**MARKING PERIODS**

<table>
<thead>
<tr>
<th>Interims</th>
<th>9 Weeks Report Cards</th>
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<tbody>
<tr>
<td>Period</td>
<td>Ends</td>
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<tr>
<td>1</td>
<td>Oct. 1</td>
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<tr>
<td>2</td>
<td>Dec. 5</td>
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<td>3</td>
<td>Feb. 25</td>
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<tr>
<td>4</td>
<td>May 6</td>
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192 Teacher Days/181 Student Days (Includes one (1) inclement weather day)

All schools need to schedule at least one evening conference period in October.

*NOTE:* If additional 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 needed. If the inclement weather day scheduled in 2014-15 is not used, then June 15, 2015 would be a student holiday and teacher workday.

Religious observances occurring on 2014-2015 student school days:

- **Sept. 25** Rosh Hashanah
- **Oct. 9** Sukkot
- **Nov. 3** Ashura
- **Dec. 17** Hanukkah
- **Feb. 18** Ash Wednesday
- **May 14** Ascension Day

Jewish observances begin the preceding day at sundown.
Dear Newport News Families:

The goal of Newport News Public Schools is to provide a quality education that prepares students to graduate college, career and citizen-ready. To reach this goal, our staff, students, family members and supporters work together to create smart, safe schools.

smart, safe schools are places where student coursework is built on the skills and knowledge that students need for future success and where the school environment is established by defining clear expectations for behavior and supporting programs that build positive relationships.

This handbook contains useful information for the students and families of Newport News Public Schools including required notices, permission forms, and the Student Code of Conduct. Families are encouraged to review the contents of this handbook with their children. Please keep this handbook throughout the 2014-2015 school year.

I appreciate and value your support as we prepare students for college, careers, and citizenship.

Ashby C. Kilgore, Ed.D.
Superintendent
# Rights and Responsibilities Handbook

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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.
The following definitions will apply to the Handbook unless the context of the language used clearly indicates a 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 a 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 more than ten school days but less than 365 calendar days.

**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.

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, rakes 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 17) 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.
Sanctions for violation of these guidelines will be as follows:

**First Offense:** The cell phone/two-way communication device will be confiscated and will be returned to the Parent at a time specified by the school. A cell phone/two-way communication agreement will be signed by the school, parent and student when the phone is returned.

**Second Offense:** The cell phone/two way communication device will be confiscated and will not be returned for 5 school days. The Parent must pick it up at a time specified by the school.

**Third Offense:** The student will be separated from school pending a Parent conference. The cell phone/two way communication device will be confiscated and returned to the Parent during the conference. The Parent will be informed that the student has loss his/her privilege to bring a cell phone to school for the remainder of the year.

**Repeated violations** of these guidelines, after the third offense, will result in disciplinary actions that can range from Level 3 to Level 7.
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.

At the Bus Stop
- Arrive at the assigned stop ten minutes before bus pickup
- Be visible (i.e. stand on the sidewalk or the edge of the street by the curb
- Stay off private property
- Do not stand on the traveled part of the road
- Be respectful and watchful of traffic
- Wait quietly and orderly

On the Bus
- Remain seated at all times
- Cooperate with the driver and practice orderly conduct
- No profanity or obscene behavior
- No smoking
- No eating or drinking
- No vandalism
- No body parts outside bus
- No radio or electronic audio/video devices
- No live animals
- No unsafe objects or weapons
- No throwing items from the bus or on the bus
- No glass
- No balloons
- No skateboards

When the Bus Arrives
- Allow the bus to come to a complete stop
- Board the bus in a quiet and orderly manner
- Cross in front of the bus

Leaving the Bus
- Remain seated until the bus comes to a complete stop
- Leave in an orderly manner
- Leave at your assigned stop

In The Event Of An Accident Involving The School Bus
- Emergency Medical Services Personnel and Transportation Staff will respond immediately and check for injuries.
- Students should remain with the bus until released by school staff, Emergency Personnel, or a Transportation Supervisor.
- Bus Drivers may only release students at their assigned bus stop or school.
- 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.
- Uninjured students will be transferred to a recovery bus to continue the bus ride.
- School Staff will notify parents as soon as possible of serious accidents, or provide written notice of minor accidents.
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

**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.

**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.
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 excused absences. The following conditions provide 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 are absent more than ten days in a month 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 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).

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
Exceptional Circumstances (continued)

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.

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 §22.1-258, 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 the Parent of unexcused absence:

The law mandates that 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 the Parent by telephone to obtain an explanation for the student's absences shall be made by the principal's designee(s), or volunteers.

Whenever a student fails to report to school for a total of three (3) days, a warning letter will be sent by the school explaining the consequences when a Parent and student are in violation of the Code §22.1-258.

Whenever a student fails to report to school for a total of five (5) days in the school year, as defined above (unexcused absence), the school principal/designee shall make a reasonable effort to ensure that direct contact is made with the Parent, whether in person or through telephone conversation by the attendance officer or school based superintendent's designee to obtain an explanation for the absence and to warn of the consequences of continued nonattendance.

After the 5th unexcused absence, as defined above, the attendance officer or superintendent's designee(s), the student and the Parent jointly develop a plan to resolve the student's nonattendance. The plan shall include documentation of the reasons for the student's nonattendance.

