

# NANSEMOND RIVER HIGH SCHOOL



## **Message from the Principal**

September 2018

Dear Warrior Family:

I would like to formally welcome you to the 2018-2019 school year. Thanks to the hard work and effort of your child, our teachers, and our administrative team, our students were extremely successful last year in their academic endeavors. I am also proud to announce that our 2017-2018 senior class received over \$6 million in scholarship monies.

As you can see, our students are excelling across the curriculum, and we are looking forward to even greater accomplishments this school year. To further assist in promoting a positive school year, please take the time to carefully review the information in this student handbook; especially our attendance policy on page 6-A.

I also want you to know that effective parental communication is a top priority. We have many avenues in which you can communicate and remain informed about the events, at Nansemond River High School. First, Nansemond River's website is updated regularly to keep you informed of all of the events, daily announcements, and successes at our school. In addition, many of our teachers have created web pages/blogs that can be accessed through our website. Furthermore, the school division has a program entitled "Home Access Center", a web-based program, which enables parents to access their child's grades and attendance. Any parent wishing to register and take advantage of this program may schedule an appointment with our guidance department.

I would like to thank you, in advance, for all your support as we work together to create a successful school year. I look forward to working with you and your child. Please remember that if you have any questions, do not hesitate to call my administrative team, guidance department, teachers, or me at (757) 923-4101.

Sincerely,

Daniel O'Leary, Jr.  
Principal

# TABLE OF CONTENTS

<b>MISSION STATEMENT</b>	<b>4</b>
<b>SCHOOL CONTACTS</b>	<b>5</b>
<b>POLICY AND PROCEDURES</b>	<b>6</b>
<b>I. ACADEMICS</b>	<b>6</b>
<b>II. ATTENDANCE EXPECTATIONS &amp; PROCEDURES - HIGH SCHOOL</b>	<b>8</b>
<b>III. GUIDANCE AND ACADEMIC COUNSELING</b>	<b>10</b>
<b>IV. LIBRARY &amp; TECHNOLOGY EXPECTATIONS</b>	<b>12</b>
<b>V. LOCKERS</b>	<b>13</b>
<b>VI. NUTRITION AND HEALTH SERVICES</b>	<b>13</b>
<b>VII. PARKING &amp; TRANSPORTATION</b>	<b>14</b>
<b>VIII. STUDENT ACTIVITIES AND ATHLETICS</b>	<b>15</b>
<b>IX. STUDENT CONDUCT STANDARDS AND EXPECTATIONS</b>	<b>17</b>
<b>X. STUDENT DRESS &amp; GROOMING*</b>	<b>19</b>
<i>(*Updated School Board Regulations as of July 2018)</i>	

# GENERAL INFORMATION



## THE ADMINISTRATION

Mr. Daniel O'Leary, Jr., Principal  
Ms. Janice S. Bibbo, Assistant Principal  
Mr. Michael Milteer, Assistant Principal  
Ms. Tara Worley, Assistant Principal  
Mr. Henry Brent, Dean of Students

## MISSION STATEMENT

Nansemond River High School's mission is to support an environment that recognizes the potential of all students to excel academically, emotionally, and physically in order to become responsible and productive citizens in a multicultural society.

**School Mascot** – Warriors

**School Colors** – Red and Black

**TELEPHONE NUMBER** – (757) 923-4101

**FAX NUMBER**--(757) 538-5430

## SCHOOL CONTACTS

Address Changes.....	Ms. Catherine Ilich
Athletics/Activities .....	Ms. Kristy Brett
Attendance .....	Ms. Catherine Ilich Ms. Tara Worley
Bus Concerns .....	Mr. Michael Milteer
Bus Discipline.....	Mr. Henry Brent
Cafeteria Manager.....	Ms. Shawntae Hunter
Child Study/Special Education Services/504 .....	Mrs. Tara Britt Mrs. Janice Bibbo Mr. Greg Lomax
Depositing Money to Accounts .....	Mrs. Stephanie Jordan
Discipline .....	Mr. Henry Brent Ms. Tara Worley Mr. Michael Milteer Mrs. Janice Bibbo
Free or Reduced Lunch Program .....	Mr. Henry Brent
Guidance Counselors .....	Mrs. Mary-Linda
Cruey(12 <sup>th</sup> )	Mr. Greg Lomax Mrs. Trinita Porter Mrs. Chauna Ross-Phiri
Instruction .....	Mr. Daniel O'Leary, Jr. Mrs. Janice Bibbo Mr. Michael Milteer Ms. Tara Worley
Lockers.....	Mr. Harvey Brent
Lost and Found .....	Main Office
Parking .....	Mr. Edward Young
Request for Transcripts.....	Ms. Robin Smith
Schedule Changes .....	Guidance Counselors
Second Copy of Your Schedule .....	Mrs. Tracy Rountree
Textbooks.....	Mr. Michael Milteer Mr. Henry Brent
School Maintenance/Maintenance Concerns .....	Mr. Billy Pippin Mr. Henry Brent
School Resource Officer .....	Mr. David Chipman

# POLICY AND PROCEDURES

## I. ACADEMICS

### TYPES OF DIPLOMAS AND CERTIFICATES

*Advanced Studies Diploma:* Students have completed the required course of study, earned at least 26 credits, and verified 9 SOL credits.

