### NNPS 2018-2019 School Calendar

**Approved, 3-27-18**

#### Newport News Public Schools • 12465 Warwick Blvd., Newport News, VA 23606 • (757) 591-4500 • [www.nnschools.org](http://www.nnschools.org)

#### 9 Weeks Report Cards

<table>
<thead>
<tr>
<th>Period</th>
<th>Ends</th>
<th># of Days</th>
<th>Reports Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Nov. 5</td>
<td>45</td>
<td>Nov. 14</td>
</tr>
<tr>
<td>2</td>
<td>Jan. 24</td>
<td>44</td>
<td>Feb. 5</td>
</tr>
<tr>
<td>3</td>
<td>Mar. 29</td>
<td>43</td>
<td>Apr. 16</td>
</tr>
<tr>
<td>4</td>
<td>June 14</td>
<td>49</td>
<td></td>
</tr>
</tbody>
</table>

### Religious Observances

- **Rosh Hashanah** - Sept. 10
- **Hanukkah** - Dec. 3
- **Yom Kippur** - Sept. 19
- **Ash Wednesday** - Mar. 6
- **Eid al-Adha** - Sept. 21
- **Eid al-Fitr** - Sept. 24
- **Ramadan** - May 6
- **Sukkot** - Sept. 24
- **Ascension Day** - May 30

**181 Pupil Days (includes one (1) inclement weather day)**

*All schools need to schedule at least one evening conference period, preferably in the fall.

**NOTE:** If make-up days are necessary, they will be made up, at the superintendent’s direction. For example, President’s Day may be designated as a make-up day. If the emergency day scheduled in the 2018-2019 calendar is not used, June 14, 2019 will be a student holiday and teacher workday.

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### Key Dates

- **First Day of School**
- Schools & Offices Closed
- Half Day Dismissal
- Early Dismissal
- Schools Closed, Offices Open
- Schools Closed, Half Day Offices Only

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### Schedule

- **January 2019**
  - Winter Break
  - Schools reopen
  - Martin Luther King Day
  - Teacher Work Day (Election Day)
  - 30th Annual Lesbian/Gay/Bisexual/Transgender Pride Celebration
  - 1/2 day leave Dec. 20

- **February 2019**
  - 18th Annual Newport News Black History Month Commemoration
  - Presidents Day - Schools Closed, Offices Open

- **March 2019**
  - President’s Day - Schools Closed, Offices Open
  - 20 Annual African American History Month Commemoration
  - Early Dismissal

- **April 2019**
  - 29th Annual Newport News Black History Month Commemoration
  - 1/2 day leave Dec. 20

- **May 2019**
  - Memorial Day
  - 22nd Annual Newport News Black History Month Commemoration
  - 30th Annual Newport News Black History Month Commemoration

- **June 2019**
  - High School Graduations (Tentative)
  - ECC, Elementary & Middle - Early Dismissal
  - High School - Half Day Dismissal
  - Last Student Day
  - Last Teacher Day
  - Summer Hours
Newport News Families,

Welcome to the 2018-2019 school year! I am honored to serve as your Superintendent and I look forward to working collaboratively with you and the community as we prepare our students for success.

Newport News Public Schools is committed to ensuring that all students have safe and productive learning environments that encourage critical thinking, problem-solving and collaboration. We understand that establishing positive relationships and clear expectations for behavior are at the core of creating supportive classrooms and great schools.

This handbook contains useful information about students’ rights and responsibilities, the Student Code of Conduct, annual notices and permission forms. I encourage you to review this handbook with your child and keep it as a resource throughout the school year. Additionally, I ask that you communicate early and often with your school staff, teachers, counselors, and administrators, any issues that may impact the welfare or education of your child. We are on the same team.

I appreciate and value your partnership as we work together to ensure that all students graduate college, career and citizen-ready.

George Parker, III, Ph.D.
Superintendent
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Rights and Responsibilities Handbook

Things You Should Know

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Things You Should Know
Basic Rights & Responsibilities

The following statements summarize students’ rights and responsibilities. They help explain the relationship between and among students. In exercising their rights, students shall not disrupt the educational process or violate, endanger, or deny the rights of others.

**Education**

**Right**
Students have the right to a public education unimpaired because of gender, race, religion, national origin, pregnancy, disability, parenthood, marital status, or any reason not related to their individual capabilities.

**Responsibility**
Students have the responsibility to avoid actions or activities, individually or in groups, which shall interfere with the right of any person to a public education.

**Learning Environment**

**Right**
Students have the right to a safe and orderly environment while in schools, classrooms, or at school activities; such a safe and orderly environment will ensure an optimum learning experience for all students.

**Responsibility**
Students have the responsibility to ensure that their actions do not disrupt the school, classroom, school activities or bus.

**Expression**

**Right**
Students have the right to express themselves in speech, writing, or symbolism within boundaries of the law.

**Responsibility**
Students have the responsibility to ensure that such expression does not disrupt the educational process, present health or safety hazards, damage public property, violate the law, or violate the requirements of this Handbook.

**Possess & Distribute Literature**

**Right**
Students have the right to possess and distribute literature including, but not limited to, newspapers, magazines, leaflets, and pamphlets.

**Responsibility**
Students have the responsibility to submit a copy of such literature to the principal or designee in sufficient time for the principal to review the material. Students must ensure that distribution (or possession) of literature will not conflict with or infringe upon school activities. For example, the material must not promote rebellion against authority, give false or damaging information against another person, or include indecent writings or pictures. The time, place, and manner of distribution shall be determined by the principal.

**Religion**

**Right**
Students have the right to their own religious beliefs.

**Responsibility**
Students have the responsibility to ensure that in exercising their own religious freedom, they do not violate other students’ constitutional rights to religious freedom.

**Peaceful Assembly**

**Right**
Students have the right to peaceful assembly.

**Responsibility**
Students have the responsibility to secure approval for using school facilities for assembly, to discuss with an administrator the appropriateness of the facility for the functions, and to ensure that such assembly does not disrupt the educational process. Non-availability of adequate supervision shall constitute grounds for disapproval of such assembly.

**Privacy**

**Right**
Students have the right to protection from unlawful search and seizures of their personal possession(s) or their persons.

**Responsibility**
Students have the responsibility not to endanger themselves, other students, school personnel, or the general public by possessing material or objects which are potentially hazardous and/or prohibited by federal, state, or local law, or the requirements of this Handbook.

**Transportation**

**Right**
Transportation to and from school and to school activities is a privilege, not a right; students do, however, have a right to safe and orderly transportation when such transportation is provided by the school system.

**Responsibility**
Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere while being transported; to refrain from conduct which will offer a hazard to themselves, their fellow students or the general public, and to refrain from violating federal, state or local law or the requirements of this Handbook.
Definitions

The following definitions will apply to the Handbook unless the context of the language used clearly indicates contrary intent:

**Code** means the Code of Virginia, 1950, as amended.

**Days** means calendar days unless otherwise specified; **school days**, means each day that students are required to report to school, provided that, during the period from the close of one school year to the opening of the next school year; **administrative working days** means the days for which the division's School Administration Building will be open for regular business.

**Exclusion** means the denial of school admission to a student who has been expelled or has been placed on a long-term suspension by another public school or private school, either in Virginia or another state, and for whom admission has been withdrawn by a private school in Virginia or another state.

**Expulsion** means 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 date of the expulsion.

**Handbook** means this Rights and Responsibilities Handbook.

**In-School Suspension** means a student’s separation from the student’s regular classroom and assignment to another in-school location. In-School Suspension provides a means for a student to keep up with class work and homework assignments.

**Long-term Suspension** means any disciplinary action whereby a student is not permitted to attend school for 11-45 school days. *Note: State law permits a long-term suspension to extend beyond a 45-school-day period, not to exceed 364 calendar days, if (i) the offense involves weapons, drugs, or serious bodily injury or (ii) the school board or division superintendent or his designee finds that aggravating circumstances exist, as defined by the Department of Education.*

**Parent** means biological parents, step-parents, guardians, or any other person authorized to act on behalf of a parent; provided that a person whose parental rights have been terminated in accordance with the law will not be deemed a parent for purposes of this Handbook.

**Short-term Suspension** means any disciplinary action whereby a student is not permitted to attend school for a period not to exceed ten school days.
Legal Status
The Student Code of Conduct contained in this Handbook has been adopted by the School Board and constitutes a School Board Policy. The Superintendent is authorized to establish Procedures which implement Policy and the Handbook contains such Procedures (they are clearly labeled as such).

Searches
High academic achievement for all students and maintaining safe and orderly schools are division-wide goals for Newport News Public Schools (NNPS). In order to meet the goal of safe and orderly schools, the school board authorizes video surveillance equipment, metal detectors, vehicle searches, random searches of personal property, and drug and munitions dogs, to be used to discourage students from unsafe activities and to discover potential prohibited items. Searches may be done at the direction of the principal or designee to help maintain a safe school environment.

Blanket and Random Administrative Searches
- Lockers are considered school property and are subject to search at any time
- A condition of parking an automobile on school property is that school officials may search it and its contents at any time
- Principals may order searches of randomly selected classrooms
  - Students in these classrooms may be scanned with a metal detector
  - Student property in these classrooms may be scanned with a metal detector or be opened and searched
- Use of metal detectors
  - Hand-held or walk-through detectors may be used during the course of any school activity including, but not limited to, entering or leaving a school bus, any NNPS building or room, athletic event or off-site school activity
  - Students and their property may be scanned with the metal detectors – if the metal detector activates, the student and his/her property may be searched to determine the cause
- Use of Police Canines - Drug/Munitions Dogs
  - Dogs that are trained to detect drugs and/or munitions, and their handlers, may check lockers, student belongings in a hall or classroom, or vehicles on school property
  - If a dog "alerts" to an item or location, the police officer will alert the principal or designee which constitutes a reasonable basis to conduct a search of the item or location
- Students who are found in unauthorized locations or returning to school from an unauthorized absence are subject to having their persons and property searched for dangerous and/or other prohibited items

Reasonable Suspicion Searches
- If a principal or his/her designee develops reasonable suspicion that a student may have a prohibited item or evidence of a school division rule violation, he/she has the legal authority to conduct or direct a search of that student and his/her property

Consent Searches
- A principal or designee may ask permission to conduct a search, even without reasonable suspicion that the search would reveal evidence of school division rule violation. A consent search of a student exists when a student grants the principal or designee permission to search

Law Enforcement Searches
- A School Resource Officer (SRO) or any other law enforcement officer may conduct a search if he/she has probable cause to do so and, when required, a search warrant will be obtained

Notes
- A student's failure to permit Blanket and Random Administrative or Reasonable Suspicion searches, as mentioned above, will be considered grounds for disciplinary action.
- If a search yields illegal or contraband materials, such findings may be turned over to the proper legal authorities for ultimate disposition.

Gang Activity
Gang activity will not be tolerated by NNPS on school grounds, on school buses or at any school sponsored activity. A gang is defined as any group of two or more whose purpose includes: illegal acts, participation in activities that threaten the safety of persons or property, disruption of school activities and/or creation of an atmosphere of fear and intimidation. Gang activity is defined as:
- wearing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol or sign that is evidence of membership or affiliation with a gang; Including any drawings or illustrations;
- committing any act, using any speech, or using non-verbal gestures/handshakes that show membership or affiliation with a gang;
- using any speech or action to further interests of any gang to include: solicitation, hazing, intimidation, initiation or inciting other students to physical violence or threatening other students with physical violence. Student conduct in gang activities will be regulated in accordance with the rules outlined in this Handbook.
**Disciplinary Authority Under Certain Circumstances**

Pupils may be subject to punishment for acts committed away from school property and outside of school hours which are detrimental to the interests of the school or adversely affect school discipline (1960-61 Op. Att’y Gen. 274).

**Mandatory Reporting to Law Enforcement**

The principal or designee of each school should report to a law enforcement agency (i.e. School Resource Officer) any violations related to the following offenses:

1. Assault and Battery
2. Any conduct involving illegal substances or facsimile
3. Theft, or attempted theft, of student prescription medications
4. Threats against school personnel
5. The illegal carrying of a firearm or a weapon onto school property
6. Conduct involving firebombs, explosives or hoax explosives
7. Conduct involving explosive/incendiary devices
8. Use of chemical bombs capable of producing smoke
9. Threats to bomb made against school personnel or involving school property or buses
10. Stalking

The violations denoted above may be found in the rules section of this Handbook marked by (       ).

**Special Notice**

The school is not responsible for personal property that may be lost, stolen, or damaged. School personnel will take reports for such incidents. For stolen or damaged personal property, school personnel may investigate if there is reasonable suspicion that the perpetrator is or can be readily known. The results of the investigation may be used in disciplinary action and may be provided to the police. Please advise your student that they should be cautious with valuable personal items to prevent loss. In addition, students should not carry large amounts of cash that draw attention to themselves.

**Newport News Public Schools Student Dress Code**

**Elementary, Middle, and High**

The following dress practices are not allowed in school:

- Non-religious headwear or head coverings of any kind (male or female): Hats, hoods, sweatbands, bandannas, scarves, sunglasses, combs, picks, curlers, takes worn in the hair.

- Any article of apparel which displays obscene words, pictures or designs. Any article that conveys a sexually suggestive message or a pro-alcohol, drug, or gang related message.

- Clothing that is transparent or exposes the midriff, back, navel, or cleavage.

- Tank tops, tube tops, halter tops, one shoulder tops, spaghetti straps, strapless or backless tops (unless covered).

- Dresses, skirts, or shorts that do not reach at least mid-thigh or have slits above mid-thigh.

- Stretch lycra, spandex, tights, leggings, leotards, biker pants, or underwear worn as outer garments.

- Pants, skirts or shorts worn below waistline (“sagging”) or inside out. Pajamas/ sleepwear of any kind. Cut-up shorts or pants with slits, rips or holes above mid-thigh.

- Bare feet or slippers. Footwear must be worn at all times.

- Jewelry or accessories that may be used as a weapon (e.g. two or three finger rings that are joined, chains, oversized or spiked accessories).

* Refer to Rule 4 (page 22) for disciplinary sanctions.

**NNPS Policy JICA - Student Dress**

A student will not dress, groom, or wear items where the effect is to cause disruption or interference with the operation of the school. The principal or designee will determine whether any particular mode of dress or apparel results in such interference or disruption.
IMPLEMENTING REGULATIONS

The Newport News Public Schools’ guidelines for the use of cellular phones and two-way communication devices are designed to ensure that the use of these items does not interfere with teaching and learning, or with maintaining a safe and orderly environment during the school day.

The Newport News Public Schools will assume no responsibility in any circumstance for loss, destruction, damage, theft or charges made on monthly statements for a cellular phone or two-way communication device.

- Elementary students with cell phones should keep them off, and out of sight, during regular school hours and during after-school activities.
- Middle and high school students are permitted to have and use cell phones or two-way communication devices after school dismissal on school board property. Additionally, students may use their devices during school hours in classrooms if they and their parent/guardian have signed and returned the Bring Your Own Device (BYOD) Agreement Form AND they have permission from their teacher for the specific instance.
- Under no circumstances may students use any device to photograph, video record, or audio record any student, employee, or member of the public on school grounds unless they have permission from both the person(s) being photographed or recorded and a school official.

Sanctions for violation of these guidelines will be as follows:

- **First Offense:** The cell phone/two-way communication device will be confiscated and returned to the student at the end of the school day. The policy will be explained to student for any future violations.
- **Second Offense:** The cell phone/two-way communication device will be confiscated and will be returned to the parent.
- **Third Offense:** The cell phone/two-way communication device will be confiscated and will be returned during a Parent Conference.
- **Repeated violations** of these guidelines, after the third offense, will result in disciplinary actions that can range from Level 2 to Level 4.

*Refer to the BYOD guidelines on the Newport News Public Schools Website*

Use of Other Electronic Devices

No student, unless authorized by the school principal/designee, shall bring or possess any object that has no educational purpose and may distract from teaching and learning (i.e. Toys, iPads, Kindles, Nooks, iPods, other MP3 and CD players, Digital or Tape Recorders, or any other portable communication devices).

In addition, the Newport News Public Schools will assume no responsibility in any circumstances for loss, destruction, damage or theft of any such item. Students who choose to bring such items do so at their own risk. These items may be confiscated and sanctions for violating these guidelines are the same as outlined above for the cell phones/two-way communication devices.
STUDENT SAFETY on the school buses and at the bus stops is a major priority. Parents are encouraged to monitor student behavior going to and returning from the bus stops and at the bus stop locations. Students' behavior on the bus that endangers others will not be tolerated.

The state law authorizes the proper discipline of students going to and returning from school. “As a general rule, this authority to discipline extends to pupils on their way to or from school if such conduct directly affects the good order and welfare of the school.” (1960-61 Op. Att’y. Gen. 274) Principals stress to students that they are expected to conduct themselves in an orderly manner at all times and that failure to do so going to and from school may result in disciplinary action described in this Handbook.

All carry-on items (i.e. book bags, backpacks, etc.) should be held on laps or placed under the seat. Carry-on items must not take a seat required for another student. School projects and band instruments are exempted.

Students may ride a different bus and be dropped off at a different bus stop only with administrative approval. Disciplinary action may be taken against students who purposely board or exit a bus at a stop other than the assigned stop.