If the student is absent again (6th unexcused absence) after direct contact was made with the Parent, the attendance officer or principal's designee(s) shall conference with the parent within ten (10) school days to resolve the issues related to the student's nonattendance. This must be held no later than fifteen (15) school days after the 6th absence.

If the student is absent seven (7) days as defined above, the attendance officer or superintendent's designee(s) is to be notified by the school principal or his/her designee to enforce the provisions of the law by either or both of the following:

• filing a complaint alleging the student is a child in need of supervision (CHINS Petition) or
• instituting proceeding against the Parent

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

Excessive Excused Absences

The principal/designee will also notify the Youth Development Department 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.
**Make-Up Work**

When students are absent, (this includes absences for suspension or expulsion recommendations), 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 an 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 the 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 according to the following procedures:

**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.

**Perfect Attendance**

For purpose 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 Code §22.1-260 requires that within ten (10) 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 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.

Within one calendar month of the opening of school, the principal of each school will send to the Parent of each student enrolled in the school a copy of the compulsory school attendance requirements of the law and the enforcement procedures and the 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 the Parent 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**

At the end of each school year, each public school principal will report to the division superintendent the number of pupils by grade level for whom a conference was scheduled as required by the Code §22.1-258. The division superintendent will compile such grade level information for the division and provide such information 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.
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
DISRUPTIVE STUDENTS IN THE CLASSROOM

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:

The teacher notifies the principal to send a Chronic Disruptive Notice to a student's Parent. A Chronic Disruptive Notice will be provided to the Parent by the principal/designee. The parent will be invited to discuss the student's behavior and made aware of the possible consequences if such behavior does not cease. (This Chronic Disruptive Notice is “written notification” required by the Code. This notification is given to the student and Parent and provides an opportunity to talk with teachers and school administrators to discuss the student's behavior and the possible consequences if such behavior does not cease. The warning notice is sent prior to the Disruptive Referral, which is documentation representing the teacher's removal of the student from the classroom.)

A teacher may remove a student from a class room when a Disruptive Referral is forwarded to the administrator because the student's behavior interrupts or obstructs the learning environment according to the policies of the board regarding student behavior. The teacher must provide the following:

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 Action

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 Student Assistance Counselor or Guidance 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 Executive Director of Secondary School Leadership or designee, whose decision shall be final. The Executive Director 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.
Code of Conduct & Due Process Procedures
The rules of conduct for students in the 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 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.

- **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 (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 (page 2)

- **Level 7 - Expulsion**
  Refer to definition (page 2)
**RULE**

| Rule 1. Attendance: 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. |
|---|---|---|
| A. Tardiness-Failure to be in a place of instruction at the assigned time without a valid excuse. | 1 | PK-12 | 2 |
| B. Class Cutting-Failure to report to class without proper permission, knowledge, or excuse by the school or teacher. | 1 | PK-12 | 2 |
| C. School Cutting- Failure to report to school without prior permission, knowledge, or excuse by the school or the Parent. | 1 | PK-12 | 2 |
| D. Excessive Absences (Truancy) – Excused or unexcused absences which are felt to affect adversely the student’s education. (See Attendance Policy Pages 8-10) | 2 | PK-12 | 2 |
| Z. Other | 1 | PK-12 | 2 |

**DISCIPLINE VIOLATIONS**

**Rule 2. Specified Unauthorized Activities**

| A. Food/Beverages: A student will not eat in unauthorized areas of the school. | 1 | PK-12 | 2 |
| B. Selling of Items: A student will not sell to or purchase from another student any items that are unauthorized. | 1 | PK-12 | 2 |
| Z. Other | 1 | PK-12 | 2 |

**Rule 3. Medication:** 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.

**Medication**

| 1 | PK-12 | 2 |

**Rule 4. Student Dress:** 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.

**Student Dress**

| 1 | 2 | PK-5 | 3 |
| PK-6-12 | 3 |

**Rule 5. Personal Property:** Except 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. 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.*

| A. *Toys-Possession of toys, games, skateboards, etc., without permission of the administration. (Toy weapons are strictly prohibited, refer to Rules 29 and 30) | 1 | PK-12 | 2 |
| B. *Ipods, MP3 and CD players etc.– 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). | 1 | PK-12 | 2 |
| C. *Digital or Tape Recorder- Possession of digital or tape recorder or similar device without permission of the administration. | 1 | PK-12 | 2 |
## Rule 5. Personal Property

Except 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. 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.

| *Cellular Telephone or Two-Way Communication Device (Elementary)* | 2 | PK-5 | 7 |
| *Cellular Telephone or Two-Way Communication Device (Middle)* | 2 | 6-8 | 7 |
| *Cellular Telephone or Two-Way Communication Device (High)* | 2 | 9-12 | 7 |

*Please refer to the Cell Phone/Two-Way Communication Regulations found on Page 5*

| *Portable Communication Device* | 2 | PK-3 | 5 |
| *Laser Pointer* | 2 | PK-3 | 5 |

## Rule 6. Misrepresentation: A student will not lie or cheat.

| *Altering Report Cards or Notes* | 1 | PK-3 | 5 |
| *False Information* | 1 | PK-3 | 5 |
| *Cheating* | 1 | PK-12 | 7 |

