

## PURPOSE OF HANDBOOK

This handbook has been compiled as a guide to facilitate communications among the faculty, the administration, students, and parents regarding the school's policies and regulations. Please read this document carefully, encourage your parents to become familiar with it, and comply with the rules and regulations it contains. This publication contains useful information regarding student life at Gretna High School. Although this handbook cannot address every potential infraction for which students may be disciplined, it provides expectations for student behavior and outlines potential consequences that may result from the failure to meet those expectations. Parents will receive a separate statement outlining State Department Conduct Policy to be signed and returned soon after the school year begins.

## SCHOOL ADMINISTRATION

**Eric Moon**..... **Principal**

**Ketina Wright**..... **Assistant Principal**

**Chad Scruggs**..... **Assistant Principal/Athletic Director**

## VISION & MISSION STATEMENT AND BELIEFS

### OUR VISION

**Gretna High School's mission is to be recognized as a positive learning community that promotes student success.**

### OUR MISSION

**Gretna High School's mission is to provide a safe, pleasant educational environment that promotes learning and personal achievement.**

### OUR BELIEFS

We believe that...

- all students are capable of learning.
- all students should have the opportunity to learn.
- the responsibility for providing an atmosphere that is conducive to learning rests with students, parents, teachers, administrators, staff members, and the community.
- it is the student's responsibility to take full advantage of the education that is offered.
- students learn best in an environment that allows them to take an active part in the learning process.
- mutual respect enhances learning.
- all students should be regarded as individuals, not as groups.
- the educational program should seek to instill practical knowledge and positive attitudes in all students.
- technology represents a fundamental part of the educational experience.
- students, parents, teachers, administrators, and support personnel bear the responsibility of maintaining standards of accreditation.
- all students must exhibit an acceptable standard of behavior.
- extra-curricular activities should enhance, not impede, student learning.

## PUPIL RIGHTS

Pupils at Gretna High School will be guaranteed all applicable rights and freedoms guaranteed by the Constitution of the United States. The school allows pupils to express diverse attitudes and

opinions in a manner that does not materially and/or substantially interfere with discipline, instruction, or the routine operation of the school. Additionally, such expressions may not interfere with or diminish the rights of others.

Parents who believe that the school has denied a student's due process rights for any reason may call the matter to the attention of the school principal. Appeals of site-based decisions involving suspensions may be made to the Pittsylvania County School Board office.

### **SCHOOL AUTHORITY**

Pupils shall be under the jurisdiction of the Pittsylvania County School Board and its agents while in school, when traveling on school transportation, and when attending school-sponsored field trips. All school board employees are responsible for the general welfare and care of students under their jurisdiction.

### **TEACHER/STAFF AUTHORITY**

**Students are responsible to all Gretna High School teachers and staff members, not only to those to whose classes they are assigned.**

### **BEFORE-SCHOOL REGULATIONS**

Students who arrive at school before 7:58 a.m. must remain in the main office lobby until the 7:58 bell signals that they may travel to other parts of the building.

### **AFTER-SCHOOL REGULATIONS**

Students may not remain on school grounds after 3:30 p.m. unless they are under the supervision of a coach, club sponsor, faculty member, or another authorized school representative. Students who are not with an approved supervisor after 3:30 p.m. will be considered to be on grounds without authorization and will be subject to disciplinary action.

### **ATTENDANCE POLICY (Pittsylvania County School Board Policy JED-PC)**

#### **Excused Absences**

When a student is absent from class or school, the absence will be excused when the reason for the absence is consistent with the guidelines listed below. If the number of absences becomes excessive, the principal may require further proof or verification of the reason before excusing the absence.

Upon returning to school following an absence, a student must have his/her absence verified and cleared on the day of his/her return. If for some reason this is not done, the student will have until the next school day to have his/her absence verified. Absences not cleared in this time frame will remain unexcused.

Absences resulting from the following will normally be excused, except when excessive:

1. Illness (Parent must initiate contact with school administration each day of an absence. A doctor's note may be required when the cumulative number of days absent from school exceeds seven.)
2. Quarantine
3. Death in family
4. Medical appointments (must be confirmed with note from doctor)
5. Court proceedings (statement from court required)

6. Religious observances
7. Educational opportunities or trips (must be approved in advance)
8. Emergencies (as determined by the principal on a case by case basis)

## Unexcused Absences

If the reason for an absence does not fall within the guidelines given above, the absence will generally be unexcused. The administration reserves the right to make exceptions to these guidelines as it deems appropriate. When a student is absent due to suspension, the absence will be unexcused.

As stipulated in Pittsylvania County School Board Policy (JED-PC), students who have unexcused absences **will not** be given an opportunity to make up any work missed as a result of the absence including tests, labs, and any work done in class on the day of the absence. Work done exclusively outside of the classroom by all other students may be accepted or made up.

**\*Beginning with the 2019-2020 school year, students who are absent in excess of fifteen (15) days, regardless of the reason, may not be eligible to attend prom.**

## TARDINESS

A student must be in the classroom before the tardy bell rings to avoid being counted tardy. **Students who arrive after the tardy bell has sounded will be reported to the office as instructed by the school's administration.**

Administrators will take the following disciplinary measures when a tardy referral is received:

Tardy	Discipline
1 <sup>st</sup>	Warning
2 <sup>nd</sup>	Warning
3 <sup>rd</sup>	Tardy notification sent home
4 <sup>th</sup>	1 day In-school Suspension (ISS)
5 <sup>th</sup>	1 day ISS
6 <sup>th</sup>	2 days ISS
7 <sup>th</sup> and beyond	Out-of-School Suspension (OSS)

## CHECKING IN AND OUT OF SCHOOL

### Late Arrivals

**The following guidelines pertain to students who check into school late through the attendance office:**

Note: As noted above, students who receive unexcused absences in any class that result from unexcused tardy arrivals or unexcused early dismissals will not be entitled to make up work in accordance with Pittsylvania County School Board Policy (JED-PC). Additional disciplinary consequences as determined by the school's administration will apply.

### Early Dismissals

Guidelines governing the excusing of absences shall apply to the excusing of early dismissals/check outs. **Only reasons that have been established by the school board as valid reasons for being absent will be excused.** Students are not to leave school grounds without permission from the administration. Only approved individuals may check out a student and must scan his/her state-issued drivers' license at the Ident-a-kid station. **The emergency contacts do not serve as those approved to pick up students.**

- The student must provide the attendance office with a note from his/her parent\* or other documentation (e.g. doctor's note, court summons, etc.) that states both the time at which and the reason for which the student will check out.

Note: Students who become ill and wish to call home are to be referred to the school nurse. If necessary one of the principals or their designee will contact a parent/guardian.

- The parent must call to verify that the student has permission to check out\*. Office staff is not responsible for calling to verify permission.
- The student must sign out prior to leaving school.
- A student, upon securing permission to leave school and signing out, must remain in the main office until his/her transportation arrives.

**Note: Failure to comply with any of the preceding steps will result in disciplinary action for leaving school without permission/skipping.**

**Consequences for unexcused late arrivals and early dismissals will be the same as those for tardiness.**

\* = Students who are 18 years of age or older are exempt from this requirement only if they no longer live with their parents. Signed written parental verification must be on file in the school's office before any student will be allowed to sign himself/herself out of school.

### **MAKE-UP WORK**

It is the responsibility of the student who has an excused absence to meet with his/her teachers to arrange for make-up work. The time allowed for make-up work is the number of days missed. Any exceptions to this protocol must be approved by an administrator. Note that assigned papers, projects, or long-term assignments are not considered make-up work. These assignments are considered on an individual basis. The teacher reserves the right to request that a student complete make-up work before or after school.

