

# PATRIOT HIGH SCHOOL



## 2011-12 Student Agenda and Handbook

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10504 Kettle Run Road  
Nokesville, VA 20181  
703.594.3020 • 703.594.2814 Fax  
patrioths.pwcs.edu

### **Dr. Michael E. Bishop, Principal**

Ms. Madre Mack, *Assistant Principal*

Ms. Emily Utter, *Assistant Principal*

Mr. Lance Sherrill, *Teacher on Administrative Assignment*

Mrs. Chrystal L. Thompson, *Teacher on Administrative Assignment*

Mrs. Terri Snoots, *Director of School Counseling*

Mr. John Lavelly, *Director of School Security*

Mr. Brad Qualls, *Director of Student Activities*

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**Student Name** \_\_\_\_\_

**Student Number** \_\_\_\_\_ **Home Phone** \_\_\_\_\_

**Address** \_\_\_\_\_

**Home Room Teacher** \_\_\_\_\_

**Home Room #** \_\_\_\_\_ **Locker #** \_\_\_\_\_

**Administrator** \_\_\_\_\_

**Counselor** \_\_\_\_\_

# Class Schedule

## Odd Day

<u>Block</u>	<u>Subject</u>	<u>Teacher</u>	<u>Room #</u>
1			
3			
5			
7			

## Even Day

<u>Block</u>	<u>Subject</u>	<u>Teacher</u>	<u>Room #</u>
2			
4			
6			
8	A		
	B		

## WELCOME TO PATRIOT HIGH SCHOOL

Dear Parents and Students:

As our inaugural year begins, the staff of Patriot High School is committed to creating an optimal learning environment that provides students with multiple opportunities to experience success, both in the classroom and through participation in extracurricular activities. During the school year, always partake of opportunities provided for you to experience success- from tutoring to club participation. These experiences will provide leadership skills and let you focus on developing your full potential. Many new and exciting activities will happen at Patriot High School throughout our first year; all of them will be “firsts” and we should enjoy each and every moment.

This agenda/handbook has been prepared as a guide to the programs, policies, and activities at Patriot High School. I hope that you will take the time to read the handbook carefully as it contains valuable information necessary to understanding our daily operations. The agenda should be used as a tool to stay organized and on track during the school year.

Our motto- “Leadership”, “Integrity”, “Character”, and “Pride”- will characterize both our school and our graduates. Our students are expected to be leaders and role models within our school and throughout our community. These four words define and create the vision for our end product- educated graduates who have the skills to be successful, to be an asset to the community, and ready for the 21<sup>st</sup> century.

As principal of Patriot, **I am proud to be a Pioneer** and look forward to creating an environment of excellence at Patriot High School. **Please work every day to make your high school experience here the best. Set your expectations high; everyone at Patriot strives for your success!**

Sincerely,

Michael E. Bishop, Ed.D.

## HONOR CODE

As a Patriot High School student, I will strive to uphold the characteristics of a successful student. I will demonstrate and respect **leadership**, show **integrity** in my decisions, work to make my **character** reputable, and take **pride** in my own accomplishments.

## VISION STATEMENT

Patriot High School will help to develop the leadership capacity of all students and provide them with a practical skill set that enables them to be successful in the 21<sup>st</sup> century.

## MISSION STATEMENT

The mission of Patriot High School is to create a student-centered, leadership-themed environment that will:

- Empower students to plan and organize their own priorities to meet new challenges effectively.
- Create a 21<sup>st</sup> century learning environment that provides students with valuable communication skills, critical thinking skills, and practical applications in order to become a successful member of the community.
- Continually seek to improve the quality of our work, demonstrate originality and inventiveness, and actively seek feedback from others.
- Create and provide opportunities for all of students to demonstrate multiple levels of skill mastery and competencies in our chosen areas of study.
- Seek first to understand and appreciate the diverse background of our peers and colleagues within our community of learners and exercise flexibility in making necessary compromises to accomplish common goals.
- Collaboratively problem-solve when faced with adversity and collectively meet challenges through teamwork, communication, and a win-win mentality.
- Build strong relationships with our students, staff, and community to enhance our ability to develop new ideas, accept new challenges, and prepare our students for professions of the future, which are unnamed and unknown.

## PWCS SCHOOL BOARD

### School Board

Mr. Milton C. Johns  
*Chairman At-Large*

Mr. Don Richardson  
Vice Chairman  
Gainesville District

Mrs. Lisa E. Bell  
Neabsco District

Mrs. Betty D. Covington  
Dumfries District

Mr. Grant Lattin  
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Dr. Michael I. Otaigbe  
Coles District

Mrs. Denita S. Ramirez  
Woodbridge District

Mr. Gil Trenum  
Brentsville District

### Superintendent of Schools

Dr. Steven L. Walts



**Prince William County**  
PUBLIC SCHOOLS  
*Providing A World-Class Education*

*The Prince William County Public School Division does not discriminate in employment or in its educational programs and activities against qualified individuals on the basis of race, color, national origin, religion, sex, pregnancy, age, veteran status, or disability.*

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## 2011-12 STUDENT SCHOOL CALENDAR

September 6	School Begins
October 3	Back-to-School Night
October 14	Interims
October 14/15	Fall Festival
November 7	1 <sup>st</sup> Grading Period Ends
November 8	Teacher Workday
November 11	Veterans Day Holiday
November 15	Report Cards
November 23	Thanksgiving Break (Half day)
November 24/25	Thanksgiving Break
December 22	Interims
December 22	Winter Break (Half day)
December 23-30	Winter Break
January 2	Winter Break
January 16	Martin Luther King Holiday
January 27	End of 1 <sup>st</sup> Semester
January 30	Teacher Workday
February 6	Report Cards
February 20	Presidents' Day Holiday
March 9	Interims
March 30	3 <sup>rd</sup> Grading Period Ends
April 2-6	Spring Break
April 9	Teacher Workday
April 16	Report Cards
May 28	Memorial Day Holiday
June 15	Interims
June 15	End of 2 <sup>nd</sup> Semester
June 25	Report Cards

*\*Testing dates listed in the School Counseling section.*

### **“7 HABITS OF HIGHLY EFFECTIVE PEOPLE” by Steven Covey®©**

1. *Be Proactive*- Recognize your responsibility to make things happen for yourself.
2. *Begin with the End in Mind*- Know where you're going, understand where you are now, and take steps in the right direction. A personal mission statement defines who you are.
3. *Put First Things First*- Self-leadership decides what the first things are, and self-management is the discipline of following your priorities.
4. *Seek to Understand, then Be Understood*- Listen to others in your life with empathy as you would want them to listen to you.
5. *Think Win/Win*- Find a way you and others can both benefit by your interaction.
6. *Synergize*- Letting go of preconceived notions and work together for betterment.
7. *Sharpen the Saw*- Renewal of your physical, mental, emotional/social, and spiritual self.

### **MOTTO**

#### Leadership

To be a leader is not to have people follow you. It is accountability and responsibility to those who chose to follow you and support the decisions you make. Leadership is an ability to lead skillfully

and thoughtfully. To follow someone in their leadership capacity is to respect their decisions and their innate abilities as a leader.

Integrity

To show integrity is “to do what is right, when no one else is looking.”

Character

To have character is to uphold your beliefs when others may doubt you, to stay true to your values, and to know you did the right thing. Character consists of your moral compass.

Pride

To show pride is not to revel in one’s own accomplishments, but to stand with your team, your peers, your school, your family, and your community as you struggle with adversity, cheer with excitement, and help each other.

## **EXPECTATIONS AND TOPICS**

A Patriot High School’s student expectations are applicable not only while involved with school activities or within the learning environment, but within the community. Certain circumstances, even outside the school activities or environment, will result in the student being held accountable for his or her actions.