Students are expected to observe the following rules for safety and courtesy on the bus and at the bus stop.

<table>
<thead>
<tr>
<th>At the Bus Stop</th>
<th>On the Bus</th>
<th>When the Bus Arrives</th>
<th>Leaving the Bus</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Arrive at the assigned stop ten minutes before bus pickup</td>
<td>• Remain seated at all times</td>
<td>• Allow the bus to come to a complete stop</td>
<td>• Remain seated until the bus comes to a complete stop</td>
</tr>
<tr>
<td>• Be visible (i.e. stand on the sidewalk or the edge of the street by the curb)</td>
<td>• Cooperate with the driver and practice orderly conduct</td>
<td>• Board the bus in a quiet and orderly manner</td>
<td>• Leave in an orderly manner</td>
</tr>
<tr>
<td>• Stay off private property</td>
<td>• No profanity or obscene behavior</td>
<td>• Cross in front of the bus</td>
<td>• Leave at your assigned stop</td>
</tr>
<tr>
<td>• Do not stand on the traveled part of the road</td>
<td>• No smoking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Be respectful and watchful of traffic</td>
<td>• No eating or drinking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Wait quietly and orderly</td>
<td>• No vandalism</td>
<td></td>
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</tbody>
</table>

Students are expected to observe the following rules for safety and courtesy on the bus and at the bus stop.

<table>
<thead>
<tr>
<th>In The Event Of An Accident Involving The School Bus</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Emergency Medical Services Personnel and Transportation Staff will respond immediately and check for injuries.</td>
</tr>
<tr>
<td>• Students should remain with the bus until released by school staff, Emergency Personnel, or a Transportation Supervisor.</td>
</tr>
<tr>
<td>• Bus Drivers may only release students at their assigned bus stop or school.</td>
</tr>
<tr>
<td>• Parents who respond to the accident location and request release of their student must present identification and only sign out their own student from the Transportation Supervisor or School Staff.</td>
</tr>
<tr>
<td>• Uninjured students will be transferred to a recovery bus to continue the bus ride.</td>
</tr>
<tr>
<td>• School Staff will notify parents as soon as possible of serious accidents, or provide written notice of minor accidents.</td>
</tr>
</tbody>
</table>
Bus Stop Responsibilities of Pre-School & Kindergarten Parents

Pre-school and kindergarten students must be met at the bus stop by a responsible person. If no one is available, the child will be returned to school and the Parent will be contacted to pick up the child.

The Department of Transportation for Newport News Public Schools is available to answer questions regarding transportation of students to school or questions regarding walking students.

*Parents should call the following numbers for assistance:*

NEWPORT NEWS
PUBLIC SCHOOLS TRANSPORTATION:
881-5052

NEWPORT NEWS
POLICE DEPARTMENT:
247-2500

**SAFETY TIPS FOR WALKING TO BUS STOPS AND TO SCHOOLS**

- Always walk with a friend or in a group.
- Walk on the sidewalk or near the roadside curb in order to be better seen.
- Stay in well-lit or populated areas.
- Never approach or talk to anyone you do not know.
- Report any suspicious activity or anything that makes you feel uncomfortable. Dial 911 if necessary.

**The Three Card System**

The Three Card System is designed for the protection of young students, and to ensure the appropriate, secure transfer of pre-school and kindergarten students from the school bus.

Schools provide Parents with three identification cards that match their child’s identification tags. Parents or their designated responsible person must present the cards to receive the pre-school or kindergarten students from the school bus.

Bus drivers must enforce that pre-school and kindergarten students are transferred only to persons who have the matching card. Parents must ensure that these students continue to wear their ID tags and show the card daily in the event that there is a substitute driver who will not know the parent or the child.

*Pre-school and kindergarten students will be returned to school when the matching identification card is not presented by the person responsible for receiving the student.*
Student Attendance Policy

Attendance Policy

Attendance on a daily basis is a mandatory requirement for all students. The Code §22.1-254, requires that all children who have reached their fifth birthday on or before September 30th and who have not yet reached their eighteenth birthday must attend school. This requirement does not apply to any child who has obtained a high school diploma, its equivalent, or a certificate of completion or who is exempted pursuant to the provisions of the law.

When a student accumulates more than six (6) unexcused absences in an academic year the attendance officer/superintendent’s designee will enforce the provisions of the Code §22.1-258 by either or both of the following: (1) filing a complaint with the Juvenile and Domestic Relations Court alleging the pupil is a child in need of supervision or (2) instituting proceedings against the Parent for contributing to the delinquency of a minor.

Absences

Students are expected to be in school every day. Parents are expected to contact their child’s school on the day of the child’s absence to inform the school of that absence. Parents are encouraged to notify the school of pre-arranged appointments as soon as the date of such appointments is known. When such notification is made, the Parent need not contact the school on the first day of the absence. For any reason, a written note providing the dates of and reasons for the child’s absence is required from the Parent within five days of the child’s return to school. The purpose of this note is to determine whether or not the student’s absence is excused or unexcused. This note will be maintained until the end of the school year for documentation purposes.

Excused Absences

In support of the mandatory attendance law, Newport News Public Schools defines the following conditions as the only acceptable reasons for a student’s absence from school.

Illness - When a student is unable to attend school due to an illness, a note written by the Parent or a physician documenting the illness will provide evidence of the illness for the school.

Chronic/Extended Illness - For students who are absent because of chronic illnesses, a disability, or because of a need for homebound services, the Parent must complete a chronic/extended illness notification form with the principal at the beginning of the enrollment of the student in school or upon the onset of the student condition that affects regular attendance. Documentation from a physician will be required. For students who have excessive excused absences (10-18 days) and/or who exhibit defined patterns of absences, the Parent will be required to complete the Chronic/Extended Illness Notification Form. Documentation from a physician will be required.

If the Parent does not complete the form or does not provide documentation from a physician or other mental health professional of a chronic or extended illness, the principal will review the child’s attendance for needed services and/or applicable sanctions of the attendance law (Code §22.1-258). Failure to provide documentation may result in the absences being unexcused.

Prearranged Appointments - For appointments with the court, social services or other state agencies and appointments with health care providers, official documentation must be presented to the school.

Family Death or Emergency - For absences because of a death in the family or an emergency beyond the family’s control, the Parent must notify the school and provide documentation for the absence.

Religious Observances - Absences as a result of observances of religious holidays should be prearranged by the Parent, who is responsible for notifying the child’s school of the religious holiday(s) to be observed. If the Parent is unable to prearrange the absence, a request for exemption must be received no later than the second day after the student’s return to school from the absence occasioned by the religious observance.

Exclusions/Suspensions - For absences because of an exclusion or suspension, the Parent will be notified of the suspension/exclusion and the date when the student will be expected to return to school. The student must return on the indicated date.

Exceptional Circumstances - The principal may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interests of the student and his/her family.

Prior to the student’s absence, the Parent must complete the Request for Exceptional Circumstance to Attendance Form. The Parent will document on this request the rationale for the absence, dates of absence, and siblings within the school division for whom the exception will be also requested. The principal must provide the response to the Requests for Exceptional Circumstances in writing to the Parent. In documented extenuating circumstances, the principal may approve an absence after-the-fact as exempt from the sanctions of the attendance policy.
Exceptional Circumstances *(continued)*

For those circumstances which cause the student to be absent and prior request for approval is not possible, the Parent must complete the Request for Exceptional Circumstances within two days of the student’s return to school.

No more than five (5) days may be approved by the principal for exceptional circumstances during a school year. For requests of more than five days, the request must be endorsed by the principal and approved by the superintendent/designee.

**Parent Notification Procedures**

**Excused and Unexcused Absences**

For all absences, the school will contact the home on each day of the child’s absence from school using the automated dialing system.

**Unexcused Absences**

In compliance with the Code of Virginia §22.1-258 and Regulations Governing Collection and Reporting of Truancy Related Data and Student Attendance Policies (8VAC20-730-20), the school division has established procedures that school division personnel are required to follow when a student fails to report to school and no indication has been received by school personnel that the pupil’s parent is aware of and supports the student’s absence.

The following procedure will be implemented when notifying families of unexcused absences.

In accordance with state law, whenever any student fails to report to school and no indication has been received by school personnel that the pupil’s parent “is aware of and supports the student’s absence” (unexcused absence), a reasonable effort to notify by telephone the parent to obtain an explanation for the student's absences shall be made by the principal’s designee(s), or volunteers.

The following intervention steps shall be implemented to respond to unexcused absences from school and to engage students in regular school attendance.

1. Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student’s parent is aware of and supports the absence, the school principal or designee, attendance officer, or other school personnel or volunteer will notify the parent by phone or email or any other electronic means to obtain an explanation. The school staff shall record the student’s absence for each day as “excused” or “unexcused.” Early intervention with the student and parent or parents shall take place for repeated unexcused absences.

2. When a student has received five unexcused absences, the school principal or designee or the attendance officer shall make a reasonable effort to ensure that direct contact is made with the parent. The parent shall be contacted in a face-to-face conference, by telephone, or through the use of other communication devices. During the direct contact with the parent and the student (if appropriate), reasons for nonattendance shall be documented and the consequences of nonattendance explained. An attendance plan shall be made with the student and parent or parents to resolve the nonattendance issues. The student and parent may be referred to a school-based multi-disciplinary team for assistance implementing the attendance plan and case management.

3. The school principal or designee or the attendance officer shall schedule a face-to-face attendance conference, or an interaction that is conducted through the use of communication technology, within 10 school days from the date of the student’s sixth unexcused absence for the school year. The attendance conference must be held within 15 school days from the date of the sixth unexcused absence. The conference shall include the parent, student, and school personnel (which may be a representative or representatives from the multi-disciplinary team) and may include community service providers.

4. The school principal or designee shall notify the attendance officer or division superintendent of the student’s seventh unexcused absence for the school year. The division superintendent or designee shall contact the Juvenile and Domestic Relations Court intake to file a complaint alleging the student is a child in need of supervision (CHINSup) or to institute proceedings against the parent. In addition to documentation of compliance with the notice provisions of § 22.1-258 of the Code of Virginia, all records of intervention regarding the student’s unexcused absences, such as copies of the conference meeting notes, attendance plan, and supports shall be presented to the intake worker.

Schools will provide interventions and alternative educational options for a student who fails to make academic progress as a result of attendance problems.

**Excessive Absences**

The principal/designee will also notify Student Advancement Outreach Services of the accrual of excessive absences or a pattern of absences that appear to be having an effect on the academic performance of a child. Efforts will be made to identify reasons for excessive absenteeism or patterns of absenteeism. Virginia Department of Education Accreditation Standards (effective 2018/2019 school year) include Excessive
Absenteeism (students with 10% absenteeism during their enrollment within a school year to include any type of absence) which will impact the accreditation of the school.

Make-Up Work
1. When students are absent (except for circumstances included in #2 below), an opportunity to make up work will be provided. Make-up work is encouraged so that students will profit from future instruction. In middle and high school, it is the student's responsibility to ask the teacher for the make-up work. Work (including tests) missed due to absence may be made up and credit given for such work. Upon the student’s return to school, he/she must make up the work within five school days. Additional time may be granted by the principal due to extenuating circumstances. A student will not be penalized for a teacher’s absence.

Students are encouraged to get make-up work assignments before returning to school. They may do this by:
- Absence of one or two days: Contact a friend in class to obtain information on work missed.
- Absence of three or more days: Call the school office requesting assignments remembering that teachers need 24 hours to prepare assignments.

2. When students cut class or cut school, (Rules 1B or 1C of the students’ Rights and Responsibilities Handbook), high school teachers shall assign a grade of “F” for any work or test missed due to an absence that resulted from class cutting or school cutting or due to an absence resulting from a disciplinary infraction that occurred in the teacher’s class. Teachers who assign grades on a five-point scale will give a zero to student work for the reasons stated in this procedure. For teachers who use a numerical grading system, the determination of the numerical grade equivalent of “F” will be left to the discretion of the individual teacher.

Perfect Attendance
For purposes of determining perfect attendance, the student must be in attendance for a period of two hours to be counted as present for the school day.

Pre-arranged absences for religious observance will not count against perfect attendance.

Tardies
Tardiness to school or to class is addressed as a discipline issue in the Rights and Responsibilities Handbook.

Reports Of Children Enrolled And Not Enrolled
The state code at §22.1-260, requires that within ten days after the opening of the school, each public school principal will report to the division superintendent:
- The name, age and grade of each pupil enrolled in the school, and the name and address of the pupil’s parent or guardian; and
- To the best of the principal’s information the name of each child subject to the provisions of this article who is not enrolled in school, with the name and address of the child’s parent or guardian.

Within one calendar month of the opening of school, the principal of each school will send to the parents or guardian of each student enrolled in the school a copy of the compulsory school attendance requirements of the law and the enforcement procedures and policies established by the School Board.

The school division will typically comply with the above requirements by delivering a copy of the student Rights and Responsibilities Handbook to students and their parents at the beginning of the school year. Attendance law, policies and procedures will be reflected in that Handbook.

Reports of Children with Five (5) or More Unexcused Absences and 10% of Any Type of Absence
The number of students with five or more unexcused absences and the number of students with 10% of any type of absence within the student’s yearly enrollment period will be reported to the Superintendent of Public Instruction annually.

Open/Closed Campus Policy
Students in kindergarten through grade eleven will not be permitted to leave the school grounds during the school day unless accompanied by the Parent, or someone designated by the Parent, except when participating in approved programs.

Exceptions to the policy will be permitted for eleventh grade students enrolled in work-training programs; however, application must be made in accordance with procedures.

Students may apply to leave school grounds during the school day as permitted by policy provided application is made by the student and signed by the Parent.

Each student who applies will have a conference with the principal or designee who will make the decision and issue the approval if appropriate.
The mission of the Newport News Public School’s Child Nutrition Services program is to provide students with nutritious and professionally prepared meals that are served in a pleasant atmosphere. Children who eat well-balanced meals are more prepared to learn. (Copied from Policy EF - Child Nutrition Services)

It is the belief of Newport News Public Schools that no child should go hungry while at school. If a student’s account does not contain enough money to cover the cost of a meal, the student may charge the meal. Food trays will not be taken away from students. No charges for a la carte food items will be permitted.

High school students will be able to charge 2 meals. After 2 meals, the student will be offered an alternate meal consisting of a sandwich, fruit and milk.

Meal service for elementary and middle school students with account balances will follow the following procedures.

**Tier One (for account balances up to $15)**
- Middle school students will be reminded about their account balance.
- Loan slips will be sent home to families daily.
- Automated calls will be made to the families notifying them of their account balance.

**Tier Two (for account balances between $15-$30)**
All the steps in Tier One and:
- The school counselor or parent engagement specialist will be notified.
- The cafeteria manager will call families to notify them of their account balance.

**Tier Three (for account balances over $30)**
- The Child Nutrition Office will send a letter to families notifying them of the outstanding balance and informing them that a lack of payment will result in alternate meal service.
- The cafeteria manager will notify the principal that the alternate meal will be served.
- The alternate meal will be served as the student comes through the line. If a student receives the regular meal, the tray will not be taken from the student.

*An alternate meal will consist of a sandwich, fruit and milk.*
Students, Parents, and Community Members:

If you witness an incident, feel threatened or have information that would be helpful in keeping students safe, please call the Student Crime Line.

- All information is confidential. -

Emergency Information

Our schools have taken many steps to help ensure safety during a crisis or emergency.

Did you know…?

All Newport News Public Schools have:

- A crisis management team that is responsible for preparing for and recovering from a crisis
- A crisis and emergency management plan that outlines the school’s response to a wide variety of emergencies
- An emergency response guide in each classroom
- A crisis response toolkit
- Evacuation locations and lockdown procedures
- NOAA Weather and Emergency Alert radios

All faculty and staff are required to display identification when in the building.

All Parents and visitors must report to the main office to sign in to the building.

In the event of an emergency, Parents can get information by tuning in to local television or radio stations, or by visiting www.nnschools.org.

How can you help during a school crisis or emergency?

- Do not call the school – phone lines must be kept open for emergency communications.
- Do not come to the school – school access must be kept open for emergency vehicles – coming to the school may put your student, you or others at risk.
- Ensure your child understands the importance of cooperation with school staff and emergency personnel.
- Urge your child not to use a cell phone or text messaging during an emergency.
- Wait for instructions via the media sources listed above or our ParentLink message system.
- Always ensure that your child’s school has accurate contact information such as:
  - Your home address
  - You home, work and cell phone numbers
  - Names and phone numbers for any additional emergency contacts or other persons authorized to pick up your child
The Code §22.1-276.2 provides statutory guidance related to the initial authority of a teacher to remove a student from class for disruptive behavior. The Code §22.1-276.01 defines disruptive behavior as a "violation of school board regulations governing student conduct that interrupts or obstructs the learning environment." The provisions set out below are supplementary to, and are not intended to replace the authority of a teacher or administrator to discipline students according to rules described in this Handbook. It is the School Board's intent that the process of working with students and Parents should be focused on seeking solutions to eliminate disruptive behavior in order to improve student achievement and student citizenship.