### **SKIPPING / LEAVING SCHOOL WITHOUT PERMISSION**

Students must attend all classes to which they have been assigned. Being absent from any class without permission constitutes skipping and will result disciplinary measures being taken. (See table below.)

**If illness requires a student to remain in the bathroom for an extended period of time, he/she must notify the proper individual(s)** (teacher, nurse, etc.) **immediately** (as soon as he/she is physically able). The office should be notified in the event of severe illness/injury. A student who remains out of class for an extended period of time without notifying the proper individual(s) will face disciplinary sanctions as prescribed for skipping.

Skipping	Leaving School Without Permission	Discipline
1 <sup>st</sup>		3 days In-School Suspension (ISS)
2 <sup>nd</sup>		1 day Out-of-School Suspension (OSS)
3 <sup>rd</sup>	1 <sup>st</sup>	3 days OSS
4 <sup>th</sup>	2 <sup>nd</sup>	5 days OSS
5 <sup>th</sup>	3 <sup>rd</sup>	10 days OSS

\* Infractions are cumulative by school year.

### LEAVING ASSIGNED AREA

Students who have not skipped school or class but who are determined to be out of their assigned area will be referred to the office for disciplinary action.

### STUDENT DISCIPLINE

The State Code of Virginia dictates that the school board is responsible for maintaining order in its schools.

- A. The school has two main objectives in establishing its discipline policy:
  1. to insure the safety of all students
  2. to provide a quality education, free from disruption, for any student who desires it and who accepts its responsibilities
- B. Conduct that interferes with the safe, orderly, and efficient operation of the school constitutes a breach of discipline.
- C. A student who willfully acts to impair the health, safety, or life of other students or members of the school community; who willfully disturbs or interrupts the operation of the school; who maliciously defaces or destroys school property; or who takes the property of another person, or property belonging to the school, will be subject appropriate disciplinary action at school **and** to criminal prosecution by the proper authorities.

### Problems Among Students

1. When possible, faculty members are authorized to settle disputes or misunderstandings that arise between or among students.
  - A. Students are **never to attempt to settle disputes or misunderstandings by fighting**, using improper language, etc.
  - B. Students should seek assistance from the administration and/or guidance office when necessary to resolve conflicts.
2. Initiations of students involving any kind of physical abuse or intimidation will not be tolerated. Such behavior may be classified as “hazing” which is a violation of state law and which subjects the perpetrator to prosecution.
3. Students who engage in fighting, assault, or the disruption of the orderly operation of the school will face suspension or recommendation for expulsion from school and prosecution in court.

### Discipline Procedures

Gretna High School is committed to ensuring the exercise of due process in handling disciplinary infractions.

Any student who accumulates 10 referrals may be referred to the superintendent for placement under the provisions of a **behavior contract**.

- The terms of the behavior contract will be specified in writing by the school’s administration and approved by the division superintendent.

- The student and his/her parent(s) will receive two copies of the behavior contract. One copy should be signed by the student and his parent(s) and returned to the school.

**Please note: The failure or refusal of a student or his/her parents to sign a behavior contract does not exempt the student from its provisions. The school may enforce the terms of the contract regardless of whether or not a student and his/her parent(s) consent to sign the contract**

When the cumulative (total) amount of time that a student has been suspended equals ten (10) days, the student may be placed under the provisions of a behavior contract (see above description).

Violation of any of the conditions of the Behavior Contract may result in recommendation for expulsion.

Listed below are disciplinary infractions as classified in the Pittsylvania County School Board Policy Manual.

<b>Class 1 Misconduct</b>	<b>Discipline Options*</b>
<b>Classroom disruption</b>  <b>Failing to follow rules and regulations including the Acceptable Use Policy (AUP)</b>  <b>Inappropriate, obscene, disruptive or unsafe dress</b>  <b>Sleeping</b>  <b>Tardiness</b>  <b>Unsafe driving practices</b>	<b>Behavioral intervention</b>  <b>Conference with teacher or principal</b>  <b>Parent conference</b>  <b>Parent contact (phone call or letter)</b>  <b>Loss of privileges</b>  <b>After School Detention (ASD)</b>  <b>In-School Suspension (ISS) (if available)</b>  <b>Behavior Management Center (BMC) (if available)</b>  <b>Other disciplinary action (i.e. community service)</b>  <b>Upgrade to Class 2 Offense</b>

<b>Class 2 Misconduct</b>	<b>Discipline Options*</b>
<b>Aggression</b>  <b>Cheating</b>  <b>Continued classroom disruption</b>  <b>Disobedience</b>  <b>Disorderly conduct</b>  <b>Disrespectful behavior toward teacher or peers</b>  <b>Forgery</b>  <b>Inappropriate touching/kissing (inappropriate display of affection)</b>	<b>Parent conference</b>  <b>Behavioral intervention</b>  <b>After School Detention (ASD)</b>  <b>In-School Suspension (ISS) (if available)</b>  <b>Behavior Management Center (BMC) (if available)</b> <b>Suspension from school bus</b>  <b>Suspension from school (1 to 10 days)</b>  <b>Other disciplinary action (i.e. community service)</b>  <b>Upgrade to Class 3 offense</b>

<b>Incorrigible behavior (unwilling to correct inappropriate behavior)</b>  <b>Insubordination</b>  <b>Intimidation/harassment/bullying</b>	
<b>Misbehavior on school bus</b>  <b>Off-site conduct that is materially disruptive</b>  <b>Physical altercation</b>  <b>Possession of laser pointer</b>  <b>Profane, obscene, abusive language/materials/actions</b>  <b>Theft</b>	

<b>Class 3 Misconduct</b>	<b>Discipline Options*</b>
<b>Alcohol (possession, use, or being under the influence thereof)</b>  <b>Assault and battery</b> <b>Breaking and entering</b>  <b>Destruction of property/vandalism</b> <b>Drug paraphernalia (possession)</b>  <b>Extortion or threats</b>  <b>Firecrackers/fireworks (possession or use)</b>  <b>Gang related activities</b>  <b>Gross insubordination/ Open defiance</b>  <b>Hazing (recklessly or intentionally endangering the health or safety of a student or students or inflicting bodily harm)</b>  <b>Inappropriate sexual behavior (nonverbal, verbal, written, graphic or physical behavior)</b>  <b>Inciting, leading, or participating in student disorder</b>  <b>Tobacco products (possession or use), including electronic and e-cigarettes</b>  <b>Trespassing</b>  <b>Over the counter medication (unauthorized use, possession or under the influence)</b>	<b>Suspension from school (1 to 10 days mandatory)</b>  <b>Mandatory 10 day suspension from school for alcohol</b>  <b>Mandatory 5 day suspension from school for tobacco related offense (grades 6-12)</b>  <b>Long-term suspension</b>  <b>Recommendation for expulsion</b>  <b>Prosecution in legal system</b>  <b>Upgrade to Class 4 offense</b>

<b>Class 4 Misconduct</b>	<b>Discipline Options*</b>
<b>Alcohol (distribution)</b> <b>Any act which substantially disrupts the orderly conduct of school, a school function, or an extracurricular or co-curricular activity</b> <b>Arson</b> <b>Bomb threats or false fire alarms</b> <b>Possession of controlled substance or illegal drugs, including marijuana, synthetic cannabinoids as defined in Virginia Code §18.20248.1:1 and anabolic steroids</b> <b>Possession of weapon or look-alike weapon</b>	<b>Recommendation for expulsion or long-term suspension and prosecution, when appropriate.</b> <b>Recommendation for probation and corrective plan of action, suspension 1-10 days, long-term suspension or recommendation for expulsion (Grades K-5)</b>

\*The severity of a problem would dictate the recommendation for specific disciplinary actions.