No student shall violate, while on school property, while at any school activity, or while under the supervision of school authority (including going to and coming from school), any laws or rules and regulations of the School Board and the school. The following list of conduct violations is not meant to be all-inclusive. Formal definitions and explanations may be found in the Prince William County Public Schools *Code of Behavior*, which can be accessed at [pwcs.edu](http://pwcs.edu).

- Alcohol, drug, or placebo use, misrepresentation, possession, or distribution
- Bullying and/or cyberbullying
- Defiance of the authority of school personnel
- Dishonesty
- Disruptions
- Dress code
- Group/Mob Action
- Harassment, including sexual harassment
- Leaving school grounds, not matter when or amount gone, without permission
- Medication and prescription drugs
- Threats
- Tobacco and/or use, misrepresentation, paraphernalia, possession, or distribution
- Trespassing on school property
- Truancy
- Vandalism
- Verbal Abuse and/or vulgarity
- Violence and/or weapons

Authorized Areas

As soon as students arrive, they must come inside and remain in authorized areas. Parking lots, outside areas, and vehicles are off limits during the school day. At lunch, students must remain on school grounds. Hallways, lockers, parking lots, other outside areas, and vehicles are off limits at lunch. The same rules for authorized areas apply to early morning students. Students are not permitted to go to their vehicles or leave school grounds after arriving unless a parent and/or administrator gives permission to leave.

### Cheating

Cheating is defined as copying another student's work, allowing another student to copy work, communicating about a test during or after test administration, or plagiarizing. This includes plagiarizing sources from the Internet. Students caught cheating will receive a zero on the assignment and a disciplinary referral to the office.

### Class Expectations

Students must bring appropriate materials to class and take an active role in learning. Students may not sleep, lay their heads down in class, or disrupt the learning environment for themselves or other students.

### Clinic

#### *Purpose*

A school nurse is available for student to check in medication, to contact parent if student is ill, and to help with student minor health issues. No student should remain in the clinic longer than 15 minutes or they will be considered absent from class.

#### *Elevator*

Any student needing to use the elevator should bring a signed physician's note, stating the students name and the length of time the elevator will be needed to the clinic.

#### *Illness*

The student must get a pass from the teacher and report to the clinic. Parents will be contacted if the student needs to go home. A student who leaves school without permission is subject to disciplinary action.

#### *Medication*

Students may not keep prescription or non-prescription medication on their person or locker. Medication will be kept in the clinic and dispensed by authorized school personnel. No medication may be administered without a signed parent's and/or authorized physician's signature on file on the medication form. Any medication must be in the original container; unopened, if applicable, and not past the expiration date. Should extraordinary events mean the student needs to carry the medication (e.g. prescription inhalers, epinephrine) with him or her, the school nurse should be contacted immediately.

### Class Cut

Students are responsible for attending school and going to class to learn. Failure to attend class or leaving school grounds, whether unnecessarily missing class, or wandering the halls/restrooms, will result in the following:

- 1<sup>st</sup> offense: 2-hour after school detention
- 2<sup>nd</sup> offense: Two 2-hour after school detentions
- 3<sup>rd</sup> offense: 3-hour Saturday school
- Additional Offenses: Progressive discipline

#### *Class Cut (All Day)*

- 1<sup>st</sup> offense: 3-hour Saturday school
- Additional Offenses: Progressive discipline

### Computer Ethics and Standards of Conduct

Students must adhere to standards defined Prince William County Public Schools (PWCS) Policy 295.01, *Standards for Use of Telecommunications and Internet Technologies*, Regulation 295-1, *Use of Telecommunication Technologies*, and Regulation 295-2, *Web Site Development and Implementation*. Further information is defined in the *Code of Behavior* and by Patriot HS administration. This information may be found at pwcs.edu.

### Deliveries and Outside Sources

Any delivery to a student, including but not limited to lunch from an outside source, balloons, and/or flowers, will have a message sent to the student when it will not conflict with instructional time. Any student who brings in an outside source for beverages and/or food, while arriving tardy- whether excused or unexcused- will be asked to either consume the outside food/beverage source before going to class or retrieve the item(s) when the student goes to lunch. Patriot High School and Prince William County Public Schools strive to provide a healthy, instructional-oriented school setting. Parents and others are encouraged to support the school and the school system in this endeavor. **Students should only bring water in a clear water bottle to school.**

### Dress and Appearance

Parents and students are expected to follow dress code expectations. Further information can be found in this agenda/handbook, under “Dress and Appearance.”

### Electronic Devices

Students may not use cellular phones, iPods and other electronic devices during the regular school day (**7 a.m. – 2 p.m.**). Students may carry them on their person but they must be turned off and out of site. The regular school day begins when the student arrives at school and ends when they leave the grounds. Cellular phones and other electronic devices should be shut off upon entry to the building to eliminate disruptions to the learning environment. These disruptions include, but are not limited to, text messaging, playing video games, making or receiving phone calls during the school day, taking video/pictures of others, taking inappropriate video pictures of self or others, watching TV/video programs, or using the telephone for any inappropriate and/or illegal activities including all communications to others while taking tests or quizzes.

Electronic devices must be shut-off during official school extra-curricular activities so as not to disrupt the activity. Cellular phones, iPods, and other electronic devices may not be used while on the school bus, or while traveling in a vehicle, as they may cause dangerous distractions to the driver.

Students are encouraged to store cellular phones and other electronic devices in their “locked” lockers upon arrival to school and to retrieve them on their way out of the building. If students elect not to store the cell phones or other electronic devices according to the rules, then they will assume all responsibility for loss of the items.

During the school day, parents are expected to contact their students through the school office telephone to limit disruption to the school classrooms, to allow for the appropriate supervision of the student while using the telephone, and further promote an effective two-way communication between the school and the parent(s).

Disciplinary actions and consequences will be taken should the rules governing the use and/or possession of cell phones, iPods, and other electronic devices be violated. Cell phones, iPods, and any other “non-dangerous” electronic devices, will be confiscated and made available to the parent(s) of the student upon completion of the investigation. Any electronic device that is of a dangerous nature like tasers, stun-guns, and other shock devices that are classified as “weapons” will be transferred to the Sheriff’s Office as evidence in a violation of local, state or federal law.

### Emergency Evacuations

During emergency evacuations, students must report to and remain with their teacher. Evacuation routes and instructions are posted.

### Examinations/Testing (SOL)

Students who are unavailable to take a mid-term or final exam when regularly scheduled must have the administrator's approval before the testing. Taking the mid-term or final exam will be at the administrator's discretion. If students are in testing of any kind, and report to school after 15 minutes of the testing start time, the student will check-in and report to the designated area.

Students who miss 15 minutes of any SOL start time will not interrupt the testing period. Students would then check-in with the attendance office, then report to the designated waiting area.

No student, unless there are extenuating circumstances, will be allowed early dismissal, etc., during testing times, whether mid-term, finals, or SOL.

### Flex Expectations

Flex block will be used for additional opportunities for instruction, remediation, or differentiation in a student's class. The block is rotated to give teachers an additional 40 minutes of class time on a rotating basis. Students may not travel to another teacher (unless issued a specific pass) or use this time as a study hall for other classes.

### Food and Drink

Food and drink should be consumed in the cafeteria. Students who are late to school or class because they are securing food from outside sources and/or vending machines may be assigned detention. When food from outside sources brought by a parent is brought a pass will only be sent during a student's lunch time. **Students should only bring water in a clear water bottle.**

### Hall Passes

Any student in the hall with no exceptions, should have a pass. Hall passes will only have one student's name, destination, time and date listed with a staff member's legible signature. Students will be in areas only as designated on their pass. Loitering in restrooms and using the phone during class time is not permitted. Hall passes and/or aide badges should be visible for confirmation. Students who do not have a pass will be escorted to class to obtain one. Forgeries, abuse of privileges, or unauthorized use will result in disciplinary consequences.

