



## **Patrick Henry High School**

**“Home of the Patriots”**

2102 Grandin Road, S.W.

Roanoke, VA 24015

540-853-2255

### **Patriot Mission**

It is our mission to graduate every student with the skills to pursue post-secondary education and continue lifelong learning as a productive citizen.

All students are responsible for abiding by the policies in this student handbook and RCPS Standards and Expectations

For further information and up-to-date scheduling information, check out our website at:

<https://ph.rcps.info>

### **PRINCIPAL**

Mr. Joseph Boan

853-2255

### **HALL PRINCIPALS**

TBD, McQuilkin Hall - 853-6116

Ms. Sharon Hicks, Parsons Hall - 853-6131

Ms. Stephanie Picard, Penn Hall - 853-6119

Mr. Todd Reichert, Persinger Hall - 853-6133

Mr. Derrick Sessor, Penn Hall – 853-1257

### **ROANOKE TECHNICAL EDUCATION CENTER**

Ms. Bridgette Bentley, Site Director, Gibboney - 853-1618

Mr. Eric Lear, Site Director DayTech- 853-6307

### **ATHLETIC DIRECTOR 853-1190**

Counseling Coordinator- 853-2600

(Tammi Hayter)

### **CAREER CENTER & SCHOOL COUNSELORS**

Mrs. Amy Fiddler  
Guidance Coordinator 853-6120

Ms. Lindsay Coleman  
McQuilkin Hall 853-2493

Ms. Megan Lester  
Persinger Hall 853-6140

Ms. Destinee Sprague  
McQuilkin Hall 853-6101

Ms. Brittany Prisaznick  
Parsons Hall 853-1975

Ms. Jacqueline Wilmore,  
Parsons Hall 853-6130

Ms. Bailey Wilburn  
Parsons Hall 853-6366

Ms. Linsey Mertins  
Persinger Hall 853-6115

Ms. Jackie Moore  
ROTEC – 853-1478

**TEEN HEALTH CENTER**

Laurie Bauguess -School Nurse - 853-6246

Bridget Brodie – School Nurse – 853-1248

Ms. Kirstin Thompson – Main  
Office/Check-in– 853-2255

Ms. Diana Yates  
Attendance 853-2637

Ms. Maggie Newman  
Finance/Bookkeeper - 853-2350

Ms. Vicke Marshall  
Registrar- 853-6158

Ms. Julie Morrison  
ROTEC and CTE - 853-2803

Ms. Tammie Hayter  
Career Center - 853-2600

Ms. Cassandra Powell  
McQuilkin Hall – 853-2759

Ms. Ashely Taylor  
Penn Hall – 853-2320

Ms. Valerie Pickle  
Parsons Hall – 853-6156

Ms. Ernestine Critzer  
Persinger Hall – 853-2296

Ms. Christina Sapp  
Cafeteria Manager – 853-6160

**ADMINISTRATIVE SUPPORT**

Ms. Nicole Willis – Admin. Asst. to  
Principal – 853-2256

## *Welcome to Patrick Henry High School!*

As a Patrick Henry Patriot, you are a very special student in the most exciting school in Roanoke Valley! As we focus on your future, we encourage you to challenge yourself both academically and in extracurricular activities. We believe in excellence in every area: scholarship; leadership; school spirit; sportsmanship; and character. We also believe that students and staff play a key role in our community, and we encourage students to participate in service projects that aim to improve our city. We emphasize the pillars of character in all aspects of our school. Included in this focus is an emphasis on appreciating diverse cultures and treating all people with respect. We believe that every student must graduate with the options to pursue college and the career path of his/her choice. To that end, students, staff, parents, and community partners must work together to ensure a rigorous curriculum, excellent instruction, and a learning environment that is safe.

As a graduate of Patrick Henry High School with a 2.0 GPA or higher, you have a guarantee of acceptance and tuition assistance at Virginia Western Community College in the CCAP Program. Students can also earn college credit while attending Patrick Henry High School. We encourage and recommend that students plan to take at least one Advanced Placement or Dual Enrollment class. We expect our students to strive for an Advanced Diploma. We will provide support to help students meet these high standards.

Patrick Henry High School has a long history of quality and excellence. Please visit our Athletic and Academic Halls of Fame located in the main foyer and athletic hallways of the school. Each academic wing in our school is named for a distinguished Roanoke City educator. McQuilkin, Parsons, Persinger, and Penn Halls each have an administrator assigned to supervise them. Upon entry to Patrick Henry, each student is assigned to a hall by grade level. The student will work with the same counselor each year until graduation to plan for his/her college and career path.

This handbook has been prepared to help you understand school policies and procedures. Please review it carefully and use it as a reference. We look forward to helping you achieve a world class education! Have a wonderful year!

