

**Manor High School
STUDENT/PARENT HANDBOOK
2023- 2024**

“Building Bridges, A New Era of Excellence”



**Manor High School
1401 Elmhurst Lane
Portsmouth, Virginia 23701
(757) 465 - 2907 | <http://pps.k12.va.us>**

Manor High School 2023-2024

"Home of the Mustangs"

Student Last Names

Course

Teacher

Room

Administration

Dr. Timothy Johnson, *Principal*

Dr. Sonji Hairston, *Asst. Principal* A-F

Dr. Will Brooks, *Asst. Principal* G-O

Ms. B. Shears-Walker, *Asst. Principal* P-Z

School Counseling

Ms. Lauren Collins, Director

Ms. Raynelle Thompson, Counselor A-E

Ms. Alicia Wilson, Counselor F-K

Ms. Zahneka Colbart, Counselor L-R

Mrs. Cheryl Johnson, Counselor P-Z

Ms. Nakia Brown, Registrar

Mr. Shawn Bell, Graduation Coach

Mrs. Mindy McCoin, ACCESS Advisor

Semester 1

Block 1 _____

Block 2 _____

Block 3 _____

lunch _____

Block 4 _____

Semester 2

Block 5 _____

Block 6 _____

Block 7 _____

lunch _____

Block 8 _____

TABLE OF CONTENTS

INTRODUCTION	
Manor High ALMA MATER.....	4
WELCOME	5
PORTSMOUTH CITY PUBLIC SCHOOLS- VISION STATEMENT	5
PORTSMOUTH CITY PUBLIC SCHOOLS- MISSION STATEMENT	5
Manor High School- MISSION STATEMENT	5
PORTSMOUTH CITY SCHOOL BOARD/SUPERINTENDENT'S CABINET	6
THE ACADEMIC PROGRAM OF INSTRUCTION	
THE BLOCK SCHEDULE	7
SEQUENCE AND LEVELS OF COURSES.....	7
GRADE LEVELS	7
WEIGHTED GRADES.....	7
GRADING SCALE.....	7
EXAMINATIONS	8
EXAMINATION EXEMPTIONS	8
HONOR ROLL.....	8
CRITERIA FOR NATIONAL HONOR SOCIETY.....	8
CRITERIA FOR HONOR GRADUATE STANDING	8
GRADUATIONREQUIREMENTS- DIPLOMA OPTIONS ENTERING CLASS 2022-2023	10
GRADUATIONREQUIREMENTS- DIPLOMA OPTIONS ENTERING CLASS 2023-2024.....	11
EDUCATIONAL RECORDS.....	12
MODIFIED STANDARD DIPLOMA	12
SPECIAL DIPLOMA	12
REPORT CARDS.....	12
TRANSCRIPTS	12
CENTER OF EXCELLENCE.....	12
DUAL ENROLLMENT	12
FIRST COLLEGE.....	13
CAREER AND TECHNICAL EDUCATION.....	13
THE ACCESS PROGRAM.....	13
AC-13 PROGRAM.....	13
ARMY JROTC PROGRAM.....	13
NURSING ASSISTANT PROGRAM.....	14
HOMEWORK	14
PARENT, TEACHER, AND STUDENT ASSOCIATION (P.T.S.A.).....	14
MAKE-UP WORK	14
HOMEBOUND INSTRUCTION	14
CHANGING AND/OR DROPPING COURSES	15
SUMMER SCHOOL	15
ATTENDANCE	
ABSENCES FROM SCHOOL	15
EARLY RELEASE FROM SCHOOL	16
LEAVING SCHOOL/CLASS WITHOUT PERMISSION.....	16
TRUANCY	16
TARDINESS AND CLASS CUTTING.....	16
CONSEQUENCES FOR TARDINESS TO SCHOOL AND CLASS.....	16
LOCKOUT POLICY.....	17
TRESPASSING/BREACH OF SECURITY	17
OPENING AND COSING TIMES.....	17
REGULAR BELL SCHEDULE.....	17
2018-2019 EARLY RELEASE SCHEDULE	18
PARENT/TEACHER/ADMINISTRATOR CONFERENCES	18
SCHOOL CALENDAR INFORMATION.....	18

GENERAL INFORMATION

ACADEMIC AFFAIRS AND COUNSELING SERVICES	19
CLASS DUES	19
BUS TRANSPORTATION TO AND FROM SCHOOL	19
LOCKERS AND LOCKER ASSIGNMENTS	19
AUTOMOBILE AND BICYCLE PARKING	20
LIBRARY POLICIES	21
COMPUTER UTILIZATION.....	21
STUDENT EMERGENCY FORMS.....	21
CLINIC PROCEDURES.....	22
CAFETERIA.....	22
STUDENT PASSES	22
ATHLETICS PROGRAM	22
ATHLETICS PROGRAM ELIGIBILITY	22
STUDENT INSURANCE.....	23
STANDARDS OF LEARNING	23
TEST TAKING.....	23
SCHOOL VISITORS	24
STUDENT ACTIVITIES PROGRAM	25
TEXTBOOK REGULATIONS	25
CELL PHONES	25
ELECTRONIC DEVICE POLICY.....	26
STUDENT CODE OF CONDUCT.....	26
STUDENT RIGHTS.....	26
STUDENT RESPONSIBILITIES	26
SCHOOL SAFETY	27
RULES GOVERNING STUDENT CONDUCT.....	27
DRESS CODE.....	28
ATTENDANCE/EXTENDED DAY.....	30
CONTRABAND.....	31

MANOR HIGH SCHOOL ALMA MATER

*We of Manor High School stand here today;
A generation eager to lead the way.
Our spirits we offer, torches of light.
Flamed by your guidance, knowledge, and might.*

*Hands clasped together, united we stand;
To dedicate our future to your demand,
To represent justice, honor and truth.
We stand a part of Manor High School.*

Manor High School Mission Statement

Manor High School commits to creating an educational atmosphere where students can excel in a safe, inclusive and engaging learning community. We strive to instill in our students lifelong learning and an appreciation for diversity by providing measurable, challenging, and equitable learning experiences. We endeavor to prepare all students for their future roles as citizens in local and global communities. We actively continue to incorporate the involvement of parents, guardians, and the community in support of our mission.