### Homework

A student who has an excused absence will be responsible for contacting the teachers within two calendar days of their return to school for missed homework. Utilize online resources to keep up with assignments when you are absent. For students who have been out three or more consecutive days, the parent/guardian can request homework, which will be provided the following afternoon for pick-up from the school counseling department.

#### *Homework Recovery*

Patriot High School wants to ensure academic success for all students. The homework recovery program is an academic recovery program designed to provide students with an opportunity to reclaim or make-up work that was not completed. Here are the key components of Patriot's program:

- Recovery assigned by teacher if a student owes, or has failed to complete, an assignment.
- Parents and students will be notified regarding the date and time expectation for the recovery assignment completion. The student will also receive a form with this information.
- The student will report to the assigned room during the scheduled flex day or after school to make-up or recover the work that is owed or not completed.

### Lockers

Lockers will be assigned to students by the first block teacher upon receipt of the student's emergency card. The emergency card will be completed and signed by both the student, who signs on the back and the parent, who signs on the front and the back. Lockers are the property of Prince William County Public Schools and may be opened at any time. Students should refrain from leaving perishable items in the locker. Personal locks are not permitted on school lockers. The school division is not responsible for items stored in the lockers and students should use good judgment in bringing valuables to school. Should a problem occur with your locker, please contact Security or Administration.

### Loitering

Students may not loiter on school grounds. Students should be under the direct supervision of a sponsor, coach, or staff member while on campus. This is in effect on school days as well as weekends. Students that remain at school after hours who are not under the direct supervision of a sponsor, coach, or staff member may be issued a trespass notice and subject to school disciplinary procedures.

### SOL Testing

Virginia SOL tests are usually being administered from the middle May through the end of May each year. Because the SOL test schedule requires we adjust our schedule, **students are expected to attend school all day, every day** and we will severely limit early dismissals. It is imperative that students arrive at school on time each day and remain through the end of the day. Due to the **administration of SOL tests**, many parents and students may have the impression that students will not be working in their non-SOL classes. **Students are expected to adjust dismissal times to accommodate the SOL bell schedule. Schools must adjust the bell schedule to accommodate the appropriate time for students to complete SOL tests successfully.** For example, a student who usually is dismissed from school after 12:20 p.m. on a normal bell schedule is expected to adapt to the SOL testing bell schedule and will not be released from school until after SOL testing schedule. This **expectation applies to all students for all classes during the SOL testing weeks.** Failure to adhere to these expectations may result in an attendance violation under the compulsory attendance laws of the Commonwealth of Virginia, Section 22.1-254 of the *Code of Virginia*.

### Telephones

Parents should *not* contact students during instructional time by cell phone. Instead parents should call the receptionist (703.594.3020) and ask for a message to be sent to their student. Parents and students should respect the instructional time they are interrupting. Students are able to contact parents/guardians, except if they are asking for an early dismissal, from an office phone. Students should report to their appropriate administrator's office to ask to call their parent/guardian.

### Textbooks

Teachers issue the necessary textbooks and other books, if applicable, to the student. Students are responsible for the proper care and return of issued materials. Fees will be charged for lost or damaged materials. Outstanding monies owed can impede a student's graduation participation.

### Tutoring

If tutoring is needed in subjects, please check with teacher for available opportunities. Beyond using the teacher as resource, a National Honor Society student or another qualified tutor may be available for tutoring.

## RESOURCES AND SOLUTIONS

### Staying Connected

Parents and students have access to online systems for student and school information. ParentPortal will allow parents to update emergency contact information, view attendance and grades of his or her student(s), and other pertinent information about his or her student. Students will be able to login to his or her class pages. Teachers will post homework assignments, have discussions, and other resources for his or her classes.

This is a new system for the 2011-12 school year which replaces the previous SchoolFusion and EduLink systems used by Prince William County Public Schools. Parents will be required to come in person with their identification to receive an initial password and instructions to access the new system.

Most of all, please make sure contact phone numbers are up-to-date. If your address changes, please visit the School Counseling office to complete a Change of Address form. Proof of residency will be needed to show for documentation.

#### **Patriot High School's Web page** ([patrioths.pwcs.edu](http://patrioths.pwcs.edu)):

- Excellent resource for the latest information- bus routes, activity information- including sports, clubs, and cancellations, upcoming events,
  - Staff and faculty email addresses
- Administrator:**
- Patriot HS and PWCS rules, procedures, and Code of Behavior
  - Student behavior- chronic or severe
  - Any questions or concerns
- Community:**
- See Counseling section for resource organizations and contact info
- Nurse/Clinic:**
- Elevator use
  - Medication disbursement and forms
  - Medicine drop-off
- Parent:**
- Use ParentPortal to access your students' attendance and/or grades
  - Sign up for PWCS E-News at [pwcs.edu](http://pwcs.edu)
  - Patriot newsletter
- PWCS Tipline:**
- 703.791.2821
- School Counselor:**
- Class scheduling
  - Schedule a parent/teacher conference
  - Counseling services
  - SAT/PSAT and transcript/grading questions
  - College applications and career counseling
- Security:**
- Lost or stolen items
  - Parking passes
- Teacher:**
- Grades, projects, tests, quizzes, and other assignments
  - Student behavior during class and classroom rules and procedures

## ACADEMIC

### Advanced Placement (AP) Scholars Program

The AP Scholars Program is a four-year college preparatory program designed to provide students with an educational foundation developed to increase their critical thinking and analysis skills, improve their written, oral, and digital presentation skills, and provide research and data analysis exercises. AP Scholars provides students with a foundation that prepares them for the jobs of tomorrow with a unique skill set. This skill set allows the student to work creatively with others as the students analyze data, synthesize information from multiple sources and points of views, problem solve for real-life situations, work independently and collaboratively with others, and communicate effectively in multiple formats.

At Patriot High School, AP Scholar students are grouped as a cohort by class. Students are assigned a faculty mentor in the 11<sup>th</sup> grade. But as freshman through their high school career to seniors, school counselors and the AP coordinator will meet monthly/quarterly with AP Scholar students. AP Scholar students will have their grades and performance monitored until their sophomore year. To support the AP Scholar students during their high school career, faculty support, tutoring, and teachers trained to facilitate AP classes will be provided at regular intervals for students.

Besides 21<sup>st</sup> Century skills sets designed to assist the student in their future educational and career endeavors, AP Scholars also provides college credit for qualifying scores on AP exams. On a national level, AP Scholar students can be recognized for their performance from the CollegeBoard as follows:

AP Scholar: complete 3 full year AP courses and score 3 or higher on each AP exam.

AP Scholar with Honor: complete 4 full year AP courses and score 3 or higher on each AP exam.

AP Scholar with Distinction: complete 5 full year AP courses and score 3 or higher on each AP exam with an average score of 3.25.

National AP Scholar: 8 full year courses with a score of 3 or higher on each AP exam.

At the local level in PWCS, with the School Board approval, students can be recognized for a concentration content achievement as follows:

Benjamin Banneker Scholar: Science courses with a research project that reflects a theme/concept of that nature. AP exam scores must be 3 or higher.

Emily Dickinson Scholar: Language Art courses with a research project that reflects a theme/concept of that nature. AP exam scores must be 3 or higher.

Albert Einstein Scholar: Math courses with a research project that reflects a theme/concept of that nature. AP exam scores must be 3 or higher.

Ronald Reagan Scholar: Social Studies courses with a research project that reflects a theme/concept of that nature. AP exam scores must be 3 or higher.