### Cell Phones/Electronic Devices

According to the Pittsylvania County School Board Policy Manual, “Unauthorized use of cell phones and other electronic devices by students is prohibited during the school day. This may include, but is not limited to, Smart watches, pagers, beepers, Personal Digital Assistants (PDAs), digital cameras, boom boxes, Walkmans, Game Boys or other electronic devices. Unauthorized use of cell phones and other electronic devices will result in disciplinary actions including, but not limited to, a warning issued to a student, confiscation of cell phone or other electronic device, and in-school or out of school suspension” (Pittsylvania County School Board Policy JS-PC).

The following protocol has been set forth by the superintendent of schools:

- Students may have cell phones on their person; however, the cell phones cannot be seen, used, or turned on during the hours of school operation and cannot be visible on the campus until 3:08 p.m. or 1:00 p.m. on early dismissal days. The administration will ask no questions relative to the use of cell phones after these times.
- Students may not use cell phones on the school bus traveling to and from school on regular school days.
- **The cell phone will be confiscated in every instance, and a parent must come to the school to pick up the phone.**

**The following penalties will apply to all violators of the division’s cell phone protocol.**

<b>Offense</b>	<b>Discipline</b>
<b>1<sup>st</sup></b>	<b>3 days In-School Suspension (ISS)</b>
<b>2<sup>nd</sup></b>	<b>1 day Out-of-School Suspension (OSS)</b>
<b>3<sup>rd</sup></b>	<b>3 days OSS</b>
<b>4<sup>th</sup></b>	<b>5 days OSS</b>
<b>5<sup>th</sup></b>	<b>10 days OSS</b>

**Failure to comply with a teacher/staff member’s request to relinquish (hand over) a cell phone will automatically result in suspension.**

## **Cheating**

According to the Pittsylvania County School Board Policy Manual, cheating is a Class 2 disciplinary infraction. Students found guilty of cheating will automatically lose credit on the assignment and may be referred to the office for disciplinary action. **Students in dual enrollment classes may face loss of college credit for cheating in accordance with DCC policy.**

## **Drug Possession and/or Use**

Possession of a controlled substance, imitation controlled substance or marijuana, as defined in Chapter 34 of Title 54.1 and section 18.2-247 of the Code of Virginia, on school property or at a school-sponsored activity is prohibited.

Any student who is determined to be under the influence, have brought, have used, have distributed or have in his/her possession a controlled substance, imitation controlled substance, or marijuana onto school property, including a school bus or school bus stop or within 1000 feet of bus stop, or to any school-sponsored activity **will be expelled**, unless determined on a case-by-case basis, by the School Board that other disciplinary action is appropriate.

## **Fighting**

Any student who initiates a fight in the school building, on school grounds, or on a school bus will receive ten (10) days of out-of-school suspension.

Any student who willingly participates in a fight for any purpose other than self defense will receive ten (10) days of out-of-school suspension.

Any student who the administration determines to have purposefully instigated a fight (regardless of whether he/she participates in the fight) may receive three to ten (3-10) days of out-of-school suspension depending upon the level of his/her involvement in the altercation.

Any student who participates in a fight will be asked the following questions by the administrator(s) investigating the case. The answers gathered from all parties involved will be used in determining responsibility and/or the existence of self defense (if applicable).

- What did you do to avoid the fight?
- Did you say that this should be taken to the principal or that you did not want to fight?
- Did you turn and walk away?
- Were you “sucker punched” or jumped from behind?
- Did you engage in verbal confrontation before the fight began?
- Were you backed into a corner?

## **Public Displays of Affection**

Students must refrain from engaging in public displays of affection beyond holding hands (e.g. hugging, kissing, bodily contact).

## **Sexual Harassment**

Gretna High School prohibits sexual harassment, an inappropriate and offensive behavior. This policy applies to conduct both during school and during all school-sponsored activities. All students, teachers, and other school employees have the right to an environment free from sexual harassment. A student who engages in the sexual harassment of anyone in the school setting will

be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

Prohibited behavior includes, but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when . . .

1. submission to the conduct is explicitly or implicitly made a term or condition of a student's academic status or progress.
2. submission to or rejection of the conduct by a student is used as the basis for academic decisions affecting the student.
3. the conduct has the purpose or effect of having a negative impact on the student's academic or work performance, or creating an intimidating, hostile or offensive educational or work environment for a student or employee.
4. submission to or rejection of the conduct by the student is used as the basis for any decision affecting the student regarding benefits and services, honors, programs or activities available at or through the school.

### **Reporting Procedure**

- Gretna High School encourages and expects students to immediately report incidents of sexual harassment to any teacher, counselor or administrator at the school. The report should be in writing and signed. As an exception, a statement may be taken when the incident is reported. The person reporting the incident must sign the statement. If the incident is reported to someone other than the principal, the report must be forwarded to the principal in a timely manner.
- The incident may be reported to Pittsylvania County Schools' Title IX officer (656-6248).
- The incident will be investigated in compliance with Pittsylvania County School Board's Policy and Regulations, section ACB.

### **School Bus Behavior**

It is the responsibility of every student to obey school bus regulations. A copy of the county's school bus rules and regulations is distributed to each student at the beginning of the school year. According to Pittsylvania County Schools' disciplinary policy, misbehavior on a school bus is a Class 2 disciplinary infraction. Disciplinary measures will be assigned accordingly\*.

**\*Note: When the cumulative (total) amount of time that a student has been suspended from the bus equals ten (10) days, a recommendation to remove the student from the bus for the remainder of the school year may be made to the division's Director of Transportation. Special Education students will be referred to the division's Director of Special Education for appropriate disciplinary action.**

### **School Bus Notes**

If a student needs to ride the bus home with another student or needs to get off of his/her own bus at a different location, he/she must (1) bring a note from his/her parent or guardian, and (2) have his/her parent or guardian call the school for verification. Office staff is not responsible for calling to verify permission. Notes for students to ride buses other than those to which they are regularly assigned will be approved only if space permits. The administration reserves the right not to approve bus notes after 1:30 p.m. **Bus notes must be picked up from the office either between classes or during lunch.**

## **Tobacco Possession/Use**

The possession and/or use of tobacco products, including electronic and e-cigarettes, in the school building, on school grounds, during any school-sponsored activity, or on a school bus will result in a **five- (5) day suspension from school for the first offense.**

Note: For disciplinary purposes, tobacco look-alikes will be treated as if they were tobacco products.

## **Vandalism**

Our school buildings and equipment are constructed, purchased and maintained at taxpayers' expense. Students who destroy or vandalize school property (including restrooms, lockers, and buses) will be required to pay for losses or damages. In some cases, suspension or expulsion may be necessary. Students should report accidental damage to a teacher, administrator, or other staff member immediately.

## **Weapons**

Carrying, bringing, using or possessing any firearm, dangerous device, or dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division is prohibited, and grounds for disciplinary action. Violation of this policy shall require that proceedings for the discipline of the student involved be initiated immediately by the principal.

Any student caught in possession of a weapon or a "look-alike" on school grounds will be recommended for expulsion to the Pittsylvania County School Board and the incident will be reported to the Pittsylvania County Sheriff's Office.

## **IN-SCHOOL SUSPENSION (ISS)**

### **Expectations for Student Behavior**

1. All school rules apply in ISS including those prohibiting food and/or drinks in the classroom.
2. Students in ISS should not talk unless addressed by the director.
3. Students must be working at all times and may not put their heads down or sleep in class.
4. Students who misbehave in ISS may face OSS or other disciplinary action up to and including recommendation for expulsion.

