

Substantial Handbook Changes – High School

ATTENDANCE

ABSENCES REPORTING

Students who are absent 20+ consecutive school days will be unenrolled from classes and will need to seek comparative coursework through an accredited Homeschool program. This may include options available in Petersburg High School independent study programs.

ELECTRONICS--PERSONAL (Cell Phones, Airpods, Headphones, Ear Buds, Smart Watches, etc.)

Students may not use personal laptops, ebooks, pads or any mobile device that sends or receives a signal without prior approval from the technology director and administration.

Student cell phone and other personal device use is not a right. The following points outline the policy and enforcement.

1. Cell phones are **NOT** to be on the student's person during school. This means cell phones **MUST** in the cell phone classroom hotel, not in a pocket, in hand, or out in the classroom.
2. Cell phones and other devices **MUST** be placed in the cell hotel of the first period class or the office cell phone hotel if the student does not have a first period. Students may retrieve these during lunch if they are going off campus. They **MUST** do this immediately following the bell release for lunch.
3. Upon return from lunch, students who retrieved their devices **MUST** place them in the cell hotel in the class that follows lunch. They may retrieve them at the end of the school day. They **MUST** do this immediately following the bell release from the last class.
4. Cell phone notifications/ringers are to be silenced.
5. At no time may students create a hot spot or tether devices; the school network must be used at all times in accordance with the Children's Internet Protection Act.
6. Students **MUST** surrender personal electronic devices, including cell phones, to a PSD staff member when requested as they are a disruption to the learning environment.
7. The return of personal devices **WILL REQUIRE A PARENT** to pick up the device at the school office. This policy includes the use of personal electronic devices of any kind.
8. Exceptions to the head phone usage will only be made for medical necessities and **MUST** be documented with the office and special education department.
9. Any devices that takes pictures **SHALL** not be used in sensitive areas such as locker rooms, bathrooms, etc. Additionally, photographing or capturing videos of other students and/or staff without their prior approval is prohibited and may earn disciplinary actions.
10. Students leaving on school sponsored or other trips during the school day shall leave their cell phones in the office so as to avoid disrupting classes to retrieve the phone prior to departure.

It is highly recommended that students do not bring cell phones or other electronic devices to school. The school will not be liable for lost or damaged devices.

LATE/MISSING WORK

Timely completion and submission of school work are essential components of the educational process and help to prepare students for future academic and professional success. This policy applies uniformly to all students and classes.

Assignment Deadlines: Each teacher will establish specific deadlines for assignments. This will be stated when the assignment is given.

Late Submissions: Assignments submitted after the established deadline will be considered late/missing.

Gradebook Entry: A grade of "zero" (0) will be entered into the PowerSchool gradebook for all late/missing work. This reflects the student's current grade without the late/missing work.

Late Work Penalties: Assignments submitted up to 5 school days late will receive a maximum of 80% of the total possible points. Assignments submitted between 6 and 20 school days late will receive a maximum of 50% of the possible points. Assignments submitted more than 20 school days late will not receive credit.

Gradebook Indicators: Late or missing work will be clearly flagged in the PowerSchool gradebook to inform students and parents.

Academic Quarter Deadline: The end of the academic quarter is a hard deadline for all quarter work unless an appeal has been granted for extenuating circumstances by administration as outlined below.

Appeals Process: Exceptions for unusual circumstances must be appealed to the administration in writing by the student and/or teacher. A decision on the appeal will be provided by administration to the teacher and student within one calendar week of the appeal submission. During the appeal process no additional penalties will be applied to the work.

SENIOR WORK COMPLETION DEADLINE

Graduating seniors/students for the class of 2026 must complete and submit all course work to fulfill graduation requirements by May 27th, 2026 by 4:00 PM. This allows teachers to complete grading and for all aspects of graduation ceremonies to be finalized.

Substantial Handbook Changes – Middle School

Electronics –Personal (Cell Phones, AirPods, Headphones, Ear Buds, Smart Watches, etc.)

Student cell phone and electronic device use is not a right. All devices that can receive or transmit a signal are not to be on the student's person during school. This includes cell phones, airpods, smartwatches, headphones, etc. Devices will be placed in the secure lock box of the student's first period teacher for the duration of the school day. Device notifications/ringers are to be silenced. At no time may students create a hotspot or tether devices; the school network must be used at all times in accordance with the Children's Internet Protection Act. Students must surrender personal electronic devices, including cell phones, to a PSD staff member upon request as they are a disruption to the learning environment. **The return of personal devices will require a parent to pick up the device at the school office.** Exceptions to the head phone usage will only be made for medical necessities and must be documented with the office or special education department. Any devices that take pictures should not be used in sensitive areas such as locker rooms, bathrooms, etc. Additionally, photographing or capturing videos of other students and/or staff without their prior approval is prohibited and may earn disciplinary actions.

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