## ACTIVITIES

Students must meet the Prince William County and VHSL standards to participate in sports and activities at Patriot High School. Students must pass at least five classes with a minimum of 2 C's and 3 D's. Repeat classes do not count towards eligibility. Students must also have a VHSL physical form signed by a licensed physician dated after May 1, 2011 to participate in athletics during the 2011-12 school year.

Clubs can be formed at any time at Patriot through the proper process. Patriot will offer school sponsored clubs (curriculum based) and non-school sponsored clubs (non-curriculum based) to all students. Contact the activities office for more specifics in regards to starting a club at Patriot.

For more information, please reference the following:

Athletics: [www.patriotpioneers.org](http://www.patriotpioneers.org)  
Activities: <http://patrioths.pwcs.edu>  
Activities office: 703.594.3020

## **BEHAVIOR**

### Attendance

*Reasons for absence from school- all day, tardy, or early dismissal*

- Personal illness of the student
- Medical and dental appointments for the student
- Death of an immediate family member
- Observation of a religious holiday
- Emergency conditions at the student's home requiring the student's assistance
- Reasons of extenuating circumstances to be judged by the principal/designee
- Short trips taken by the entire family when required because of care of the child, especially if the trip is construed to be of educational value and made part of the instructional program
- Student participation in school sponsored activities occurring during school hours
- Court appearance
- Approved pre-arranged absence

*Reasons for absence from school- all day, tardy, or early dismissal- not excused*

- Truancy from school
- Class truancy
- Missing the bus or ride to school
- Disapproved pre-arranged absence
- Failure to produce an appropriate explanation for absence
- Traffic delay for student drivers

Please note further documentation (e.g. doctor's note, court subpoena) may be requested.

### *All Day Absence*

Within two days of returning to school, the student must present a written note, stating the reason for the absence, signed and dated by the parent and/or guardian with a contact number. In all cases, it is not desirable for a student to sign a note, even with the parents' knowledge or consent.

### *Pre-arranged Absence*

If it is necessary for the student to be absent for an extended period of time, the student must present a note one week prior to the absence. The request must include the reason for absence, dates of absence, parent and/or guardian's signature, and a telephone number for verification. Once approved, the student will take the approved request to his or her teachers for their signatures. The teachers may provide work at his or her convenience before the absence. The teacher signed request should be returned to the attendance office prior to the absence.

### Early Dismissal

In order to leave school early, the student needs to submit a written note before the first class of the day to the attendance office. The note will include the reason for the early dismissal, the time of the

requested dismissal, and the parent and/or guardian's signature with a contact number. An early dismissal slip will be written for the student only after verbal verification by the parent and/or guardian or the person designated as the emergency contact on the Emergency Card. No phone calls will be accepted unless it is a true emergency. In case of an emergency early dismissal, a note should be turned in within 24 hours. The student should report to the attendance office to sign out before leaving the building. In all cases, it is not desirable for a student to sign a note, even with the parents' knowledge or consent.

Students who do not follow proper procedure for early dismissal will receive an unexcused absence for each class missed and will be subject to disciplinary action. If a parent later excuses the student leaving the premises without proper school approval, a discipline referral will be issued for improper check out.

An early dismissal during any testing time is highly discouraged, and should be limited to true emergencies only.

### Tardies

#### *Tardy to School*

Students who are not seated and ready for class by 7:20 a.m. or arrive late to school should report to the attendance office and/or tardy table before going to class. A valid note including the reason for the tardy, date, student's name, telephone number, and preferably, the student's estimated time of arrival will be required for an excused tardy. If no note is turned in, the tardy is unexcused. In all cases, it is not desirable for a student to sign a note, even with the parents' knowledge or consent.

#### *Tardy to Class*

Students who are not seated and ready for class by the tardy bell should report to the Tardy Table located in the commons to get an unexcused tardy pass to class.

### Care of School Property

A student is requested to take appropriate care of and not damage or deface school property or personal belongings of others, such as, but not limited to lockers, books, furniture, tools, computers and other electronics, cabinets, etc. A student who loses or damages school property or equipment will be required to pay, correct, or replace lost or damaged items. Verified acts of vandalism could result in school and/or court action, as well as a request for restitution.

### Code of Behavior

The school must seek to protect the rights of all young persons to an education and provide safeguards for the health, safety, and rights of the individual student. In establishing an orderly school environment, the school has the right to expect reasonable and self-disciplined behavior from each student. Students will assume the responsibility for learning and will exhibit conduct that does not infringe upon the rights of another. The Prince William School Board holds all students responsible for appropriate conduct as defined in the Prince William County Public Schools *Code of Behavior*.

All students are oriented to the *Code of Behavior* and receive a copy to take home the first week of school. Parents should read the *Code of Behavior* to view the complete description/explanation of infractions and student conduct. The *Code of Behavior* may be found online at [pwcs.edu](http://pwcs.edu).

### Discipline

Patriot High School is committed to ensuring a safe, orderly learning environment for students and staff. The following consequences have been created to provide a positive atmosphere for all students.

#### *Student Removal from Class (Temporary)*

A Student Time Out Place (STOp) referral removes students who are disruptive or are off task during instructional time for the remainder of the block. Students will take all work with them and are required to report to the STOp location. A student may only be sent to STOp twice during the semester. A third STOp referral (cumulative) will result in a referral to the appropriate administrator.

#### *Student Removal from Class (Permanent)*

A staff member with documented attempts of correction may request administration remove a student who is repeatedly disruptive from that particular class. The process for removal from class is a case-by-case basis. Resolution will be determined in a collaborative manner by staff and administration.

#### *After School Detention*

Detention will be held on Tuesdays and Thursdays **from 2 until 4 p.m.** Students must make arrangements for transportation home from detention.

#### *Out-of-School Suspension*

A student who violates school rules and/or procedures may receive out-of-school suspension. The student may not be on any Prince William County School property, including after school activities, during the suspension period.

#### *Social Probation*

Students who violate school policies may be placed on social probation. Social probation prohibits students from attending/participating in after school and/or extracurricular activities without prior approval from his or her administrator. This probation is assigned by the administrator on a case-by-case basis for varying lengths of time.

#### *Long-Term Suspension*

This is an out-of-school suspension, which must be assigned by a Prince William County Schools Hearing Officer after a long-term suspension hearing has been held.

#### *Expulsion*

A student may be permanently denied the right to attend Prince William County Public Schools. This discipline is the result of School Board action.

#### Infractions

Below is conduct viewed as just cause for disciplinary action, but action is not limited to to the following, but as stated in PWCS *Code of Behavior*, which can be accessed at pwcs.edu.

#### *Bullying*

Each school is committed to creating an environment in which students are free from bullying. Students are strongly encouraged to report incidents to the school administration. The school administrator will take appropriate steps to respond quickly and decisively to student reports of bullying. Students may use the form in the *Code of Behavior* to report incidents of bullying. This includes cyber bullying.

#### *Cheating/Plagiarism*

Students are responsible for neither giving nor receiving assistance, written, oral or otherwise, in any assignment to be graded as the work of a single individual. Students are responsible for giving due recognition of sources from which material is quoted, summarized, or paraphrased. This includes persons who have provided assistance.

- 1<sup>st</sup> offense: Parent notification and a zero on assignment. Student loses extracurricular activity privileges, including academics and athletics, for one week.
- 2<sup>nd</sup> offense: Parent notification and detention – OSS . Student loses extracurricular activity privileges, including academics and athletics, for two weeks. This pertains to any time during high school career at Patriot High School.

#### *Displays of Affection*

Inappropriate display of affection will be handled at the discretion of an administrator.

