

Norfolk Public Schools

The cornerstone of a proudly diverse community



Student Handbook

including
Standards of
Student Conduct

2017 - 2018



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August 2017



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Dear Parents/Guardians and Students:

Welcome to the 2017-2018 school year! I am so excited to say this to you on behalf of Norfolk Public Schools (NPS); this promises to be one of the best years yet. As we continue the work necessary for its redesign effort (#NPSRedesign), I'm so thankful to be at the helm of a district teeming with unlimited potential. Please know that the school board, district leadership team, your principals, teachers, guidance counselors, cafeteria staff, custodians, and *all* NPS staff are invested in your educational journey. We look forward to collaborating and being actively engaged with you in the process. Allow me briefly to share some of the thoughts behind the core components of the NPS Redesign initiative and the correlation to your academic achievement.

LEADERSHIP

Often the idea of the leaders or leadership is synonymous with those who are at the highest levels of administration. However, true transformation can only happen when there is buy-in at all levels and includes all stakeholders who are encouraged to lead within the scope of their influence. I charge myself, NPS employees, students, and parents to lead by example and to do so with integrity, ethics, and conviction. The decisions that we make must have the students' best interest in mind every day. Together, we can prepare our students to become leaders that are more effective in a global society.

LITERACY

Did you know that if a student reads just 14.2 minutes per day, they are more likely to score in the 80th percentile on standardized reading assessments? We began the **Read 14.2** initiative in the 2016-17 school year and will continue promoting it this year and going forward. You can help by encouraging your learner(s) to read just a little every day! The libraries in NPS are

full of awesome materials that will keep interests piqued.

RIGOR

We are committed to maintaining high standards of academic excellence for each child that we have the privilege of educating. This is accomplished by providing teaching and learning opportunities that are academically, intellectually, and personally challenging in order to maximize individual student potential. Additionally, the *Standards of Student Conduct Handbook* will be offered as a means to outline parental rights and responsibilities and the expectations of Norfolk Public Schools' students, which should be adhered to daily. Academic rigor allows for critical and creative thinking in a learning environment that is both stimulating and engaging.

As previously stated, the work of the NPS Redesign is taking shape and is instrumental, because it serves as our guide for making improvements in the district. Participating in school activities and events, as well as taking full advantage of the many opportunities provided throughout the year to expand students' academic, athletic, and social experiences, will play a pivotal role in your helping to move our district forward.

Please familiarize yourself with this document and the disciplinary procedures and consequences it entails that have been approved by the Norfolk City School Board and refer to it during the school year when you have questions about expectations related to behavioral issues. You can find more information on the NPS website at www.npsk12.com, which includes the link to all Norfolk School Board Policies and Regulations. Parents and students should review the *Standards of Student Conduct* together; sign the detachable sheet; and return it to your designated school. Following these expectations is essential as we work to prepare students to be 21st Century learners.

Yours in service to our children,

Melinda J. Boone, Ed.D.
Superintendent of Schools

2017 – 2018 Governance Team



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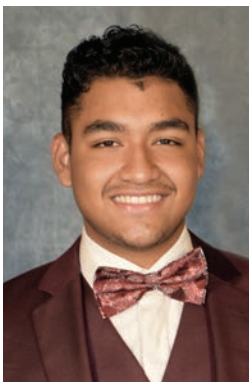
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Norfolk Public Schools – 2017-2018 Academic Year Calendar

<p>Summer: NPS Closed Fridays 4: Independence Day - NPS Closed 17-18: Summer Leadership Academy</p>	JULY 2017	<p>1: New Year's Day-NPS Closed 2: Students Return 10: Progress Reports (ES), Interim Reports (MS, HS) 15: MLK Day-NPS Closed 26: Grades Close 29: Professional Development Day - Division 30: Teacher Records Day 31: 2nd Semester begins</p>	JANUARY 2018
<p>18: Last Day, NPS Summer Hours 21-22: New Teacher Orientation 23-24: Mandatory Prof. Development Days 26: SATs Aug. 28 – Sept. 1: Teacher Pre-Service</p>	AUGUST 2017	<p>7: ES, MS, HS Report Cards 10: ACTs 13: 100th Day of School 19: Presidents Day -NPS Closed</p>	FEBRUARY 2018
<p>1: Teacher Pre-Service 4: Labor Day – NPS Closed 5: First Day of School 9: ACTs 29: Early Release/ Professional Development In-building</p>	SEPTEMBER 2017	<p>2: Early Release/Professional Development In-building 2: Grades Close 10: SATs 11: Daylight Saving Time Begins 14: Progress Reports (ES), Interim Reports (MS, HS) 30: Early Release</p>	MARCH 2018
<p>6: Grades Close 7: SATs 9: Columbus Day – Prof. Dev. – In-building 11: PSATs 18: Progress Reports (ES), Interim Reports (MS, HS) 28: ACTs</p>	OCTOBER 2017	<p>2-6: Spring Break 13: Grades Close 14: ACTs 25: Report Cards (ES, MS) Interim Reports (HS)</p>	APRIL 2018
<p>4: SATs 5: Daylight Saving Time Ends 7: Election Day (Virtual Teacher Day) 9: Grades Close 10: Veterans Day – NPS Closed 22: Report Cards (ES, MS), Interim Reports (HS) 22: Early Release Day 23-24: Thanksgiving Break</p>	NOVEMBER 2017	<p>5: SATs 11: Grades Close 23: Progress Reports (ES), Interim Reports (MS, HS) 28: Memorial Day-NPS Closed</p>	MAY 2018
<p>2: SATs 9: ACTs 20: Grades Close 21- 29: Winter Break 25: NPS Closed</p>	DECEMBER 2017	<p>2: SATs 8: HS Graduation Practices 9: ACTs 11-14: Exams, Early Release for All Students 11-12: HS Graduations 14: Last Day for Students 14: Grades Close 15: Teacher Records Day 27: HS/MS Grades Distributed</p>	JUNE 2018
NPS Closed	Students Not in School	Early Release Day	Winter/Spring Break
Report Cards, Interim Reports and Progress Reports			



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NPS 2017-2018 Calendar Notes

Calendar updates: Calendar updates are made periodically throughout the school year, so check the www.npsk12.com web address for the latest, printable version of the calendar.

Inclement weather and emergency make-up days: Inclement weather and emergency make-up days are determined by the Superintendent of Schools based upon instructional needs and requirements at the time of the weather event or other emergency. The Commonwealth of Virginia requires all school divisions to schedule a minimum of 990 instructional hours per academic year. In order to be prepared for weather or emergency closures, Norfolk Public Schools includes in its schedule additional instructional time (“banked time”) above that requirement. In general, the Superintendent will follow the below make-up day schedule depending upon instructional needs:

First Semester	Second Semester
Day 1: Banked Day	Day 1: Jan. 29 Prof. Development
Day 2: Oct. 9 Professional Development	Day 2: March 2 ERD / Prof. Dev.
Day 3: Banked Day	Day 3: Banked Day

High School Graduations: Graduations are scheduled to take place on June 11 and 12 at ODU’s Ted Constant Convocation Center. Individual school graduation dates/times will be posted as soon as they are set.

Early Release Days: Students are released two hours earlier than their normal dismissal times. Breakfast and lunch will be served on early release days.

End-of-Year Early Release Schedules for June 2018 are as follows. High school exam schedules will be announced. Breakfast and lunch will be served on early release days.

SCHOOL STAGGERS	DATES
First-Stagger Schools	June 11-14 – 11:25 a.m.
Second-Stagger Schools	June 11-14 – 12:05 p.m.
Third-Stagger Schools	June 11-14 – 12:45 p.m.
Fourth-Stagger Schools	June 11-14 – 1:20 p.m.

High School Graduation Rehearsals – Friday, June 8, 2018

High School Graduations – Mon. – Tues., June 11-12, 2018

Ted Constant Convocation Center, 4320 Hampton Blvd. Norfolk, VA 23529



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School Hours











FIRST STAGGER	SECOND STAGGER	THIRD STAGGER	FOURTH STAGGER
HIGH SCHOOLS	ELEMENTARY and MIDDLE SCHOOLS	ELEMENTARY SCHOOLS	ELEMENTARY SCHOOLS
Office Hours 7:00 a.m. – 3:00 p.m. Student Hours 7:25 a.m. – 2:05 p.m.	Office Hours 7:30 a.m. – 3:30 p.m. Student Hours 8:15 a.m. – 2:45 p.m.	Office Hours 8:00 a.m. – 4:00 p.m. Student Hours 8:55 a.m. – 3:20 p.m.	Office Hours 8:30 a.m. – 4:30 p.m. Student Hours 9:30 a.m. – 3:55 p.m.
Booker T. Washington Granby High Lake Taylor High Maury Norview High	Academy for Discovery at Lakewood 3-8 Crossroads K-8 Ghent K-8 Southside STEM Academy at Campostella Azalea Gardens Blair Lake Taylor Middle Northside Norview Middle Ruffner Academy of International Studies at Rosemont	Bay View Camp Allen Coleman Place Fairlawn Granby Elementary Ingleside Larchmont Lindenwood Little Creek Norview Elementary Poplar Halls Oceanair St. Helena Sewells Point Suburban Park Tanners Creek Tarrallton W.H. Taylor Willard	Berkley/Campostella ECC Calcott Chesterfield Academy Jacox Larrymore Monroe Ocean View P.B. Young, Sr. Richard Bowling Sherwood Forest Tidewater Park Willoughby
ALTERNATIVE SCHOOL		ALTERNATIVE SCHOOL	ALTERNATIVE SCHOOL
Office Hours 6:45 a.m. – 2:45 p.m. Student Hours 7:15 a.m. – 1:45 p.m.		Office Hours 8:00 a.m. – 4:00 p.m. Student Hours 8:30 a.m. – 2:30 p.m.	Office Hours 8:30 a.m. – 4:30 p.m. Student Hours 9:30 a.m. – 3:55 p.m.
SECEP at Richard Bowling		Easton Preschool	Madison Alternative Center

E/O BLOCK SCHEDULE

2017-18 School Year

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Sept				H	O	E	O	E			O	E	O	E	O			E	O	E	O	E			O	E	O	O/ER/PD			
Oct		E	O	E	O	E			PD	O	E	O	E			O	E	O	E	O			E	O	E	O			O	E	
Nov	O	E	O			E	Election Day VCD	O	E	H	Parents Day	O	E	O	E	O	E	O		E	O	E/ER	H				O	E	O	E	
Dec	O			E	O	E		E			O	E	O	E				E	O	E	Winter Break				H	Winter Break					
Jan	H	O	E	O	E			O	E	O	E	O			MLK DAY	E	O	E	O	E		E	O	E	O	E		PD	TRD	O/2 nd SEMESTER BEGINS	
Feb	E	O			E	O	E	O	E			O	E	O	E	O			H	E	O	E	O			E	O				
Mar	O	E/ER			O	E	O	E	O			E	O	E	O	E			O	E	O	E	O			E	O	O	E/ER		
Apr		Spring Break	Spring Break	Spring Break	Spring Break					O	E	O	E	O		E	O	E	O	E			O	E	O	E	O				
May	O	E	O	E			O	E	O	E	O			E	O	E	O	E	O	E			O	E	O		H	E	O	E	
June	O			E	O	E	O	E			O	E	O	E	TRD																

EVEN = E
ODD = O

-  = OUTSIDE THE SCHOOL YEAR
-  = WEEK-END
-  = HOLIDAY
-  = TEACHER RECORDS DAY (students not in school)
-  = EARLY RELEASE
-  = PROFESSIONAL DEVELOPMENT (students not in school)
-  = TEACHER WORK DAY-VIRTUAL DAY (students not in school)
-  = Exams
-  = Virtual Clerical Day
-  = Graduations



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Mission Statement

The mission of Norfolk Public Schools, the cornerstone of a proudly diverse community, is to ensure that all students maximize their academic potential, develop skills for lifelong learning, and are successful contributors to a global society, as distinguished by:

- *Courageous advocacy for all students*
- *Family and community investment*
- *Data-driven personalized learning*
- *Strong and effective leadership teams*
- *Shared responsibility for teaching and learning*
- *Access to rigorous and rewarding college and career readiness opportunities*

Community Beliefs

- *We believe that every person is worthy of respect.*
- *We believe that everyone has the capacity to learn.*
- *We believe that family is a critical factor in the development of the individual.*
- *We believe that every student deserves a high-quality education.*
- *We believe that effective public schools require strong leadership and teamwork.*
- *We believe that diversity is strength.*
- *We believe that effective educators and staff are valued as the foundation for successful schools.*
- *We believe that successful public schools are the foremost opportunity for economic development and community well-being.*
- *We believe that fostering positive and meaningful relationships is essential to helping students reach their highest potential.*
- *We believe that public education is an investment and a shared responsibility of schools, families, and the community.*
- *We believe that schools, students, and families can expect, and have responsibility for, creating and maintaining a safe, secure, and respectful learning environment.*
- *We will honor the worth and integrity of each person.*
- *We will not allow internal or external factors to adversely affect our pursuit of excellence.*
- *We will demand the best of everyone.*
- *We will respect community input.*
- *We will make our decisions with careful regard for research and evidence-based best practice.*



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Objectives

- *All students pass local, state, and national assessments at levels which meet and are continuously progressing toward exceeding established standards.*
- *All students identify their dreams, and have no limits in the pursuit of their fullest potential.*
- *All of our students graduate and succeed in their endeavors in higher education, the workforce, and/or the community.*
- *All of our students are responsible citizens, serve the community, and demonstrate the highest ethical standards.*

5 Year Strategic Plan Strategies

- *We will promote NPS as the cornerstone of our community's well being*
 - *Big Ideas: Technology, Facilities, Competition, Alumni, Early Learning/Literacy*
- *We will empower and facilitate meaningful family and community partnerships.*
 - *Big ideas: Family dynamics, Poverty, Wrap-around Services, Crisis Interventions, Support Systems, Neighborhood Hubs, Community/Family/Parent Engagement, Volunteer Pathways*
- *We will relentlessly pursue engaged learning through high-quality instruction.*
 - *Big ideas: Highly qualified AND highly effective staff, Professional Learning, Closing the GAP, Funding/Grants; Accountability, College and Career Readiness, Human Resources*
- *We will host environments in which all individuals feel safe and secure.*
 - *Big ideas: Cultural Proficiency, Safety, Climate, Relationships, External Influences, Eco friendly buildings, Alternative Programs, Facilities*
- *We will nurture a culture of excellence, equity, and justice through continuous improvement.*
 - *Big ideas: Cultural Proficiency, Closing the GAP, Increasing Resources, Program Evaluation, Early Learning/Literacy, Zoning, School Choice/Open Enrollment, Accountability, Disproportionate populations, Technology, College and Career Readiness*

School Board and Division Priorities

- *Ensure full accreditation*
- *Increase academic achievement of all students*
- *Improve climate, safety, and attendance*
- *Become a School Board of Distinction*
- *Promote Norfolk Public Schools to reflect outstanding accomplishments of staff, teachers, and students*
- *Develop and coordinate a capital improvement plan for facilities and technology to enhance teaching and learning*
- *Attract, retain, and help to develop strong academic families and highly-qualified teachers and staff*

School Information

Please take the time to fill in the information requested below so that you may have a quick reference when you need to contact the school.

School Name

School Telephone Number

Principal's Name

Homeroom Teacher

Guidance Counselor

Attendance Office/Secretary

The Department of Student Support Services

(757) 628-3931

Administrators

Dr. Elsie Harold Lans, Senior Director, Department of Student Support Services

Mr. Anthony Walker, Director, Safety and Security

Mrs. Carol W. Hamlin, Senior Coordinator

Mrs. Sophia Allmond, Senior Coordinator

Mrs. Michele Johnson-Young, Administrator

Dr. Dennis Moore, Senior Coordinator

Ms. Renee Parker, Senior Coordinator

Dr. Glenda Walter, Senior Coordinator

IMPORTANT NUMBERS

DROPOUT PREVENTION

628-3931

POLICE DEPARTMENT

441-5610

BULLYING AND SAFE SCHOOLS HOTLINE

628-1171

TRANSPORTATION

892-3320

CRIME LINE

1-888-LOCK-U-UP



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A MESSAGE REGARDING TRUANCY

Norfolk Public Schools and Norfolk Juvenile Court have joined in partnership to emphasize to all students, their parents, and guardians the importance of daily attendance. We hope all children will strive for perfect attendance. Attendance is important to academic success and, with state Standards of Learning (SOL) tests, it is even more critical for students to be in school each day. For excessive absences, the case will be referred to the Juvenile Court Services Unit. Please read the following with care so you are fully informed of school policies and procedures.

The Virginia Truancy Policy states: If a student in any grade (Kindergarten through 12) has seven (7) unexcused absences during the school year, court procedures will be initiated.

Norfolk Public Schools' Attendance Policy states: If a high school student has ten (10) days of excused or unexcused absences in a semester, the student will fail. Students assigned to a block schedule who are absent seven (7) or more days (excused or unexcused) in a semester course, or fourteen (14) or more days (excused or unexcused) in a school year, will not be promoted or granted course credit, regardless of their grades. If an elementary school student has twenty (20) excused or unexcused absences, the student will not be promoted to the next grade. There is an appeal process for all grade levels. Appeals should be addressed with the building principal.

The school system will dedicate staff and time to respond to situations in which students are truant and parents fail to ensure that their children attend school as required by law. While court action will not be the first intervention, it will be used when the school's attempts to improve attendance are not successful.

All students are expected to attend school the entire school day. Late arrivals and early dismissals have a negative impact on student achievement. A few minutes in the morning or afternoon can add up to hours of lost instructional time. Students shall be subject to disciplinary actions for excessive tardiness.

Norfolk Public Schools' teachers, principals, and administrators urge you to make daily attendance a priority. Most experts acknowledge that good school attendance increases academic success and reduces the likelihood of criminal and other anti-social behavior such as substance abuse, promiscuity, running away, and parent-child conflict.

Please join Norfolk Public Schools and the Norfolk Juvenile Court in making the school year one in which school attendance is emphasized by everyone. If you have any questions regarding the truancy policy, please call your school's principal, or you may call the Department of Student Support Services (628-3931).





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STATEMENT OF POLICY

It is the policy of Norfolk Public Schools to encourage student conduct that will promote good health, positive standards of behavior, effective citizenship, and a safe, secure, and respectful learning environment. Students shall be under the jurisdiction of the School Board of the City of Norfolk while going to and from school and while engaged in any school-sponsored activities. Students on school grounds, or in places under school jurisdiction, are required to follow the rules which are established to achieve these objectives.

Admission to any school requires that each student act as a responsible member of the school community. Each student must obey the law, adhere to the policies of the school system, and comply with the rules and regulations implemented with these policies. Each student is required to safeguard school property and to respect the rights and privileges of others in the school community. Each student is also required to accept responsibility for his or her own conduct.

The School Board has approved, and the administration shall implement, the rules, regulations, and procedures contained in this handbook. When a violation of these rules occurs, school officials are authorized and obligated to take appropriate action. Employees are authorized to utilize appropriate physical restraint to reasonably maintain order, to protect themselves and others from physical injury, to obtain possession of a weapon, or to protect school property. When conducting formal investigations, school officials will conference with students as part of the investigative process. School officials will review and consider a student's discipline history before issuing a disposition for inappropriate behavior. Thus, it is possible for two students to receive a different disposition for the same offense. When violations of the laws of the United States, the Commonwealth of Virginia, and the City of Norfolk are also involved, school officials may refer such matters to parents, legal guardians, or appropriate civil authorities. Representatives of the civil authority may speak with students on school premises, as necessary.

FACULTY/STAFF RESPONSIBILITIES

The classroom teacher has responsibility for classroom management. Each teacher is expected to develop a positive climate for learning. To accomplish this goal, each student is expected to follow strategies, rules, and regulations; if necessary, intervention to change student behavior should include methods to prevent or correct misconduct. Teachers will refer a student for discipline when the situation warrants. A referral system for student discipline is in place in all schools. The school principal or designee is responsible for addressing the student's behavior after the teacher/staff referral. Central office administrative support is provided through the Department of Student Support Services, the Superintendent of Schools or designee, and the School Board.



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STUDENT RIGHTS

Administrative Inspection

You have the right to:

- Be safe and secure at school and pursue your education in a disciplined environment. Therefore, you and all your property will be subject to random administrative inspections that may also involve the use of metal detectors. Students who leave school grounds without proper authorization are subject to inspection upon their return to a school campus. Refusal to cooperate with a reasonable request may result in disciplinary action.

Assembly

You have the right to:

- Meet with friends at a time that will not disturb the regular school activities.
- Meet at the school as long as you have prior permission from the principal or sponsor and all arrangements have been approved.

Due Process

You have the right to:

- Write a statement and name witnesses. Your privileges cannot be taken away without a chance for you to present your side of the case.

Flag Salutes, Patriotic Ceremonies, and Moments of Silence

You have the right to:

- Salute the flag, and repeat the Pledge of Allegiance.
- Remain quiet in the classroom should you elect not to participate in patriotic ceremonies. Your non-participation should be based on religion or a sincere belief and not disrupt others.
- Be treated fairly, free from intimidation, ridicule, and harassment because of your belief or religion.
- Participate in the established daily observance of one moment of silence.





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STUDENT RIGHTS (cont'd)

Freedom from Discrimination

You are free from:

- Being treated differently because of your race, religion, gender, sexual orientation, or ethnic, social, economic, or national origin.

Locker Use

Lockers are available for use by all secondary students. Students should use their assigned lockers to secure belongings and to help maintain a safe and secure learning environment. The school retains the authority over each locker and may gain access at any time. You may use a lock to secure the locker, but the school principal or designee must be given a key or combination to that lock so as to allow access. Any lock to which the school does not have the key or combination will be removed.

School Records

You have the right to:

- Review your school record. Your parent/legal guardian also has the right to review your school record until you reach the age of majority.
- Discuss your record with the principal/designee at a suitable time for all parties.

Special Education Procedural Safeguards

The “Individuals with Disabilities Education Improvement Act of 2004” (IDEA) is a federal law governing the education of students with disabilities. IDEA 2004 requires that families be informed of their special education rights, including how families and schools can resolve problems. If you have questions or want to learn more about how special education works, please contact VDOE’s Parent Ombudsman at 804-371-7420, your local director of special education, your local Parent Resource Center, or the Parent Educational Advocacy Training Center at 1-800-869-6782 or e-mail: partners@peatc.org.

Student Expression

Students are entitled to present their personal opinions. Students who publish and/or distribute handwritten, printed, or pictorial material on the school premises are responsible for its content. Arrangements for publication and distribution of printed materials must be made in advance through the office of the principal. This is to ensure that the times, locations, and methods of publication and distribution are appropriate and do not jeopardize the mission of the school. Student expression must not cause disruption to the educational process or present health or safety hazards.