Disruption of the learning process demands prompt intervention on the part of teachers, Parents, and administrators. Instructional time must focus on the attainment of educational goals and the mastery of content. Students who disrupt the classroom must learn to respect the efforts of all adults to guide and inform them in a setting free from disruption. Responsibility for student behavior rests with each student, but Parents also bear responsibility for encouraging and demanding appropriate student behavior. Consequently, it is critical that Parents become involved in seeking solutions to eliminate disruptive student behavior.

Teacher Removal of a Student from Class
The following criteria must be met prior to the removal of a student from class by the teacher:

1. Documentation that reasonable interventions/modifications within the classroom setting have been initiated to stop the disruptive behavior.
2. Documentation that the interventions have been attempted in earnest, consistently, and over a period of time so as to affect change before determining the interventions have failed.
3. Documentation that specific/multiple interventions have been attempted including Parent involvement.
4. Documentation that demonstrates communication with the parent including the teacher's record of any teacher/parent conferences, telephone calls, or copies of written notices to the Parent.

If the above listed efforts have been made and documented, the teacher may remove a student from the classroom by completing a Disruptive Referral Notice. The Disruptive Referral Notice must accompany the child to the office.

A discipline notice will be provided to the parent by the principal/designee. This document provides notification that the student's continued disruptive behavior necessitates alternative placement (removal from the class) for the student.

Upon receipt of the referral from the teacher, the principal or designee will determine action to be taken regarding the placement of the student.
Disruptive Students in the Classroom (continued)

Administrative Actions

Upon receipt of the referral, the principal or designee will determine an immediate, interim assignment of the student and notify the Parent by phone, if possible. The teacher will be given the opportunity to provide a recommendation to the principal or designee regarding the separation of the student from the classroom.

The administrator may elect to convene a conference including any or all of the following: the teacher, staff and resource members, the student, parents, etc. The purpose of the conference will be to review the referral, to define assignment alternatives, and to identify resources available to the student and Parent.

While waiting for the conference to be held, the student may be assigned, temporarily, to an alternative setting or may be suspended. A standard conference form will be used to document the conference. Educational assignments may include the following:

- Assigning the student back to the classroom under certain contract conditions
- Modifying the student day or schedule
- Assigning the student to another classroom
- Assigning the student to another program or school
- Initiation of child study process
- Referral to Professional School Counselor
- Homebound instruction
- In-school suspension, time-out, detention
- Referral to agency services, including drug screening, family counseling, parenting classes, intake services, mental health services, or cultural diversity resources
- Short-term suspension, recommendation for long-term suspension or expulsion
- Other appropriate assignments depending on the age of the student
- Other appropriate assignments/services available

Student Assignment

Any change in the student’s educational assignment and the duration of such assignment shall be the decision of the administrator.

The administrator’s decision regarding assignment and intervention will be based on information and documentation provided by the teacher, Parent, and others as described in Administrative Actions.

If, and when, the administrator’s recommendation is to return the student to the original classroom and the teacher objects, the principal and teacher will first seek resolution to the disagreement. If the issue cannot be resolved at the building level, the teacher, after meeting with the principal, may appeal in writing the principal’s decision within one working day to the Chief of Staff or designee, whose decision shall be final. The Chief of Staff or the designee’s decision will be made within two working days of the teacher’s appeal. During the appeal process the student shall remain in the alternative assignment.

If the child returns to a class and continues to disrupt the educational setting, the principal may recommend long-term suspension or expulsion.

Students with disabilities shall be assigned according to school board policy, state regulations and federal law. This policy does not limit or restrict the ability of the school division employees to apply other policies, regulations or laws for maintaining order in the classroom.
Definition(s)

Bullying:
• 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 emotional trauma. It includes cyberbullying (see below).

Cyberbullying:
• Electronically transmitted abuse of any form even outside of the school day and not on school grounds if it impacts the school environment and is found to be deliberate, hostile and intended to harm others.

Examples of Conduct that may be considered Bullying
• Repeated physical acts, such as inappropriate, unwanted, uninvited, or injurious physical contact with another and destruction or damage to property of another;
• Repeated or pervasive taunting, name-calling, belittling, mocking putdowns, or demeaning humor related to a student’s race, color, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be intended to be hurtful/harmful, result in the disruption of school activities, and/or that results in a hostile educational environment for the student;
• Repeated verbal/non-verbal, direct/indirect threats, or intimidation such as aggressive or menacing gestures;
• Written and electronic communication of any type that incorporates language or depictions that would constitute bullying, using any medium (including, but not limited to, cell phones, computers, websites, social networks, instant messages, text messages and emails).

Examples of Conduct that would not ordinarily be considered Bullying but may be considered against the rules at school
• Ordinary teasing
• Horseplay
• Argument
• Peer Conflict
• The expression of ideas or beliefs that are not lewd, profane, or intended to intimidate or harass another

Ways to Report Bullying
Students may utilize the following to report bullying behavior:
• Anonymous Crime Hotline (591-3800)
• Individual schools anonymous bullying hotline
• Anonymous Reporting Lockers and Boxes located at individual schools
• In person to any staff member/trusted adult

What staff should do about Bullying:
• Staff members who receive a report of bullying behavior or observe incidents of bullying behavior will intervene immediately or as quickly as reasonably possible to address suspected bullying behavior.
• The staff member will intervene, stop the behavior, and report the incident immediately to an administrator or designee.
• All reports of bullying incidents should be documented and investigated in a timely fashion within 24 hours (when possible) of receiving the initial and any subsequent reports.
• All reports of bullying behavior will be taken seriously and will receive the appropriate and proper attention.
• Once the report of bullying behavior has been received, the NNPS Bullying Assessment Form will be completed by an administrator or designee.
• The administrator or designee will investigate and determine whether a reported or observed action constitutes “bullying” by meeting with each student(s) SEPARATELY.
• The NNPS Bullying Assessment Form is also necessary to determine severity and repetition of incidents.
• If a student reports bullying behavior to a staff member, it will not be discounted as mere “tattling” or “snitching”.
• All information concerning reported incidents of bullying behavior will be treated confidentially at all times.
• The Parent of the student displaying the behavior and the target of the behavior will be notified of the alleged incident as quickly as possible, preferably the same day.
One of Newport News Public Schools beliefs is founded in our commitment to STAND Together for Youth. Youth Development empowers youth by nurturing a strong positive sense of who they are and what they can do. Research has proven that students who are involved in structured extracurricular activities are more likely to have better grades, have higher standardized test scores, attend more school and have a better self-image. Also, students who are involved in clubs, activities and sports are less likely to use substances, drop out of school and misbehave while in school.

In NNPS, it is our goal that EVERY student participates in at least one club, activity or sport. In addition, there are numerous opportunities for community service and leadership which help students to build essential skills. We offer more than 300 diverse student involvement options, from robotics, to Ultimate Frisbee, to Model United Nations!

What types of clubs and organizations are available?
- Academic
- Community Based
- Fitness
- Honor Societies
- Language
- Leadership
- Mentoring
- Music
- Service
- Special Interest/Hobby
- Technology
- Theater and Arts

STAND is a student-led initiative which challenges students, teachers, staff, parents and the community to work together to create and maintain a positive school culture and to discourage harassing behaviors among peers.

Getting involved is easy!
- Dedicated Youth Development Leads are available in each school to help students get connected to clubs, activities and sports opportunities.
- Activities Directors coordinate club and activity involvement in our high schools. A complete list of clubs and activities can be found on your school’s web page.
- Athletic Directors coordinate sports participation in each of our high schools. Each high school has its own Athletics page.
- Middle school students can participate in three organized sports: basketball, volleyball and track. Intramural sports options are offered for both middle and high school students.
- A physical examination is required for athletic participation. Information and forms can be found on the NNPS Athletics web page at www.nnschools.org/athletics
- After school transportation is provided for middle and high school students who wish to participate in after-school activities.

Student Support
In addition to providing youth development and prevention supports for all NNPS students, targeted supplemental supports are available to ensure that all students have the assistance needed to be successful. Individual Student Success Plans outline goals for attendance, behavior and course performance, by identifying appropriate youth development services for students needing more support.
Students As Leaders
We believe that students are invaluable resources who are capable leading in our schools and the community. Youth leadership opportunities are designed to build college, career, and citizen-readiness in all students. Newport News Public Schools encourages students to design and lead clubs, projects, and activities which not only provide an opportunity for self-development, but which also promote a positive school culture and discourage harassing behaviors.

I.C.A.R.E. is based on national standards for service learning and is included in our school curriculum, ensuring that every student in elementary school takes part in a service learning experience before they transition to middle school. Elementary students also lead in other positions, such as Student Ambassadors, Safety Patrol, and Student Council Association members.

Middle and high school students have dozens of opportunities to lead in their schools, daily. Whether serving as an anchor on their school’s morning broadcast, serving as a club officer, inspiring as an athletic team captain, or serving in the community, NNPS students learn important skills, such as critical thinking, relationship building, and team work. Listed below are just a few ways that students can lead in Newport News Public Schools.

The Big Give Back connects Newport News Public Schools high school students with opportunities to volunteer in the community and across the school division. High school students can volunteer as mentors, tutors, or to assist with special projects or events sponsored by schools and NNPS departments. Student groups can propose projects that will create service opportunities for their peers. To participate in the Big Give Back, high school students must register at www.nnschools.org/biggiveback.

City-Wide Student Council Association is the division level high school student government organization which aims to increase student involvement and leadership opportunities, promote school spirit and positive school culture, and discourage harassment among peers.

Class Officer or Representatives are elected by their grade level peers to represent their class and to organize activities, events, and projects.

Honor Societies recognize students who have achieved academic excellence, performed community service or demonstrated leadership, often in a specific area of study. Examples include National Honor Society, Math, Art and Science Honor Societies and World Language Honor Societies.

Principal’s Advisory Group members serve as the voice of their peers in regular meetings with school administrators.

Project Inclusion teams in each high school implement action plans to ensure that their schools are inclusive and a place in which all students feel that they belong.

Student Council Association (SCA) officers are elected each year by their peers to serve as leaders for the student body in their schools. They organize events, sponsor community service projects, and address issues of importance to their fellow peers.

Superintendent’s Advisory Group on Education (SAGE) members are high school students who meet regularly with the Superintendent to review and address issues of importance across the school division, including academics, student life, planning and policies.
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Code of Conduct & Due Process Procedures
Rules and Sanctions

The rules of conduct for students in Newport News Public Schools are presented in this section of the Handbook. These rules and regulations have been adopted by the Newport News School Board and represent its official policy.

Examples for most rules are provided. Each rule is accompanied by the consequences for breaking that rule.

All rules and regulations will be enforced on all Newport News school grounds and premises, including Todd Stadium; before, during and after school hours, or at any other time when school buildings and/or grounds are being used by a school group; or off school grounds at any school activity, function, field trip or event; or when students are traveling to or from school. The rules contained in this Handbook also apply to bus behavior and behavior at the bus stop.

School personnel will take disciplinary action against any student who violates one or more of these rules and regulations in accordance with the consequences stated. Disciplinary action may include, but is not limited to, reprimand, after-school work, repayment for damages, clean-up, revocation of privileges associated with school activities (including participation in graduation exercises), suspension or expulsion.

Teachers, principals, and other authorized personnel (including security officers and bus drivers) may search students and student property (including automobiles and other vehicles) when there is reasonable suspicion to do so. Students should understand that they have no expectation of privacy to their lockers, personal property they bring onto school property, or vehicles allowed to park on school property. Consistent with applicable legal requirements, school division personnel may use search techniques such as metal detectors, use canines to assist in searches, or use other lawful search techniques.

Alternative schools/programs and magnet schools, such as Enterprise Academy and An Achievable Dream Academy, may require additional and/or more restrictive expectations of students consistent with the program design and mission. Such components may include, but are not limited to: attendance, participation, and dress code regulations.

The Superintendent has the authority to establish and implement any needed procedures for any rule within the Handbook.

A cautionary note is offered to the Parent as this Handbook and its rules are reviewed. A set of rules does not replace the administrator’s judgment in the review of discipline incidents. In order for schools to be safe and orderly places of learning, rules must be obeyed. These rules are written to give direction. However, in daily activity, one basic rule is that good, sound judgment must be exercised in light of conditions of the moment.
**Disciplinary Action Levels**
Students who break rules are subject to disciplinary action by teachers, administrators or other school personnel. There are seven levels of disciplinary actions.

**Level 1 - Conference**
Staff members may conduct a conference with any combination of the following: Teachers, students, parents, administrators, counselors, or other parties deemed necessary.

**Level 2 - Intervention**
*Intervention Options can include the following:*

- **Referral**
  To Professional School Counselor, Student Assistance Counselor, Child Study Team, Attendance Staff, or other.

- **Time-Out**
  The temporary denial of a student's right to attend class. The student will be assigned for a period of one (1) to six (6) hours.

- **Detention**
  Retaining a student for disciplinary reasons before or after school hours.

- **Staffing**
  A meeting of school personnel and perhaps other individuals to consider the behavior of the student and make recommendations.

- **Contract with Student/Parent**
  A statement is written listing steps to be taken to improve behavior. The statement also describes the support to be provided by school staff and/or parent/guardian as well as the date when the contract will be reviewed.

- **Restricted Activity**
  The denial of participation in school activities and extracurricular events or the use of common areas or other parts of the school.

- **Separation from Class/School**
  Separation of students from class/school for up to 1 day to confer with parent. Failure of a parent to respond to a school request may result in a referral to the Department of Social Services for educational neglect.

**Rules and Sanctions (continued)**

**In-School Intervention**
May include, but is not limited to work assignment, behavior essays, and/or transportation restriction.

**Tobacco Education**
Contact Supervisor, Student Assistance

**Substance Abuse Education**
Contact Supervisor, Student Assistance

**Probationary period**
A write-up for the discipline offense with a defined period of good behavior to prevent suspension

**Mediation**
Referral to conflict mediation

**In-School Suspension**
Refer to definition on page 2

**Community Service**
Whenever possible, administrators seek opportunities for students to participate in community service projects for the school or the community in lieu of out-of-school suspension.

**Level 3 - Suspension***
1-5 school days

**Level 4 - Suspension***
6-10 school days

**Level 5 - Suspension***
10 school days with re-entry contract

**Level 6 - Long-term Suspension***
Refer to definition on page 2

**Level 7 - Expulsion***
Refer to definition on page 2

**Weather Clarification:**
Suspension days are adjusted in the event of inclement weather.

* DENOTES PK-3: State law prohibits, except for drug offenses, firearm offenses, and certain criminal acts, students in preschool through grade three from being suspended for more than three school days or expelled from attendance at school unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the local school board or the division superintendent or his designee finds that aggravating circumstances exist, as defined by the Department of Education.
## Rule/Violation

<table>
<thead>
<tr>
<th>Rule/Violation</th>
<th>Minimum Sanction Level</th>
<th>Grade Level</th>
<th>Maximum Sanction Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rule 1 - Attendance:</strong> A student is to attend school (including all classes) each day of the school year. In addition, a student is to report to school and all classes on time. A student of compulsory school age who does not attend school is in violation of the law and the student and the Parent are subject to its penalties. A student tardy to school or classes will be treated in the same manner as a truant. Efforts will be made to communicate with the Parent of absent and truant students.</td>
<td>1</td>
<td>PK-3</td>
<td>2</td>
</tr>
<tr>
<td>1A Tardiness - Failure to be in a place of instruction at the assigned time without a valid excuse.</td>
<td>1</td>
<td>4-12</td>
<td>2</td>
</tr>
<tr>
<td>1B Class Cutting - Failure to report to class without proper permission, knowledge, or excuse by the school or teacher.</td>
<td>1</td>
<td>PK-12</td>
<td>2</td>
</tr>
<tr>
<td>1C School Cutting - Failure to report to school without prior permission, knowledge, or excuse by the school or the Parent</td>
<td>1</td>
<td>PK-12</td>
<td>2</td>
</tr>
<tr>
<td>1D Excessive Absences (Truancy) - Excused or unexcused absences which are felt to affect adversely the student's education. <em>(See &quot;Student Attendance Policy&quot; on page 8)</em></td>
<td>2</td>
<td>PK-12</td>
<td>2</td>
</tr>
<tr>
<td>1Z Other</td>
<td>1</td>
<td>PK-12</td>
<td>2</td>
</tr>
<tr>
<td><strong>Rule 2 - Specified Unauthorized Activities:</strong> A student will not eat in unauthorized areas of the school. A student will not sell to or purchase from another student any items that are unauthorized.</td>
<td>1</td>
<td>PK-12</td>
<td>2</td>
</tr>
<tr>
<td>2A Unauthorized Food/Beverage - A student will not eat in unauthorized areas of the school.</td>
<td>1</td>
<td>PK-12</td>
<td>2</td>
</tr>
<tr>
<td>2B Unauthorized Selling of Items - A student will not sell to or purchase from another student any items that are unauthorized.</td>
<td>1</td>
<td>PK-12</td>
<td>2</td>
</tr>
<tr>
<td>2Z Other</td>
<td>1</td>
<td>PK-12</td>
<td>2</td>
</tr>
<tr>
<td><strong>Rule 3 - Medication:</strong> Students are not to transport or possess their own prescription or non-prescription medication to or from school or have the said medication at any time. The said medication will need to be administered by the school nurse in the clinic. A student may be allowed to possess and self-administer an auto-injectable epinephrine during the school day, at school sponsored activities, or while on a school bus or other school property. For asthma inhalers, refer to Rule 26G.</td>
<td>1</td>
<td>PK-12</td>
<td>2</td>
</tr>
<tr>
<td>3A Medication</td>
<td>1</td>
<td>PK-12</td>
<td>2</td>
</tr>
<tr>
<td><strong>Rule 4 - Student Dress:</strong> A student will maintain personal attire and grooming standards that promote safety, health, and acceptable standards of social conduct. Student dress that disrupts the school environment will not be tolerated. Principals may make building level rules regarding student dress and attire. Refer to page 4 for NNPS' Dress Code.</td>
<td>1</td>
<td>PK-5</td>
<td>3</td>
</tr>
<tr>
<td>4A Student Dress</td>
<td>1</td>
<td>6-12</td>
<td>3</td>
</tr>
<tr>
<td><strong>Rule 5 - Personal Property:</strong> Except as specifically permitted in this Handbook, a student should not bring or possess any object that has no education purpose and may distract from teaching and learning. In addition, NNPS will assume no responsibility in any circumstance for loss, destruction, damage or theft of any such item. Students who choose to bring such items do so at their own risk. <strong>These items may be confiscated if they disrupt the learning environment.</strong></td>
<td>1</td>
<td>PK-12</td>
<td>2</td>
</tr>
<tr>
<td>5A Toys** - Possession of toys, games, skateboards, etc., without permission of the administration (Toy weapons are strictly prohibited, refer to Rule 29 &amp; 30).</td>
<td>1</td>
<td>PK-12</td>
<td>2</td>
</tr>
</tbody>
</table>

