

MESSAGE FROM PRINCIPAL

Dear Students and Parents,

I would like to take this opportunity to welcome each of you to the 2010-2011 school year. It is our belief that during this school year you should expect a school that emphasizes academic excellence, represents good order, and asks that students have respect for each other. The administration, teachers, and staff will achieve these expectations by upholding a high standard of educational achievement and personal conduct for all students.

This student handbook reflects a commitment to student discipline that focuses on strategies to guarantee a safe, secure school with a positive teaching-learning environment. Each student is expected to behave in a manner which demonstrates consideration of and a respect to all students, faculty, and staff. Students must understand that failure to abide by the regulations set forth in the Saint Paul High School Handbook will be dealt with by the teachers and by the principal in a firm, fair, and consistent manner. Any student not understanding a specific rule should ask a teacher or an administrator to explain the regulation.

All policies contained herein are in compliance with the policies established by the Wise County School Board and the school laws of the Commonwealth of Virginia. In the event that concerns or questions arise concerning these policies, please feel free to call the school at (276) 762-5221 at any time to discuss and address the situation.

We look forward to sharing this exciting school year with you and it is our goal this year to help students begin a journey of lifetime learning.

A handwritten signature in brown ink that reads "Coach Clendenon".

Paul Clendenon, Principal



MISSION STATEMENT

We at Saint Paul High School are committed to preparing students for the ever changing global community through challenges and guidance which enable them to reach their potential as contributing members of society.

It is our goal to ensure a safe, productive learning environment to establish a foundation that will prepare students to be lifelong learners through diverse and rewarding experiences.



ALMA MATER

*In the rolling hills of old Virginia at Saint Paul in Wise
Stands our cherished ALMA MATER, 'tis the school we prize
Onward, Upward we will ever strive to do our all.
HAIL, ALL HAIL our ALMA MATER, Hail to the Saint Paul.*

*High school days will live in memory as we travel far
True to the, our ALMA MATER, as our guiding star.*

*Hidden riches in the mountains treasure memories mine
We'll ever guard them ALMA MATER on the wings of time.*

School Day

BELL SCHEDULE(S)



REGULAR BELLS (Circuit #1-1)

8:00 TEACHER PREP
8:30 Begin School Day
8:35 TARDY 1ST
10:10 END 1st
10:18 WARNING BELL
10:20 TARDY 2ND
11:50 END 2ND
12:15 END LUNCH
12:20 TARDY 3RD
1:50 END 3rd
1:58 WARNING BELL
2:00 TARDY 4TH
3:30 END-STUDENTS
3:45 END-TEACHERS

2 HR SNOW SCHEDULE(#2-1)

10:00 TEACHER PREP
10:30 Begin School Day
10:35 TARDY 1ST
11:10 END 1ST
11:15 TARDY 2ND
11:50 END 2nd / BEGIN LUNCH
12:15 END LUNCH
12:20 TARDY 3RD
1:55 END 3rd
2:00 TARDY 4TH
3:30 END-STUDENTS
3:45 END-TEACHERS

PM CLUB SCHEDULE (#3-1)

8:00 TEACHER PREP
8:30 Begin School Day
8:35 TARDY 1ST
10:10 END 1st
10:18 WARNING BELL
10:20 TARDY 2ND
11:50 LUNCH
12:15 END LUNCH
12:20 TARDY 3RD
12:50 CLUBS (1st session)*
1:20 CLUBS (2nd session)*
1:50 END 3rd and clubs
1:58 WARNING BELL
2:00 TARDY 4TH
3:30 END-STUDENTS
3:45 END-TEACHERS

*Students who do not go to clubs stay in their 3rd block and continue on with class.

HEAT SCHEDULE(#4-1)

8:00 TEACHER PREP
8:30 Begin School Day
8:35 TARDY 1ST
9:40 END 1st
9:45 TARDY 2ND
10:45 END 2nd
10:50 TARDY 3RD
11:50 LUNCH
12:15 END LUNCH/START 4th
12:20 TARDY 4TH
1:30 END-STUDENTS
1:45 END-TEACHERS

Note: There are **NO** 10 minute breaks on Heat or Snow Schedules and NO warning bells.

Note: Warning bells ring with 2 minutes until the tardy bell only during 10 minute breaks.

ST. PAUL HIGH SCHOOL FACULTY & STAFF

PRINCIPAL

CLENDENON, PAUL

GUIDANCE COUNSELOR

COOK, MELISSA

FACULTY

ABBOTT, JUDY

BAKER, DANIELLE

CLAY, CANDACE

CLAY, CHRISTOPHER

COLLINS, SUSAN V.

CRABTREE, CHRISTOPHER

DAMRON, PATRICK

FUNK, TERRI ANNE

GIBSON, ROSA

JESSEE, PATRICIA (KATIE)

LANEY, DEBRA

O'DONNELL, TERESA

PALMER, MARK

SLUSS, LORIANNE

SPRINKLE, BRENDA

STILTNER, STEVEN.

VENCIL, TERESA K.

WADE, ELIZABETH ANN

WALDRON, LARRY

WILLIAMS, CAROL L.

SECRETARY

GULLETT, TWILIA Y.

GUIDANCE SECRETARY

JACKSON, KIM

FIBER OPTIC FACILITATOR

CARTER, WANDA

COMPUTER TECHNOLOGY

HALL, KEVIN

CUSTODIAL

MARTINEZ, BRENDA

SALYER, ED

SALYERS, JACK

BUS DRIVERS

BEAVERS, JANET

BRADLEY, JEANNIE

HALL, CAROL

PHILLIPS, PAUL

CAFETERIA

ELAM, LINDA

HALL, REBECCA

MOORE, RHONDA

SALYERS, PAM

TURNER, TERESA

BOOKKEEPER/SECRETARY

MEADE, JUDY D.

SECTION I - ATTENDANCE

WISE COUNTY PUBLIC SCHOOL ATTENDANCE POLICY

Parental Notice of the Requirements of Compulsory School Attendance Law and School Board Attendance Policies and Procedures

The Wise County School System is required by law to provide parents with a copy of the compulsory school attendance law (attached) and the school board's enforcement policies and procedures (explained below). If you have any questions, please contact your child's school.

1. The school principal or attendance officer will make a reasonable effort to notify by telephone the parent or guardian when any pupil fails to report to school (absence). Absences will be maintained as excused or unexcused. Excused absences are valid reasons such as illness, death, court appearance, religious holidays, school-related activities, or extenuating circumstances.
2. Parents or guardians of students who are absent from school three (3) consecutive days, five (5) or more total days per month, or seven (7) days per quarter with no valid reason (unexcused) and from whom no explanation of the absence has been received by school personnel, will be notified in writing that they are requested to advise the school in writing of the reason for the absence or must accompany the child to school within three (3) school days of the date of the notice. Failure to do so will result in a referral to the attendance officer.
3. The attendance officers at the school board office will, within five (5) days of receiving reports of children not enrolled in school, investigate all cases of non-enrollment and when no valid reason is found for the absence, notify the parent or guardian to require the attendance of such child at school within three (3) days from the date of such notice.
4. If the parent, guardian, or person having control of the child fails to comply with the law, the attendance officer will make a complaint in the name of the Commonwealth before the Juvenile and Domestic Relations District Court and, if the family received AFDC, notify the Department of AFDC of the Wise County Department of Social Services, according to the Learnfare Policy.
5. Additionally, the attendance officer will make a complaint in the name of the Commonwealth before the Juvenile and Domestic Relations District Court and notify the AFDC Department of the Wise County Department of Social Services, when applicable, if:
 - a. Any student, with the parent's or guardian's knowledge, is absent from school without a valid excuse for a cumulative total of 25 days in any school year, OR
 - b. Any student who was absent from school, without valid excuse, 20 or more days the previous school year and is absent five or more days, without valid excuses, during the current school year.

Student Absences/Excuses/Dismissals

I. Student Attendance Policy

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

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

A reasonable effort shall be made to contact a parent/guardian of each absent student every day, and to obtain an explanation for the student's absence, where there is no indication that the student's parent is aware of and supports the absence. A log will be kept of call attempts.

Students who are absent must bring a valid note stating the reason for absence upon returning to school.

Students who are absent must bring a valid note stating the reason for absence upon returning to school. Students shall attend school for a full day unless otherwise excused. Secondary students shall be scheduled for a full school day unless they are enrolled in a cooperative work-study program. All other exceptions to a full day schedule must be approved on an individual basis by the superintendent or designee.

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

II. Compulsory Attendance Procedures

A. Upon Fifth Absence Without Parental Awareness and Support

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

B. Upon Sixth Absence Without Parental Awareness and Support

If the pupil is absent an additional day after direct contact with the pupil's parent and the attendance officer has received no indication that the pupil's parent is aware of and supports the pupil's absence, the attendance officer shall schedule a conference within ten school days, which must take place no later than the fifteenth school day after the sixth absence. At the conference, the pupil, his parent, and school personnel, shall meet to resolve issues related to the pupil's nonattendance. Other community service providers may also be included in the conference.

C. Upon Additional Absence Without Parental Awareness and Support

Upon the next absence after the conference without indication to the attendance officer that the pupil's parent is aware of and supports the pupil's absence, the principal or designee shall notify the attendance officer or superintendent who shall enforce the compulsory attendance rules by either or both of the following: (i) filing a complaint with the juvenile and domestic relations court alleging the pupil is a child in need of supervision as defined in 16.1228 or (ii) instituting proceedings against the parent pursuant to 18.2-371 or 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts already undertaken to resolve the pupil's absence. If the student's parents have joint physical custody of the student and the school has notice of the custody arrangements, then both parents shall be notified at their last known addresses.

D. Parental Cooperation in Remedying Excessive Unexcused Absences

It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with a parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remedying the student's attendance problem, the superintendent or the superintendent's designee may seek immediate compliance with the compulsory school attendance laws. The attendance officer, with the knowledge and approval of the superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws. Where the complaint arises out of the parent's failure to comply with the requirements of 22.1-258, the attendance officer shall document the school division's compliance with this code section.

III. Attendance Reporting

Student attendance shall be monitored and reported as required by state law and regulations. At

the end of the school year, each public school principal shall report to the Superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The superintendent shall compile this information and provide it annually to the Superintendent of Public Instruction.