WELCOME TO MANOR HIGH SCHOOL

Dear Manor High School Mustangs,

We are thrilled to have each and every one of you join us for what promises to be a year filled with excitement, growth, and endless possibilities. Whether you're returning students who know the ins and outs of our school or newcomers who are embarking on this journey for the first time, we're here to support and guide you every step of the way.

This school year holds the potential for amazing experiences, new friendships, and valuable knowledge that will shape your futures. Remember that you're not just here to learn from textbooks, but also from each other, your teachers, and the various activities and challenges that lie ahead.

As you settle into your classrooms and engage in your studies, keep in mind that every challenge is an opportunity for growth. Embrace the subjects that ignite your curiosity and don't be afraid to ask questions. Our dedicated team of educators is here to help you navigate the academic landscape and discover your passions.

But school is not just about academics; it's also about personal development and building character. Let's make an effort to create a positive and inclusive environment where everyone feels respected, valued, and supported. Let's practice empathy and kindness, and stand up against any form of negativity or bullying.

Get involved in the various extracurricular activities, clubs, and events that our school has to offer. These experiences will not only enrich your time here but also help you develop important life skills such as teamwork, leadership, and time management.

So, let's embark on this new school year with enthusiasm and determination. Let's embrace the challenges, celebrate the victories, and support each other through it all. Together, as a united school community, we can make this year truly exceptional.

Here is to a fantastic school year filled with learning, laughter, and endless possibilities.

Sincerely,
Manor High School Administration, Faculty, and Staff

Portsmouth Public Schools

Portsmouth, Virginia

The Honorable Members of the Portsmouth City School Board

Dr. Cardell C. Patillo

Board Chairman

Ms. LaKeesha S. “Klu” Atkinson

Vice-Chairman

Mrs. Irene S. Boone

Dr. Melvin Cotton, Jr.

Mrs. Quniana D. Futrell

Mrs. Sarah Duncan Hinds

Mrs. Tamara L. Shewmake

Mrs. Yolanda E. Thomas

Dr. Ingrid P. Whitaker

The Superintendent’s Cabinet

Dr. Elie Bracy, III

Division Superintendent

Dr. Nicole Devries

Assistant Superintendent for Curriculum and Instruction

Mr. Theodore Faulk

Assistant Superintendent - Chief Financial Officer

Mrs. Jessica Duren

Assistant Superintendent - Executive Director of Human Resources

Mrs. Lauren Nolasco

Director of Communications

Dr. Jerry Simmons

Director of Auxiliary Services

Mr. Derrick A. Nottingham

Director of Research and Evaluation

Mr. Dean Schlaepter

Director of Information Technology

**THE ACADEMIC PROGRAM OF INSTRUCTION
THE BLOCK SCHEDULE**

Classes at Manor High School are scheduled within a 4 X 4 block schedule. Classes last ninety minutes for a duration of eighteen weeks. At that rate, students are scheduled to take four courses during each of the two annual terms; a total of eight courses per year. Students will register for one English, Mathematics, Social Studies, Science, and certain elective courses per year. Requests to schedule additional academic courses or change schedules will be considered as class space is available. Students who do not successfully complete required course work will be eligible to retake that course as space and availability of that class permits.

SEQUENCE AND LEVELS OF COURSES

Courses must be taken in the proper sequence. Consecutively scheduled class cannot be taken during the same term. For example, English 9 must be completed before enrolling in English 10.

GRADE LEVEL PROMOTION REQUIREMENTS:

To be classified as a 10th grader	5 credits
To be classified as an 11th grader	10 credits
To be classified as a 12th grader	15 credits

WEIGHTED GRADES

Grades are weighted for Advanced Placement, Dual Enrollment, and Honors courses.

Grade	A.P. & D.E.	Honors	All Others
A	5.0	4.5	4.0
B	4.0	3.5	3.0
C	3.0	2.5	2.0
D	2.0	1.5	1.0
F	0.0	0.0	0.0

GRADING SCALE

The Portsmouth City Public Schools letter and numerical grading scale is as follows:

Grade	Numerical Value	Quality Point
A	93 - 100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	64-66	1.0
F	Below 64	0.0

EXAMINATIONS

Midterm and final examinations are valued as one-fifth of the semester grade. All assessments are to be taken according to prearranged school examination schedules. Grades are computed as follows:

1st SEMESTER AVERAGE

1st nine-weeks average 78 (average grade, counts 80%)

Examination Score 88 (exam grade, counts 20%)

Add 78 four times and 88 once, then divide by five.

This student's 1st semester average is 80.

2nd SEMESTER AVERAGE

2nd nine-weeks average 70 (average grade, counts 80%)

Examination Score 80 (exam grade, counts 20%)

Add 70 four times and 80 once, then divide by five.

This student's 2nd semester average is 72.

