Poquoson High School

Coaches Handbook

School Year

2025-2026

Table of Contents

Mission **3**
Major Objectives Of The Poquoson Athletic Program **3**
Athletic Code Of Conduct **4**
Absences **4**
Athletes **4**
Study Hall 5
Bookkeeping **5**
Collection of Money 5
Fundraising Activities **5**
Concession Stand Fundraising 5
Purchasing of Supplies and Equipment 6
Spirit Wear 6
Student Activity Funds 6
Calendar **7**
Child Abuse and Neglect Reporting **7**
Communication with Stakeholders **8**
Concussions and Cardiac Arrest **8**
Discipline **9**
Discipline Policy and Additional School Rules and Regulations 10
Reporting Certain Acts 11
Facility Use **11**
Inappropriate Relationships with Students **11**
Medication Administration **12**
NCAA Clearinghouse **12**
School Hours **13**
Sexual Harassment **13**
Social Media **14**
Staff Listing **14**
Students and Errands **14**
Substance Abuse **15**
Supervision of Students **15**
Under Armor Brand **16**
Virginia High School League **16**
Appendix A - Collection of Monies **17**
Appendix B - Fundraising Form **18**
Appendix C - Concession Stand Money Form **19**
Appendix D - Purchase Order **20**
Appendix E - Calendar **21**
Appendix F - Concussion/Cardiac Arrest **22**
Appendix G - Staff Listing **24**
Appendix H - Overnight Permission **26**

Mission

Poquoson City Public Schools educates and prepares all students for success in college and career and for responsible citizenship.

Major Objectives Of The Poquoson Athletic Program

The purpose of the school athletic program is:

1. Provide the very best for our student athletes,challenge them in athletics and academically and support the mission of our schools and District.
2. To strive always for excellence that will produce successful teams and individuals.
3. To serve as a laboratory where students learn how to cope with real life problems and situations which include but not limited to:
    a. Academic success
    b. Physical and emotional growth and development
    c. Acquisition and development of individual skills
    d. Team play with the development of such commitments as loyalty, cooperation,fair play, and other desirable social traits
    e. Directed leadership and supervision that stresses self-discipline, self-motivation,excellence, and the ideals of good sportsmanship that make for winning and losing graciously
    f. A focus of interest on activity programs for student body, faculty,and the community that will generate a feeling of unity and pride
    g. Achievement of initial goals as set by the school in general, and the student as an individual
    h. Provisions for worthy use of leisure time in later life, either as a participant or spectator
    i. Develop school pride

Athletic Code Of Conduct

All of those associated with PCPS athletics are expected to:

- ➢ Emphasize the proper ideals of sportsmanship, ethical conduct,and fair play. Eliminate all possibilities which tend to destroy the best values of the game. Stress the values derived from playing the game fairly.

- ➢ Show courtesy to visiting teams and officials.

- ➢ Respect the integrity and judgment of sports officials.

- ➢ Achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.

- ➢ Encourage leadership,use of initiative,and good judgment by players on the team. Recognize that the purpose of athletics is to promote physical, mental,moral,social,and emotional well-being of the individual players.

- ➢ Remember that an athletic contest is only a game- not a matter of life or death for the player, coach,school,official, fan,or community.

- ➢ ***School and learning come first.***

Absences

If it is necessary to be out at any time, either athletic practice or athletic contest, please let the athletic director know at the earliest possible moment.

Athletes

Any student in grades 8-12 may try out for PCPS athletics provided they are a student in good standing regarding academics and behavior. All student athletes must be eligible based upon criteria provided by the Virginia High School League (VHSL). Additionally, all student athletes must have a valid physical on file in order to participate. Students in the 6th or 7th grades are not allowed to participate in PCPS athletics (including serving as team managers).

Study Hall

Any athlete in the high school who has a D or F is required to attend study hall during One Lunch with the A.D or the assistant A.D. Each coach will get a weekly report of students who are on the list. If the student fails to attend the study hall, the coach will get an email and the coach is responsible for handling any consequences.

Bookkeeping

Collection of Money

Coaches will give a receipt, from their assigned receipt book, to all students for any money collected over $5.00. All amounts,including those under $5.00, should be recorded on the collection summary form. All money collected by the coach will be turned in to the office the day that it is collected, with the collection summary filled out and signed,and the office will give the coach a receipt for all money received. If the money is collected after the office has closed, the money should be secured until the following day.