## 2024-2025 School Calendar

August 1, 6, 7	Freshman/Sophomore/New Student Orientation
August 15th	Business Day & Back to School Open House
August 20th	First Day for Students
August 20th	Students Without Schedules Report to Main Counseling
August 21st	Counseling support for seniors with schedule issues
August 30 <sup>th</sup>	Non-Student/Non-Teacher Day
September 2nd	Holiday
September 20th	Interim Reports (1st Nine Weeks)
September 27 <sup>th</sup>	2-Hour Early Dismissal
October 11th	Senior Trip to Busch Gardens
October 25th	2-Hour Early Dismissal (end of 1st Nine-weeks)
October 28 <sup>th</sup>	Cap and Gown Packets Delivered
October 31	Report Cards (1 <sup>st</sup> Quarter)
November 1st	Non-Student Day
November 4th	Parent Teacher Conferences (no students)
November 5th	Holiday
November 6 <sup>th</sup>	Cap and Gown Orders Submitted at PH
November 27th	Non-Student/Non-Teacher Day
November 28th-29th	Holiday
December 6th	Interim Reports (2nd Nine Weeks)
December 20 <sup>th</sup>	2-Hour Early Dismissal
December 23- January 3	Winter Break
January 6th	Staff/Students Return
January 17th	2-Hour Early Dismissal (end of 2nd Nine Weeks)
January 20th	Holiday
January 24 <sup>th</sup>	Report Cards (2 <sup>nd</sup> Quarter)

February 14th	Non-Student Day
February 21st	Interim Reports (3 <sup>rd</sup> 9 Weeks)/
February 24th	Parent Teacher Conference (no students)
March 21st	2-hour Early Dismissal (students only)
March 24-28	Spring Break
March 31st	Staff/Students Return
April 4 <sup>th</sup>	Report Cards (3 <sup>rd</sup> Quarter)
April 8 <sup>th</sup>	Cap and Gown Delivery Day ta PH
April 18th	2-hour Early Dismissal (students only)
April 21 <sup>st</sup>	Holiday
May 6th-17th	AP Testing
May 2nd	Interim Reports (4 <sup>th</sup> 9 Weeks)
May 7 <sup>th</sup>	Cap and Gown Delivery Make Up at PH
May 26 <sup>th</sup>	Holiday
May 28 <sup>th</sup>	Cap and Gown Delivery Make Up at PH
June 5th	Graduation Rehearsal/2-Hour Early Dismissal
June 5 <sup>th</sup>	Reports Cards (4 <sup>th</sup> Quarter)
June 6 <sup>th</sup>	Graduation Ceremony

<b>ATHLETIC TRYOUT DATES</b>		
<b>FALL 2024</b>	<b>WINTER 2024/25</b>	<b>SPRING 2025</b>
<b>July 29: Golf</b> <b>August 1: Football, Cheer,</b> <b>Cross Country</b> <b>August 5: Volleyball</b>	<b>November 11: Winter Sports</b>	<b>February 24:</b> <b>Spring Sports</b>

## **WHERE TO GO FOR INFORMATION**

<b>What</b>	<b>Where</b>	<b>Who</b>
SAT/ACT Information	Career Center or Hall Office	School Counselor
Advanced Placement Information	Career Center or Hall Office	School Counselor
Tutoring	Teachers	Teachers
Make copies/Downloads	Media Center	Mr. Colley/Ms. Dennis
Parking Passes	Bookkeeper Office	Ms. Maggie Newman
Permission to ride a different bus	Hall Office	Hall Secretary
Locker problems Get locker assigned	Hall Office	Any Hall Secretary
Report a problem	Main/Hall Office/Classroom	Administrator, counselor, or teacher
Check out	Hall or Attendance Office	Hall or Attendance Secretary
Late Arrival	Attendance Office	Attendance Secretary
Early Release Pass	School Counseling Office	School Counseling
Change address	Hall Office	Hall Secretary
Make a phone call	Main/Hall Office	Secretary/Counselor/Administrator
Lunch information/Forms	Cafeteria/Hall Office/RCPS Website	Cafeteria Manager or Hall Secretary
Lost items	Main/Hall Offices	Secretary
Athletics Information	Sports Information Office	Mr. Lee Johnson
Injury or Take medications	Health Clinic	School Nurse
Worker's Permit	Online	<a href="http://www.doli.virginia.gov">www.doli.virginia.gov</a>
Join a club	Main/Hall Offices/PHHS Website	Club Sponsor
Valley Metro Pass Form	Hall Office	Hall Secretary

## **ACTIVITIES FOR STUDENTS**

All students are encouraged to participate in extracurricular activities. These activities are offered to develop skills outside the formal classroom environment. They are an integral part of the Patrick Henry High School program of studies. Other activities may be added during the year. Students wishing to form a club must secure a teacher-sponsor and complete a letter of request.