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TO THE STUDENT

This student handbook may, at first, seem complicated and detailed. However, you should always remember this simple and basic rule: success in school is usually a matter of making proper choices on a continuous basis. You may face circumstances and problems that will seem overwhelming to you, but if you use sound judgment, ask for help when you need it, and do your part to support the school rules, success can be yours.

To ensure a positive school experience, begin by asking yourself five simple but essential questions: (1) What are my personal choices? (2) Who can help me? (3) What will happen if I fail to abide by the rules and regulations? (4) What will happen if I obey all rules and regulations? (5) What kind of character building traits should I demonstrate?

(1) What are my personal choices? You must accept responsibility for your own behavior and respect the rights of others. The mastery of self-control is the single most important requirement for success in school. Once you have made these important personal choices, you can better appreciate how success is tied to attending all classes; following directions; obeying rules and regulations; refusing alcohol, tobacco and drugs; and refraining from weapon use.

(2) Who can help me? Each employee in the school system is committed to doing everything possible to make your learning environment comfortable and productive. School personnel are available to help you through meaningful instruction, to give effective guidance in making social and career choices, to keep your building clean and functioning, to keep unwanted people and materials out, and to provide services such as transportation, nutritional programs, and extracurricular activities. This help is available to you. All you need to do is ask for it.

(3) What will happen if I fail to abide by the rules and regulations? Failing to abide by the rules will result in some form of disciplinary action. Depending on the seriousness or frequency of the violation, the discipline may vary from simple teacher detention to suspension or recommendation for expulsion. Norfolk Public Schools is based on the tenet of mutual respect. You must demonstrate respect for yourself. In respecting yourself, you will find it easier to respect your fellow classmates and staff members who are dedicated to helping you obtain a world-class education. You must monitor your behavior and actions. **Threats and/or assaults may result in your permanent removal from the regular school setting. Such removal may require you to re-think your educational goals since extracurricular education activities, technical education, advanced studies, and participation in sporting events may no longer be afforded to you.** A list of both Rule and Law Violations is included in this handbook. Be sure you understand and avoid these infractions that may lead to suspensions and/or expulsions. **Remember, failing to abide by the rules may have serious and far-reaching consequences, including losing the opportunity to receive an education.**

(4) What will happen if I obey all rules and regulations? The ability to start and finish something successfully is a very positive character trait. Not only does it say to you that you are rational, mature, and dependable, it also shows prospective employers and recruiters that you are as well. Remember, successful graduation with a clean record is your goal. It is the stepping stone to gainful employment or post-secondary education. If you lack self-control, you will not graduate on time, or maybe even at all. In addition to jeopardizing your future, being in trouble takes the fun out of going to school.



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(5) What kind of character building traits should I demonstrate? As a student citizen of Norfolk Public Schools and a member of the school community, I recognize and understand the expectations of being responsible, respectful, and safe. I recognize and accept responsibility to abide by the rules, regulations, and policies of this school division. In everything I do, I will strive to have my actions reflect this, by:

★ Demonstrating **RESPONSIBILITY** in everything I do.

- I will know and follow the letter and spirit of the Standards of Student Conduct and other school rules and procedures, refraining from attempting to violate or circumvent them.
- I will regularly attend and be punctual for school, for class, and for all school-related activities.
- For any absence from school, class, or school-related activities, I will have obtained proper authorization and will document the reason for the absence; I will present this documentation to the appropriate authority upon my return.
- For any tardiness to school, class, or school-related activities, I will have obtained proper authorization and will document the reason for tardiness; I will present this documentation to the appropriate school authority.
- I will help keep a safe and clean campus, free of graffiti, weapons, and drugs.
- I will report any bullying, harassment, safety violations, or hate-motivated incidents.

★ Demonstrating **RESPECT** for all persons and property.

- I will be fair, tolerant, gracious, and caring in thoughts, words, and actions to all those persons involved in my school life—other students, faculty and staff, bus drivers, administrators, and parents. I will be accepting of individual differences between people and I will treat others the way I want to be treated. I understand threats to students and school staff are regarded as very serious violations of the Standards of Student Conduct.
- I will behave in a manner that ensures uninterrupted learning takes place in my school and school-related activities.
- I will promptly follow the directions of those in authority.
- I will respect laws, rules, and school authority.
- I will protect and safeguard the ownership and condition of the property of others, as well as books, equipment, and other school materials, returning them in the best state possible.

★ Demonstrating **SAFETY** for all persons and property.

- I will engage in safe activities.
- I will keep my body and mind healthy.
- I will choose only those things that are truly good for me.
- I will solve conflicts maturely without physical or verbal violence.
- I will display good sportsmanship in/on the athletic field, gymnasium, or playground.
- I will keep social activities safe and report any safety hazards.

- ★ Demonstrating ***TRUSTWORTHINESS*** towards all persons.
 - I will be honest in all aspects of school-related activities.
 - Without being asked to do so, I will volunteer fully accurate, reliable information to all persons at all times.
 - In school-related work, I will use, accept, and give only help authorized and permitted by my teachers and other persons in authority.
- ★ Demonstrating exemplary ***CITIZENSHIP*** in everything I do.
 - I will remain drug, alcohol, and tobacco-free, even avoiding the presence of any person illegally or wrongfully possessing or using alcohol, tobacco, or other similar substances.
 - I will present myself and dress in a manner which recognizes, demonstrates, and promotes safety, cleanliness, good grooming, and modesty in my attire and other items of fashion, in order to avoid any possible disruption to the learning environment.
 - I will promptly report, verify, and document to a person in authority any information I have which may indicate that there has been, or will be, a violation of this Standards of Student Conduct.
 - I will participate in safe activities and avoid danger.
- ★ Demonstrating a ***CARING*** attitude toward all individuals.
 - I will demonstrate an attitude that everyone is an individual of worth.
 - I will listen to the opinions of others, recognizing that they may be different than my own.
 - I will promote and participate in school activities and get involved in the school community.
- ★ Demonstrating ***FAIRNESS*** in all my activities.
 - I will examine my actions and thoughts with respect to fairness toward another party.
 - I will always deal with others in a fair manner.

The mission of Norfolk Public Schools, the cornerstone of a proudly diverse community, is to ensure that all students maximize their academic potential, develop skills for lifelong learning, and are successful contributors to a global society.



We are:
Responsible
Respectful
Safe



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Students' Responsibilities and Expectations

Students are an integral group responsible for improving school climate, safety, and attendance. Each student has the right to expect an educational environment in which he or she can strive to achieve his or her intellectual potential, to develop appropriate and acceptable social/emotional skills, and to become a productive member of the community and society as a whole. Students who follow school, community, and classroom expectations, and encourage others to do so, help create an appropriate environment for all to achieve his/her maximum potential. Students are expected to accept and demonstrate good citizenship to help prevent problems and to help solve problems if they occur. Below are several tips students can use to demonstrate appropriate positive behavior at school:

- Learn and demonstrate the district-wide Positive Behavioral Interventions and Supports (PBIS) expectations of Responsible, Respectful, and Safe.
- Participate in safe activities and avoid danger.
- Be accepting of individual differences in people.
- Participate in school activities and get involved in the school community. Remember that you can make a difference.
- Communicate with administration, teachers, students, staff, and parent(s)/guardian(s) about you, your life, and your aspirations.
- Find a trusted adult to problem-solve an issue before it becomes unmanageable.
- Find a trusted adult who can mentor and support you in achieving your dreams. Dream Big!
- Treat others the way you would like to be treated.
- Remember that you matter! Your ideas, thoughts, and opinions are important and have value.





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Teachers' Responsibilities and Expectations

Teachers are entitled to:

- Teach in a safe and orderly environment.
- Receive the cooperation of students and families.
- Receive cooperation and support of all school personnel.

Teachers are expected to:

- Follow the Professional Ethics outlined in the Teachers' Contract.
- Collaborate with their team and the full staff in developing and implementing school and classroom plans.
- Establish a sense of community in the classroom, including opportunities for members of the school community to learn about and be respectful of each other's cultures.
- Maintain high behavior standards for all students.
- Model professional standards of behavior, including respectful and caring interactions with students.
- Teach expectations early and review them with students throughout the school year, including an orientation process for new students.
- Engage students in defining classroom-specific expectations, rules, and procedures that elaborate on district and school expectations.
- Maintain regular communication with the families of their students.
- Dress in a manner appropriate to a professional learning community.
- Implement interventions that address the needs of the students who misbehave, and others directly affected by the behavior within the school community.
- Identify students who are struggling with academic, attendance, and behavior issues, and participate in problem-solving activities to resolve those issues.





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Principals' Responsibilities and Expectations

Principals are entitled to:

- Work in an orderly and safe environment.
- Direction and support from central administration.
- Receive cooperation of all students and parents/guardians.
- Receive the cooperation and support of school staff in serving as the school's educational leader.

Principals are expected to:

- Provide leadership to ensure the full implementation of the school-wide behavioral plan is aligned with the Norfolk Public Schools discipline framework.
- Ensure that school staff, students, and families know how to bring forward concerns and suggestions, and that a process exists for responding to them.
- Implement strategies to ensure a sense of shared leadership and community among school staff.
- Provide leadership to focus on cultural competence, and to address racism among students and staff to ensure a culture of acceptance of the diversity within the school.
- Maintain high expectations for all students.
- Model positive behavior, including practicing fairness and equality.
- Dress in a manner appropriate to a professional learning community.
- Provide positive feedback to students and staff and consult with families of students who are conducting themselves in a manner contrary to the policy and school expectations.
- Provide leadership to ensure effective interdisciplinary consultation and support, including identification and removal of barriers to effective problem-solving.
- Ensure that the school effectively monitors and analyzes behavior data, including accurate entry of data.
- Disseminate information about students to teachers as per the Norfolk Teachers' Contract.
- Notify School Resource Officer (SRO) and/or Security of all serious safety incidents.





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Central Office Responsibilities and Expectations

Central Office Administrators and Staff have the responsibility to:

- Create and implement policies and procedures that encourage safe and orderly schools for all students, teachers, staff, and principals.
- Protect the legal rights of school staff, principals, students, and parents or guardians.
- Be courteous, respectful, and fair with students, parents/guardians, school staff, and principals.
- Provide a broad-based and varied curriculum to meet students' individual needs.
- Inform the community, students' parents or guardians, school staff, and principals about policies of the Board.
- Ensure the protection of legal rights of students with disabilities.
- Provide staff who are trained to meet the needs of students.
- Provide support and professional development training to principals, teachers, and school staff to help them support students.
- Support principals and school staff in the fulfillment of their disciplinary responsibilities as defined by the Standards of Student Conduct.
- Contact and involve parents/guardians regarding disciplinary issues.





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Families' Responsibilities and Expectations

Families are entitled to:

- Be treated with courtesy and respect.
- Have their culture valued and respected.
- Receive school reports and information in a timely manner.
- Be informed of their student's academic progress, attendance, and behavior concerns.
- Be included in problem-solving discussions about their student.
- Schedule conferences with teachers, principals, and other school staff.
- Arrange with school authorities to review their student's school record.
- Bring complaints or concerns to the attention of school administration.

Families are expected to:

- Take responsibility for the behavior of their student as determined by law, community practice, and school expectations.
- Hold their student to high standards of achievement and conduct.
- Participate in and support school activities.
- Help their student, teachers, and other students understand their culture and learn about other cultures.
- Teach their student to be respectful of others and reinforce school expectations.
- Model positive, respectful, and appropriate school behavior by treating school personnel and others with respect.
- Teach their student that all behavior has consequences.
- Encourage and praise their student's achievements.
- Communicate with school staff to ensure that they know and understand their student better and are able to teach them effectively.
- Discuss feedback provided by the teachers with their student.





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TO THE PARENT

Parents play a major role in a child's academic, behavioral, social, and emotional success. With that in mind, it is important that parents are aware of the School Board Policy JZZC: Parental Responsibility and Involvement according to the Code of Virginia and School Board. (All policy information can be located on http://www.municode.com/library/VA/norfolk_school_board.)

Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the Standards of Student Conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights (§22.1-279.3).

Each parent of a student shall sign and return (to the school in which the student is enrolled) a statement acknowledging the receipt of the School Board's Standards of Student Conduct, which can be found on the last page of this Handbook.

The school principal may request the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the School Board's Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress (§22.1-279.3).

All parents must assume responsibility for bringing and picking up students at the appropriate time for school and school activities. When parents bring students to activities too early, or fail to pick up students at the designated time and all attempts to reach parents have been exhausted, calls will be made to the proper authorities for assistance.

Upon the failure of a parent, with the provisions of this section, the principal shall report in writing such failure to the Director of Student Support Services, who shall review the matter and make a recommendation to the Superintendent. The principal's report shall summarize the underlying disciplinary problems and list names and contact information for all teachers or other school employees who may be needed to testify in court. The School Board may, upon the recommendation of the Superintendent, by petition to the juvenile and domestic relations court, proceed against such parent for willful and reasonable refusal to participate in efforts to improve the student's behavior or school attendance seeking the remedies established in Section 22.1-279.3 of Code of Virginia, 1950, as amended as follows:

If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in this section, to review the School Board's Standards of Student Conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to meet; or if the court finds that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to this policy, or upon the student's receiving a second suspension or being expelled, it may order the student or his parent, or both, to participate in such programs or such treatment, including, but not limited to, extended day programs, summer school, other educational programs



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and counseling, as the court deems appropriate to improve the student's behavior or school attendance. The order may also require participation in a parenting, counseling, or a mentoring program, as appropriate, or that the student or his parent, or both, shall be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed **\$500.00**.

No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior.

Each parent is expected to provide the school with current student information to include:

- Current address, phone number, cell phone number, emergency contact information, and person(s) authorized to pick up student.

Parents are expected to report directly to the main office when entering a school building. Parents must receive a visitor's pass and display it.

If identification is requested during a visit to the school, parents are expected to provide it for the protection of all involved.





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Parent Involvement in Education

Parental Rights

When parents of a student are estranged, separated, or divorced, building personnel will uphold the parental rights of both parents. Unless there is a court order to the contrary, both parents have the right to:

1. View the child's school records, in accordance with policy JO.
2. Receive school progress reports, the school calendar, and notices of major school events.
3. Visit the school in accordance with policy KK.
4. Participate in parent-teacher conferences (in the case of the noncustodial parent, after a timely request is made).
5. Receive all notifications in accordance with the Individuals with Disabilities Education Act.
6. Receive all notifications in accordance with Section 504 of the Rehabilitation Act.
7. Receive notice of the student's extended absence, as defined in and pursuant to Policy JED, if both parents have joint physical custody.

Parent Responsibilities

The custodial parent has the responsibility to:

1. Keep the school office informed of the address of residence and how he or she may be contacted at all times.
2. On the Norfolk Public Schools' registration form, list the current address and phone number of the noncustodial parent, unless such address is unknown and the parent signs a statement to that effect, or unless a court order restricts the educational or contact right of the parent.
3. Provide a copy of any legal document which restricts the educational and/or contact rights of the noncustodial parent.

The noncustodial parent has the responsibility to keep the school apprised of changes in his or her current phone number and address. Further, the noncustodial parent may make timely requests to participate in parent-teacher conferences.

False Statements Concerning Residency

Any person who knowingly makes a false statement concerning the residency of a child, as determined by §22.1-3, in a particular school division or school attendance zone, for the purposes of (i) avoiding the tuition charges authorized by §22.1-5 or (ii) enrollment in a school outside the attendance zone in which the student resides, shall be guilty of a Class 4 misdemeanor and shall be liable to the school division in which the child was enrolled as a result of such false statements for tuition charges, pursuant to §22.1-5, for the time the student was enrolled in such school division.

Parent Information





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STUDENT REGISTRATION

To enter kindergarten, your child must be 5 years of age or reach his/her birthday on or before by September 30th of the school year. The student and the natural parent, or legal guardian, must be present during enrollment. Students turning 5 years old in October, November or December may attend kindergarten, on a space-available basis, under the following conditions:

- ★ Must demonstrate readiness
- ★ Must pay a tuition
- ★ Must fulfill mandatory Entrance Requirements

Please contact the Department of Curriculum and Instruction at (757) 628-3481 for details.

The Commonwealth of Virginia mandates the following requirements prior to entrance in public schools:

• Birth Certificate

A certified copy of the student's birth record. Certified copies of a birth record for a person born in Virginia may be obtained from the Virginia Department of Health – Division of Vital Records and Health Statistics. A photocopy of the child's birth certificate will not meet this requirement.

• Residence

- A. A student is deemed a resident of a school division and entitled to enroll in school if he or she is living with a natural parent or a parent by legal adoption. A court order or proof of custody cannot be required of a natural parent for the enrollment of a student who is living with him/her.
- B. Persons other than the natural parent(s) with physical guardianship awarded to them by the court system must provide the final court order to the Department of Student Support Services. Petitions are not honored.
- C. Schools divisions cannot bar enrollment to students who reside within the school division but do not hold a student visa.
- D. A student is deemed to reside within the school division when the student is living with an adult relative providing temporary kinship care. Documents are required for verification at the school.
- E. School divisions must not discourage or lead to the exclusion of students based on their or their parents' or guardians' citizenship or immigration status.

Documents accepted for proof of residence

- A current lease, mortgage, or major utility bill (power, gas, water, or sanitization).

DMV identification card or driver's license is not an acceptable form of address verification.



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- **Expulsion Statement- A-216-A**

A sworn statement or affirmation indicating whether the child has been expelled from attending a private school or another public school in Virginia or a school in another state for an offense involving weapons, alcohol or drugs, or for willful infliction of injury to another person.

- **Comprehensive Preschool Physical Examination**

A. A comprehensive physical examination from a qualified licensed physician, or a licensed nurse practitioner or licensed physician assistant acting under the supervision of a licensed physician prescribed by the State Health Commissioner and must have been performed within 12 months before the date the student first enters the public school must be furnished prior to admission.

B. Children of military families, without documentation of immunizations, should be immediately enrolled and shall have up to 30 days from the date of enrollment to obtain any immunizations required by the receiving state. The Compact does NOT waive the physical examination requirements for military students.

- **Immunizations**

No student (except those who are homeless, foster care youth or military) shall be admitted by a school if his parent does not submit documentary proof of immunization unless the student is homeless, or has an affidavit stating immunizing agents conflicts with the students' religious tenants or practices.

- **Homeless Students**

A. A School division must immediately enroll homeless students and coordinate the provisions for services to these students.

B. School divisions cannot bar homeless children that do not provide the required health or immunization information required of other students.





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CUSTODY

All custody orders must be referred to the Department of Student Support Services (DSSS). Persons with guardianship/custody of a child or children awarded to them by the court system, who are attempting to register a child or children in school, must report to the DSSS with proper identification and custody order.

- **Custody or Court order (if applicable)** – Not required of natural parent if the student is living with him/her, unless there is an order in place contrary.

§ 22.1-4.3. Participation by and notification of noncustodial parent.

Unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school or day care center (i) shall not be denied the opportunity to participate in any of the student's school or day care activities in which such participation is supported or encouraged by the policies of the school or day care center solely on the basis of such noncustodial status and (ii) shall be included, upon the request of such noncustodial parent, as an emergency contact for the student's school or day care activities.

For the purposes of this section, "school or day care activities" shall include, but shall not be limited to, lunch breaks, special in-school programs, parent-teacher conferences and meetings, and extracurricular activities. It is the responsibility of the custodial parent to provide the court order to the school or day care center.

1997, c. 762, § 22.1-279.5; 2001, cc. 688, 820; 2005, c. 34.

• **Students in Foster Care**

A student who has been placed in a foster care placement by a local social services agency (as defined in § 63.2-100 of the Code) shall be immediately enrolled in school even if the placing social services agency is unable to produce the documents required for enrollment. In such cases, the person enrolling the student must provide a written statement that, to the best of his knowledge, sets forth the student's age and compliance with the requirements of § 22.1-3.2 of the Code and indicates that the student is in good health and free from communicable or contagious disease. (§ 22.1-3.4 of the Code)

Within 72 hours of placing a child of school age in a foster care placement, the local social services agency making such placement shall, in writing: (a) notify the principal of the school in which the student is to be enrolled and the superintendent of the relevant school division or his designee of such placement; and (b) inform the principal of the status of the parental rights. Please visit *Enrollment of Students in Foster Care* on the Virginia Department of Education's website for additional information regarding the enrollment of these students.



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ATTENDANCE/TRUANCY

Compulsory Attendance Law

Except as otherwise provided in this handbook, every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday on or before September 30th of any school year, and who has not passed the 18th birthday, shall ensure that the student in their charge is enrolled and actively attending a public, private denominational, or parochial school. Homeschooling options are also a possibility, but a homeschooling plan is required to be on file with Norfolk Public Schools.

Drop-Out Retrieval

Norfolk Public Schools seeks to ensure that all eligible students are enrolled and attending school. Working collaboratively with city agencies and the community, Norfolk Public Schools actively looks for students who have dropped out so that they can be re-enrolled and re-engaged in the academic process. A limited number of alternative programs are available to meet the needs of students who have difficulties in traditional school programs. In order to access the alternative programs, students must be actively enrolled in a school. The School Counseling and Guidance Department can be a useful source of information regarding access to alternative programs.

Truancy Court

The Truancy Court Initiative was established as a partnership between Norfolk Public Schools and the Norfolk Juvenile and Domestic Relations Courts in an effort to ensure all students are in compliance with Virginia's compulsory attendance laws. The initiative attempts to help students with excessive unexcused absences to improve their attendance by providing support, and to help families in crisis secure needed services. The interdisciplinary team, which consists of representatives from Norfolk Public Schools, Norfolk Juvenile and Domestic Relations Courts, and community agency representatives, meets regularly to review truancy cases. The goal is to have students attend school regularly, and to avoid court involvement whenever possible. While the goal is to avoid court when possible, court intervention is an option and can be used to address parents who are unwilling to comply with the compulsory school attendance laws of Virginia.





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FOREIGN EXCHANGE STUDENTS

Classifications of Foreign Exchange Students

Foreign exchange students classified as J-1 have residence in a foreign country to which they plan to return, and are coming temporarily to the United States as participants in a program that has been approved by the U.S. Information Agency.

Foreign exchange students classified as F-1 are defined as persons who have residence in a foreign country to which they plan to return, and who are coming to the United States temporarily and solely for the purpose of cultural and educational exchange. This enrollment must be authorized by the U.S. Bureau of Immigration and Customs Enforcement.

Program Approval for J-1 Foreign Exchange Students

1. All students must have J-1 exchange visa status.
2. Approved exchange programs must have local (Hampton Roads area) representatives to coordinate, supervise, and monitor placement and progress of students.
3. All J-1 foreign exchange students must enroll in the Norfolk Public Schools System through an exchange program which has been approved by DSSS, in collaboration with the Departments of Curriculum and Instruction, and is included on the list of approved sponsoring organizations and the Council on Standards for International Education Travel.
4. Approved programs must submit student applications by June 1 to be processed and approved by the DSSS no later than August 1 of the year of attendance.
5. Norfolk Public Schools does not allow enrollment for foreign exchange students for less than one full school year.