### **Other Rules Governing ISS Students**

1. If a student misses ISS for reason of illness, he/she must serve the number of days assigned to ISS upon his/her return to school before being allowed to return to regular classes.
2. On the day of the ISS assignment students must report immediately to the ISS room. (Students should NOT report to their regular first block class to check-in before going to ISS room.) Any student who fails to report to ISS on time will be disciplined accordingly.
3. Students must bring all of their books to ISS and must also bring writing instruments and paper. Failure to bring materials may result in further disciplinary action including the assignment of additional days of ISS or suspension.
4. With the exception of SOL testing, no student will be allowed to leave ISS to return to class for any reason without the express permission of an administrator.

5. If students are assigned tests in ISS, no resources (notes, books, etc.) may be used unless the regular classroom teacher verifies the exceptions in writing.

## **Periodic ISS**

For instances of misbehavior in one class only, the administration may, at its discretion, assign Periodic ISS instead of regular ISS. In Periodic ISS, the student will be assigned to the ISS room for the duration of one period only. The administration may assign consecutive days of Periodic ISS as necessary.

## **Behavior Management Center (BMC)**

A teacher may, at his/her discretion, send a student to BMC for minor infractions. The fifth time a student is sent to BMC during a semester, he/she will be referred to the office and will receive additional consequence to be determined by the administration. Subsequent visits to BMC will result in appropriate penalties.

## **Lunch, Bathroom Breaks, and Dismissal**

1. Students assigned to ISS will eat lunch at the time and in the place specified by the ISS instructor and the school's administration.
2. Students must remain in the ISS room at all times except when permitted by the director to visit the restroom.
3. Students must remain in ISS until dismissed by the ISS instructor.

### **SCHOOL PHONE AND MESSAGES**

1. Transportation messages: Calls received from parents/guardians during the day regarding a change in after-school transportation will be delivered to students at the end of the day. The office will not call into classrooms for these messages to be delivered.
2. Phone messages: Messages will be delivered to students between classes or during lunch, and students will be allowed to return calls at that time. Unless it is an emergency, students will not be called out of class to receive a phone call.
3. Phone calls: Students will not be allowed to make outside phone calls during the day unless it is an emergency, to be determined by the administration.

### **SCHOOL-SPONSORED ACTIVITIES**

Students involved in co-curricular and extracurricular activities are representatives of the school and are expected to dress and behave responsibly. When students are participating in exhibitions and competitions, they must act according to school policy and are subject to the same disciplinary guidelines that are in effect during the school day. Members of teams or squads may be suspended from participation for inappropriate conduct.

## **Conduct**

The Virginia High School League requires that good sportsmanship be shown at all times during all athletic and extracurricular activities. Students and spectators are to treat opposing teams, fans, and officials cordially. There is to be (1) no abusive language, (2) no throwing of objects, (3) no physical contact (e.g. pushing, hitting, etc.), (4) no booing, and (5) no uncomplimentary signs or gestures. Failure to abide by the regulations could cause the school to forfeit the athletic contest and could result in the school's being placed on probation, fined, or dropped from the league.

## **Guidelines for Athletes**

- Athletes must abide by all regular school policies
- Athletes must take appropriate care of all equipment, facilities, and properties. Athletes will be held accountable for damages or loss due to their negligence.
- Athletes should report any injuries or illnesses to their coaches immediately.
- Athletes must attend all practices, meetings, and contests. Athletes must notify their coaches of absences in advance.
- Athletes must participate in a sport through the end of the season. No season is over until the team or individual has completed all contests, state-sponsored tournaments, or meets. An athlete's failure to complete a season shall result in the loss/forfeiture of any awards or recognition.
- Athletes who quit a sport must clear all responsibilities and obligations with the coach of that sport. An athlete may not participate in any other sport until the season for the sport that he/she has quit has ended.
- Athletes must file in writing with their coaches the names of any medications that they are taking. Athletes must provide their coaches with copies of prescriptions or evidence of a physician's approval for any medication they are taking.
- Athletes who engage in any criminal activity or who violate any civil law may be reprimanded or denied participation to participate in the school's athletic. The athletic department and the school's administration will determine sanctions on a case-by-case basis.
- Athletes must abide by any additional rules and regulations established by their coaches for the team.

**The following guidelines apply to eligibility of students for VHSL teams:**

- First time freshmen are automatically eligible during fall semester.
- Student eligibility is based on final grades from the prior semester for any student attending GHS other than first time freshmen. Students must pass three of four classes to participate on a VHSL team.
- A complete VHSL Athletic Participation/Parental Consent/Physical Examination Form must be signed by a parent/guardian and a physician and be submitted to the school's athletic director or designee before any participation in a VHSL-regulated activity, including tryouts or practice, as a member of any school athletic or cheerleading team.
- Other guidelines that apply to eligibility may be found on the Virginia High School League (VHSL) website: [www.vhsl.org](http://www.vhsl.org).

**Other Guidelines**

**The following guidelines apply to all extracurricular activities:**

- **In order to participate** in extracurricular activities (including athletics, band, clubs, practice sessions, etc.) **a student must be in school at least one-half (1/2) day (two full class periods)**. Any exception to this provision must be requested in writing in advance and be approved by the administration.
- Students with unpaid obligations to the school may lose the privilege to participate until these obligations are satisfied.
- Only the official representatives of a school organization shall be permitted to travel to a school sponsored event on school transportation and they must return by the same means unless picked up by their parents at the event.
- All VHSL activities are governed by VHSL rules. To participate in athletics a student is required to have insurance and to have a physical examination.
- Leaders of clubs, classes, and organizations may be dismissed/asked to resign if their actions become embarrassing or detrimental to the purpose of their group. The decision to dismiss/call for resignation is at the discretion of the principal.
- According to the Code of Virginia regarding the issue of abusive language, if any person shall, in the presence of hearing another, curse or abuse such other person, or use any violent, abusive language to another person concerning himself or any of his relations, or otherwise such language under circumstances reasonably calculated to provoke a breach of the peace, he shall be guilty of a Class 3 misdemeanor.
- According to the Code of Virginia if any person uses obscene, vulgar, profane, lewd, lascivious, or indecent language or makes any suggestions or proposal of an obscene nature or threatens any illegal or immoral act with the intent to coerce, intimidate or harass any person over the telephone or citizens band radio in the Commonwealth; he shall be guilty of a Class 1 misdemeanor.
- Any individual who brings a dog or other pet to a school-sponsored event is solely responsible and liable for the animal's actions and for any damage or disruption it may cause.  
Note: Unless they are expressly allowed as part of an approved school-sponsored activity, animals are not allowed in the school building.

**CAFETERIA SERVICES**

All PCS students will receive free breakfasts and lunches.

## **Lunch Regulations**

### **The following regulations apply to all students:**

- Students are to return their trays to the appropriate cafeteria location after they have finished their lunches. Students who leave trays on cafeteria tables will be subject to disciplinary action.
- Food and drink may be consumed only as directed by the school's faculty and administration.
- **All areas of the school building and grounds are OFF LIMITS to students during lunches.** Students must have a note from a faculty member or from an administrator to be in the halls or elsewhere in the building during lunch.
- **Students must seek permission from the administrator on duty before leaving the cafeteria to visit the restrooms. *Upon obtaining permission, students may use only the restrooms that are designated by the administration.***
- **No food deliveries may be made to the school during the school day unless expressly authorized by the administration.**
- Students who bring their lunches to school may not bring them in bags, packaging, or wrappers that display commercial food vendors' logos (e.g. the packaging used by fast food establishments).
- In keeping with federal regulations, no food or drinks will be sold or distributed in competition with the school lunch program. Consequently, all food and drink sales during scheduled lunch hours (including fund raising activities) are strictly prohibited.