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** Items may be confiscated
### Rule/Violation

<table>
<thead>
<tr>
<th>Rule/Violation</th>
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</table>

#### Rule 5 - Personal Property:
Expect as specifically permitted in this Handbook, a student should not bring or possess any object that has no educational purpose and may distract from teaching and learning. This includes, but is not limited to: toys, games, skateboards, electronic devices, laser pointers, etc. In addition, NNPS will assume no responsibility in any circumstance for loss, destruction, damage or theft of any such item. Students who choose to bring such items do so at their own risk. **These items may be confiscated if they disrupt the learning environment.**

- **5B iPod, MP3, CD Players**: Use is prohibited upon arrival at school through dismissal. These items should be turned off and stored out of sight (locker, purse, pocket or private vehicle). Level 1 PK-12 2
- **5C Digital or Tape Recorder**: Possession of digital or tape recorder or similar device without permission of the administration. Level 1 PK-12 2
- **5D Cellular Phone**: Under no circumstances may students use any device to photograph, video record, or audio record any student, employee, or member of the public on school grounds unless they have permission from both the person(s) being photographed or recorded and a school official. Level 2 PK-12* 4
- **5G Portable Communication Device**: A student will not possess or use any unauthorized communication device. Level 2 PK-12* 4
- **5H Laser Pointer**: Possession of a laser pointer is prohibited. Level 1 PK-3 3
- **5Z Other**: Possession of a laser pointer is prohibited. Level 1 PK-12* 7

#### Rule 6 - Misrepresentation:
A student will not alter report cards or official notes. A student will not make false statements, written or oral, to anyone in authority. Student will not cheat (i.e. copying another student's test, assignment, etc.)

- **6A Altering Report Card/Note**: Tampering with report cards, official passes and notes in any manner, including changing grades or forging names to excuses. Level 1 PK-3 3
- **6B False Information**: Making false statements, written or oral, to anyone in authority. Level 1 PK-3 3
- **6C Cheating**: Violating rules of honesty, such as copying another student’s test, assignment, etc. Level 1 PK-12* 4
- **6Z Other**: Level 1 PK-12* 7

#### Rule 7 - Disrespect:
A student will not behave in a disrespectful manner by walking away or talking back to a staff member.

- **7A Walking Away**: Leaving while a staff member is talking to the student. Level 2 PK-3 4-12 5
- **7B Talking Back**: Responding orally in a rude manner to a staff member. Level 2 PK-3 4-12 5
- **7Z Other**: Level 2 PK-3 4-12 5

#### Rule 8 - Insubordination:
A student will obey the lawful direction of any authorized staff member during the time the student is in school or participating in a school activity.

- **8A Failure to Comply w/Staff Member**: Failure to follow any reasonable direction given by staff member. Level 1 PK-12* 5

**Items may be confiscated**

- **Level 1** Conference
- **Level 2** Intervention
- **Level 3** Suspension (1-5 school days)
- **Level 4** Suspension (6-10 school days)
- **Level 5** Suspension (10 school days w/ contract)
- **Level 6** Long Term Suspension (11 school days - 45 school days)
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8B Refusal to Work in Class - Refusal to do assigned work.</td>
<td>1</td>
<td>PK-12</td>
<td>2</td>
</tr>
<tr>
<td>8C Refusal of Detention - Refusal to report to after school/lunch detention as directed by a staff member.</td>
<td>1</td>
<td>PK-12</td>
<td>3</td>
</tr>
<tr>
<td>8D Refusal of In-School Alternatives - Refusal to participate in In-School Alternatives as directed by a staff member.</td>
<td>1</td>
<td>PK-12*</td>
<td>4</td>
</tr>
<tr>
<td>8E Refusal to Report to the Office</td>
<td>1</td>
<td>PK-12</td>
<td>3</td>
</tr>
<tr>
<td>8Z Other</td>
<td>1</td>
<td>PK-12*</td>
<td>4</td>
</tr>
<tr>
<td><strong>Rule 9 - Profanity/ Obscenity:</strong> A student will not use profane or obscene language or make obscene gestures.</td>
<td></td>
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</tr>
<tr>
<td>9A Swearing - Saying anything that conveys an offensive, racial, obscene, or sexually suggestive message.</td>
<td>1</td>
<td>PK-12*</td>
<td>5</td>
</tr>
<tr>
<td>9B Obscene/Offensive Gestures - Making any sign that conveys an offensive, racial, obscene, or sexually suggestive message. This includes “indecent exposure” for PK-3 students.</td>
<td>1</td>
<td>PK-12</td>
<td>3</td>
</tr>
<tr>
<td>9C Derogatory Materials - Having any written or electronically transmitted material or picture that conveys an offensive, racial, obscene, or sexually suggestive message. This includes artwork and animation.</td>
<td>1</td>
<td>PK-3</td>
<td>3</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>4-12</td>
<td>5</td>
</tr>
<tr>
<td>9D Profanity Directed at Staff - Writing, saying, or making gestures that convey an offensive, racial, obscene or sexually suggestive message toward a staff member.</td>
<td>1</td>
<td>PK-5*</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>6-12</td>
<td>5</td>
</tr>
<tr>
<td>9Z Other</td>
<td>1</td>
<td>PK-12*</td>
<td>5</td>
</tr>
<tr>
<td><strong>Rule 10 - Disruption:</strong> A student will not demonstrate disruptive behavior.</td>
<td></td>
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</tr>
<tr>
<td>10A Excessive Talking - Repeated talking in the classroom without permission.</td>
<td>1</td>
<td>PK-12</td>
<td>3</td>
</tr>
<tr>
<td>10B Throwing Objects - Throwing any object inappropriately in any part of the school, bus, or school grounds.</td>
<td>1</td>
<td>PK-12</td>
<td>3</td>
</tr>
<tr>
<td>10C Horseplaying - Rough or noisy play or pranks.</td>
<td>1</td>
<td>PK-12</td>
<td>3</td>
</tr>
<tr>
<td>10D Teasing - Pester or tormenting.</td>
<td>1</td>
<td>PK-12</td>
<td>3</td>
</tr>
<tr>
<td>10E Refusing to Remain in Seat - Getting out of seat or moving seat without permission of staff member.</td>
<td>1</td>
<td>PK-12</td>
<td>3</td>
</tr>
<tr>
<td>10F Disruptive Noises - Making any unnecessary noise.</td>
<td>1</td>
<td>PK-12</td>
<td>3</td>
</tr>
<tr>
<td>10G Leaving Without Permission - Leaving the classroom, building, or campus or assigned area without obtaining approval of the teacher and/or administrator. (This rule does not apply to &quot;school cutting&quot;)</td>
<td>1</td>
<td>PK-12</td>
<td>3</td>
</tr>
<tr>
<td>10H Chronic Lack of Supplies - Repeatedly reporting to class lacking necessary material such as books, class supplies, etc.</td>
<td>1</td>
<td>PK-12</td>
<td>2</td>
</tr>
<tr>
<td>10I Bus Misconduct - <em>Bus Rules found on page 6</em></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<tr>
<th>Rule/Violation</th>
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<th>Grade Level</th>
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<tbody>
<tr>
<td><strong>Rule 10 - Disruption:</strong> A student will not demonstrate disruptive behavior.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10J Shoving and/or Kicking - Willfully pushing and/or kicking anyone.</td>
<td>2</td>
<td>PK-12*</td>
<td>4</td>
</tr>
<tr>
<td>10K Throwing Objects at Someone - Willfully throwing anything.</td>
<td>1</td>
<td>PK-3</td>
<td>3</td>
</tr>
<tr>
<td>10L Hitting Another Student or Adult</td>
<td>2</td>
<td>PK-3</td>
<td>3</td>
</tr>
<tr>
<td>10M Biting Another Student or Adult</td>
<td>1</td>
<td>PK-3</td>
<td>3</td>
</tr>
<tr>
<td>10N Spitting at/on Another Student or Adult</td>
<td>1</td>
<td>PK-2</td>
<td>1</td>
</tr>
<tr>
<td>10O Instigation - Promoting/encouraging others to fight or engage in disruptive behavior.</td>
<td>1</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>10P Altercation/Confrontation - An act of verbal or physical aggression that does not result in injury.</td>
<td>1</td>
<td>PK-3</td>
<td>3</td>
</tr>
<tr>
<td>10Z Other</td>
<td>1</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td><strong>Rule 11 - Tobacco/Electronic Cigarette:</strong> A student may not possess or use tobacco products or electronic cigarettes on school grounds, on school buses, at bus stop or any school-sponsored activity. ***All items, including the e-cigarette materials, will be confiscated and not returned to the student.</td>
<td>2</td>
<td>PK-12*</td>
<td>3</td>
</tr>
<tr>
<td>11A Tobacco</td>
<td>2</td>
<td>PK-12*</td>
<td>3</td>
</tr>
<tr>
<td>11B Electronic Cigarette***</td>
<td>2</td>
<td>PK-12*</td>
<td>3</td>
</tr>
<tr>
<td><strong>Rule 12 - Threatening:</strong> A student will not threaten to strike, attack or harm another student, staff member, or any other person.</td>
<td></td>
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</tr>
<tr>
<td>12A Staff - Threatening to strike, attack, or harm any staff member.</td>
<td>3</td>
<td>PK-3*</td>
<td>7</td>
</tr>
<tr>
<td>12B Student - Threatening to strike, attack or harm any student.</td>
<td>2</td>
<td>PK-5*</td>
<td>7</td>
</tr>
<tr>
<td>12Z Other</td>
<td>2</td>
<td>PK-5*</td>
<td>7</td>
</tr>
<tr>
<td><strong>Rule 13 - Fighting:</strong> Exchanging mutual physical contact between students by pushing, shoving, hitting, kicking with or without injury. Exceptions may result when the evidence clearly supports that one student acted solely in self defense and was without fault in provoking the fight. Note: A third fighting offense (high school or middle school student) within a rolling 12 month period will carry a penalty of long term suspension or expulsion.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>13A Serious Injuries</td>
<td>2</td>
<td>PK-2*</td>
<td>7</td>
</tr>
<tr>
<td>13B Minor Injuries</td>
<td>2</td>
<td>PK-2*</td>
<td>7</td>
</tr>
<tr>
<td>13C Without Injuries</td>
<td>2</td>
<td>PK-2*</td>
<td>7</td>
</tr>
</tbody>
</table>

*** Items will be confiscated and not returned

**Level 1** Conference   **Level 2** Intervention   **Level 3** Suspension (1-5 school days)*   **Level 4** Suspension (6-10 school days)
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<tr>
<td>Rule 14 - Trespassing: A student will not enter any school property or school facility without proper authorization (includes entering any school during a period of suspension.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Trespassing</td>
<td>1</td>
<td>PK-12*</td>
<td>4</td>
</tr>
<tr>
<td>Rule 15 - Reckless Vehicle Use: A student who operates any motorized or self-propelled vehicle on school grounds will do so in a manner that is not a threat to health or safety, or a disruption to the educational process.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Reckless Vehicle Use</td>
<td>3</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>Rule 16 - Vandalism: A student will not willfully or maliciously damage or destroy property belonging to another, including school or private property. A student or parent/guardian will be held financially responsible, as allowed by Virginia law.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16A Writing on Walls, Mirrors or Desks</td>
<td>1</td>
<td>PK-12*</td>
<td>5</td>
</tr>
<tr>
<td>16B Damage Another’s Property</td>
<td>1</td>
<td>PK-12*</td>
<td>5</td>
</tr>
<tr>
<td>16C Graffiti - Willful or malicious defacing of public or private property.</td>
<td>1</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>16D Animal Abuse - Willful or malicious abuse of animals in the school environment.</td>
<td>1</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>16E Destruction of Equipment - Willful or malicious tampering with any School Board equipment, including networks, hardware, software, or any other school equipment.</td>
<td>1</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>16Z Other</td>
<td>1</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>Rule 17 - Gambling: A student will not play games of skill or chance for money or property.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17 Gambling</td>
<td>1</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>Rule 18 - Theft: A student will not steal property belonging to another student or staff member as well as remove property from a locker other than the one assigned. A student will not possess stolen property.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18A School Property - Unlawfully taking and/or carrying away property belonging to Newport News Public Schools</td>
<td>2</td>
<td>PK-5*</td>
<td>4</td>
</tr>
<tr>
<td>18B Staff Property - Unlawfully taking and/or carrying away property belonging to a staff member.</td>
<td>2</td>
<td>PK-5*</td>
<td>4</td>
</tr>
<tr>
<td>18C Student Property - Unlawfully taking and/or carrying away property belonging to another student.</td>
<td>2</td>
<td>PK-5*</td>
<td>4</td>
</tr>
<tr>
<td>18D From Locker - Removing any property from a locker other than the one assigned.</td>
<td>2</td>
<td>PK-5*</td>
<td>4</td>
</tr>
<tr>
<td>18E Possession Stolen Property - Having in one’s possession property obtained without the permission of the owner.</td>
<td>2</td>
<td>PK-5*</td>
<td>7</td>
</tr>
<tr>
<td>18Z Other</td>
<td>2</td>
<td>PK-5*</td>
<td>7</td>
</tr>
<tr>
<td>Rule 19 - Sexual Offenses: A student will not engage in any form of sexual behavior.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19A Offensive Touching - Inappropriate fondling; placing of hands on another person’s private parts.</td>
<td>2</td>
<td>PK-3*</td>
<td>7</td>
</tr>
</tbody>
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<tr>
<td>19B Sexual Harassment - Verbal, physical, written or electronically transmitted abuse of a sexual nature.</td>
<td>2</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>19C Consensual Sex - Sexual activity involving willing participants.</td>
<td>5</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>19D Indecent Exposure - Intentional exposure of private parts of one's body (including &quot;mooning&quot;). (For PK-3 students, refer to Rule 9B)</td>
<td>2</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>19E Rape or Attempted Rape - Unlawful sexual intercourse or attempted sexual intercourse by force, threat or fear.</td>
<td>6</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>19Z Other</td>
<td>2</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td><strong>RULE 20 - INITIATING A RIOT:</strong> A student will neither create nor attempt to create a public disturbance involving violence, confusion, or disorder in the school or on school grounds.</td>
<td></td>
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</tr>
<tr>
<td>20A Attempted - Attempting to create a public disturbance involving violence, confusion, or disorder in the school or on school grounds.</td>
<td>4</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>20B Actual - Creating a public disturbance involving violence, confusion, or disorder in the school or on school grounds.</td>
<td>6</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>20Z Other</td>
<td>4</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td><strong>RULE 21 - BURGLARY:</strong> A student will not break into School Board property for the purpose of stealing.</td>
<td></td>
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</tr>
<tr>
<td>21A Attempted</td>
<td>5</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>21B Actual</td>
<td>5</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>21Z Other</td>
<td>5</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td><strong>RULE 22 - ROBBERY:</strong> A student will not take another person's property by force or violence.</td>
<td></td>
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</tr>
<tr>
<td>22A Attempted</td>
<td>5</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>22B Actual</td>
<td>5</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>22Z Other</td>
<td>5</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td><strong>RULE 23 - EXTORTION:</strong> A student will not take or threaten to take the property of others through intimidation.</td>
<td></td>
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</tr>
<tr>
<td>23A Attempted</td>
<td>5</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>23B Actual</td>
<td>5</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>23Z Other</td>
<td>5</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td><strong>RULE 24 - FALSE ALARM:</strong> Calling 911, or signaling or setting off an automatic signal, falsely indicating the presence of a fire or an emergency, is prohibited. This includes making statements that such an emergency exists in the school.</td>
<td></td>
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</tr>
<tr>
<td>24A False Alarm</td>
<td>4</td>
<td>PK-3*</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>4-12</td>
</tr>
<tr>
<td><strong>RULE 25 - ARSON:</strong> A student will neither set fire nor attempt to set fire to school property.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25A Arson</td>
<td>6</td>
<td>PK-12*</td>
<td>7</td>
</tr>
</tbody>
</table>