IV. **Dismissal Precautions**

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

Student Absences/Excuses/Dismissals

1. Students will have three (3) school days from the day they return to school to make up missed assignments or tests.
2. Students turning in missed assignments within the required three days will receive full credit for all work.
3. Assignments will be accepted after the three days, but the maximum credit a student will receive for the work will be grade of 70, and the assignments must be completed by the last day of the six weeks.
4. After five excused or unexcused absences or a combination of both equaling to five within any term (90-day period), the student shall be required to provide a doctor's excuse for the remainder of the term in order for any absences to be excused.
5. Students have three school days after an absence to turn in doctor's excuses or excuses written by parents. Excused from doctors and parents will not be accepted after the three-day limit.

COMPULSORY SCHOOL ATTENDANCE

Students attending Wise County Public Schools are subject to the following compulsory school attendance laws of the Commonwealth of Virginia:

On the fifth **unexcused** absence, school officials must contact the parent(s) to obtain an explanation for the student's absence and to explain to the parent (s) the consequences for continued nonattendance. On the sixth **unexcused** absences, a conference with the parent(s) will be scheduled to resolve issues related to the student's nonattendance. When a student has seven **unexcused** absences, the attendance officer has the authority to file one or both of the following in the Wise County Juvenile and Domestic Relations District Court: (1) a complaint alleging that the student is in violation of the compulsory school attendance law and is a child in need of supervision; (2) a complaint against the parent(s) for failure to comply with the law.

For compulsory school attendance purposes, three times tardy to school ill count as one absence. A checkout will be treated as a tardy; therefore, three checkouts will equal one absence. Tardies and checkouts will be counted as excused or unexcused according to established guidelines for determining excused and unexcused absences.

NOTE: Enforcement of the above compulsory school attendance laws has not bearing on Saturday school regulations or vice versa.

**2010-2011
Attendance Policy Proposal**

Each Nine Weeks		
Absences	Grade	Exemption
3 Days	A	Six Weeks Test
2 Days	B	Six Weeks Test
1 Days	C	Six Weeks Test
0 Days	D	Six Weeks Test

GENERAL PROVISIONS

Each principal will ensure that teachers are accountable for the following:

- a. checking the roll each day in every class;
- b. communicating with a student's parents if poor attendance is affecting the student's progress, and keeping a log of those contacts;
- c. including participation, which may be affected by attendance, in their student evaluation procedures.

Awards for exemplary attendance will be issued by each individual school. Students may earn an award in one of the following three categories:

- Category 1: **Perfect Attendance** - No absences, tardies, or checkouts
Category 2: **Excellent Attendance** – No absences, with all tardies and/or checkouts excused because of medical or emergency situations
Category 3: **Outstanding Attendance** – Maintenance of 97% attendance throughout the school year

1. Three times tardy to class or school will count as one absence. Early checkouts will be treated as a tardy; therefore, three early checkouts will equal one absence. Medical and/or emergency tardies and checkouts will be reviewed on an individual basis. Consideration for an exemption may be granted for medical and/or emergency tardies and checkouts in certain situations. The medical and/or emergency tardies and checkouts will still be charged to the student, but if exempted, days accumulated that qualify for exemption may be required to be made up once the five (5) day limit for each semester has been attained.
2. Appeals to be exempted from the make-up on an actual time basis (beyond five days missed) and to receive credit will be considered by the building principal and/or a committee appointed by the principal. Appeals will be considered when the appeal is initiated (in writing) by the parent, guardian or student. The ruling by the committee at the school level is final. Students receiving an exemption from the actual time make up will still be required to make up work as outlined in JED-R, item #4.
3. Students attending Wise County Public Schools are subject to the following compulsory attendance laws of the Commonwealth of Virginia:
On the fifth unexcused absence, school officials must contact the parent(s) to obtain an explanation for the student=s absence and to explain to the parent(s) the consequences for continued nonattendance. On the sixth unexcused absence, a conference with the parent(s) will be scheduled to resolve issues related to the student=s nonattendance. When a student has seven unexcused

absences, the attendance officer shall file one or both of the following in the Juvenile and Domestic Relations District Court; (1) a complaint alleging that the student is in violation of the compulsory school attendance law and is a child in need of supervision; (2) a complaint against the parent(s) for failure to comply with the law.

4. Each principal will insure that teachers are accountable for the following:
 - a. Checking the roll each day in every class.
 - b. Communicating with a student=s parents if poor attendance is affecting the student=s progress and keep a log of those contacts.
 - c. Including participation, which may be affected by attendance, in their student evaluation procedures.
 - d. Offering vital, stimulating instruction each day which necessitates and encourages student attendance.

OVERVIEW OF POLICY

The only excused absences are those due to illness of the pupil, a personal day, death in the family, a doctor or dental appointment, court appearance, or extenuating circumstances which are determined by the school administration. Pupils continually absent or tardy without sufficient cause may be subject to disciplinary action. **A student may be placed on a Doctor Excuses Only@ for excessive absences due to illness or other reasons.** If it is necessary that parents keep students out of school for more than one day, the principal should be contacted in advance. Habitual unexcused absence is punishable by law.

Principals are authorized and expected to require satisfactory explanation from the parent or guardian for the absence of a pupil for all or any part of the school day. The explanation may be obtained in person, by telephone, or in writing at the discretion of the principal.

ATTENDANCE AWARDS

Awards for exemplary attendance will be issued by each individual school. Students may earn an award in one of the following categories:

- | | |
|-------------|--|
| Category 1: | PERFECT ATTENDANCE - No absences, tardies or early checkouts. |
| Category 2: | EXCELLENT ATTENDANCE - No absences, with all tardies and/or early checkouts excused because of medical or emergency situations. |
| Category 3: | OUTSTANDING ATTENDANCE - 97% attendance throughout the school year. |

EDUCATIONAL LEAVE POLICY

Students requesting educational leave, excused absences during regular school hours, shall meet the following criteria:

1. The extra-curricular program for which a student is requesting educational leave in order to participate must have stated educational objectives which either:
 - a. Correlate with the Wise County SOLs for the student=s grade level;
 - b. Exceed the expected learning outcomes of Wise County Schools, or;
 - c. Broaden and enrich the course offerings of our school.
2. In order for a student to be granted educational leave he/she must:
 - a. Be involved in some type of instructional setting with a certified teacher or other qualified personnel. This may be a classroom setting, field trip, camp, small or large group setting, etc. The student must be directly involved in the program and be required to give some type of feedback or finished product in direct relations to the stated educational objectives of the organization. This may be oral, written, dramatic, artistic, technological, or another manner of interaction. For example, a student who goes to Jamestown as a tourist, but is not required to give specific feedback from the tour may not be granted educational leave while a student who attends a two-day camp at Jamestown in which he/she is actively involved and is required to evaluate the learning in some manner, may be granted

- educational leave;
 - b. Have placed in a regional or local competition involving some specific talent or skill such as gymnastics, dance or sports competition, and has advanced to the next level or competition. The student cannot be entering the event for the first time in hope of advancing to the next level of competition;
 - c. Travel outside the continental United States or abroad when certain specific circumstances as determined by the principal or his designees are deemed to enrich the student=s education, or whenever family circumstances may necessitate the situation such as a parent traveling outside the U.S. in a work-related situation, a family crisis, etc.;
 - d. Participate in a fine arts or cultural arts program, such as a play put on by an outside organization, as long as our school does not offer a similar program, which required leaving school early for a stated period of time.
3. Any student granted educational leave will be required to do the following:
Demonstrate or give an oral and/or written presentation of their travels according to the classroom teacher=s discretion;
Be required to make up class work or do extra assignments if their absences have prevented them from doing an assignment or follow-up activity.
4. Situations which do not fit into the categories above are subject to the principal=s and/or his designee=s discretion.

SECTION II - STUDENT DRESS

WISE COUNTY PUBLIC SCHOOL DRESS CODE STANDARDS

School personnel have the responsibility to protect the health and safety of students and to maintain proper and appropriate conditions which promote learning. Based on the belief that school is a place of business where students are learning both academic and social skills, the School Board requires that students dress appropriately. In accordance with the purpose of the dress code, no student shall present himself or herself to school in a manner which is likely to cause disruption. The school, in its discretion, shall prohibit any clothing, jewelry, or similar attachments which it deems to have a substantial and material disruptive effect on the school atmosphere. School clothing should be appropriate as to time, place and weather. Any form of dress or appearance which disrupts or distracts from the purpose or conduct of school, considered contrary to good hygiene, or threatens the safety of one's self or others will not be permitted.

Generally:

1. Students shall wear appropriate clothing and footwear and groom themselves for school in a manner which does not offend the common rules of decency or reflect negatively on or distract from any phase of the educational program. Appropriate dress is clothing that covers the body sufficiently so as not to attract excessive attention to oneself.
2. Messages on clothing, jewelry, personal and personal belongings that relate to drugs, alcohol, tobacco, sex, vulgarity, violence or that reflect adversely upon persons because of their race, sex, color, creed, national origin or ancestry are not permitted.
3. Any article of clothing, footwear, jewelry, or other accessory that suggest, identifies, or otherwise promotes gang-related activities will not be permitted.
4. For health and safety, appropriate footwear must be worn all times. Bare feet are not acceptable.

Decisions regarding the appropriateness of clothing, footwear, and accessories will be made by the building principal or a designee. Items initially deemed inappropriate will be called to the parent's attention for corrective action. Students may be required to call home for a change of clothes and/or will be assigned to In-School-Suspension for the remainder of the day. Repeated violations of the dress code will result in further disciplinary action.

WISE COUNTY PUBLIC SCHOOLS DRESS CODE

Guidelines

The following guidelines are examples that are intended to be age appropriate for students in kindergarten through grade 12. They include, but are not limited to:

1. Any item of clothing, jewelry, facial jewelry, etc. which is distracting or dangerous will not be permitted. Any article of clothing that represents potential danger to one's self or others will not be permitted.
2. Footwear must be worn at all times and should be appropriate for normal activities. Tennis shoes are appropriate. Flip flops (beach type), bedroom slippers, high spiked heels should not be worn.
3. Hats, visors, head scarves, bandanas, and sunglasses (unless required by physician) may not be worn inside the building.