### **CLUBS+**

Anime Club  
Arch Club  
Book Club  
Calm Club  
Chess Club  
Choir  
Dance  
DECA Marketing Club  
Families for Families  
FBLA Future Business Leaders of America  
FCA Fellowship for Christian Athletes  
Film Club  
Gardening Club  
Help Save the Next Girl  
HOSA Health Occupations Students of America  
Key Club  
Knitting Club  
Literary Magazine  
March for Our Lives Club  
Noteworthy Club  
PH Players Drama Club  
PH Spirit Club  
Prism Club  
SCA Student Council Club  
Skills USA  
Students For Racial Unity Club  
Tabletop Gamin Club  
Technology Student Association  
Teen Republicans  
World Language Club French and Spanish  
Young Democrats

**ACADEMIC TEAMS:**  
**Scholastic Bowl**

**ATHLETICS**  
Varsity Football

**Forensics**  
**Debate**  
Basketball

**SOCIETIES:**

**National Art Honor Society**  
**National Honor Society**  
**Delta Gems**  
**Foreign Language National Society**

**Extra-Curricular:**

**Electronic Music**  
**ROTC**  
**Marching Band**  
**Concert Band**  
**Jazz Band**  
**Orchestra**

JV Football  
Boys Varsity

Boys JV Basketball  
Boys 9th Grade  
Basketball  
Girls Varsity Basketball  
Girls JV Basketball  
Wrestling  
Cross Country  
Indoor Track  
Outdoor Track  
Boys Tennis  
Girls Tennis  
Boys Varsity Soccer  
Boys JV Soccer  
Girls Varsity Soccer  
Girls JV Soccer  
Cheerleaders - Varsity  
Cheerleaders – JV  
Varsity Volleyball  
JV Volleyball  
Varsity Baseball  
JV Baseball  
Varsity Softball  
JV Softball  
Golf  
Boys Lacrosse  
Girls Lacrosse  
Swimming

Athletics and extracurricular activities are for all students. These programs provide a variety of experiences designed to promote educational, social, and physical excellence. Teachers become coaches and sponsors to develop sound citizenship through the practice of good sportsmanship. Participants must earn and maintain a minimum 2.0 GPA in the semester preceding competition and qualify under all Virginia High School League Eligibility Rules.

*\*In order to participate in a meeting, practice, performance, or an athletic contest on a school day, student or athlete must attend class for at least two full periods of the day. Any student assigned to ISS (in-school suspension) may not be eligible to participate in extra-curricular activities that day.*

**Requirements for Participation**



Patrick Henry High School takes pride in athletes and athletic programs. Patriot teams compete at the Group 6A level as a member of the River Ridge District and a member of state 5A and a part of Region 5D. Sports are divided into fall, winter, and spring seasons. There are a variety of teams in each season, and athletes are allowed to participate according to Virginia High School League rules.

The Virginia High School League requires that students:

- ☐ Pass 5 classes in the previous semester
- ☐ Take at least 5 classes in the current semester
- ☐ Have a physical dated after May 1<sup>st</sup> of the current year. An athlete must have a current physical to attend open gym/field/conditioning

\* See the Athletic Director for other VHSL requirements.

Roanoke City wishes to prepare our athletes for future academic and athletic participation. To obtain this goal, Patrick Henry Athletes must:

- Maintain a 2.0 GPA during the preceding semester or attend required tutoring sessions before or after school. Failure to attend and participate successfully in tutoring sessions will result in suspension from game participation. If an athlete drops below a 2.0 GPA at the interim, he/she will be required to attend tutoring sessions for the remainder of the 9 weeks. Failure to attend and participate successfully in tutoring sessions will result in suspension from participation in games.

Information about NCAA eligibility is available from the coach, AD or counselor.

Patrick Henry believes that athletes should be leaders by example on and off the court or field. Each team will have team rules but all athletes will be required to adhere to the following rules:

- An athlete cannot quit one team join another team during the same season without signed permission from the current coach, new coach, and Athletic Director.
- Participating in extracurricular activities and team sports is a privilege. Any violation of school rules or pending criminal charges may result in consequences up to and including dismissal from the activity or sports team.
- At any time, any athlete in possession or under the influence of alcohol or drugs will be removed from the team and not eligible to participate in another sport during that season. These athletes will not be nominated for end of the season awards in that sport.
- Any athlete involved in a fight during competition will serve a three- game suspension and may also face school sanctions. If that athlete is involved in another fight during the season, he/she will be removed from the team.
- An athlete must be on time and present in class for two full blocks to be eligible to participate in a game or practice. If the athlete has a legitimate reason such as a funeral or doctor's appointment, an official note must be presented to the AD for consideration. ISS does not count as a class.

- An athlete who is suspended from school is not eligible to practice, play or attend sporting events. Suspension for fighting will carry an additional 2 game suspension upon returning to school. A parent can appeal the additional 2 games to the Athletic Director if there were extenuating circumstances which should be considered.
- Any athlete who is assigned ISS must inform his/her coach. The coach may assign an additional penalty based on team rules.
- Any athlete in possession of tobacco products will be suspended for 2 games for the first offense and removed from the team on the second offense.
- Each individual team will have additional rules that the athletes will be expected to follow. Any team rule violation will result in the parent and Athletic Director being notified by the coach within a 48-hour period.