**Level 1 Conference**  **Level 2 Intervention**  **Level 3 Suspension (1-5 school days)**  **Level 4 Suspension (6-10 school days)**  **Level 5 Suspension (10 school days w/ contract)**  **Level 6 Long Term Suspension (11 school days - 45 school days)**  **Level 7 Expulsion (365 days)**

27
### Rule/Violation

<table>
<thead>
<tr>
<th>Rule 26 - Alcohol and Other Drugs: Except as permitted under Rule 3 (Medications), a student will not use, purchase, sell, distribute, be under the influence of or possess any kind of alcoholic beverage or any kind of controlled substance as defined by state law. This prohibition includes, but is not limited to: marijuana, anabolic steroids, substances that look like drugs, imitation controlled substances, controlled medication (i.e. pills, etc.) and drug paraphernalia. Regarding expulsion for alcohol, marijuana and controlled medication possession offenses, the School Board authorizes the Superintendent or designee to conduct a review of cases to determine whether a disciplinary action other than expulsion is appropriate and implement that decision in accordance with regulations for first time infractions approved by the School Board. (See page 38 in the handbook for regulations regarding first time infractions.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule 26A Alcohol Use or Under Influence - Drinking any alcoholic beverages in school, on school grounds, to and from school, on school bus, or at any school function, or coming to school or school activities after consumption.</td>
</tr>
<tr>
<td>Minimum Sanction Level</td>
</tr>
<tr>
<td>3</td>
</tr>
<tr>
<td>Rule 26B Alcohol Possession - Possessing any alcoholic beverages in school, on school grounds, to and from school, on school bus, or at any school function.</td>
</tr>
<tr>
<td>7</td>
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<tr>
<td>Rule 26C Alcohol Sale or Distribution - Distributing or attempting to distribute any alcoholic beverage while under the jurisdiction of school authority.</td>
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</tr>
<tr>
<td>Rule 26D Drugs Use or Under Influence - Using any narcotic, illegal or controlled drug, anabolic steroid or any illegal substance in school, on school grounds, to and from school, on school bus, or at any school function, or coming to school or school activities after consumption.</td>
</tr>
<tr>
<td>3</td>
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<tr>
<td>Rule 26E Drugs Possession - Possessing or attempting to possess any illegal or controlled substance or any action that contributes to the possession of any illegal or controlled substance or medication.</td>
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</tr>
<tr>
<td>Rule 26F Drug Paraphernalia - Possessing, distributing, or using any drug related paraphernalia.</td>
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</tr>
<tr>
<td>Rule 26G Inhalants - Possessing, distributing, or inhaling any substance/product (off the shelf, controlled, or illegal) or substance causing mind altering effects. In accordance with the procedures developed by the Health Services Department, a student with a diagnosis of asthma may be allowed to possess and self-administer inhaled asthma medications during the school day, at school sponsored activities, or while on a school bus or other school property.</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>Rule 26H Drugs Sale or Distribution - Distributing, selling or purchasing any illegal or controlled substance; attempting to sell, distribute, or purchase any illegal or controlled substance; or any actions that contribute to the possession of any illegal controlled substance or pill. Possession of large quantities of any illegal or controlled substance shall be enforced under this subsection.</td>
</tr>
<tr>
<td>7</td>
</tr>
<tr>
<td>Rule 26I Look Alike Drugs - Distributing, selling, or purchasing any look-a-like substance, attempting to sell, distribute or purchase any look-a-like substance, or any action that contributes to the possession of any look-a-like substance.</td>
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<tr>
<td>3</td>
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<tr>
<td>Rule 26Z Other</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

* PK-3: State law prohibits, except for drug offenses, firearm offenses, and certain criminal acts, students in preschool through grade three from being suspended for more than three school days or expelled from attendance at school unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the local school board or the division superintendent or his designee finds that aggravating circumstances exist, as defined by the Department of Education.

28
<table>
<thead>
<tr>
<th>Rule/Violation</th>
<th>Minimum Sanction Level</th>
<th>Grade Level</th>
<th>Maximum Sanction Level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rule 27 - Assault and Battery:</strong> A student will not unlawfully threaten seize or strike <strong>OR</strong> use any physical force or violence against another person (student, staff member, or any other person). This includes tearing another person’s clothes.</td>
<td></td>
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</tr>
<tr>
<td>27A Student - Unlawful threatening or beating; any physical force or violence against another student, to include tearing clothes or threatening to seize or strike another student.</td>
<td>6</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>27B Staff - Unlawful threatening or beating; any physical force or violence against a staff member, to include tearing clothes or threatening to seize or strike a staff member.</td>
<td>6</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>27Z Other</td>
<td>6</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td><strong>Rule 28 - Stalking:</strong> Conduct occurring on more than one occasion and directed at another person, that places that other person in reasonable fear of death, criminal sexual assault, or bodily injury.</td>
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</tr>
<tr>
<td>28A Stalking</td>
<td>2</td>
<td>PK-5*</td>
<td>7</td>
</tr>
<tr>
<td>28B Student - Unlawful threatening or beating; any physical force or violence against a student, to include tearing clothes or threatening to seize or strike a student.</td>
<td>3</td>
<td>PK-5*</td>
<td>7</td>
</tr>
<tr>
<td><strong>Rule 29 - Dangerous Instruments/Objects:</strong> A student will not possess, handle, transport, or use any weapon, dangerous object, or object that can be reasonably considered a weapon or substance that could cause harm or irritation to another individual. (This rule does not apply to normal school supplies unless they are used as weapons.) <strong>Note:</strong> The level of consequence received by the student will be based on the severity of the incident (i.e. possessing, displaying, transporting, handling, or using).</td>
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<tr>
<td>29A Bomb or Bomb Threat - Any device brought to the school that contains combustible material or making statements that such a device exists in school or on school property.</td>
<td>5</td>
<td>PK-3*</td>
<td>7</td>
</tr>
<tr>
<td>29B Explosive*** - Any device containing combustible material and a fuse.</td>
<td>6</td>
<td>PK-3*</td>
<td>7</td>
</tr>
<tr>
<td>29C Knife*** - Possession of any size or shape of knife (blade 3 inches or longer), or other sharp devices.</td>
<td>3</td>
<td>PK-3*</td>
<td>7</td>
</tr>
<tr>
<td>29D Toy Knife*** - Possession of any size or shape toy knife.</td>
<td>6</td>
<td>PK-3*</td>
<td>7</td>
</tr>
<tr>
<td>29E Razor Blade/Box Cutter*** - Possession of razor blade, box cutter, knife (blade less than 3 inches) or similar device for cutting.</td>
<td>3</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>29F Ammunition*** - Possession of any bullet(s) or any objects that could be considered to be ammunition or resemble live ammunition.</td>
<td>3</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>29G Fireworks, Small Explosives*** - Possession of fire crackers or any small explosive device, including caps, stink bombs and snapper pops.</td>
<td>2</td>
<td>PK-3*</td>
<td>7</td>
</tr>
<tr>
<td>29H Matches and Lighters*** - Possession of lighters or matches.</td>
<td>3</td>
<td>PK-3*</td>
<td>7</td>
</tr>
<tr>
<td>29I Anti-Personnel Spray*** - Possession of chemical (such as Mace) or pepper sprays.</td>
<td>3</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>29J Possession of Pneumatic Guns*** - A gun that is air powered to include a BB gun, paint ball gun or pellet gun.</td>
<td>7</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>29K Possession of Look Alike Gun*** - An instrument or device that resembles or looks like a pistol, revolver, or any type of weapon not capable of propelling a missile - may include but not be limited to a cap pistol, water pistol, toy gun or any look-a-like gun.</td>
<td>2</td>
<td>PK-5*</td>
<td>7</td>
</tr>
</tbody>
</table>

*** Items will be confiscated and not returned

**Level 1 Conference**  **Level 2 Intervention**  **Level 3 Suspension (1-5 school days)**  **Level 4 Suspension (6-10 school days)**  **Level 5 Suspension (10 school days w/ contract)**  **Level 6 Long Term Suspension (11 school days - 45 school days)**  **Level 7 Expulsion (365 days)**
### Rule/Violation

<table>
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<tr>
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<tr>
<td>29Z Other</td>
<td>2</td>
<td>PK-5*</td>
<td>7</td>
</tr>
<tr>
<td>29Z Other</td>
<td>3</td>
<td>6-12</td>
<td>7</td>
</tr>
<tr>
<td><strong>Rule 30 - Firearms:</strong> A student will not possess any firearm (operable or inoperable, loaded or unloaded) that will, or is designed or may readily be converted to expel, single or multiple projectiles by the action of an explosion of a combustible material, the frame or receiver of any such weapon or a firearm muffler or firearm silencer. This includes, but is not limited to: handgun or pistol, rifle/shotgun, zip or starter gun. Regarding expulsion for firearms, the School Board authorizes the Superintendent or designee to conduct a review of cases to determine whether a disciplinary action other than expulsion is appropriate. The School Board may decide not to expel a student if special circumstances exist.</td>
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<tr>
<td>30A Possession of Firearm*** - Possession of any firearm (operable or inoperable, loaded or unloaded). This includes, but is not limited to: handgun or pistol, rifle/shotgun, zip or starter gun.</td>
<td></td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td><strong>Rule 31 - Serious or Repeated Violations:</strong> Serious or repeated violations of one or more rule(s), within a rolling 12 month period, require a need for strong parent-administrator communication, coordination, consideration of outside assistance, and will result in suspension, and/or possible expulsion.</td>
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<tr>
<td>31A Serious or Repeated Violations</td>
<td>5</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td><strong>Rule 32 - Endangerment:</strong> A student will not be involved in or be responsible for creating a situation that will endanger the safety of self or place others in jeopardy or at risk. This may include bringing dangerous devices onto school property or to school sponsored activities.</td>
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<tr>
<td>32A Endangerment</td>
<td>5</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td><strong>Rule 33 - Electronic (Information Systems) Technologies:</strong> Access to electronic technology resources is a privilege, not a right, and each student is accountable for appropriately using them. Violations include but are not limited to: Accessing files or using a computer or network resources, unauthorized use of or revealing a password other than your own, loading unauthorized software on a computer or network resource, violating the terms of the Internet Acceptable Use Policy, intentionally introducing viruses or other destructive/denial of service programs to computer or network resources, intentionally altering standard configurations settings without authorization, and/or intentionally altering or damaging files that are not yours.</td>
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<tr>
<td>33A Accessing Files/Computers without Permission - Accessing files or using a computer or network resources.</td>
<td>1</td>
<td>PK-12*</td>
<td>3</td>
</tr>
<tr>
<td>33B Unauthorized Use of Password - Unauthorized use of or revealing a password other than your own.</td>
<td>1</td>
<td>PK-12*</td>
<td>3</td>
</tr>
<tr>
<td>33C Loading Unauthorized Software - Loading unauthorized software on computer or network resource.</td>
<td>1</td>
<td>PK-12*</td>
<td>3</td>
</tr>
<tr>
<td>33D Violating Internet Acceptable Use Policy</td>
<td>3</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>33E Intentionally Introducing Viruses - Intentionally introducing viruses or other destructive/denial of service programs to computer or network resources.</td>
<td>3</td>
<td>PK-12*</td>
<td>7</td>
</tr>
</tbody>
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**Items will be confiscated and not returned**

* PK-3: State law prohibits, except for drug offenses, firearm offenses, and certain criminal acts, students in preschool through grade three from being suspended for more than three school days or expelled from attendance at school unless (i) the offense involves physical harm or credible threat of physical harm to others or (ii) the local school board or the division superintendent or his designee finds that aggravating circumstances exist, as defined by the Department of Education.
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</thead>
<tbody>
<tr>
<td>33F Intentionally Altering Configuration Settings</td>
<td>3</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>33G Intentionally Altering or Damaging Files</td>
<td>3</td>
<td>PK-12*</td>
<td>7</td>
</tr>
<tr>
<td>33Z Other</td>
<td>1</td>
<td>PK-12*</td>
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Rule 34 - Bullying/Cyberbullying

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<tr>
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<th>Grade Level</th>
<th>Maximum Sanction Level</th>
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<tbody>
<tr>
<td>34A Bullying</td>
<td>2</td>
<td>PK-5*</td>
<td>6</td>
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<td></td>
<td>3</td>
<td>6-12</td>
<td>7</td>
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<tr>
<td>34B Cyberbullying</td>
<td>2</td>
<td>PK-5*</td>
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<td>6-12</td>
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<tr>
<td>34Z Other</td>
<td>2</td>
<td>PK-5*</td>
<td>6</td>
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<td>3</td>
<td>6-12</td>
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Rule 35 - Hazing: A student will not recklessly or intentionally endanger the psychological or physical 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 team, club, organization, association, fraternity, sorority, gang, or student body, regardless of whether the student or students so endangered or injured participated voluntarily in the activity.

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<tr>
<td>35A Hazing</td>
<td>3</td>
<td>PK-12</td>
<td>7</td>
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</tbody>
</table>

Level 1 Conference  Level 2 Intervention  Level 3 Suspension (1-5 school days)*  Level 4 Suspension (6-10 school days)  Level 5 Suspension (10 school days w/ contract)  Level 6 Long Term Suspension (11 school days - 45 school days)  Level 7 Expulsion (365 days)
Good Behavior Policy

OVERVIEW
The Good Behavior Policy will make it possible for students to request that their infraction(s), including suspensions, be expunged from their disciplinary record. The process will provide a mechanism for restoring students who have demonstrated improved behavior and a commitment to promoting a positive school culture.

BENEFITS
- Students, who understand that they may have the opportunity to have the information removed, provided that they continue to demonstrate good behavior, will be less likely to violate expectations for student behavior.
- Promotes citizenship and the development of positive relationships between students, staff and the community.

GUIDELINES
- Active students may submit a written request for good behavior consideration by the end of the 3rd marking period of the student's junior year.
- Only incidents that occurred in a NNPS high school in grades 9-11 may be considered.
- Only one request may be submitted within a given review period.
- All Good Behavior requests will be reviewed by a panel of current teachers and staff members at the respective school. The panel will be made up of 3, 5 or 7 adults. The determination of the panel will be made at the school level, but is suggested to include the Assistant Principal of Operations and support staff, such as, the Student Assistance Counselor, School Resource Officer, Youth Development Lead, Security Officer, and/or teacher.
- No more than 3 total offenses will be considered for removal under the Good Behavior Policy.
- Every student will receive a written response regarding their request indicating if it is approved or denied.
- If a student, whose request has been approved, has a subsequent infraction (s), his/her record will reflect the details of the violations. No subsequent request for removal will be considered.
- The decision is final. There is no appeal process.

Please contact your high school for specific details.
Due Process Procedures

Due Process Procedures for Level 1 and Level 2 Actions
When a student is subject to discipline for incidents which do not include the potential sanction of suspension or expulsion basic due process is involved: the student will be advised of the reason(s) for potential discipline and given an opportunity to explain their side of the incident. If the initial investigation requires it, the school official making the determination about discipline will perform additional investigation to ascertain the facts of the incident in question. The school official will then inform the student of the discipline measures, if any, to be imposed. The determination of the school official will be final and not appealable.

Due Process Procedures for Level 3 through Level 7 Actions
When a student is sent to the principal or designee for any disciplinary action or conference concerning an incident, the steps listed below must be followed. These guidelines for disciplinary action constitute a hearing for the student and represent the due process procedures that are required.

The Principal or Designee:
- Advises the student of the charge(s).
- Advises the student of the facts on which the charge(s) are based.
- Gives the student an opportunity to respond to the charge(s) and to provide his/her version. The student is asked to give a written or verbal statement concerning the incident.
- Provides written verification of the proposed disciplinary action (including a written statement of appeal procedures) to the Parent.
- Makes every effort to notify the student’s Parent by telephone, if action is going to be taken immediately to suspend the student based on the guidelines in this Handbook.
- Provides written notification of the action taken to the Youth Development Department (Long Term Suspension or Expulsion Packet).

Whenever the due process procedures provide that a principal may act on a discipline matter, the principal’s designee may also act on such matter. If a designee makes a discipline decision, and these procedures mandate that an appeal is to be considered by the principal, the appeal may proceed to the next step if the principal is not available to consider the appeal.

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disruption may be removed from school immediately. The notice of the charges, explanation of facts and opportunity to present his/her version of what occurred, shall be provided as soon as practical thereafter.

If an applicable deadline for taking an action pursuant to this Handbook expires on a weekend or a day which is not an Administrative Working Day, the deadline will be extended to the next Administrative Working Day.

If an applicable deadline for taking action pursuant to this Handbook refers to “school days” and the period will expire after the school year closes, the applicable number of days will use Administrative Working Days rather than school days.