*Standard Diploma:* Students have completed the required course of study, earned at least 22 credits, and verified 6 SOL credits.

*Applied Studies Diploma:* For special education students who have successfully completed their Individualized Education Program.

*Certificate of Program Completion:* Available to students who complete a prescribed program of studies defined by a local school board but do not qualify for a diploma.

### COMMUNITY SERVICE GRADUATION REQUIREMENT

“Beginning with students entering grade 9 in 2013-2014 and beyond, all Suffolk Public School students will be required to earn fifty (50) community service hours as a condition of graduation. Participation in community service activities will expand the student’s view of the community, enhance personal growth, encourage citizenship, and instill a sense of purpose and pride.” (Community Service Graduation Requirement Handbook for 2013-2014, Superintendent’s Letter, p. 1.)

### HONOR ROLL

The Honor Roll will be determined for each grading period from the grades, which appear on the report card. Students may not have a grade lower than “B-” to make the honor roll.

### HOMEBOUND STUDENTS

Those students physically unable to attend school for extended periods of time should call their Guidance Counselor in order to receive information on homebound instruction.

### TEXTBOOKS

All textbooks are issued to students for their use at no charge during the school year. Teachers will record the student’s name and the school year on the book label and scan out books to the students when issuing textbooks. Students are held responsible for their books and should handle them carefully, keep them clean, and keep them in their possession at all times. **Students will be required to pay for lost (misplaced or stolen) or damaged books.** If a student needs to replace a book, he/she should go to the main office and pay for the book. The student will be given a receipt, which then should be given to the teacher in order, to receive another textbook. Students will not be issued books to take home until all textbook debts have been settled. In the event a student withdraws from school for any reason, the student must return all books to their teachers before any transcripts will be forwarded.

## **PHYSICAL EDUCATION**

1. Textbooks will be used by the teacher for classroom use only. Textbooks will be issued by the teacher for classroom use. Textbooks are to remain in the classroom at all times. Resource copies will be located in the library for students to check out overnight. All books checked out must be returned to the library by the beginning of the block the following day. Students who abuse this privilege will be limited to library use of the books only.
2. Dress for gym class will be the school approved gym uniform, which costs \$17 for S, M, L, and XL, \$19 for XXL, and \$20 for XXXL. The uniform should be cleaned every day. Students are urged to purchase more than one gym uniform if possible. Gym uniforms cannot be altered in any way. White socks and tennis shoes (any color) are required. **All students must be in gym uniforms by the first interim.**
3. Any student who loses a gym uniform or has it stolen will have a week to replace it. The student will be allowed to wear a solid (no writing of any kind) white tee shirt and navy blue or black shorts without pockets. This same attire may be worn by the student prior to the gym uniform purchase deadline.
4. Students with medical excuses will not take part in physical activity. Written assignments or other assignments will be given at the discretion of the teacher. Notes from home to excuse students from gym will not be accepted without prior approval from the school nurse. Students should see the nurse upon arrival to school. No student will be excused to see the nurse when he or she comes to gym. Again, all excuses for physical education must be obtained from the nurse prior to the student's gym block.
5. In cases of cool weather, athletic wear may be worn over the gym suit but students must first report to class in their gym suit.
6. PE and Health/Driver's Education Grade: The PE grade is 50 percent of the nine week grade and the health/driver's education constitutes the remaining 50 percent.
7. Non-Dress/Non-Participants: Students who fail to dress out, participate, or a combination of the two will be referred to the Academic Behavior Center for that class block. Continued offenses will result in referral to administration.
8. Students are strongly encouraged to utilize PE locks. A PE locker maintenance fee of \$5 will be charged. PE locks can be purchased from the student's PE teacher. Bringing valuables to the locker room is strongly discouraged. **The school is not responsible for any items left in the locker room, especially if they are not in a secure locker.**

**NOTE: No food or drinks will be allowed in the gymnasium. Also all personal belongings will be placed in the locker rooms not the bleachers.**

## **SUMMER SCHOOL**

Summer school is available to all students for repeat courses and for course advancement. Summer school is held on a rotating basis at one of the three high schools. Summer courses not offered by Suffolk Public Schools may be taken at a neighboring school division, with a letter of approval from the home school. Additional information may be obtained by contacting the Guidance Office.