THE SPECTATOR SHOULD:

1. Realize that he/she represents the school just as definitely as does the member of a team and, therefore, has an obligation to be a true sportsman, encouraging through this behavior the practice of good sportsmanship by others.
2. Recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill and outstanding examples of sportsmanship and fair play exhibited by either team.
3. Treat visiting teams and officials as guests, extending to them every courtesy.
4. Respect the judgment and integrity of officials, realizing that their decisions are based upon game conditions as they observe them.

**ATTENDANCE PROCEDURES**

Attending class is a crucial factor for high achievement. School begins at 8:45 AM and is dismissed at 3:30 PM daily. Patrick Henry High School has high standards for class attendance. The Virginia Department of Education has identified that a student missing 10% of the school year (approx. 18 days) is considered excessively absent. That encompasses excused AND unexcused absences. There may be times that students must be absent from class, such as illness, court appearances, funerals, or religious holidays. The following procedures and requirements will help monitor student safety and recording accuracy:

1. **Students must be in class on time each day, meaning inside the class prior to the end of the tardy bell.** Students with repeated tardies will receive progressive disciplinary actions and interventions.
2. Students may not leave campus during the day without parental permission and a sign out pass from the attendance office. **The Raleigh Court Public Library is not a part of the PHHS Campus.**

3. To ensure student safety, parents or guardians must call the attendance office, 853-2637, if the student is absent for any reason. Upon return, the parent must send a signed note to the attendance office stating the date and reason for the absence.

4. A student will be entered into the auto-call system if absent from class or if he/ she arrives more than 15 minutes after class has started. Parents will receive a call notifying them of the absence. Students skipping class will receive progressive disciplinary actions and interventions.

#### **5. LATE ARRIVAL & EARLY RELEASE POLICY**

Students who arrive at school late will be directed to the attendance office to receive a pass to class. By RCPS policy, the only excused reasons authorized are illness, death in the family, court or doctor appointments. Consequences will be administered for all students who arrive late to school and/or class without an authorized signed excuse.

**6. Early Release requires students to leave campus and students are not permitted to return to campus for transportation.**

#### **7. TARDY TO CLASS**

Students considered excessively tardy will receive progressive disciplinary actions and interventions.

8. Students who drive a personal vehicle to school may lose parking privileges if they arrive tardy to school or violate the PH code of conduct.

9. The automated calling system will notify parents when a student is absent from class. If there are questions, parents should contact the teacher.

10. Parents will receive notification if their student has excessive absenteeism. If a student accumulates more than 9 tardies in a 9-week grading period, they will be ineligible for any after-school extracurricular activities as a spectator or participant. These include athletic events, dances, clubs, concerts, etc. Students can earn back the opportunity to attend extracurricular activities by attending after-school tutoring or Saturday School.

#### **11. SKIPPING CLASS**

Students are considered skipping if they are more than 15 minutes late or are found in an unauthorized area of the building. Students skipping class will receive progressive disciplinary actions and interventions.

12. Students will be called to their hall office or the attendance office to check out. Persons not listed on the emergency contact card will not be allowed to check a student out of school or give permission for a student to check out. Students who drive or ride Valley Metro will be called out of class to the attendance office at the appropriate checkout time.

13. All students will be scheduled for a full day and will not be allowed to leave school with a partial day schedule unless indicated by an IEP or approved by the principal.

14. VIRGINIA SCHOOL LAW (Section 22.1-254 ) states that a parent or guardian shall send a child to school until age 18. Students who fail to attend class regularly will be required to attend a support team meeting with a parent or guardian and may be referred to the courts for additional support.

***What you and your parents should do when you are absent***

Have a parent call the attendance office, 853-2637, before 9:00 AM to notify the school that you will not be attending classes that day. Resolve each absence when returning to school by:

Written note from parent or guardian for illness, death of family member, or doctor or court appointments

Written note from court, doctor, etc. for each absence

***Make-up Work***

Students are expected to make up work missed when they have an absence. They will be given full credit for work done following the make-up work timeline below:

Number of Days Absent	Make-up Work Due Date
1 day absence	The next day of the missed class(es) depending on the A/B schedule after return to school.
2 day absence	2 class days (A/B) after return to school
3 day absence	3 class days (A/B) after return to school
4 day absence	4 class days (A/B) after return to school
5 day absence	class days (A/B) after return to school

Students absent more than five days must make arrangements with their teachers for making up the work missed within one week (5 school days) after their return to school. Due dates will be set by each teacher at this time.

Students / parents must contact the teacher to arrange make up time for tests, quizzes or other required work

**Teachers post assignments and most lecture/resource materials on their websites and Canvas pages. Students should access this information immediately when absent.**

# GRADING POLICIES

**Parents and students are strongly encouraged to register for Parent Portal and consistently monitor attendance and grades as well as missed assignments. Directions are found on the RCPS webpage.**

## GRADES

A = Outstanding Achievement 90-100  
B = Above Average Achievement 80-89  
C = Average Achievement 70-79  
D = Below Average Achievement 60-69  
F = Unsatisfactory Achievement <59

## COMPUTATION OF GRADES

Grades indicate the level of mastery of the subject material. At the end of the second and fourth marking periods, students will receive an exam grade and a semester grade. The semester grade will be computed by 40% first nine weeks grade, 40% second nine weeks grade, and 20% exam grade. Students earning a passing numerical average for each semester will receive credit towards graduation requirements.