4. Shorts/dresses/shirts must be of appropriate length; very short shorts, such as the thin nylon, athletic type shorts with side slits, are not acceptable. The hem of shorts/dresses/shirts must hang below the extended fingertips when standing. The following are not acceptable: biker, jogging, swimming trunks, cut-offs, gym shorts (except in gym class).
5. Shirts or blouses should be of sufficient length so that they may be tucked in the waistband.
6. No undergarments (including boxer shorts) should be showing or worn as outer garments.
7. Strapless tops, tops with spaghetti straps, tank tops, tube tops, bare back or bare midriff style, mesh or fish net style apparel are not permitted. If sleeveless garments are worn, underwear may not show.
8. Clothes with holes in them exposing private areas or underwear is **not** permitted.
9. Pants or shorts shall be appropriately sized and worn and secured at the natural waistline. Clothing which hangs on the body below the waist will not be allowed even if covered by a shirt. The crotch of the clothing must fit at the natural crotch of the person.
10. T-shirts or any other articles of clothing that have imprints of writing, symbols, slogans, or pictures that clearly relate to alcohol, drugs, sex, profanity, vulgarity, violence, or promotion of (or interpreted as promotion of) racial prejudice may not be worn.
11. Clothing usually worn outdoors such as heavy coats, jackets or gloves should not be worn in the building.
12. Accessories, typically referred to as animal jewelry, such as heavy chains, dog collars, or spiked collars are not permitted.

SECTION III - STUDENT CONDUCT CODE

WISE COUNTY PUBLIC SCHOOLS

Discipline is the backbone of education. Public education involves students from many and varied backgrounds, and while the school allows for individuality and growth, it must have rules in order to function effectively. The student=s attitude toward discipline in school stems from his/her attitude toward discipline in the home. The tone for discipline is set at home. Respect for authority and regulations are products of years of growing. Parents must assume responsibility for the conduct of their children in school and out of school. When problems arise, the school will work within the framework of the policies provided by the School Board. Rules will be enforced with firmness and fairness. When it becomes necessary to involve the parents in the discipline process, **WE EXPECT FULL COOPERATION.**

The standards of student conduct are designed to define the basic rules and major expectations of students in the public schools of Wise County. It is the responsibility of the Wise County School Board to adopt policy and regulations and the administration to issue regulations establishing rules of conduct for student behavior in order to protect the health, safety and welfare of its students. The local school principal has the responsibility and authority to exercise reasonable judgment in enforcing this Code of Conduct. Principals are responsible for ensuring that all students, staff members, and parents are provided the opportunity to become familiar with this policy.

The superintendent shall issue Standards of Student Conduct, and a list of possible corrective actions for violation of Standards of Conduct. The Standards of Student Conduct and a notice of the requirements of section 22.1-279.3 of the Code of Virginia, 1950, as amended, shall be sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent=s signature acknowledging the receipt of the Standards of Student Conduct shall be sent. The statement shall also acknowledge the receipt of state law concerning parental assistance in maintaining discipline and order. Parents shall be notified that by signing the statement of receipt, parents are not deemed to waive, but expressly reserve, their rights protected by the constitution of laws of the United States or Virginia. Each school shall maintain records of the signed statements. The school principal may request the student=s parent to meet with the principal or his designee to review the School Board=s Standards of Student Conduct and the parent=s responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child=s behavior and education progress. The administrator of the building should exercise reasonable judgment and consider the circumstances in determining the disciplinary action to be administered.

Each student has the right to expect an educational environment in which he or she can strive to achieve his or her intellectual potential. The student is expected to attend school regularly, be diligent in his/her studies and conduct him/herself in such a way that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur.

All parents are expected to assume responsibility for the student=s behavior and assist the school in enforcing the Standards of Student Conduct. Parents are also expected to maintain regular communication with school authorities, monitor and require daily attendance, and bring to the attention of the school authorities any problem that affects the student or other children in the school. It is the parents= responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.

The school principal shall notify the parents of any student who violates a School Board policy when such violation could result in the student=s suspension, whether or not the school administration has imposed any disciplinary action. Then notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student=s behavior; and (3)

that, if the student is suspended, the parent may be required to accompany the student to meet with school officials. The principal or his designee shall notify the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education.

No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that re-admission, without parent conference, is appropriate for the student. If the parent fails to comply with this requirement, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

Students are subject to corrective action for any misconduct that occurs:

- \$ in school or on school property
- \$ on school vehicle
- \$ while participating in or attending any school sponsored activity or trip
- \$ on the way to and from school
- \$ off school property, when the acts lead to an adjudication of delinquency or a conviction for an offense listed in 16.1-305.1 of the Code of Virginia, 1950, as amended (unlawful purchase, possession or use of a weapon, homicide, felonious assault and bodily wounding, criminal sexual assault, manufacture, sale, gift, distribution or possession of Schedule I or II controlled substance or marijuana, arson and related crimes, and burglary and related offenses).

Unlawful acts which will lead to policy notification and may lead to suspension from classes, exclusion from activities, or expulsion include but are not limited to:

- \$ possession or use of alcohol, illegal drugs, or drug paraphernalia
- \$ selling drugs
- \$ assault/battery
- \$ arson
- \$ intentional injury (bullying, fighting)
- \$ theft
- \$ bomb threats
- \$ use or possession of explosives (see Policy JFCD)
- \$ possession of weapons or firearms (see Policy JFCD)
- \$ extortion, blackmail, or coercion
- \$ driving without a license on school property
- \$ homicide
- \$ burglary
- \$ sex offenses (indecent exposure, obscene phone calls, sodomy and child molestation)
- \$ malicious mischief
- \$ shooting
- \$ stabbing, cutting or wounding
- \$ malicious mischief
- \$ shooting
- \$ stabbing, cutting or wounding
- \$ unlawful interference with school authorities including threats
- \$ unlawful intimidation of school authorities
- \$ other unlawful acts including being an accessory to any of these or other unlawful acts.

Any student involved in a drug or violent incident which must be reported shall participate in prevention and intervention activities outlined in the school division's drug and violence prevention plan.

The superintendent shall issue regulations listing additional actions which may be cause for corrective action and if serious enough or exhibited repeatedly may lead to suspension or expulsion.

The School Board shall biennially review the model student conduct code developed by the Board of

Education to incorporate into policy a range of discipline options and alternatives to preserve a safe and non-disruptive environment for effective learning and teaching.

Legal Refs.:	20 U.S.C. 1145 g, 3224a; 20 U.S.C. section 3351, Code of Virginia, 1950, as amended, sections 22.1-78, 22.1-253.12:7 (D.3), 22.1-276, 22.1-277.02, 22.1-277.02, 22.1-277.2, 22.1.278, 22.1-279.1, 22.1-279.3, 22.1-280.1, 18.2-308.1, 18.2-308.7, 18.2-310, 18.2-322.1, 16.1-305.1	
Cross Ref.:	JGA JGD/JGE JGDA JFCH	Corporal Punishment Student Suspension/Expulsion Suspension of Disabled Students Tobacco Free School for Students

GENERALIZED SEARCHES

At least one court outside of Virginia held that public school officials may conduct generalized searches of lockers and other storage facilities if students are notified at the beginning of the year that these facilities are subject to inspection. Courts in jurisdictions outside of Virginia have upheld the use of dogs did not constitute a search within the meaning of the Fourth Amendment and students had no legitimate expectation of privacy in school lockers. However, cases involving dogs sniffing individuals differ. Because no courts in Virginia have ruled on the legality of drug-sniffing dogs in schools, school employees should consult their local school board attorney before conducting dog searches.

STANDARDS OF STUDENT CONDUCT

WISE COUNTY PUBLIC SCHOOLS

The following are standards of student conduct established by the School Board for all students under its jurisdiction. Consequences shall be determined on the basis of the facts presented in each instance of misconduct in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

1. Student Dress:
A student=s dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. Students must comply with specific building dress regulations and of which students will be given prior notice.
2. Unexcused Absence or Tardiness:
Students shall not be absent from or report late to class or school without appropriate parental permission, school permission or an otherwise valid excuse.
3. Disruptive Conduct:
Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function or process of the school or is dangerous to the health or safety of student or others.
4. Profane or Abusive Language;
Students shall not use language or gestures that are vulgar, obscene or disrupt teaching and learning.
5. Threats or Intimidation:
Students shall not make any verbal or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason.

6. **Assault and Battery:**
A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury or another person shall be considered assault and battery. Physical Assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting and fighting.
7. **Gambling:**
A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property or during any school related activity.
8. **Use and/or Possession of Alcohol, Tobacco, and Other Drugs;**
A student shall not possess, use, and/or distribute alcohol, tobacco and/or tobacco products, or other drugs and school property, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or non-prescription drug not possessed in accordance with Policy JHCD.
9. A student shall not possess, procure or purchase or attempt to possess, procure, or purchase, or be under the influence of (legal intoxication not required), or use or consume or attempt to use or consume, any of the restricted substances listed in this regulation or what the student believes is any of the restricted substances in this regulation.
10. **Restricted Substance:**
Alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below, as well as inhalants including any abusable glue, paint and similar materials, anabolic steroids and both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package, and includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance.

Any drug or alcohol offense:

1. Shall be referred to the Wise County Discipline Committee
2. Shall receive an out-of-school suspension until the Discipline Committee meets
3. May be referred for possible legal action
4. Shall be referred for counseling
5. Shall be placed on probation for the remainder of the school year
6. May be referred by the Discipline Committee to the School Board for dispensation of the case

Tobacco offenses shall have the following consequences:

1st Offense

- (a) Parent Conference - Counseling to include information about State law and School Board policy
- (b) Principals discretion as to other discipline measures

2ND Offense

- (a) Parent Conference
- (b) One day out-of-school suspension
- (c) Referral to Court Services or Social Services (if age appropriate)

3rd Offense

- (a) Parent Conference

- (b) Two days out-of-suspension
- (c) Referral to Court Services (is age appropriate)

4th Offense

- (a) Parent Conference
- (b) Referral to Discipline Committee
- (c) Out-of-school suspension until student appears before the Discipline Committee

5th Offense or any additional

- (a) Parent Conference
- (b) Referral to Discipline Committee
- (c) Out-of-school suspension until student appears before Discipline Committee

11. Distribution or Sale of Illegal Drugs or Possession or Distribution with Intent to Sell:
Students shall not manufacture, give, sell, distribute or possess with intent to give, sell or distribute marijuana or other controlled substances as defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia.
12. Vandalism:
Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events.
13. Defiance of the Authority of School Personnel:
Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Board policies and regulations.
14. Possession or Use of Weapons or Other Dangerous Articles:
Students shall not have in their possession any type of authorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such.
This regulation incorporates Policy JFCD
15. Theft:
A student shall not intentionally take the personal property of another person without consent under duress, threat or otherwise.
16. Behavior on School Bus:
Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.
17. Cheating:
Students shall not cheat, plagiarize or knowingly make false statement with respect to any assigned school work or tests.
18. Trespass:
The student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.
19. Gang Activity:
A student shall not engage in gang activities as defined in Policy JFCE, incorporated by reference.
20. Sexual Harassment:

A student shall not sexually harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. (See County Policy on Page 58)

21. Possession of Beepers, Cellular Telephones or Similar Devices:
Student shall not have in their possession a beeper, cellular telephones, or other communications device.
22. Reports of Conviction or Adjudication of Delinquency Pursuant to 16.1-305.1
23. Other Conduct:
In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. Each offense shall be considered fully in determining reasonable corrective actions.