#### *Disrespect/Open Defiance*

No student shall show disrespect towards a staff member or another student. Disrespect includes abusive language to staff member and students. Any student who disobeys a reasonable request or otherwise openly defies a school staff member shall be subject to out-of-school suspension and considered for expulsion. The minimum penalty is some type of suspension; the maximum penalty is five (5) days of OSS. Failing to give a staff member your correct name will be considered an act of defiance, resulting in at least one day of out-of-school suspension.

#### *Fighting*

Fighting is defined as any form of physical abuse. Students are responsible for settling confrontations in a peaceful manner and without the use of violence. When students feel that they are unable to settle disagreements in a peaceful manner, they should seek assistance from school personnel, such as a teacher, counselor, principal, School Resource Officer (SRO), etc. Students are also subject to corrective actions for behavior which they may not consider to be serious or threatening (horseplay, playing around, etc.), when the behavior could lead to injury, discomfort or disruption.

Fighting will result in corrective action, which may include suspension or expulsion.

1<sup>st</sup> offense: minimum one day to maximum five days of OSS

2<sup>nd</sup> offense: minimum five days of OSS, principal's hearing, referral to Prince William County Police and possible expulsion from Prince William County Schools.

#### *Forgery*

Any falsifying of information (e.g. documents, signatures) will result in discipline.

#### *Harassment*

Words, gestures, symbols, or physical contact that offend, intimidate, threaten or persecute others will not be tolerated. This includes such behavior as non-physical intimidation, posturing, or stare downs. Harassment of students or staff for any reason is prohibited. Among other types of harassment, this includes sexual harassment as stated in Regulation 733-3. Consequences for harassment range from detention to out of school suspension.

#### *Unauthorized Areas*

Students must have a written pass from their teacher to be out of the classroom while classes are in session. Students will be in areas only as designated on their pass. Loitering in restrooms and using the phone during class time is not permitted. The pass must include the name of the student, the teacher issuing the pass, and the date and destination. The consequence for being out of bounds may range from detention to OSS, based on an accumulation of this infraction.

#### *Refusal to Give or Giving an Incorrect Name*

Students are expected to identify themselves to any staff member requesting that information. The penalty for not doing so is one (1) day of OSS.

### *Search and Seizure*

Students will be held responsible for items that they have at school and at school related activities. Student desks and lockers are the property of the school, and school officials reserve the right to search them. Lockers or desks may be searched to repossess school property or to locate contraband, which is not permitted at school. The Prince William County School System reserves the right to use trained dogs in searches. Students and their belongings may be searched under certain circumstances as described in Regulation 737-1. The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety and welfare of all persons within the school community.

Should illegal materials be found during a search, law enforcement officials will be notified. If a student refuses to be searched, parents and/or authorities will be contacted and the student will be subject to disciplinary action.

### *Smoking*

All Prince William County Schools are smoke-free environments. Smoking is not permitted in any building in Prince William County Public Schools at any time. Students, regardless of age, are not permitted to smoke or be in possession of tobacco products, matches, or lighters on school buses, in school buildings, or on school property.

The consequences for smoking will be:

1<sup>st</sup> offense: 3 hour Saturday school, referral to Focus on Tobacco, and a referral to Prince William County Police

2<sup>nd</sup> offense: 3 day OSS

### *Substance Abuse Violations*

No student will have or use alcohol, drugs, or anything that resembles alcohol or drugs. A substance offense includes being under the influence of, possessing, distributing, or attempting or intending to distribute a prohibited substance. Prohibited substances include:

- alcohol, non-alcoholic brews, alcohol products, or alcohol containers;
- prescription medications, over-the-counter drugs and inhalant intoxicants, anabolic steroid, illegal narcotics, or look-a-likes/placebos; and
- drug paraphernalia or look-a-likes.

**Substance abuse** offenses will routinely receive a five-day out-of-school suspension. More than one substance abuse offense will result in automatic recommendation of expulsion. Principals or their designated representative may offer first time substance abuse offenders and their parents the opportunity an opportunity to voluntarily participate in the IMPACT PROGRAM. Out-of-school suspension days are unexcused absences and will also result in an immediate suspension for thirty (30) calendar days from participation in all school activities (teams, clubs, and all other school-sponsored activities).

**Distribution** will result in a recommendation for expulsion.

Any student who, on school property, at a school function, or while going to and from school, distributes by sale, attempted or intended sale, gift or otherwise attempts or intends to purchase/receive drugs (illegal, prescriptions, and/or over-the-counter), alcohol, non-alcohol, steroids, look-a-likes (placebos), or paraphernalia will be recommended by the principal for expulsion.

**Substance abuse** violations may be punishable under law and shall be reported to the police for appropriate legal action.

EXPULSION for substance abuse! Under Virginia law, “School boards shall expel from school attendance any student determined to have brought a controlled substance, imitation controlled substance, or marijuana onto school property or to a school-sponsored activity. A school board may, however, determine, based on the facts of the particular case that special circumstances exist and another disciplinary action is appropriate.” Controlled substances are those drugs or other chemical substances, which are illegal for a person to possess. An imitation controlled substance is any material which resembles an illegal drug or chemical substance (including marijuana), and is represented as such. Students are subject to expulsion for possession of such substances at school, on school buses, at bus stops, and at school related activities.

#### Tardies

Consequences for unexcused tardies are cumulative for all classes per semester:

1-3 unexcused tardies:	Warning
4-5 unexcused tardies:	Detention
6-8 unexcused tardies:	Saturday School
9+ unexcused tardies:	OSS

Excessive tardies will result in loss of parking privileges as follows:

7 unexcused tardies:	Loss of parking privileges for 3 days
8 unexcused tardies:	Loss of parking privileges for 5 days
9+ unexcused tardies:	Permanent loss of parking for 1 semester

#### Theft

Theft is forbidden and illegal. It also violates the rights of others, and destroys the learning environment. Any incident of theft will result in 2-5 days of out-of-school suspension, restitution, and a referral to PWC police/Security Resource Officer (SRO).

#### Tip Line

Students share the responsibility for an orderly and safe school environment. Information about drugs, weapons, or other factors that may be harmful to the school environment should be reported. Here are some suggestions for reporting such information: contact the school principal or other administrator, dial the PWCPS TIPLINE at 703.791.2921, or contact the police in cases of emergency.

#### Trespassing

Students may be in approved areas of the school building and grounds during normal school hours or after hours with the approval of a school staff member. Students who have been suspended or expelled are not permitted on any school property (including school buses) or at any school related activities without the permission of the school principal. Students are considered to be trespassing if they are at a school other than the school in which they are enrolled unless they are attending an approved school activity or have the approval of a school staff member. All visitors must report directly to the office.

#### Dress and Appearance

Patriot High School is a place of business where students are learning both academic and social skills. Students are expected to wear attire that is appropriate for business and school day activities. Such attire should reflect a positive attitude toward school and should not be distracting to the educational environment. **In some instances, current fashion may not be acceptable to the school setting.**

Students and parents share the responsibility for appropriate dress and grooming. Students in violation of these guidelines will be asked to remove items or change clothing. If this is not possible, parents will be involved in providing appropriate clothing for school. Disciplinary action may be taken if a student appears non-compliant after repeated requests of the staff.