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PREKINDERGARTEN IN NORFOLK PUBLIC SCHOOLS

Norfolk Public Schools provides a FREE, full-day, high-quality instructional program for 3- and 4-year-olds identified as at risk for early academic challenges. There are 21 Title I classes for 3-year-olds and 79 classes (various funding sources) for 4-year-olds located throughout the school division. The goal of our prekindergarten program is to help prepare the children we serve for success in kindergarten and beyond, propelling ALL students toward on-time graduation and college and career readiness.

HOW DO I APPLY FOR MY CHILD TO ATTEND PREKINDERGARTEN?

Acceptance into the Norfolk Public Schools prekindergarten program is based upon the following requirements:

- 1. Residency:** You must provide proof that you and your child are residents of the city of Norfolk.
- 2. Age:** Your child must be age 3 or 4 by September 30 of the school year for which you are applying to enroll.
- 3. Program-related eligibility criteria:** Grant requirements set the criteria for prekindergarten admission based upon pre-determined risk factors that may apply to you, your child, and/or your household. In order for your child to qualify for prekindergarten, you must complete a Family Data Sheet indicating all potential risk factors, and you must be prepared to submit required verification documents.

Please call the Department of Early Learning at (757) 628-3944 for more information. All applications are centrally processed.





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In prekindergarten, teachers help children learn to solve problems, make choices, and take responsibility for their own learning. These are skills students need in order to be successful throughout their school years. Prekindergarten teachers have special training in early childhood education which prepares them to give three and four year-olds the best possible foundation for academic learning. Teachers plan active, hands-on experiences that make learning stimulating and inviting.

The PK3 curriculum is based on *Virginia's Milestones of Child Development* while the PK4 program uses *Virginia's Foundation Blocks for Early Learning: Comprehensive Standards for Four-Year-Olds* as its curriculum framework.

- All teachers are state licensed and teacher assistants are highly qualified.
- Teacher/student ratio is 1:9; class size is limited to 18 children.
- Free or reduced-price breakfast and lunch are available for children whose families qualify.
- Parents are responsible for transportation to and from school.
- The full-day program follows the same schedule as elementary schools.

Field trips take learning beyond the classroom to the real world. Parents are invited to become involved in helping their children at school by serving as volunteers and field trip chaperones. Parents are also given information and materials so they can help their children continue to learn at home.

AS A PARENT, WHAT ARE MY RESPONSIBILITIES?

We care about your child and recognize that we need your help to ensure your child's success in prekindergarten.

- Make sure your child attends prekindergarten regularly and on time.
- Complete home learning activities that the teacher provides.
- Meet with the teacher regularly to talk about your child's progress.
- Participate in school activities.

For more information contact:

Lelia Tynes, Early Learning Coordinator, Birth-3 • (757) 628-3944 • ltynes@nps.k12.va.us

Tamilah Richardson, Early Learning Coordinator, Pre-K 4, • (757) 628-3944 • trichardson@nps.k12.va.us

Supplemental Guidance for School-required Vaccines

June, 2017

Children vaccinated in accordance with either the current harmonized schedule or the harmonized catch-up schedules (including all minimum age and interval requirements) are considered appropriately immunized for school attendance*

Antigen	Kindergarten		Sixth Grade		Trade Names	
	Minimum Required	Notes	Minimum Required	Notes	Components	Trade Names
Diphtheria, Tetanus & Pertussis vaccines (DTaP)	4 doses of DTaP - one on or after the 4th birthday	typically 5 are given by entry into kindergarten	Same as for kindergarten	NOTE: children over the age of 7 years will need only 3 doses of tetanus-containing vaccine if the 1st dose was administered at 12 months of age or older (Tdap may be given as one of the 3 doses) if Tdap vaccine has been given after the age of 7 years, the requirement is met NOTE: only 1 dose of Tdap is required, regardless of the interval since the last dose of pertussis-containing vaccine.	DTaP Tdap Td Tdap	Daptacel; Infanrix Adacel; Boostrix Decavac; Tenivac Adacel; Boostrix
Tetanus, Diphtheria, & Pertussis vaccines (Tdap)	not applicable	not applicable	One dose of Tdap (a different vaccine than DTaP; NO grace period allowed)			
Hepatitis B vaccine	3 doses	ALL minimum age & interval requirements must be met	Same as for kindergarten	If a child is 11-15 years of age at the time of vaccination, only 2 doses are needed if the adult dose of Recombivax HB is used		Engerix-B Recombivax HB
Human Papillomavirus (HPV) vaccine	not applicable		3 doses for female students	<u>UNIQUE</u> in that no documentation of vaccination or exemption is required	HPV4; HPV9 HPV2	Gardasil Cervarix
Measles, Mumps & Rubella vaccines	2 doses of measles and mumps; 1 dose of rubella	not usually a problem for children born in the US as 2 doses of MMR are typically given; foreign-born children may have received single antigen vaccines	Only one dose of mumps-containing vaccine is required for those who would have been enrolled in kindergarten prior to 2010	Same as for kindergarten	MMR	M-M-R II

Supplemental Guidance for School-required Vaccines June, 2017

Antigen	Kindergarten		Sixth Grade		Trade Names	
	Minimum Required	Notes	Minimum Required	Notes	Components	Trade Names
Polio Vaccine	4 doses - one on or after the 4th birthday	NOTE: a 4th dose is not necessary if the 3rd dose was administered at 4 years of age or older and at least 6 months following the previous dose	Same as for kindergarten	Same as for kindergarten		IPOL
Varicella (chickenpox) Vaccine	2 doses			2 doses		Varivax
Combination Vaccines (contain at least one of the vaccines required for school)					Hepatitis B + Hib MMR + varicella DTaP + Polio DTaP + Hepatitis B + Polio DTaP + Polio + Hib	Comvax ProQuad (MMRV) Kinrix, Quadricel Pediarix Pentacel
Haemophilus Influenzae Type b (Hib) vaccine	Not required for kindergarten entry	only required for children in day care or head start programs	not required			ActHIB Hiberix PedvaxHIB
Pneumococcal (PCV) vaccine	Not required for kindergarten entry	only required for children in day care or head start programs	not required			Prevnar

NOTE: 4 day grace period IS allowed according to current recommendations for ALL antigens/doses

* current schedules may be found at: <http://www.cdc.gov/vaccines/schedules/index.html>

* minimum age/intervals table may be found in Appendix A of The Pink Book: <http://www.cdc.gov/vaccines/pubs/pinkbook/index.html>



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SCHEDULE OF FEES

The School Board provides, free of charge, such textbooks as are required for courses of instruction for each child attending public schools. Consumable materials such as workbooks, writing books, and drawing books may be purchased by the School Board and either provided to students at no cost or sold to students at a retail price not to exceed seven percent added to the publisher's price. If sold, the School Board shall ensure that workbooks, writing books, and drawing books are furnished to students who are unable to afford them at a reduced price or free of charge. Fees will not be charged to students for instructional materials, textbooks, or other materials used by a School Board employee that are not directly used by a public school student.

Fees may be charged for:

1) optional services such as parking or locker rental; 2) student-selected extracurricular activities; 3) class dues; 4) field trips or educationally-related programs that are not required instructional activities; 5) fees for musical instruments, as long as the instruction in the use of musical instruments is not part of the required curriculum; 6) distance learning classes for enrichment which are not necessary to meet the requirements for a diploma; 7) summer school, unless the classes are required for remediation as prescribed by the Standards of Quality; 8) overdue or lost or damaged library books; 9) lost or damaged textbooks; 10) consumable materials such as workbooks, writing books, drawing books and fine arts materials and supplies; however, workbooks, writing books, drawing books and fine arts materials and supplies must be furnished to students who are unable to afford them at a reduced price or free of charge; fees may not be charged to students for instructional materials, textbooks, or other materials that are not directly used by a public school student; 11) the behind-the-wheel portion of the driver's education program; 12) a fee not to exceed a student's pro rata share of the cost of providing transportation for voluntary extracurricular activities; and 13) the preparation and distribution of official paper copies of student transcripts; a reasonable number of copies of official paper copies must be provided for free before a charge is levied for additional official copies; official electronic copies of student transcripts must be provided for free.

Fees may not be charged:

1) as a condition of school enrollment, except for students who are not of school age or who do not reside within the jurisdiction; 2) for instructional programs and activities, or materials required for instruction, except as specified in by 8 VAC 20-720-80.H; 3) for textbooks or textbook deposits; however, a reasonable fee or charge for lost or damaged textbooks may be charged; 4) for pupil transportation to and from school; or 5) for summer school programs or other forms of remediation required by the Standards of Quality.

Any additional funds that students are requested to furnish must be approved by the superintendent of schools on the recommendation of the principal.

Fees are reduced or waived for economically disadvantaged students and students whose families are undergoing economic hardships and are financially unable to pay them including but not limited to,



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families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless.

Each time a fee is charged, notice will be given that a fee waiver may be requested. The notice will include directions as to how to apply for a waiver.

The consequences for nonpayment of fees include, but are not limited to, exclusion from activities related to the fee. However, no student's report card, diploma or class schedule may be withheld because of nonpayment of fees or charges. Also, no student may be suspended or expelled for nonpayment of fees or charges.

The School Board has the discretion, on its own or upon recommendation of the superintendent, to bring a civil suit for damages against a student or the student's parents 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.

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are as follows:

- (1) The right to inspect and review the student's educational records within forty-five (45) days of the day the school receives a written request for access.

Parents or eligible students should submit to the school principal (or his or her designee) a written request that identifies the record(s) they wish to inspect. The principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's educational records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school system to amend a record should write the Senior Director of the Department of Student Support Services, 800 E. City Hall Avenue, Suite 904, Norfolk, VA 23510, clearly identify the part of the record they want changed, and specify why it should be changed. If the Senior Director decides not to amend the record as requested by the parent or eligible student, the Senior Director will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the



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hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

- (4) Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully-issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

- (5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Norfolk Public Schools to comply with the requirements of FERPA. The contact information for the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-8520
<http://www2.ed.gov/policy/genlguid/fpco/index.html>

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Norfolk Public Schools (NPS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your student's educational records. However, NPS may disclose appropriately designated "directory information" without written consent, unless you have



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advised NPS to the contrary in accordance with NPS procedures. The primary purpose of directory information is to allow NPS to include this type of information from your child's educational records in certain school publications. Examples include:

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

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

If you do not want NPS to disclose directory information from your student's educational records without your written consent, you must provide written notification to the Department of Student Support Services within ten (10) school days of the distribution of this handbook. Parents may notify NPS at any time after the 10 days, but until this occurs, the following information shall be treated as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Honors and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Most recent educational school or center attended

Notwithstanding the above, regardless of whether the parent has filed an official objection with NPS, NPS will not treat contact information, including, but not limited to, a student's address and telephone number, as directory information from being publicly listed, as where a parent has an unlisted phone number, for example, and has notified NPS of that fact.



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Student Transcripts

The Department of Student Support Services (DSSS) can assist you in obtaining your school transcript and other school records. The requestor must complete the “Record Request Form” if at least 18 years old, or if the requestor has been out of school for a period of four to five years. The forms may be picked up and completed in the DSSS office, on the DSSS web site, mailed, or faxed. The return address and fax number are printed on the request form. Please submit a photo I.D., Social Security Card, or Birth Certificate. Please allow ten business days to process the request.

If the person whose records the customer is trying to receive is deceased, the requestor must present a death certificate. If the person whose records the customer is trying to receive is living, the requestor must present his/her personal ID and a Power of Attorney (for an adult 18 or older) for customer’s records they are requesting.

Requests from law firms do not require a subpoena. The student (parent/legal guardian) may ask the law firm to request the record for social security claims, disability claims, or medical claims. A signed release must be attached to the request from the law firm on official letterhead.

The information required for this request is as follows:

- Name the student used while in school
- Name of last school attended
- Date of birth, Social Security Number
- The destination to which DSSS is to mail the official copy of the record. This process takes a minimum of ten working days and there is no fee.

Transcripts

Official transcripts are requested by employers, colleges/universities, and military. Official transcripts are mailed in a sealed envelope with the Norfolk Public Schools seal and stamp that can only be opened by the requestor. Unofficial transcripts are normally for personal use.

GETTING HELP WITH A PROBLEM

School Problems

If students have a problem related to discipline, security, personal safety or welfare, the student should:

1. Tell the nearest teacher or adult staff member. Tell him/her exactly what has happened to the student or what the student has observed happening to someone else. Problems of discipline, security, and personal safety are considered very serious.
2. Talk to the principal or assistant principal right away.
3. Express feelings. It is natural to feel worried and upset. Talk to someone who will listen and understand – perhaps a peer mediator, peer helper, teacher, school counselor, school psychologist, social worker, or an adult mentor. It is important to talk to a trusted adult.



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4. Ask to talk to a school counselor, school psychologist, or social worker who can help students learn ways to deal with problems so that they may feel safer and more comfortable when faced with similar problems in the future.
5. In addition to alerting school personnel, a student should tell his/her parents about the problem. They will want to know.
6. A student may also call the Bullying and Safe Schools Hotline at 757-628-1171.

It is important for students to know that when a report is made to the school about an incident of this nature, every effort will be made to keep the information and identity confidential.

Personal Problems

For help with personal problems which may affect a student's school life or activities:

1. If possible, discuss the problem with parents/guardians.
2. If a student and his/her parents/guardians cannot solve a problem, there are people in the school who may be able to offer additional help. The student may speak to a teacher with whom he/she feels comfortable.
3. School counselors, psychologists, and social workers at the school are trained to offer help with personal problems. Peer counselors are available in many secondary schools to help fellow students with problems. They can also lead the student to other resources.
4. The assistant principal and the principal will be able to discuss the problem with the student and attempt to work on a solution. If they are unable to do so, they will seek assistance.

Academic Problems

For help with an academic problem, the student should:

1. Seek out the teacher who teaches the subject. Students may seek out the teachers on a personal basis. Teachers routinely work with individual students who are having academic problems. The teacher may recommend help sessions or mentoring, or may make a referral for additional assistance.
2. If the teacher is unable to help the student resolve the problem to the student's satisfaction, the student should go next to the department chairperson or lead teacher.
3. Further help can be obtained through the school counselor.
4. For problems that are still not resolved after the student has talked with the school counselor, the student should discuss the matter with his/her parents/guardians and with the principal or assistant principal. Parents/guardians may wish to join the student in discussions with the principal.
5. Solving an academic problem requires the student's help, along with the help from teachers and sometimes parents/guardians, school counselor, and other school professionals.

Extracurricular Activities

For help with problems involving extracurricular activities, the student should:

1. See the advisor assigned to the activity at a time when he/she can give you his/her undivided attention. Try not to discuss the problem during the activity period itself.
2. If the activity involves athletics or cheerleading, see the athletic director at the school.
3. If the student does not know who is assigned as advisor to the activity, the student should see an



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administrator.

4. If the student is unable to get help in solving the problem by doing the above, discuss the matter with parents/guardians and with the principal. Parents/guardians may wish to join the student in discussions with the principal.

Bullying, Harassment, Intimidation, Hazing, and Bias Behavior

Bullying and cyberbullying, harassment and intimidation, hazing, and bias behaviors are unsafe and do not reflect respect for others as defined by the Standards of Student Conduct. If you or someone you know is a target of one of these behaviors, you can report it using the Bullying, Harassment, or Intimidation Reporting Form, available on the school website, or from the main office or the school counseling office. You can also tell a staff member, who will respond quickly and provide a practical, private, and safe place to report.

Confidentiality in Counseling

When a student indicates that he or she is thinking about hurting himself or herself or other students, school personnel are required to take action to ensure the safety of the student or other students.

No statement, oral or written, made by a student seeking counseling for any form of drug abuse may be used as admissible evidence against him/her in any proceedings.

Where to Get Help

You may seek assistance through the following staff members or programs, which may be available at schools:

- Conflict Resolution
- Peer Helpers
- Tutors/Mentors
- Teachers
- Principals
- School Counselors
- School Social Workers
- School Psychologists
- Student Support Services Workers
- Bullying and Safe Schools Hotline: 757-628-1171
- Safeschools@npsk12.com
- Peer Mediation
- School Nurses
- School Administrators
- School Resource Officers
- Security Officers
- Bus Drivers
- Any Adult in School

References and Resources





Department Listing

Academic Affairs 800 E. City Hall Ave - 1100	Dr. Kipp Rogers Chief Academic Officer	(757) 628-3834
Academic Rigor 7000 West Tanners Creek Rd.	Ms. Valerie Tuck Senior Coordinator	(757) 852-4674
Accounting 800 E. City Hall Ave - P03	Mr. Ray Reyes Senior Director	(757) 628-3883
Art 7000 West Tanners Creek Rd.	Ms. Georgeanna Fellio Senior Coordinator	(757) 852-4674
Assessment, Research and Accountability 800 E. City Hall Ave - 700	Dr. Karren Bailey Chief Accountability & Information Officer	(757) 628-3850
Athletics 800 E. City Hall Ave - 1000	Mr. Stephen Suttmiller Senior Coordinator	(757) 628-3477
Budget 800 E. City Hall Ave - 905	Ms. Pearl Tow Senior Director	(757) 628-3456
Business and Finance 800 E. City Hall Ave	Ms. Rhonda Ingram Chief Financial & Operations Officer	(757) 628-3482
Business Information System 800 E. City Hall Ave - 1001	Mr. Bill Robbins Senior Coordinator	(757) 628-3450
Career and Technical Education 1330 North Military Highway	Ms. Kenyetta Goshen Senior Director	(757) 892-3964
Communications & Public Relations 800 E. City Hall Ave - 1008	Ms. Khalilah LeGrand Senior Director	(757) 628-3459
Curriculum and Instruction 800 E. City Hall Ave - 1102	Dr. Michael Cataldo Executive Director	(757) 628-3481
Data Center Operations 800 E. City Hall Ave - P10	Mr. Jesse Zamora Data Center/Infrastructure Manager	(757) 628-3450
Early Learning/Title 1 800 E. City Hall Ave - 709	Ms. Jamie Malinak Senior Director	(757) 628-3944
Elementary Schools and Programs, Cluster 1 800 E. City Hall Ave - 1100	Dr. Kimberly Gray Executive Director	(757) 628-3989
Elementary Schools and Programs, Cluster 2 800 E. City Hall Ave - 1100	Ms. Jacqueline Chavis Executive Director	(757) 628-3989
English 800 E. City Hall Ave - 1103	Ms. Gwen Collins Senior Coordinator	(757) 628-3899
English as a Second Language (ESL) 7000 West Tanners Creek Rd.	Ms. Meredith Hobson Senior Coordinator	(757) 852-4630
Facilities 966 Bellmore Ave.	Mr. Stephen Smith Senior Director	(757) 628-3385
Foreign Language 7000 West Tanners Creek Rd.	Ms. Meredith Hobson Senior Coordinator	(757) 852-4630
Guidance 800 E. City Hall Ave - 1102	Ms. April Harmon Senior Coordinator	(757) 628-3901
Health, Safety, and Physical Education 800 E. City Hall Ave - 1000	Mr. Darrick Person Senior Coordinator	(757) 628-3866
Help Desk and IT Customer Support 800 E. City Hall Ave - 800A	Mr. Wyatt Binkley Technical Support Supervisor	(757) 628-3900
History-Social Science 800 E. City Hall Ave - 1102	Mr. Bruce Brady Senior Coordinator	(757) 628-3898
Home Instruction (Home School) 800 E. City Hall Ave - 904	Dr. Elsie Harold Lans Senior Director	(757) 628-3931
Human Resources 800 E. City Hall Ave. - 900	Mr. D. Timothy Billups Executive Director	(757) 628-3905
Information Technology 800 E. City Hall Ave - P09	Mr. Jesse Zamora Interim Senior Director	(757) 628-3450
Interagency Collaboration & Wraparound Services 800 E. City Hall Ave - 1204	Dr. Sharon Byrdsong Executive Director	(757) 628-3930
Learning Support 800 E. City Hall Avenue - 800	Dr. Janice James-Mitchell Senior Director	(757) 628-3950
Math 800 E. City Hall Ave - 1102	Ms. Rhonda White Senior Coordinator	(757) 628-3886
Media Services 800 E. City Hall Ave - 1004	Ms. Valerie Ford Senior Coordinator	(757) 628-3895
Music 7000 West Tanners Creek Rd.	Ms. Danielle F. Roby Senior Coordinator	(757) 852-4674
Network Services 800 E. City Hall Ave. - P-11		(757) 628-3450
Norfolk Education Foundation 800 E. City Hall Ave - 1203		(757) 628-1172
Office of the Superintendent 800 E. City Hall Ave. - 1200	Dr. Melinda J. Boone Superintendent of Schools	(757) 628-1175



Payroll 800 E. City Hall Ave - P-00	Mr. Keith Bailey Payroll Director	(757) 628-3853
Printing Services 1330 North Military Highway	Mr. Dean Martin Manager	(757) 892-3309
Purchases and Supply 800 E. City Hall Ave - 1205	Ms. Carol Robinson Senior Director	(757) 628-3880
Research and Program Evaluation 800 E. City Hall Ave - 700	Dr. Karren Bailey Chief Accountability and Information Officer	(757) 628-3850
Risk Management & Safety 800 E. City Hall Ave - 909	Dr. Charles Wooding Senior Director	(757) 628-3856
Safe Routes To School 800 E. City Hall Ave. - 1000	Ms. Patricia M. Raduenz Program Specialist	(757) 628-3866
School Counseling 800 E. City Hall Avenue - 1102	Ms. April Harmon Senior Coordinator	(757) 628-3901
School Improvement 800 E. City Hall Ave - 1100	Dr. Kipp Rogers Chief Academic Officer	(757) 628-3989
School Leadership Development 800 E. City Hall Ave. - 1100	Dr. Kipp Rogers Chief Academic Officer	(757) 628-3989
School Nutrition 974 Bellmore Ave.	Ms. Helen Phillips Senior Director	(757) 628-2760
Science 800 E. City Hall Ave - 1102	Ms. Adrienne Britton Senior Coordinator	(757) 628-3878
Secondary Schools and Programs 800 E. City Hall Ave - 1100	Mr. John Coleman Executive Director	(757) 628-3989
Social Science-History 800 E. City Hall Ave - 1102	Mr. Bruce Brady Senior Coordinator	(757) 628-3898
Special Education / Learning Support 800 E. City Hall Ave - 800	Dr. Janice James-Mitchell Senior Director	(757) 628-3950
Student Information Systems 800 E. City Hall Ave - 1208	Mr. Thomas Etheridge Manager	(757) 628-3450
Student Support Services 800 E. City Hall Ave - 904	Dr. Elsie Harold Lans Senior Director	(757) 628-3931
Testing 800 E. City Hall Ave - 700	Dr. Karren Bailey Chief Accountability and Information Officer	(757) 628-3850
Transportation 5555 Raby Road	Mr. Robert Clinebell Director	(757) 892-3320
Web Technologies 800 E. City Hall Ave - 1008	Mr. Brian Beachum Senior Coordinator	(757) 628-3459