See Appendix A

Fundraising Activities

All fundraising activities for any organization in the school must have approval from the principal ***before*** the activity begins. All money collection procedures should follow the proper standards of accounting.

See Appendix B - Fundraising Form for fundraising approval forms.

Concession Stand Fundraising

Coaches will be given a concession stand money form to be filled out each game. At the end of each game, the coach will need to collect and count the money and fill out the form. The money and form will need to be turned in to the athletic director or the administrator at the game. NO MONEY WILL BE TAKEN HOME.

See Appendix C

Purchasing of Supplies and Equipment

Before any purchase,the principal must approve all purchases of supplies and equipment by staff members. Approved purchases must utilize the purchase order system that is in place. An invoice from the store where the purchase was made will be required for all purchases. Purchase order numbers will be assigned by the bookkeeper after the principal has approved the purchase. Staff members should make all purchases using the PHS tax-exempt number, as sales tax will not be reimbursed. PCPS policy does not permit the purchase of gift cards under any circumstances.

See Appendix D

Spirit Wear

Spirit Wear stores are available through Achieve Athletics. Contact Brett Sutryk (bsutryk@bsnsports.com) directly to set up your team store. Spirit Wear stores through BSN can be customized to their team's preferences.

Spirit Wear sold outside of Achieve Athletics must complete a fundraising form prior to the start of the sale. Before making any purchases for spirit wear the designs must be approved by the athletic director. A detailed inventory of items purchased and sold must be submitted to the Athletic Director, along with funds raised. Monies may not be kept overnight or used to directly purchase other items for the team.

Student Activity Funds

All funds from extra-curricular school activities, such as entertainment, athletic contests, cafeterias, club dues,etc. and from all activities of the school involving school personnel, students, or property are classified as school activity fund

The handling of these funds is a very important matter,not only to guarantee that misappropriations cannot occur,but also to assure that all monies are properly accounted for and that faculty,parents, and pupils are aware that it is properly and carefully handled.Certain regulations and requirements are given below:

1. The regulations of the State Board of Education require that all pupil activity funds are handled through a central school treasury.
2. Provision must be made to furnish the organization,teacher,class,etc. and a receipt for each deposit in the central treasury.

3. Provision must be made to furnish each group a monthly statement of the account.
4. All monies handled by the central treasury shall be deposited in the bank and properly accounted for by a standard bookkeeping system. All bills shall be paid by check or PO to the SBO.
5. The principal is responsible for the proper handling of all activity funds.
6. Prior to the opening of schools,careful plans should be developed regarding ways and means for raising money,the procedure to expend the money, and uses for which it is to be spent. This planning should be a cooperative venture involving faculty, organization representatives, and the administration.
7. The counting of all monies shall be a cooperative affair between the person designated by the principal and a representative of the organization. In no case shall a principal accept a large amount of money without a cooperative count of the money on the spot. No debts shall be contracted for without the prior written approval of the principal.
8. A school auditing process shall be established in each school, which shall audit the activity account at the end of each month and furnish a proper statement to the Superintendent's office. A CPA firm at the end of the school year will audit the books.
9. A status report of the activity funds account shall be furnished to the Superintendent's office monthly. An annual financial report shall be submitted to the Superintendent's office with final reports.

Calendar

All faculty members,including coaches,are expected to follow the official PCPS calendar. Please note that additional instructional days may be added due to inclement weather.On days when school is canceled or notice is made that extracurricular activities are canceled,no practices/rehearsals may occur to include team meetings, weight lifting, workouts, etc.

See Appendix E

Child Abuse and Neglect Reporting

According to Virginia state law, any teacher or other person employed in a public school is a mandated reporter. Any teacher or other person employed in a public school is required to report all instances of suspected abuse and neglect of children under age 18 to local departments of social services. Employees must make such reports immediately. The obligation to report cases of suspected child abuse or neglect is not discretionary. Faculty members should notify an administrator of any

such reports. Either administrators or counselors will assist coaches in making reports.

All PCPS coaches,including volunteer coaches,must complete the NFHS ``Protecting Students from Abuse" module prior to the start of the athletic season. Certificates of completion must be provided to the Athletic Director. The module is available on the NFHS website at:
https:ljwww.nfhslearn.com/courses/61157/protecting-students-from-abuse

Communication with Stakeholders

It is imperative to the success of our students that we keep our families and patrons informed concerning our students, their progress and their problems. Every member of the staff is expected to maintain open lines of communication with students and their families, while also protecting confidentiality. It is our desire to inform families of the problems that our students are experiencing, and to bring to their attention the successes and progress.