**The determination of dress appropriateness will be at the discretion of administration.** The following reminders outline some, but not all, improper dress:

- Bedroom slippers, bare feet, or only socks/stockings
- Cleats (except at athletic event)
- Head coverings or items worn on the head (e.g. caps, hats, bandanas, headbands, sweatbands, etc.) unless related to one's religious beliefs or practices
- Undergarments worn as outer garments or exposing undergarments
- Sheer "see-through" garments
- Clothing, buttons, signs or other items with suggestive, profane, offensive, or other inappropriate words, pictures or meanings
- Gang related clothing, jewelry, symbols, or paraphernalia
- Garments exposing the midriff, are too revealing/form fitting, or have low necklines
- Jewelry or other items that can be regarded or used as a weapon (e.g. belt buckles that conceal weapons, studded belts or collars, large rings, etc.)
- Tops with oversized arm openings or spaghetti straps, or strapless, tank, or tube
- Shorts, skorts, or short skirts are acceptable only if worn in good taste. **The length should reach mid-thigh when the student stands with arms at his or her side.**
- Short shorts, gym-type shorts, stretch shorts, and un-hemmed, ragged items
- Sunglasses
- Beachwear
- Sleeping attire
- Gloves
- Non-jewelry chains attached to clothing or items

#### Electronic Devices

##### *Cell Phone Devices*

All cell phones must be off and out of sight between 7:00 a.m. and 2:00 pm. Any student in violation of the conditions for possessing a cell phone will lose the privilege and will be subject to disciplinary action including confiscation and up to out-of-school suspension. Any student who uses a cell phone for illegal activities while on school grounds or at school events will be subject to disciplinary action that may include out-of-school suspension or a recommendation for expulsion.

1<sup>st</sup> offense: confiscated, phone may be picked up in administrator's office by student

2<sup>nd</sup> offense: confiscated, phone picked up by parent

3<sup>rd</sup> offense: **2 hour school detention, picked up by parent**

##### *Audio and Video*

Devices such as radios, iPods, MP3 players, walkie-talkies, etc., are not permitted for use between 7 a.m. and 2 p.m. The written permission from an administrator is needed for an exception. Discipline will be the same as cell phone device listed above.

## COUNSELING

Counseling Office Phone: 703.220.2957

Counseling Office Fax: 703.782.1636

The members of the counseling staff at Patriot High School provide services designed to address three major elements in student development: education, personal and social skills, and career research. These services provide assistance with the following: educational planning, interpretation of test scores, information regarding occupations and careers, personal counseling, financial aid information, college applications, and any other questions or concerns a student may present.

### School Counseling Staff

Ms. Terri Snoots	Director	snootsty@pwcs.edu	
Diana DeJesus-Brentt	Counselor	brentdd@pwcs.edu	F-Le
Laura Feeley	Counselor	feeleylb@pwcs.edu	Li-Ri
Linda Fair	Registrar	fairlf@pwcs.edu	
Ginger Baltimore	Secretary	baltimga@pwcs.edu	
Susan Sigmon	Counselor	sigmonsr@pwcs.edu	Ro-Z
Tiffany Smith	Counselor	smithtb@pwcs.edu	A-E

### Counselor Appointments

Students should only come to the counseling department with an appointment pass or a pass from a teacher or an administrator. Students may sign up before and after school or during lunch. In cases of an emergency, a student may come to the school counseling office at any time.

### Interim and Report Card Schedule: 2011 – 12 School Year

REPORTING PERIOD	INTERIMS	REPORT CARDS
September 6 –November 4/November 7	October 14	November 15
Second 9 Weeks (47 DAYS) November 9 – January 27	December 22	February 6
SECOND SEMESTER ( 92 DAYS) Third 9 Weeks (43 DAYS) January 31 – March 30	March 9	April 16
Fourth 9 Weeks ( 48 DAYS) April 10 – June 15	May 21 ES June 15	MS/HS mailed by June 25

### Graduation Requirements

*Standard Diploma:* Students entering 9<sup>th</sup> grade in 2010-12 and beyond:

Students graduating from a Prince William County high school must earn a minimum of 22 standard units of credit in order to receive a standard diploma.

In addition, students must successfully complete the Eleventh Grade Research Writing Requirement and two sequential electives.

The Advanced Mathematics and Technology Seal and the Career and Technical Education Seal are available to students who earn a Standard Diploma and fulfill specific requirements. Students who complete the Standard Diploma with a GPA of 4.0 will receive a State Board of Education seal on their diplomas.

### Standard Diploma

Subject	Students entering 9 <sup>th</sup> grade in school year 2011-12 and beyond		Students enrolled in 9 <sup>th</sup> grade before school year 2011-12	
	Standard Units of Credit	Verified Units of Credit	Standard Units of Credit	Verified Units of Credit
English: 4 units (Eng 9, 10, 11, 12)	4	2	4	2
Math: 3 units (including two from among Algebra I, Geometry or higher)	3	1	3	1
Science: 3 units (Must include two different disciplines from among Earth Science, Biology, Chemistry, Physics)	3	1	3	1
Social Studies: 3 units (World History I or II, US & VA History, US & VA Government)	3	1	3	1
Health and PE: HPE I, HPE II	3	1	2	
Fine or Practical Arts:	1		1	
Electives: Must include 2 sequential electives	5		6	
Economics and Personal Finance	1			
Student Selected Tests		1		1
<b>Total Units</b>	<b>22</b>	<b>6</b>	<b>22</b>	<b>6</b>

#### *Advance Studies Diploma*

Students may elect to receive an Advanced Studies Diploma, which requires a minimum of 24 standard units of credit for students entering 9<sup>th</sup> grade in 2010 and before or 26 standard units of credit for students entering 9<sup>th</sup> grade in 2011 and beyond. In addition, students must successfully complete the Eleventh Grade Research Writing Requirement.

The Advanced Mathematics and Technology Seal and the Career and Technical Education Seal are available to students who earn an Advanced Studies Diploma and fulfill specific requirements. Students who complete the Advanced Studies Diploma with a GPA of 3.0 or above and complete one Advanced Placement, International Baccalaureate, Cambridge (AICE) or year-long college course for credit will receive a Governor's Seal on their diplomas. Students who complete the requirements for Advanced Studies Diploma with an A average will receive a Board of Education Seal on the Diploma.

### Advance Studies Diploma

Subject	Students entering 9 <sup>th</sup> grade in school year 2011-12 and beyond		Students enrolled in 9 <sup>th</sup> grade before school year 2011-12	
			Standard Units of Credit	Verified Units of Credit
English: 4 units (Eng 9, 10, 11, 12)	4	2	4	2
Math: 4 units (including three from among Algebra I, Geometry, Algebra II or higher)	4	2	4	2
Science: 4 units (Must include three different disciplines from among Earth Science, Biology, Chemistry, Physics)	4	2	4	2
Social Studies: 4 units (World History I or II, US & VA History, US & VA Government) (( <i>World Geography for 2011 and 2012 graduates only</i> ))	4	2	4	2
Health and PE: 2 units (HPE I, HPE II)	2		2	
Fine or Practical Arts: 1 unit	1		1	
Foreign Language: 3 units of one language, or 2 units each of two languages	3-4		3-4	
Electives:	2-3		1-2	
Economics and Personal Finance	1			
Student Selected Tests		1		1
<b>Total Units:</b>	<b>26</b>		<b>24</b>	<b>9</b>

#### Additional Diploma Information

##### *Special Diploma & Modified Standard Diploma*

These diplomas are available only to students as dictated in their Individualized Educational Plan (IEP).

##### *Locally Awarded Verified Units for Credit*

Students who pass a course but fail the corresponding SOL test in the area of Social Studies and Science will have the option of earning a Locally Awarded Verified Unit of credit if they meet the following criteria:

- The student must have attempted and failed the SOL test on two occasions.

- On one of the attempts, he or she must fail the test within the 375-399 score range.
- This applies only to the Standard Diploma.

Students who meet the aforementioned criteria will receive an automatic appeal to the school based locally awarded verified units of credit committee. This committee will look at pre-determined criteria to decide if the student can have awarded a verified unit of credit.