When a student reaches the age of 18, or is emancipated according to law, the student will be provided all notices and written information as required by this Handbook; the student will make all decisions (such as appeals) required or permitted to be made by this Handbook. If the student so directs, Parents will continue to receive notices and perform acts permitted or required by this Handbook.
Short Term Suspension (Level 3 through Level 5 Actions)
A short-term suspension is a suspension of 10 school days or less. The principal or designee has the authority to make a determination, based on an investigation, that a student has violated a rule that may require a suspension of 10 days or less. If the Parent desires to appeal an out of school short-term suspension, he/she should follow the procedures set out below.

Written Request for Appeal
- If the student is suspended by a principal’s designee, the appeal is to the building principal. The Parent must request in writing a review of the suspension decision within three (3) school days (the beginning suspension day starts the appeal counting) or the decision becomes final.
- The principal will review the incident and within three (3) school days after receipt of the written request notify the Parent of the decision. A letter stating the decision will be mailed to the Parent.
- If the Parent requests an appeal of the principal’s decision to suspend a student, the written request must be submitted within three (3) school days of the principal’s decision or the decision becomes final. A letter of appeal may be filed with the Elementary School Leadership Department (PK-5) or Secondary School Leadership Department (6-12).
- Within three (3) school days after receipt of the notice of appeal, the Executive Director of Elementary or Secondary School Leadership/designee will review the actions taken by the principal/designee, and confirm or disapprove such action based on the examination of the record of the student’s behavior. The decision of the division Superintendent/designee shall be final.

Long Term Suspension Or Expulsion (Level 6 or Level 7 Actions)
A long-term suspension is a suspension of 11 to 45 school days. An expulsion is an exclusion of 365 calendar days. Following an investigation, the principal has the authority to recommend long-term suspension or expulsion if a student has violated a rule that requires long-term suspension or expulsion. The principal notifies the student and Parent that the student will be recommended for long-term suspension or expulsion. The principal will suspend the student for 10 days with a recommendation for long-term suspension or expulsion and forward to the Youth Development Department.

- The student and Parent will be advised by the principal that an administrative interview by the Chief of Staff or designee will be conducted regarding the incident and that a hearing before the School Board Review Committee will be conducted, if necessary.
- The Chief of Staff or designee will attempt to contact all parties involved in the incident.
- The Chief of Staff or designee will assess the situation and may conduct any additional investigation.
- The Chief of Staff or designee has authority to handle the incident if it is a long-term suspension recommendation without a School Board Review Committee hearing if the Parent waives in writing the right to a hearing before the School Board Review Committee.
- The Parent may decline to accept a decision by the Chief of Staff/designee for long term suspension and request a hearing before the School Board Review Committee. The Chief of Staff or designee will schedule the case on the School Board Review Committee agenda.
- A student who has been long-term suspended or expelled may be permitted to attend an alternative education program provided by the school division.
- All recommendations for expulsion may be considered by the School Board Review Committee.
- Every effort is made to conduct the hearings for long-term suspension or expulsion cases within ten (10) school days after the initial 10 school day suspension; however, there are occasions when this is not possible.
- All recommendations for long-term suspension or expulsion are reviewed by the Chief of Staff or designee before being presented to the School Board Review Committee.
Due Process Procedures (continued)

- If the Parent fails to show up for 2 or more scheduled preliminary hearing meetings with the Chief of Staff or designee to discuss the long term suspension or expulsion recommendation before being presented to the School Board Review Committee, the matter will be presented to the School Board Review Committee for resolution in the Parent’s absence. The Parent will receive written notification of the School Board Review Committee’s decision within seven (7) school days following the hearing.

School Board Review Committee Hearing
- The School Board Review Committee is a "committee of the school board” and is composed of three School Board members.
- The function of this committee is to act upon a principal’s recommendation for long-term suspension, if appealed, or expulsion.
- Parents of students charged with violations are notified of the hearing date and asked to confirm that they can attend the hearing; if they do not confirm, the hearing may or may not be conducted. The Parent may request one postponement of the hearing date. The principal of the school of record is expected to be present at the hearing, as is any school staff whose attendance is requested.
- Hearings of the School Board Review Committee are formal and important steps in the disciplinary process. In order to protect the privacy of the students involved, the hearings are normally closed. Parents may bring an attorney or other representative into a closed hearing and may bring others to speak in support of the student. Parents may request that a hearing be open. An open hearing means that anyone may attend. Even when a hearing is declared open, however, the committee will deliberate in closed session. The final determination of whether a hearing is open or closed will rest with the chairman of the committee. The Committee will conform to the requirements for open and closed sessions of public bodies as mandated by the Virginia Freedom of Information Act (the “VFOIA”).
- Individuals participating in the hearing are subject to a security check. Admittance may be denied any person refusing to adhere with the Committee Chairman’s directions regarding security, conduct, or general operating procedures of the hearing committee. No recording (audio or video), filming, or photography is permitted during School Board Review Committee hearing by parties other than the Committee.

The Hearing Procedure is as follows:
- The Committee Chairman conducts the hearing. The Chairman opens the hearing and determines whether the hearing will be open or closed.
- If required, the Committee votes to enter into a closed session in accordance with the VFOIA.
- The Committee Chairman ensures that all present are introduced. Persons who will be called to testify will be sworn in.
- The facts of the incident are presented to the Committee, including the presentation of materials and documentation. The Committee may rely on written statements and other evidence but may in its discretion ask for testimony of school division personnel or other witnesses.
- After the school division’s evidence is presented, the Committee Chairman calls upon the student to present the student's testimony to the Committee. (The student has the right to decline to testify or answer questions.) Parents and others present on behalf of the student may testify before the Committee. Letters of support may be submitted for the Committee's consideration. At any point during the hearing, committee members may ask questions of those testifying. The student's school records are reviewed by the Committee and questions may be asked regarding student attendance, achievement, discipline history, or any other matter related to the history of the student. The student’s or parent’s attorney or their representatives are permitted by the Chairman to ask questions through the Chairman.
- The Committee Chairman will close the hearing. Student, Parent, school representatives, witnesses, and any others present will be asked to leave the room. The School Board Review Committee and its staff will remain to reach a decision on the disposition of the matter.
- The Committee will decide whether to uphold the recommendation of the principal either in whole or in part or deny it entirely. A majority vote of the committee in open session is necessary for action.
- Minutes will be kept of all School Board Review Committee sessions, and copies of the minutes will be made available to Parents on request.
The Parents (and legal counsel, if applicable) will receive written notification of the Committee's decision within seven (7) school days following the hearing.

**Appeal to the School Board (Non-Unanimous Decisions Only)**
A Parent may appeal the decision of the School Board Review Committee to the full School Board if that Committee's decision was not unanimous.

Appeals must be in writing and must be received by the Chief of Staff/designee within seven (7) days of written receipt of the decision of the School Board Review Committee. Notification date is listed on the School Board Review Committee letter. The appeal letter shall state the specific item of the School Board Review Committee's decision that is being appealed. The Board considers the final appeal in the disciplinary process.

**In response to appeals of the decision of the School Board Review Committee, the Board:**
- Considers the record of the matter appealed within thirty (30) days of any appeal.
- Within 7 school days after the School Board meeting, will provide a written report of its action to the principal, Parent, legal counsel, if any, and student.

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**Suspension and Expulsion Of Students With Disabilities**

**Short-Term Suspension**
A short-term suspension is not considered a change of placement for a student with disabilities in a special education program. In the case of short-term suspensions, a student with disabilities is subject to normal disciplinary procedures whether or not the misconduct may have been manifestation of the student's disabling condition.

If a student with disabilities' short-term suspensions total more than 10 days when added together in a given school year, a Manifestation Determination Committee (MDC) will convene to review all current relevant information to determine whether or not the misconduct was a manifestation of the student's disability.

Pending the results of a manifestation decision, the student with disabilities may receive a short-term suspension. If the committee determines the student with disabilities misconduct was a manifestation of the student's disabling condition, a short-term suspension will not be imposed and the student may return to school.

If the MDC finds the student's misconduct was not caused by the disabling condition, the student with disabilities may receive a short-term suspension and be disciplined as if not disabled. During the course of a short-term suspension, students with disabilities will continue to be provided with a free appropriate public education, including access to the general curriculum.

**Long-Term Suspension and Expulsions**
When a student with disabilities in a special education program is being recommended for a long-term suspension (more than ten days) or expulsion, a determination must be made as to whether or not the misconduct was a manifestation of a student's disabling condition. This determination is made by an MDC within 10 days of the decision to suspend. The committee will review current, relevant information when making its determination. Pending the results of the manifestation decision, the student with disabilities may receive a short-term suspension. If the committee determines the student with disabilities' misconduct was a manifestation of the disabling condition, the long-term suspension or expulsion will not be imposed and the student may return to school.

If the MDC determines the misconduct was not a manifestation of the student's disability, further discipline may be considered by school officials in the same manner and for the same duration as for non-disabled students. However, special education services must be provided during the period of suspension and/or expulsion so as to enable the student to continue to participate in the general education curriculum and to progress toward meeting his or her IEP goals.
Due Process Procedures (continued)

Dangerous Students with Disabilities
During the process of manifestation determination, a student who is dangerous to himself or herself or to others in the school may receive a more restrictive setting through revision of the IEP with signed approval from the Parent. If the Parent disagrees with the more restrictive placement, the school may use normal disciplinary measures for a student who exhibits dangerous behaviors to include, for example, time-outs or suspension of up to 10 school days, or the school division may also order a change of placement to an alternative educational setting for up to 45 days for certain offenses involving weapons or drugs.

Suspension and/or expulsion of students with disabilities will be in compliance with state regulations and federal law.

Exclusion of Certain Expelled or Suspended Students
The Code permits the School Board to adopt regulations for the exclusion of certain students from attendance at NNPS schools. The School Board’s exclusion procedures are the following:

A student may be excluded after:
- Written notice to the student and Parent that the student may be subject to exclusion, including the reasons therefore, and notice of the opportunity for the student or Parent to participate in a hearing to be conducted by the Chief of Staff or designee regarding such exclusion; and a hearing has been conducted by the Chief of Staff or designee, and a decision has been rendered to exclude the student.

Initial decision final unless appealed:
- The decision of the Chief of Staff or designee will be final unless altered by the School Board.
- A student or Parent wishing to appeal an exclusion decision will file a written request for such review within three (3) days after receipt of the decision.
- The School Board will consider the written request in a closed meeting at a regular or special meeting held within thirty (30) days after the request for review. The School Board will base its decision solely on the record of the matter and may alter the decision of the Chief of Staff/designee. The School Board will provide its written decision on the appeal within seven (7) days after the meeting of the Board.

Applicable state law requirements:
- The Chief of Staff/designee or the School Board, as appropriate, will establish the length of exclusion periods.
- In the case of a suspension for more than thirty (30) days, the term of the exclusion may not exceed the duration of such suspension.
- When excluding an expelled student from attendance, the School Board and the Chief of Staff/designee may accept or waive any or all of the conditions for readmission imposed upon such student by the expelling school board. Neither the School Board nor the Chief of Staff or designee may impose additional conditions for re-admission to school.

Petition for admission:
- Upon expiration of the exclusion period for an expulsion or withdrawal of admission, the student may follow the readmission procedures set forth below.

Attendance at an alternative education program:
- Either the Chief of Staff/designee, the School Board Review Committee or the School Board may permit excluded students to attend an alternative education program provided by the School Board for the period of the exclusion.
Readmission of Expelled Students

In accordance with the Code, the School Board establishes the following procedure governing the readmission of expelled students to the regular school program:

- The School Board designates the Superintendent or designee to consider the petitions for readmission.
- If possible, no later than one month prior to the expiration of an expulsion period, the Parent of an expelled student may submit a petition seeking the readmission of such student to the regular school program. The goal of the process will be to consider the petition, render a decision, and permit the student to resume regular school attendance one calendar year from the date of the student's expulsion. If a petition is received within the last two calendar weeks of an expulsion period, there will be no assurance or commitment that the student may be granted readmission at the expiration of the expulsion term. The petition shall include information or documentation relating to the conditions endorsed for readmission of the student, if any, and any other information or documentation deemed relevant by the Parent.
- The Superintendent or designee will consider the petition and may conduct a face-to-face meeting if, within the sole discretion of the Superintendent or designee, such a meeting is necessary to arrive at a proper decision regarding the student's readmission to the regular school program.
- The Superintendent or designee will issue a written decision concerning the student's readmission.
- If the decision is to permit readmission, the decision will be mailed or delivered to the Parent of the student and will include directions guiding the student's readmission into the regular school program.
- If the decision is that readmission will be denied, the written decision will include the reasons for such conclusion and conditions which would permit readmission at a specified future date. The written decision will be mailed or delivered to the Parent and will include notice that the Parent may appeal the denial of readmission.
- Within seven (7) school days after a Parent received a decision denying readmission of an expelled student, the Parent may deliver an appeal of that decision to the person who rendered that decision. The appeal must be in writing and must specify the reasons why the decision is incorrect and should be corrected or modified.
- Within seven (7) school days after decision-maker's receipt of a denial of readmission appeal, the School Board Review Committee will consider the written record of the appeal and render a written decision on the appeal. The decision may be to uphold the initial decision or modify or overturn that decision. The decision will be mailed or delivered to the Parent of the expelled student.
- If the Parent is dissatisfied with the School Board Review Committee decision, such decision may be appealed and considered by the School Board using the same appeal procedure specified above; provided that the School Board will have thirty (30) calendar days within which to consider and decide the appeal.
Incidents Involving First Time Possession of Alcohol, Drugs or Controlled Medication

- Pursuant to the Code §22.1-277.08, the School Board authorizes the Chief of Staff or designee to evaluate incidents involving alleged first time infractions with alcohol, marijuana or controlled medication and assign student to an alternative education program where the student will be required to complete a drug intervention/prevention program under a long term suspension the length of which is determined by the Chief of Staff or designee. Students deemed eligible for “first time offense status” will not have had any previous marijuana, alcohol, or controlled medication infractions either in school, the community or the state of Virginia. Acceptance into the CAMP program is voluntary pending a signed written contract by student and Parent. Failure to complete the CAMP program requirements will result in a referral to an alternative education program to serve out a long-term suspension for the remainder of the 364 days. Decisions will be in writing and will specify the terms and conditions applicable to the long term suspension.

- The student and Parent will be advised that an administrative interview by the Supervisor of Youth Development will be conducted at the School Administration Building regarding the incident with an overview of the CAMP program. If the CAMP program is declined, the Parent may appeal the original expulsion recommendation before the School Board Review Committee for resolution. The Parent shall adhere to the expulsion Appeal procedures outlined in the preceding "Long Term Suspension or Expulsion" section of this Handbook.

- Appeals must be in writing and must be received by the Chief of Staff/designee within seven (7) school days of the administrative interview date. The appeal letter must state the specific reasons for the appeal. The Chief of Staff will then schedule a hearing before the School Board Review Committee.

- Appeals of non-unanimous School Board Review Committee decisions will follow the procedures applicable to Appeal to the School Board non-unanimous decisions of the School Board Review Committee.

**Intervention Program Selection Process**

- Principals will recommend expulsion on all marijuana, alcohol, and controlled medication infractions, forwarding the packets to the Chief of Staff/designee.

- Packets will be reviewed along with full history of discipline incidents in school records and the community charge database.

**Intervention Program Components**

- 8 days in length at an alternative site
- Student remains active on the zoned school data base and attendance data is conveyed for entry
- Zoned school provides academic work in core subjects
- Academic Assistance

- Intervention Programming may include: Risk Assessment for drug/alcohol addiction, drug testing, health effects of alcohol and marijuana use, DUI arrests and accidents involving alcohol drugs, criminal justice system and alcohol/drugs, resources for treatment, self assessment and facilitated discussions, program evaluation and reflective essay or other.

- Contract for re-entry and continued attendance at zoned school:
  Students assigned to the CAMP program are under a 364-day long-term suspension. They earn an opportunity for placement at a traditional (versus alternative) school based on the successful completion of the CAMP Program and:
  ◊ Community Service – 4 hours to be completed prior to re-entry to zoned school with a balance of 36 hours to be completed within a specified time frame.
  ◊ Participation in sessions with Student Assistance Counselor (High school students only)
  ◊ Agreement for random searches and/or drug screening and achieving two negative, consecutive urine screenings.
  ◊ No new discipline referrals resulting in an out of school suspension.

- Failure to follow the contract requirements will result in a referral to an alternative educational program for the remainder of the 364-day suspension period with the normal prohibition of participation in school activities.
Community Charges

The following categories of students may be required to attend alternative education programs:

- Any student charged with an offense relating to the Commonwealth of Virginia laws on weapons, alcohol or drugs, or intentional injury to another person, or with an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of the Code §16.1-260;

- Any student found guilty or not innocent of an offense relating to the Commonwealth's laws on weapons, alcohol, or drugs, or of a crime that resulted in or could have resulted in injury to others, or an offense that is required to be disclosed to the superintendent of the school division pursuant to subsection G of the Code §16.1-260.

For the purposes of this policy the term "charged" means a petition or warrant has been filed or is pending against a pupil.

The following procedures will apply:

- Upon notification by the court of a student being charged or found guilty of the criminal charges against him or her, the student may be placed in an alternative program for a length of time or upon of the receipt of the court's final disposition. The Parent and student may request in writing a review of an alternative placement within three (3) school days after receipt of notification of the placement. This written request for review is submitted to the Chief of Staff or designee. The placement will be final if no written request for review is filed.