## Rule 7. Disrespect: A student will not behave in a disrespectful manner.

| *Walking Away* | 1 | PK-3 | 5 |
| *Talking Back* | 1 | PK-3 | 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.

| *Failure to comply with proper and authorized direction or instruction of a staff member* | 1 | PK-12 | 5 |
| *Refusal to do assigned work* | 1 | PK-12 | 5 |
| *Refusal to report to after school/lunch detention as directed by a staff member* | 1 | PK-12 | 5 |
| *Refusal to participate in In-School Alternatives as directed by a staff member* | 1 | PK-12 | 5 |

### 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-364 days)  
**Level 7** Expulsion (365 days)
<table>
<thead>
<tr>
<th>Rule</th>
<th>Description</th>
<th>Level 1</th>
<th>Grade Level</th>
<th>Level 2</th>
<th>Maximum Sanction Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule 9. Profanity/Obscenity: A student will not use profane or obscene language or make obscene gestures.</td>
<td>A. Swearing—Saying anything that conveys an offensive, racial, obscene, or sexually suggestive message.</td>
<td>1</td>
<td>PK-12</td>
<td>5</td>
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<td></td>
<td>B. 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>
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<td>C. Derogatory Materials – Having any written or electronically transmitted material or picture that conveys an offensive, racial, obscene, or sexually suggestive message. This includes art work and animation.</td>
<td>1</td>
<td>PK-3</td>
<td>3</td>
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<td></td>
<td>D. Directed at Staff Member – 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>
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<td></td>
<td>Z. Other</td>
<td>1</td>
<td>PK-12</td>
<td>5</td>
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<tr>
<td>Rule 10. Disruption: No student may be disruptive.</td>
<td>A. Excessive Talking – Repeated talking in the classroom without permission.</td>
<td>1</td>
<td>PK-12</td>
<td>3</td>
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<td>B. 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>
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<td></td>
<td>C. Horse Playing- Rough or noisy play or pranks.</td>
<td>1</td>
<td>PK-12</td>
<td>3</td>
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<td></td>
<td>D. Harassing/Teasing – Pesteriying or tormenting.</td>
<td>1</td>
<td>PK-12</td>
<td>3</td>
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<td></td>
<td>E. 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>
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<td></td>
<td>F. Rude Noises – Making any unnecessary noise.</td>
<td>1</td>
<td>PK-12</td>
<td>3</td>
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<td></td>
<td>G. 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 “school cutting”.)</td>
<td>1</td>
<td>PK-12</td>
<td>3</td>
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<td></td>
<td>H. 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>
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<td></td>
<td>I. Bus Misconduct – Bus rules found on page 6</td>
<td>2</td>
<td>PK-12</td>
<td>4</td>
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<td></td>
<td>J. Shoving and/or Kicking – Willfully pushing and/or kicking anyone.</td>
<td>1</td>
<td>PK-3</td>
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<td></td>
<td>K. Throwing Objects at Someone – Willfully throwing anything.</td>
<td>1</td>
<td>PK-3</td>
<td>3</td>
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<td></td>
<td>L. Hitting another student or adult.</td>
<td>1</td>
<td>PK-3</td>
<td>3</td>
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<td></td>
<td>M. Biting another student or adult.</td>
<td>1</td>
<td>PK-3</td>
<td>3</td>
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<td></td>
<td>N. Spitting at/on another student or adult.</td>
<td>1</td>
<td>PK-3</td>
<td>3</td>
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<tr>
<td></td>
<td>O. Instigation – Promoting/encouraging others to fight or engage in disruptive behavior.</td>
<td>1</td>
<td>PK-12</td>
<td>7</td>
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<td></td>
<td>P. Altercation/Confrontation – An act of verbal or physical aggression that does not result injury.</td>
<td>1</td>
<td>PK-3</td>
<td>3</td>
<td></td>
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<tr>
<td></td>
<td>Z. Other</td>
<td>1</td>
<td>PK-12</td>
<td>7</td>
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</tbody>
</table>
**Rule 11. Tobacco/Electronic Cigarette:** A student may not possess or use tobacco products or electronic cigarettes on school grounds, on school buses, at bus stops or any school-sponsored activity.

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<thead>
<tr>
<th></th>
<th>Minimum Sanction Level</th>
<th>Grade Level</th>
<th>Maximum Sanction Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Tobacco</td>
<td>2</td>
<td>PK-12</td>
<td>3</td>
</tr>
<tr>
<td>B. Electronic Cigarette</td>
<td>2</td>
<td>PK-12</td>
<td>3</td>
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</tbody>
</table>

**Rule 12. Threatening:** A student will not threaten another student, staff member, or any other person

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<thead>
<tr>
<th></th>
<th>Minimum Sanction Level</th>
<th>Grade Level</th>
<th>Maximum Sanction Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Against a Staff Member – Threatening to strike, attack, or harm any staff member.</td>
<td>3</td>
<td>PK-3</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4-12</td>
<td>7</td>
</tr>
<tr>
<td>B. Against a Student – Threatening to strike, attack or harm any student.</td>
<td>2</td>
<td>PK-5</td>
<td>7</td>
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<tr>
<td></td>
<td>3</td>
<td>6-12</td>
<td>7</td>
</tr>
<tr>
<td>Z. Other</td>
<td>2</td>
<td>PK-12</td>
<td>7</td>
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</tbody>
</table>