All coaches are required to use their Poquoson City Schools email account, that will be given to each coach, for all email exchanges. In addition, the ParentSquare app will be the only additional form of digital communication permitted. All other external applications will be prohibited.

Coaches are expected to return all inquiries within 24 hours of receiving the contact. Any communication that requires more than a paragraph response should be made via telephone,as opposed to email communication.

As representatives of Poquoson City Public Schools,all coaches are expected to demonstrate responsible use of social media platforms. While these are valuable communication tools, it is imperative to maintain decorum in all posts and protect student confidentiality at all times.

Concussions and Cardiac Arrest

PCPS recognizes that concussions and head injuries are a commonly reported injury in children and adolescents who participate in sports and recreational activities. Further, PCPS supports the need to ensure that its staff,its students and the community are aware of the seriousness of brain injuries and concussions and how they can affect a student's abilities in the educational setting,in accordance with

Section 22.1-271.5 of the Code of Virginia.

All PCPS coaches, including volunteer coaches,must complete the NFHS "Concussion in Sports" module prior to the start of the athletic season. Certificates of completion must be provided to the Athletic Director. The module is available on the NFHS website at **https://www.nfhslearn.com/courses/61151/concussion-in-sports**

What should I do if I suspect a student-athlete sustained a concussion?
Contact the athletic trainer immediately. Concussions are a specific injury that should be treated by specially trained health care providers- sports medicine physicians,athletic trainers,neurologists, physiatrists,and a few select others.

How do I know when it is safe for a student-athlete to return to play?
A team of licensed health care providers will work together to determine when it is safe to return to play. Management will include neurocognitive testing,a gradual monitored exertional test,and daily symptom monitoring. Before a student-athlete can return to full participation he/she must be cleared by a physician that is trained in concussion management (this includes limitations to practice). Medical documentation that an athlete has been cleared must be provided to the PHS Athletic Trainer for review ***prior*** to an athlete being allowed to return to play. At all times,the Athletic Trainer has discretion to prohibit a student-athlete from participation if deemed to be in the best interest of the student athlete's health.

All athletes, coaches and parents must review the Concussion / Cardiac Arrest Protocols. See Appendix F.

Discipline

It is important that coaches,beginning on the first day,as well as throughout the school year,establish a positive pattern of student discipline. Student discipline is based upon the requirement that all students must understand and maintain reasonable and acceptable behavior and conform to all school rules and regulations as stated in the Poquoson City Schools Code of Student Conduct

https://va02205104.schoolwires.net/Page/12107. Should a student violate the Code of Conduct,coaches should inform the student's parent/guardian and the athletic director (who will inform the administration so that the disciplinary process can be followed).

Some suggestions gleaned from books written on the subject are listed below:

- ➔ Be courteous and alert.
- ➔ Be aware of your body language. It speaks louder than any voice.
- ➔ Make eye contact. Be genuine.
- ➔ Be friendly and firm. If you have to say "no," do so pleasantly.
- ➔ Never lose your cool. Do not engage in a confrontation with a student (or his/her parents).
- ➔ Treat people with exquisite courtesy and diplomacy and expect the same from them.
- ➔ Make your expectations clear. Write them out. Consider having students and parents sign that the expectations have been received.
- ➔ Be a good leader.
- ➔ Let students have a voice in some of the decisions in the class. Have them develop and commit to a few basic rules.
- ➔ Reward and praise as many students as you can when things go well.
- ➔ Get help when necessary.
- ➔ Call on support personnel,school counselors, social workers, psychologists,other teachers, and administrators.
- ➔ Treat the parent as you would want to be treated if the roles were reversed.
- ➔ Notify the parent about problems while they are still small. Call about concerns and good news.
- ➔ Do not take students' behavior personally.
- ➔ Focus on the positive.

Coaches should be certain that students know and understand school rules and the rules of VHSL at the earliest possible moment. Adolescents need some fair "rules of the road" to guide them.

Discipline Policy and Additional School Rules and Regulations

Each staff member is required to read,implement,support, and enforce the Poquoson City Public Schools policies on student discipline. This document is updated annually and is made available to all staff and students in September. In addition, all staff are required to enforce the additional rules and regulations particular to PHS. Consistent

enforcement and follow-through is a professional expectation of all PHS faculty and staff,including both paid and volunteer members of the coaching staff.

Reporting Certain Acts

By Virginia law, certain illegal or violent incidents on a school bus, school property, or at a school·
sponsored activity must be reported.