## ONE HOUR LATE BELL SCHEDULE

<b><u>Block 1</u></b>	9:14-10:20
<i>First Bell</i>	9:08
<i>Warning Bell</i>	9:13
<i>Tardy Bell</i>	9:14
<i>End of Class</i>	10:17

<b><u>Block 2</u></b>	10:22-11:25
<i>Warning Bell</i>	10:22
<i>Tardy Bell</i>	10:23
<i>End of Class</i>	11:25

**Regular bell schedule will resume.**

**Note:** Morning Vo-Tech bus will run one hour late.

## REGULAR BELL SCHEDULE

### **Block 1** 8:14-9:47

<i>First Bell</i>	8:08
<i>Warning Bell</i>	8:13
<i>Tardy Bell</i>	8:14
<i>End of Class</i>	9:47

### **Block 2** 9:52-11:25

<i>Warning Bell</i>	9:52
<i>Tardy Bell</i>	9:53
<i>End of Class</i>	11:25

### **A Lunch** 11:25-11:54

### **Block 3C** 11:30-1:03

<i>Warning Bell</i>	11:30
<i>Tardy Bell</i>	11:31
<i>End of Class</i>	1:03

} ***Students Who  
Eat C Lunch***

### **Block 3B (1<sup>st</sup> half)** 11:30-12:15

<i>Warning Bell</i>	11:30
<i>Tardy Bell</i>	11:31
<i>Lunch Bell</i>	12:15

### **B Lunch** 12:15-12:42

### **Block 3 B (2<sup>nd</sup> half)** 12:46-1:30

<i>Warning Bell</i>	12:46
<i>Tardy Bell</i>	12:47
<i>End of Class</i>	1:30

### **C Lunch** 1:03-1:30

### **Block 3A** 11:59-1:30

<i>Warning Bell</i>	11:59
<i>Tardy Bell</i>	12:00
<i>End of Class</i>	1:30

} ***Students Who  
Eat A Lunch***

### **Block 4** 1:35-3:08

<i>Warning Bell</i>	1:35
<i>Tardy Bell</i>	1:36
<i>Dismissal Bell</i>	3:08

## TWO HOURS LATE BELL SCHEDULE

<b><u>Block 1</u></b>	10:14-11:16
<i>First Bell</i>	10:08
<i>Warning Bell</i>	10:13
<i>Tardy Bell</i>	10:14
<i>End of Class</i>	11:16

**A Lunch** 11:16-11:44

<b><u>Block 2C</u></b>	11:21-12:25
<i>Warning Bell</i>	11:21
<i>Tardy Bell</i>	11:22
<i>End of Class</i>	12:25

} ***Students Who  
Eat C Lunch***

<b><u>Block 2B (1<sup>st</sup> half)</u></b>	11:21-11:54
<i>Warning Bell</i>	11:21
<i>Tardy Bell</i>	11:22
<i>Lunch Bell</i>	11:54

**B Lunch** 11:54-12:20

<b><u>Block 2 B (2<sup>nd</sup> half)</u></b>	12:24-12:53
<i>Warning Bell</i>	12:24
<i>Tardy Bell</i>	12:25
<i>End of Class</i>	12:53

**C Lunch** 12:25-12:53

<b><u>Block 2A</u></b>	11:49-12:53
<i>Warning Bell</i>	11:49
<i>Tardy Bell</i>	11:50
<i>End of Class</i>	12:53

} ***Students Who  
Eat A Lunch***

<b><u>Block 3</u></b>	12:58-2:01
<i>Warning Bell</i>	12:58
<i>Tardy Bell</i>	12:59
<i>End of Class</i>	2:01

<b><u>Block 4</u></b>	2:06-3:08
<i>Warning Bell</i>	2:06
<i>Tardy Bell</i>	2:07
<i>Dismissal Bell</i>	3:08

**Note:** Morning Vo-Tech bus **will not** run.

- Morning Vo-Tech students who drive to school must check-in through the attendance office by 12:53.
- Morning Vo-Tech students who ride buses must report to the cafeteria at 10:14 and remain there until 12:53. These students should bring with them an assignment on which to work or something to read.

## 1:00 P.M. DISMISSAL BELL SCHEDULE

<b><u>Block 1</u></b>	8:14-9:16
<i>First Bell</i>	8:08
<i>Warning Bell</i>	8:13
<i>Tardy Bell</i>	8:14
<i>End of Class</i>	9:16

<b><u>Block 2</u></b>	9:21-10:22
<i>Warning Bell</i>	9:21
<i>Tardy Bell</i>	9:22
<i>End of Class</i>	10:22

**A Lunch** 10:22-10:47

<b><u>Block 3C</u></b>	10:27-11:28	}	<b><i>Students Who Eat C Lunch</i></b>
<i>Warning Bell</i>	10:27		
<i>Tardy Bell</i>	10:28		
<i>End of Class</i>	11:28		

<b><u>Block 3B (1<sup>st</sup> half)</u></b>	10:27-11:53
<i>Warning Bell</i>	10:27
<i>Tardy Bell</i>	10:28
<i>Lunch Bell</i>	11:00

**B Lunch** 11:00-11:25

<b><u>Block 3B (2<sup>nd</sup> half)</u></b>	11:29-11:53
<i>Warning Bell</i>	11:29
<i>Tardy Bell</i>	11:30
<i>End of Class</i>	11:53

**C Lunch** 11:28-11:53

<b><u>Block 3A</u></b>	10:54-11:53	}	<b><i>Students Who Eat A Lunch</i></b>
<i>Warning Bell</i>	10:55		
<i>Tardy Bell</i>	10:56		
<i>End of Class</i>	11:53		

<b><u>Block 4</u></b>	11:58-1:00
<i>Warning Bell</i>	11:58
<i>Tardy Bell</i>	11:59
<i>Dismissal</i>	1:00

**Note:** Afternoon Vo-Tech bus **will not** run.

- Afternoon Vo-Tech students who drive may check-out through the attendance office at 10:22.
- Afternoon Vo-Tech students who ride buses must remain in the cafeteria until 1:00.
- Morning Vo-Tech students will report to lunch upon return to school.
- Morning Vo-Tech students will report to their fourth block classes at 11:58. (They will miss third block completely.)

## ACTIVITY SCHEDULE

**Block 1**                    8:14 - 9:29

*First Bell*                    8:08  
*Warning Bell*                8:13  
*Tardy Bell*                    8:14  
*End of Class*                 9:29

**Block 2**                    9:34-10:49

*Warning Bell*                9:34  
*Tardy Bell*                    9:35  
*End of Class*                 10:49

**A Lunch**                    10:49-11:17

**Block 3C**                    10:54-12:12

*Warning Bell*                10:54  
*Tardy Bell*                    10:55  
*End of Class*                 12:12

} ***Students Who  
Eat C Lunch***

**Block 3B (1<sup>st</sup> half)** 10:54-11:36

*Warning Bell*                10:54  
*Tardy Bell*                    10:55  
*Lunch Bell*                    11:35

**B Lunch**                    11:35-12:03

**Block 3 B (2<sup>nd</sup> half)**            12:08-12:40

*Warning Bell*                12:08  
*Tardy Bell*                    12:09  
*End of Class*                 12:40

**C Lunch**                    12:12-12:40

**Block 3A**                    11:22-12:40

*Warning Bell*                11:22  
*Tardy Bell*                    11:23  
*End of Class*                 12:40

} ***Students Who  
Eat A Lunch***

**Block 4**                    12:45-2:00

*Warning Bell*                12:45  
*Tardy Bell*                    12:46  
*End of Class*                 2:00

**Activity Period**            2:05-3:08

*Warning Bell*                2:05  
*Tardy Bell*                    2:06  
*Dismissal Bell*              3:08

## MOMENT OF SILENCE

The Pittsylvania County School Board recognizes that a minute of silence before each school day prepares students and staff for their respective work or school days. Therefore, each teacher shall observe a minute of silence at the beginning of the first class of each school day.