## **II. ATTENDANCE EXPECTATIONS & PROCEDURES - HIGH SCHOOL**

**Your child's attendance is extremely important; therefore, we will be monitoring his/her attendance very closely by utilizing:**

- ✓ An automated messaging system that will contact you when your child is absent from school.
- ✓ Interim and nine weeks attendance reports that will be generated, to identify students that may be in violation of the attendance policy. Then, the Attendance Clerk and Assistant Principal, supervising attendance, will meet with those students to discuss their absences.
- ✓ Letters that will be mailed to the parents, advising them that their child may be in violation of the attendance policy, and what action is needed.
- ✓ **If your child is absent from school, documentation for his/her absence must be submitted within 5 days of the absence.** If documentation is not received within 5 days of the absence, then the absence will not be excused. Your child should place the documentation in the locked box located on the counter in the main office.
- ✓ If your child has a doctor, dentist, court, or counseling appointment; we require official documentation from that office. If you forget, they may fax it to us at (757) 538-5430. It will be your responsibility to follow up on the faxed documentation. We will not accept any handwritten notes for these absences.
- ✓ If your child is absent due to a death in the family, we ask that you submit the memorial program from the service or the obituary along with the excuse note.

**\*Please be aware that a forged or altered excuse note from a doctor's office is a felony. Therefore, the submission of forged or altered excuse notes from a doctor's office or any other office will result in a student being suspended out of school, with a recommendation for an expulsion hearing. Furthermore, the school division may choose to proceed with criminal charges.**

### **ADDRESS CHANGES**

Please notify the school's guidance office, immediately, if there is a change in a student's address, telephone number, or person to contact in case of an emergency. This information is important in case a student becomes ill or injured. For address changes, proof of the new address is required, and a copy must be made for the student's cumulative record.

### **ADMIT SLIPS – ATTENDANCE CLERK**

Students who are absent from school, should bring a written statement from a parent or legal guardian explaining the absence. The note should be submitted to the Attendance Office by placing the absentee note in the black box on the front counter in the main office. Please remember that if documentation for the absence is not received within 5 days of the absence, then the absence will not be excused

## **CUTTING CLASS**

A student will be considered to be “cutting class” when he/she:

- (1) is in excess of ten (10) minutes late to class.
- (2) is present in school, but does not go to the appropriate, scheduled class.
- (3) leaves class without permission.

## **EARLY DISMISSALS**

Students desiring an early dismissal from school are to present a written statement to one of the Secretaries in the front office prior to the start of school. This note must contain the following information: date, student’s name, time of the dismissal, and reason for dismissal, signature of a parent or guardian, and the phone number where the parent can be reached to verify the student’s dismissal. **STUDENTS WILL NOT BE ALLOWED TO LEAVE THE SCHOOL IF VERIFICATION CANNOT BE MADE. STUDENTS MUST SIGN OUT AT THE INFORMATION DESK BY THE MAIN OFFICE ANY TIME THEY LEAVE SCHOOL EARLY. EARLY DISMISSALS ARE ONLY GRANTING THE STUDENT PERMISSION TO LEAVE SCHOOL, NOT FROM BEING ABSENT. ONLY OFFICIAL DOCUMENTATION FOR THEIR ABSENCE WILL BE ACCEPTED.** Failure to comply will result in disciplinary action.

## **EARLY RELEASE PROGRAM**

Students involved in work-study may be released early from school, on a daily basis. Students having special needs that require an early dismissal, on a regular basis, must receive prior approval from the administration. Students in the work-study programs apply for early release through the Principal. All students receiving early dismissals on a regular basis will be on an approved list and must sign out each day at the Information Desk by the main office. Failure to follow this procedure may result in revocation of the early dismissal privilege and assignment to an appropriate class. Students with early dismissal may NOT remain in the building.

### **Exception to Early Release Policy:**

Students typically permitted an early dismissal will be required to remain on school grounds if their time of departure coincides with an emergency evacuation. (*See “emergency evacuations” for further details and procedures*). Students needing a note for employers will be provided with a note explaining the situation.

## **HOME ACCESS CENTER - ONLINE ATTENDANCE & GRADE ACCESS**

Student attendance and grades may be tracked on-line through a web-based program, entitled “Home Access Center”. Grade, tardy, and attendance alerts can also be set up for your child. You can contact your child’s guidance counselor to register for this program.