1. Counseling
 2. Admonition
 3. Reprimand
 4. Loss of privileges
 5. Parental conferences
 6. Tasks or restrictions assigned by the principal or his designee
 7. Detention after school or before school
 8. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
 9. In-school suspension
 10. Out-of-school suspension
 11. Referral to an alternative education program
 12. Notify legal authority where appropriate
 13. Recommendation for expulsion
-
24. No student will be allowed on the second floor before 8:00 a.m.
 25. No high school student will be allowed inside the building during lunch without permission.

Adopted

Legal Refs: 20 U.S.C. section 3351, Code of Virginia: 1950 as amended, sections. 22.1-78, 22.1-253.13:7 (D) (3), 22.1-276.22.1-277, 22.1-277.1,22.1-277.2, 22.1-279.1, 18.2-308.7, 18.2-310, 18.2-322.1, 22.1-277.2, 22.1-279.1, 18.2-308, 18.2-308.7, 18.2-310, 18.2-322.1
Student Conduct Policy guidelines, Virginia Department of Education, June 1994

Cross Ref.:

CLA	Reporting Acts of Violence and Substance Abuse
JFCD	Weapons in School
JFCE	Gang Activity or Association
JGA	Corporal Punishment
JGD/JGE	Student Suspension/Expulsion
JGDA	Suspension of Disable Students
JHCD	Administering Medicines to Students

WEAPONS IN SCHOOL

Carrying, bringing, using or possessing any 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 division is prohibited. Such weapons include, but are not limited to, any pistol, shotgun, stun gun, laser, revolver, other firearm designed or intended to propel a projectile of any kind, including toy guns and look-alike guns, rifle, dirk, knife (including bowie and switchblade), razor, slingshot, brass or metal knuckles, blackjacks, explosives, or other dangerous articles. Violation of this policy shall be initiated immediately by the principal.

In accordance with federal law, expulsion shall be for no less than one year for a student whose is determined to have brought a firearm to school. The superintendent may modify the length of this federal requirement for expulsion on a case by case basis.

An exception to this policy may be made for students participating in authorized extracurricular activity or team involving the use of firearms.

Any student who brings a firearm or weapon to school shall be referred to the criminal justice or juvenile justice system.

In accordance with federal and state law, a child with disabilities who brings a weapon to school may be placed in an alternative educational setting for not more than 45 days.

Adopted:
Legal Refs.:

January 10, 1995
18 U.S.C. Section 9221 (A) (3) (FEDERAL DEFINITION OF A FIREARM) GUN FREE SCHOOLS ACT OF 1994, PART F AND TITLE III. PART A, SECTIONS 314 ET. SEQ., IMPROVING AMERICA'S SCHOOLS ACT OF 1994, (P.L. 103-382) SIGNED BY PRESIDENT CLINTON OCTOBER 20, 1994.
Code of Virginia, 1950, as amended, Section 18.2-308-1

STUDENT CONDUCT CODE **WISE COUNTY SCHOOL BOARD**

WEAPONS

- **Possession and/or Use of Weapons:** Non-firearm and/or firearm type weapons are not permitted to be possessed or used by students on school property. This includes pretending or alleging to possess or to use a firearm or other dangerous weapons.
- **Non-firearms:** Possessing, handling, transporting, or using a stun gun, laser, knife or any other object that can reasonably be considered a weapon which can inflict bodily harm, or injury, is prohibited.
 - **Examples of non-firearms include, but are not limited to the following: clubs, knives (dirk, bowie, switchblade), razors, slingshots, brass or metal knuckles, blackjacks, explosives, and other dangerous articles.**
- **Firearms:** Possessing, handling, transporting, or using any pistol, revolver, shotgun or other firearm designed or intended to propel a projectile of any kind, including toy guns and look-alike guns, is prohibited.
 - **Examples of firearms include but are not limited to the following: rifles, pistols, revolvers, shotguns, air guns, and assault type weapons.**

TOBACCO-FREE SCHOOL
FOR STAFF AND STUDENTS

Smoking, chewing or any other use of any tobacco products by staff and students shall be prohibited on school property defined in this policy.

FOR PURPOSES OF THIS POLICY, THE FOLLOWING DEFINITIONS SHALL APPLY:

1. School property shall mean all property owned, leased, rented or otherwise used by a school including but not limited to the following:
 - A. All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
 - B. All vehicles used by the division for transporting students, staff, visitors or other persons.
2. Tobacco shall include cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner as to be suitable for chewing, smoking or both. Tobacco shall include cloves or any other product packaged for smoking.
3. Use shall mean lighting, chewing, inhaling or smoking any tobacco product.

This policy shall be published in student handbooks, posted on bulletin boards and announced in meeting. Staff and students found to be in violation of this policy shall be subject to appropriate disciplinary action.

STUDENT CONDUCT CODE
WISE COUNTY SCHOOL BOARD

Use and/or Possession of Alcohol, Tobacco, and Other Drugs

The possession, use, and/or distribution of alcohol, tobacco and/or tobacco products, and other drugs on school grounds, on school buses, or during school activities, on or off school property are prohibited. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any drug not prescribed for the student by a physician.

- § The use or possession of tobacco and/or tobacco products by elementary, middle, and high school students is prohibited at all times on school property.
- § A student shall not sell, supply, or give, attempt to sell, supply or give, or allege to sell, supply, or give, to any person any of the restricted substances listed in this policy or what the student represents or believes to be any of the restricted substances listed in this policy.
- § Examples of restricted substances include, but are not limited to: alcoholic drinks, marijuana, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act, as well as any abusable glue, paint, or similar materials, anabolic steroids, prescription and non-prescription drugs if not handled in accordance with the procedure below, tobacco products, and/or anything that the student represents or believes to be a restricted substance.

- § Drug paraphernalia means all equipment, products, and materials of any kind, including the constituent parts thereof, that are either designed for use or intended by the student for use in packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body and restricted substance. Drug paraphernalia shall include, but not be limited to, those things defined in Section 18.2-265.1 of the Code of Virginia.
- § Any student whose parent or guardian requests that he/she be allowed to take any prescription or non-prescription medicine, drug, or vitamin, shall bring such a request in writing to the principal for approval. Medications shall be stored in a secure place in each school. Students responsible enough to administer their own medications shall take them in the school office at the appropriate times in the presence of a staff member.
- § Or all other students, the parent and the principal shall arrange for a staff member to administer the medication during the school day at the appropriate times. Under normal circumstances, injections may not be given by school personnel. Any exception to this provision must be expressly authorized in writing by a physician.

EXEMPTIONS

The School Board may consider request for exemptions from this policy which demonstrate that extraordinary circumstances exist to warrant such an exemption and which do not violate federal or state law.

SUBSTANCE ABUSE

1. **It is the policy of the Wise County School Board that a student who attends Wise County Public Schools shall not possess, allege to possess, use, allege to use, sell, allege to sell, transmit, allege to transmit, be under the influence or allege to be under the influence of any restricted substance:** alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below, as well as inhalants, including any abusable glue, paint or similar material, anabolic steroids, both prescription and non-prescription drugs if they are not taken to the school office for storage during the school day and administered under school supervision according to the prescription or directions on the package, and tobacco products. The term **restricted substance** also includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance.
2. The purpose of the Drug Abuse Education and Prevention Program in Wise County Public Schools is to formulate and implement an ongoing program that will establish and maintain the highest standards of an efficient and health learning environment for all students that is free from the effects of substance abuse.
3. The drug prevention program in Wise County Public Schools shall be an age-appropriate, developmentally based drug and alcohol education and prevention program that is based on the Virginia Standards of Learning Objectives K -12 involving drug/alcohol and their use/abuse. In addition, the program shall include local objectives and activities which further emphasize and enhance the basic state curriculum.
4. All student identified as involved in substance abuse will be subject to appropriate disciplinary measures as stated in the Wise County Student Conduct and Attendance Code Handbook. All student violators of the School Board's substance abuse policy (except the violators of the tobacco policy which is covered in regulation JFC-R) shall be referred to the Wise County Discipline Committee.

The penalty for violation of this policy shall be a suspension of up to (10) ten days and probation for the remainder of the semester. Offenders will be referred for counseling. Second-time offenders of the School Board=s substance abuse policy may be subject to expulsion from school and possible prosecution in the courts of this state. The Discipline Committee shall determination of guilt, some available options include short-term suspension (up to (10) ten days), prosecution by the courts, and referral to the Wise County School Board for action, such as long-term suspension, expulsion and/or prosecution.

All parents and students shall be give a copy of these standards of conduct and statement of disciplinary sanctions required and they shall be notified that compliance with these standards is mandatory.

Legal Refs.: Code of Virginia, 1950, as amended, section 22.1-78

Legal Refs.: CLEAN INDOOR AIR ACT 20 U.S.C. SECTION 6083 (FEDERAL LAW PROHIBITS SMOKING IN AN INDOOR FACILITY USED TO PROVIDE EDUCATIONAL SERVICES TO CHILDREN).

Code of Virginia, 1950, as amended, section 15.1-291.1, ET. SEQ

Cross Ref.: JFCH, KGC
6/96 VSBA WISE COUNTY PUBLIC SCHOOLS

CODE OF CONDUCT
FOR STUDENTS PARTICIPATING IN EXTRACURRICULAR
AND CO CURRICULAR ACTIVITIES

Wise County Schools is proud of all its students, especially those who choose to participate in extracurricular activities. Whenever you

ATHLETIC SUBSTANCE/TOBACCO USE POLICY

Overview

Student activities offered at St. Paul High School are part of the total school program and provide opportunities for students to enjoy learning experiences inside and outside the classroom. It is expected that St. Paul students who participate in extracurricular activities exhibit good citizenship both on and off the field/court. Students participating in extracurricular activities are expected to abide by all school and county policies. Student activities at St. Paul High School are offered as a privilege for all students and are not a mandatory part of the high school curriculum.