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SCHOOL	TELEPHONE	FAX	SCHOOL ADDRESS	PRINCIPAL
HIGH SCHOOLS (GRADES 9-12)				
Booker T. Washington (304)	628-3575	628-3566	1111 Park Ave., 23504	Dr. Margarietta Stallings
Granby (301)	451-4110	451-4118	7101 Granby St., 23505	Dr. Lynnell T. Gibson
Lake Taylor (305)	892-3200	892-3210	1384 Kempsville Rd., 23502	Ms. Latesha Wade-Jenkins
Maury (302)	628-3344	628-3359	322 Shirley Ave., 23517	Ms. Karen Berg
Norview (303)	852-4500	852-4511	6501 Chesapeake Blvd., 23513	Mr. Walter Brower
MIDDLE SCHOOLS (GRADES 6-8)				
Azalea Gardens (206)	531-3000	531-3013	7721 Azalea Garden Rd., 23518	Dr. James Kirk
Blair (207)	628-2400	628-2422	730 Spotswood Ave., 23517	Dr. Mark G. Makovec
Lake Taylor (216)	892-3230	892-3240	1380 Kempsville Rd., 23502	Dr. Melanie Patterson
Northside (211)	531-3150	531-3144	8720 Granby St., 23503	Mr. Richard C. Fraley
Norview (212)	852-4600	852-4590	6325 Sewells Point Rd., 23513	Mr. Patrick Doyle
Ruffner (214)	628-2466	628-2465	610 May Ave., 23504	Ms. Jeryl Scott
Academy of International Studies at Rosemont (213)	852-4610	852-4615	1330 Branch Rd., 23505	Ms. Dorie Banks
ELEMENTARY SCHOOLS (GRADES K-5)				
Academy for Discovery at Lakewood (3-8) (172)	628-2477	628-2486	1701 Alsace Ave., 23509	Mr. Thomas Smigiel
Bay View (121)	531-3030	531-3025	1434 Bay View Blvd., 23503	Dr. Valerie Walton
Calcott (123)	531-3039	531-3041	137 Westmont Ave., 23503	Ms. Danielle McIntyre
Camp Allen (114)	451-4170	451-4172	501 "C" St., 23505	Ms. Deena J. Copeland
Chesterfield (126)	628-2544	628-2541	2915 Westminster Ave., 23504	Dr. Lawrence C. Taylor
Coleman Place (128)	852-4641	852-4648	2445 Palmyra St., 23513	Dr. Pamela M. Tatem
Crossroads (PreK-8) (129)	531-3050	531-3046	8021 Old Ocean View Rd., 23505	Dr. Kristen Nichols
Fairlawn (3-5) (168)	892-3260	892-3255	1132 Wade St., 23502	Ms. T. Michele Logan
Ghent (K-8) (135)	628-2565	628-2564	200 Shirley Ave., 23517	Dr. Thomas McAnulty
Granby (134)	451-4150	451-4157	7101 Newport Ave., 23505	Ms. Kathryn M. Verhappen
Ingleside (136)	892-3270	892-3265	976 Ingleside Rd., 23502	Dr. Alana Balthazar
Jacox (108)	628-2433	628-2435	1300 Marshall Ave., 23504	Dr. Lucy Litchmore
Larchmont (141)	451-4180	451-4188	1145 Bolling Ave., 23508	Mr. Dennis Fifer
Larrymore (142)	531-3070	531-3071	7600 Halprin Dr., 23518	Mr. David W. Faircloth
Lindenwood (145)	628-2577	628-2574	2700 Ludlow St., 23504	Dr. Lisa Corbin
Little Creek (146)	531-3080	531-3083	7900 Tarpon Pl., 23518	Ms. Cheryl Coghlan
Monroe (150)	628-3500	628-3563	520 W. 29 th St., 23508	Ms. Leigh Kovalcik
Norview (151)	852-4660	852-4658	6401 Chesapeake Blvd., 23513	Ms. Kathryn Caple
Ocean View (154)	531-3105	531-3111	9501 Mason Creek Rd., 23503	Dr. James Peterson
Oceanair (153)	531-3095	531-3099	600 Dudley Ave., 23503	Ms. Lenthia Willie-Clark
P. B. Young, Sr. (PreK-2) (165)	628-2588	628-2582	543 E. Olney Rd., 23510	Dr. Dwana P. White
Poplar Halls (PreK-2) (169)	892-3280	892-3275	5523 Pebble Ln., 23502	Ms. Cassandra Duke-Washington
Richard Bowling (122)	628-2515	628-2512	2700 E. Princess Anne Rd., 23504	Mr. Eric Goodman
Sewells Point (137)	451-4160	451-4165	7928 Hampton Blvd., 23505	Ms. Mary Wrushen
Sherwood Forest (156)	852-4550	852-4532	3035 Sherwood Forest Ln., 23513	Ms. Cheryl R. Jordan
Southside STEM Academy at Campostella (K-8) (109)	494-3850	494-3860	1106 Campostella Rd., 23523	Ms. Katrina Roundtree
St. Helena (131)	494-3884	494-3888	903 S. Main St., 23523	Ms. Angel Robinson
Suburban Park (159)	531-3118	531-3120	310 Thole St., 23505	Ms. Brenda D. Shepherd
Tanners Creek (161)	852-4555	852-4553	1335 Longdale Dr., 23518	Ms. Maritsa Alger
Tarrallton (118)	531-1800	531-1802	2080 Tarrallton Dr., 23518	Dr. Daniel White
Tidewater Park (3-5) (119)	628-2500	628-2501	1045 E. Brambleton Ave., 23504	Dr. Sharon Phillips
W. H. Taylor (160)	628-2525	628-2531	1122 W. Princess Anne Rd., 23507	Ms. Charlene Feliton
Willard (115)	628-2721	628-3997	1511 Willow Wood Dr., 23509	Ms. Julie H. Honeycutt
Willoughby (106)	531-3126	531-3125	9500 Fourth View St., 23503	Ms. June J. Lightfoot
AUXILIARY EDUCATION FACILITIES				
Berkley/Campostella ECC (130)	494-3870	494-3390	1530 Cypress St., 23523	Dr. Doreatha B. White
Camp E.W. Young (307)	547-4245	549-1931	145 Deepwater Dr., Ches. 23320	Dr. Veronica E. Haynes (Site Coordinator)
Easton Preschool (171)	892-3290	892-3285	6045 Curlew Dr., 23502	Dr. Tami M. White (Site Coordinator)
Granby Evening School	451-4050		7101 Granby St., 23505	(Vacant-Site Coordinator)
Hospital Ed. Program @ CHKD (850)	668-7061	668-7497	601 Children's Lane, 23507	Ms. Janice Teagle (Director)
Madison Alternative Center (392)	628-3418	628-3406	3700 Bowdens Ferry Rd., 23508	Ms. Leesa J. Mundell (Site Coordinator)
NET Academy (851)	892-3310	892-3311	1260 Security Lane, 23502	Mr. Augustus Guardino
Norfolk Technical Center (NTC)(396)	892-3300	892-3305	1330 N. Military Highway, 23502	Mr. Brandon Bell (Site Coordinator)
NTC Evening School	892-3300	892-3305	1330 N. Military Highway, 23502	Dr. Reba Jacobs-Miller (Program Leader)
Oceanair ECC	531-3095	531-3099	600 Dudley Ave., 23503	Ms. Lenthia Willie-Clark
Open Campus	852-9021	892-3305	1330 N. Military Highway, 23502	Ms. Sallie Cooke (Site Coordinator)

Auxillary Facilities Directory



Norfolk Public Schools
The cornerstone of a proudly diverse community

Facility Name:	Phone	Fax	Address
ACCESS College Foundation	962-6113	962-7314	7300 Newport Avenue, #500, 23505
Berkley/Campostella E.C.C.	494-3870	494-3290	1530 Cypress Street, 23523
Calvert Square E.C.C.	628-3412	625-7084	975 Bagnall Road, 23504
Camp E. W. Young	547-4245	549-1931	145 Deepwater Drive, Ches. 23320
Easton Preschool	892-3290	892-3285	6045 Curlew Drive, 23502
Even Start at Berkley/ Campostella	494-3868	494-3291	1530 Cypress Street, 23523
Even Start at Ingleside	455-6972	455-6970	976 Ingleside Road, 23502
Granby High Evening School	451-4050	451-4049	7101 Granby Street, 23505
Hospital Education Program at CHKD	668-7061	668-7497	601 Children's Lane, 23507
Lake Taylor Hospital School	461-5001	892-6124	1309 Kempsville Road, 23502
Madison Career Alternative	628-3417	628-3406	3700 Bowden Ferry Road, 23508
NET Academy	892-3310	892-3311	1260 Security Lane, 23502
Norfolk Technical Center (NTC)	892-3300	892-3305	1330 N. Military Highway, 23502
NORSTAR/Robotics Program	892-3300	892-3305	1330 N. Military Highway, 23502
Oceanair E.C.C.	531-3096	531-3099	600 Dudley Avenue, 23503
SECEP/Norfolk Re-Ed (Admin Office)	892-6100	892-6111	6160 Kempsville Circle, #300B, 23502
TRAEP	892-3960	852-4573	900 Asbury Avenue, 23513

Helpful Websites: Elementary, Middle, and High School References Resources

DATABASES

Gale Power Search
General OneFile
Expanded Academic ASAP
General Reference Center
Gold Health Reference Center
Academic
Student Edition
Junior Edition
National Geographic Kids
Computer Database
Agriculture Collection
Business Economics and Theory
Culinary Arts Collection
Criminal Justice Collection
Communications and Mass Media
Collection
Diversity Studies Collection
Environmental Studies and
PolicyCollection
Fine Arts and Music Collection
Gardening, Landscape and
Horticulture Collection
General Science Collection
Home Improvement Collection
Information Science & Library
Issues
Insurance & Liability Collection
MedlinePlus
Military and Intelligence
Database Nursing and Allied
Health Collection
Physical Therapy and Sports
Medicine Collection Pop Culture
Collection
Psychology Collection
Religion & Philosophy Collection
Hospitality, Tourism and Leisure
Collection
Small Business Collection
US History Collection
Vocations and Careers Collection
War & Terrorism

World History Collection
ASCD Education Collection

ENCYCLOPEDIAS

New Book of Knowledge- NBK
Grolier Multimedia-GME
Encyclopedia Americana Grolier
Online Kids
Grolier Online Passport
Worldbook Online

MULTIMEDIA

eMediaVA
YouTube for Schools
PD360
Electric Library
Cable in the Classroom
Teacher Tube
NASA Digital Learning Network

LIBRARY MEDIA CATALOG

Norfolk Public Schools
Norfolk Public Library
Virginia Beach Public Library
Chesapeake Public Library
Portsmouth Public Library

eBOOKS

Follett Shelf
Mackin VIA
ASCD Professional Collection
Gale Virtual Reference Library

HOMEWORK HELP

Norfolk Public Library HW
Resources
Norfolk Public Library
Literati Tutorial

COLLEGE/CAREER

College Directory by States
Virginia View

NEWSPAPERS

Daily Press
New York Times USA Today

Virginian Pilot
Wall Street Journal
Washington Post
Washington Times

CURRICULUM & SOL RESOURCES

School Net
Interactive Achievement
Renaissance Place - Star Reading
and Math Teacher Direct
SOL Interactive Quizzes
Starfall
Harcourt School DiscoverySchool
PALS
Center for Media Literacy
PBS Kids Raising Readers
National Library of Virtual
Manipulatives
ALA Websites for Kids
PBS: Digital Media Literacy
PBS: Project VoiceScape

INTERACTIVES

Elementary English
Elementary Fine Arts
Elementary Math
Elementary Science
Elementary Social Studies
Middle/High School Math
Middle/High School Social
Studies
Gale Virtual Reference Library
InfoTrac Religion & Philosophy
Military & Intelligence Database
Women In History Child
Development Kids InfoBits
Junior Edition -K12
Student Edition-K12
Education World
Bartleby Quotations

Standards of Student Conduct



We are:

Responsible

Respectful

Safe



FAMILY DIVERSITY COMMUNITY



Norfolk Public Schools

The cornerstone of a proudly diverse community

www.nps.k12.va.us

DISCIPLINARY RULES

Enforcing the Rules

Based on the official policy of the School Board of the City of Norfolk, certain types of student actions are prohibited. The listed rules, regulations, and procedures will be enforced before, during, and after school hours, as well as while traveling to or from school. These rules are applicable in school buildings, on school grounds, in school parking lots, on school athletic fields, on board buses, in areas immediately adjacent to the school, and in all other places where school functions are being carried out or where school activities normally take place. The rules are applicable throughout the course of any school field trip or other officially-sponsored school activity. These rules are applicable to any behavior, during or after school and on or off school grounds, that disrupts any school program or activity; threatens the health, safety, or welfare of any pupil, faculty, or staff of Norfolk Public Schools; or otherwise compromises the ability of Norfolk Public Schools to provide a high-quality education to all of its students. Most importantly, appropriate sanctions may be imposed on students as a result of rule misconduct wherever they occur, if such misconduct disrupts the performance of the school's mission or tends to jeopardize the accomplishment of that mission.

Violations are divided into rule violations and law violations. Law violations may also result in court action.

RULE VIOLATIONS

Unexcused Absences

Unless excused on the written request of their parents or guardians, students shall be on time to school and to all classes, shall attend all classes in full, and shall not leave the school grounds during the course of the school day. Students shall be subject to discipline for all unexcused absences, whether for the entire school day or any part thereof.

Attendance

Students shall attend school on a regular and punctual basis, unless otherwise excused in accordance with School Board policy or regulation. (See Policy JED Student Absences/ Excuses/ Dismissals.)

If a student, who is under 18 years of age, has ten (10) or more unexcused absences from school on consecutive school days, the principal may notify the Juvenile and Domestic Relations Court, which may take action to suspend the student's driver's license.

If a high school student has ten (10) days excused or unexcused absences in a semester, the student may fail. Students assigned to a block schedule who are absent seven (7) or more days (excused or unexcused) in a semester course, or fourteen (14) or more days (excused or unexcused) in a school year, will not be promoted or granted course credit, regardless of their grades. If an elementary student has twenty (20) excused or unexcused absences, the student may not be promoted to the next grade. An elementary school student must attend a minimum of three (3) hours to be considered in attendance for the day. A secondary student must attend a minimum of 75% of any class to be considered in attendance in that class for the day. We discourage early release, except for medical reasons, as it may affect the academic performance of students. Under extenuating circumstances, parents and legal guardians may request an administrative



review of a student’s attendance record. There is an appeal process for all grade levels. Appeals should be addressed with the building principal.

Parents Note after an Absence

When a student must be absent from school, the student must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older. All notes should be provided within two days of returning to school.

Doctor’s Note after an Absence for Illness

Upon return to school, a student absent for more than five (5) consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student’s absence from school.

Release of Students from School

Because class time is important, doctor’s appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the school’s sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day.

Bullying

Section § 22.1-276.01 of the Code of Virginia defines bullying as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. This includes cyberbullying. It does not include ordinary teasing, horseplay, argument, or peer conflict. School boards are expected to include bullying as a prohibited behavior in their student codes of conduct.

Non-criminal behavior associated with bullying includes intimidation, taunting, name-calling, and insults. Patterns of behavior associated with bullying that are criminal offenses are as follows:

Assault	Larceny	Battery
Robbery	Extortion	Theft
False Imprisonment	Threats	Hazing
Harassment	Sexual Harassment	

Another form of bullying occurs through the use of electronic means and is referred to as cyberbullying. Typically, cyberbullying is defined as using information and communication technologies, such as cell phone text messages and pictures and Internet e-mail, social networking Web sites, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, hostile, behavior intended to harm others.

Definition of Bullying, Harassment, and Intimidation

Intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication, that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:

- motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attribute, socioeconomic status, familial status, or physical or mental ability or disability;
- threatening or seriously intimidating
- occurs on school property, at a school activity or event, or on a school bus;
- substantially disrupts the orderly operation of a school. Electronic communication means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.

Possession/Use of Cell Phones, Personal Communication Devices (PCDs) and other Electronic Devices (EDs)

A Cell Phone is defined as a mobile phone that can only make voice calls and send/receive text messaging.

A Smart Phone is defined as a mobile phone that performs many of the functions of a computer, typically having a touchscreen interface, Internet access, and an operating system capable of running downloaded applications. A Smart phone can connect to a data plan or utilize a IEEE 802.11 wireless network.

NPS students may possess cell phones, PCDs, and/or EDs on school property subject to the following restrictions that the students' cell phones, PCDs, and/or EDs must utilize the NPS Bring Your Own Device (BYOD) network ("NPSCONNECT") only. Voice and data services should remain off during the instructional day. For the purposes of this regulation, the term "instructional day" is defined as the moment a student enters the school building until the final dismissal bell. This includes, but is not limited to study halls, lunch break, class changes, and any other structured or non-structured activity that occurs during the normal hours that school is in session. The Superintendent of Schools, or his/her designee, may authorize building administrators/classroom teachers to allow or disallow students to utilize PCDs for instructional purposes including, but not limited to, the following guidelines:

1. All cell phones, PCD's, and EDs must use the NPS BYOD network ("NPSCONNECT") exclusively. Voice and Data services should remain in airplane mode.
2. Students are not allowed to establish 3 wireless ad-hoc or peer-to-peer network using his/her cell phone, or PCD, or any other wireless device while on school grounds. This includes, but is not limited to, the use of cell phones or PCDs as a cabled or wireless hotspot.
3. Voice, video, and image capture applications may only be used with teacher or administrator permission.
4. Sound should be muted unless the teacher or administrator grants permission for use of sound associated with the instructional activities. A teacher or administrator may permit the use of ear buds or other types of headphones.
5. The cell phone, PCD, or ED owner is the only person allowed to use the device.
6. No division-owned academic or productivity software can be installed on personal devices.
7. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services.
8. Devices are brought to school at the students' and parents' own risk. In the event that a cell phone, PCD, or ED is lost, stolen, or damaged, Norfolk Public Schools is not responsible for any financial or data loss.



9. Violation of school or division policies, local, state, and/or federal laws will result in appropriate disciplinary and/or legal action as specified in the Standards of Student Conduct, School Board policy, as well as by local, state, and/or federal law.
10. The school division and school division personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunction personal hardware or software.
11. The school division reserves the right to examine cell phones, PCDs, and EDs and search their contents if there is reason to believe that school division policies or local, state, and/or federal laws have been violated.

Cell Phones and Sexting

Sexting is frequently associated with cell phones; although other technologies can be used as well. Cell phones allow for both taking and distributing photos via text messaging. According to the National Center for Missing and Exploited Children (2009), sexting is defined as, “youth writing sexually explicit messages, taking sexually explicit photos of themselves or others in their peer group, and transmitting those photos and/or messages to their peers.”

The legal consequences of sexting are concerning to students, parents, schools and the community. Producing, storing or sharing lewd or explicit pictures of minors is against the law in Virginia—sections

18.2-374.1 and 18.2-374.1:1 of the Code of Virginia are felonies that apply to students merely possessing such images on their cell phones, sharing them with other students via cell phone, or producing them using their cell phones. Two other laws can be invoked, depending on the circumstances if the sexting involves bullying or harassment, or if the sexting involves an adult (18 years or older) who has solicited images from a child. Sexting is prohibited in Norfolk Public Schools.

Use of Cell Phones, PCDs and EDs

Students may use cell phones, PCDs, and/or EDs (1) during the instructional day in conjunction with the regulations and guidelines set forth above, (2) outside of the school building before and after the instructional day; (2) at outdoor school-sponsored activities; and (3) before, during, and after school activities (indoor or outdoor sports events, club meetings, music events, etc.). Students must make every effort to minimize inconvenience and disruption to others when utilizing these devices at school events. Students may be disciplined for disruptive or inappropriate behavior related to possession or use of the aforementioned devices.

Evidence of unauthorized or unlawful use of cell phones, PCDs, and/or EDs will result in disciplinary actions according to the discipline guidelines as specified in the Standards of Student Conduct and/or reported to law enforcement authorities.

Responsibility for Cell Phones, PCDs, and EDs

Students are solely responsible for the care and custody of cell phones, PCDs, and EDs that they choose to possess and use as permitted herein. Norfolk Public Schools shall not assume responsibility for damage, loss, or theft of any student’s cell phone, PCD, or ED. Furthermore, Norfolk Public Schools shall not assume responsibility for damage, loss, or theft of any cell phone, PCD, or ED that is confiscated according to this regulation.

Cell Phones, PCDs and EDs on School Bus

Cell phones, PCDs, and EDs may be activated, displayed, or used on a School Board owned school bus by students while they are being transported to and/or from school-sponsored events.

Evidence of unauthorized or unlawful use of cell phones, PCDs, and/or EDs will result in disciplinary actions according to the discipline guidelines as specified in the Standards of Student Conduct and/or reported to law enforcement authorities.

Disciplinary Action

The publication of this cell phone regulation serves as a warning to students for disciplinary purposes. Failure to adhere to the terms of this regulation will result in the following progressive discipline.

1st Offense – The cell phone will be confiscated and returned to the student at the end of the school day. The student will sign the Acknowledgement of Further Consequences Form.

2nd Offense – The cell phone shall be confiscated for two (2) school days. The parent/guardian must retrieve the cell phone from the school office and sign the Acknowledgement of Further Consequences Form.

3rd Offense – The cell phone shall be confiscated for one (1) month. The parent/guardian must retrieve the cell phone from the school office and sign the Acknowledgement of Further Consequences Form.

4th Offense – The cell phone shall be confiscated for the remainder of the school year. The parent/guardian must retrieve the cell phone from the school office and sign the Acknowledgement of Further Consequences Form.

Any disciplinary infraction that a student commits arising from the school administration's attempt to enforce this regulation shall result in disciplinary consequences determined by the Standards of Student Conduct and the NPS Level System. A cell phone, PCD, or ED may be searched or reviewed by school personnel or authorized agents when reasonable suspicion exists that the cell phone, PCD, or ED was used to violate the Standards of Student Conduct or other laws or regulations. This policy will be periodically reviewed and updated as we address our bandwidth concerns, invest in the technology infrastructure, and staff.

Cheating

Students are expected to perform honestly on schoolwork and tests. The following actions are prohibited:

- Cheating on a test or assigned work by giving, receiving, offering, and/or soliciting information
- Plagiarizing by copying the language, structure, idea, and/or thoughts of another
- Falsifying grades, data, or statements on any assigned schoolwork, tests, or other school documents

Computer Access

Students are to follow the **Acceptable Use Procedure (AUP)**, which outlines appropriate uses, ethics, and protocol for the School Board's computer network, when accessing information on the computer. Norfolk Public Schools provides Internet access to students for the sole purpose of enhancing approved educational goals and objectives through information and research obtained by computer usage. **The Internet Acceptable Use Procedure Agreement**, available at the school, requires both student and parent signatures and **must be signed before access to electronic information systems is granted.**

At no time will access to unauthorized sites be allowed, or excused, and may result in severe disciplinary consequences.