## **MAKE-UP WORK**

Students will be required to make up work regardless of reasons for absences. **Students have five days (5) to make up missed work.** In cases of extended absences, the teacher and student, with the approval of the school administration, will develop a plan of action. **Students should be reminded that when they miss school regardless of the reason, it is their responsibility to contact the teachers for any/all assignments missed and to schedule make-up sessions for quizzes and/or tests.**

## **TARDY TO CLASS**

Any student who is not in his/her scheduled class at the designated time shall be considered tardy. An accumulation of tardies per semester shall be given the following disciplinary action:

- First Tardy – Verbal Warning
- Second Tardy – Verbal Warning
- Third Tardy – After School Detention
- Fourth Tardy – Referral to Administration
- Fifth Tardy – OSS Pending Parent Conference

Any student tardy to any class in excess of ten (10) minutes without a note is considered cutting class, and a disciplinary referral will be written.

## **TARDY TO SCHOOL**

Students who arrive after **8:20 a.m.** should sign in at the Information Desk by the main office and then report to class. Students must legibly sign the “Tardy Sheet” at the Information Desk (including first and last name and time of arrival) and secure a tardy slip from the staff member at the Information Desk. This tardy slip should be given to the teacher upon entering the class. In order for a tardy to be considered “excused”, a note must be submitted to the attendance office within five days of the tardy and approved by the attendance office and/or administration. Failure to sign in will result in disciplinary action.

# **III. GUIDANCE AND ACADEMIC COUNSELING**

## **SCHEDULE CHANGES**

All students are required to be enrolled in a minimum of six subjects unless authorized by the principal to have less. Each class period is ninety minutes in duration and meets every other day; except for the last block of the day, which is fifty-seven minutes in length and meets daily. Students are expected to be on time and to attend all assigned classes on a regular basis.

The change of a class schedule is strongly discouraged and no changes will be made after the specified drop/add date without proper approval by the administration. Class additions are highly unlikely due to the availability of additional class space.

To obtain a schedule change, a student must complete a schedule change request form. The schedule change request form must have a parent or guardian signature, which gives approval of the requested change. These forms are located in the Guidance Office and Main Office. Administration will determine if the request is approved. **After the drop/add date, students will not be allowed to add any courses and courses may only be dropped with a failing grade for the year.**

## **TESTING SCHEDULE**

The Standards of Learning (SOL) were adopted by the State Board of Education in 1995. These standards define minimum instructional objectives for courses in mathematics, science, English and history. In addition, technology standards for students have been included. The standards are

the basis for the accountability component of the State Board of Education's assessment and accreditation programs.

Students will take SOL tests in the spring of each year. Retests are administered throughout the year (see testing calendar on SPS website). Beginning with the class of 2004, students have had to pass SOL tests to graduate.

**The Preliminary Scholastic Assessment Test (PSAT)** is a two-hour test of verbal and mathematical skills administered in October, which previews the SAT I Reasoning Test and serves as the qualifier for the National Merit Scholarship Program. Sophomores are allowed to take the PSAT for practice and juniors are encouraged to take the PSAT as a preliminary assessment of their readiness for college. All students must register in advance. All juniors must register in advance by submitting the necessary testing fee to the Guidance Department.

**The SAT I: Reasoning Test** is a three-hour test measuring verbal, mathematical, and writing skills with scores ranging from 200 to 800 on each section. Students wishing to take an SAT must register with the testing company in advance of the desired testing date. See your counselor for details.

**The SAT II: Subject Tests** (formally the Achievement Tests) are one hour tests measuring ability in specific subjects. Highly selective colleges frequently require SAT II scores in the admission process. Students wishing to take SAT II tests must register with the testing company in advance of the desired testing date.

### **ASVAB, PSAT, SAT and ACT Information**

Registration materials and dates for ASVAB, PSAT, SAT and ACT may be obtained from the Guidance Department. Fees are payable by mail in the form of a check or money order.

**Advanced Placement Tests** are given in May each year to those students who have enrolled in an Advanced Placement course throughout the school year. College credits and/or colleges may grant advanced standing to an individual as a result of AP test scores.

Registration materials may be obtained from your counselor.

### **TRANSCRIPTS**

All transcripts of high school grades must be requested through the Guidance Department. The transcript request form is also on the Guidance link of the NRHS website. Seven (7) days should be allowed for the processing of transcript.

### **TIDEWATER SCHOLARSHIP FOUNDATION ACCESS PROGRAM**

The **ACCESS Program** provides a school advisor to encourage students to prepare for higher education after high school. Services for seniors include: **Career Planning, SAT Prep Workshops, College Tours, SAT Waivers** and college application **Fee Waivers** for qualifying students. In their senior year, the ACCESS advisor helps students apply to college and provide comprehensive Financial Aid and Scholarship services to help students pay for college. One-on-one counseling services are available for seniors and their parents. Don't miss out on this **FREE** program.

### **VISITORS**

Visitors are welcome. Permission must be obtained from the Principal or his/her designee before visiting any area of the building. A visitor's badge will be issued to visit a specific area or provisions will be made for a guided tour of the building. A teacher should not allow visitors to sit in on a class session without prior approval by the school's administration.