**Rule 13. Fighting:** Exchanging mutual physical contact between students by pushing, shoving, hitting, kicking with or without injury, regardless of which participant is the aggressor.
- A second fighting offense will carry a penalty of long-term suspension or expulsion for middle and high school students.
- A second offense refers to the second violation of Rule 13 within a rolling 12 month period. (summer school included)

<table>
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<tr>
<th></th>
<th>Minimum Sanction Level</th>
<th>Grade Level</th>
<th>Maximum Sanction Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Fighting-Serious Injuries</td>
<td>2</td>
<td>PK-2</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3-5</td>
<td>7</td>
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<tr>
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<td>5</td>
<td>6-12</td>
<td>7</td>
</tr>
<tr>
<td>B. Fighting-Minor Injuries</td>
<td>2</td>
<td>PK-2</td>
<td>7</td>
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<td>3</td>
<td>3-5</td>
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<td>5</td>
<td>6-12</td>
<td>7</td>
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<tr>
<td>C. Fighting-Without Injuries</td>
<td>2</td>
<td>PK-2</td>
<td>7</td>
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<tr>
<td></td>
<td>3</td>
<td>3-5</td>
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<td></td>
<td>5</td>
<td>6-12</td>
<td>7</td>
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</tbody>
</table>

**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.)

<table>
<thead>
<tr>
<th></th>
<th>Minimum Sanction Level</th>
<th>Grade Level</th>
<th>Maximum Sanction Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trespassing</td>
<td>1</td>
<td>PK-12</td>
<td>4</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th></th>
<th>Minimum Sanction Level</th>
<th>Grade Level</th>
<th>Maximum Sanction Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reckless Vehicle Use</td>
<td>3</td>
<td>PK-12</td>
<td>7</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th></th>
<th>Minimum Sanction Level</th>
<th>Grade Level</th>
<th>Maximum Sanction Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Writing on Walls, Mirrors, or Desks</td>
<td>1</td>
<td>PK-12</td>
<td>5</td>
</tr>
<tr>
<td>B. Damaging Another’s Property</td>
<td>1</td>
<td>PK-12</td>
<td>5</td>
</tr>
<tr>
<td>C. Graffiti – Willful or malicious defacing of public or private property.</td>
<td>1</td>
<td>PK-12</td>
<td>7</td>
</tr>
<tr>
<td>D. 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>E. 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>Z. Other</td>
<td>1</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-364 days)**  
**Level 7 Expulsion (365 days)**
<table>
<thead>
<tr>
<th>RULE</th>
<th>Minimum Sanction Level</th>
<th>Grade Level</th>
<th>Maximum Sanction Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rule 17. Gambling: A student will not play games of skill or chance for money or property.</td>
<td>Gambling</td>
<td>1</td>
<td>PK-12</td>
</tr>
<tr>
<td>Rule 18. Theft: A student will not steal property or possess stolen property.</td>
<td>A. School Property – Unlawfully taking and/or carrying away property belonging to Newport News Public Schools.</td>
<td>2</td>
<td>PK-5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>6-12</td>
</tr>
<tr>
<td></td>
<td>B. Staff Property - Unlawfully taking and/or carrying away property belonging to a staff member.</td>
<td>2</td>
<td>PK-5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>6-12</td>
</tr>
<tr>
<td></td>
<td>C. Student Property - Unlawfully taking and/or carrying away property belonging to another student.</td>
<td>2</td>
<td>PK-5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>6-12</td>
</tr>
<tr>
<td></td>
<td>D. Student Locker – Removing any property from a locker other than the one assigned.</td>
<td>2</td>
<td>PK-5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>6-12</td>
</tr>
<tr>
<td></td>
<td>E. Possession of Stolen Property – Having in one’s possession property obtained without the permission of the owner.</td>
<td>2</td>
<td>PK-5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>6-12</td>
</tr>
<tr>
<td></td>
<td>Z. Other</td>
<td>2</td>
<td>PK-12</td>
</tr>
<tr>
<td>Rule 19. Sexual Offenses: A student will not engage in sexual behavior.</td>
<td>A. Offensive touching – Inappropriate fondling; placing of hands on another person’s private parts.</td>
<td>2</td>
<td>PK-3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>4-12</td>
</tr>
<tr>
<td></td>
<td>B. Sexual Harassment – Verbal, physical, written or electronically transmitted abuse of a sexual nature.</td>
<td>2</td>
<td>PK-12</td>
</tr>
<tr>
<td></td>
<td>C. Consensual Sex – Sexual activity involving willing participants.</td>
<td>5</td>
<td>PK-12</td>
</tr>
<tr>
<td></td>
<td>D. Indecent Exposure – Intentional exposure of private parts of one’s body (including “mooning”). For PK-3 students, refer to Rule 9B.</td>
<td>2</td>
<td>4-12</td>
</tr>
<tr>
<td></td>
<td>E. Rape or Attempted Rape – Unlawful sexual intercourse or attempted sexual intercourse by force, threat or fear.</td>
<td>6</td>
<td>PK-12</td>
</tr>
<tr>
<td></td>
<td>Z. Other</td>
<td>2</td>
<td>PK-12</td>
</tr>
<tr>
<td>Rule 20. Initiating a Riot: A student will neither create nor attempt to create a public disturbance.</td>
<td>A. 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>
</tr>
<tr>
<td></td>
<td>B. 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>
</tr>
<tr>
<td></td>
<td>Z. Other</td>
<td>4</td>
<td>PK-12</td>
</tr>
<tr>
<td>Rule 21. Burglary: A student will not break into School Board property for the purpose of stealing.</td>
<td>A. Attempted</td>
<td>5</td>
<td>PK-12</td>
</tr>
<tr>
<td></td>
<td>B. Actual</td>
<td>5</td>
<td>PK-12</td>
</tr>
<tr>
<td></td>
<td>Z. Other</td>
<td>5</td>
<td>PK-12</td>
</tr>
<tr>
<td>Rule 22. Robbery: A student will not take another person's property by force or violence.</td>
<td>A. Attempted</td>
<td>5</td>
<td>PK-12</td>
</tr>
<tr>
<td></td>
<td>B. Actual</td>
<td>5</td>
<td>PK-12</td>
</tr>
<tr>
<td></td>
<td>Z. Other</td>
<td>5</td>
<td>PK-12</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-364 days)  Level 7 Expulsion (365 days)
**Rule 23. Extortion:** A student will not take or threaten to take the property of others through intimidation.