Damaging Property

Damage to staff, student, or school property that does not meet the litmus test for vandalism, which is the deliberate, mischievous, or malicious destruction of property, will be considered Damaging Property. This damage may occur through one's negligence or willful, and sometimes unintentional, destruction. Norfolk Public Schools may seek reimbursement from a student, or the student's parent, for any actual loss, breakage, or destruction of school property.

Defiance of the Authority of School Personnel

Students shall comply with any oral or written instructions made by school personnel, within the scope of their authority, as provided by Board policies and regulations.



Disrespect

Students are to show the proper respect to each other and to school staff members at all times.

Disruption

Students are not to engage in conduct which causes disruption or obstruction of any school activity. This includes, but is not limited to, chronic talking, throwing objects, horse playing, teasing, making rude noises, and running.

Electronic Cigarettes

Students shall not possess electronic cigarettes on school premises, on school buses, or at school sponsored activities.

Fighting

Exchanging mutual physical contact between two or more persons by pushing, shoving, or hitting, with or without injury, is prohibited.

Gambling

A student shall not bet money, or other things of value, or knowingly play or participate in any game involving such a bet, on school property, on school buses, or during any school-related activity.

Gang Activity or Association

The school board acknowledges the existence of gangs in the community and the threat they pose to the educational environment. Therefore, students shall not engage in gang activity on school grounds, on school buses, or on any school-sponsored activity. A gang is defined as any group of two or more persons whose purpose includes:

- Commission of illegal acts.
- Participation in activities that threaten the safety of persons or property.
- Disruption of school activities.
- Creation of an atmosphere of fear and intimidation.

Students shall be subject to disciplinary action in accordance with Policy JFC and Regulation JFC-R for participating in gang activity. Gang activity is defined as:

- Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that is evidence of membership or affiliation in a gang.
- Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang.
- Using any speech or committing any act or omission in furtherance of the interests of any gang, including: (a) soliciting, hazing, and initiating others for membership in any gang; (b) requesting any person to pay protection, or otherwise intimidating or threatening any person; (c) committing any other illegal act or other violation of school policy; and (d) inciting other students to act with physical violence.
- Inappropriate congregating, bullying, harassment, intimidation, degradation, disgrace, and/or related activities which are likely to cause bodily danger, physical harm, or mental harm to students, employees, or visitors.

Harassment

The Norfolk School Board is committed to maintaining an educational environment and workplace that is free from harassment. In accordance with law, the Board prohibits harassment against students, employees, or others on the basis of sex, sexual orientation, gender identity, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information, or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school-sponsored activity.

It is a violation of this policy for any student or school personnel to harass a student or school personnel based on sex, sexual orientation, gender identity, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school sponsored activity. Further, it is a violation of this policy for any school personnel to tolerate harassment based on a student's or employee's sex, sexual orientation, gender identity, gender, race, color, national origin, disability, religion, ancestry, age, marital status, or genetic information or any other characteristic protected by law, or based on a belief that such characteristic exists at school or any school-sponsored activity, by students, school personnel, or third parties participating in, observing or otherwise engaged in school sponsored activities.

The school division shall: (1) promptly investigate all complaints, written or verbal, of harassment based on sex, sexual orientation, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law or based on a belief that such characteristic exists at school or any school-sponsored activity; (2) promptly take appropriate action to stop any harassment; and (3) take appropriate action against any student or school personnel who violates this policy and take any other action reasonably calculated to end and prevent further harassment of school personnel or students.

Please refer to School Board Policy **JFHA/GBA. PROHIBITION AGAINST HARASSMENT AND RETALIATION** for detailed information.

Note: Report harassment to the building principal, assistant principal, teacher, or any trusted adult. Reports may also be made at safeschools@npsk12.com, or by calling the Safe Schools Hotline at 628-1171. The Bullying, Harassment or Intimidation Reporting Form is located in the back of this handbook.

Hazing

Students shall not recklessly or intentionally endanger the health or safety of a student, or students, or inflict bodily harm on a student, or students, in connection with, or for the purpose of, initiation, admission into, or affiliation with, or as a condition for, continued membership in a club, organization, association, or student body.

Insubordination

Students are to comply with proper and authorized directions of a staff member.

Misrepresentation

Students are not to falsify any document, forge any name, or make any false statement, written or oral. Students are not to cheat on any test or assignment.

Personal Property

Students are not to possess any object that disrupts or distracts from teaching and learning such as, but not limited to shock pens, toys, lighters, matches, toys, firework snappers/poppers, food, and beverages.



Profane, Obscene, or Abusive Language or Conduct

Students shall not use vulgar, profane, or obscene language or gestures, or engage in conduct that is vulgar, profane, obscene, or disrupts the teaching and learning environment.

STUDENT TRANSPORTATION

Students shall be under the jurisdiction of the School Board of the City of Norfolk while traveling to and from school, whether walking, riding public/private transportation or at the bus stops, (from door to door).

School bus transportation is provided for Norfolk students to and from school, on instructional field trips, athletic trips, and special after school activities, it is important to know that riding a school bus is a privilege not a right. Students who do not behave on the bus may have privilege of riding the bus revoked for a specific time. The driver of the bus has the authority to, and the responsibility for, maintain order and providing a safe environment. Driver expectations of students include, but are not limited to, that students remain in their assigned seats, unless directed by the driver to do otherwise; keep hands and feet to themselves; speak in an appropriate voice tone; refrain from using profanity or indecent language and refrain from consuming food or beverage while on the bus.

New School Bus Regulations

- Vandalism to the bus will be paid for by those responsible and the School Board regulations regarding parent liability will be enforced.
- All pyrotechnic devices and incendiaries are banned from any school bus.
- Students may be assigned to DEFINITE seats and shall not be permitted to move from assigned seat except upon permission from the bus driver.
- No student is permitted to interfere with another student or to damage or destroy the property of another student.
- Bottles or glass containers are FORBIDDEN on board the bus
- No student is permitted to drink, eat or smoke on board the bus
- No cleats or other type of spikes are allowed to be worn on the bus by any students.
- **Large musical instruments or other large items that cannot be carried in a book bag or held on the lap, shall not be permitted inside the bus. Scooters and skateboards of any type, and size are prohibited on school buses Cell phones, radios, MP3 and tape players are permitted on the bus provided they are private and do not create a driver distraction. Cell phones may be used by middle/high school students. Headphones are required for listening to music.**
- **Unauthorized persons are not allowed on board the bus**

Motor Vehicles

High school students who meet the requirements and accept the responsibilities of driving private automobiles to school may be permitted to do so. This entitlement depends upon the driver's willingness to follow the parking and auto regulations as prescribed by the individual high school. Failure to adhere to these regulations could result in forfeiture of the privilege of parking a motor vehicle on school property.

Cell Phones on School Property and in Reduced-Speed School Crossing Zones.

The use of handheld personal telecommunications devices by drivers of moving vehicles on school property or in reduced-speed school crossing zones is prohibited. (Legislation 2013)

Bicycle Riders

Bicycles may be ridden to elementary, middle, and high schools. The safety of the riders and the security of their bicycles are the responsibility of the riders. When traveling to and from school, bike riders are prohibited from violating the property rights of homeowners, apartment dwellers, and businesses. Improper use of bicycles, such as riding in bus-loading areas, constitutes grounds for the loss of bicycle parking privileges at school.

Safety Expectations for Students Riding School Buses

It is our hope that these safety guidelines will prove to be a useful resource for assuring your child a safe, comfortable, and pleasant school bus ride throughout the school year.

School Bus Safety and Discipline

Each principal is responsible for carrying out a school bus safety program. Norfolk Public Schools has jurisdiction over the conduct of students while they are being transported. Students must be made aware of the following school bus safety procedures.

Being Responsible, Respectful, and Safe on the bus

All students are to be instructed in and are to observe the following bus safety precautions:

1. While walking to and waiting for the school bus,

- Take the safest route to assigned bus stop.
- Arrive at the bus stop 5 minutes before the bus is scheduled to arrive.
- Wait in a safe place off the main street five minutes before and remain there five minutes after scheduled pickup time.
- Only speak and/or ride with persons you know personally. Always go straight home and tell your parents if a stranger tries to talk to your or pick you up.
- Remain in the assigned loading area maintaining an orderly behavior.
- Wear bright clothes if there is snow, rain, or fog.
- Stand back from the street or road and give the bus driver room to stop.

2. When boarding the bus, and before crossing the street or road,

- Check the traffic in both directions.
- Wait until the bus driver signals to cross.
- Walk in front of the waiting bus.
- Form a single line as the bus approaches.
- Wait on sidewalk until the bus comes to a full stop.
- Enter the bus single file, using handrail and let younger students enter first.
- Go directly to a seat, and remain seated.
- Keep your hands, feet, and other objects to yourself.
- Respect the bus driver and bus monitors.
- Cross the street in front of the bus.

3. While the bus is in motion,

- Remain seated until the bus reaches its destination and comes to a complete stop.
- Keep all parts of the body and other objects to yourself and inside the bus.
- Use appropriate sitting posture as you would in the classroom.
- Keep the aisle clear of feet, arms, and other objects.
- Hold books, coats, and all other objects in lap.



- Talk only with an appropriate voice level according to the bus driver and bus monitors
- Be quiet at railroad crossings so the bus driver can hear railroad warning signals
- Identify yourself upon the request of the bus driver or other authorized personnel

4. When the bus is unloading

- Remain seated until the driver opens the door
- Permit those standing to unload first
- Leave the bus in an orderly fashion and in a single file line
- Walk when exiting the bus
- Leave the bus and the unloading area promptly

5. If crossing the street

- Wait until bus driver gives signal to cross
- Walk in front and at least 10 feet ahead of the waiting bus
- Stop when even with the traffic side of the bus and look carefully in both directions
- Cross quickly, but do not run
- Help smaller children to cross the road safely
- Go directly to the driveway and always be in view of driver if student's home is on the right side of the street

6. Other Conditions

- Be respectful of school and other student's property as defined by the school board
- Be respectful of assigned seat as directed by the bus driver and bus monitors
- Be responsible by only bringing approved items by the school board on the bus
- Be responsible by following the guidelines for cell phones, radios, tape players, or CD players according to the school board which includes the use of headphones
- **Be Responsible, Be Respectful, and Be Safe**

Bus Discipline

The Standards of Student Conduct applies to conduct while going to and from school; riding on the school bus, waiting at the bus stop, on school sponsored bus trips.

Walkers

Students in elementary, middle, and high schools who live within the designated non-transportation zones are required to arrive promptly at school. Parents are encouraged to identify and assist in the choice of a safe route. On their way to and from school, student walkers are prohibited from violating the property of others, including homeowners, apartment dwellers, and businesses. Walkers include students going to and from home or to and from bus stops.

Removal of Students

Schools are for the benefit of all people. Parents or legal guardians of any student who is a threat to the health and safety of the school community will be notified of the student's violations. If a case is extremely serious, the student will have to leave the school. Examples of reasons for removal are:

- spreading communicable diseases
- being charged with criminal activity
- failing to abide by state laws for admission to school (examples: residence and immunizations)

Repeated and Continued Violations

When issuing or rendering disciplinary action for any particular violation, the student's entire disciplinary record shall be considered. A past history of repeated and continued violations may justify strict disciplinary action, even if the current violation is a minor one.

Student Attire (Dress Code)

In order to ensure that the educational process is conducted in an environment where safety risks, disruptions, and distractions are minimized, all students will adhere to: (1) the standards set forth in the Norfolk Public Schools' Dress Code; and (2) any requirements imposed at individual schools that have properly adopted a uniform policy.

Some Norfolk Public Schools have uniform policies to which students must adhere. Generally, student dress should be appropriate for the age, grade level, stage of development, and physical facility. Students are not to wear or carry items of apparel to school that may interfere with the instructional process or present a health or a safety hazard to the student wearing or carrying them, or to others.

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff/navel (male or female), or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials and head coverings unless required for religious or medical purposes.

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home.

The Norfolk Public School dress regulation states that students shall not wear the following items:

- (1) Clothing, pins, jewelry, accessories or other items of adornment displaying obscene, profane, derogatory, violent, or gang-related messages, themes, designs, or pictures
- (2) Clothing, pins, jewelry, accessories, or other items of adornment conveying messages related to or promoting the use of alcohol, drugs, tobacco products, weapons, or messages that promote illegal activities
- (3) Clothing, pins, jewelry, accessories or other items of adornment depicting bawdy, salacious, or sexually-suggestive messages
- (4) Clothing that is transparent or exposes the midriff, navel, cleavage, private parts, undergarments, or that is otherwise sexually provocative
- (5) Pants, skirts and/or shorts that sag below the waistline or must be held in place with the hands



- (6) Underwear as outer garments, or clothing that exposes underwear, and items not appropriate for a classroom setting (including, but not limited to, stretch lycra, spandex or nylon tights, leotards, leggings worn as outer wear, biker pants, biker shorts, yoga pants, bathing suits, or pajamas)
- (7) Tank tops, halter tops, garments with spaghetti straps, tube tops, fishnet tops, strapless dresses, or other clothing that is not appropriate because of slits, rips, or holes in the garment
- (8) Shirts/blouses, as well as T-shirts, designed to be worn outside trousers, shorts, and skirts may be allowed, provided the length of such clothing does not extend below the wrists when both of the student's hands are at his/her side
- (9) Accessories which could in some way pose a danger to the wearer or others; and/or could be used as weapons (including, but not limited to, two-or-three finger rings, chains hanging from clothes, picks, or hair chopsticks)
- (10) Clothing that is too tight and/or is inappropriate in length as measured by any of the following methods, as determined by the building principal/designee:
 - a. shorter than six (6) inches above the student's mid-knee, or
 - b. fingertip length as determined when both of the student's hands are at his or her side, or
 - c. length must pass Flamingo Test (Stand with both feet flat on the floor. Lift one foot and bend the leg backwards at a 90-degree angle; the other leg must remain straight. If the back of the skirt touches the calf of the bent leg, the skirt is long enough. If the skirt does not touch the calf, the skirt is too short.)
 - d. Leggings may be worn under skirts or dresses, as long as the aforementioned guidelines are followed.
- (11) Footwear that is inappropriate for school (including, but not limited to, shower shoes, beach shoes, thongs, bedroom slippers, and unfastened shoes, or shoes missing appropriate closures)
- (12) Head coverings or accessories that are not related to or required by a student's bona fide religious practices (including, but not limited to, stocking caps, do rags, wave caps, scarves, or bandanas)
- (13) Items that are intended for outdoor use (including, but not limited to hats, caps, and similar head coverings, scarves, jackets, and coats)

Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good cause should contact the principal.

Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes, or go home.

Law Violations

Alcohol

Students are not to use, possess, or distribute any alcoholic beverage, or come to school after drinking alcohol

Arson

Students are not to start a fire or attempt to start one for any reason. Actual or attempted arson is the unlawful or intentional damage, or attempt to damage, any school or personal property by fire or incendiary device.

Assault and Battery

A student shall not assault or commit battery upon another person on school property, on school buses, or during school activities on or off school property. An assault is a threat of bodily injury.

Students are not to attempt or engage in any unlawful force or violence against another person. Additionally, students are not to engage in an activity in which a collection of people assemble for the purpose of committing an assault on a person or persons. Assault means the threat or attempt to strike or harm another, whether successful or not. Battery is any bodily harm to another, however slight, done in anger, or to be rude or vengeful.

Assault and Battery or Threats Against Staff

Students are not to attempt or engage in any unlawful force or violence against school staff. Additionally, students are not to threaten (verbally, in writing, or via electronic transmission) strike, attack, or harm a school staff member.

In June of 2015, The Norfolk City School Board adopted the following policy:

JFCDA. STUDENT ASSAULT AND/OR BATTERY ON STAFF

The Norfolk City School Board recognizes the need for a school environment that is safe, secure, and enriching. This environment must allow staff to be free from any assault and/or battery by students. Therefore, any assault and/or battery by a student directed towards a staff member or service provider is strictly forbidden.

The purpose of this policy is to help ensure a safe and secure environment for all staff members by outlining the process that administrators must use if a student engages in assault and/or battery directed towards a staff member or service provider.

In any case where there is an unprovoked assault and battery on a staff member by a student, meaning that the student actually physically attacks a staff member, as opposed to threatening a staff member, the usual punishment shall be expulsion.

However, the School Board authorizes the Superintendent or Superintendent's Designee to review each such case to determine whether its particular facts and circumstances, including, but not limited to, the severity of the attack, justify an exception to this rule. If an exception is warranted, the Superintendent or Superintendent's Designee may recommend a lesser discipline.

Bombs

Students are not to engage in any illegal conduct involving combustible materials, to include actual or look-alike incendiary or explosive devices or chemical bombs. Students are not to make any threats to bomb people or property.

Burglary

Students are not to unlawfully enter, or attempt to enter, an unoccupied school building, with the intent to commit a crime, especially theft.

Disorderly Conduct

Students are not to act in a manner that disrupts the school environment. This includes:

- Student engages in misconduct with the intent to inconvenience, annoy, or alarm
- The misconduct disrupts the operation of any school or any activity conducted or sponsored by any school.



- The disruption caused by the misconduct must prevent or interfere with orderly conduct of the operation or activity.

OR

- Have a direct tendency to cause acts of violence by the persons at whom, specifically, the disruption is directed.

Drugs

- 1) A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant, look-alike/imitation, controlled substance, or drug paraphernalia.
- 2) A student shall not possess, use, and/or distribute alcohol, tobacco and/or tobacco products, or other drugs on school property, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, and any prescription or non-prescription drug possessed in accordance with Policy JHCD.
- 3) Students shall also not wear clothing or jewelry depicting drugs, the use of drugs, or plants used to derive illegal drugs.
- 4) A student shall not possess, procure, or purchase, or attempt to possess, procure, or purchase, or be under the influence of, or use or consume, or attempt to use or consume, alcoholic drinks, marijuana, synthetic cannabinoids, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act, as well as any abusable glue, paint and similar materials, anabolic steroids and both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package, and includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance.
- 5) All prescribed medications and over-the-counter drugs should be administered by the school nurse, or in his/her absence, the principal's designee.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

Distribution or Sale of illegal Drugs or Possession or Distribution with Intent to Sell

Students shall not manufacture, give, sell, distribute, or possess with intent to give, sell, or distribute marijuana, synthetic cannabinoids, or other controlled substance as defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia.

Extortion

Students are not to use threats or intimidation to obtain money or something of value from another person.

Gangs

Students are not to be involved with any ongoing organization or association of two or more persons, in which the primary objective of the organization or membership is the commission of criminal activity.

Inciting a Riot

Students are not to create, attempt, or cause others to create public violence or disorder.

Miscellaneous

Students are not to engage in any unlawful act such as, but not limited to, gambling, obscene phone calls, false alarms, satanic activity, or possessing or distributing pornographic material.

Reports of Charges, Convictions, or Adjudication of Delinquency

Any student for whom the superintendent has received a report pursuant to VA Code 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of VA Code 16.1-260 may be suspended or expelled.

Additionally, student criminal violations, wherever they occur, have a serious potential for disrupting the school environment. In consideration of that and pursuant to Section 22.1-277.2:1 of the Code of Virginia, 1950, as amended, the Superintendent or his designee may require students to attend alternative educational programs pursuant to this subsection regardless of where the crime of which they were **charged** or **convicted** (or found not innocent) occurred.

Robbery

Students will not take, or attempt to take, anything of value that is owned by another person or organization under confrontational circumstances, by force or threat of force or violence, or by putting the victim in fear.

Sexual Harassment Offenses

Sexual harassment means unwelcome conduct of a sexual nature, which can include sexual assault, sexual violence, sexual misconduct, unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. It can include conduct such as touching of a sexual nature, making sexual comments, jokes, or gestures, writing graffiti or displaying or distributing sexually-explicit drawings, pictures, or written material, calling students sexually-charged names, spreading sexual rumors, rating students on sexual activity, or circulating, showing, or creating e-mails or websites of a sexual nature.

Students who believe they have been the object of such behavior, whether initiated by another student, an employee of the Norfolk Public Schools or some third party (while under the jurisdiction of the Norfolk Public Schools) should report such behavior immediately to a teacher, security officer, School Resource Officer (SRO), or any other adult member of the school administration.

Stalking

Students are not to engage in conduct with the intent to cause emotional distress to another by deliberately giving unwanted or obsessive attention.

Theft

Students are not to steal, or attempt to steal, anything belonging to another. Please note that stealing someone's cellphone or other electronic device could result in the student being charged with a felony based on the cost of the item.

Threats

Students are not to verbally, in writing, or via electronic transmission, threaten to strike, attack, or harm another person or facility. Parents will be notified of all threats reported to school personnel.

Tobacco Products

Students are not to use or have in their possession any tobacco product. All tobacco products and electronic cigarettes will be confiscated.

Trespassing

Students are not to be on any school property illegally. This includes while serving a school suspension.

Vandalism

Students are not to willfully or maliciously destroy property. This includes graffiti.



WEAPONS/ DANGEROUS INSTRUMENTS

A student shall not possess, handle, or transmit a knife, razor, ice pick, explosive, sword, cane, machete, firearm, look-alike gun/toy gun, mace (or similar substance), pellet or air rifle, pistol, Taser, or other object that reasonably can be considered a weapon, or wear clothing or jewelry with slogans, symbols, or pictures depicting weapons, gangs, or criminal activity. Violation of this rule may result in suspension or expulsion. The rule does not apply to normal school supplies such as pencils or compasses or other objects unless they are used as weapons.

SUSPENSIONS AND EXPULSIONS

A student who violates school rules is subject to disciplinary action which may include a disciplinary notice, suspension notice, (short or long-term), or a suggested expulsion notice. Discipline could include any of the following: after-school work, repair, clean-up and/or painting an area of physical damage caused by the student, withdrawal or cancellation of school activity privileges, or court action.

A short-term suspension is any disciplinary action whereby a student is not permitted to attend school for a period not to exceed 10 school days. **A parent conference is required before the student can be reinstated to school.**

A long-term suspension is any disciplinary action whereby a student is not permitted to attend school for more than 10 school days, but less than 365 calendar days. There are two types of long-term suspensions in Norfolk Public Schools. The first long-term suspension is a disciplinary action where a student is not permitted to attend his or her zoned school for a period of 11-90 days. The student is afforded the opportunity to attend an alternative school during the suspension; however, during the entire period of the suspension, the student is not allowed on any other Norfolk Public Schools' property, all grounds, and buildings unless authorized by the school officials to come onto the property for a specific purpose. These restrictions also apply to sporting events or other special activities.