Alcohol/Drug Use

Students participating in extracurricular activities may not possess, use, sell, give or otherwise transmit or be under the influence of any drug or alcoholic beverage. St. Paul High School honors a **ZERO TOLERANCE** policy involving this matter. Any student caught abusing the alcohol/drug policy will be dismissed from the respective sport or club they are representing at St. Paul High School. **No exceptions** will be made involving this matter.

Tobacco Use

Students participating in extracurricular activities may not possess or use tobacco products on St. Paul High School grounds. Any student caught abusing the tobacco use policy will:

1st Offense

- (a) Call to students parent/legal guardian and confiscation of the tobacco by the coach/teacher.

2nd Offense

- (a) Meeting scheduled with parent/legal guardian and suspension for three games/events.

3rd Offense

- (a) Dismissal from the team/club.

BULLYING POLICY AND PROCEDURES

We believe that all children should feel safe at school, both physically and emotionally. Research supports that children and youth who feel safe achieve more academically as well. Our school actively tries to provide a safe supportive learning environment that is free from all forms of intimidation and harassment. As a result, Saint Paul High School has adopted a no-bullying policy. Bullying may be defined as deliberate, hurtful behavior which is either **physical** (hitting, kicking, taking belongings) **verbal** (name calling, insulting or racist remarks) or **indirect** (spreading nasty stories, excluding from groups).

Our school will do a variety of things to stop bullying. Teachers and staff will be trained about bullying and encouraged to be very observant for bullying incidents. Our curriculum will include materials and activities to decrease bullying behavior and learn more appropriate ways to interact with peers. Students who are victims of bullies will receive help in learning strategies to avoid being a victim. Reporting or Atelling@ will be encouraged so that interventions may be implemented so that both the bully and the victim receive help.

A range of strategies for dealing with bullying incidents will be used. Students who display bullying behaviors will be disciplined as follows: conference with the teacher; office referral; parent conference; guidance referral; referral to violence prevention specialist; behavior intervention plan; and/or referral to court services. Students who are repeat offenders will receive the more serious consequences. All consequences and interventions have a goal of modifying bullying behaviors.

*SHATTERING THE MYTHS OF BULLYING

Myth:	Bullying behavior cannot be changed.
Myth:	Bullies have low self-esteem.
Myth:	Bullies are only from poor families.
Myth:	Bullies are all large males.
Myth:	Most bullying happens on the way to and from school.
Myth:	If you stand up to bullies, they will quit bothering you.
Myth:	If you stop the behavior at school, it will still go on outside of school.
Myth:	If you tell and adult, it will only make the situation worse.

- No Bullying Program (Johnson Institute)

SECTION IV - GENERAL INFORMATION

ADMISSION TO SCHOOL

A person of school age (i.e., a person who will have reached his or her fifth birthday on or before September 30 of the school year and who has not reached 20 years of age, on or before August 1 of the school year, is eligible for admission on a non-tuition basis if residing in the Wise County School Division. A person of school age shall be deemed to reside in the school division when such person meets one of the following criteria:

- A. Is living with a natural parent or parent by legal adoption who actually resides in the Wise County School Division.
- B. Is living with a person in loco parentis who actually resides in the Wise County School Division and the parents of such student are deceased.
- C. Is an emancipated minor living in the Wise County School Division, but not solely for school purposes.
- D. Resides with a non-parent in the Wise County School Division with no intent of changing residency to that of his or her parents, and meets all of the following conditions:
 - 1. The resident with whom the student is living is the court appointed guardian or has legal custody of the student
 - 2. The student is not living with the non-parents for the sole purpose of obtaining school privileges as determined by the Superintendent after full review of all related evidence
 - 3. The student's parents are unable to care for the student.

A person of compulsory school age who resides in an adjoining Virginia school division may attend the appropriate Wise County School provided that such person meets all of the following conditions:

- 1. Is living with a natural parent or legal guardian
- 2. Has no prior record of disruptive school behavior
- 3. The school to which admission is sought has adequate space and staff to accommodate the student
- 4. The person will, in the judgment of school officials, not require for his/her education the expenditure of funds beyond the per pupil average for the Wise County School Division

ASSEMBLIES

All students are expected to attend the assembly programs, and to enter the auditorium in an orderly manner. Tardies to assembly programs will not be tolerated. During programs, students are asked to sit correctly without feet or knees on the seat in front of them. Students should always be a courteous and respectful audience. Disruptive students will be removed from the assembly and disciplined appropriately. It is traditional for the members of the senior class to occupy the front center seats of the auditorium. On special occasions, the senior class will enter last and leave first. During those occasions, the student body will stand as the seniors enter and remain standing until the seniors are seated. Student body will stand as seniors exit the auditorium.

ATTENDANCE AND EXTRA-CURRICULAR ACTIVITIES

An athlete must be present at least a major portion of the day in order to participate in any extra-curricular activity.

ATHLETIC ELIGIBILITY

To be eligible to participate in athletic programs a student must take and pass a minimum of three (3) subjects in the semester prior to the one in which he/she wants to participate and be enrolled in three credit classes. The student must have a physical examination. A VHSL form must be filled out and on file in the main office before he/she can participate. This physical form must also be signed by a parent or guardian.

ATHLETICS

Saint Paul High School is a member of the Virginia High School League, a Group A school with membership in the Cumberland District. The league handbook contains rules under which all interscholastic contests are to be held and under which students may participate. Although the handbook should be consulted in case of questions, some general rules apply to any student who wishes to participate in interscholastic sports:

1. The student will be a regular bona fide student in good standing with the school which he/she represents.
2. He/she will have been promoted to the ninth grade for varsity and eighth grade for junior varsity.
3. He/she will have passed three subjects during the previous semester.

The school mascot is a Deacon. School colors are purple and gold. It is appropriate to demonstrate school spirit by wearing the school colors. The fight song, "On Ye Deacons" urges the Deacons on to victory. It is traditional that Saint Paul students and faculty stand during the singing and playing of this song. Saint Paul High School participates interscholastically in the following sports: football, basketball, softball, cheerleading, baseball, track and cross country, golf, forensics and one-act play. In addition, many other events are offered for intramural competition within the physical education classes.

The duties of the varsity and junior varsity cheerleaders at St. Paul High include planning pep rallies, giving team members individual and group recognition, assisting coaches, and promoting school spirit. All cheerleaders must be in accordance with the rules and regulations of the Virginia High School League and the constitution as adopted and agreed upon by participating cheerleaders (see athletic eligibility).

Code of Conduct For Students Participating in Extracurricular and Co-Curricular Activities

Wise County Schools is proud of all its students, especially those who choose to participate in extracurricular activities. Whenever you put on the uniform of a Wise County School, you represent all of us; you are the face of the school. Wise County Schools also recognize that you represent all of us; you are the face of the school. Wise County Schools also recognize that you represent us even when you are **not** in uniform. In our small, close knit communities, most of the people are aware of the students participating in extracurricular activities, so you are seen as a representative of your school at all times. Poor choices and poor behavior reflect badly on you and your school, so you must be held accountable for your actions at school, on the playing surface, and in the community. Extracurricular participation is a privilege, not a right, and this privilege can be suspended if a student performs actions that discredit the student and/or the school. The Virginia High School League, of which all Wise County Schools are a member, states that a student must be in good standing as determined by the administration of each high school, and each situation will be view on an individual, consistent basis. The status of in good standing will be examined by the administration when evidence is presented that calls this status into question.

In short, by signing the code, you are stating that you recognize that you will be held accountable for your actions at **all** times. You also realize that your participation in extracurricular activities can be suspended if evidence is presented that causes you not to be in good standing with your high school. This code specifically addresses offenses involving drugs and alcohol and the consequences for these offenses. Your coach may also have other rules that can affect your participation in extracurricular activities.

Statement of Agreement

As a participant in extracurricular activities, I realize that drug and alcohol use is dangerous and illegal. I understand that the use of drugs and alcohol at school, at school sponsored activities, or on school grounds will result in suspension from school, participation in extracurricular activities, and possible removal from high school. I also realize that if evidence is presented that proves I have participated in illegal activities (at school or away from school) then I lose privileges to participate in extracurricular activities. I understand if the illegal activities involve drugs or alcohol, the following policy will be implemented:

For the first offense in a student's high school tenure, the student will be suspended for the following number of contests:

- \$ Two (2) games for football, golf, wrestling, cross country, tennis, track and PACE
- \$ Four (4) games for basketball, volleyball, softball, baseball, cheerleading and band

Suspension can be extended into the next sports season or the next school year. The suspension may be reduced to one (1) game or two (2) games provided that the student enrolls in a minimum of five (5) drug or alcohol abuse counseling sessions to be paid for by the offender. Failure to complete all of the counseling sessions will result in the full number of game suspensions.

For the second offense in a student's high school tenure, the student will be suspended from all extracurricular activities for one calendar year from the date of the offense.

Students may also be requested to take drug tests by the administration if there is suspicion of alcohol or drug use by the individual.

I, _____, acknowledge that participation in extracurricular activities is a privilege. I acknowledge that this privilege can be suspended or lost due to actions that cause harm to the image of the Wise County schools which in turn cause me to lose my status of being "in good standing." These actions include activities at school and activities away from school. I understand and agree to the terms and consequences of the drug and alcohol policy, and I agree to participate in drug testing if requested at the expense of Wise County Schools. I also agree to the rules of the coach of the extracurricular activity.

Signature of Student

Date

I, _____, acknowledge that my child's participation in extracurricular activities is a privilege. I acknowledge that this privilege can be suspended or lost due to actions by my child that causes harm to the image of Wise County Schools which in turn leads to loss of his/her status of being "in good standing." These actions include activities at school and activities away from school. I understand and agree to the terms and consequences of the drug and alcohol policy, and I understand and agree to the terms and consequences of the drug and alcohol policy, and I agree to allow my child to participate in drug testing if requested at the expense of Wise County Schools. I also agree to the rules of the coach of the extracurricular activity.