A. Reports shall be made to the principal or his designee on all incidents involving:
   1. The assault, assault and battery, sexual assault, death, shooting, stabbing,cutting, or wounding of any person.
   2. Any conduct involving alcohol,marijuana,a controlled substance,imitation controlled substance, or an anabolic steroid.
   3. Any threats against school personnel.
   4. The illegal carrying of a firearm.

Facility Use

Coaches will work with the athletic director to identify the location and schedule for all practices. Any coach who desires to use the building outside of the established practice schedule must schedule through the athletic director so that all activities may be fairly accommodated. For evening use, notice must also be given to the night custodians. Heating/AC must be requested through SchoolDude for evening/weekend activities.

Students are not to enter the building before the coach in charge arrives and are not to remain in the building after the coach in charge leaves. The faculty member in charge should ensure that the facility is left clean and in order upon leaving,including locker rooms.

Inappropriate Relationships with Students

Sexual relationships and sexual harassment between students and staff members are illegal and can result in criminal and civil penalties. Sexual harassment and relationships between students and staff often begin with innocent flirtations. Innocent flirtations can leave staff members vulnerable to baseless accusations.

To prevent all appearances of inappropriate relationships between students and staff, staff must adhere to the following guidelines.

1. Set appropriate boundaries with students- Staff must set appropriate personal boundaries with students and not engage in inappropriate behavior that could lead to even the appearance of an inappropriate relationship. Inappropriate behavior includes,but is not limited to, flirting,making suggestive comments; engaging in sexual dialogue over the Internet or any other electronic device;giving inappropriate personal gifts;dating;asking for a ride home after school or sports practice; hugging;sending intimate letters or cards;making personal phone calls;meeting in social settings; touching inappropriately; telling off-color jokes;exchanging phone numbers for personal reasons;or engaging in playful exchanges.
2. Report any inappropriate behavior initiated by students -If a student initiates inappropriate behavior toward you, document the incident and report it to the principal or athletic director. Also,report any incidents that follow.
3. Report any inappropriate behavior between students and staff- Staff members must report observed inappropriate behavior between students and staff members. State law requires staff to report all suspected child abuse to appropriate child protection authorities, and a relationship between a staff member and a student constitutes child abuse.

Medication Administration

No school personnel should administer any medication to any student unless they have been trained to do so. Generally speaking, the school nurse (or the athletic trainer after-hours) will administer all medication to all students;however,if a time arises when there is a need for another staff member to administer medication, this can only occur after the staff member has been trained to do so. Under no circumstances may staff provide any personal medication (including over-the-counter medications) to students.

NCAA Clearinghouse

The NCAA Clearinghouse for eligibility must certify any student athlete playing any

sport who plans to participate in an NCAA Division I or II program. NCAA Forms 48H must be completed by the school counselor and student and returned to the Clearinghouse for certification. The Clearinghouse sends 48· H Forms to each school's counselor. There is a fee payable by the student for processing. This report covers all reports to all institutions. The student must pay the fee. It is an NCAA violation for the school, booster club,or supporter to pay the fee for the student.

School Hours

Student instructional hours are from 7:20 am to 2:00pm and the PHS Main Office is open from 7am to 3:30pm during the school year. During the summer,the PHS Main Office is open for staff from 8:00am to 4:00pm Monday through Thursday (dosed on Friday).

Sexual Harassment

All employees and students will work or attend school in an environment free of harassment or discrimination. Sexual harassment is a form of misconduct, which undermines the integrity of the school system's employment and academic relationships. Sexual harassment is a discriminatory practice and will not be tolerated.

Sexual harassment constitutes any unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature, which interferes with performances and/or created an intimidating, hostile, or offensive work and academic environment. Sexual harassment is unwelcome behavior, which is personally offensive, debilitates morale,or interferes with the working or learning effectiveness of its victims and their peers. It is a prohibited action when it results in discrimination for or against an employee or student on the basis of conduct not related to their working or learning performance.

Unwelcome actions of a sexual nature will be deemed to constitute sexual harassment

when:

1. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic progress, or completion of a school-related activity; or
2. Submission to or rejection of such is a basis for employment decisions,or in the case of a student,is the basis for evaluation of an individuals' performance within a course of study or other school related activity;or
3. Such conduct intentionally or unintentionally interferes with an employee's work performance or a student's educational performance by creating an intimidating,hostile,or offensive environment.