## **IV. LIBRARY & TECHNOLOGY EXPECTATIONS**

### **LIBRARY / MEDIA CENTER**

Regular Hours 8:00 a.m. – 3:30 p.m. (Monday – Thursday)

8:00 a.m. – 3:15 p.m. (Friday)

1. QUIET is expected in the library. Failure to observe this expectation will result in suspension of library privileges for a time to be determined by the library staff. Students will be given one warning before losing their privileges. The first suspension will result in a one week loss of library privileges. A week will be added for each additional offense.
2. Permission slips signed by a teacher or administrator are required for entrance into the library. Students are required to sign in upon entering the library.
3. Books may be checked out for two (2) weeks. Books can be renewed twice.
4. There is a \$ .05 a day fine for all overdue books. Maximum fine will be \$3.00.
5. Students will not be allowed to check out any additional books until all overdue books are returned and all fines are paid.
6. Lost library books should be reported to the librarian. If not found, the replacement cost of the book(s) must be paid. Any book, which is later found in good condition, may be returned and a refund will be issued.
7. Reference books may be checked out for overnight use only. There will be a fine of \$ .25 a day for not returning these books.
8. No eating or drinking will be permitted in the library.
9. No passes will be issued from the library for students to go to other places.
10. Study hall students are allowed to use the library twice weekly for ninety minutes each visit unless a specific assignment requires more frequent use of the library.
11. Students are not to leave the library before the end of the period unless the teacher requests a departure time.
12. Students will be allowed to sit in groups of two (2) or less ONLY.
13. Any material which must be checked out through the library is considered the property of the library and must be treated as such. If these materials are lost or abused, they must be replaced.
14. Students have four (4) minutes to arrive to or return from the library. Students who violate this time limit or create a disturbance in the hall will lose their library privileges.

### **TECHNOLOGY EXPECTATIONS**

School computers are intended exclusively for research, document creation, and the enhancement of the educational process. Students are forbidden to use computers for non-instructional purposes. Downloading files to the hard drive or to the available network destinations is easily traced to a student account and will be dealt with through disciplinary actions; which may include loss of privileges to work with school computers. Logging onto non-instructional websites; except as specifically sanctioned by teachers or administration is also not permitted.

## \*\*Regulations Governing Student Use of The Internet

- Section 6-4.1.* Parent and Guardians Ultimately Responsible
- Section 6-4.2.* Internet and Electronic Mail Guideline; Good Behavior Required; Review of Files Permitted
- Section 6-4.3.* Posting of Personal Information Prohibited; Prompt Disclosure Required
- Section 6-4.4.* Unauthorized Access Prohibited; Use of Computer for Illegal Acts Prohibited
- Section 6-4.5.* System Security; Student Responsible for Accounts; Notice to Teacher or Administrator; Virus Protection Procedures to be Followed
- Section 6-4.6.* Inappropriate Language Prohibited; Harassment also Prohibited; Defamatory Statements Prohibited-
- Section 6-4.7.* Respect for Privacy to be Maintained-
- Section 6-4.8.* Respect Resource Limits; Chain Letter Limits; E-Mail to be Checked
- Section 6-4.9.* Plagiarism and Copyright Infringement
- Section 6-4.10.* Inappropriate Access to Material Prohibited; Parent Instructions to be Followed
- Section 6-4.11.*

## **V. LOCKERS**

Students shall be permitted to use a school locker for the storage of coats, books, and other educational materials of the school. A locker maintenance fee of \$5 will be charged. The locker and combination will be kept and supplied by first block teacher upon presentation of the locker rental receipt. Lockers are considered the property of school. *School officials acting with just cause shall have the authority to search lockers or other areas of the school and school grounds, including motor vehicles when reason exists to believe items hazardous to the welfare of the student or student body are present or when such items are used to violate a law or cause a disruption in the school.*

**Students will not share lockers.** There are enough lockers for every student to have his/her own locker. Do not disclose your locker combination to anyone. The administration may not be as effective in investigating losses if the student has shared his/her combination with other students. Your combination is confidential: PROTECT IT! The school cannot be responsible for items lost or stolen. Students are encouraged to enter lockers before and after school and before lunch. Use of non-school issued locks will result in the lock being cut off from the student's locker by the administration.

## **VI. NUTRITION AND HEALTH SERVICES**

### **CAFETERIA**

Student behavior in the cafeteria should be based on courtesy and cleanliness. Students are not to sit on cafeteria tables at any time. Students are expected to eat in the designated areas. Students are not permitted to leave the school campus for lunch. Students are to line up in an orderly manner and wait their turn to be served. Any cutting of the lunch line will warrant disciplinary action. When students have finished their lunches, they are to dispose of all trash. Leaving trash on tables will warrant disciplinary action.