| A. Attempted   | 5  | PK-12 | 7 |
| B. Actual      | 5  | PK-12 | 7 |
| Z. Other       | 5  | PK-12 | 7 |

**Rule 24. False Alarm:** Calling 911, or signaling or setting of 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.

| False Alarm | 4  | PK-3 | 7 |
| False Alarm | 6  | 4-12 | 7 |

**Rule 25. Arson:** A student will neither set fire nor attempt to set fire to school property.

| Arson         | 6  | PK-12 | 7 |

**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 possession offenses approved by the school board. (See pages 32-33 in the handbook for regulations regarding first time possession.)

| A. Use/Under the 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. | 3  | PK-12 | 7 |
| B. Possession – Possessing any alcoholic beverages in school, on school grounds, to and from school, on school bus, or at any school function. | 7  | PK-12 | 7 |
| C. Sale/Distribution – Distributing or attempting to distribute any alcoholic beverage while under the jurisdiction of school authority. | 7  | PK-12 | 7 |

**OTHER DRUG OFFENSES**

| D. Use/Under the 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. | 3  | PK-12 | 7 |
| E. Possession/Attempt - 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. | 7  | PK-12 | 7 |
| F. Paraphernalia - Possessing, distributing, or using any drug related paraphernalia. | 5  | PK-12 | 7 |
| G. 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. | 7  | PK-12 | 7 |

**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-364 days) **Level 7** Expulsion (365 days)
**OTHER DRUG OFFENSES (continued)**

<table>
<thead>
<tr>
<th>Rule</th>
<th>Minimum Sanction Level</th>
<th>Grade Level</th>
<th>Maximum Sanction Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. Sale/Distribution/Purchase/Attempt – 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 or controlled substance or pill. Possession of large quantities of any illegal or controlled substance shall be enforced under this subsection.</td>
<td>7</td>
<td>PK-12</td>
<td>7</td>
</tr>
<tr>
<td>I. Look-A-Like Drugs – Possession/Sale/Distribution/Purchase/Attempt – 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>
<td>3</td>
<td>PK-12</td>
<td>7</td>
</tr>
<tr>
<td>Z. Other</td>
<td>2</td>
<td>PK-12</td>
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</table>

**Rule 27. Assault and Battery:** A student will not assault and/or batter another person (student, staff member, or any other person).

<table>
<thead>
<tr>
<th>Rule</th>
<th>Minimum Sanction Level</th>
<th>Grade Level</th>
<th>Maximum Sanction Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Against 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>B. Against Staff - Unlawful threatening or beating; any physical force or violence against a staff member, to include tearing clothes or threatening to seize or strike the staff member.</td>
<td>6</td>
<td>PK-12</td>
<td>7</td>
</tr>
<tr>
<td>Z. Other</td>
<td>6</td>
<td>PK-12</td>
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</tbody>
</table>

**Rule 28. Stalking:** 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.

<table>
<thead>
<tr>
<th>Stalking</th>
<th>Minimum Sanction Level</th>
<th>Grade Level</th>
<th>Maximum Sanction Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>PK-5</td>
<td>3</td>
<td>PK-12</td>
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</tbody>
</table>

**Rule 29. Weapons and Dangerous Instruments/Objects:** 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.)

<table>
<thead>
<tr>
<th>ITEMS BELOW WITH * WILL BE CONFISCATED AND NOT RETURNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Bomb/Bomb Threats – 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>
</tr>
<tr>
<td>B. Explosive – Any device containing combustible material and a fuse.</td>
</tr>
<tr>
<td>C. Knife – Possession of any size or shape of knife (blade 3 inches or longer), or other sharp devices.</td>
</tr>
<tr>
<td>D. Toy Knife – Possession of any size or shape toy knife.</td>
</tr>
<tr>
<td>E. Razor Blade/Box Cutter- Possession of razor blade, box cutter, knife (blade less than 3 inches) or similar device for cutting.</td>
</tr>
<tr>
<td>F. Ammunition –Possession of any bullet(s) or any objects that could be considered to be ammunition or resemble live ammunition.</td>
</tr>
<tr>
<td>G. Fireworks, Small Explosives –Possession of fire crackers or any small explosive device, including caps, stink bombs and snapper pops.</td>
</tr>
<tr>
<td>H. Matches and Lighters – Possession of lighters or matches.</td>
</tr>
</tbody>
</table>
**RULE**