Any employee or student who believes that he/she has been sexually harassed should report the situation as soon as possible to:

1. The immediate supervisor, or
2. The next higher level above the supervisor, or
3. The designated sexual harassment investigator,or
4. In the case of a student the report should be made to the school principal,either directly by a student, representative thereof,or by any school personnel who have knowledge that sexual harassment may have occurred.

Social Media

If your team is using a social media account the new logo is the only logo allowed to be on. The social media account is not the primary communication to players or parents. The main communication will be Parent Square.

Staff Listing

See Appendix G

Students and Errands

No student shall be sent off school grounds or out of the building on errands.

Substance Abuse

Schools are responsible for providing and maintaining an environment in which students are protected from drugs and drug related activities. This environment must be conducive to wholesome living and effective learning.

All teachers and staff members shall be responsible for reporting to the principal any evidence of substance abuse. Immunity from liability for school personnel who report drug abuse is provided in section 8.01-47 of the Code of Virginia. When a teacher or staff member suspects the misuse/use of alcohol or drugs (including prescription drugs) because of a student's behavior or marked difference in his daily functioning, the administration must be notified.

It is expected that all teachers and employees of Poquoson High School convey,by their actions and teachings, that they do not condone or encourage substance abuse by students. While on school grounds and/or at any school-sponsored activity (including practices),coaches (including volunteers) shall not smoke,chew,use, or have in their possession, tobacco or alcohol products.
The result of any proven illegal actions relative to substance abuse by an employee can be grounds for immediate dismissal. The Employee Assistance Program is available for any staff member needing support.

Supervision of Students

Coaches are required to supervise students under a variety of conditions and situations. Even when duty is not explicitly assigned,the coach is responsible during all practices and associated athletic events for supervision of pupils. The coach is legally charged to make reasonable provision for the safety and the welfare of the students at all such times. While on the school grounds, on field trips, at extracurricular activities,and while the children are on their way to and from school,a coach has the responsibility of acting in a "reasonably prudent manner" relative to the student. A coach charged with the supervision of students cannot be absolved of that responsibility by permission of the parents. A coach who leaves students unattended without making explicit and satisfactory provision for the well-being of the individuals

in the group could be declared negligent in any legal action that might result. Coaches are not to use student monitors for the purpose of maintaining order. Should parents wish for students to engage in activities not supported by the school,students should be signed-out from the school-affiliated activity into the responsibility of the parent.

When traveling with student athletes for overnight competitions, please ensure appropriate documentation is in order. **See Appendix H for Overnight Permission**

Under Armor Brand

We are now under contract with Achieve Athletics and Under Armor. We can not wear any other brand supporting Poquoson High School besides Under Armor. Coaches will be provided a polo and jacket for games.

Virginia High School League

In addition to the PCPS guidelines,all coaches are governed by the guidelines specified by the Virginia High School League (VHSL). This includes participation in required coaching clinics and other meetings required by VHSL. Coaches are expected to review and follow all of the guidelines located at **http://www.vhsl.org/administrators-coaches/** and are encouraged to see the athletic director immediately with any questions. In addition to these guidelines VHSL requires coaches within two years of their hire date to complete a series of coach education trainings that are available online at the following link: **https://www.vhsl.org/coach-education/** . It is the responsibility of each coach to ensure compliance with these VHSL requirements. You must turn in certificates of completion from each educational training to the Athletic Director.

Appendix A - Collection of Monies

COLLECTION SUMMARY

DATE: ____________________ BOOKKEEPER'S RECEIPT NO. ____________________

RECEIVED: ____________________ RECEIPT BOOK NUMBER: ____________________

Send Receipt Book With Money to be Deposited

FUND: ______________________________

NAME	DESCRIPTION	AMOUNT
CHECKS AND CASH $5.00 AND UNDER. NO RECEIPT WRITTEN!		
*CASH FOR WHICH RECEIPTS HAVE BEEN WRITTEN: (OVER $5.00)		
	Total Cash: **Total Checks:** **Total:**	

Sign the original, make 1 copy and turn both in to the bookkeeper with money and your receipt book.

TEACHER'S SIGNATURE ______________________________

BKKPERS. SIGNATURE ______________________________

Appendix B - Fundraising Form

Attachment A

POQUOSON CITY PUBLIC SCHOOLS

APPROVAL OF SCHOOL FUNDRAISER

STEP 1: School Representative completes Part A and B (get signature from organization's representative that is helping raise funds).
STEP 2: Submit to Principal and School Bookkeeper for approvals.
STEP 3: Submit to Superintendent for Division or Community Fundraising events.

