *pcva.us* and understand that printed therein are Section 22.1-279.3 of the *Code of Virginia* and the PCPS Acceptable / Safe Use of Technology and the Internet. Hard copies are available at each school, upon request.
2. I am in receipt of the *Code of Student Conduct* from the school attended by my child, and I have reviewed its contents with him/her.
3. That signing below only signifies receipt and review, and furthermore, that by signing this statement of receipt, I am not waiving, but expressly reserving, my rights protected by the constitutions or laws of the United States or commonwealth of Virginia, and my right to express disagreement with a school's or school division's policies or decisions.

Student's Name and Grade

Student Signature/Date

School Parent/Legal Custodian

Parent/Legal Custodian Signature/Date

Principal Signature

Parents: Please review this handbook with your child and sign that you have done so. Should you have questions regarding school policies or rules, please call your child's teacher or the principal's office. Thank you.

Student Signature: _____ Date: _____

Parent/Guardian: _____ Date: _____

Please return this page to your child's teacher during the first week of enrollment of each new school year.