FINAL AVERAGE

1st semester average 80

2nd semester average +72

152 divided by 2 = 76 (Final Grade)

EXAMINATION EXEMPTIONS

Final Examination Exemptions

Any student in grade 12 with a course average of at least an A and no more than three (3) cumulative absences during the school term may be exempt from the final examination in a class. Religious holidays and school-related absences shall not be counted in arriving at the number of absences. For purposes of this provision, two (2) unexcused tardies shall count as one absence.

Any student who wishes to take an examination at the end of the term in a class they are currently attending and enrolled in shall be permitted to do so.

Nothing in this policy shall be construed to exempt any student from end-of-course SOL testing requirements outlined in the State Board of Education's Standards of Accreditation or alter the criteria for earning a diploma.

HONOR ROLL

The names of students who have earned an average of B (3.00) or better and have not had a grade below C for the semester grading period will be listed on the Honor Roll. A student must make an “A” to balance each “C” received.

CRITERIA FOR NATIONAL HONOR SOCIETY

The National Honor Society inducts outstanding students yearly based on grade point average, faculty recommendation, school, and community service, character, and leadership. Students in grades 10 through 12 must earn a minimum of 3.20 cumulative grade point average to be eligible. Members are liable for dismissal if they do not carry the standards required by the National Honor Society.

CRITERIA FOR HONOR GRADUATE STANDING

Seniors who meet the necessary cumulative grade point average criteria will receive the following designations at commencement exercises: Valedictorian- Highest cumulative GPA; Salutatorian- Second highest cumulative GPA; Summa Cum Laude- Minimum 4.001 cumulative GPA; Magna Cum Laude- Minimum 3.750 cumulative GPA; Cum Laude- Minimum 3.500 cumulative GPA; Honor Graduate- Minimum 3.000 cumulative GPA. Valedictorian and Salutatorian selections are declared after the first semester final grading February.

GRADUATION REQUIREMENTS

A minimum of twenty-two (22) credits for a Standard Diploma and twenty-six (26) for an Advanced Studies Diploma. **Economics and Personal Finance** is a required course, along with one **virtual course** and certification in **CPR**. Students receiving a standard diploma must have a **Board approved career industry credential**. This credential could include but is not limited to, an industry certification, a state licensure examination, a national occupational competency assessment, or the Virginia workplace readiness assessment. The graduation requirements for Portsmouth City Public Schools students shall meet or exceed the needs of the Virginia Code and the State Board of Education rules and regulations. Students who graduate with a Standard Diploma and earn a cumulative average of “A” (4.0) will receive a State Board of Education seal on their diploma. Students who graduate with an Advanced Studies Diploma, completing at least one college-level course, and earn a cumulative average of “B” or better will receive a Governor’s seal on their diploma.

GRADUATION REQUIREMENTS & DIPLOMA OPTIONS

For students entering the 9th grade for the first time during the 2018-2019 school year and beyond

Advanced Studies Diploma

The Advanced Studies Diploma requires twenty-six (26) credits and the completion of one virtual course. Of the 26 credits, five (5) must be verified credits as follows: two (2) English, one (1) math, one (1) science, and one (1) social studies.

Standard Diploma

The Standard Diploma requires twenty-two (22) credits and the completion of one virtual course, as well as earn a Career and Technical Industry Certification. Of the 22 credits, five (5) must be verified credits as follows: two (2) English, one (1) math, one (1) science, and one (1) social studies.

Advanced Studies Diploma		Standard Diploma	
English 9, 10, 11, 12	4 credits	English 9, 10, 11, 12	4 credits
Mathematics (Courses completed to satisfy this requirement shall include at least 4 different course selections from among Algebra I, Geometry, Algebra Functions & Data Analysis (AFDA), Algebra II, and Trigonometry)	4 credits	Mathematics (Courses completed to satisfy this requirement shall include at least 3 different course selections from among Algebra I, Geometry, Algebra Functions & Data Analysis (AFDA) and Algebra II)	3 credits
Laboratory Science (Courses completed to satisfy this requirement shall include at least 3 different science disciplines from among: Earth Science, Biology, Chemistry and Physics)	4 credits	Laboratory Science (Courses completed to satisfy this requirement shall include at least 2 different science disciplines from among: Earth Science, Biology, Chemistry and Physics)	3 credits
History and Social Science (Courses completed to satisfy this requirement shall include Virginia & U.S. History, Virginia & U.S. Government, and 2 courses in either world history or geography, or both)	4 credits	History and Social Science (Courses completed to satisfy this requirement shall include Virginia & U.S. History, Virginia & U.S. Government, and 1 course in either world history or geography)	3 credits
World Languages (Courses completed to satisfy this requirement shall be 3 years of the same language or 2 years each of 2 languages)	3 credits	World Languages, Fine Arts, or Career & Technical Education (Courses used to satisfy this requirement must be sequential)	2 credits
Health and Physical Education	2 credits	Health and Physical Education	2 credits
Economics and Personal Finance	1 credit	Economics and Personal Finance	1 credit
Fine Arts or Career and Technical Education	1 credit	Career and Technical Education Credential or an accelerated course (Honors, Advanced Placement, or Dual Enrollment)	
Virtual Course (obtained through coursework)		Virtual Course (obtained through coursework)	
CPR, First Aid, and AED Training (obtained through coursework)		CPR, First Aid, and AED Training (obtained through coursework)	
Required Courses	23 credits	Required Courses	18 credits
Elective Courses	3 credits	Elective Courses	4 credits
TOTAL	26 credits	TOTAL	22 credits

For more information on the state of Virginia's graduation requirements, please visit

<http://www.pen.k12.va.us/instruction/graduation/indocul.html>

EDUCATIONAL RECORDS

The main purpose of the educational record is to furnish pertinent information to counselors, teachers, and parents, so they may assist the students in understanding themselves, their strengths, and their weaknesses. Students may make appointments with their counselors to determine their status with respect to their records. At the age of 18, a student may review his or her record without parental consent.