Signature of Parent or Guardian

Date

PARKING RULES AND REGULATIONS

GENERAL INFORMATION

1. The parking fee established by the St. Paul High School for the 2010-2011 school year is **\$15.00**.
Applications are available in the office.
2. Parking a vehicle on school property is a privilege, not a right. Please review all parking regulations with your parents. Students who park on the SPSHS campus must be "in good standing" with the school. Please call the school for clarification if there are questions.
3. Handicapped students will be granted first priority for assigned parking, seniors second, juniors third, and sophomores fourth.
4. Excessive tardiness to first block will result in a loss of parking privilege.
***(See below of application for consequences)**

VEHICLE REGISTRATION INFORMATION AND CONSEQUENCES FOR NON-COMPLIANCE

1. Students who operate a motor vehicle on campus should fully understand their duties and responsibilities. Students who violate parking regulations are subject to any or all of the following consequences:
 - Revocation of parking privilege
 - Ticketing
 - Towing and storage of the vehicle, at the owner's expense
 - Disciplinary action
 - Criminal charges as prescribed by law
2. Only one tag will be issued per student. Students may register up to two of their family vehicles. The tag may be moved from one registered family vehicle to another. **Students may NOT share parking spaces/parking tags.**
3. Student with proper registration may park their motor vehicles in their **assigned parking space**. Vehicles should be parked front-end first, within space lines. Backing into spaces is not permitted. The tag must be hung from the inside rear view mirror, with number facing the front of the vehicle.
4. Vehicles must be parked in assigned spaces. The only place available for students to park is the student lot. Students may not park in the school bus parking lot, faculty lots, visitor spaces, or other undesignated areas. Vehicles parked in the wrong space or in unauthorized areas will be towed at the owner's expense and the permit will be subject to revocation without refund.
5. Students who fail to properly display the tag will be ticketed or have their tag revoked.
6. Lost parking tags will be replaced for a \$15.00 fee. All losses must be reported to the office.
7. Inform the office immediately of any changes in vehicle or license plate.
8. Student may not sell, sub-lease, or give their assigned parking space (tag) to other students. Any special circumstances should be handled only by the school administrator.

PARKING LOT SAFETY ISSUES

1. In an effort to promote safety for all students, school personnel, and visitors, all students must abide by all Commonwealth of Virginia General Statutes regarding seatbelt usage and automobile operations when on campus and when arriving or departing campus. Failure to abide by these Commonwealth of

Virginia General Statutes could result in fines, suspension or revocation of parking privileges.

2. Students are expected to comply with all directions of the SRO (*Law Enforcement Officer who will be assigned to the parking areas and campus.)
3. Any student who parks a motor vehicle illegally will face disciplinary action, loss of permit, and may face prosecution.
4. The safe operation of motor vehicles is required. Vehicles must not travel in excess of **10 miles per hour**. All traffic laws apply. No squalling of tires or reckless driving on campus. Citations will be issued as necessary. School buses always have right of way over all other vehicles.
5. The school system is not responsible for damages to, or theft from vehicles. Students are cautioned NOT to leave valuables in their vehicles. Parked vehicles should be left with windows closed and doors locked.
6. Student vehicles are subject to search if there is reasonable suspicion to believe that drugs, alcohol, stolen property, or other contraband is present in the vehicle.
7. School Board Policy prohibits the possession and/or use of tobacco products on campus. **Students may not possess tobacco products or smoke in cars at any time while on school campus.**
8. Loitering in the parking lot is prohibited. Students should lock their cars and leave the parking lot immediately upon arriving at school. Students need written permission from an administrator or the SRO to be in student lots during school hours.
9. Disabled vehicles may not be left on campus overnight. If necessary, towing should be arranged by the student.

PARKING REFUNDS

1. There will be **NO** refunds for parking permits. An exception will be made if the student moves away from the Wise County Public School System. Specifically, refunds **WILL NOT** be made under the following circumstances:
 - A. voluntary withdrawal from school (dropping out)
 - B. long-term suspension
 - C. school-based disciplinary action related to loss of parking privilege
 - D. loss of driving privilege due to revocation or operator's license
 - E. cancellation of need for space (e.g. car sold, parents revoke driving privilege, car wrecked, etc.)
 - F. any reason not specified above

Consequences for tardiness first block:

Number of Tardies 1st Block	Days Permit Revoked
5	5
10	7
15	20
20	<u>Remainder of the semester</u>

- Tardies for the first semester do not carry over to the next semester.
- Tardies **do** start over beginning semester two.

Please see your grade level administrator for questions or concerns.

BOOKS

All high school students are eligible to receive free books. These books must be kept in a good state of repair. If a student loses a book or causes excessive damage to a book, the student will be charged 100% of cost for a new book; 50% of cost for an old book and 10% of cost for damages to a book. All workbooks must be purchased separately from the teachers. If a student desires to buy books, he/she may do so at the price quoted on the book price list. Books will be issued the first day of school by the teachers. All books must be turned in at the end of each semester and all book-related fines are to be paid at the end of each semester. Report cards will be held until book fines are paid or books are returned.

BUSES

Riding the bus is a privilege contingent upon appropriate behavior. All transported students are expected to behave in a manner which is conducive to the safety and well being of everyone. Students are expected to remain seated on the bus at all times. Students are expected to be standing at the bus stop waiting for the bus. Students who ride the bus will not be permitted to get off the bus at any stop besides home or school without written permission from their parents or guardians. This note of written permission must be approved by an administrator in the office and presented to the bus driver.

CAFETERIA SERVICES

The cafeteria serves breakfast and lunch daily. Breakfast is served between 8:00 a.m. and 8:25 a.m. Students wishing to eat breakfast must do so immediately upon arrival. Following breakfast, students are to leave the cafeteria. High school students are not allowed to remain in the cafeteria if they have eaten their breakfast.

LUNCH

Free	\$.00
Reduced	.40
Regular	1.50
Adult	2.50

BREAKFAST

Free	\$.00
Reduced	.30
Regular	.75

The cafeteria is the only designated place available to eat at Saint Paul High School. All students are required to eat in the cafeteria. No food items are allowed outside the cafeteria during lunch period. Students must remain in the cafeteria or between the gym and main building. **Students may not be allowed to stand on the Abreeze way® during the lunch period based on behavioral issues as determined by the school administration. Glass bottles are not allowed in the cafeteria for safety reasons.** All students are expected to conduct themselves in an orderly and clean manner.

CHECKING IN

Students checking in late must report to the office before going to class and are not to be admitted to class without an admit slip. They are to present a note to the attendance officer or secretary that includes the reason for the tardiness with a parent/guardian signature and phone number.

CHECKING OUT

To check out of school, a student must present a note that morning which includes the reason for leaving, a signature of the parent/guardian, as well as a phone number of the parent/guardian who can verify the note. Parents should contact the main office before school hours if they will not be available to be contacted. Without this, students will not be allowed to check out. **Also, no person other than the parent/guardian or others designated by the parent/guardian can check out a student.** The office will call students from their classes to check out.

When a student becomes ill during the school day, he/she is to report to the school nurse. The nurse will evaluate the student's need to check out and contact the parent/guardian. If the nurse is not available, an administrator or secretary will call the parent or guardian.

CLUBS

Any club sponsored by the administration and faculty of the school must have a constitution or charter identifying the goals and purposes of the club, and the criteria for club membership. A copy of this charter or constitution must be on file with the principal's office. All clubs will be allowed to meet at least once monthly during a meeting period designated by the principal with no more than two club periods per month. Club sponsors should contact the principal for any changes to be made in meeting times.

CLUB SCHEDULE

Clubs to meet the **first** Wednesday of each month:

12:50 p.m. Senior Ecology, FCCLA and Youth Alive Fellowship
1:20 p.m. DECA

Clubs to meet the **third** Wednesday of each month:

12:50 p.m. FBLA
1:20 p.m. Speech-Drama/Beta/Junior Ecology

DETENTION RULES

1. Students will report to the assigned room ASAP after school.
2. Students arriving tardy will not be allowed in the room. The room will be locked at 3:45 p.m.
3. Students absent will be additional punishments by the administration. Repeat offenders will be given an out of school suspension.
4. Students must complete homework or work assigned to them by the referring teacher. They must also bring enough work for the entire hour of detention.
5. Students arriving without work will not be allowed to stay for detention and will be told to leave. In this instance, they will be marked absent.
6. Students will not be allowed to use detention for talking with other students or teachers.
7. Students will not be allowed to leave the detention room without a valid reason.
8. No bathroom breaks will be allowed during the one-hour detention schedule. Students must use the restroom before detention begins.
9. Each student will be allowed one (1) detention reschedule each year due to school-sponsored activities. Each absence after that will be considered unexcused.
10. Excused detention absences must be worked out with the principal **before** the assigned day.

REGULATIONS FOR HOLDING OFFICES

1. No student will hold the office of president of more than one club during the same period of time.
2. Officers should be elected in the fall.
3. Officers of all clubs are expected to learn as much about parliamentary procedures as possible.
4. All persons holding offices in any club should be in good standing with the school.

DROPPING COURSES

A student has two days to drop a course without penalty. The State Department of Education requires a minimum of 140 hours of instruction for credit to be awarded.

EXAMINATION EXEMPTION POLICY

All students will be required to take a final examination. Students who have a passing SOL score for the term may substitute/convert scores for an exam grade. Students will be exempt from final examinations each term provided they meet the following grade and attendance requirements:

- A – Four absences or fewer
- B – Three absences or fewer
- C – Two absences or fewer
- D – One absence or fewer

F – Must take examinations

FAMILY LIFE EDUCATION

Generally

The Wise County School Board approves the inclusion of family life education (FLE) in the curriculum. Instruction shall be organized and maintained under the FLE standards of learning objectives developed by the State Department of Education.

Community Involvement Team

Under procedures approved by the School Board, a community involvement team shall be established. The team may include but not be limited to school administrators, teachers, parents, clergy, medical professionals and others in the community.

Instructional Materials

All instructional materials used in family life education (FLE) must be approved by the superintendent or his/her designee. No materials relating to FLE may be available for circulation to students through the school libraries or resource and media centers unless the School Board has approved these materials.