## CHEATING

Students who cheat or plagiarize will be given a zero (0) on the assignment or test. Other disciplinary action may also be taken. **Smartphones, Smart Watches, electronics, etc. visible or audible during any test or exam may also be considered evidence of cheating.**

## CAREER CENTER

Each student is assigned to a school counselor by alpha last name. Counselors help students to develop yearly academic schedules and plan for career and college choices. Counselors provide support for other student needs in academic, personal, and social development. The counselors may also help connect students and families to appropriate community agencies for assistance.

## ACADEMIC DIFFICULTY

Students who are having trouble passing courses should meet with their teachers first. **Parents should make an appointment with the teacher** to determine what support is needed to help the student be successful. Assignments and the class calendar detailing major assignments or tests may be accessed on the teacher's website linked to the Patrick Henry site. Parents may also monitor student progress online, please see website for additional details.

## ACADEMIC LOAD

All students will select a full schedule (7) classes. The principal must approve any request for partial day schedules. Forms are available from guidance counselors. **Deadline for Early Release is 8/26/24.**

## GRADUATION REQUIREMENTS

Students may (and should) review graduation requirements with counselors, in the Program of Studies, or online at our website.

## Schedule Change Timeline

**All schedule change forms must be submitted by the dates listed below. PLEASE CONSULT THE ACADEMIC DATES & DEADLINES FOR REGULATIONS REGARDING SCHEDULE CHANGES ON OUR WEBSITE.**

1. Changes from one course to another will be made only under the following circumstances:
  - Failure of a course which is a prerequisite for a selected course or a graduation requirement
  - Completion of a selected course in summer school

- Change in the program of studies
  - Grouping adjustments and/or balancing of classes by administration
  - Recommendation of IEP or support team
  - Administrative error
2. The following regulations apply to dropping a course, course credit, repeating a course:
- A student may repeat a course to strengthen his/her background in a subject area, but only one credit will be awarded for the course.
  - Students are not permitted to audit classes.

**Tuesday, August 20** – students without schedules/students with a hole in their schedule

**Wednesday, August 21** – Seniors ONLY

- 1st Block – Last Names – A-F
- 2nd Block – Last Names G-L
- 3rd Block – M-R, GOV SCHOOL
- Bridge – Last Names S-Z

**Thursday, August 22** – Juniors/Sophomores

- 1st Block – Juniors (A-M), GOV SCHOOL Sophomores
- 2nd Block – Juniors (N-Z)
- 3rd – Sophomores(A-M)
- Bridge – (N-Z)

**Friday, August 23** – Freshman

- 1st Block – Last Names A-F, GOV SCHOOL
- 2nd Block – Last Names G-L
- 3rd Block – Last Names M-R
- Bridge – Last Names S-Z

**Monday, August 26**

- 1st/2nd Block – Remaining Seniors
- 3rd/Bridge – Remaining Juniors, GOV School Seniors

**Tuesday, August 27**

- 1st/2nd Block – Remaining Sophomores, GOV School Freshman
- 3rd/Bridge – Remaining Freshman

### **DUAL ENROLLMENT**

Students must complete all admission, placement testing and registration requirements of Virginia Western Community College to be enrolled in dual enrollment classes. All drops must follow VWCC guidelines.

### **ADVANCED PLACEMENT TEST FEES**

Roanoke City Public Schools will pay a portion of the exam cost: students must pay the remainder. AP test fees are collected in February. AP tests are ordered in March. In order to receive weighted credit, students are required to take the AP exam for the course(s) in which they are enrolled. **Students who do not sit for the AP exam will have weighted credit removed and will also be required to pay the Roanoke City Public School portion and any assessed unused test fee charged by Educational Testing Services.**

### **STUDENT PROMOTION POLICY**

Grade classification is based upon the total number of credits accumulated as follows:

Sophomore - 5 credits; Junior - 11 credits; Senior - 16 credits (Minimum of 22 credits needed to graduate)

### **STUDENT RECORDS**

Any school record related to a disciplinary suspension must be included in the student's scholastic record. The scholastic record will be forwarded to another school upon the request of that school with or without consent of the student and/or legal guardian.

### **TRANSFER-WITHDRAWAL**

If a student moves to another school, parents should contact the Registrar at 853-6158 prior to enrollment.

## **STUDENT PARKING**

- Only seniors and juniors will be allowed to park on campus.
- Parking on school grounds is a privilege which may be revoked at the discretion of school administration.
- Students must comply with the PHHS attendance/tardy protocol, the PHHS Code of Conduct, and be a student in good standing to retain a parking pass.
- Revocation of parking privileges for the remainder of the semester may be implemented at any time due to code of conduct violation.
- If a permit is revoked, parking fee will not be refunded.