STANDARD DIPLOMA WITH ACCOMMODATIONS

The Standard Diploma with Accommodations program is intended for certain students at the secondary level who have a disability and are unlikely to meet the credit requirements for a Standard Diploma. Eligibility and participation in the Standard diploma with accommodations program shall be determined by the student's Individual Education Program (IEP) team and the student, where appropriate, at any point after the student's eighth grade year.

APPLIED STUDIES

A Applied Studies diploma is awarded to a student who receives special education services and has not earned the units of credit prescribed by the Board of Education and has not passed the required end of the course tests, but has met the requirements of his/her individualized education program.

REPORT CARDS

Report cards are issued at nine-week intervals. All students are required to take their report cards home and have them reviewed by a parent/guardian . Interim progress reports will be issued in all classes.

TRANSCRIPTS

Applications for institutions of higher education should be submitted in collaboration with the student's school counselor and/or ACCESS Advisor. College applications should be completed early in the fall of the student's senior year. Transcripts for former students no longer enrolled at MHS are \$5.00 each, payable and requested through the registrar in the school counseling office.

CENTER OF EXCELLENCE/MAGNET

The International Studies program is a four-year, honors-based program preparing Portsmouth students to participate in an ever-changing global community. International Studies features a challenging liberal arts program fostering strong academic achievement. Requirements include four years of foreign language, World Cultures I, World Cultures II, honors-level English, and a minimum of four years of science and mathematics.

Program features include advanced placement and dual enrollment classes for college credit, international student exchange interaction, and immersion with goal-oriented peers. Students completing the program will exceed the number of credit hours required for an *advanced diploma* and earn college credit for participation in advanced placement and/or dual enrollment classes. Program application is required before entry into the 9th grade.

DUAL ENROLLMENT

Students may simultaneously earn both college and high school credits through Tidewater Community College and Manor High School. Students must meet eligibility requirements established by PPS and TCC.. Portsmouth Public Schools and Tidewater Community College offer a specific set of courses to students through a mutual contract agreement. There is a fee for these courses and terms and conditions may apply.

FIRST COLLEGE

The First College Program is a partnership between Portsmouth Public Schools and Tidewater Community College. This program is open to seniors who complete the required courses necessary for graduation by the end of the first semester of their senior year. If accepted into the program, students must pay half of the college tuition. Textbooks are provided free from the Portsmouth Public Schools Division. Through this program, seniors can earn up to 24 transferrable hours of college credit. Students interested in this program should contact their school counselor for further information.

CAREER AND TECHNICAL EDUCATION (CTE)

In Career and Technical Education, a program completer is defined as a student who fulfills the requirements of any one sequence of course options within a particular vocational program service. CTE program options are available in Education for Employment (E.F.E.), Marketing Education, Family and Consumer Sciences, Business Education, Technology Education, and Military Science.

ACCESS COLLEGE FOUNDATION

The ACCESS Program is designed to assist students in Portsmouth Public Schools with furthering their education beyond high school. An ACCESS Advisor at Manor High School provides instruction and assistance to students and parents in understanding and completing federal, state, and institutional financial aid and admission forms. The advisor provides fee waivers and fee payments to eligible students. ACCESS also awards “Last Dollar” scholarships to eligible students with unmet financial need.

Students interested in ACCESS services are encouraged to begin working with their Access Advisor in the 9th and 10th grades. By the time a student becomes a senior, he/she must have a GPA of 2.5 or higher, have at least 90% attendance to school, stay drug-free, and must be continuing their education as a student in good standing at a participating high school to be eligible for the scholarship. The ACCESS office is located in the School Counseling Office and is open Monday through Friday between 7:30 a.m. and 2:30 p.m.

AC-13 PROGRAM

The AC-13 program is designed for juniors and seniors wishing to specialize in a career concentration and preparation by attending a high school that offers a career pathway. Early Childhood Education, Culinary Arts, and Nursing are offered at Manor High School and are designed for students to develop competencies for entrance into child care, culinary industries, and nursing-related fields. Cosmetology, Nail Tech, Barbering, and TV Production are offered at Norcom. Horticulture is offered at Churchland. D.E. Welding, Computer Aided Drafting (CADD), and Automotive classes are offered at TCC campuses. These courses are designed for students interested in pursuing careers in those fields. Transportation is provided for the students who entered these programs. Students must fill out an application to be eligible.

ARMY JUNIOR ROTC PROGRAM

The Army Junior Reserve Officer Training Crops (AJROTC) program compliments the Manor High School curriculum and overall school program. The program offers students a unique opportunity for personal and scholastic growth. As a single course, AJROTC is remarkably comprehensive. To a base of American citizenship and history, the course adds a battery of values and skills indispensable to success in school and beyond. AJROTC courses teach self-discipline, confidence, organization, ethics, integrity, and responsibility. Students are trained to think on their feet, to make decisions, to work as team members, to motivate themselves and others, and to lead. AJROTC instructors teach as much by example as by syllabus. They serve as role models for their students, and as mentors who provide strong incentives to stay in school and graduate.

As stated in 1916, the mission of the AJROTC program is “To motivate young people to be better Americans.” Today’s program seeks to train students in leadership and motivational skills that will serve them during their school years as well as throughout their lives. It also provides the positive support many students need at this critical stage in their development. Not only does the Manor High School AJROTC program produce more successful adults, it also brings to the school a more constructive and more disciplined learning atmosphere. Through its drill teams and color guards, it adds to Manor High School’s prestige. Through nurturing the interests of our students, it makes a substantial contribution to our community.