***Note: NO GLASS CONTAINERS ARE ALLOWED IN SCHOOL.***

## **CLINIC / NURSE**

The clinic is staffed by a full-time nurse who is available to assist students who are ill, require first-aid treatment, or have other health concerns. Except in the case of an emergency, students should obtain a pass from their teacher to enter the clinic. If a student becomes ill during the school day and feels the need to go home, he/she must first check with the school nurse. The nurse will make the proper arrangements by contacting the student's parent/guardian. **No student is to phone his/her parents or anyone else to pick him/her up from school unless he/she has first gained permission from either the school nurse or a school administrator.**

Parents/Guardians of students with medical problems needing special care should notify the nurse at the beginning of the school year. The only medication that will be given to a student by the school is that prescribed by a physician. In such cases, the parent/guardian should supply the school nurse with a completed Suffolk Public Schools' "Administration of Medication" form, and the **parent** must bring the medication to school. Students who must take medication daily will be issued a "medication pass" to be used each day for entry into the clinic. Students are not permitted to have any kind of medication at school. This prohibition includes pain relievers, inhalers, cold remedies, and other over-the-counter drugs. **FAILURE TO COMPLY WILL BE A VIOLATION OF SCHOOL BOARD POLICY AND CAN RESULT IN A REQUEST FOR AN EXPULSION HEARING.**

## **FREE AND REDUCED LUNCH PROGRAM**

During the first week of school, all students will be given applications for the free or reduced lunch program. Those students desiring to participate should fill out the application and return it to any teacher as soon as possible so the application can be processed by Food and Nutrition Services. **Each student requesting free or reduced lunch must fill out the appropriate application; even if he/she received free or reduced lunch the previous year.**

Students may not use any other lunch identification number other than the original one issued to them by Food Service. Any student, who does not have a free or reduced lunch identification number, must pay the full price for lunch. Buying, selling, loaning, or trading of free or reduced price lunch identification numbers is strictly prohibited by school and the Federal lunch program policy. Students who violate this policy are subject to disciplinary action.

## **WELLNESS POLICY**

Special celebrations may not take the place of school lunch. Any special celebrations must be coordinated with Food & Nutrition Services or be conducted after the last lunch period. All special celebrations must first be approved by the building principal. Only pre-packaged snacks which meet the nutritional requirements will be allowed when snacks are solicited.

# **VII. PARKING & TRANSPORTATION**

## **SCHOOL BUS REGULATIONS**

The routes which buses travel and the assigning of drivers to school buses is the responsibility of the Suffolk Public Schools' Supervisor of Transportation. The school bus driver is responsible for the operation of the bus in a safe and efficient manner at all times, the maintenance of a time schedule, and the conduct of the children who ride the bus. The administration is responsible for any disciplinary action taken with students; whenever, the bus driver finds it necessary to report

pupil misconduct. (Refer to the page on bus rules.) Bus drivers, with the assistance of the administration, will conduct emergency exit drills on the school bus.

**SPECIAL NOTE: Students participating in athletics and attending “away” games or meets must ride to and from the event via the mode of transportation provided and approved by the school and School Board. Any variations from this procedure must have prior approval of the Administration and/or the Activities Director.**

### **STUDENT PARKING**

Students who drive to school are to register their vehicles with the school administration. Cost of the parking sticker is \$35.00 for a reserved parking space. Students will receive information regarding parking during the first ten days of school from their homeroom teacher. All students who drive to school must park in their designated area. Students who park in unauthorized areas may be cited for a parking violation. Students receiving parking violations, for any reason, may be denied the privilege of purchasing a parking permit, or delayed in purchasing a parking permit for the following school year. Vehicles should be parked so they do not block other vehicles or exits. Any student, while on school property, who drives in a reckless or unsafe manner that could cause damage or harm to pedestrians, vehicles, or school property may be reported to the police and will lose driving privileges. Students are forbidden to drive on the school lawn at any time. Upon arrival to school, students should park their vehicles in the appropriate area and enter the building without loitering in the parking lot. **The parking areas are off limits to students (including those transitioning to the Pruden Center by bus) at all times during the day except when the students are arriving or departing. Students are not to enter their vehicles at any other time without permission from the administration.** Students found in violation of these rules may have their driving privileges revoked and/or receive appropriate disciplinary action. **Students who drive to school and receive a suspension from school due to tardies from Block 1 or Block 2 will lose their driving privileges.**

**Unauthorized or unregistered vehicles parked on school property are subject to towing without warning, at the owner’s expense.** Also, private vehicles are prohibited from using the bus lane (South entrance) during school arrival and departure times.

## **VIII. STUDENT ACTIVITIES AND ATHLETICS**

### **ASSEMBLIES**

Assemblies may be held during the school year which will be cultural and educational in nature and extensions of classroom and extracurricular experiences. Students shall report to the assembly area in an orderly and prompt manner under the supervision of the teacher.