The second type of long-term suspension is a long-term suspension with special conditions, which can only be approved by a committee designated by the School Board. This disciplinary action prohibits a student from attending the zoned school for at least a year. The student is afforded the opportunity to attend an alternative school during the suspension; however, during the entire period of the suspension, the student is not allowed on any other Norfolk Public Schools property, all grounds, and buildings unless authorized by the school officials to come onto the property for a specific purpose. These restrictions also apply to sporting events or other special activities. The student must petition the Reinstatement Committee to return to the zoned school. The Committee will consider reinstating a student who maintains a good academic, attendance, and behavior profile at the alternative school. The student should participate in positive activities and community service. The Reinstatement Committee considers students for reinstatement four times per year.

An expulsion is any disciplinary action whereby a student is not permitted to attend school within the school division and is ineligible for readmission for 365 calendar days after the initial date of the expulsion. This student is not afforded any educational services. The student is forbidden to come upon the property of any Norfolk Public School during the entire period of expulsion unless specifically authorized by school officials to come upon the property for a specific purpose.

More serious offenses result in more severe punishment. Repeated disobedience, even of minor rules, may lead to more serious punishment. The principal or principal's designee determines what action to take, and his or her decision depends on the seriousness of the violation. Any person, administrator, teacher, staff

member, or student who knows a student is disobeying the rules may suggest to the School Board, through the Superintendent of Schools/designee, that the student be disciplined or suspended.

Suspensions and expulsions may result in a complete denial of the ability to attend school within the division, or a denial of the ability to attend regular school, with permission to attend alternative school within the division for the period of the suspension or expulsion. Expulsion may result in the denial of the ability to return to school until the end of the period of expulsion; although a student may always petition for readmission. Suspension may result in the denial of the ability to attend regular school until the end of the period of suspension. The Superintendent may also require a student to attend alternative school without imposing a suspension or an expulsion for various reasons, including serious or repeated violations of School Board Policies.

Any principal, assistant principal or his/her designee may suspend students for disobeying school rules. The complaint may come from any person who has a good reason. Suspensions of ten days or less should first be appealed to the building principal. Additionally, parents may contact the Department of Student Support Services should they have concerns regarding the appeal process.

Any person who has good reason may suggest a student's expulsion from school. This must be done in writing to the School Board through the Superintendent of Schools or his designee. An investigation will be conducted by school officials.

The student and parent/guardian may appeal the school's decision to the Senior Director of the Department of Student Support Services, who acts as the Superintendent's designee for these matters, and who has the authority to take any of the following actions: uphold the disposition; enhance the punishment; reverse the disposition; or recommend alternative courses of action. Any request for an appeal must be submitted in writing. The written statement (typed or printed) must detail the reasons for the objection to the suspension.

Appeals for Short-Term Suspensions (1 – 10 days), after school detentions, Saturday School assignments and In-School Alternatives are first held by the building principal (in schools where the sole administrator is the building principal, the appeal is held by the Senior Director of the Department of Student Support Services). The appeal must be submitted within three (3) business days. Should the principal uphold the school's disposition, the parent may write to request a formal appeal with the Senior Director of the Department of Student Support Services (DSSS) within five (5) days of his/her child receiving the long-term suspension. After the DSSS appeal there is no further school system line of appeal. Parents may take their appeal to the civil courts.

For long-term suspensions (those of 11 days or more), the appeal must be submitted within five (5) business days. The student and his or her parent(s) can appeal to the School Board through the appeals officer. The appeals officer will meet with the student and his or her parent(s), and also review the facts and circumstances of the suspension before rendering a decision. The decision, when rendered, will be sent to the parents via U.S. mail.

Parents who wish to appeal the Suggested Expulsion must put their request in writing. The appeal process for a suggested expulsion is conducted before a three-member panel of the School Board. This is an informal hearing. The school system will present the case to the Board members and parents will present their child's case. School Board members may ask questions. If the three-member panel of the School Board is unanimous in their decision and the full Board supports their findings, there is no further avenue for an appellate hearing. Should the three-member panel not render a unanimous decision, the parent may request an appellate hearing in front of the full School Board. An attorney representing the school system will present the case to the School Board. They have approximately ten (10) minutes allotted for their



presentation. The parents/legal guardians and their attorney- should they have one - will have approximately ten (10) minutes to present their case. The School Board members may ask questions. The decision, when rendered, will be sent to the parents via U.S. mail.

Alternative School Placement of Court Involved Students

Pursuant to School Board Policy JCAAZ, as amended, regarding the placement of students in Alternative School, the Superintendent or his/her designee may consider an Involuntary Discipline Transfer for a student when the student is accused of serious and repeated violations of School Board Policies and when a student has been: (1) charged with a criminal violation related to the possession, use, or sale of weapons, alcohol or drugs, or related to the intentional injury of another person; (2) charged with or found guilty (or not innocent) of a crime which resulted, or could have resulted, in injury to others; or (3) charged with or found guilty (or not innocent) of a crime of a type requiring the court's disposition to be disclosed to the Superintendent under the laws of the Commonwealth of Virginia, as amended.

A letter will be sent to the parent/guardian, students, and the regular setting principal explaining the JCAAZ policy and why the student is being removed from the regular setting and placed in an alternative setting. A copy of the policy will also be included in all correspondence. The Site Coordinator or Principal of the appropriate Alternative School will also be notified to expect the student for enrollment.

Additional Information

1. When disciplinary action is taken, students have the right to receive a written copy of the notice of such action.
2. Parents/Legal guardians, or the student if he/she is over 18 years old, may submit a written request for appeal to the Senior Director of the Department of Student Support Services.
3. Any disciplinary recommendation may be modified by Central Office Administrators, such as the Senior Director of the Department of Student Support Services, Superintendent's designee and/or the Superintendent or the School Board (acting either in committee or as a whole).
4. Students may appeal recommendations of short- or long-term suspension, expulsion, and placement in alternative school without a suspension or expulsion. The student's ability to appeal will vary depending on the type of disciplinary action recommended. This is set out in detail in the Policies and Regulations Manual of the School Board.
5. Discipline of identified students with disabilities will conform to policies and regulations developed by the Superintendent and approved by the School Board.
6. Copies of all disciplinary notices are forwarded to the Department of Student Support Services at the time of completion. All notices of disciplinary action will be filed in your permanent folder.
7. Students who have a current 504 Plan shall be afforded the support of this plan while assigned to In-School Suspension (ISS) if the assigning administrator, in consultation with the 504 case manager, determines that it is possible to implement the plan.

OTHER IMPORTANT INFORMATION

Concussions in Sports

In order to help protect the student athletes of Norfolk Public Schools the Virginia General Assembly, in accordance with **Senate Bill 652** (Concussion in Student-Athletes), has mandated that all student athletes, parents and coaches follow the Norfolk Public Schools' Concussion Policy. Go to the NPS web site and departments/athletics. Review the concussion education information. Please print, read and sign the form

then return it to your school's Athletic Director prior to the first date of competition. This form **must** be reviewed and signed on a yearly basis.

Food/Beverages in Plastic or Glass Bottles

A student will neither eat nor drink; or carry food or beverages to unauthorized areas of school (unauthorized areas may include, but are not limited to, hallways, common areas, entrance foyer, restrooms, and classrooms without permission. Plastic and glass bottles should only be used in authorized areas.

Self-Care and Self-Administration of Medication*

Each enrolled student who is diagnosed with diabetes, with parental consent and written approval from the prescriber, is permitted to:

- Carry with him/her and use supplies, including a reasonable and appropriate short-term supply of carbohydrates, an insulin pump, and equipment for immediate treatment of high and low blood glucose levels
- Self-check his/her own blood glucose levels on school buses, on school property, and at school sponsored activities.

Students may be permitted to carry and self-administer other medications when the following conditions are met:

- Provide the school with a written authorization from the licensed prescriber that includes the following information: student's name, name of medication, dosage, hours to be given, method by which to be given, name of prescriber, date, expected duration of administration of medication, and possible side effects. For any changes in medication, the parents must provide written authorization signed by the prescriber.
- Written parental permission for self-administration of specified non-prescription medication is on file with the school.
- The non-prescription medication is in the original container and appropriately labeled with the manufacturer's directions.
- The student's name is affixed to the container.
- The student possesses only the amount of non-prescription medicine needed for one school day/activity.

Self-Administration of Asthma Medication and Auto-Injectable Epinephrine*

Students with a diagnosis of asthma or anaphylaxis, or both, are permitted to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. A student may possess and self-administer asthma medication, or auto-injectable epinephrine, or both, when the following conditions are met:

- Written parental consent that the student may self-administer inhaled asthma medications or auto-injectable epinephrine, or both, is on file with the school.
- Written notice from the student's health care provider is on file with the school, indicating the identity of the student, stating the diagnosis of asthma or anaphylaxis, or both, and approving self-administration of inhaled asthma medications or auto-injectable epinephrine, or both, that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication.
- An individualized health care plan is prepared, including emergency procedures for any life-threatening conditions.



- There is a consultation with the student's parent before any limitations or restrictions are imposed on a student's possession and self-administration of inhaled asthma medications and auto-injectable epinephrine, and before the permission to possess and self-administer inhaled asthma medications and auto-injectable epinephrine at any point during the school year is revoked.
- Self-administration of inhaled asthma medications and auto-injectable epinephrine is consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedure Manual, which are jointly issued by the Virginia Department of Education and the Virginia Department of Health.
- Information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer asthma medications or auto-injectable epinephrine, or both, will be effective for a period of 365 calendar days, and must be renewed annually. However, a student's right to possess and self-administer inhaled asthma medication or auto injectable epinephrine, or both, may be limited or revoked after appropriate school personnel consult with the student's parents.

** NOTE: Sharing, borrowing, distributing, manufacturing, or selling any medication is prohibited. Permission to self-administer non-prescription medication may be revoked if the student violates this policy, and the student may be subject to disciplinary action in accordance with the Standards of Student Conduct.*

Anti-Bullying and Safe Schools Hotline

757-628-1171

or

safeschools@npsk12.com

Break the Silence, Make the Call!!!

Know that any information you provide is strictly confidential. Please give the name of the school, name of the victim or victims, date or dates the bullying occurred, and details of the incident. If your concern is related to school safety, please provide the name of the school and detailed information about your concern. You do not have to leave your name. However, if you would like someone to call you back, please leave your name and telephone number.

**We take bullying and school safety very seriously; this number should be only used for real concerns.*

What is bullying?

Bullying includes a wide variety of behaviors, but all involve a person or a group repeatedly trying to harm someone who is weaker or more vulnerable. Students, either individually or as part of a group, are not to bully others. Bullying includes: physical intimidation; taunting; name calling; insults; making comments regarding race, disability, gender, sexual orientation, religion, physical abilities or characteristics; falsifying statements about other persons; or using technology such as email, text messages, instant messaging, Facebook, or other websites to defame or harm others.

Ten Tips to follow if You are being Bullied...

1. Tell your parents, teacher, principal, school counselor, or any adult you are being bullied.
2. Talk about it. Talking is a good outlet for the fears and frustrations you feel when you are being bullied.
3. Hold your anger. Do not retaliate against a bully or let the bully see how much he or she upsets you.
4. Do not get physical. If you hit, kick or push, not only are you showing anger, but you never know what the bully will do in response.
5. Be confident. Practice feeling good about yourself. Hold your head up, stand up straight, make eye contact and walk with confidence.
6. Take charge of your life by doing things that make you feel your best. The confidence you gain by feeling good about yourself, will help you ignore the mean kids.
7. Say NO! The first time the bullying or teasing starts you must stop it right there. Let the bully know you will not tolerate the behavior and you refuse to be his or her victim.
8. Never carry a weapon to make yourself feel safer. Carrying a weapon can result in serious consequences with the school or with the law. You risk the weapon being turned on you or it hurting an innocent person. You may do something in a moment of fear or anger you will regret for the rest of your life.
9. Avoid situations where bullying can happen. Avoid areas that are isolated or unsupervised by adults. Stick with your friends or other people as much as possible when traveling to and from school or while in isolated areas at school.
10. Know who your true friends are. Bullies are less likely to bother you if you are with friends, especially when you stick up for each other. Friends can also help you get through difficult times, if you are being bullied with rumors and gossip. Find one or two friends to confide in. Your friends can also help you to follow these 10 Tips!

Tips to Follow if Someone Else is being Bullied

1. Refuse to join in if you see someone being bullied. You may fear the bully targeting you if you do not join in, but stand firm. Think about how the victim is feeling and how you would feel if you were the victim.
2. Attempt to defuse a bullying situation by drawing the attention away from the targeted person. Use humor or change the subject to get the bully's attention. Do not laugh, side with or encourage the bully in anyway.
3. Let the bully know that what he or she is doing is not cool! Tell the bully to stop, but do not place yourself at risk.
4. If you cannot help stop a bullying situation, immediately go get a teacher, parent, or any adult to come help.
5. Speak up and/or offer support when you witness bullying. Be a willing witness; don't give in to the pressure of others calling you a "snitch." Recognize that the word "snitch" is designed to keep you silent. If you feel you cannot help the victim at the time of the incident, you can show support later with words of kindness and condolence.
6. Encourage the victim to talk to his or her parents, teacher, principal, school counselor, or a trusted adult. Offer to go with the victim to report it. Tell an adult what you witnessed. If you are concerned about your safety, you can report it anonymously at school, or by using the hotline.



Tips for Parents

If your child is being bullied, or is a witness, you should:

1. Report all incidents of bullying to school officials.
2. Talk to your child about ways to ask for help when bullying occurs.
3. Teach your child not to be a bystander or follower. Tell your child not to encourage, cheer on, or watch a conflict that encourages a bully or makes the bully the center of attention.
4. Explain the difference between telling an adult when someone is in emotional or physical danger and tattling. School staff, parents, and law officials depend on students alerting them.
5. Most children will not tell they are being bullied because they fear reprisals. It is important that you recognize the symptoms. These include: reluctance to go to school, sleep disturbances, physical complaints like headaches and stomachaches, belongings that are missing, and coming home upset or injured.
6. Advocate for your child by working with school officials and teachers to combat bullying.
7. Talk with and listen to your child every day.
8. Be a good example of kindness and leadership. Children learn a lot by watching how you handle relationships and situations.
9. Help develop anti-bullying and anti-victimization habits early. Teach your child what not to do (hitting, pushing, teasing, or being mean to others). More importantly, teach your child what to do. Kindness, empathy, fair play, and respect are critical skills for good peer relationships.
10. If you suspect your child is a bully, tell your child bullying is wrong and make it clear that you will not tolerate bullying of any sort.
11. Set up rules and consequences for bullying behaviors, and be sure to consistently enforce them. Also, reward your child when he/she engages in appropriate behaviors.

References:

www.stopbullying.gov

www.pacerkidsagainstbullying.org

www.stopbullyingnowfoundation.org

www.pacer.org

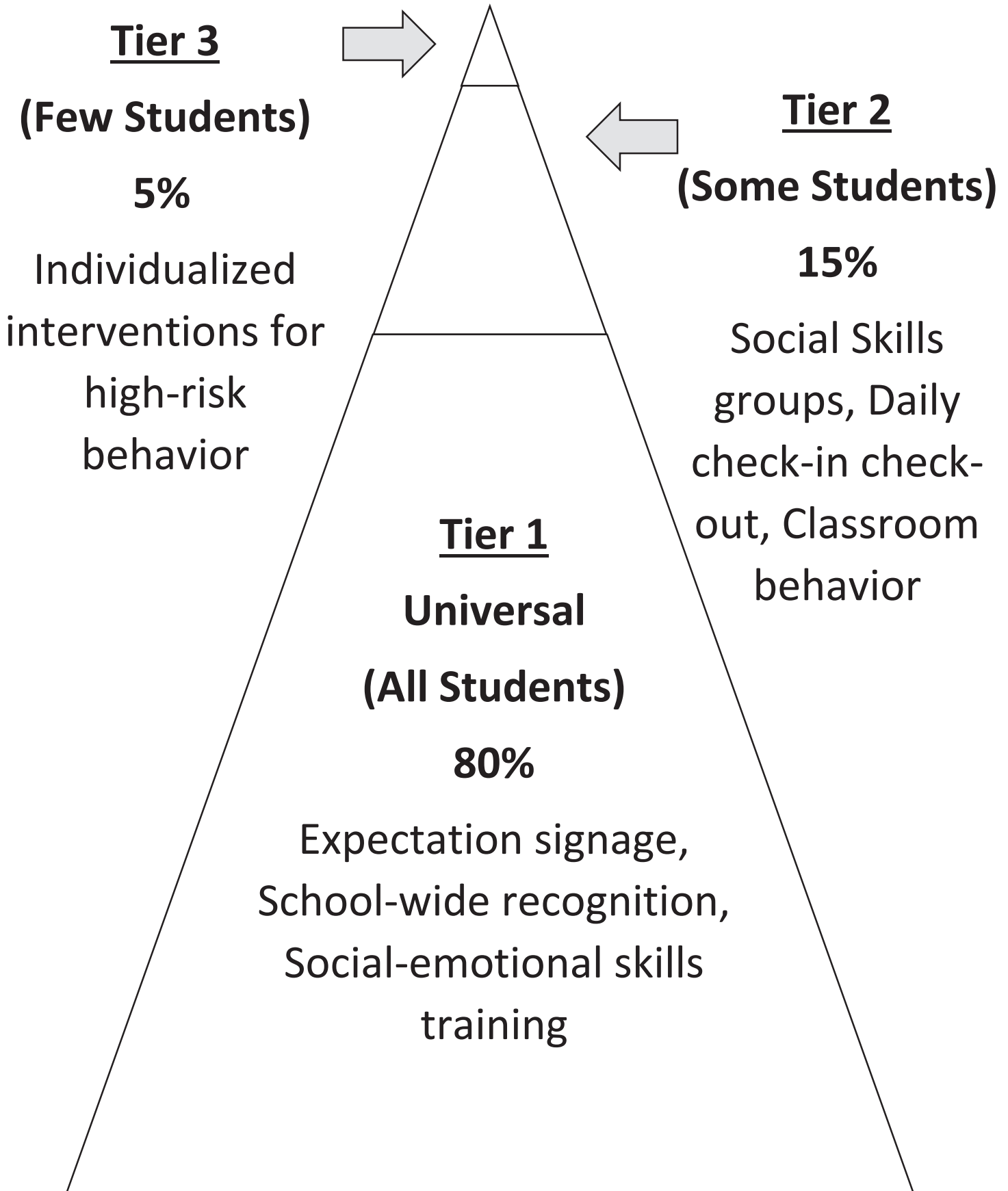
In this student handbook, your rights and the accompanying regulations, responsibilities, and procedures are summarized as clearly and concisely as possible. If you desire additional information regarding the interpretation and/or clarification of any rule, regulation, or procedure, contact your principal, or visit our Norfolk Public Schools' website at <http://www.npsk12.com>. Through accessing our website, you will be able to view all Norfolk Public Schools' policies and regulations which govern student conduct. Always check for the current forms of any policies or regulations. In any case where this handbook is at variance with the School Board's official Policy and Regulation Manual, the wording of the Policy and Regulation Manual shall control. The Board reserves the right to amend or repeal any of its policies at any time without notice. The Superintendent reserves the right to amend or repeal any regulations at any time without notice to any individual or group, other than the members of the Board. Copies of the full version and the manual are available for inspection in the schools and on the Internet.

For more information about Norfolk Public Schools consult our Internet Home Page:

<http://www.npsk12.com>

The Three Tiers of Intervention

Interventions may include (but are not limited to) the examples below.