NURSING ASSISTANT PROGRAM

The nursing assistant program is available for rising juniors or seniors in the Portsmouth Public Schools. Students wishing to enter this program must complete an application and have a GPA of **2.75** or higher. There is no charge for books for high school students. The nursing assistant program is located at Manor High School.

HOMEWORK

Homework is an important part of each student's academic life and has a definite and useful place in learning. Homework is defined as those activities that provide the child with preparation, enrichment, and reinforcement through independent practice and through use of skills and concepts taught in the classroom. Homework may include reading, writing, research, and preparation for oral activities. Homework assignments serve as a vital link between parent/guardian, student, and teacher.

P.T.S.A.

Positive connections between parents/guardians and their children's school positively impact upon the ability for students to be more successful. The P.T.S.A. (Parent, Teacher, and Student Association) plays a vital role in keeping lines of communication between parents, teachers, and students open. Through P.T.S.A. activities, decision-making processes concerning the overall school program are enhanced. It is important for all parents/guardians to take advantage of the opportunities to improve our school through P.T.S.A. membership and participation. Remember----The quality and excellence of any school rests a great deal on how much parents support it. Parents and teachers need to be partners; we must work together for the success of all students.

MAKE-UP WORK

Students are allowed one week from his or her return to class from an excused absence to complete make-up work. Teachers are required to provide an opportunity for make-up work if a student's absence is excused. However, the student is responsible for initiating the arrangements for such work. (For example: If a student returns to school on Wednesday, he or she should complete all make-up work by the following Wednesday).

In the event the absence is unexcused (including suspensions), the student must initiate arrangements for make-up work on the first day of his or her return to school. Students who are suspended are allowed to make up work missed during the suspension.

HOMEBOUND INSTRUCTION

Homebound instruction is an alternative method of providing a free and appropriate education for all grades K through 12 and Special Education students, it is available to all students enrolled in Portsmouth City Public Schools. The program is designed to provide continuity of educational services between the classroom and home setting for students who are unable to attend school because of a temporary, chronic, or permanent disability. Homebound instruction is provided in the home or hospital by a certified teacher. As a liaison between the house and school, the homebound teacher attempts to keep students current in assignments and facilitates their return to school as soon as possible. Homebound instruction will be provided if medical documentation indicates that a student will be out for ten (10) or more days consecutively. Documentation should be submitted to the Office of Student Services if a student is out of school due to medical reasons for ten (10) days or less. Medical conditions that keep a student home for ten (10) days or less will not be covered under homebound. Forms for requesting homebound services may be picked up by the parent/guardian from the school nurse or the Homebound Office at S. H. Clarke. Homebound instruction will begin within five (5) administrative days after a student is approved for homebound services.

CHANGING AND/OR DROPPING COURSES

Students must select their courses each spring term for the following school year. Classes are scheduled, and teachers are employed based on the student's schedules. Students are, therefore, expected to follow the schedule of courses for which they register. However, it is recognized that circumstances may arise which will give valid reasons for changing a course. Schedule changes will only be made when; the reason is valid in the principal's judgment.

***Required subjects may not be dropped.**

***Dropping a subject after the first two (2) weeks of instruction will result in a failing grade for that subject and the student must remain in that class for the remainder of the term.**

ATTENDANCE

EARLY RELEASE FROM SCHOOL

Students may be released from school after following these procedures:

- Bring a note to the main office at the start of the school day requesting an early release. The note from the parent/guardian should have a working phone number where the parent can be reached for verification.
- The student is to present the early release slip to the teacher whose class they will be released from at the beginning of class.
- If a student is taking Physical Education, they will be excused from dressing out if they are to be released early from that class. If the student does not provide the P.E. teacher with the early release note at the beginning of class, the parent will have to wait until the end of the P.E. class for the release of their child.
- Parent or guardian must report to the main office to sign the student out.
- **Parents must present proper identification to sign out a student.**
- Students need to bring to school written verification from a professional office upon return to school from an appointment or court.
- Students need verification in the form of an *admission slip* from the main office to each teacher upon returning to class.

LEAVING SCHOOL/CLASS WITHOUT PERMISSION

For safety reasons, students are not permitted to leave the school building or grounds during the changing of classes, lunches, or any other part of the school day. Once a student has arrived onto school property he or she must remain in school throughout the day. Once a student has left the building he or she must not return until the next school day, unless attending a legitimate school activity or function.

Students leaving the school building without permission will be suspended from school.

TRUANCY

Students who are truant from school will be subject to disciplinary consequences, which may include:

- Conference and warning
- Mandated Parental Conference
- Alternative Educational Placement
- Court intervention

TARDINESS AND SKIPPING

Any student not in class after the tardy bell rings and not in possession of a proper hall pass will be considered tardy to that class upon arrival. Students loitering in halls during class time without a proper hall pass will be considered as SKIPPING. Tardiness to class and skipping are unexcused and will result in disciplinary actions.

CONSEQUENCES FOR TARDINESS TO SCHOOL AND CLASS

Students are expected to be on time to school and class. Lock-outs will be conducted on a random basis during the school year. When a lock-out is announced, teachers are to close their doors and students in the hall are to report to the entrance of the humanities wing, science wing or cafeteria, depending on their class. Students will receive a pass back to class with the student's name and time they leave the lock-out table. Students that arrive to school after 10:30 A.M. must bring a note from the parent or guardian, including a phone number which the parent or guardian can be contacted.