Staff Training/Grade Level Leaders

1. Staff Training
The superintendent, or designee, shall select teachers for FLE training programs sponsored by the Virginia Department of Education.
2. Grade Level Leaders
The superintendent, or a designee, shall appoint a FLE leader for each grade level. The FLE leader will assist in training teachers and will work with the community involvement team.

Separate Sessions

Portions of classes in the FLE program which deal exclusively with human sexuality may be conducted in separate sessions for boys and girls.

“Opt-out” Procedures

The superintendent shall develop “opt-out” procedures for parents or guardians who do not want their children included in all or part of the FLE program.

Disabled Students

The superintendent, or a designee, shall develop a plan for including appropriate instruction in family life education in the individualized education plan (IEP) of disabled students.

Annual Review

The FLE curriculum shall be reviewed annually. Such review shall allow for community input.

Right of Parental Review

A parent or guardian shall have the right to review the family life curricula, including all supplemental materials used in the program. A summary of the family life program designed to assist the parent in understanding the program and to encourage parental involvement in the instruction of students in family life education shall be prepared and available.

FIELD TRIPS

The principal of Saint Paul High School will give approval for field trips which meet the proper criteria. Field trips must be instructional with definite objectives and related to SOL's. Field trips should be well planned and incorporated into the teacher's instructional plans as enrichment activities. Permission slips signed by a parent or guardian are required before any trip. Students are required to make up any work missed according to the excused absence policy.

FIRE DRILL PROCEDURES

In every public school there shall be a fire drill at least once each week the first month of school session in order that pupils may be thoroughly practiced in such drills. During the remainder of the school session, fire drills shall be held at least monthly. In the event of a fire or fire drill all students, faculty members, and personnel should move in a quiet and orderly manner to the nearest exit and remain a safe distance (at least 100 feet) from the building. The signal for the fire alarm will be a continuous blast of the alarm.

Fire drill procedures to be followed are:

- No person should stop for books, coats, or other articles.
- Everyone should walk rapidly but do not push, run or shove. Move at least 100 feet from the building.
- Once assembled outside, remain in an orderly assembly with the class and wait for the classroom teacher to call roll.
- Do not reenter the building until instructed to do so.

FIRE DRILL ROUTES

The process of leaving the building will be as follows:

- All students, faculty and personnel in the library, auditorium, Room 106, and general offices are to leave the building through the main entrance, Exit No. 1.
- All students, faculty and personnel in the conference room, Room 102, Room 104, Room 201, Room 204, and Room 206 are to leave the building through the south entrance, Exit No. 2.
- All students, faculty, and personnel in Room 101, Room 108, Room 208, Room 203, and Room 210 are to leave the building through the north entrance, Exit No. 3.

FUNDRAISING

There shall be no soliciting funds in the school from any outside groups. Pupils may engage in fund raising; subject to the following conditions:

1. The project has the approval of the assistant principal.
2. Funds derived from these projects are handled according to regulations for all other school funds.
3. All funds raised in the name of St. Paul High School shall be part of the regular school account, and all items purchased with said funds shall be the property of St. Paul High School.
4. Students not submitting funds raised in these activities may not be allowed to participate in future fund-raising.

All clubs or organizations dealing with funds shall have a treasurer to keep records of said funds; however, all disbursements and collections will be handled through the principal's office, and all funds shall be a part of the regular funds for St. Paul High School.

The principal and assistant principal of St. Paul High School shall be the only disbursing authorities in the school.

No charges or credits shall be made in the name of St. Paul High School without permission from the principal.

HALL PASSES

Students should be in their assigned area at all times unless student has permission from his/her teacher. Students without a hall pass, who are not in their assigned area, will be regarded as absent from class and this absence will be unexcused.

HEALTH SCREENING

Wise County will screen all new students in the areas of speech, voice, language, vision and hearing within sixty days of enrolling in school. Fine and gross motor will be screened for all new enrollees in grades K-3. Students in grades Kindergarten, 1,3,5,7,and 10 will also be screened for vision and hearing. Students will

be screened for scoliosis in grades 5,6,7, and 9.

INCLEMENT WEATHER SCHEDULE

The Wise County School Board has made it possible for the schools to operate on an inclement weather schedule (FOR EXAMPLE SNOW OR HEAT). This schedule sets the opening of school to 10:00 A.M. rather than 8:30 A.M. In the event St. Paul High School is on an inclement weather schedule, all classes will be shortened, and school will be dismissed at the regular time.

The only way the school board has to communicate information dealing with inclement weather is through the news media; therefore, faculty and students are requested to listen to the 11:00 P.M., 6:30 A.M. news or 7:25 A.M. reports on WCYB TV, Channel 5, Bristol; WNVA 1450, Norton, or WXLZ 1140, Castlewood, on your radio dial. **Do not call the principal** as his source of information is the same as that for the general public.

INSURANCE

The school board provides secondary insurance to students, which covers student accidents at school or school-sponsored activities. All accidents should be reported immediately to the office. Students must secure a claim form from the office, complete the form and have it also completed by the attending physician. This form must be returned to the St. Paul High School office and not mailed directly to the insurance company. The insurance payment will be delayed if these procedures are not followed. A copy is retained on file for future references.

LEAVING SCHOOL

Students are permitted to leave school grounds during the school day only if the following conditions are met:

1. The student's parent or guardian comes to the school to pick up the student or if the parent calls or sends an appropriate note stating the reason for leaving. Students may be checked out of school by parents, guardians or other persons listed on student information sheet. **Students are not allowed to leave with anyone not listed on student information sheet.**
2. The student's reason for leaving must be a valid reason, that is, sickness, emergency or doctor's appointment.
3. Students should pick up a check-out form before school begins so that each teacher can sign the sheet and mark his/her roll accordingly.
4. Students must sign out in the office, **regardless** of the reason for leaving.
5. A student who has a vehicle may leave school if permission has been granted by the administration after the parent has confirmed the arrangement with the administration.

LOANS MADE FROM OFFICE

It is the policy of this school that **no money will be loaned** from the office at any time or for any reason.

LOCK/LOCKER RENTAL

A \$5.00 fee is required for lock/locker rentals. At the end of the school term \$1.00 will be refunded to the student when he or she returns the lock.

Students will be expected to keep a lock on their locker. This is for the prevention of theft and for the unauthorized entry to a student's locker. Failure to lock a student's locker could result in disciplinary action.

MEDICINES and SCHOOL NURSE

Any student under a physician's care who has medicine to take during the day must leave this medicine in the nurse=s office. At the prescribed time, the student may come to the office and sign out to visit the nurse to take their medicine. Any over-the-counter drug (such as aspirin) must be left in the nurse=s office and can only be taken with the written or oral permission of a parent or guardian. Under no circumstances will any medicines (such as aspirin) be given without a parent's permission. Students must sign out in office prior to visiting the nurse=s office.

PACE TEAM

The Pace Team competes with other Wise County Schools in an academic quiz competition based in the areas of math, science, social studies, and language arts. To be eligible the student must have been promoted to the ninth grade, passed at least 3 of 4 credited subjects the previous semester and after entering the ninth grade must not have been enrolled or eligible for enrollment in high school for more than eight consecutive semesters. Mrs. Carter and Mrs. Sluss are the PACE coaches this year. Please see them to join the team.

PUBLIC DISPLAYS OF AFFECTION

Students will refrain from public displays of affection at school, on the buses, or at any school-sponsored activity. Respectable and responsible behavior is expected at all times.

SCHOOL SPONSORED ACTIVITIES

All activities sponsored by St. Paul High School must be chaperoned by faculty or administrators. Any activity which does not have an approved school chaperone present will not be considered to be under the sponsorship of St. Paul High School.

1. No school sponsored activity will be held without the approval of the principal.
2. If a school sponsored activity is approved, it is required that the sponsor be present at the event.
3. Final plans for a school sponsored activity must be presented to and approved by the principal at least one week before the date of the event.
4. School sponsored activities will be scheduled on a Friday or Saturday night. Each event will close no later than 11:30 p.m.
5. The school will not sponsor an activity after these hours. Students going to other places after school sponsored activities become the responsibility of their parents and not the school.
6. Chaperons, at least four faculty members, must be provided for each major event.

7. The school administration and chaperons cannot be responsible for the conduct of students not present. Everyone attending a school sponsored activity will be expected to arrive at a reasonable time. Exceptions will be made if students must work and find it impossible to come on time. **All persons are expected to stay at the school sponsored activity until it is over.** People who leave will not be allowed to return to the school sponsored activity unless they purchase another ticket.
8. Any person who shows evidence of being under the influence of any intoxicant will not be allowed to enter. Chaperons reserve the right to ask any student entering in this condition to leave the activity. Any student in such a situation will be disciplined as if it were school hours.
9. School conduct rules and school dress code apply at all times.
10. The organization sponsoring the activity shall abide by the above rules and will provide as many of the following as necessary: selection of chaperons, doorkeeper, refreshments, decorations, music, and tickets, invitations, and clean-up.
11. Prom guests, not attending St. Paul High School, will be allowed to attend only with principal's permission.

SNACKS/FOOD DELIVERY

The school has vending machines in the main hallway and the upstairs hallway which may be used before or after school. If littering becomes a problem, the machines will be removed. These food items are not to be consumed in the classroom during class time or in the cafeteria during lunch time.

Students are not allowed to have food delivered to the school by outside companies/organizations. Parents bringing food to the school should check in at the office upon entering school grounds.

SPORTSMANSHIP, ETHICS AND INTEGRITY

The Board of Education recognizes the value of extracurricular activities in the educational process and the values that young people develop when they have the opportunity to participate in an organized activity outside of the traditional classroom. Participants and responsible adults involved in Board approved extracurricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as is expected in the classroom. The Board further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups and support/booster groups. **Failure to demonstrate good sportsmanship at all times may result in the loss of spectator privileges.**

Students may not cheat on their work; forge signatures, or copy computer programs or other copyrighted materials.

A student shall not plagiarize or otherwise cheat on his schoolwork.

A student shall not forge signatures or documents, or use forged signature on documents.

A student shall not use computers or other technology to illegally copy material, transmit or receive profane messages, or otherwise violate school rules, board policy, the laws of the Commonwealth, or regulations pertaining to accessible networks.

TARDIES TO CLASS

Students should be in his/her seat and ready to work when the tardy bell rings; otherwise, the student will be considered tardy. The procedure for handling students with unexcused tardiness to class is as follows:

Four unexcused tardies to a class during a nine weeks will result in an automatic after school detention. Each additional tardy will have additional detentions, possibly suspensions. Detention occurs immediately after school on any assigned day. For additional detention rules, see the detention section.