LEVELS OF INTERVENTIONS/CONSEQUENCES

Level	Options															
1	<p><i>Classroom Level interventions/consequences</i> <i>Teachers use the following interventions to help the students change behavior in the classroom. If these interventions are successful, referral to the school administrator may not be necessary.</i></p>															
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Warning</td> <td style="width: 50%;">In-class time-out</td> </tr> <tr> <td>Letter of Apology</td> <td>Time-out in another classroom setting</td> </tr> <tr> <td>Loss of privileges</td> <td>Reinforcement</td> </tr> <tr> <td>Use of Student Problem-Solving worksheet</td> <td>Written reflection about incident</td> </tr> <tr> <td>Seat change</td> <td>Before or after school detention</td> </tr> <tr> <td>Parent contact</td> <td>Behavior contract</td> </tr> <tr> <td>Teacher conference with student</td> <td>School-issued uniform</td> </tr> <tr> <td>Mentoring</td> <td>Suspension of computer privileges</td> </tr> </table>	Warning	In-class time-out	Letter of Apology	Time-out in another classroom setting	Loss of privileges	Reinforcement	Use of Student Problem-Solving worksheet	Written reflection about incident	Seat change	Before or after school detention	Parent contact	Behavior contract	Teacher conference with student	School-issued uniform	Mentoring
Warning	In-class time-out															
Letter of Apology	Time-out in another classroom setting															
Loss of privileges	Reinforcement															
Use of Student Problem-Solving worksheet	Written reflection about incident															
Seat change	Before or after school detention															
Parent contact	Behavior contract															
Teacher conference with student	School-issued uniform															
Mentoring	Suspension of computer privileges															
2	<p><i>Appropriate when Level 1 intervention/consequence has been ineffective</i></p>															
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Parent/Guardian involvement</td> <td style="width: 50%;">Parent contract</td> </tr> <tr> <td>Phone call/letter to parent or guardian</td> <td>Parent or guardian accompany student to school or classes</td> </tr> <tr> <td>Confiscation of an item</td> <td>Conflict resolution</td> </tr> <tr> <td>Supervised time-out outside of the classroom</td> <td>Referral to Support Staff (counselor, therapeutic support, mentor...)</td> </tr> <tr> <td>Conference with parent or guardian</td> <td>Class or schedule change</td> </tr> <tr> <td>Behavior contract</td> <td>Suspension of computer privileges</td> </tr> <tr> <td>Teacher and/or administrator conference with student and/or parent</td> <td></td> </tr> </table>	Parent/Guardian involvement	Parent contract	Phone call/letter to parent or guardian	Parent or guardian accompany student to school or classes	Confiscation of an item	Conflict resolution	Supervised time-out outside of the classroom	Referral to Support Staff (counselor, therapeutic support, mentor...)	Conference with parent or guardian	Class or schedule change	Behavior contract	Suspension of computer privileges	Teacher and/or administrator conference with student and/or parent		
Parent/Guardian involvement	Parent contract															
Phone call/letter to parent or guardian	Parent or guardian accompany student to school or classes															
Confiscation of an item	Conflict resolution															
Supervised time-out outside of the classroom	Referral to Support Staff (counselor, therapeutic support, mentor...)															
Conference with parent or guardian	Class or schedule change															
Behavior contract	Suspension of computer privileges															
Teacher and/or administrator conference with student and/or parent																
3	<p><i>Appropriate when Level 2 intervention/consequence has been ineffective</i></p>															
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Parent/Guardian involvement</td> <td style="width: 50%;">Saturday School</td> </tr> <tr> <td>After School Detention</td> <td>Behavior Essay</td> </tr> <tr> <td>In School Alternative</td> <td>Restitution for loss or damage</td> </tr> </table>	Parent/Guardian involvement	Saturday School	After School Detention	Behavior Essay	In School Alternative	Restitution for loss or damage									
Parent/Guardian involvement	Saturday School															
After School Detention	Behavior Essay															
In School Alternative	Restitution for loss or damage															
4	<p><i>Appropriate when Level 3 intervention/consequence has been ineffective</i></p>															
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Office referral required</td> <td style="width: 50%;">Campus clean-up</td> </tr> <tr> <td>Parent/Guardian notification required</td> <td>In-school suspension</td> </tr> <tr> <td>Suspension (1-5 days)</td> <td>Alternative school-based program</td> </tr> <tr> <td>Detention</td> <td>Suspension of computer privileges</td> </tr> </table>	Office referral required	Campus clean-up	Parent/Guardian notification required	In-school suspension	Suspension (1-5 days)	Alternative school-based program	Detention	Suspension of computer privileges							
Office referral required	Campus clean-up															
Parent/Guardian notification required	In-school suspension															
Suspension (1-5 days)	Alternative school-based program															
Detention	Suspension of computer privileges															
5	<p><i>Appropriate when Level 4 intervention/consequence has been ineffective</i></p>															
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Office referral required</td> <td style="width: 50%;">Restricted activity</td> </tr> <tr> <td>Parent/Guardian notification required</td> <td>Alternative school-based program</td> </tr> <tr> <td>Suspension (6-10 days)</td> <td>Suspension of computer privileges</td> </tr> </table>	Office referral required	Restricted activity	Parent/Guardian notification required	Alternative school-based program	Suspension (6-10 days)	Suspension of computer privileges									
Office referral required	Restricted activity															
Parent/Guardian notification required	Alternative school-based program															
Suspension (6-10 days)	Suspension of computer privileges															
6	<p><i>Appropriate when Level 5 intervention/consequence has been ineffective</i></p>															
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Office referral required</td> <td style="width: 50%;">Suspension with Administrative Hearing before Tribunal</td> </tr> <tr> <td>Parent/Guardian notification required</td> <td></td> </tr> </table>	Office referral required	Suspension with Administrative Hearing before Tribunal	Parent/Guardian notification required												
Office referral required	Suspension with Administrative Hearing before Tribunal															
Parent/Guardian notification required																
7	<p><i>Appropriate when Level 6 intervention/consequence has been ineffective</i></p>															
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Office referral required</td> <td style="width: 50%;">Referral to Alternative Learning Program</td> </tr> <tr> <td>Parent/guardian notification required</td> <td>Long-Term Suspension (11-90 days)</td> </tr> </table>	Office referral required	Referral to Alternative Learning Program	Parent/guardian notification required	Long-Term Suspension (11-90 days)											
Office referral required	Referral to Alternative Learning Program															
Parent/guardian notification required	Long-Term Suspension (11-90 days)															
8	<p><i>Appropriate when Level 7 intervention/consequence has been ineffective</i></p>															
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Office referral required</td> <td style="width: 50%;">Long-Term Suspension with Special Conditions</td> </tr> <tr> <td>Parent/Guardian notification required</td> <td>(Return to be determined by School Board)</td> </tr> </table>	Office referral required	Long-Term Suspension with Special Conditions	Parent/Guardian notification required	(Return to be determined by School Board)											
Office referral required	Long-Term Suspension with Special Conditions															
Parent/Guardian notification required	(Return to be determined by School Board)															
9	<p><i>Appropriate when Level 8 intervention/consequence has been ineffective</i></p>															
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Office referral required</td> <td style="width: 50%;">Expulsion</td> </tr> <tr> <td>Parent/Guardian notification required</td> <td></td> </tr> </table>	Office referral required	Expulsion	Parent/Guardian notification required												
Office referral required	Expulsion															
Parent/Guardian notification required																

RULE AND LAW VIOLATIONS CONSEQUENCES

Rule Violations	Reference Page Number	Grade Level	Range of Levels
Attendance	41	K-12	1-3
Bullying	42-43	K-12	4-9
Computer Access	45	K-12	1-8
Damaging Property	45	K-12	1-5
Defiance and Disrespect	45-46	K-12	1-4
Disruption	46	K-12	1-4
Electronic Devices and Cell Phones	43-45	K-12	1-4
Fighting	46	K-3	3-5
		4-12	4-5
Fighting-Multiple Participants	46	4-12	4-8
Gambling	46	4-12	1-5
Gangs	46	K-12	1-5
Harassment	47	K-12	1-4
Hazing	47	K-12	1-4
Insubordination	47	K-12	1-4
Misrepresentation	47	K-12	1-4
Personal Property	47	K-12	1-4
Profanity	48	K-12	1-4
Repeated & Continued	51	K-12	1-7
Student Attire	51	K-12	1-3
Law Violations (Subject to arrest)	Reference Page Number	Grade Level	Range of Levels
Alcohol	52	K-12	4-9
Arson	52	K-12	6-9
Assault and Battery	53	K-12	6-9
Assault and Threats against Staff	53	K-12	8-9
Bombs	53	K-12	6-9
Burglary	53	K-12	6-9
Disorderly Conduct	53	K-12	6-9
Drugs	54	K-12	4-9
Extortion	54	K-12	6-8
Gangs	54	4-12	6-9
Inciting a Riot	54	K-12	6-8
Miscellaneous	54	K-12	6-8
Robbery	55	K-12	6-9
Sexual Harassment Offenses	55	K-12	1-7
Stalking	55	K-12	6-9
Theft	55	K-12	6-9
Threats	55	K-12	6-9
Tobacco Products/Electronic Cigarettes	55	K-12	1-4
Trespassing	55	K-12	1-7
Vandalism	55	K-12	1-8
Weapons & Dangerous Instruments	56	K-3	6-9
		4-12	6-9



Norfolk Public Schools

The cornerstone of a proudly diverse community

www.nps.k12.va.us

FORMS AND RELEASES

- Bullying, Harassment, or Intimidation Reporting Form
- Middle School League Athletic
Participation/Parental Consent/Physical Examination
- Virginia High School League, Inc. Athletic
Participation/Parental Consent/Physical Examination
- Acceptable Use Procedure for Computer Systems
- Norfolk Public Schools Photo Release
- Norfolk Public Schools Standards of Student Conduct Card

Bullying, Harassment, or Intimidation Reporting Form

(For definitions of Bullying, Harassment, or Intimidation, see next page)

Bullying, harassment, or intimidation are serious and will not be tolerated. This is a form to report alleged bullying, harassment, or intimidation that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; or on the way to and/or from school, in the current school year. If you are a student victim, the parent/guardian of a student victim, a close adult relative of a student victim, or a school staff member and wish to report an incident of alleged bullying, harassment, or intimidation, complete this form and return it to the principal at the student victim's school. Contact the school for additional information or assistance at any time.

Was the behavior intentional, repeated over time, intended to harm, involving a power differential, and creating a hostile educational environment? Yes No

Date (mm/dd/yyyy)		School	
Person Reporting Incident Check One: <input type="checkbox"/> Student <input type="checkbox"/> Student (Witness/Bystander) <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Close adult relative <input type="checkbox"/> School Staff			
Name:		Telephone:	E-mail:
1. Name of Student Victim			Age
2. Name(s) of Alleged Offender(s) (if known)	Age	School (if known)	Is he/she a student?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Date(s) of Incident(s) (mm/dd/yyyy)			

4. Place an 'X' next to the statement(s) that best describes what happened (choose all that apply):

- Any bullying, harassment, or intimidation that involves physical aggression
- Getting another person to hit or harm the student
- Teasing, name-calling, making critical remarks, or threatening, in person or by other means

- Demeaning and making the victims of jokes
- Making rude and/or threatening gestures
- Excluding or rejecting the student
- Intimidating (bullying), extorting, or exploiting
- Spreading harmful rumors or gossip

Electronic Communication (specify) _____

Other (specify) _____

1. Where did the incident happen (choose all that apply)?

- On school property At a school-sponsored activity or event off school On a school bus
 The way to/from school Electronically

6. What did the alleged offender(s) say or do? (Attach a separate sheet if necessary)

7. Why did the bullying, harassment, or intimidation occur? (Attach a separate sheet if necessary)

8. Did a physical injury result from this incident?

- No Yes, but it did not require medical attention Yes, and it required medical attention

9. If there was a physical injury, do you think there will be permanent effects? Yes No

10. Was the student victim absent from school as a result of the incident?

- No Yes If yes, how many days was the student victim absent from school as a result of the incident? _____

11. Did a psychological injury result from this incident?

- No Yes, but psychological services have not been sought Yes, and psychological services have been sought

12. Is there any additional information you would like to provide? (Attach a separate sheet if necessary)

Signature	Date

Definition of Bullying, Harassment, and Intimidation

Intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication, that: **(I)** creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is: 1. motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attribute, socioeconomic status, familial status, or physical or mental ability or disability; or 2. threatening or seriously intimidating; and **(II)** 1. occurs on school property, at a school activity or event, or on a school bus; or 2. substantially disrupts the orderly operation of a school. Electronic communication means a communication transmitted by means of an electronic device, including a telephone, cellular phone, computer, or pager.

MIDDLE SCHOOL LEAGUE ATHLETIC PARTICIPATION/PARENTAL CONSENT/PHYSICAL EXAMINATION FORM

(Separate examination and certification required for each school year – May 1 of the current year through June 30 of the succeeding year. File in the Office of the Principal)

Part I – ATHLETIC PARTICIPATION/PARENTAL CONSENT (To be filled in and signed by the parent and the athlete)

Name _____ School Year _____ Grade _____ Sex _____

Home Address _____ City _____

Parent's Home Address _____ City _____

Date of Birth _____ Place of Birth _____ School Attended Last Year _____

____ I am in the 6th grade ____ I am in the 7th grade ____ am in the 8th grade Name of Middle School: _____

I have read the condensed individual Eligibility Rules of the Norfolk Public Schools Middle League that appear below and believe that I am eligible to represent my middle school in athletics.

Date _____ Student's Signature _____

I have read the individual Eligibility Rules listed below and give my consent and approval to the participation in middle school of the student named above. I verify that the above named student's medical history has been accurately completed prior to the examination given by a physician. I also give my consent and approval for the above named student to receive a physical examination, as required in Part III Physician's Certificate, of this form by _____, M.D. or by a qualified, registered physician as recommended by the named student's school administration.

Date _____ Parent's Signature _____

INDIVIDUAL ELIGIBILITY RULES

ATTENTION ATHLETES AND CHEERLEADERS:

TO BE ELIGIBLE TO REPRESENT YOUR SCHOOL IN ANY INTERSCHOLASTIC CONTEST, YOU:

- must be a regular bona fide student in good standing of the school you represent
- must have been promoted to sixth grade or must have passed five subjects in a school year preceding the present one
- must have passed at least five subjects the previous grading period and must be currently taking no less than five subjects
- must not have reached your fifteenth birthday on or before the first day of august of the current school year
- must have been in residence at your present middle school during the entire semester immediately preceding the one in which you desire to participate
 - unless you are transferring from a public or private school with a corresponding move on the part of your parents into the area served by your present school
 - unless you are transferring to the middle school serving the district in which your parents reside upon completion of the highest grade level offered by the intermediate school, middle school, or nonpublic school from which you are transferring
 - unless you are legally adopted, are a foreign exchange student, are under the guidance of an orphanage, the State Department of Welfare, or State Department of Corrections, or are required to change residence by court order
- must not, after entering the seventh grade for the first time or after first enrolling in a school year after passing five subjects, have participated in any League-sponsored activity more than two years
- must be an amateur as defined by the Norfolk Public Schools Middle School League: "An amateur is one who engages in athletics for the educational, physical, mental, and social benefits one derives therefrom, and to whom athletics are nothing more than an avocation."
- must not have received in recognition of your ability as a middle school athlete any award not presented or approved by your school or the League
- must not have participated in any all-star contest between teams whose players are selected from more than one middle school

Eligibility to participate in interscholastic athletics is a privilege you earn by meeting not only the above listed minimum standards but also all other standards set by your League and school. If you have any questions regarding your eligibility or are in doubt about the effect of an activity might have on your eligibility, check with your principal who is aware of the various interpretations and exceptions provided under League rules. Meeting the intent and spirit of League standards will prevent you, your tam, and community from being penalized.

PART II - - MEDICAL HISTORY

This form must be completed by parent or guardian prior to the physical examination and should be taken with the physical examination form for review by the physician during the examination.

YES	NO	1.	Have you ever had any of the following?	Please explain any YES answers
<input type="checkbox"/>	<input type="checkbox"/>		heart murmur _____	
<input type="checkbox"/>	<input type="checkbox"/>		high blood pressure _____	
<input type="checkbox"/>	<input type="checkbox"/>		other heart problems _____	broken
<input type="checkbox"/>	<input type="checkbox"/>		bones _____	weak
<input type="checkbox"/>	<input type="checkbox"/>		joints-ankles, knees _____	concussion
<input type="checkbox"/>	<input type="checkbox"/>		operation _____	seizures
<input type="checkbox"/>	<input type="checkbox"/>		or epilepsy _____	
<input type="checkbox"/>	<input type="checkbox"/>	2.	Have you ever fainted or passed out? _____	
<input type="checkbox"/>	<input type="checkbox"/>	3.	Have you ever been knocked out? _____	
<input type="checkbox"/>	<input type="checkbox"/>	4.	Have you ever been hospitalized? _____	
<input type="checkbox"/>	<input type="checkbox"/>	5.	Have you ever had to stop running after ¼ to ½ miles for chest pain or shortness of breath? _____	
<input type="checkbox"/>	<input type="checkbox"/>	6.	A. Have you ever had significant allergies to:	
<input type="checkbox"/>	<input type="checkbox"/>		bee stings? – On medication – yes <input type="checkbox"/> no <input type="checkbox"/> _____	
<input type="checkbox"/>	<input type="checkbox"/>		foods _____	
<input type="checkbox"/>	<input type="checkbox"/>		medicine _____	
<input type="checkbox"/>	<input type="checkbox"/>		others _____	
<input type="checkbox"/>	<input type="checkbox"/>		B. Do you have prescription for use of:	
<input type="checkbox"/>	<input type="checkbox"/>		Adrenaline _____ Inhalers _____	
<input type="checkbox"/>	<input type="checkbox"/>		Other allergy medicine _____	
<input type="checkbox"/>	<input type="checkbox"/>		C. Do you have asthma? _____	
<input type="checkbox"/>	<input type="checkbox"/>	7.	Do you take any medicine regularly? _____	
<input type="checkbox"/>	<input type="checkbox"/>	8.	Have you had any illnesses lasting a week or more such as mononucleosis, etc.? _____	
<input type="checkbox"/>	<input type="checkbox"/>	9.	Have you had any blood disorders, including sickle cell trait, anemia, etc.? _____	
<input type="checkbox"/>	<input type="checkbox"/>	10.	Has any family member had a heart attack, hear problems or sudden death before the age of 50? _____	
<input type="checkbox"/>	<input type="checkbox"/>	11.	Do you wear contact lenses, eyeglasses or dental appliance? _____	
<input type="checkbox"/>	<input type="checkbox"/>	12.	Do you have any missing or non-functioning organs such as testes, eye, kidney, etc.? _____	
<input type="checkbox"/>	<input type="checkbox"/>	13.	Menstrual History: Have you begun menses yet? _____	
<input type="checkbox"/>	<input type="checkbox"/>	14.	Do you have any other significant health problems? _____	
<input type="checkbox"/>	<input type="checkbox"/>	15.	Hepatitis B Immunization Series? _____	
		16.	DATE OF LAST TETNUS IMMUNIZATION? _____	

Parent/Guardian Signature: _____

PART III - - PHYSICAL EXAMINATION
(To be completed and signed by examining physician)

NAME: _____ SCHOOL _____

HEIGHT _____ WEIGHT _____ SEX _____ AGE _____

*Tanner Stage or Maturation Index _____ BP _____

*Percent Body Fat _____ *Pulse (rest) _____ (Exercise) _____
(Recovery) _____

*Vision: Corrected (L) _____ (R) _____ Both _____
Uncorrected (L) _____ (R) _____ Both _____

*Audiogram: _____ Cervical spine/neck _____

Eyes _____ Back _____

Ears _____ Shoulders _____

Nose _____ Arm/elbow/wrist/hand _____

Throat _____ Knees/hips _____

Teeth _____

Skin _____

Lymphatic _____

Lungs _____

Heart _____

Abdomen _____

Genitalia/hernia _____

Peripheral pulses _____ *WHEN MEDICALLY INDICATED

I have reviewed the data above, reviewed his/her medical history form and make the following recommendations for his/her participation in athletics.

- _____ Full Participation
- _____ Limited Participation
- _____ No Participation
- _____ Needs Additional Evaluation

If not full participation, give reasons & recommendations: _____

Any recommendations or concerns on such items as:

- a. Weight loss or gain or restrictions of weight loss: _____
- b. Slow and careful monitoring of conditioning because of being overweight or show an abnormal exercise testing: _____
- c. Other _____

Physician Signature _____, M.D.* **Date** _____

***Doctor of Medicine, Doctor of Osteopathy, Licensed Nurse Practitioner or Physician Assistant (PA)**

Physician Name (Print) _____

Address _____ City/Zip

Code _____ Telephone

Number _____

PART IV – ACKNOWLEDGEMENT OF RISK AND INSURANCE STATEMENT

(To be completed and signed by parent/guardian)

I give permission for _____ (name of child/ward) to participate in any of the following sports that are not crossed out: basketball, cheerleading, baseball, softball, field hockey, football, soccer, tennis, track, volleyball, wrestling, other (identify sports). _____

I have reviewed the individual eligibility rules and I am aware that with the participation in sports comes the risk of injury to my child/ward. I understand that the degree of danger and the seriousness of the risk varies significantly from one sport to another with contact sports carrying the higher risk. I have had an opportunity to understand the risk inherent in sports through meetings, written handouts, or some other means. He/she has student accident insurance available through the school (yes no); has athletic participation insurance coverage through the school (yes no); is insured by our family policy with:

Name of Company: _____

Policy Number: _____ Name of Policy Holder _____

I am aware that participating in sports will involve travel with the team. I acknowledge and accept the risks inherent in the sport and with the travel involved and with this knowledge in mind, grant permission for my child/ward to participate in the sport and travel with the team.

By this signature, I hereby consent to allow the physician(s) and other health care provider(s) selected by myself or the school to perform a pre-participation examination on my child and to provide treatment for any injury or condition resulting from participating in athletics/activities for his/her school during the school year covered by this form. I further consent to allow said physician(s) or health care provider(s) to share appropriate information concerning my child that is relevant to participation in athletics and activities with coaches and other school personnel as deemed necessary.

Additionally, I give my consent and approval for the above named student's picture and name to be printed in any Middle School or Norfolk Public Schools athletic program, publication or video.

To access quality, low cost comprehensive health insurance through FAMIS for your child, please contact Cover Virginia by going to www.coverva.org or calling 855.242.8282.

PART V – EMERGENCY PERMISSION FORM

(To be completed and signed by parent/guardian)

STUDENT'S NAME _____ **GRADE** _____ **AGE** _____
HIGH SCHOOL _____ **CITY** _____

Please list any significant health problems that might be significant to a physician evaluating your child in case of an emergency.

Please list any allergies to medications, etc. _____

Has student been prescribed an inhaler or Epi-Pen? _____ Is student presently taking medication? _____ If so, what type? _____ Does student wear contact lenses? _____ Please list date of last tetanus shot _____

EMERGENCY AUTHORIZATION: In the event I cannot be reached in an emergency, I hereby give permission to physicians selected by the coaches and staff of _____ Middle School to hospitalize, secure proper treatment for and to order injection and/or anesthesia and/or surgery for the person named above.

Daytime phone number (where to reach you in emergency) _____

Evening time phone number (where to reach you in emergency) _____

Signature of parent or guardian _____ Date _____

RELATIONSHIP TO STUDENT

***Emergency Permission Form may be reproduced to travel with respective teams and is acceptable for emergency treatment if needed.**

I certify all the above information is correct _____

Parent/Guardian Signature

Routing
1 _____
2 _____
3 _____

VIRGINIA HIGH SCHOOL LEAGUE, INC.
1642 State Farm Blvd., Charlottesville, Va. 22911



Athletic Participation/Parental Consent/Physical Examination Form

Separate signed form is required for each school year May 1 of the current year through June 30 of the succeeding year.

For School Year _____

PART I - ATHLETIC PARTICIPATION

(To be filled in and signed by the student)

Male _____
Female _____

PRINT CLEARLY

Name _____ Student ID # _____
(Last) (First) (Middle Initial)

Home Address _____

City/Zip Code _____

Home Address of Parents _____

City/Zip Code _____

Date of Birth _____ Place of Birth _____

This is my _____ semester in _____ High School, and my _____ semester since first entering the ninth grade. Last semester I attended _____ School and passed _____ credit subjects, and I am taking _____ credit subjects this semester. I have read the condensed individual eligibility rules of the Virginia High School League that appear below and believe I am eligible to represent my present high school in athletics.

INDIVIDUAL ELIGIBILITY RULES

To be eligible to represent your school in any VHSL interscholastic athletic contest, you--

- must be a regular bona fide student in good standing of the school you represent.
- must be enrolled in the last four years of high school. (Eighth-grade students may be eligible for junior varsity.)
- must have enrolled not later than the fifteenth day of the current semester.
- for the first semester must be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year or the immediately preceding semester for schools that certify credits on a semester basis. (Check with your principal for equivalent requirements). **May not repeat courses for eligibility purposes for which credit has been previously awarded.**
- for the second semester must be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester. (Check with your principal for equivalent requirements.)
- must sit out all VHSL competition for 365 consecutive calendar days following a school transfer unless the transfer corresponded with a family move. (Check with your principal for exceptions.)
- must not have reached your nineteenth birthday on or before the first day of August of the current school year.
- must not, after entering the ninth grade for the first time, have been enrolled in or been eligible for enrollment in high school more than eight consecutive semesters.
- must have submitted to your principal before any kind of participation, including tryouts or practice as a member of any school athletic or cheerleading team, an Athletic Participation/Parental Consent/Physical Examination Form, completely filled in and properly signed attesting that you have been examined during this school year and found to be physically fit for athletic competition and that your parents consent to your participation.
- must not be in violation of VHSL Amateur, Awards, All Star or College Team Rules. (Check with your principal for clarification in regard to cheerleading.)