TRESPASSING/BREACH OF SECURITY

Students are considered to be trespassing when permission to be at school or to ride a school bus is revoked through oral notice by an appropriate school official, written notice, suspension, or expulsion. Students on suspension or expulsion are not allowed at any school activities. Students that violate the trespassing policy are subject to a 10 day suspension and referral to the placement officer and police notification.

Students shall not collectively or individually unlock/open an entry way to allow onto school property any person or student, who has not properly signed in and been approved by the appropriate PPS staff. Students that are in violation of this policy are subject to a 3 to 10 day suspension and referral to the disciplinary hearing officer.

OPENING AND CLOSING TIMES

Classes begin at Manor High School at 7:00 a.m. and end at 2:10 p.m. on regular school days. Students are expected to arrive at school on time and leave the school grounds at closing time unless staying after for prearranged and approved school functions with school personnel. Students should only be in the school building after the scheduled school hours if supervised by school personnel.

REGULAR BELL SCHEDULE

<u>1ST LUNCH SCHEDULE</u>	<u>2ND LUNCH SCHEDULE</u>	<u>3RD LUNCH SCHEDULE</u>	<u>4TH LUNCH SCHEDULE</u>
BLOCK 1 - 7:20-8:55	BLOCK 1- 7:20-8:55	BLOCK 1 - 7:20-8:55	BLOCK 1 - 7:20-8:55
BLOCK 2 - 9:00-10:30			
LUNCH #1 - 10:30-10:55	BLOCK 3 - 10:35-11:05	BLOCK 3 - 10:35-11:40	BLOCK 3 - 10:35-12:05
BLOCK 3 - 11:00-12:35	LUNCH #2 - 11:05-11:30	LUNCH#3 - 11:40-12:05	LUNCH#3 - 12:10-12:35
BLOCK 4 - 12:40-2:10	BLOCK 3 - 11:35-12:35	BLOCK 3—12:10-12:35	BLOCK 4 - 12:40-2:10
	BLOCK 4 - 12:40-2:10	BLOCK 4 - 12:40-2:10	

EARLY RELEASE SCHEDULE

September 27, November 2 & 3, January 25 & 26, March 20, March 28 & 29, and June 13 & 14 have been designated on the school calendar as Early Release days. Manor High School will dismiss students at 11:55 on the above dates. Students are not permitted to visit other schools on these dates.

PARENT/TEACHER/ADMINISTRATOR CONFERENCES

Many people think that parent/teacher/administrator conferences are called for only when a child is “in trouble” at school. This is not true. As educators, we know we can do a better job teaching your child if we have parental help and support. We are eager to work together with parents to help their children get the best possible education. Parents should take advantage of parent conference nights, P.T.S.A. meetings, and other opportunities during the year to talk to their child’s teachers and school administrators.

SCHOOL CALENDAR INFORMATION 2023-2024

September 4, 2023	Labor Day
September 5, 2023	Student Report to School
September 27, 2023	Early Release (All Students)
October 9, 2023	Student Holiday
November 2&3, 2023	Early Release (Exam Day)
November 6, 2023	First Quarter Ends
November 7, 2023	Teacher Workday
November 10, 2023	Student/Staff Holiday
November 22, 2023	Asynchronous Day
November 23&24, 2023	Student/Staff Holiday
December 20-January 2, 2024	Winter Break
January 3, 2024	Students Return to School
January 15, 2024	Student/Staff Holiday
January 25 & 26, 2024	Early Release (Exam Day)
January 26, 2024	1st Semester Ends
January 29, 2024	Teacher Workday
February 19, 2024	Student/Staff Holiday
March 5, 2024	Teacher Workday
March 20, 2024	Early Release
March 28 & 29, 2024	Early Release All Students
April 1-5, 2024	Spring Break
April 5, 2024	3rd Quarter Ends
April 8, 2024	Students Return to School
May 27, 2024	Student/Staff Holiday
June 6&7, 2024	Senior Exams
June 13&14, 2024	Early Release (Exam Day)
June 14, 2024	2nd Semester Ends
June 15, 2024	Graduation
June 19, 2024	Student/Staff Holiday

Note: If schools are closed for inclement weather, the Superintendent is authorized to establish a schedule for making up lost instructional days.

OFFICE OF SCHOOL COUNSELING

ACADEMIC COUNSELING

Academic counseling consists of assisting students and their parents to acquire knowledge of the curricular choices available to students, plan a program of study, arrange and integrate educational testing, and help seek post-secondary academic opportunities.

COLLEGE & CAREER COUNSELING

College and career counseling helps students to acquire information concerning college admissions, future employment, apprenticeship programs, and various other post-secondary educational opportunities.

SOCIAL/EMOTIONAL COUNSELING

Social/emotional counseling consists of helping students to develop an understanding of themselves by recognizing the rights and needs of others, learning to resolve conflicts, defining and working to reach goals, and reflecting upon their interests, abilities, and aptitudes. Such counseling may be provided individually and/or in groups.

Students are given permission forms for parents to sign for their children to participate in specific counseling activities. Parents can request that their children not participate in counseling sessions (opt-out). In addition, parents may change requests concerning counseling at any time during the school year.

The Office of School Counseling is open daily from 7:15 a.m. until 2:15 p.m. Students must have a teacher, administrator, or counselor pass to see their counselor.

CLASS DUES

Students pay expenses related to class activities through dues collected at each grade level . It is expected that class dues be paid each year. Students owing class dues from previous years will be allowed to participate in any junior or senior activities, including prom and graduation, once all dues are paid. Information regarding class dues will be sent home to the parent/guardian by **October 1st**.