- Within three (3) school days after receipt of the written request for review, the Chief of Staff or designee, will review the matter and/or conduct a hearing with the Parents and will confirm or disapprove the alternative placement.

- The decision of the Chief of Staff, or designee, shall be final unless the Parent files a written request for review within seven (7) days after receipt of such decision to the Superintendent. The written request must include specific reasons to support the request.

- Within five (5) school days after receipt of the written request for review, the Superintendent will review the matter and will confirm or disapprove the alternative placement.

- The decision of the Superintendent shall be final unless the Parent files a written request for review within seven (7) days after receipt of such decision to the School Board. The written request must include specific reasons to support the request.

- The School Board will consider the written request in a closed meeting at a regular or special meeting held within thirty (30) days after the request for review of the Superintendent's decision. The Superintendent will provide a written response that addresses the reasons in the written request for a review. The School Board will base its decision solely on the record of the matter and may alter the placement decision of the Superintendent. A written decision of the School Board will be provided to the Parent, legal counsel if any, and student within seven (7) days after the meetings of the Board.
Annual Notices & Forms
NEWPORT NEWS PUBLIC SCHOOLS
Student-Parent-School Partnership Form 2018-2019

Student Name: ____________________________________________ Student Number: __________________________

School: ________________________________________________ Student Date of Birth: ______________________

Please check each box to indicate agreement:

☐ I have reviewed and discussed the contents of the 2018-2019 Rights and Responsibilities Handbook provided to me by Newport News Public Schools with my child.

☐ I have reviewed the Parental Responsibility and Involvement Requirements and I will attend conferences and work diligently to resolve any student discipline problems with the school.

☐ I have received a copy of the Attendance Policy for Newport News Public Schools located within the 2018-2019 Rights and Responsibilities Handbook. Virginia State law requires a parent/student referral to Juvenile & Domestic Relations Court when students are truant from school, Code of Virginia § 22.1-258.

☐ I have reviewed the Annual Notice to Students/Parents Regarding Directory Information. I acknowledge that I or my child, if eligible, may opt out of the release of any and all NNPS directory information by notifying the building principal in writing by September 30 of each school year.

By signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school’s or school division’s policies or decisions.

Parent/Guardian Signature: ____________________________________________

Student Signature ____________________________________ Date __________________

This form must be returned to the school where it will be kept in the school’s office where the student’s educational record is filed.
ACCEPTABLE USE OF COMPUTING SYSTEMS BY STUDENTS

Newport News Public Schools provides a wide range of computing systems to students to promote educational excellence in schools by facilitating research, resource sharing, communications, creativity, and collaboration. The use of these computing systems shall be consistent with School Board Policy IJND – Technology Acceptable Use.

For the purposes of this document, “computing systems” refers to all electronic tools that have relevant uses for education, including but not limited to computing hardware, software, peripherals, networks, network resources, electronic files, and Internet access. All NNPS computing systems are the property of the division and are intended for conducting official school and/or division business only.

Acceptable use of NNPS computing systems by students is defined as use for educational purposes and in ways that adhere to the policies and procedures present in the division as well as to applicable state and Federal laws. Unacceptable use of NNPS computing systems includes but is not limited to harassment, solicitation, threatening, bullying, communicating obscenities, engaging in commerce, gambling, and accessing prohibited materials. Further comments about acceptable and unacceptable use are outlined in the bullet points below.

Computer and Internet Safety
❖ Students will be educated in safe and productive practices for using NNPS computing systems by their teacher or another appropriate employee. Students should exercise good judgment at all times when using the systems.

Communication and Content Privacy
❖ Any student communications that are made using NNPS computing systems carry no expectation of privacy.
❖ Authorized employees may review any student’s communications or any electronic content created by the student using NNPS computing systems for the purpose of monitoring adherence to acceptable use and do not need the student’s permission to do so.

Security
❖ Students shall only use their own division-provided accounts or specially-designated general-use accounts to access NNPS computing systems and shall not share their accounts with any other students.
❖ Students shall only access NNPS computing systems in ways or for purposes as specifically directed by authorized employees.

Copyright
❖ Any copyrighted materials accessed through NNPS computing systems remain copyrighted and may be subject to the Fair Use provisions of copyrighted law as they relate to education. Information concerning Fair Use can be found in each school library.

Undesirable Materials
❖ While students are accessing NNPS computing systems, the division will take all reasonable precautions to restrict students’ access to undesirable materials. However, students must also accept responsibility for avoiding access to such materials when possible.
❖ Students who gain access to undesirable materials via NNPS computing systems shall alert their teacher or another appropriate employee for reporting to the building administrator and/or Technology.

Software
❖ Only division approved software shall be loaded on NNPS computing systems. No software shall be downloaded from the Internet and/or installed on any NNPS computing system unless expressly arranged by Technology.

Social Networking Technologies
❖ Nothing in the aspect of, access to, or operation of social networking technologies (whether in the form of software, websites, hardware, or other technologies) shall exempt students from the same procedures and responsibilities established elsewhere in this document.
❖ Additionally, students shall take all reasonable care to protect their personal information while using social networking technologies.

Commercial Use
❖ Commercial use of NNPS computing systems by students is prohibited.

Personal Devices and the Division Network
❖ Following established guidelines, students may secure permission from their teacher or another authorized employee to connect their own personal devices to an NNPS network.
❖ The use of personal devices does not exempt students from following all the rules and procedures established in this document, in School Board policies, or in the Rights and Responsibilities Handbook.
❖ Students found to have used personal devices on an NNPS network for inappropriate purposes may have their privileges to use the network revoked, among other consequences.

Reporting
❖ If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of NNPS computing systems, he/she shall immediately report such information to the teacher or other school official.

Violations may result in a loss of access as well as other disciplinary or legal action.
Reference School Board Policy and Procedures IJND for the complete Technology Acceptable Use Policy.

The Parent/Legal Guardian may withdraw permission by providing written notice to the school.
The Family Educational Rights and Privacy Act (FERPA) afford parents and eligible students when they reach 18 years of age certain rights with respect to the student’s educational records. These rights are:

(1) The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to Newport News Public Schools (NNPS) a written request that identifies the record(s) they wish to inspect. NNPS 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 NNPS to amend the student’s educational record that the parent or eligible student believes is inaccurate. Parents or eligible students should write the school principal; clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the School decides not to amend the record as requested by the parent or eligible student, the School 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 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 record, except where 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 District 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 District has contracted to perform a special task (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 order to fulfill his or her professional responsibilities.

Upon request, the District discloses education records without consent to officials of another school division in which a student seeks or intends to enroll. An accurate and complete educational record is maintained on each student enrolled in the public schools of Newport News. This student educational record contains information such as home address, birth date, scholastic work completed, level of achievement, standardized test scores, attendance and health information. Additional information is maintained in the student educational record for students who require differentiated programs and/or special services.

Student educational records are located in the school in which the student is enrolled. Additional copies of some records are located in the Central Records Department at the Central Administration Building on Warwick Boulevard.

The Superintendent of Schools or designee, whose office is located at 12465 Warwick Boulevard, is responsible for the maintenance of all student records. Except in emergency situations, compliance with law enforcement judicial orders and subpoenas or for educational purposes consistent with the regulations of the state school board, disclosure of information from a student’s educational record is made only with the consent of the parent or eligible student (when he/she reaches 18 years of age).

In accordance with the Family Educational Rights and Privacy Act (FERPA), both parents, custodial and non-custodial, have equal access to student information unless the school has evidence of a court order revoking these rights. When students reach the age of 18 years or when they become students at post secondary education institutions, they become “eligible students” and rights under FERPA transfer to them; however, parents retain access to student records of children who are their dependents for tax purposes.

Student educational records are retained in paper or electronic format at the last school enrolled or the Central Records Department at the Central Administration Building for all students, even those who require differentiated programs and/or special services for 5 years after a student graduates, completes a Board of Education-adopted program, or leaves school (withdraws). Permanent record retention is maintained in accordance with the State Board of Education’s regulations and guidelines, the Code of Virginia and the Records Management Division of the Library of Virginia, which manages the retention and destruction of all public agency records. NNPS will shred all material that is no longer educationally useful at the end of the 5-year period. If parents wish to review and/or have a copy of this data, they must contact the individual school or Central Records Department before the end of the retention period. Personally identifiable information in a student’s educational record may be classified as Directory Information. Such information on students is not released or made public, but may be disclosed in accordance with the Family Educational Rights and Privacy Act (FERPA), included in the attached Directory Information Notice.

A fee, established by the school division not to exceed the cost of reproduction, will be charged for copying information in the student educational record. No fee is charged for search and retrieval, for copies of the Individualized Educational Plan (IEP) or health and immunization records. Official copies of student educational records will be sent to the receiving schools of transfer students at no charge. Unofficial copies of student educational records will be given at $0.10 per page. The first three copies of the transcript requested by high school student (for college, employer, etc.) will be free. All other copies of the transcript will be made at a charge of $2.00 per transcript. This includes official and unofficial copies.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Division to comply with the requirements of FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901
The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Newport News Public Schools (NNPS), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, NNPS may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of designating directory information is to allow NNPS to include this type of information from your child’s education records in certain school publications and video products.

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; and
- Promotional or educational videos.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to organizations without a parent’s prior written consent. 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) 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 the LEA that they do not want their high school student’s information disclosed without their prior written consent.

Upon request, student names and addresses will also be released to recruiters from colleges, universities, and career and technical schools without a parent’s written consent unless the parent (or a high school student who has reached 18 years of age) specifies otherwise. The intent of the release of such information is to provide students with a broad range of educational and career opportunities.

If you do not want NNPS to disclose directory information from your child’s educational records without your prior written consent, you must notify the Building Principal in writing by September 30 of each school year.

NNPS has designated the following information as directory information:
1. Student’s name
2. Photograph
3. Video image for promotional or educational purposes only
4. Years of attendance
5. Grade level
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Degrees, honors, and awards received
9. The most recent education agency or institution attended
10. Address and telephone listing only to military recruiters and institutions of higher learning

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.

- **Receive notice and an opportunity to opt a student out of**
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- **Inspect, upon request and before administration or use**
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

**Newport News Public School District** has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **NNPS** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **NNPS** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **NNPS** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

**Parents who believe their rights have been violated may file a complaint with:**

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901
FAMILY LIFE PHILOSOPHY

The Newport News Schools Family Life Education program is based on the premise that parents should be the primary providers of the information and values of family life and human sexuality. We recognize, however, that changes in our society have placed a high premium on providing adequate information so that every child can make wholesome decisions in life. Accordingly, we believe that this need for information can best be met through a partnership among students, parents, schools, and the community. The Family Life Education program ensures that Newport News Public Schools do their part in this important partnership.

We believe that the content of the Family Life curriculum should be age appropriate, medically accurate and sequential. In addition to anatomy and physiology of reproduction of animals and humans, the curriculum includes many other important issues. These include self-esteem, self-control, positive decision-making, goal-setting, family values, peer respect, communication skills, and responsible parenting. We emphasize the family values of caring for one’s self and one’s family, and teach the value of recognizing the worth of every individual and of being honest. We believe that sexual relations are best delayed until after marriage. Therefore, our curriculum emphasizes abstinence from premarital sex.

The assistance of the Family Life Education Advisory Committee (made up of representatives of health, medical, religious, and community agencies and groups) has been invaluable in the development of the current Family Life Education program. We recognize the need for community input to be an ongoing component of the program as it is modified and revised. It is our hope that the program that has been implemented in the Newport News Public Schools will enrich the lives of our students and aid them in achieving their full potential as individuals and as members of families and the community.

Family Life Education lessons are taught at various times throughout the entire school year. Parents and guardians have the right to review the Family Life Education program offered by their school division, including written and audio-visual educational materials used in the program. Parents and guardians also have the right to excuse their child from all or part of Family Life Education instruction. If a parent does not want his or her child to participate in the program, the school should be notified in writing.

FAMILY LIFE EDUCATION FOR ELEMENTARY, MIDDLE, & HIGH SCHOOL
Lessons by Family Life Education Specialists in Elementary*, Middle & High Schools

Grade K
- Germ awareness and appropriate actions +
- The importance of family relationships and support +
- The privacy of one’s own body and awareness of the differences between good and bad touches +

Grade 1
- Germ awareness and appropriate actions +
- Tips to promote personal safety +
- The privacy of one’s own body and awareness of the differences between good and bad touches +

Grade 2
- Germ awareness and disease prevention +
- Awareness and strategies to prevent exploitation & abuse +

Grade 3
- Germ awareness and disease prevention +
- Awareness and strategies to prevent exploitation and abuse +
- Correct terminology for body parts, including private body parts (with discussion of some internal organs) *
- The privacy of one’s own body parts *
- It takes both a mother and a father to make a baby, a baby develops inside the mother’s womb, and the baby has an umbilical cord. *
- The importance of healthy nutrition *

Boys and Girls are separated for these classes. *
Classroom teacher-taught lessons. +

Grade 4
- Germ awareness and disease prevention +
- Awareness of, responding to, and stopping various types of harassment +
- Awareness and strategies to prevent exploitation and abuse +
- The physical and emotional changes associated with puberty *
- Reproductive anatomy and functions *
- The body’s defense against diseases and germs *
- How HIV enters the body and breaks down the immune system *
- Understanding how HIV/AIDS is and is not spread *

Grade 5
- Awareness and strategies to prevent exploitation and abuse +
- Review of puberty and reproductive anatomy and functions *
- Reproduction of animals and humans *
- Heredity and its basic principles *
- Fetal development *
- Sexually transmitted diseases including HIV/AIDS *
- Responsibility and abstinence *

Further information is available on the NNPS website and in the media center of each school. On the homepage navigate to Academics tab > Academic Services > Health & Physical Education. The family life education instructional topics are located in the right-hand column toward the bottom of the page. In addition, family life education instructional materials may be viewed by visiting the media center of your child’s school.
Boys and girls are taught separately

**Grade 6 (eight 45-minute classes)**
- Good hygiene and health practices
- Physical and emotional changes experienced in puberty
- Anatomy and physiology of the reproductive system
- Transmission and prevention of HIV/AIDS
- Benefits of abstinence
- Awareness and prevention of sexual harassment and sexual abuse
- Importance of communication with parents and other trusted adults
- Respect for self and others
- Problem-solving and decision-making skills
- Consequences of sexting and internet safety
- Introduction to human trafficking and awareness of lures
- Protection and prevention against becoming a victim of human trafficking

**Grade 7 (eight 45-minute classes)**
- Review of reproduction and puberty
- Benefits of abstinence and postponing sexual activity
- Developing healthy decision-making skills
- Transmission and prevention of STIs, HIV/AIDS
- Correction of myths about conception
- Respect for self and others
- Awareness and prevention of sexual harassment/sexual abuse
- Developing positive relationships with family and friends
- Communication with family and other trusted adults
- Effects of media and peers on relationships
- Consequences of sexting and internet safety precautions
- Introduction to human trafficking and awareness of lures
- Protection and prevention against becoming a victim of human trafficking

**Grade 8 (eight 45-minute classes)**
- Effects of media and peers on personal identity
- Risk-taking and its impact on life choices
- Personal responsibility
- Respect for self and others
- Communication with parents and other trusted adults
- Communication in relationships with peers
- Correction of myths about STIs, HIV/AIDS
- Methods of contraception
- Transmission, prevention and treatments of STIs, HIV/AIDS
- Awareness and prevention of sexual harassment/sexual abuse
- Consequences of sexting and internet safety
- Introduction to human trafficking and awareness of lures
- Protection and prevention against becoming a victim of human trafficking

**High School**

**Health I - Reducing the Risk (8-day unit)**
- Review of male and female reproductive systems
- Breast/testicular self-examination
- Consequences of sexting and appropriate online behavior
- Advantages of abstinence and postponing sexual activity
- Characteristics of a healthy dating relationship
- Importance of consent and respect in a relationship
- Verbal and non-verbal refusal skills
- Identifying delay tactics in a relationship
- Contraception categories, options, and use
- Transmission, prevention and treatment of STIs, HIV/AIDS

**Health II – The Power to Decide: Your Life, Your Call (5-day unit)**
- Goal setting and decision-making
- Consequences of sexting and appropriate online behavior
- Advantages of abstinence and postponing sexual activity
- Identify the impact of media on relationships
- Characteristics of healthy and unhealthy relationships
- Strategies to identify and prevent abusive relationships
- Identify dating violence resources in the community
- Transmission, prevention and treatment of STIs, HIV/AIDS
- Recognize and use refusal and negotiation skills
- Identify the signs of pregnancy
- Understand the process of fetal development, labor, and birth
- Identify reasons to delay parenting until adulthood
- Identify the impact of becoming a parent financially, emotionally, physically
Health Services

Health Screening for students:

**Vision and hearing**: Screenings are required for students in grades 3, 7 and 10, First Step, Kindergarten, and new students, if no documentation provided on physicals or school records. All other screenings are part of the Health Services program, but not required.

**Dental**: Grades 3, 7, and 10. Kindergarten, if no documentation.

**Height and weight**: Grades 3, 5, 7 & 10

**Blood pressures**: Grades 5, 7, and 10
If parents do not wish their child to participate in any part of the health screening programs, they must send a written request to the principal of the child’s school.