Students are expected to be courteous to speakers, performers, and other platform guests and give them their immediate and undivided attention. There shall be no loud talking, laughing, yelling, whistling, booing, stomping, or loud unnecessary applauding. Any of these actions which disrupt the assembly will not be tolerated. Student violators will be required to leave the assembly and will face strict disciplinary action.

## EXTRA AND CO CURRICULAR ACTIVITIES

Nansemond River High School provides a variety of extra and co-curricular activities. Students are encouraged to join and participate in the activities of their choice. Students should consult a teacher, a guidance counselor, or the Activities Director about these activities. Students who wish to run for class offices, homecoming court or prom court must have at least a 2.0 GPA and not have had an out-of-school suspension or other disciplinary infraction for the prior or current semester. Here is a listing of some possible clubs.

Academic Team	Student Council	DECA
Technology Student Association	Association	CHROME
Marching Band	Math Club*	Future Business Leaders of America
VOICE	Yearbook	ANIME
Debate Club	Science Club	Chess Club
Chorus Singers	BETA Club	Family, Career, and Community Leaders of America
Forensics Club	Future Teachers Club	FIRST
French Club*	Special Olympics	Robotics Club
Crimestoppers	National Honor Society	
Spanish Club*	Newspaper	
Performing Arts Club	Library Club	
Latin Club*	Ecology Club*	
	Future Farmers of America	

*\*Possible co-curricular activities*

## INTERSCHOLASTIC ATHLETIC PROGRAM

The interscholastic athletic program offers a variety of team sports for both boys and girls. In order to participate in the athletic program, a student must have a completed **“Parental Consent/Physician’s Certificate Form”** (VHSL physical form) to be given to the coach prior to the first day of practice. Once a physical form is on file, no other physical is required for additional sports during the same school year. It is also necessary for students to maintain a minimum semester grade point average or a cumulative **grade point average of 2.0** and be enrolled in no less than five (5) subjects during the current semester to be eligible for participation in interscholastic athletics.

## INTERSCHOLASTIC SPORTS OFFERINGS

<u>FALL</u>	<u>WINTER</u>	<u>SPRING</u>
Football	Wrestling	Track (girls)
Golf	Basketball (boys)	Track (boys)
Field Hockey (girls)	Basketball (girls)	Softball (girls)
Cheerleading	Cheerleading	Baseball (boys)
Cross Country (boys)	Indoor Track (boys)	Tennis (girls)
Cross Country (girls)	Indoor Track (girls)	Tennis (boys)
Volleyball (girls)	Swimming	Soccer (boys)
Volleyball (boys)		Soccer (girls)

## **NCAA ELIGIBILITY**

Students planning to participate in athletics in college must register with the NCAA Clearinghouse. Participation in NCAA competition is a privilege, not a right. Student/athletes cannot participate in college sports unless the NCAA has approved their eligibility. Beginning with the class of 2005, prospective NCAA athletes must: complete 14 core courses for both Divisions I and II; have a core grade-point average of 2.0; have a minimum test score requirement of 68 sum score on the ACT or 820 on the SAT.

To register with the NCAA, a student must fill out the NCAA Clearinghouse form, submit an official transcript, and pay the registration fee. To register, students need to go to the [NCAA Clearinghouse website](#) . Print two copies of the signature sheet and give both copies to your guidance counselor who will send in your official transcript. It can take several months to be cleared by the NCAA. Even if a student is not completely sure about playing college sports, they should still submit a request. **PLEASE SUBMIT REQUESTS EARLY TO AVOID DELAYS IN RECRUITMENT.**

## **NATIONAL FEDERATION OF STATE HIGH SCHOOL ASSOCIATION**

### *Concept of Sportsmanship*

“The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual’s influence on the behavior of others. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity.” The coaching staff will treat everyone, including opponents, coaches, fans and officials with a great amount of respect and dignity. We will remember that the main reason we are here is to provide a safe and respectable learning environment for our children.

## **IX. STUDENT CONDUCT** **STANDARDS AND EXPECTATIONS**

### **DISCIPLINE**

Student self-discipline is the ultimate goal of disciplinary actions taken by the staff and administration of Nansemond River High School. This is a goal that we believe every student can achieve and one that we expect every student to display in order to take **full** advantage of instructional class time.

### **DETENTION**

A student whose behavior warrants minor corrective action may be assigned after school detention. The after school detention program will be monitored by a staff member and held on designated day(s) and times. Bus transportation may be provided to designated stops for all students attending after school detention. Students will be notified by way of referral of the designated date of the detention. The students will be expected to complete previously assigned school work while serving detention.