* Items below will be confiscated and not returned

**Rule 29. Weapons and Dangerous Instruments/Objects: 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.) (continued)*

<table>
<thead>
<tr>
<th>Level</th>
<th>Minimum Sanction Level</th>
<th>Grade Level</th>
<th>Maximum Sanction Level</th>
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<tbody>
<tr>
<td>1</td>
<td>5</td>
<td>PK-3</td>
<td>7</td>
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<td>2</td>
<td>6</td>
<td>4-12</td>
<td>7</td>
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<tr>
<td>3</td>
<td>7</td>
<td>PK-12</td>
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<td>4</td>
<td>2</td>
<td>PK-5</td>
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<td>6-12</td>
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<td>PK-12</td>
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<td>7</td>
<td>7</td>
<td>PK-12</td>
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</tr>
</tbody>
</table>

I. *Antipersonnel Spray - Possession of chemical (such as Mace) or pepper sprays.*

J. *Possession of any pneumatic gun or rifle that is air powered to include a BB gun, paint ball gun or pellet gun.*

K. *Possession of 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.*

Z. Other

**Rule 30. *Firearms: A student will not possess any weapon, including a starter gun, 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. 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.*

A. *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.*

**Rule 31. Serious or Repeated Violations: 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.**

<table>
<thead>
<tr>
<th>Serious or Repeated Violations</th>
<th>5</th>
<th>PK-12</th>
<th>7</th>
</tr>
</thead>
</table>

**Rule 32. Endangerment: 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.**

<table>
<thead>
<tr>
<th>Endangerment</th>
<th>5</th>
<th>PK-12</th>
<th>7</th>
</tr>
</thead>
</table>

**Rule 33. Electronic (Information Systems) Technologies – 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:**

A. Accessing files or using a computer or network resources.

B. Unauthorized use of or revealing a password other than your own.

C. Loading unauthorized software on computer or network resource.

D. Violating the terms of the Internet Acceptable Use Policy.

E. Intentionally introducing viruses or other destructive/denial of service programs to computer or network resources.

F. Intentionally altering standard configuration settings without authorization.

G. Intentionally altering or damaging files that are not yours.

Z. Other
### Rule 34. Bullying/Cyberbullying

<table>
<thead>
<tr>
<th>A. 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 severe emotional trauma.</th>
<th>2 PK-5 6-12</th>
<th>6 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>B. Cyberbullying: Students will not engage in 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.</td>
<td>2 PK-5 6-12</td>
<td>6 7</td>
</tr>
<tr>
<td>Z. Other</td>
<td>2 PK-5 6-12</td>
<td>6 7</td>
</tr>
</tbody>
</table>

### 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.

| Hazing | 3 PK-12 | 7 |
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 Secondary School Leadership Department (Levels 6 and 7 only).

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 Superintendent/designee within three (3) school days of the principal's notice to the Parent. The appeal is submitted to the Secondary School Leadership Department.

• Within three (3) school days after receipt of the notice of appeal, the Executive Director of 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)

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 Secondary School Leadership Department.

• The student and Parent will be advised by the principal that an administrative interview by the Executive Director of Secondary School Leadership or designee will be conducted regarding the incident and that a hearing before the School Board Review Committee will be conducted, if necessary.
• The Executive Director of Secondary School Leadership or designee will attempt to contact all parties involved in the incident.
• The Executive Director of Secondary School Leadership or designee will assess the situation and may conduct any additional investigation.
• The Executive Director of Secondary School Leadership 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.
• 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.
• The Parent may decline to accept a principal's recommendation for long term suspension and request a hearing before the School Board Review Committee. The Executive Director of Secondary School Leadership or designee will schedule the case on the School Board Review Committee agenda.
• Every effort is made to conduct the School Board Review Committee 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 Executive Director of Secondary School Leadership or designee before being presented to the School Board Review Committee.
• If the Parent fails to show up for 2 or more scheduled preliminary hearing meetings with the Executive Director of Secondary School Leadership 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 member 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.
- When all evidence has been presented and there are no additional questions, the school principal will be asked to give closing comments with his/her recommended sanction and rationale for the recommended long-term suspension or expulsion to the Committee.
- 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 Executive Director of Secondary School Leadership 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.

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 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 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.
Long-Term Suspension and Expulsions (continued)
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.

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 Executive Director for Secondary School Leadership regarding such exclusion; and a hearing has been conducted by the Executive Director for Secondary School Leadership or designee, and a decision has been rendered to exclude the student.