*Verified Units of Credit*

The student earns a verified unit of credit when he or she takes and passes the course and the SOL End-of-Course test. In the following subjects, End-of-Course tests are given:

English 11, AP Lang and Lit

World History I, Pre-AP World History I	World History II Pre-AP World History II
World Geography	US/VA History, AP US History
Algebra I, Pt II	Algebra I, Pre-AP Algebra I
Geometry, Pre-AP Geometry	Algebra II, Pre-AP Algebra II/Trig
Earth Science, ADV Earth Science	AP Environmental Systems
Biology, Pre-AP Biology	Chemistry, Pre-AP Chemistry

Transfer Students

For students who transfer into Prince William County from another state after the beginning of their 9<sup>th</sup> grade year, please see a counselor for information about verified unit of credit requirements.

Class Drop

Any full year class dropped after the first grading period will be recorded on the student’s record as withdrawn/passing (WP) or withdrawn/failing (WF). The student will not receive credit for the class. Any full year class dropped after the first semester will be recorded as a failure (F) for the year.

Any semester class dropped before the first grading period ends will be recorded on the student’s report card as withdrawn/passing (WP) or withdrawn/failing (WF). The student will not receive credit for this class. Any semester class dropped after the first grading period will be recorded as a failure (F) for the semester.

Grading Policy

A numerical grading system from 0-100 on a 10 point grading scale is used for the averaging of grades within a nine-week marking period. A student must complete 60% of the work within a grading period in order to receive credit for the grading period.

Letter Grade		Numeric Grade	Grade Point Average
A	Excellent	90-100	4.0
B+	Very Good	87-89	3.4
B	Good	80-86	3.0
C+	Above Average	77-79	2.4
C	Average	70-76	2.0
D+	Below Average	67-69	1.4
D	Poor	60-66	1.0
F	Failure	0-59	0.0

*AP Course Scale*

Letter Grade	Numeric Grade	Grade Point Average
A	90-100	5.0
B+	87-89	4.4
B	80-86	4.0
C+	77-79	3.4
C	70-76	3.0
D+	67-69	1.4
D	60-66	1.0
F	0-59	0.0

Grade Placement

The requirements for membership in grades 9-12 are:

9 <sup>th</sup> grade	Successful completion of 8 <sup>th</sup> grade
10 <sup>th</sup> grade	6 units of credit
11 <sup>th</sup> grade	11 units of credit
12 <sup>th</sup> grade	16 units of credit

Honor Roll Criteria

Prince William County grades are averaged at the end of each semester. In order to be eligible for the honor roll, a student must have earned a grade equivalent to a 3.0. In order to be eligible for the Principal's Honor Roll, a student must earn a grade equivalent to a 4.0.

Patriot High School Honor Letter

A student must be scheduled for seven blocks the entire year and their average GPA for the year must be equivalent to 3.0 or above. Year-end grades will be used.

National Honor Society Eligibility and Membership

To be eligible for consideration for membership, a student must be a junior or senior with a cumulative GPA of 3.5 (non-rounded) or above. A list of the eligible students will be posted at the beginning of the first and second semester. Candidates interested in membership must pick up an information packet to be completed and returned to one of the sponsors. Teacher input based on personal knowledge of the student and on information from the student-submitted packet will also be considered in the selection process. Final selections will be made by the Faculty Advisory Council and submitted by the Principal.

Testing Dates

*SAT Test Dates*

October 1, 2011  
December 3, 2011  
March 10, 2012  
June 2, 2012

November 5, 2011  
January 28, 2012  
May 5, 2012

*ACT Test Dates*

Test Date	Registration Deadline	Late Registration Deadline
9/10/2011	8/12/2011	August 13 – 26, 2011
10/22/2011	9/16/2011	September 17 – 30, 2011
12/10/2011	11/4/2011	November 5 – 18, 2011
2/11/2012	1/13/2012	January 14 – 20, 2012
4/14/2012	3/9/2012	March 10 – 23, 2012
6/9/2012	5/4/2012	May 5 – 18, 2012

*Preliminary Scholastic Aptitude Test (PSAT) Test Dates*

Wednesday, October 12, 2011  
 Saturday, October 15, 2011

*Additional Test Dates*

Armed Services Vocational Aptitude Test (ASVAB Test)  
 Standard of Learning Assessments (SOL) - May 2012  
 Advanced Placement (AP) Testing - May 2012

Substance Abuse Information

Prince William County Schools supports a “no use” policy related to tobacco, alcohol and other drugs except prescribed medications. Recognizing that the use of these drugs is widespread, Patriot High School provides services to students to encourage and support a drug free lifestyle. If you think you or a friend has a problem, help is available from your School Counseling department.

Community Resources

*24-Hour Crisis Services*

EMERGENCY.....	911
Police - Prince William County.....	911
Police – Non-Emergency.....	703.792.6500
Fire and Rescue.....	911
Prince William Hospital.....	703.369.8000
Potomac Hospital.....	703.670.1383
Community Services Board (Emergency Svcs.).....	703.792.7800
SAVAS (Sexual Assault Victims Advocacy Service).....	703.368.4141
This Way House (Runaway Shelter).....	703.548-8845
SERVE (Emergency Shelter).....	703.368.2979

*Hotlines*

Help Line.....	703.368.4141
Tele-Teen Hotline (3 to 7 p.m.).....	703.368.8069
Runaway Hotline.....	800.621.4000
Child Abuse and Neglect.....	800.552.7096
Birthright (Emergency Pregnancy Support).....	800.848.5683
Pregnancy Lifeline.....	800.BETHANY
AIDS Information.....	800.533.4148
Poison Control.....	202.625.3333

*Community Services*

**PWC Health Department**

Manassas Office.....	703.792.6300
Sudley North.....	703.792.4700
Woodbridge.....	703.792.7300

**PWC Community Services Board**

Prevention.....	703.792.7730
New Horizons.....	703.792.7800
Mental Health.....	703.792.7800

Department of Social Services.....703.792.7500

PWC Office on Youth.....703.792.6095

Child Protective Services.....703.792.4200

PWC Schools Tip Line.....703.791.2821

**Media Center**

Hours

Monday – Thursday: 7 a.m. – 3 p.m.

Friday: 7 a.m. – 2:15 p.m.

Use

A pass is required to come to the library during school hours, and students must sign in and out. Students may come to the library before or after school, and during lunch without a pass. During lunch, if a student plans to go to the cafeteria first, the student should obtain a pass from the library to be released from the cafeteria; if a student comes directly to the library at the beginning of their lunch and remains, no pass is needed. After school, students do not need a pass the first 15 minutes. After 2:05, students will need a pass from their teacher, administrator, coach, or club sponsor to come to the library. Students should take care of all personal business before coming to the library after school. After 2:05, if students leave the library for any reason, they may not re-enter. Students will be expected to maintain an atmosphere conducive to study. Activity bus passes will be issued at 3:00 p.m.

Computer Use

Scheduled classes have priority for computer and library use. Patriot High School Library has laptop computers available for student use in the library. Students will sign out computers and sign them back in following use. Computers will be assigned first come-first served. Students should use the computers responsibly. Computer use is for educational purposes only and will be monitored. There is no expectation of privacy when using school computers. When using Parent Connect XP, access your account using your username and password. It is important to first save your work to the computer desktop, then go to My Files and Browse for your file to do upload it.

Printing

A printer is available for students in the library. Students are allowed to print three free pages per day of school related material. Additional pages cost \$.05 per page. Printing while in the library with a class is at the discretion of the teacher and librarians. Please print only what is necessary. Color printing is available upon request of the librarians. Pay in advance. Each color page costs \$.50. Two-sided brochures cost \$1 per paper. Students, also, may submit color-printing requests, with your name, through a drop-box on the Library Web page. Again, pay in advance.