Students will have ample time to report to class. On a normal school day, there will be a 10 minute break in the morning and afternoon.

TELEPHONE

The office telephone is a business telephone and should be used for official business only. Students needing to use the phone must have permission from office personnel and may use the pay phone in the hall. Emergency calls for students will be made by office personnel. ***Students are reminded that cell phones, beepers, pagers or other electronic devices are not allowed at school according to Wise County School Policy.***

CELLULAR TELEPHONE REGULATIONS

Cellular phones are not to be used during the school day from 8:30 until 3:30. Cell phones are to be turned off and out-of-sight during these times. Regulations are as follows:

1st Offense

- (a) Confiscation of telephone by staff member
- (b) Student can pick up from office after school

2nd Offense

- (a) Confiscation of telephone by staff member
- (b) Parent can pick up telephone after school

3rd Offense

- (a) Confiscation of telephone by staff member
- (b) Parent to pick up telephone after school
- (c) One day ISS

4th Offense

- (a) Confiscation of telephone by staff member
- (b) Parent to pick up telephone after school
- (c) One day out-of-school suspension

5th Offense

- (a) Confiscation of telephone by staff member
- (b) Parent to pick up telephone after school
- (c) Two days out-of-school suspension

6th Offense

- (a) Student must appear before the Discipline Committee

VISITORS IN SCHOOL

All visitors must sign in as a visitor in the main office and receive a visitor=s pass before entering any part of the school.

The visitor's pass must be clearly visible to teachers and students. It is desirable that parent-teacher conferences be held before or after school. Parents may make appointments through the office to meet with teachers during the teacher's planning period.

Any person, who loiters or causes disturbances on school grounds, may be charged with disorderly conduct and may be prosecuted according to the law. Students are requested to immediately report to the principal any person loitering on or near the school grounds. If necessary, the principal shall notify the appropriate law enforcement agency upon receiving the report and shall notify the superintendent.

WEIGHT ROOM

Students are not allowed to use the weight room equipment or to be in the weight room without permission and approved adult supervision.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that Wise County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child=s education records. However, Wise County Public Schools may disclose appropriately designated directory information@ without written consent, unless you have advised the School Division to the contrary in accordance with Division procedures. The primary purpose of directory information is to allow the Wise County Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student=s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs: and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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

If you do not want Wise County Public Schools to disclose directory information from your child's education records

without your prior written consent, you must notify Wise County Public Schools in writing by the beginning of the school year. The Wise County Public Schools has designated the following information as directory information:

- Student's name
- Address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Telephone Listing
- Degrees, honors, and awards received the most recent educational agency or institution attended
- Electronic mail address

**BUS SCHEDULE
2010-2011**

ESTIMATED TIMES LISTED BELOW

<u>BUS NO.</u>	<u>DRIVER</u>	<u>A.M.</u>	<u>AREA</u>	<u>P.M.</u>
26	Jeannie Bradley 762-2808	7:05	Castlewood	4:30
		7:30	Honey Branch	4:00
		8:05	Gray Hill	3:40
<hr/>				
74	Carol Hall 762-9860	N/A	Town	3:45
		7:20	Flags	4:20
		7:30	Virginia City	4:00
		7:30	Russell Creek	4:00
		7:40	Bull Hill	4:05
		7:50	Burton Ford	4:10
		8:00	Hardy Hollow	3:50
<hr/>				
51	Janet Beavers 794-9629	7:45	West Hills	4:05
		7:55	South St. Paul	3:55
		8:00	Clinch View Apts	3:40
<hr/>				
59	Paul Phillips 762-7159	7:20	Dwina	3:45
		7:30	Bull Run	4:00
		7:45	Carfax	4:20
		7:55	Dry Fork	4:10
		8:00	Town	3:40

Spare Bus Numbers

31
116

2010-2011 School Calendar

The 2010-2011 School Calendar is subject to change due to inclement weather

School Board Approved February 8, 2010

JULY '10						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July 2 & 3: Fourth of July Holiday School Closed.

Aug. 5 County-wide Meeting.
Aug. 6 & 9 In-service. DI for Secondary. Grade level/Professional Dev. for elementary and middle.
Aug. 10 & 11 work at home school.
Aug. 12 Student's First Day.

AUGUST '10						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sept. 6 Labor Day School Closed.

Sept. 10 Mid-Term Grade Report Sent to Parents.

Sept. 24 Dismissal at noon, staff development for teachers in afternoon.

SEPTEMBER '10						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Oct. 15 End of first 9 weeks. Dismissal at noon.

Oct. 29 Dismissal at noon, staff development for teachers in afternoon.

OCTOBER '10						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Nov. 2 Election Day School Closed.

Nov. 12 Mid-Term Grade Report Sent to Parents.

Nov. 24-26 Thanksgiving Holidays-School Closed.

NOVEMBER '10						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Dec. 22. End of First Semester. Dismissal at Noon.

Dec. 23-31 Winter Break-School Closed.

DECEMBER '10						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY '11						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jan. 3 - 5 Closed Winter Break.
Jan. 6 Staff Development at a site TBA.
Jan. 7 Teacher Workday at home school.
Jan. 10 First Day of Second Semester.
Jan. 28 Dismissal at noon, staff development for teachers in afternoon.

February '11						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Feb. 4 Mid-Term Grade Report Sent to Parents.

Feb. 25 Dismissal at noon, staff development for teachers in afternoon.

MARCH '11						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Mar. 11 End of third 9 weeks. Dismissal at noon.

Mar. 25 Dismissal at noon, staff development for teachers in afternoon.

APRIL '11						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Apr. 4-8 Spring Break School Closed.

Apr. 15 Mid-Term Grade Report Sent to Parents.

Apr. 29 Dismissal at noon, staff development for teachers in afternoon.

MAY '11						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 20 End of Second Semester. Dismissal at noon.

May 23 & 24 Teacher Work-days.

JUNE '11						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Spring Break will be the first full week in April each year. These days will be protected and not taken due to bad weather.

Spring Break will be the first full week in April each year. These days will be protected and not taken due to bad weather.

Graduation Requirements for 2009-10 and beyond

Standard Diploma

Subject Area	Standard Units of Credit	Verified Units of Credit
English	4	2
Mathematics-1	3	1
Science-2	3	1
History & Social Science-3	3	1
Health/Physical Education	2	
Fine or Practical Art	1	
Electives-4	6	
Student selected test		1
Total	22	6

1-Courses completed to satisfy this requirement shall be at or above the level of algebra and shall include at least two course selections from among: Algebra I, Geometry, Algebra II or other mathematics

courses above the level of algebra and geometry.

2-Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines: earth sciences, biology, chemistry or physics.

3-Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government and one course in either world history or geography.

4-Courses to satisfy this requirement shall include at least two sequential electives.

Advanced Diploma

Subject Area	Standard Units of Credit	Verified Units of Credit
English	4	2
Mathematics-1	4	2
Science-2	4	2
History & Social Science-3	4	2
Health/Physical Education	2	
Fine or Practical Art	1	
Foreign Language-4	3	
Electives	2	
Student selected test		1
Total	24	9

1-Courses completed to satisfy this requirement shall be at or above the level of algebra and shall include at least three different course selections from among: Algebra I, Geometry, Algebra II or other mathematics courses above the level

of Algebra II.

2-Courses completed to satisfy this requirement shall include course selections from at least three different science disciplines from among: earth sciences, biology, chemistry or physics.

3-Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government and two courses in either world history or geography

4-Courses completed to satisfy this requirement shall include three years of one language or two years of two languages.

Students receiving the Standard Diploma, graduating with an “A” average will receive a Board of Education Seal. Students receiving the Advanced Studies Diploma and graduating with an average of “B” or better and completing at least one AP course or one college level course will receive a Governor’s S

**Parental Statement of Receipt of
St. Paul High School Student Conduct Code.**

I am the parent of the below named child and, by my signature, I acknowledge that I have received a copy of the St. Paul High School Student Conduct Code

By signing this Statement of Receipt, I do not waive or abdicate, but do expressly reserve, any rights protected by the constitutions or laws of the United States or the Commonwealth of Virginia. I further understand that I have the right to express disagreement with the school=s or school division=s policies or decisions.

Date: _____

Signature of Parent: _____

Name of Student: _____

Notice to Parent

By signing the above statement of receipt, you shall not be deemed to waive, and you expressly reserve, your rights protected by the constitutions or laws of the United States or the Commonwealth, and you have the right to express disagreement with the school=s or school division=s policies or decisions.

(Please return this page to your son or daughter=s school.)

MEDICAL INFORMATION SHEET

Please list below any medical or prescription needs that your son or daughter may have. This information is very important for the welfare of your child.

Student Name _____ Date _____

Parent Signature _____

**ST. PAUL HIGH SCHOOL
PO BOX 976
ST. PAUL, VA 24283**

Telephone (276) 762-5221

Fax (276) 762-5580

Paul Clendenon, Principal

Melissa Cook, Guidance Counselor
Kimberly Jackson, Guidance Clerk

RECORD REQUEST FORM

Date: _____

To: Guidance Counselor _____

School: _____

School Address: _____

Students Name: _____
Last First M.I.

Grade: _____

Date of Birth: _____

I request that specified information be sent to the address listed above for registration and enrollment on _____(date)

(It is not necessary for parents to sign a release when records are being passed from Public school. Note Federal Register, Thursday, June 17 1976, Part II H.E.W. – Privacy Rights for Parents and Students. Final rule on Education Records, Vol. 41 #118-24673.)

SPECIFIED INFORMATION

- | | |
|--|--|
| <input type="checkbox"/> Academic work completed | <input type="checkbox"/> Explanation of Grading System |
| <input type="checkbox"/> Grades to date | <input type="checkbox"/> Standardized test scores |
| <input type="checkbox"/> Attendance | <input type="checkbox"/> Psychological & IEP (If any) |
| <input type="checkbox"/> Immunizations | <input type="checkbox"/> Teacher/Counselor evaluation |
| <input type="checkbox"/> Driver education verification | <input type="checkbox"/> Discipline |
| <input type="checkbox"/> Minimum State Competency Scores | <input type="checkbox"/> Other _____ |

Melissa Cook _____
Kimberly Jackson _____
Parent or Guardian Signature: _____