Initial decision final unless appealed:
- The decision of the Executive Director for Secondary School Leadership 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 Executive Director for Secondary School Leadership. 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 Executive Director of Secondary School Leadership 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 Executive Director for Secondary School Leadership 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 Executive Director of Secondary School Leadership may impose additional conditions for re-admission to school.
Exclusion of Certain Expelled or Suspended Students (continued)

Petition for admission:

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

Attendance at an alternative education program:

- Either the Executive Director for Secondary School Leadership, 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 the Superintendent’s 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 Executive Director of Secondary School Leadership or designee to evaluate incidents involving alleged first time possession of 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 Executive Director or designee. Students deemed eligible for “first time offense status” will not have had any previous marijuana, alcohol, or controlled medication possession violations either in school or in the community. Acceptance into the CAMP (Changing And Modifying Perceptions) 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 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 a hearing officer will be conducted at the Office of Secondary School Leadership 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 Executive Director of Secondary School Leadership within seven (7) school days of the administrative interview date. The appeal letter must state the specific reasons for the appeal. The Executive Director 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 possession cases, forwarding the packets to the Executive Director of Secondary School Leadership.

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

- Students will be long term suspended to the intervention program IF:
  - The possession is for alcohol, marijuana, or controlled medication only (no other drugs)
  - There is no evidence of an intent to distribute
  - There is no prior incident involving drugs or alcohol
  - There is no prior community charge involving drugs or alcohol
  - The student (with Parent approval) agrees to participate in the program

- All other cases (not meeting the criteria above) will be prepared for presentation to the Board’s Discipline Review Committee at a formal hearing.
Intervention Program Components

- 12 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 and alternative teaching staff assist students in completing that work
- Academic Instruction (4 periods daily) in core subjects
- Intervention Programming (2 periods daily) 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
  - 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 – 6 hours to be completed prior to re-entry to zoned school with a balance of 34 hours to be completed during the school year.
  - 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.
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:
- Any student found guilty or not innocent of a crime, which resulted in or could have resulted in injury to others, or a crime for which the disposition ordered by a court is required to be disclosed to the superintendent pursuant to the Code §16.1-260G.

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 Executive Director of Secondary School Leadership 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 Executive Director of Secondary School Leadership 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 Executive Director of Secondary School Leadership, 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
NEWPORT NEWS PUBLIC SCHOOLS
Student-Parent-School Partnership Form 2014-2015

Student Name: ________________________________________  Student #: ___________________

School: _____________________________________________  Student date of birth: ________________

Please check each box to indicate agreement:

☐ I have reviewed and discussed the contents of the 2014-2015 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 2014-2015 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 and discussed the contents of the Student Internet Acceptable Use Procedures located within the 2014-2015 Rights and Responsibilities Handbook with my child. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use and setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media online using Newport News Public Schools computer resources. I understand that Newport News Public Schools will provide Internet safety education for my child. I understand that individuals and families may be held liable for violations of Newport News Public Schools computer and Internet use procedures.

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.
INTERNET ACCEPTABLE USE PROCEDURES

Student Use of Newport News Public Schools Networked Computing Resources

This school system provides computer systems with access to Internet and electronic mail (e-mail) to students to promote educational excellence in schools by facilitating resource sharing, innovations, and communications. The use of these systems shall be consistent with School Board policy IJND Technology Acceptable Use and the educational objectives of the division.

All NNPS computing systems and peripherals are the property of the division and are intended for the purpose of conducting official school business only. Students shall use these tools in an education manner consistent with federal copyright laws, with state laws, and with district policies governing student behavior. Internet and e-mail shall not be utilized to share confidential information about students or employees. All illegal and improper use of the computing systems, including but not limited to obscenity, harassment, solicitation, chain letters, special interest group proselytizing, harassing or threatening, gambling, sexual innuendo, pornography, and violating copyright or intellectual property rights are prohibited.

Communications over the division’s network shall be considered public information and handled as such; there is no expectation to privacy while communicating, in any format, on the divisions’ network. NNPS Technology Operations may periodically review directories or messages to determine compliance with policy IJND for acceptable use. If unacceptable content or use is found, access privileges may be removed and the offender counseled at an appropriate level.

Teachers are to supervise student’s Internet and e-mail access and usage and, if non-acceptable use is found, provide immediate, appropriate, and logical consequences to the student, including revoking privileges, if warranted, and possibly other disciplinary action. One designated employee at each school will manage student Internet and e-mail account access rights with oversight by Technology Operations. Account rights and passwords are not to be shared outside of the intended owner(s). Students will keep passwords secure and will change passwords if directed by Technology Operations.

Any statement of personal belief expressed on the Internet or in an e-mail is implicitly understood to be the author’s individual point of view, and not that of NNPS, its administrators, teachers, staff, or any of its schools.

The school Principal will ensure that all pertinent students have notice of this policy and are provided a “Student-Parent-School Partnership Form” to read, sign, and have signed by their parent/guardian. This form will be maintained in the student’s scholastic record.

Training
★ All students shall be taught Internet safety, security, and ethics before use of the Internet. Access will not be provided until this is completed.

Security
★ Students shall not use any other account name and password than their own or a specially-designated general-use set to access the division’s computing resources.
★ Accessing any local network files, documents, applications, etc., without express permission by an authorized staff member is forbidden.

Copyright and Citations
★ Any copyrighted materials are subject to the Fair Use provision of copyrighted law as it relates to education. Information concerning Fair Use can be found in each school library.