PART A: *To be completed by School Representative*	
Name of School:	
School Club / Organization:	**Representative's Name (Print clearly or type):**
Activity / Fundraiser Description:	
Specific Purpose of Fundraiser:	
Begin Date:	**End Date:**
Estimated Cost: *(Itemize expenses of cost per article sold)*	**Estimated Sale Price:** *(If dance, play, etc., list admission cost)*
Estimated Benefit to School:	
Preparer's Name (Print clearly or type):	**Preparer's Signature and Date:**

PART B: *Nutrition Standards Compliance*
Compliance with Virginia Regulations for Nutrition Standards requires that food or beverages may not be sold from 6:00 a.m. until the end of the breakfast period and from the beginning of the first lunch period to the end of the last lunch period.
Will food and/or beverages be sold? Yes ☐ No ☐ *(If Yes, complete all of Part B. If No, move to Part C.)*
Description of food/beverage items to be sold:
Time of food/beverage items will be sold:
Is this fundraiser Smart Snacks compliant? Yes ☐ No ☐ *(Smart Snacks information is available on the PCPS Food and Nutrition Services webpage)*
NOTE: ***For fundraisers selling food and/or beverages during the school day, the Executive Director of Finance will forward a copy of this approved form to the Food Service Administrative Office at PHS.***

PART C: *Approvals*	
School Bookkeeper:	**Date:**
Principal:	**Date:**
Superintendent ***(if applicable)*****:**	**Date:**
NOTE: ***Fundraiser is not approved until signed by all parties listed above.***	

PART D: *Profit/Loss Statement*					
To be completed by the School Representative/Sponsor at the end of the fundraiser and resubmitted to the Bookkeeper for audit purposes.					
Revenue	$	Expenses	$	Total: Profit (+) or Loss (-)	$

Appendix C - Concession Stand Money Form/Spirit Wear Form Samples

Concession Stand Money Turn in Sheet.		
Date-		
Starting Money		
Total Money	-	
Money deposited		
Starting money for next game		
Worker Signature		
Admin Signature		

Spiritwear Fundraiser Inventory Sheet		
Size	Clothing Type-Hoodie	How many sold- Date
XS		
S		
M		
L		
XL		
XXL		
3XI		
Starting Money		
Total Money		
Depositing Money		
Starting Money Next game		
Worker Signature		
Admin Signature		

Appendix D - Purchase Order

INTERNAL PURCHASE ORDER
Poquoson High School
51 Odd Road
Poquoson, Virginia 23662

Phone: 757-868-7123 Fax: 757-868-3141

Date: _____ Internal PO #: _____

To: _____
_____
_____

Phone: _____
Fax: _____

From: Poquoson High School
51 Odd Road
Poquoson, VA. 23662

Qty.	Item No.	Description	Unit Price	Total
		Sub-total		
		Shipping & Handling		
		Tax ID # 54-0993691 ***Total***		

Price increases over 5% - Please notify before processing.
Please notify if purchase order cannot be processed within 60 days.

Funds: _____ Person Making Request: _____

Funds Available: _____ Principal's Signature_____

This is to certify that the purchases authorized by this purchase order are for the use and consumption of the Poquoson High School and is not subject to the state and local sales tax.

internalpurchaseorderform.doc

Appendix E - Calendar

Poquoson City Public Schools
2024-2025

JULY 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- **4** Independence Day Holiday (Schools and Offices Closed)

AUGUST 2024

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- **5-8** New Teachers Report
- **12** All Teachers Report
- **12-16 &19-23** School Opening Prep Days
- **16** Teacher Prof. Dev.
- **21-22** Open House Events
- **26** First Day of School for Students
- **30** Labor Day Holiday (Schools & Offices Closed)

SEPTEMBER 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- **2** Labor Day Holiday (Schools & Offices Closed)
- **18** Early Dismissal (Collab Planning/Prof. Learning)
- **27** Interim Reports Issued

OCTOBER 2024

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- **4** Early Dismissal (Homecoming)
- **18** Early Dismissal (Division Professional Dev.)
- **29** 1st Quarter Ends
- **30** Begin 2nd Quarter

NOVEMBER 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- **5** Report Cards Issued
- **6** Early Dismissal (Collab Planning/Prof. Learning)
- **11** Parent-Teacher Conf. (No School for Students)
- **27-29** Thanksgiving Holiday (Schools/Offices Closed)