### **PURCHASING A PARKING PASS:**

- A non-transferable Decal must be purchased within the first two weeks of school. Warnings, fines and towing will begin at the third week of school.
- All students and owners of vehicles must apply and sign for a permit to park on school property. In addition, all school fees and obligations must be paid in order to purchase a decal. A parking decal costs \$50.00. If you lose your decal, you must purchase a replacement decal at the cost of \$10.00.
- Students must provide proof of personal insurance.

### **DISPLAYING PARKING STICKER:**

- If a senior/junior must drive to school, the vehicle must bear an official parking decal which may be purchased from the Bookkeeper's office. The Patrick Henry parking decal must be clearly displayed on the back window, driver's side of all vehicles driven to school.
- Vehicles without decals or those illegally parked may be towed at the owner's expense.
- Parking on campus without a valid parking sticker may result in a parking ticket from the Roanoke City Police Department or having the vehicle towed at owner's expense.

### **PARKING RULES:**

- Students must park only in designated student parking areas.
- Speed should be no more than five (5) miles per hour.
- Passing other vehicles or blocking traffic is prohibited.
- Unsafe practices, i.e., playing on lot, riding atop a vehicle, unsafe crossing, etc. are prohibited.
- Students with a parking pass are only authorized to transport themselves to and from school.

### **SEARCH OF VEHICLES:**

- **As a condition of the permit, the student driver and/or the owner consents and agrees to authorize searches of the vehicle at any** Violations of the above rules, regulations, protocol are subject to disciplinary action, which include: towing at owner's expense; suspension of parking privileges; revocation of parking permit school suspension, prohibition of attending after school events, and/or other consequences at outlined in the PHS Code of Conduct.

## **BUS REGULATIONS**

1. The driver oversees the bus and all pupils aboard and must be respected as a school official. Students must comply with all directives provided by the driver.
2. Cross in front of the bus only when the road is clear and at a safe distance in front of the bus in order to be seen by the driver (minimum 10 feet).
3. Ride only the bus assigned by school officials.
4. Pupils must occupy seats assigned to them by the bus driver or school officials and remain seated while the bus is moving. Ride three in a seat, if necessary, and do not exchange seats unless given permission by the bus driver. If all seats are taken, stand to the rear of the white marker line as long as the bus is in motion.
5. Behave on the bus as you are expected to behave in the classroom. Insubordination, disobedience, vulgarity, foul language, fighting, and similar offensive acts will result in disciplinary action.
6. Do not engage in any activity that might divert the driver's attention and cause an accident such as:
  - a. Loud talking, laughing or unnecessary confusion.
  - b. Unnecessary conversation with the driver.
  - c. Extending any part of the body out of the bus windows or doors or riding outside the bus.
7. Pupils must neither open nor close bus windows without permission of the driver.



8. Do not engage in any activity that might damage, cause excessive wear or litter to the bus or other property. The following activities are prohibited at all times:
  - a. Smoking or eating on the bus.
  - b. Spitting or throwing anything in or from the bus.
  - c. Possessing tobacco, knives or sharp objects on the bus.
  - d. Bringing animals on the bus.
  - e. Tampering with mechanical equipment, or controls on the bus.
  - f. Vandalism, altering, damaging bus property
9. Pupils may not get off the bus on the way to school or home without permission of the principal.
10. Report promptly to the driver any damage done to the bus. Persons causing damage shall be expected to pay the full cost of the damages and be subject to disciplinary action.
11. Students who wish to ride a different bus or get on or off at a different stop must present a note to their hall requesting permission. This note will be verified and a pass given to the student to present to the driver if approved.

### **CONSEQUENCES FOR NOT ADHERING TO BUS POLICIES**

The following guidelines have been prepared to deal with discipline problems on school buses:

1. If a student is found guilty of misbehavior involving bus safety rules, insubordination to the driver, or any act that endangers the safety of other children, a bus conduct report will be completed by the driver and given to the principal. After appropriate action is taken, copies of the report will be given to the parent(s)/guardian.

**First Offense** - bus riding privilege may be suspended for no more than two (2) weeks, in addition to other disciplinary action.

**Second Offense** - bus riding privileges may be suspended for no more than three (3) months, in addition to other disciplinary action.

**Third Offense**- bus riding privileges may be suspended for the remainder of the year, in addition to other disciplinary action.

#### **Administration reserves the right to modify bus suspensions**

2. The following violations are considered extremely serious and if found guilty, students may be suspended for up to six (6) months on the first charge and may face additional disciplinary action: Smoking, fighting, threatening or endangering self or the lives of others destroying bus property; throwing objects on or from the bus; using abusive or vulgar language to the bus driver.

## DISCIPLINE POLICIES

All Roanoke City School Standards and Expectations Apply.

All students are expected to conduct themselves in a manner that demonstrates respect for the rights and privileges of others. Patrick Henry High School will follow all procedures as outlined in the RCPS Student Code of Conduct.