Undesirable Materials
★ NNPS will take all reasonable precautions to restrict student access to undesirable materials. However, students and employees must also accept responsibility for restricting access to these materials.
★ Students who gain access to undesirable Internet materials shall report such access to their teacher.
★ Employees who gain knowledge of undesirable Internet materials shall report such knowledge to the Administrator in the building and to Technology Operations.

Software
★ Only division approved and provided software shall be loaded on division computing systems. No software, including but not limited to games, freeware, demonstration software, and shareware shall be downloaded from the Internet or installed on any NNPS computer unless expressly arranged by Technology Operations.

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 the Internet by NNPS students is prohibited.

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 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 responsibility.

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 or for 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 a 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 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 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.

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
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

CR – 06/09
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 +
Assertiveness, safety skills, and stranger awareness. This includes awareness and strategies needed 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 *

Grade 4
Awareness and strategies to prevent exploitation and abuse +
Awareness of, responding to and stopping various types of harassment +
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 *

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

Parents seeking Family Life Information for Elementary School contact Health Services – 591-4646 or 283-7850 Ext. 10307 or email:
Susan.Devane@nn.k12.va.us and
Nancy.Adams@nn.k12.va.us
Indicate your child’s school and grade as well as your question and the Specialist will get back with you.
Grade 6 – Boys and Girls are separated for these classes
Good hygiene and health practices
Physical and emotional changes experienced in puberty
Anatomy and physiology of the reproductive system
Correction of myths about puberty and reproduction
Benefits of abstinence
Communications with parents and other trusted adults
Respect for self and others
Awareness and prevention of sexual harassment and sexual abuse
Transmission and prevention of HIV / AIDS and other STIs
Decision-making skills and problem solving

Grade 7 – Boys and Girls are separated for these classes
Review of reproduction and puberty
Benefits of abstinence as well as benefits of postponing pregnancy until marriage
Developing healthy decision-making skills
Transmission and prevention of STIs, HIV / AIDS
Effects of media and peers on relationships
Awareness of sexting and internet safety precautions
Respect for self and others
Appreciation of individual differences
Awareness and prevention of sexual harassment / sexual abuse
Developing positive relationships with family and friends
Communication with family and other trusted adults

Grade 8 – Boys and Girls are separated for these classes
Self-awareness and developing personal identity
Appreciation of individual differences
Effects of media and peers on personal identity
Risk-taking and its impact on life choices
Personal responsibility
Respect for self and others
Awareness and prevention of sexual harassment / sexual abuse
Communication with parents and other trusted adults
Communication in relationships with peers
Benefits of abstinence and postponing pregnancy until marriage
Methods of contraception
Transmission, prevention and treatments of STIs and HIV / AIDS

High School Family Life Topics –
*Boys and girls are separated for these classes:

Health I
Male and Female reproductive systems
Breast/Testicular self-examination*
Respect and responsibility in a relationship
Benefits of abstinence before marriage
Family planning and contraception
Issues regarding teen/single parenthood
Transmission, prevention and treatment of STDs and HIV/AIDS
STD/HIV/AIDS statistics and prevalence
Local, national, and global impact of HIV/AIDS pandemic
Refusal skills and delay tactics

Health II
Respect, responsibility and goal setting
Communication and relationships
Benefits of abstinence before marriage
Emotional maturity in dating, engagement, and marriage
Characteristics of successful marriages
Planning for children in a marriage/responsible parenthood
Prevention of emotional/physical/sexual abuse
Human development from conception to birth
Pregnancy and childbirth
Medical resources

Parents seeking Family Life information for Middle & High School contact Health & PE – 283-7850 ext 10241.
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 sciatica. 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 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 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 students only
2 TO 4 DOSES DEPENDING ON AGE AT FIRST DOSE

HPV – 6TH GRADE GIRLS – If no documentation provided, do not exclude.

VARICELLA (CHICKEN POX):
1 DOSE AT 12 MONTHS (365 DAYS) OR OLDER
GRADES PRE-K, 5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th ONE DOSE
2 DOSES FOR ENTRY K, 1st, 2nd, 3rd, 4th

School Nurse may verify & document parental reports (see over)
CONDTIONAL ENROLLMENT: If no records 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 also
1 Pneumococcal (New Requirement)

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

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.

7-11 months 2 doses plus booster

R 4/3/14
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


**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.

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

How to Communicate with Your Child

- Understand that eating disorder sufferers often deny that there is a problem.
- Educate yourself on eating disorders
- Ask what you can do to help
- Listen openly and reflectively
- Be patient and nonjudgmental
- Talk with your child in a kind way when you are calm and not angry, frustrated, or upset
- Let him/her know you only want the best for him/her
- Remind your child that he/she has people who care and support him/her
- Be flexible and open with your support
- Be honest
- Show care, concern, and understanding

Eating disorders affect both males and females of all ages.
§ 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.
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. Director, Human Resources, at 12507 Warwick Boulevard, Newport News, VA 23606, (757-881-5061), is responsible for coordinating the division’s efforts to meet its obligations under Section 504, Title IX, the ADA, and their implementing regulations.
Rights and Responsibilities Handbook 2012-2013

STUDENT CODE OF CONDUCT AND ANNUAL NOTICES

College, Career and Citizen-Ready!