DECEMBER 2024

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- **5** Interim Reports Issued
- **23-31** Winter Break (Schools and Offices Closed

JANUARY 2025

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- **1-3** Winter Break (Schools/Offices Closed)
- **6** Students Return
- **15** Early Dismissal (Collab Planning/Prof. Learning)
- **20** MLK Jr. Holiday (Schools/Offices Closed)
- **21** 2nd Quarter Ends
- **22** Begin 3rd Quarter
- **28** Report Cards Issued

FEBRUARY 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

- **5** Division-Wide PD AM/Collab Prof. Learning PM (No School for Students)
- **17** President's Day Holiday (Schools and Offices Closed)
- **25** Interim Reports Issued

MARCH 2025

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- **5** Early Dismissal (P/T Conf. /Prof. Learning)
- **19** Early Dismissal (Collab Planning/Prof. Learning)
- **27** 3rd Quarter Ends
- **28** Begin 4th Quarter

APRIL 2025

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- **3** Report Cards Issued
- **7-11** Spring Break (Schools and Offices Closed)
- **23** Early Dismissal (Collab Planning/Prof. Learning)

MAY 2025

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- **6** Interim Reports Issued
- **7** Early Dismissal (Collab Planning/Prof. Learning)
- **26** Memorial Day Holiday (Schools and Offices Closed)

JUNE 2025

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- **5** Early Dismissal
- **6** Graduation Day Early Dismissal Last Day of School
- **9** Teacher Workday
- **19** Report Cards Issued

If school days are missed due to inclement weather, early dismissal days, professional development days, and holidays may be used for make-up days.

Appendix F - Concussion/Cardiac Arrest

Concussions and Return to Learn

What is a Concussion?

A concussion is a type of traumatic brain injury, or TBI, caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move rapidly back and forth. This sudden movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging brain cells. –Centers for Disease Control and Prevention

Concussion Facts

- All concussions are serious
- Most concussions occur without a loss of consciousness
- Every concussion is different
- Prior concussions may lower the threshold for subsequent concussions injuries and increase symptom severity
- Both young children and adolescents are vulnerable to the effects of a concussion
- Concussions do not only happen to athletes; they can happen to any student

Return to Learn (RTL)

- To date, there are no agreed upon formulas for RTL.
- Academic adjustments need to be tailored to each student's specific circumstances
- The rule of thumb is that if a student is physically or mentally exerting to the point of flaring a symptom, then physical/mental activity should be cut back

A RTL academic concussion management plan includes graduated phases to promote recovery

1. Home: Rest
2. School: Part-time
3. School: Full-time

Physical Symptoms

- Headache or pressure in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitive to light or noise
- Numbness or tingling
- Does not "feel right"

Cognitive Symptoms:

- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down

Emotional Symptoms:

- Irritable
- Sad
- More emotional than usual
- Nervous

Accommodations (These accommodations/strategies are listed as possibilities and should be employed as they apply to the individual student)

Physical Symptoms

- Schedule rest/breaks
- More frequent breaks in classroom
- Quiet environment/reduce distractions
- Sunglasses
- Excuse from PE and recess without penalty
- Preferential seating

Cognitive Symptoms

- Workload reduction
- Adjust due dates
- Remove or exempt from assignments
- Decrease length of assignments

- Postpone tests/assignments
- Allow extra time on assignments and tests
- Break assignments down into smaller chunks
- Provide support for complex tasks
- Alternative methods to assess student's mastery
- Assign peer to take notes
- Give outline/notes with class lecture
- Provide support for complex tasks
- Use computer assisted or audio learning systems
- Use organizational helpers
- Repeat and present new information slowly

Emotional Symptoms

- Allow student and teacher to have signal for distress
- Allow student to remove self from class to deescalate
- Empathize with student's frustration
- Provide structure and consistency
- Establish a cooperative relationship with the student
- Set reasonable expectations

Mental Fatigue

- Adjust student's schedule
- Shorten day
- Allow for rest breaks
- Reduce course load

**A 504 plan may be put in place to make accommodations that the student may need over a longer period of time.
For more information: Contact Student Services at 757-868-3050

Cardiac Arrest Fact Sheet

What is cardiac arrest?

Cardiac arrest is the sudden loss of heart function that results in an individual's loss of consciousness. Cardiac arrest is a true medical emergency and must be treated immediately to increase the likelihood of survival. Cardiac arrest can occur at any age and may appear suddenly, or after an individual experiences warning signs. It is not the same as a heart attack. Sudden cardiac arrest is the number one cause of exercise related death in youth athletes.