The teacher responsible for each class shall make sure that each student (1) remains seated and silent and (2) does not disrupt or distract other students during the minute of silence. The minute may be used for any lawful silent activity, including personal reflection, prayer and meditation. However, the teacher responsible for each class shall not influence, in any way, students to pray or meditate or not to pray or meditate during the minute of silence. Students and employees are prohibited from praying aloud during the minute of silence.

The recitation of the **Pledge of Allegiance** will immediately follow the observance of the moment of silence. **Students are expected to stand and recite the pledge unless a religious exception has been requested in writing by a parent/legal guardian.** Such requests will be kept on file by the administration.

**Students who do not adhere to the rules concerning the moment of silence and the Pledge of Allegiance may face disciplinary action.**

## SAFETY PRECAUTIONS

Because of strict fire regulations the following regulations must be followed by all students and school personnel:

- A. Keep corridors and stairways clear. No one is to be seated on the stairways before school, during lunch, or after school.
- B. Move quietly, swiftly and orderly during emergency drills with no talking or unnecessary movement.
- C. Comply with any teacher giving directions or instructions whether or not you have that teacher for class.
- D. Keep to the right when moving in the halls, on stairways, or while entering or leaving the classroom.
- E. Walk, never run or shove, while moving through the halls or on the school grounds.
- F. Report any safety hazards in or around the school building to the office.

## FIRE DRILLS/BUILDING EVACUATION

Upon the sounding of the fire alarm, all students are to leave their classrooms quietly and walk in single file lines to the fire exits designated for their classrooms.

The following guidelines pertain to all fire drills:

- Students may not go to their lockers to pick up or deposit belongings.
- Valuable items should not be left in the classroom; the school will not be responsible for them.
- Everyone is to move away from the building to their designated areas and remain there until a bell or other signal indicates the return to class.
- It is a criminal offense to sound a false alarm. Anyone guilty of this offense will be prosecuted. Anyone who accidentally sets off a fire alarm should inform the office immediately.

## TORNADO DRILLS/WARNINGS

Tornado drills will take place periodically. The same procedures followed during a tornado warning apply to all drills.

In the event that the school receives an official tornado warning . . .

- all building occupants will be asked to go into the hallway and to remain there until the threat is over.
- everyone should be seated with their backs against the lockers or interior walls unless otherwise instructed by the faculty or administration.
- when the impact is imminent, everyone should face the lockers or interior walls on their knees with their heads tucked.

## SCHOOL CLINIC

The clinic is opened daily during school hours and is staffed by the school nurse who administers first aid as needed.

- If possible, students should see the nurse before school or during their assigned lunch time.
- The nurse will attempt to contact a student's parents each time he/she visits the clinic.
- Frequent visits to the clinic may result in a referral to your family physician.
- Students are not permitted to use the telephone in the nurse's office.

## MEDICATION PROCEDURE

Parents are expected to give medications at home on a schedule other than during school hours if at all possible. No medication may be taken by a student at school except as herein provided. This procedure will provide safety, consistency, and confidentiality when it is necessary that a medication be taken during school hours.

### General Guidelines for All Medications

1. Medications given/prescribed once, twice, or three times daily should be given at home.
2. Parent/guardian permission is required for any medication taken by a student.
3. All medications are required to be presented to the school office by a parent/guardian. It is the parent's/guardian's responsibility to consult with the school nurse in person or by phone regarding any medication. Failure to follow the medication procedure protocol may result in disciplinary action in accordance with the Student Code of Conduct.
4. All medications must be presented in the original container labeled with the student's name, date, and name of medication. If there is any discrepancy, whatsoever, between the label on the bottle, the parent's/guardian's instructions, or the doctor's order (if indicated), the student will not be allowed to take the medication.
5. When the parent/guardian has completed Section B of Medication Permission Form (SHS-1), medication is in a properly labeled container, and a physician has completed Section A of the Medication Permission Form (SHS-1) (if indicated), the student may take the prescribed dose of medication. Medicine must be taken in the presence of a designated adult and documented on the medication log. All medications are to be kept locked up with limited access by designated adults.
6. In the absence of a school nurse, the principal or designee will be responsible for assigning personnel to assist students taking medication and for periodic monitoring of the Medication Procedure.
7. The Medication Permission Form (SHS-1) must be updated at the beginning of each school year or when there is a change of dosage.
8. Medication not picked up at the close of the school year (or sooner if indicated) will be destroyed. Reminder by letter or telephone call to the parent/guardian for medication(s) to be picked up will be made before the close of the school year (or sooner if indicated).

9. Exceptions to these procedures may be necessary depending on individual circumstances.
10. If you have questions regarding this procedure, please call School Health Services, extension 5028, at (434) 656-6248.

### **Over-the-Counter Medications**

These are medications purchased over-the-counter for short-term treatment of minor illnesses. Examples in this category are cough syrups, cough drops, cold remedies, and pain relievers. Any over-the-counter medication must be in the original container and labeled with the student's name. Non-prescription medication must be appropriate for the student's age and weight, according to package directions.

- Section B of the Medication Permission Form (SHS-1) must be completed.
- Section A of the Medication Permission Form (SHS-1) must be completed for medication which is taken form more than three consecutives school days, contains aspirin (acetylsalicylate, salicylic acid or salicylate) or is herbal/homeopathic.
- Requests for cough and cold remedies to be given will be effective for one week. After that time, medication not taken or picked up will be discarded.

### **Self-Administration of Medication**

Sharing, borrowing, distributing, manufacturing or selling any medication is prohibited. Permission to self-administer prescription or non-prescription medication may be revoked if the student violates this policy and the student may be subject to disciplinary action in accordance with the Standards of Student Conduct.

## **RESTROOMS**

Students are encouraged to use the restrooms before and after school, between class periods, and during lunch period. Students will be allowed to leave class to use the restroom in accordance with school protocol. **Students have three (3) restroom passes per class each marking period. Students leaving class beyond the 3 allowed times will face disciplinary action.** Students requiring more liberal restroom breaks should have a physician's note on file in the clinic. No roughhousing or horseplay is permitted in the restrooms. Congregating in restrooms is prohibited.

## **VENDING MACHINES**

Vending machines for student use are located in the science wing hallway and in the hallway adjacent to the gym lobby. **Vending machines in the teachers' lounge are off-limits to students.** Access to the vending machines is a privilege and not a right. Abuse of this privilege may result in the removal of the machines. The vending company, not the school, is responsible for money lost in vending machines. Food and drink may be consumed only as directed by the school's faculty and administration.

## **STUDENT DRESS AND GROOMING**

Students are expected to maintain an appearance that is not disruptive to the educational environment. Teachers are to report violations of the dress and grooming policy to the office using the standard referral process.

- Students found to be in violation of the dress and grooming policy by an administrator will be assigned to In-School Suspension for the day. Upon the first violation of the dress and grooming policy, the student will be allowed to call his/her parent or guardian to

arrange for appropriate clothing to be brought to school. The student will remain in ISS, however, until properly attired.