BUS TRANSPORTATION TO AND FROM SCHOOL

The provision for bus transportation to and from school is a privilege provided to students who live at least one and one-half (1 1/2) miles from school. Any student riding a school bus must comply with guidelines and regulations established by the Portsmouth City School Board. Students need to comply with those guidelines and regulations; if not, students may have their **bus-riding privileges suspended** and may be **suspended from school**. Students and parents must review the bus guidelines and regulations distributed at the beginning of each school year.

Using profanity, fighting, eating, creating a disturbance, making excessive noise, or distracting the driver on a school bus will not be tolerated. In addition, throwing objects on a bus, from a bus, or at a bus will not be tolerated. Students in breach of such rules may face disciplinary and criminal actions.

Students requesting to ride another bus for one day must have a note from the parent with the student's name, the bus number they wish to ride and, parent contact information. Contact will be made with the parent to verify the bus request. All requests must be made before the end of the school day.

LOCKERS AND LOCKER ASSIGNMENTS

Lockers are the property of Portsmouth City Public Schools. Lockers are provided for students to use for storage of school-related materials only. For health and safety reasons, food is not permitted in lockers. Lockers and their contents are subject to random inspection or searches if reasonable suspicion exists that they are being misused. Students may or may not be present during locker inspections. Contraband found in a student's locker is the responsibility of the student to whom the locker has been assigned. **Students are not to share lockers.**

Lockers will be assigned to each student at the beginning of the year. First-block teachers will maintain a current list of locker assignments and lock combinations. Lockers must not be shared with anyone. Although every attempt is made to ensure that lockers are always secured, **the school accepts no responsibility for articles lost or stolen from lockers.**

Students are encouraged to use lockers at the beginning and end of their school day and before or after their lunch period only. Each student's responsible for ensuring their preparedness for class between times when lockers may be used. Students may purchase a combination lock in our school store.

AUTOMOBILE AND BICYCLE PARKING

Bicycle parking stands are located in the front of the school building. Students should use adequate locking devices to secure their bicycles during the school day.

ALL CARS PARKED IN THE SCHOOL PARKING LOT

1. Must park properly in the student parking lot.
2. Students are not allowed to park cars in Restricted Areas. (Bus ramp, sidewalk, and medians)
3. Unauthorized vehicles parked improperly may be towed at the owner's expense.
4. Accessible parking spaces are reserved.
5. Vehicles illegally parked, after warning, will be ticketed and towed at the expense of the owner.
6. The school does not assume any responsibility for theft or vandalism that may occur on school grounds.
7. **Upon arriving at school, the student must drive directly to the designated area for student parking, park the car and proceed promptly to the school building. Students may not sit in parked cars or linger in the parking area before, during, or after school.**
8. Violations of parking lot procedures may result in the students having their parking privileges revoked.
9. Students from other Portsmouth Public High Schools (AC-13), must register their vehicle with the Security Office.

Principals are empowered to enforce these policies and may immediately revoke the parking privileges of students who do not comply with these regulations.

Students must stay in the building during the school day to go to the parking lot. No student is permitted to loiter in cars or in the parking lot. In the event of an emergency, students must receive administrative approval prior to going to the parking lot. **Students leaving the school building without permission will be suspended from school.** If there is reasonable suspicion that automobiles in the school parking lot contain contraband, the automobiles may be subject to search procedures by police officials.

- Accessible parking spaces are reserved for automobiles displaying appropriate handicapped status documentation. Vehicles illegally parked in handicapped spaces may be ticketed and towed at the owner's expense.
- Although automobiles and bicycles are permitted at school, the school does not assume any responsibility for theft and/or vandalism that may occur on school grounds. Violations of parking procedures may result in students having parking privileges revoked.

LIBRARY POLICIES

The mission of the Manor High School Library Program is to ensure that students and staff are effective users of ideas and information. The mission of the MHS Library Program is to empower students to be lifelong critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information in a global society.

1. The library hours are 7:10 A.M. to 2:40 P.M.
2. Students who wish to use the library during their assigned lunch period may obtain a LUNCH PASS from the library staff between 7:10 A.M. and 7:25 A.M. Teachers may not write a lunch pass for students.
3. Teachers must arrange with the library staff if a student(s) is expected to remain in the library after 2:40 P.M. The teacher making the assignment is expected to supervise the student or students.
4. Students must have an official school pass to be admitted to the library during instructional time, and they must register at the circulation desk.
5. Books may be checked out for a period of 2 weeks and may be renewed once.
6. A student's **Code of Conduct Agreement** form must be on file in order to either check out library materials or obtain a lunch pass.
7. Failure to return materials or pay fines will result in the loss to checkout materials and loss of library lunch time privileges.
8. Students with an outstanding library debt will not be allowed to participate in any extracurricular school activities (i.e. field trips, sports, etc.).
9. The Library Staff will inform and assist students with the PPS online resources accessible from a home or school computer.
10. Students are expected to exhibit acceptable library and computer usage behavior. Students must comply with library procedures and policies to retain library privileges.
11. Additional information about library services is described in the library's pamphlet, issued during scheduled library orientation classes.

USE OF TECHNOLOGY

Computers are available to all students for instructional use. The Student Code of Conduct applies to all students' using technology.