Who is at risk for sudden cardiac arrest?

Risk Factors (Source: associationdatabase.com)

- Family history of heart disease, attack, or cardiac death
- Cardiac conditions such as high blood pressure, diabetes, obesity, smoking or high cholesterol
- Underlying or unknown cardiac condition

Warning Signs That May Lead to Cardiac Arrest

- Unexplained fainting or near fainting
- Chest Pain or Tightness
- Heart racing (chest palpitations)
- Abnormal shortness of breath
- Lightheadedness

What should you do if you think your child is at risk?

- If you think your child may have risk factors, or has exhibited warning signs of cardiac arrest, you should
  - Remove your child from physical activity
  - Schedule an appointment to see your primary care physician or family doctor
  - Do not allow your child to participate in any physical exertion until cleared by a physician

What is done in a sudden cardiac arrest emergency?

- Check the scene and for a response from patient
- Call 911
- Ask someone to get an Automated External Defibrillator (AED), if available
- Begin CPR (cardiopulmonary resuscitation)

**All information provided is in reference and accordance with the Korey Stringer Institute, Sudden Cardiac Arrest Association and American Heart Association.

Appendix G - Staff Listing

Staff Name	Role
Altman, Luke	Earth Science
Ambrogio, Roberta	English
Axsom, Faith	ISS Coordinator
Bailey, Byron	English
Baker, Brittany	English
Baldwin, Renee	Fine Arts
Banton, Kataherine	School Counselor
Berry, Daniel	Math
Bowden, Todd	Math
Bulles, Mandy	English
Bush, David	P.E.
Busonick, Bernard	CTE
Chapmann, Kimberly	CTE
Chirila, Alexander	English
Coccimiglio, Debbie	Math
Coleman, Brian	Administrative Assistant
Connly, Wendy	World Language
Cruz, Stephanie	CTE
Deaton, Apryl	Special Education
Deshong, Steven	Math
Duty, Elliott	Social Studies
Duval, Blair	CTE
Easter, Natalie	Special Education
Eley, William	English
Feasley, Alexander	Social Studies
Ferguson, Mary Lou	Paraprofessional
Flynn, Kip	Social Studies
Forestiere, Jessica	Social Studies
Gawlik, Edward	CTE
Ginnold, Candace	CTE
Goodman, Beverly	Math
Herndon, Jennifer	Science

Staff Name	Role
Higginbotham, Brett	Assistant Principal
Huey, Simone	Science / Math
Insley, Gloria	P.E.
James, Renee	Math
LaRue, Gail	Math
Lawrence, Faith	Paraprofessional
Matthews, Kayla	School Counselor
Miskell, Tabitha	Paraprofessional
Morgan, Benjamin	World Language
Moulton, Lori L	Special Education
Musser, Sheryl	Special Education
Navarro, Javier	World Language
Naylor, Beverly	Bookkeeper
Neenan Lynn	School Counselor
Ozment, Kathleen	Science
Parzanese, Lisa	Media Specialist
Prirchard, Beatriz	Paraprofessional
Reid, Rose	Fine Arts
Richard, Tara	Special Education
Robertson, Elizabeth	Science
Robnett, Pam	ITRT
Smith, Michael	Social Studies
Sneddon, Charlie	P.E.
Sofis, Timothy	Social Studies
Spruill, Douglas	Fine Arts
Tarannum, Tasnema	Science
Taylor, Brandon	Social Studies
Tuttle, Stacy	Assistant Principal
Villasenor, Callie	Fine Arts
Webster, Lori	Paraprofessional
Wicker, Sarah	Fine Arts
Winchester, Irene	Principal

Appendix H - Overnight Permission

Request Form for Overnight Trip

Name of Organization, Club, or Team:

_____

Sponsor or Coach's Name:

_____

Destination, Dates, Departure Time, and Return Time of Trip:

_____

_____

Mode of Transportation (i.e., school bus, leased bus, private vehicle(s) and if private vehicle, list driver(s)):

_____

Number of Students or Student Athletes: _____

Number of Chaperones: _____

Description of Accommodations: _____

_____

Purpose of Trip: _____

_____

Cost to Student or Student Athletes (please list approximate price for trip, food, Lodging, etc.): _____

_____

Principal's Approval: _____ **Date:** _____

Superintendent's Approval: _____ **Date:** _____