- Students who repeatedly violate the policy face additional disciplinary consequences as determined by the school's administration.

### **Dress Code for Pittsylvania County Middle and High Schools**

**The Administration reserves the right to determine appropriateness of dress. The following dress code guidelines will apply to all students:**

- Shoes must be worn at all times on school grounds. Bedroom slippers are prohibited. Teachers may require a particular type of shoe for lab, shop, or gym activities.
- Head coverings of all types should be placed in lockers upon arriving at school. Hoods cannot be worn.
- Headbands or headwraps may not exceed a width of 2 inches.
- Bandanas are prohibited.
- Heavy chains, chains hanging from clothing, or spiked jewelry are prohibited.
- Sunglasses cannot be worn in the building.
- Headphones should be placed out of sight upon entering the building.
- Pajamas or sleepwear, costumes, or blankets are prohibited in the school building or on buses.
- Large or bulky coats/jackets are to be placed in lockers during the school day.
- Tops and dresses with no straps or straps of fewer than 2 inches in width are prohibited unless covered by a jacket or top.
- Tops or dresses that reveal bare midriffs or cleavage are not allowed.
- Shirts and tops with the back cut out are not permitted.
- Mesh or see-through clothing is prohibited.
- Tops with large openings for the arms or that are split below the arms are not permitted.
- Students are not to wear clothing with language, symbols or pictures that are offensive or suggestive, promote violence, are gang related, advertise illegal substances, or advertise tobacco or alcohol.
- All visible tattoos must meet the dress code and cannot include any language, symbols or pictures that are offensive or suggestive, promote violence, are gang related, advertise illegal substances or advertise tobacco or alcohol.
- Shorts, skirts, skorts, and dresses can be no shorter than 4 inches above the knee, both in the front and back.
- If tight-fitting pants, such as leggings, are worn, a dress or lengthy shirt that is no shorter than 4 inches above the top of the knee, both in the front and back, must also be worn.

- Pants must be worn at the waist. No undergarments should be visible at any time.
- If holes are 4 inches above the knee in pants, leggings or shorts must be worn underneath with no visible skin.
- Athletes should not be in full uniform during the school day; uniform tops meeting the dress code may be worn. The following uniform tops will be prohibited: tops with straps of fewer than 2 inches in width; tops that reveal bare midriffs or cleavage; tops with the back cut out; mesh or see-through tops; and tops with large openings for the arms or that are split below the arms.
- Weapon-related attire is prohibited unless it is part of a school-sponsored club or activity.

## PERSONAL PROPERTY

Students shall not bring personal property to school which is disruptive, hazardous, dangerous, or illegal.

- **Electronic devices, musical instruments, and other items not related to the school program may be very disruptive and are not permitted at school without prior approval.** These items will be confiscated and returned only at the parent's request and at a time designated by the administration.
- **Students should also avoid bringing money other than that needed to pay for that day's school expenses.** Students should not leave valuables unattended at any time. Gretna High School is not responsible for any lost or stolen items.

Sometimes honest errors are made. **A student who finds something in his/her possession that is illegal or against school regulations should inform a teacher or principal immediately. Do not attempt to hide such items.** The administration will assist in removing these items from school grounds. However, if a student is found in possession of contraband, it will be too late to plead innocence.

## VISITORS

The following procedures apply to all visitors:

- All visitors, upon entering the school grounds or building during school hours, must secure a visitor's permit from the office.
- Parents visiting classrooms must have prior administration approval.
- Visitor permits must be shown to teachers.

## ANNOUNCEMENTS

1. It is the student's responsibility to listen to all announcements. Responsible students must be well informed regarding all aspects of the school's activities that pertain to student life.
2. All announcements made by clubs must be approved by the club sponsor and submitted in advance for approval by an administrator.
3. AET, PGsMT, and morning PCTC students can access announcements in the binder in the main office upon returning to GHS.

## FEES

**Class dues for juniors and seniors must be paid before students can participate in the prom and/or graduation.** Class and club fees will be collected by the classroom teachers and club

sponsors. The privilege to participate in extra-curricular activities may be contingent upon the satisfaction of all outstanding school financial obligations.

The following is a list of countywide curriculum-related fees applicable to students in certain classes:

<b>Description</b>	<b>Fee</b>
Supplies for Agriculture Classes	\$10
Supplies for Art Classes	\$10
Supplies for Business Classes	\$10
Supplies for Marketing Classes	\$5
Supplies for Principles of Technology Classes	\$10
Supplies for Technology Classes	\$10
Supplies for PCTC Classes	\$10
Supplies for Family & Consumer Sciences Classes	\$10
Supplies for Science/Science Laboratory	\$8
Sheet Music/Maintenance of Band Uniforms	\$10
Sheet Music/Maintenance of Chorus Robes	\$5
Graphing Calculator Fee	\$2



A-17/16-17

July 18, 2016

TO: Parents and Guardians

FROM: Tracey R. Worley, Director of Finance  
Amy K. Hardy, Accountant

SUBJECT: Non-Sufficiently Funded Checks (NSF Checks)

Due to the volume of uncollectible checks that the district receives, the Pittsylvania County School Board has contracted with an outside company for the electronic collection of checks returned for insufficient funds (NSF).

We will gladly accept your checks. When you provide a check as a payment, you authorize us either to use information from the check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. By paying by check you are also authorizing the collection of a fee through an electronic fund transfer from your account if your payment is returned unpaid. This fee can range from \$35.00 to \$50.00 per check and is collected and kept by the outside collection company. Pittsylvania County Schools only receives the face value of the check.

Please include the following on your check:

- Full Name
- Street Address
- Phone Numbers

If there are any questions, please contact your principal.

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### TEXTBOOK INFORMATION

1. Each student will be issued textbooks (and, depending upon the courses for which the student is enrolled, a calculator) by the classroom teacher.
2. All lost books (or calculators) must be paid for by the student responsible for these items.
3. Fines for books and calculators misused or abused must be paid in proportion to the original condition of the book or calculator when it was issued.

### LOCKERS

- Lockers assigned to students remain the property of the school.
- Students are not to share lockers.
- The principal and/or other persons designated by the school board may search students' lockers without prior notification.

Students must arrange to get what is needed from lockers before class begins so that it will not be necessary to go to lockers during class time.

Students assigned a locker will be held responsible for any damage that they inflict.

- Kicking, tampering with, or otherwise abusing lockers will result in disciplinary action.
- Writing or scratching on the inside or outside of a locker will be regarded as abuse.
- Pasting/affixing labels, stickers, or other items in or on lockers is prohibited.
- Abusing lockers will result in the loss of locker privileges and will result in the student's having to pay for repairs and/or replacement, if necessary.

The school does not assume responsibility for books or other items which are placed in lockers. Students should never give anyone their combinations or allow other students to use their lockers. The locker combination should be known only by the person who is assigned the locker. Giving combinations to others may result in theft. Gretna High School is not responsible for any item stolen from a locker.

## LOST AND FOUND

During the course of the school year, many articles are lost. If a student finds an item, he/she should immediately carry it to the main office where items will be kept until claimed by the owner. Items left in the office for more than 30 days will be discarded or donated to charity.

## GUIDANCE SERVICES

Guidance services focus upon individual student needs, particularly those involving his/her education, social development, and career aspirations. The primary objective is to assist each student in the realistic appraisal of his/her skills and abilities and to develop an educational program appropriate for each student.