**Speech, Voice, and Language; and Fine and Gross Motor Functions**: All new students through 3rd grade are screened to determine if a referral for an evaluation for special education and related services is indicated.

**Scoliosis**: Parents can request screening from the school nurse for grades 5 – 10.

In accordance with Virginia State law, parents of students in grades five through ten must be provided facts about scoliosis. Scoliosis is an abnormal curvature or turning of the spine. It affects 2-3% of the population or an estimated 600,000 people in the United States. If left untreated, it can progress to a serious problem, causing back pain and degenerative arthritis of the spine. It may lead to disk disease or scatica. It can also threaten the psychological well-being of a young adult when there is an obvious deformity. Although scoliosis may result from an injury, a birth defect, or a crippling disease, 90% of cases are from unknown causes. It may run in families and affects girls seven times more often than boys. It most frequently develops during the growth spurt between ages 10 and 15, but can also develop or progress later in life. Early detection and intervention may prevent further structural deformity and resulting secondary problems. Since the development of scoliosis is gradual and usually painless, scoliosis may develop without the parent or child being aware. It is important for parents to monitor their child’s development during these growing years. The signs of scoliosis may include uneven shoulders, a shoulder blade that appears more prominent than the other, uneven waistline, one hip higher than the other, and/or a leaning to one side. If you have concerns about your child’s spinal health, contact your school nurse or your doctor.

Medical Concerns: If your child has medical concerns please speak with the school nurse.

Emergency Contacts
Every year we have children with illnesses, high fevers or injuries which require us to contact the parent. There are many parents whom we cannot contact. Please provide us with the telephone number of a neighbor or local friend or relative who will take care of your child in the event that we cannot locate either parent. This information should be kept up to date. Please contact the office if there is a change of address or telephone number. Cell phone numbers are very helpful. Children should be taught how to contact their parents. In the event of a medical emergency, the Newport News Rescue Squad may be called to transport your child to the hospital. If possible, we will notify you before sending your child to a hospital. If not possible, we will notify you as soon as possible thereafter. In most cases, parents are responsible for all costs incurred.

Medications
Parents should ask the doctor to schedule medication doses other than during school hours. When this is not possible, the school will cooperate with parents to see the medication is given as prescribed. Below you will find the Newport News Schools policy that must be followed if your child is to be given medication during school hours.

1. All medication, prescription and non-prescription (over-the-counter) can only be administered at school, with a physician’s order.
2. Parents should not send over-the-counter medication to school and request it be dispensed.
3. Students must not be given medicines (prescription or non-prescription) to transport to and from school.
4. Medications must be brought to school by parents or a guardian in properly labeled, original prescription bottle or container.
5. Written orders from the physician must detail the name of the drug, dosage, and time interval medication is to be taken. Forms are available from the school nurse and on line. [http://www.sbo.nn.k12.va.us/healthservices/medications.html](http://www.sbo.nn.k12.va.us/healthservices/medications.html)
6. School nurses will contact prescribing physicians as necessary to clarify orders.
7. Parents may request students carry their medication. Each case is reviewed separately and approval necessary. Contact the school nurse for required forms.
Immunization requirements must be met by all students before starting school. Do not register without proper documentation.

DTP, DTaP, DT, TD, or Tdap:
MINIMUM 4 DOSES WITH ONE DOSE ON OR AFTER 4th BIRTHDAY

Tdap BOOSTER BEFORE ENTRY INTO 6th and all new students to NNPS grades 7-12
Students only receive one dose of Tdap. This must be a Tdap, regardless of any other tetanus containing vaccine given in the past 5 years.

POLIO (OPV OR IPV):
MINIMUM OF 4 DOSES WITH ONE DOSE ON OR AFTER 4th BIRTHDAY (3 doses if dose 3 given is at age 4 or older and at least 6 months from dose 2)

MEASLES, MUMPS, RUBELLA (MMR)
2 DOSES OF MEASLES and MUMPS K thru 12 (Except Pre-K only 1 dose)
1 DOSE OF RUBELLA
ALL AT 12 MONTHS (365 DAYS) OR OLDER

HEPATITIS B (HEP B): **Hib is not Hep B**
3 DOSES ALL GRADES, 2 DOSES OF RECOMBIVAX FOR 11-15 YRS. ONLY

PNEUMOCOCCAL ++Pre-K ONLY
2 TO 4 DOSES DEPENDING ON AGE AT FIRST DOSE

HPV – 6th GRADE GIRLS – Required for girls, but if no documentation is provided, do not exclude, also recommended for boys.

VARICELLA (CHICKEN POX):
1 DOSE AT 12 MONTHS (365 DAYS) OR OLDER
GRADES PRE-K, 9th, 10th, 11th, 12th ONE DOSE
2 DOSES FOR ENTRY K, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th
School Nurse may verify & document parental reports of history of disease

CONDITIONAL ENROLLMENT: If immunization records are not available, send to Health Department * or medical provider where student will receive:

GRADES
PRE-K - 12
1 DTP, DTaP, DT, Td, or Tdap; 1 OPV or IPV: 1 MMR,
1 HEP B, 1 Varicella

PRE-K entry only
1 Pneumococcal

Virginia state law requires all students to have at least one dose of all required shots BEFORE they can enroll. Enrollment officials are obligated to review the immunization record. Please remind all parents: “The nurse will contact you if further information is required.”

*Peninsula Health Department, 416 J Clyde Morris Blvd, Newport News, VA 23601
2018-2019
SHOT
REQUIREMENTS

Parental Report of Chicken Pox (Varicella) Disease

All of the following must be reported by the parents in describing the child’s illness:
1. Acute onset of the illness
2. Maculopapulovesicular rash without other apparent cause
3. Generalized and itchy rash with most lesions on the trunk
4. Lesions crusted over

If the four criteria are met, the school nurse may document the history of chicken pox disease in Part II, Section 1, of the MCH 213-F form and initial the entry.

If all four criteria are not met or the nurse is uncertain; refer the parent to their private provider.

Old Rule for Students already enrolled in NNPS before the 2010-11 school year: (If more than 1 year has elapsed since enrollment in NNPS, must meet new rules.) DTP, DtaP, DT, TD, or Tdap:
Minimum 3 doses with one dose on or after 4th birthday OR 6 doses before 4th birthday
POLIO (OPV OR IPV):
Minimum of 3 doses with one dose on or after 4th birthday or 4 doses before 4th birthday

PNEUMOCOCCAL PREK ONLY ++
Minimum 28 days between doses till 12 months of age
Dose 1 earliest at 42 days (6wks)
Booster dose at 12-15 months of age

Unvaccinated children, 7 months of age or older require fewer doses
7-11 months 2 doses plus booster

Doses given after 12 months of age should be separated by at least 52 days (8wks - 4days)
12-23 months 2 doses no booster
24-59 months 1 dose no booster

R 6/2018
Dear Parent of Students in Grades Five through Twelve:

Eating disorders are serious health problems that usually start in childhood or adolescence and affect both girls and boys. With early diagnosis, eating disorders are treatable with a combination of nutritional, medical, and therapeutic supports. Recognizing the importance of early identification of at-risk students, the 2013 Virginia General Assembly passed a law requiring each school board to provide parent educational information regarding eating disorders on an annual basis to students in the fifth through twelfth grades.

It is important to note that eating disorders are not diagnosed based on weight changes as much as behaviors, attitudes, and mindset. Symptoms may vary between males and females and in different age groups. Often, a young person with an eating disorder may not be aware that he/she has a problem or keeps the issues secret. Parents/guardians and family members are in a unique position to notice symptoms or behaviors that cause concern. Noting behaviors common to people with eating disorders may lead to early referral to the primary care provider. It is important for eating disorders to be treated by someone who specializes in this type of care.

After reviewing the information below, if you think your child may be showing signs of a possible eating disorder, please contact your primary health care provider, school nurse, or one of the resources listed below.

Academy for Eating Disorders (AED) www.eatingdisorderhope.com/help-overcome-eating-disorder


National Eating Disorder Association www.nationaleatingdisorder.org, Toll free, confidential Helpline, 1-800-931-2237

Additional resources: Virginia Department of Education

www.doe.virginia.gov/support/health_medical/index.shtml, under the section, Eating Disorders

Eating disorders affect both males and females of all ages.

Weight is NOT the only indicator of an eating disorder, as people of all sizes may be suffering.

What Are Eating Disorders?

Eating disorders are real, complex, and devastating conditions that can have serious consequences for health, productivity, and relationships. They are not a fad, phase or lifestyle choice. They are potentially life-threatening conditions affecting every aspect of the person’s functioning, including school performance, brain development, emotional, social, and physical well-being.

Eating disorders can be diagnosed based on weight changes, but also based on behaviors, attitudes and mindset. Be alert for any of these signs in your child. Key things to look for around food:

- Eating a lot of food that seems out of control (large amounts of food may disappear, you find a lot of empty wrappers and containers hidden)
- Develops food rules—may eat only a particular food or food group, cuts food into very small pieces, or spreads food out on the plate
- Talks a lot about, or focuses often, on weight, food, calories, fat grams, and dieting
- Often says that they are not hungry
- Skips meals or takes small portions of food at regular meals
- Cooks meals or treats for others but won’t eat them
- Avoids mealtimes or situations involving food
- Goes to the bathroom after meals often
- Uses a lot of mouthwash, mints, and/or gum
- Starts cutting out foods that he or she used to enjoy

Key things to look for around activity:

- Exercises all the time, more than what is healthy or recommended – despite weather, fatigue, illness, or injury
- Stops doing their regular activities, spends more time alone (can be spending more time exercising)

Physical Risk Factors:

- Feels cold all the time or complains of being tired all the time. Likely to become more irritable and/or nervous.
- Any vomiting after eating (or see signs in the bathroom of vomiting – smell, clogged shower drain)
- Any use of laxatives or diuretics (or you find empty packages)

Other Risk Factors:

- Believes that they are too big or too fat (regardless of reality)
- Asks often to be reassured about how they look
- Stops hanging out with their friends
- Not able to talk about how they are feeling
- Reports others are newly judgmental or “not connecting”

If Your Child Shows Signs of a Possible Eating Disorder

Seek assistance from a medical professional as soon as possible; because they are so complex, eating disorders should be assessed by someone who specializes in the treatment of eating disorders. The earlier a person with an eating disorder seeks treatment, the greater the likelihood of physical and emotional recovery.
§ 22.1-279.3. Parental Responsibility and Involvement Requirements

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.

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.

The school principal may notify the parents of any student who violates a school board policy or the compulsory school attendance requirements when such violation could result in the student’s suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student’s behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

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, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.

If parents fail to comply with the law, a school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student’s behavior or school attendance. If found, guilty, the court may order the parent to so meet; to participate in such programs to improve the student’s behavior or school attendance or may order the parent to pay a civil penalty.
NEWPORT NEWS PUBLIC SCHOOLS STUDENT SAFETY AGREEMENT

PURPOSE

Science is a hands-on laboratory class. You will be doing many lab activities which may require the use of hazardous chemicals. To ensure a safe science classroom, a list of rules has been developed and provided to you in this student safety contract. These rules must be followed at all times. Your copy is in the student agenda. One copy, provided by your teacher must be signed by both you and a parent or guardian before you can participate in the laboratory.

GENERAL RULES

1. Conduct yourself in a responsible manner at all times in the laboratory.

2. Follow all written and verbal instructions carefully. If you do not understand a direction ask the teacher before proceeding.

3. Never work alone. No student may work in the laboratory without a teacher present.

4. When first entering a science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.

5. Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.

6. Perform only those experiments authorized by the teacher. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.

7. Be prepared for your work in the laboratory. Read all procedures thoroughly before beginning the laboratory.

8. Horseplay, practical jokes, and pranks are dangerous and prohibited.

9. Work areas should be kept clean at all times. Bring only your laboratory materials to the work area. Other items should be stored neatly under a desk.

10. Keep aisles clear. Push your chair under the desk when not in use

11. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, safety shower, fire extinguisher, and fire blanket. Know where the fire alarm and the exits are located.

12. Always work in a well-ventilated area. Use the fume hood when working with volatile substances or poisonous vapors. Never place your head into the fume hood.

13. Be alert and proceed with caution at all times in the laboratory. Notify the teacher immediately of any unsafe conditions you observe.

14. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water and those solutions designated by the teacher. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed in the proper waste containers.

15. Labels and equipment instructions must be read carefully before use. Set up and use the prescribed apparatus as directed.

16. Keep hands away from face, eyes, mouth and body while using chemicals or preserved specimens. Wash your hands with soap and water after performing all experiments. Clean all work surfaces and equipment at the end. Return all equipment clean and in working order to the proper storage area.

17. Experiments must be personally monitored at all times. You will be assigned a laboratory station at which to work. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.

18. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their teacher.

19. Know what to do if there is a fire drill during a lab; containers must be closed, gas valves turned off, fume hoods turned off and any electrical equipment turned off.

20. Handle all living organisms in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.

21. When using sharp instruments always carry with tips and points pointing down and away. Never try to catch falling sharp instruments. Grasp sharp instruments by the handles.

22. Any time chemicals, heat, or glassware are used, students will wear lab goggles.

23. Contact lenses should not be worn in the lab.

24. Dress properly during a lab activity. Long hair, dangling jewelry, and loose clothing are a hazard in the lab. Long hair must be tied back and loose clothing or dangling jewelry must be secured. Shoes must completely cover the foot.

25. Lab aprons that are provided should be worn during the lab.

26. Report any accident (spill, breakage, etc) or injury (cut, burn, etc) to the teacher immediately.

27. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for a least 20 minutes. Notify the teacher immediately.

28. All chemicals in the lab are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to you.

29. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.

30. Never return unused chemicals to their original containers.

31. Never use mouth suction to fill a pipette. Use a rubber bulb or pipette pump.

32. When transferring reagents from one container to another, hold the containers away from your body.
33. Acids must be handled with extreme care. Always add acid to water, swirl and stir the solution and be careful of the heat produced, particularly with sulfuric acid.

34. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame of source of heat.

35. Never remove chemicals or other materials from the laboratory area.

36. Take great care when transporting acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.

37. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage or injury.

38. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container.

39. Inserting and removing glass tubing from rubber stoppers can be dangerous. Always lubricate glassware before attempting to insert it in a stopper. Always protect your hands with towels or cotton gloves when inserting glass tubing into, or removing it from, a rubber stopper. If a piece of glassware becomes “frozen” in a stopper, take it to your instructor for removal.

40. Fill wash bottles only with distilled water and use only as intended.

41. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.

42. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.

43. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.

44. If you do not understand how to use a piece of equipment, ask the teacher.

45. Do not immerse hot glassware in cold water; it may shatter.

46. Exercise extreme caution when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless specifically instructed to do so. Never reach over an exposed flame. Light gas (or alcohol) burners only as instructed by the teacher.

47. Never leave a lit burner unattended. Never leave anything that is being heated unattended. Always turn the burner or hot plate off when not in use.

48. You will be instructed in the proper method of heating and boiling liquids in test tubes. Do not point the open end of a test tube being heated at yourself or anyone else.

49. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary.

50. Never look into a container that is being heated.

51. Do not place hot apparatus directly on the lab desk. Always use an insulating pad. Allow plenty of time for hot apparatus to cool before heating it.

52. When bending glass, allow time for the glass to cool before further handling. Hot and cold glass have the same visual appearance. Determine if an object is hot by bringing the back of your hand close to it prior to grasping it.

QUESTIONS

53. Do you wear contact lenses? □ YES □ NO

54. Are you color blind? □ YES □ NO

55. Do you have allergies? □ YES □ NO

List specific allergies:

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Dear Parent or Guardian:

We feel that you should be informed regarding the school’s effort to create and maintain a safe science classroom/laboratory environment.

With the cooperation of the instructors, parents, and students, a safety instruction program can eliminate, prevent, and correct possible hazards.

You should be aware of the safety instructions your son/daughter will receive before engaging in any laboratory work. Please read the list of safety rules above. No student will be permitted to perform laboratory activities unless this contract is signed by both the student and parent/guardian and is on file with the teacher.

Your signature on this contract indicates that you have read this Student Safety Contract, are aware of the measures taken to insure the safety of your son/daughter in the science lab, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

Student’s Signature

Date

Parent/Guardian Signature

Date

Home Phone

e-mail address

Emergency Phone Number

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School Board
2018-19

Terri L. Best, Ph.D.
Douglas C. Brown
John R. Eley, III
Marvin L. Harris
Gary B. Hunter
Shelly A. Simonds
Lisa R. Surles-Law

Mireya I. Jones
Student Representative

George Parker, III, Ph.D.
Superintendent
The Newport News School Division does not discriminate on the basis of race, color, national origin, sex, creed, marital status, age, or disability in its programs, activities, or employment practices as required by the Title VI, Title VII, Title IX, Section 504, and ADA regulations. Stephanie Hautz, Director, Human Resources, is responsible for coordinating the division’s efforts to meet its obligations under Section 504, Title IX, the ADA, and their implementing regulations.

This Handbook is subject to change without notice. Newport News Public Schools reserves the right to revise its policies in accordance with the law. The online version will be the official document and can be accessed at: http://www.nnschools.org/resources/handbook/index.html