Eligibility to participate in interscholastic athletics is a privilege you earn by meeting not only the above-listed minimum standards, but also all other standards set by your League, district and school. If you have any question regarding your eligibility or are in doubt about the effect an activity might have on your eligibility, **check with your principal for interpretations and exceptions provided under League rules.** Meeting the intent and spirit of League standards will prevent you, your team, school and community from being penalized. Additionally, I give my consent and approval for my picture and name to be printed in any high school or VHSL athletic program, publication or video.

LOCAL SCHOOL DIVISIONS AND VHSL DISTRICTS MAY REQUIRE ADDITIONAL STANDARDS TO THOSE LISTED ABOVE.

Student Signature: _____ Date: _____

Providing false information will result in ineligibility for one year.



The pre-participation physical examination is not a substitute for a thorough annual examination by a student's primary care physician

PART II - - MEDICAL HISTORY- Explain "Yes" answers below

This form must be completed and signed, prior to the physical examination, for review by examining practitioner. Explain "Yes" answers below with number of the question. Circle questions you don't know the answers to.

GENERAL MEDICAL HISTORY	Yes	No	MEDICAL QUESTIONS (cont)	Yes	No
1. Has a doctor ever denied or restricted your participation in sports for any reason?	<input type="checkbox"/>	<input type="checkbox"/>	29. Do you have groin pain or a painful bulge or hernia in the groin area?	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you currently have an ongoing medical condition? If so, Please identify: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections <input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	30. Have you had mononucleosis (mono) within the last month?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever spent the night in the hospital?	<input type="checkbox"/>	<input type="checkbox"/>	31. Do you have any rashes, pressure sores, or other skin problems?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you ever had surgery?	<input type="checkbox"/>	<input type="checkbox"/>	32. Have you ever had a herpes or MRSA skin infection?	<input type="checkbox"/>	<input type="checkbox"/>
HEART HEALTH QUESTIONS ABOUT YOU	Yes	No	33. Are you currently taking any medication on daily basis?	<input type="checkbox"/> *	<input type="checkbox"/>
5. Have you ever passed out or nearly passed out DURING or AFTER exercise?	<input type="checkbox"/>	<input type="checkbox"/>	34. Have you ever had a head injury or concussion? If so, date of last injury:	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you ever had discomfort, pain, or pressure in your chest during exercise?	<input type="checkbox"/>	<input type="checkbox"/>	35. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or falling?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does your heart race or skip beats during exercise?	<input type="checkbox"/>	<input type="checkbox"/>	36. Do you have headaches with exercise?	<input type="checkbox"/>	<input type="checkbox"/>
8. Has a doctor ever told you that you have (check all that apply): <input type="checkbox"/> High Blood Pressure <input type="checkbox"/> A heart murmur <input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection <input type="checkbox"/> Kawasaki disease <input type="checkbox"/> Other:	<input type="checkbox"/>	<input type="checkbox"/>	37. Have you ever been unable to move your arms or legs after being hit or falling?	<input type="checkbox"/>	<input type="checkbox"/>
9. Has a doctor ever ordered a test for your heart? (For ex: ECG/EKG, echocardiogram)	<input type="checkbox"/>	<input type="checkbox"/>	38. When exercising in heat, do you have severe muscle cramps or become ill?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you get lightheaded or feel more short of breath than expected during exercise?	<input type="checkbox"/>	<input type="checkbox"/>	39. Has a doctor told you that you or someone in your family has sickle cell trait or sickle cell disease?	<input type="checkbox"/>	<input type="checkbox"/>
11. Have you ever had an unexplained seizure?	<input type="checkbox"/>	<input type="checkbox"/>	40. Have you had any other blood disorders?	<input type="checkbox"/>	<input type="checkbox"/>
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY	Yes	No	41. Have you had any problems with your eyes or vision?	<input type="checkbox"/>	<input type="checkbox"/>
12. Has any family member or relative died of heart problems or had an unexpected sudden death before age 50 (including drowning, unexplained car accident, or sudden infant death syndrome)?	<input type="checkbox"/>	<input type="checkbox"/>	42. Do you wear glasses or contact lenses?	<input type="checkbox"/>	<input type="checkbox"/>
13. Does anyone in your family have a heart problem?	<input type="checkbox"/>	<input type="checkbox"/>	43. Do you wear protective eyewear, such as goggles or a face shield?	<input type="checkbox"/>	<input type="checkbox"/>
14. Does anyone in your family have a pacemaker or implanted defibrillator?	<input type="checkbox"/>	<input type="checkbox"/>	44. Do you worry about your weight?	<input type="checkbox"/>	<input type="checkbox"/>
15. Does anyone in your family have Marfan syndrome, cardiomyopathy, or Long Q-T?	<input type="checkbox"/>	<input type="checkbox"/>	45. Are you trying to or has any professional recommended that you try to gain or lose weight?	<input type="checkbox"/>	<input type="checkbox"/>
16. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?	<input type="checkbox"/>	<input type="checkbox"/>	46. Do you limit or carefully control what you eat?	<input type="checkbox"/>	<input type="checkbox"/>
BONE AND JOINT QUESTIONS	Yes	No	47. Do you have any concerns that you would like to discuss with a doctor?	<input type="checkbox"/>	<input type="checkbox"/>
17. Have you ever had an injury, like a sprain, muscle or ligament tear, or tendonitis that caused you to miss a practice or game?	<input type="checkbox"/>	<input type="checkbox"/>	48. What is the date of your last Tdap or Td(tetanus) immunization? (circle type) Date: _____		
18. Have you had any broken or fractured bones or dislocated joints?	<input type="checkbox"/>	<input type="checkbox"/>	49. Do you have an allergy to medicine, food or stinging insects?	<input type="checkbox"/>	<input type="checkbox"/>
19. Have you had a bone or joint injury that required x-rays, MRI, CT, surgery, injections, rehabilitation, physical therapy, a brace, a cast, or crutches?	<input type="checkbox"/>	<input type="checkbox"/>	FEMALES ONLY 50. Have you ever had a menstrual period?	<input type="checkbox"/>	<input type="checkbox"/>
20. Have you ever had an x-ray of your neck for atlanto-axial instability? OR Have you ever been told that you have that disorder or any neck/spine problem?	<input type="checkbox"/>	<input type="checkbox"/>	51. Age when you had your first menstrual period? _____		
21. Have you ever had a stress fracture of a bone?	<input type="checkbox"/>	<input type="checkbox"/>	52. How many periods have you had in the last 12 months? _____		
22. Do you regularly use a brace or assistive device?	<input type="checkbox"/>	<input type="checkbox"/>	EXPLAIN "YES" ANSWERS BELOW: # ____ » _____ # ____ » _____ # ____ » _____ # ____ » _____ # ____ » _____ # ____ » _____ # ____ » _____ # ____ » _____		
23. Do you currently have a bone, muscle, or joint injury that bothers you?	<input type="checkbox"/>	<input type="checkbox"/>			
24. Do any of your joints become painful, swollen, feel warm, or look red?	<input type="checkbox"/>	<input type="checkbox"/>			
25. Do you have a history of juvenile arthritis or connective tissue disease?	<input type="checkbox"/>	<input type="checkbox"/>			
MEDICAL QUESTIONS	Yes	No			
26. Do you cough, wheeze, or have difficulty breathing during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>			
27. Do you have asthma or use asthma medicine (inhaler, nebulizer)?	<input type="checkbox"/>	<input type="checkbox"/>			
28. Were you born without or are you missing a kidney, an eye, a testicle, spleen or any other organ?	<input type="checkbox"/>	<input type="checkbox"/>			

*List medications and nutritional supplements you are currently taking here:

☀️▶▶ Parent/Guardian Signature: _____ Date: _____ Athlete's Signature: _____



PART III – PHYSICAL EXAMINATION

(Physical examination form is required each school year dated after May 1 of the preceding school year and is good through June 30th of the current school year)**

NAME _____ Date of Birth _____ School _____

Height	Weight	<input type="checkbox"/> Male	<input type="checkbox"/> Female
BP	/	Resting Pulse	Vision R 20/ L 20/ Corrected <input type="checkbox"/> Yes <input type="checkbox"/> No

MEDICAL	NORMAL	ABNORMAL FINDINGS
Appearance		
Eyes/ears/nose/throat		
Lymph nodes		
Heart		
Pulses		
Lungs		
Abdomen		
Genitourinary (males only)		
Skin		

MUSCULOSKELETAL	NORMAL	ABNORMAL FINDINGS
Neck		
Back		
Shoulder/arm		
Elbow/forearm		
Wrist/hand/fingers		
Hip/thigh		
Knee		
Leg/ankle		
Foot/toes		
Functional		

Medical Practitioner to School Staff (please indicate any instructions or recommendations here)

Emergency medications required on-site Inhaler Epinephrine Glucagon Other:

Comments:

I have reviewed the data above, reviewed his/her medical history form and make the following recommendations for his/her participation in athletics.

- CLEARED WITHOUT RESTRICTIONS**
- CLEARED WITH FOLLOWING NOTATION:** _____
- Cleared **AFTER** documented further evaluation or treatment for: _____
- Cleared for **Limited participation** (check and explain “reason” for all that apply): *“Limited Until Date” when appropriate*
 - Not cleared for (specific sports) _____ Until Date: _____
 - Reason(s): _____
- NOT CLEARED FOR PARTICIPATION Reason** _____

By this signature, I attest that I have examined the above student and completed this pre-participation physical including a review of Part II – Medical History.

Physician Signature: _____ (*MD, DO, LNP, PA) . Date** _____
Circle one

Examiner’s Name and degree (print): _____ Phone Number _____

Address: _____ City _____ State _____ Zip _____

*** Only signatures of Doctor of Medicine, Doctor of Osteopathic Medicine, Nurse Practitioner or Physician’s Assistant licensed to practice in the United States will be accepted.**

Rule 28B-3-1 (3) Physical Examination Rule/Transfer Student (10-90) – When an out-of-state student who has received a current physical examination elsewhere transfers to Virginia and attaches proof of that physical examination to the League’s Form #2, the student is in compliance with physical examination requirements.



PART IV -- ACKNOWLEDGEMENT OF RISK AND INSURANCE STATEMENT

(To be completed and signed by parent/guardian)

I give permission for _____ (name of child/ward) to participate in any of the following sports that are not crossed out: baseball, basketball, cheerleading, cross country, field hockey, football, golf, gymnastics, lacrosse, soccer, softball, swimming/diving, tennis, track, volleyball, wrestling, other (identify sports). _____

I have reviewed the individual eligibility rules and I am aware that with the participation in sports comes the risk of injury to my child/ward. I understand that the degree of danger and the seriousness of the risk varies significantly from one sport to another with contact sports carrying the higher risk. I have had an opportunity to understand the risk inherent in sports through meetings, written handouts, or some other means. He/she has student medical/accident insurance available through the school (yes__ no__); has athletic participation insurance coverage through the school (yes__ no__); is insured by our family policy with:

Name of Medical Insurance Company: _____

Policy Number: _____ Name of Policy Holder: _____

I am aware that participating in sports will involve travel with the team. I acknowledge and accept the risks inherent in the sport and with the travel involved and with this knowledge in mind, grant permission for my child/ward to participate in the sport and travel with the team.

By this signature, I hereby consent to allow the physician(s) and other health care provider(s) selected by myself or the school to perform a pre-participation examination on my child and to provide treatment for any injury or condition resulting from participating in athletics/activities for his/her school during the school year covered by this form. I further consent to allow said physician(s) or health care provider(s) to share appropriate information concerning my child that is relevant to participation in athletics and activities with coaches and other school personnel as deemed necessary.

Additionally I give my consent and approval for the above named student's picture and name to be printed in any high school or VHSL athletic program, publication or video.

PART V - EMERGENCY PERMISSION FORM

(To be completed and signed by parent/guardian)

STUDENT'S NAME _____ GRADE _____ AGE _____ DOB _____

HIGH SCHOOL _____ CITY _____

Please list any significant health problems that might be significant to a physician evaluating your child in case of an emergency

Please list any allergies to medications, etc. _____

Is the student currently prescribed an inhaler or Epi-Pen? _____ List the emergency medication: _____

Is student presently taking any other medication? _____ If so, what type? _____

Does student wear contact lenses? _____ Date of last Tdap or Td (tetanus) shot _____

EMERGENCY AUTHORIZATION: In the event I cannot be reached in an emergency, I hereby give permission to physicians selected by the coaches and staff of _____ High School to hospitalize, secure proper treatment for and to order injection and/or anesthesia and/or surgery for the person named above.

Daytime phone number (where to reach you in emergency) _____

Evening time phone number (where to reach you in emergency) _____

Cell phone _____

☀▶▶ Signature of parent or guardian _____ Date _____

Relationship to student _____

*Emergency Permission Form may be reproduced to travel with respective teams and is acceptable for emergency treatment if needed.

I certify all the above information is correct _____

☀▶▶ Parent/Guardian Signature

The pre-participation physical examination is not a substitute for a thorough annual examination by a student's primary care physician.



Acceptable Use Policy (AUP) for Computer Systems

Norfolk Public Schools (NPS) provides a full range of computer information systems, including Internet resources, for students and staff. NPS strongly believes in the educational value of such computer information systems and recognizes their potential in support of our curriculum and student learning goals.

The Norfolk Public Schools School Board adopts this Acceptable Use Policy, which outlines appropriate uses, ethics and protocol for the School Board's computer network.

School Board employees and students shall not use the division's computer equipment and communications services for sending, receiving, viewing, downloading, uploading inappropriate and/or illegal material via the Internet and World Wide Web.

- A. The Superintendent or his/her designee shall select and operate technology that protects against, filters or blocks access through school division computers to visual depictions that are –
 - a. child pornography, as set out in Virginia Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - b. obscenity, as defined in Virginia Code § 18.2-372 or 18 U.S.C. § 1460;
 - c. material that Norfolk Public Schools deems to be harmful to juveniles, as defined in Virginia Code § 18.2-390, material that is harmful to minors, as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
- B. The technology protection measure shall be utilized and enforced during any use of the division's computers by users.
- C. The school administration shall monitor online activities of users.
- D. The Superintendent or his/her designee shall select and operate technology and take administrative measures to protect the safety and security of users when using electronic mail, chat rooms, and other forms of direct electronic communications.
- E. Users shall not obtain unauthorized access, including "hacking" and other unlawful activities, while online.
- F. The School Board, its employees, agents and students shall not disclose, use, or disseminate personal identification information regarding users.
- G. The Superintendent or his/her designee shall ensure that Norfolk Public Schools include a component on Internet safety for students that is integrated in the division's instructional program. This program includes appropriate use of social networking websites and cyberbullying awareness and response.

NPS allows users access to electronic information systems while safeguarding them from potential hazard by filtering objectionable sites. Students and staff are allowed access to Internet resources with the understanding that some material may be inaccurate or objectionable. The use of inappropriate resources is not permitted. NPS does not endorse and is not responsible for content associated with links outside of the NPS network. Individuals using NPS electronic information systems are subject to monitoring by district personnel.

All use of the division's computer system must be (1) in support of education and/or research or (2) for legitimate school business. This resource, as with any other public resource, demands that those entrusted with the privilege of its use be accountable. Along with rights comes responsibilities, all users of electronic information systems are responsible for obeying rules and policies at all times. Users are held personally accountable for any and all activities logged to their computer identification "userid" and password. Any off campus activities that cause risk of disruption on campus are subject to school disciplinary action. NPS reserves that right to block downloading from specific file extensions and/or specific sites. NPS provides equitable access and encourages the use of electronic information systems, whenever and wherever possible and appropriate, to support the educational program.

- All users are responsible for ensuring that any disclosures of information complies with applicable state and federal statutes and regulations, including but not limited to the Family Educational Rights and Privacy Act (FERPA).
- All users authorized to access privileged information must understand and accept all responsibilities of working with confidential data. Responsibilities of protecting the privacy and confidentiality of the data include:
 - Properly storing and securing sensitive data on NPS approved secure mediums
 - Not misrepresenting or falsely manipulating/altering data
 - Not divulging any information to any person or organization without proper authorization.
- No identifiable photographs of students, faculty, or administration taken with NPS technology will be allowed to be published on the Internet or used in print without appropriate written consent. Photographs are the property of Norfolk Public Schools and will be used for instructional purposes only. Any photographs taken of students without parental permission will be strictly prohibited.

The failure of any student or staff member to follow the terms of this policy may result in the loss of Norfolk Public Schools' computer network privileges, disciplinary action and/or appropriate legal action.

Adopted July 1, 2015 Legal Reference: Code of Virginia § 22.1-70.2. Acceptable Internet use policies for public and private schools

Use of the electronic information systems provided by Norfolk Public Schools constitutes agreement to the standards and policies set forth by this document. All users are required to read this policy and sign the agreement statement prior to use. This AUP is in compliance with state and national telecommunications rules and regulations.

Employee Copy

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Acceptable Use Policy (AUP) for Computer Systems

Parent/Guardian (for all students under 18)

I have read the Norfolk Public Schools Acceptable Use Policy. I understand that access will be used for approved educational purposes. I also recognize that Norfolk Public Schools will make every reasonable attempt to ensure my child will not gain access to controversial or inappropriate materials.

I give permission for my child to access electronic information systems for the duration of my child's enrollment in NPS. I understand that I can deny permission for my child to use electronic information systems by submitting a letter of justification to my child's principal. I certify that the information contained on this form is correct.

Parent/Guardian Name *(please print)* _____

Parent/Guardian Signature _____

Date _____

Student/Staff

I have read the Norfolk Public Schools Acceptable Use Policy. I understand that access will be used for approved educational purposes. I understand and will obey the Norfolk Public Schools Acceptable Use Policy. I agree to comply with good conduct policies as set forth in this document. Any violation of this policy will result in the suspension of access privileges and may also be grounds for further disciplinary/legal action.

Are you employed by NPS *(please circle one)* Yes | No

Student/Staff Name *(please print)* _____

Student/Staff Signature _____

(Staff Only) Job Title _____

(Please Specify, i.e. Biology Teacher, 1st grade Teacher, etc.)

Department/School _____

Date _____

For Office Use Only (for new or changed employee information)

The employee has read and signed the NPS Policy (AUP) governing the security of NPS electronic systems and data. Please indicate the following information systems to which the employee needs access.

New Account

Faculty/Staff new to the school/department and needs access to the network:
Need access: *(please check all that apply)*

Network: <input type="checkbox"/>	Email: <input type="checkbox"/>	Synergy: <input type="checkbox"/>
-----------------------------------	---------------------------------	-----------------------------------

* Requests for Munis & Ultimate Data System Accounts, use separate permissions forms

Account Removal (Only complete this section if employee is leaving Norfolk Public Schools)

Faculty/Staff has or will leave the school/department and their account needs to be deleted from the system.

Employee's Last Day:	Remove Immediately (yes or no):	Special Instructions:
Network: <input type="checkbox"/>	Email: <input type="checkbox"/>	Synergy: <input type="checkbox"/>

<p>Approval Authority <i>Must be completed and signed by Principal, Central Administration Director or Department Head:</i> <i>(Includes Norfolk Police Department & Juvenile Court Dept. Heads)</i></p> <p>_____</p> <p>Name & Title (please print)</p> <p>_____</p> <p>(Signature - Your request will not be processed without an authorized signature)</p>
--

Please return student forms to:
School Office Manager
Department
File in Cumulative Folder

Please return staff forms to:
Account Manager
Fax: 628-3840

Form-AUP808 (Revised 6/08/15)



Photo Release Form

Norfolk Public Schools welcomes community engagement in the educational process. To that end, the school division frequently shares with parents, staff and the community information about our educational programs. This information is shared in many ways, including but not limited to NPS Web sites, video productions, and publications. We love to be able to include photographs and videos of our talented students engaged in great teaching and learning experiences. Please complete the below form and return it to your child's school as soon as possible.

We are the parents and/or guardians of _____, a minor and a student of Norfolk Public Schools (NPS). We recognize that as part of the educational process, officials of NPS may at times wish to interview, photograph or videotape a student, or to authorize a community entity to do so, using a student's likeness in various media for the purposes of communicating NPS' educational programs in order to gain community engagement and support.

We therefore, by our signatures below, grant permission to officials of NPS to interview, photograph, audio or videotape or otherwise record our student, or authorize a community entity to do so, and subsequently use our student's name, picture or likeness in any form, in any media and for any non-commercial purposes. We agree that such purposes include but are not limited to the inclusion of our student's name and image in NPS publications, promotional materials, advertisements, programs, presentations, and internet or intranet sites. We hereby waive on our own behalf and on behalf of our student any and all claims, suits, causes, actions or causes of action, whether under common law, constitutional or statutory provision, that might accrue to any one of us against NPS, its officers, employees, agents or volunteers in connection with the actions and usage detailed above.

Name of student (Print): _____

Parent/Guardian (Print and sign): _____

Date: _____

School: _____



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Norfolk Public Schools

The cornerstone of a proudly diverse community

Standards of Student Conduct Card

This card is designed to help you understand the expectations for doing your part to maintain our safe school environment.

Students and parents/legal guardians are encouraged to discuss the rules, regulations, and expectations found in the Standards of Student Conduct. After your review and discussion, please sign and return the card to your student's school.

As a student in Norfolk Public Schools, I will:

- Accept the responsibility for my own conduct.
- Respect the rights of others and expect my rights to be respected. Follow the directions of all authorized school personnel.
- Make attendance to school/classes a high personal priority.
- Expect the school to take appropriate disciplinary action with me when I clearly violate school rules and regulations.
- Accept my responsibility for doing my part to keep the school safe and clean.

Norfolk Public Schools recognizes that parents/legal guardians must play a vital role in the education of their children. The Commonwealth of Virginia has mandated this parental involvement in the Code of Virginia section 22.1-279.3 entitled Parental Responsibility and Involvement Requirements. This law states that each parent of a student enrolled in a public school has a duty to assist the school in enforcing the Standards of Student Conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat of persons or property, and supportive of individual rights. Failure to comply may result in criminal and civil penalty.

I have READ and REVIEWED the Standards of Student Conduct Handbook with my child and recognize MY RESPONSIBILITY to assist Norfolk Public Schools in enforcing the system's code of student conduct. **I recognize that threatening or assaulting behavior by my child may result in his/her permanent removal from the regular school setting. Such removal may cause him/her to re-think his/her educational goals, as extracurricular education activities, technical education, advanced studies and participation in sporting events may no longer be afforded to my child.**

Parent/Guardian Signature _____ Date _____

I have read the Standards of Student Conduct and will follow Norfolk Public Schools' rules and regulations. **I recognize that threatening or assaulting behavior may result in my permanent removal from the regular school setting. Such removal may cause me to re-think my educational goals, as extracurricular education activities, technical education, advanced studies and participation in sporting events may no longer be afforded to me.**

Student Signature _____ Date _____

NOTE: By signing this statement of receipt, parents and guardians are not deemed to waive, but to expressly reserve, their rights protected by the constitutions of the United States or the Commonwealth, and parents can retain the right to express disagreement with any school's or school division's policies or decisions.

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