The Guidance Department offers academic counseling to students in choosing diploma options and making course selections. The student and his/her counselor review and revise (as necessary) the chosen course of study yearly. Amending the established program should be given careful consideration in light of the overall educational goals. Parents are encouraged to participate in the planning of their children's program and to schedule appointments as needed by phone or letter. The following guidelines apply when scheduling classes:

- Student-initiated schedule changes should be requested by the announced summer deadline for first semester classes and by **November 26** (Thanksgiving/Fall Break) for second semester classes. Schedule changes will be made only at the discretion of the guidance department and the school's administration. The administration reserves the right to deny without explanation any changes requested after the deadlines listed above. (See p. 10 of Pittsylvania County Schools' *Course Selection Guide*.)
- Students may not change from one elective class to a different elective class after the first day of enrollment unless an error in scheduling has occurred.
- Level changes within a specified course may occur if grades from the original course level transfer to the new course assignment.
- Legitimate justification for course changes exists in cases of scheduling error, improper level placement, and severe personal illness. (Cases involving severe illness require review by a counselor, the teacher(s) involved, and an administrator.)

Counselors are available for academic counseling and personal counseling. Counselors also provide assistance in obtaining counseling services outside of the school system. Counselors keep information confidential unless disclosure is required to prevent clear and imminent danger to the student or others or when legal requirements demand that confidential information be revealed. Counselors will consult with appropriate professionals when in doubt as to the validity of an exception.

## GRADING SYSTEM

The grading system is both numerical and alphabetical. Alphabetical reporting is used on report cards.

### Grades

A= 94-100

B= 86-93

C= 78-85

D= 70-77

F= 0-69

### Conduct

S= Satisfactory

U= Unsatisfactory

## HONOR ROLL

### Qualifications

- a 3.2 grade point average (calculated for the total number of units for which the pupil was evaluated)
- satisfactory conduct grades in all courses

Students who make the honor roll for the first five/six weeks of school are eligible to receive an honor letter.

## REPORT CARDS

First period teachers will issue report cards at the end of each six-week marking period. The guidance department mails final grades to the parents of each student at the end of the school year.

## DRIVING AND PARKING

**Students who wish to drive to school and park their vehicles on school property will be required to pay a \$25.00 fee for the parking decal.** If a permit is lost, there will be a \$25.00 replacement fee. Students are responsible for their parking permits and will not give or loan their permits to another student.

It is imperative that everyone obey parking and driving regulations while on grounds.

### Regulations:

- I. Students must park in the assigned area.
- II. No student will park in the gym parking lot.
- III. Parking permits must be properly suspended from the rear view mirror.
- IV. Students should promptly enter the school building upon arrival. Sitting in vehicles or loitering in the parking lot before, during, or after school is prohibited. Once students arrive at school, they must park, lock their vehicles, and enter the school building. Students may not cruise through the parking lot. When the students return to their vehicles, they should be prepared to leave the premises promptly.
- V. Students are not to return to the parking lot during the school day without the permission of an administrator.
- VI. Students may not bring any items onto campus that may reasonably be used as weapons or that may be potentially dangerous to others.
- VII. Students are to drive in a safe manner and observe all safety and traffic regulations. (Music that is loud enough to be heard outside of the vehicle may be distracting to both the driver and others. Consequently, it poses a safety concern and is prohibited.)
- VIII. Students are to report any accidents, injuries, or vandalism to the resource officer as soon as possible. Do not move any vehicle involved in such an incident until instructed to do so by a principal or law enforcement officer.

- IX. In the event that it becomes necessary to revoke a parking permit, the student will return the permit to the principal or his designee. No refunds will be given.
- X. Once they have arrived, students are not allowed to leave campus until the end of the school day.
- XI. Any student who drives a vehicle on school grounds in a reckless manner will also be subject to criminal action by the proper law enforcement authorities. Driving in excess of 10 MPH, fast starts, and skidding or spinning tires are examples of reckless driving.
- XII. Vehicles will be properly parked within designated marked parking spaces. Vehicles parked across lines diagonally, or in any way that takes more than one parking space, will be subject to towing at the owner's risk and expense.
- XIII. Towing, if necessary, will be done at the owner's risk and expense, and possibly without warning.
- XIV. School officials have the legal authority to search any vehicle on school grounds when reasonable suspicion exists.
- XV. Oversleeping, delays caused by riding with another student, and automobile problems not valid excuses for tardiness. Students who are late to school for these reasons will receive unexcused tardies. Excessive tardiness to school may result in the loss of parking privileges.
- XVI. Law enforcement departments will be asked to assist as necessary to enforce these regulations.

**Driving a vehicle to school is a privilege. Those who violate the regulations listed above will be subject to disciplinary action up to and including the loss of driving privileges.**

## **LIBRARY/MEDIA CENTER POLICY AND GUIDELINES**

In addition to the guidelines set forth in the *Pittsylvania County Schools Library-Media Services Manual & Curriculum Guide*, the following guidelines and information apply in the Gretna High School Library. Updates will be posted to the GHS Library Web Site. Changes to county policies override any rule, policy, or guideline adopted at the GHS Library.

### **Library Web Site**

<http://www.pcs.k12.va.us/ghs/library.htm>

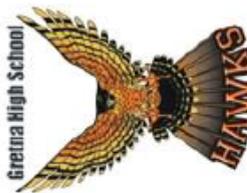
### **Hours**

Library hours are 8:00 a.m. to 3:25 p.m. daily. (Extended hours are available by scheduling or prior arrangement.)

### **Visiting the Library**

Individual students are admitted to the library by a pass from a faculty member. Present your pass to the library media specialist when you enter the library and once again before leaving the library to go back to class.

Pittsylvania County Schools participates in Positive Behavioral Interventions and Supports. The matrix below outlines Gretna High School's behavioral expectations for all students.



**SELF-RELIANT**

**ON-TIME**

**ATTENTIVE**

**RESPECTFUL**

### PBIS Behavior Expectation Matrix

School-wide Expectations					
We expect our students to be:	Cafeteria	Classroom	Hallway	Restroom	Bus
<b>Self-Reliant</b>	Clean up after one's self.	Arrive to class prepared. Complete all assignments as directed. Make up all work missed during absences. Seek help when experiencing difficulty.	Move through hallway quickly and quietly. Follow all school rules. Plan trips to lockers to ensure preparedness for class. Use time wisely.	Plan trips to the restroom to minimize time out of class. Keep track of the number of restroom passes used.	Close windows at the end of the day. Dispose of trash.
<b>On-Time</b>	Arrive to lunch on time. Enter the serving line upon arriving to cafeteria. Return to cafeteria promptly when allowed to leave.	Arrive to class on time. Return to class promptly when allowed to leave. Complete and turn in all assignments on time.	Use time wisely. Walk with purpose. Be mindful of bells and the time limits they signify.	Use time in restroom wisely.	Report to the bus stop 5-10 minutes early. Enter and exit the bus promptly.
<b>Attentive</b>	Be mindful of bells and the time limits they signify.	Pay attention to teacher. Participate in discussions and group activities. Complete and turn in all assignments on time.	Be mindful of bells and the time limits they signify.	Report concerns to the office. Keep track of the number of restroom passes used.	Keep aisles clear. Face front of the bus. Be alert and follow directions carefully during emergency situation.
<b>Respectful</b>	Speak in a conversational tone. Clean up after one's self.	Follow all classroom and school rules. Talk only when permitted. Refrain from disruptive behavior. Address teachers and fellow students politely.	Walk on the right side of the hallway. Keep hallways and stairwells free of obstruction. Speak in a conversational tone.	Dispose of trash properly. Exit restroom as soon as possible to make room for others.	Use appropriate language. Use appropriate voice volume. Be kind/polite when interacting with others. Dispose of trash.

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