## **PERSONAL EQUIPMENT OR ELECTRONIC DEVICES**

Effective, December 16, 2013, School Board Policy states, “During the school day, high school students may use personal equipment or electronic devices for instructional purposes as defined and supervised by the classroom teacher or administrator. To avoid disruption of the instructional process, students shall not display or activate personal equipment during class time unless specifically given permission by a teacher or school administrator.

The School Board will assume no responsibility in any circumstance for the loss/destruction/damage/or theft of personal equipment or for any bill associated with the authorized or unauthorized use of personal equipment. Students will be responsible for locating such lost/stolen items. Specific regulations can be found in Suffolk Public Schools Regulations Chapter 6 Article IV Section 6-4.”

Effective, December 16, 2013, School Board Policy states, “A device can be a personally-owned laptop, netbook, tablet computer, cell phone or Smartphone, e-reader, or any other personal computing device. Devices can be used during transition time between classes, in the cafeteria during breakfast/lunch, and before school/after school. **These devices can only be used during instructional time at the discretion of the teacher.** Using the device to misrepresent an individual, harass or bully, or promote illicit activity will be unacceptable.

School officials may take possession of personal equipment for any violation of this guideline. Students who violate this guideline shall be subject to discipline in accordance with the Suffolk Public Schools Discipline Guidelines as specified in the School Regulations, Section 6-4.5, *Consequences for inappropriate use.*”

**\*Failure by students to turn in the personal equipment or electronic device when asked by any staff member will result in an automatic out of school suspension for two (2) days.** Loss of such items is the sole responsibility of the student. **Parents are responsible for picking up confiscated materials after 3:15 p.m. Disciplinary action includes but is not limited to:**

**1<sup>st</sup> OFFENSE – Parent must pick up personal equipment or electronic device**

**2<sup>nd</sup> OFFENSE – Academic Behavior Center (ABC) and parent must pick up personal equipment or electronic device**

**3<sup>rd</sup> OFFENSE – Out of School Suspension (OSS) and parent must pick up personal equipment or electronic device**

## **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection; such as, but not limited to: excessive hugging, kissing, or touching, are not appropriate in the school environment. Students who engage in this behavior will receive an initial warning and then further disciplinary action if it continues.

## **SEXUAL HARASSMENT**

A student shall not sexually harass another student or any school employee, volunteer, student teacher, or any other person present in school facilities or at school functions. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.

## **TELEPHONES**

All office telephones are reserved for business purposes. Students will not be called from class to the telephone; nor will they leave a class to make a telephone call. If an emergency arises, students should contact a member of the administrative staff to use a telephone. Only in an emergency situation will messages be delivered to students.

# **X. STUDENT DRESS & GROOMING**

Clothing worn by each student shall be neat, clean, and in good repair for the personal health and safety of the student. Immodest clothing of such type that detracts from the learning process or causes a disruption of the orderly function of the school shall not be worn. Acknowledging the fact that student dress and grooming are the personal responsibilities of the students and their parent, the administration requests adherence to the guidelines listed below. Students who choose to disregard these policies will be requested to change their clothing. Continued non-compliance may result in disciplinary action. Any time missed from class will be counted as an unexcused absence.

**Note: This dress code applies to all students, male and female.**

### **Suffolk School Board Dress Code Regulation Change (effective July 2018):**

- A. The School Board and Suffolk Public Schools Staff rely heavily on parents and students to support the division's policies. One of the fundamental purposes of school is to provide an appropriate environment for learning. A student will maintain personal attire and grooming standards that promote safety, health, and avoids unnecessary disruptions.
- B. Suffolk Public Schools has established the following guidelines for student dress while in the classroom or participating in school-sponsored activities:
  1. Shirts and blouses must include at least 3" width on shoulders, garments (which includes skirts, dresses, and shorts) must not reveal any exposed skin 2" above the knee while standing. Leggings, jeggings, and workout clothes must be covered with a long shirt, skirt, or dress that covers the buttocks.
  2. Clothing must not reveal undergarments such as underwear, bras, and white undershirts. This includes any article of clothing that does not cover the midriff, back, reveals cleavage, sags below the beltline, or is sheer.

3. Clothing and accessories may not advertise alcohol or illegal substances, depict lewd graphics, display offensive or obscene language, promote violence, or is gang related. Slogans and graphics are prohibited across the buttocks.
4. Sunglasses may not be worn within the building. Wallet chains are not permitted.
5. Unless worn for religious or medical reasons, head coverings are not permitted. This includes hats, hoods, bandanas, combs, and picks.
6. All shoes worn should not pose a safety concern. Slides, flip flops, and slippers are not permitted. Sandals with a back strap are permitted. High heels must be an appropriate height for school activities.
7. Sleepwear may be worn only during designated school functions.
8. Clothing worn by a student must not cause a disruption and/or distract others from the educational process or pose a health or safety concern.