Photocopying

Photocopies cost \$.10 per page (no free pages). Library staff will make the copies. Copies are black and white only.

### Circulation

A **photo ID** is required to check out materials. Students may have two items checked out at a time.

- Check out period for books: 3 weeks;
- Magazines: 1 week;
- eBooks: 1 week; and
- Reference Books: may not be checked out.

Books and magazines may be renewed if there have been no requests for the items. Books that are on reserve for a teacher may not be checked out during the reserve time. Books reserved for the 11th grade research paper may not be checked out until all classes have had a chance to use the books.

### Overdue Materials

**Students are responsible for all items checked out on their account. Students should not check out materials for other students on their account.**

**Fines:** A fine of \$.10 for each overdue day will be charged for each item, if items are not renewed or returned within the 3-week period.

**Lost Books:** Students are required to pay the replacement cost of a lost book.

Library privileges will be denied until a student's record is cleared.

Students may receive overdue notices directly by email, if they provide an email address to the Library Staff. Overdue notices will go out weekly to students' first period teachers by email. Please address any questions to the Library Staff.

### Expectations

Please do not bring electronic entertainment devices (MP3, portable game devices, etc.), food, drinks, or gum into the library. All school rules and *Code of Conduct* expectations will be followed in the library. PWCS Regulation 295-1, *PWCS Code of Behavior*, and the Patriot HS Acceptable Use Agreement will be enforced.

### Patriot High School Databases and Electronic Resources

Passwords for Patriot electronic resources must be protected due to our licensing agreements. Please do not post them on the Internet for the public. Students may pick up those passwords from your Library Staff. Links to all electronic resources will be available through the library Web pages.

The following is a list of electronic resources that we anticipate using for 2011-12:

- Patriot High School Library Catalog (24/7/365 access)
- eBooks (approximately 550 electronic books available online)
- World Book Online
- Grolier Online
- CultureGrams
- SIRS
- Gale/Cengage Databases (Includes resources from FindItVA as well as Opposing Viewpoints in Context, Science in Context, Rosen Teen Health and Wellness, and LitFinder)
- Salem Press Databases (Salem History and Salem Science)
- Soundzabound (Royalty free music database)
- One Click Audio Books (Downloadable audio books)
- Turn-it-In
- eLibrary (may be available)

### Book Club

The Patriot High School Book Club will meet once a month. Any Patriot student may join. Stay tuned for more information.

## **School Safety and Security**

### Buses

According to the Code of Virginia, students less than a mile from the school do not need transportation to school. It further defines school boards are permitted to provide transportation, but it is not required for any pupil. Thus daily bus service is provided, but as a privilege, not as a right. Riding the bus is a privilege which may be revoked by administration if the student does not obey the rules of conduct and/or instructions of the bus driver. Students will need a pass to ride another bus. This authorization, presented in the morning before the beginning of school, should be a signed parent note presented to the attendance office. The note should be signed by the parent, include the bus number to be ridden, the accompanying student's name, and a contact number for the note to be verified. The note must be verified by the parent/guardian before it will be issued to the student. The student will pickup the bus pass at the attendance office at the end of the day.

### Café

Patriot High School has two common areas for students to eat and/or purchase their lunch. In a single line formation, with no cutting in line, students will need to proceed quickly through the line(s), they should be prepared to order and pay. Students should be respectful of others, keep noise to a minimum, and place trash and/or return trays to the proper place. The cafés and tables should be clean, with chairs pushed in, when the student leaves. Students must remain in the café until the end of lunch.

### Lost & Found

Items that are left unattended will be brought to the Security office and placed in lost and found. Attempts will be made by school personnel to contact the owner of the property, if possible, in a timely manner. Students should check with security to recover lost or stolen items. Personal items should not be left unattended due to theft and security concerns. See Student Valuables below.

### Parking Passes

Parking decals will be sold to a student after he or she completes the online parking quiz. Information can be found on Security's department Web page, or ask Security for a copy of the Rules and Regulations. Decals will be \$100 for the 2011-12 school year. Parking pass applications will be filled out online, then print and have your parent/guardian sign. Anyone without a parking pass after October 11, 2011, is subject to discipline and/or towing. The parking pass can be revoked for a specific time period or permanently, with no refund of the cost. Some but not all of the reasons to have the pass revoked are reckless driving, leaving the property without permission, misrepresentation of the pass, etc. Lost decals should be reported to Security; a \$5.00 replacement fee will be charged.

### Safety Drills

Staff and students at Patriot High School will be required to participate in safety drills throughout the school year. These drills will include fire drills as directed by the Fire Code and the Office of Risk Management. Bus Evacuation Drills will be conducted once per semester. A tornado drill will be conducted within the first 30 days of school, and later in March, under the Governor's Statewide Drill. Other drills, including Shelter-in-Place, Lockdown, and Secure the Building, will be conducted at the principal and the Office of Risk Management's discretion.

Students are expected to take all drills seriously and to follow teachers and staff's directions without hesitation. Fire escape routes are posted in each classroom near the exit as well as definitions of

Shelter-in-Place, Lockdown, and Secure the Building. Students should be familiar with the exit routes- primary and secondary, and definitions listed.

To pull a fire alarm in the absence of an emergency will result in a recommendation for expulsion and a referral to the Fire Marshall.

#### School Events

The *Code of Behavior* applies to any student involved or attending any school activity, whether on or off school grounds. No person is readmitted to any event once he or she leaves the building or event. See a supervising administrator if exceptional circumstances arise.

#### Search and Seizure

Students will be held responsible for items that they have at school and at school related activities. Student desks and lockers are the property of the school, and school officials reserve the right to search them. Lockers or desks may be searched to repossess school property or to locate contraband, which is not permitted at school. The Prince William County School System reserves the right to use trained dogs in searches. Students and their belongings may be searched under certain circumstances as described in Regulation 737-1. The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's responsibility to protect the health, safety and welfare of all persons within the school community.

Should illegal materials be found during a search, law enforcement officials will be notified. If a student refuses to be searched, parents and/or authorities will be contacted and the student will be subject to disciplinary action.

#### Staying After School

Students are encouraged to stay after school for supervised after school activities. If not involved in an after school activity, students are not permitted to stay after school and utilize any activity bus. Students should report to the supervised activity within 15 minutes of school dismissal and remain there until dismissed. If a student is waiting for his or her ride, the student should wait in the front lobby. If a student is riding an activity bus home, he or she get their activity bus pass from their supervising teacher or staff member, report to the activity bus waiting area, and sign in to ride the activity bus. The activity bus is a privilege, not a right. Violations of rules, requests, etc. can result in revoking the ability to ride the activity bus briefly or permanently and/or disciplinary action.

#### Student Valuables

A student should not bring expensive items or large sums of money to school. Items of value, such as purses, should not be left in lockers. The school will not accept responsibility for these items. Thefts should be promptly reported to School Safety and Security.

#### Unauthorized Areas

As soon as students arrive, they must come inside and remain in authorized areas. Parking lots, outside areas, and vehicles are off limits during the school day. At lunch, students must remain on school grounds. Hallways, lockers, parking lots, other outside areas, and vehicles are off limits at lunch. The same rules for authorized areas apply to early morning students. Students are not allowed to go to their vehicles or leave school grounds after arriving unless a parent and/or administrator gives permission to leave. Students are also not allowed to be unsupervised after school hours.

#### Visitors

All visitors must sign in at the main entrance. Visitors are required to present appropriate picture identification, such as a driver's license, when signing in. When leaving, the visitor will sign out and the identification will be returned. While parents are encouraged to participate in their students education, an appointment is mandatory to visit a teacher or classroom. This also applies to others as the instructional time will not be interrupted.