## GENERAL POLICIES

### ACCEPTABLE USE POLICY

Unauthorized use of technology and information gained through its use without permission is prohibited, as specified in School Board guidelines for the use of computers. Acceptable use of the Internet: Students shall abide by the Roanoke City Public Schools Acceptable Computer Use Policy and regulations.

### DANCES/PROM

Patrick Henry provides students with age-appropriate social activities. Due to the age range of students in grades 9-12, guests 21 or older and middle school students will not be permitted to attend any PH school dance. Students wanting to bring guests who do not attend Patrick Henry High School must have the appropriate guest form completed and approved before purchasing tickets for the event. The school administration reserves the right to approve or deny all non-student guests at dances. **Any student with a significant discipline infraction that results in out of school suspension prior to the event will not be eligible to participate in Dances/Prom.**

### DRESS/APPEARANCE

Dress or appearance which disrupts the educational process or which poses a threat to the safety or welfare of the student or others is prohibited. Garments or accessories with obscene, vulgar, or sexually suggestive language or pictures or those that could reasonably be construed as promoting illegal substance or alcohol abuse are prohibited.

*Reminder: many students and staff are allergic to perfume and scented cosmetics. Do not spray or apply perfume or scented cosmetics in enclosed spaces such as classrooms, buses or bathrooms. Students who do so will be subject to disciplinary action.*

### DRESS CODE

Student dress contributes to the overall climate of the school. Not all fashion trends are appropriate for school. Student appearance/style must not be disruptive to classroom activities. Good judgment in the selection of clothing will result in fewer interruptions during the school day. These rules apply to both male and female attire. Clothing should fit, be neat, and clean, and conform to standards of safety, good taste, and decency.

**Appropriate footwear is required at all times.** Any clothing that interferes with or disrupts the learning process, presents health or safety concerns, is prohibited on school property.

Examples of prohibited clothing include, but are not limited to:

1. attire with any language or images that are vulgar, discriminatory or obscene.
2. attire that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia.
3. attire that contains threats such as gang symbols.
4. clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative.
5. sagging or low-cut pants.

**NOTE: Non-religious or cultural head coverings, such as hats and visors, and sunglasses are not allowed unless approved by the principal.**

Parents may be called to bring appropriate clothing or clothing will be provided by the school. Hats or other head coverings may be confiscated and returned to a parent/guardian.

**An administrator's judgment regarding dress code is FINAL.**

### **EMERGENCY DRILLS**

The school has a comprehensive Crisis Plan, a copy of which is in each office. Fire, tornado, evacuation, and other emergency drills, as required by law, will be held at regular intervals. Such practice is important and should be approached seriously. During these drills, please move quietly, safely, and quickly to your designated exit. Students that do not comply with staff directives during emergency drills are subject to disciplinary action.

### **FOOD AND DRINKS/CAFETERIA**

Students will be allowed to have water in clear plastic containers during the school day. Students should demonstrate appropriate manners and respect by tossing all trash, lunch trays, wrappers, etc. in the appropriate container at the end of the lunch period. Please report spills and other hazards to the administrator or building manager on duty. Food or drinks purchased in the cafeteria at any time must be kept in the cafeteria eating area. Place all trash in cans. Food and drinks are not allowed in the gym, classrooms, hallways, locker rooms, etc. Failure to abide by these policies will result in disciplinary action.

### **FUNDRAISING**

Before a club, athletic team, or organization can sell any products at school or in the community, approval must be granted by the principal. Food items cannot be sold during school hours.

### **HALL PASSES**

All students must carry a signed pass during class time if they are excused from the class for any reason. ANY STAFF MEMBER MAY ASK A STUDENT TO PRODUCE THE PASS at any time. PLEASE BE COMPLIANT.

### **HARASSMENT POLICY**

Students who feel that their personal rights are being violated by others, either by threats of physical violence; or by extortion (demands of money or property); or by sexual intimidation or embarrassment should report the incident(s) to their counselor or hall principal immediately. Student confidentiality will be respected.

#### **LOCKERS**

Each student has access to a locker. Students may be assigned a locker and a combination from his/her hall office secretary. Locker assignments remain for all four years of high school. Students may not share lockers, or affix items to the lockers. Students are responsible for their lockers and locker contents. The principal or his designated representatives are authorized to search the student's locker at any time. THE STUDENT SHOULD ASSUME NO RIGHT TO PRIVACY. LOCKERS ARE SCHOOL PROPERTY.

#### **LOST & FOUND**

All items should be turned in to the nearest hall office.

#### **TRESPASSING/RESTRICTED AREAS**

Specific off-limit areas when unsupervised during school hours include: the bus loading area, athletic fields, gymnasiums, indoor track, Governor's School area, outside any fenced campus boundary, and any other areas not used for direct travel to class. Areas behind ROTEC are also off limits. **The Raleigh Court Public Library is off limits to students during school hours.**

#### **POSTERS & SIGNS**

All posters and signs must be approved by the principal. PRIOR TO ANY POSTING. Persons posting approved signs and posters are responsible for their removal and cleanup. Posters may only be hung with approved adhesives. Candidates for school and club offices should check with an administrator for the number and size of signs allowed.

#### **SCHOOL RESOURCE OFFICERS**

Student Resource Officers (SRO) are assigned to Patrick Henry as support for students. They are available as support to students, staff and parents during the school day and school activities.

#### **SECURITY**

Patrick Henry High School has full-time security officers who patrol the buildings and campus during the day. **They are staff members who have the authority to issue directives to students.** Furthermore, numerous cameras have been installed throughout the campus. CAMERAS ARE FOR ADMINISTRATIVE VIEW USE ONLY.

#### **SCHOOL STORE**

The School Store is now fully online. Information about the school store can be found on the PH website <https://www.rcps.info/ph>

## **STUDENT FEES**

The School Board charges student fees and takes action to recover funds for the loss of or damage to School Board property in accordance with state and federal law. No fee may be charged unless it has been approved by the School Board. Each time a fee is charged, a notice will be given that a fee waiver may be requested. The notice will include directions on how to apply for a waiver.

**SENIOR \$50.00** SGA, senior gift, senior activities, student newspaper, (includes \$10.00 Printing/Postage - student agenda, newsletters, surveys, mailings to homes)

**JUNIOR \$30.00** SGA, junior prom, junior activities, student newspaper (includes \$10.00 Printing/Postage -student agenda, newsletters, surveys, mailings to homes)

**SOPHOMORE \$30.00** SGA, sophomore activities, student newspaper (includes \$10.00 Printing/Postage -student agenda, newsletters, surveys, mailings to homes)

**FRESHMAN \$30.00** SGA, freshman activities, student newspaper (includes \$10.00 Printing/Postage -student agenda, newsletters, surveys, mailings to homes)

**Unpaid fees become obligations that must be paid.**

**Optional FEES:** PTSA DUES \$5.00    Parking Fee: \$50.00

**POLICY:** The School Board, upon recommendation of the Superintendent, may act against a pupil or the pupil's parent for any actual loss, breakage, or destruction of or failure to return property, owned by or under the control of the School Board, caused or committed by such pupil in pursuit of his studies. Such action may include seeking reimbursement from a pupil or pupil's parent for any such loss, breakage, or destruction of or failure to return school property.

*Adopted: December 14, 1999 Reviewed: July 12, 2005; July 13, 2010. Revised: May 14, 2013*

## **CARILION HEALTH CENTER**

An on-site health center is available to students enrolled at Patrick Henry. The center is staffed and will be open for student use daily. The staff includes the school nurse, secretary (daily personnel), as well as a licensed nurse practitioner and a clinic assistant. Students are admitted to the center by appointment only. All visits to the center for services will be verified in regard to time of actual arrival at and departure from the center. Services are confidential. Signed parental permission is required to receive services of the center.

### **PROCEDURES FOR TREATMENT:**

1. A student requiring emergency medical attention may come straight to the Teen Health Center with a note from the teacher.


2. Students will only be seen during normal posted Teen Health Center's hours.
3. The Roanoke City Schools Health Nurse is housed in the Teen Health Center. No appointment or permission form is necessary for services during the nurse's hours. The nurse is responsible for administering any medication to students. Students requiring medication during school hours must have the appropriate paperwork submitted from the doctor and parent prior to receiving any medications.

### **TEXTBOOKS/LAPTOPS**

Textbooks and laptops are a vital part of the school's curriculum and represent a significant part of the division's budget. Textbook/Laptop inventory is closely monitored. When an item is issued to a student, the computer scan records the student's name, textbook number, and condition. This record is maintained in a database. Books/Laptops will be checked for loss and damage during the school year and at the close of school. **Students are financially responsible for damage and replacement costs.**

### **VISITORS**

All visitors to campus must have a visitor's badge printed at the main check-in and report to the Main Office. To secure a visitor's pass, all visitors must have a photo ID. Small children or babies should NOT be brought on campus during the school day for any reason.

<p>To access all RCPS School Board Policies, including the Student Code of Conduct.</p>	<p>To access the Patrick Henry PHHS Student Handbook.</p>
	

**Roanoke City Public Schools**  
**Acknowledgement of Responsibility**  
**Student Handbook**

As a student of Patrick Henry High School, I agree to follow the expectations outlined in the Student Handbook. Furthermore:

I understand and agree that school must be a positive and cooperative environment so that everyone can learn.

I understand that attendance is the key to my success.

I understand that violence, bullying, harassment, disruptive behavior, and abusive language are unacceptable and will result in consequences up to and including suspension from school.

I also understand that I have a responsibility to my fellow classmates to help stop bullying by reporting all repeated and/or serious incidents that are intended to harm, intimidate, or humiliate other individuals.

By signing below, I hereby acknowledge that I have received and reviewed the PH Student Handbook and accept the responsibilities therein outlined.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_