1. The Student Code of Conduct Handbook will be provided to all students enrolled in Portsmouth Public Schools. The student is responsible for reading the policies in the handbook and obtaining a parent/guardian signature attached to the front handbook. The student must return the form to the school to receive a confidential password.
2. The sharing of passwords is strictly prohibited and will result in losing access to technology for all students involved.
3. The following are prohibited uses of technology and may result in a student having restricted or **losing technology privileges**.
 - A. Accessing, sending, or displaying pornographic or obscene messages, pictures, or profane or abusive language.
 - B. Damaging computer networks. Damaging computer hardware or software.
 - C. Violating copyright laws.
 - D. Using another student's identification or password, or trespassing in another student's work.
 - E. Using the network for any illegal activities defined by state or federal laws.

STUDENT EMERGENCY FORMS

Emergency forms provide the school with valuable information useful if a medical emergency arises. Emergency contact phone numbers are essential on emergency forms if a student must leave school and a parent is unavailable. Only persons listed on the emergency form can take ill students out of school.

Emergency forms will be distributed to all students at the beginning of the school year. It is essential that emergency forms are completed promptly and returned to homeroom teachers.

CLINIC PROCEDURES

All students reporting to the clinic must have a pass from a teacher to do so. Upon leaving the clinic, an excuse to class will be issued to the student by the nurse. The excuse is to be presented to the teacher upon prompt return.

Students will be allowed to leave school for medical reasons once the nurse calls parents/guardians or other emergency contacts. Notes explaining the student's absence are due to the first block teacher upon the student's return to school.

Students taking over-the-counter or prescription medications at school must do so in the clinic with written permission from a parent/guardian. If a school nurse is unavailable, students in need of medical services are to report to the main office.

CAFETERIA

All drinks and food items must be eaten in the cafeteria to maintain a healthy and safe school environment. **No drinks or food are to leave the cafeteria for any reason.** No food or drinks from outside vendors or **restaurants may be taken into the cafeteria for consumption during lunch periods.** All students are encouraged to throw away all refuse and uneaten food items. Students are encouraged to keep the noise down to a normal tone. Students horsing playing, and/or disrupting in the cafeteria will face disciplinary action. **Students are only permitted in the cafeteria during their scheduled lunch block and not in the academic wing during that block.** Students are allowed to use the bathroom adjacent to the cafeteria during lunch.

Breakfast and lunch is free for all Portsmouth Public Schools students.

Food is not allowed from outside sources during the lunches.

STUDENT PASSES

Students not in class or at their scheduled lunch must have a properly completed official school pass. Passes are to be presented to faculty/staff or any person in authority, upon request, at any time during the school day. Any student who fails to present a proper pass to those in authority upon request will face disciplinary action.

Properly completed official passes must include the student's full name (first and last), destination, time departed, and the sending teacher's signature. Students spending inordinate periods out of class with or without a pass or found to be in an area of the school building not en route to their destination will face disciplinary action.

ATHLETICS PROGRAM

A complete interscholastic sports program provides the student body with opportunities to participate in physical activities they are interested in. Students are encouraged to participate in organized sports.

Students may choose to try out for football, basketball, volleyball, wrestling, track, baseball, cross-country, golf, tennis, soccer, softball, basketball, track, tennis, golf, cross country, volleyball, swimming and wrestling.

ATHLETICS PROGRAM ELIGIBILITY

In order to participate in extracurricular activities sponsored by the Portsmouth City Schools, students must have maintained a grade point average (GPA) of 2.00 during the preceding school semester (or final grades of the preceding school year if the student is new to Manor High School). A student who fails more than one subject, including electives and/or physical education, during a grading period will be ineligible to participate in school athletic programs, regardless of his or her overall grade point average. Students whose grades may jeopardize their athletic eligibility will be notified by their teacher in an interim report. Students must be enrolled in a minimum of three classes the semester prior to and the semester during sports participation.

STUDENT INSURANCE

Information regarding student insurance is distributed at the beginning of the school year. The following insurance options are available.

- Student Dental Accident Program
- Student Accident Insurance Program
- Twenty-four (24) hour and school time coverage options are available.
- To participate on any school athletic team, some form of insurance coverage is required. It may be through the school insurance program or a verified family insurance plan.

STANDARDS OF LEARNING

The Standards of Learning (SOL) for Virginia Public Schools were developed to ensure that all of Virginia's school children possess the basic knowledge and skills necessary in the four essential academic subjects of English, Math, Science, and Social Studies. The goal of setting new, higher academic standards is to ensure that every school child that graduates from high school in Virginia will have achieved the necessary proficiency in the four academic subject areas.

These standards represent a response to the demands of parents throughout Virginia for higher standards and focused academic courses in our public schools. Therefore, all school children will be challenged to reach higher levels of achievement and be prepared to compete successfully in the increasingly competitive international economy of the 21st century.

These standards (also known as "SOL's") represent the *minimum* learning objectives for every Virginia school child in each grade level, K through 12, in the core academic subject areas. Manor Mustangs are certainly encouraged to rise above these standards, but not fall below them.

These standards were developed by Virginia's State Board of Education, acting on a bipartisan basis under the leadership of former State Senator James P. Jones. More than 5,000 parents, teachers, State and local education officials, and business people participated in the nearly two-year-long process of creating these Standards of Learning.

As of the Spring of 1998, examinations are given in grades 3, 5, 8, and high school end of the course. Unlike many previous standardized assessments in Virginia's public schools, tests have been developed to measure student's progress in specific material they have been taught. As a Manor Mustang, you will need to pass these assessments to graduate and succeed in life after high school, whether you choose to go on to college, military or to enter the work force upon graduation.

TEST-TAKING

In order to continue making satisfactory progress at Manor High School, students must acquire not only good study strategies but also good test-taking skills. Because assessments are a reality of our educational system, classroom success frequently depends on the test grades earned by students. Many students could become more successful in school if their deficiencies in test-taking skills were remediated. Practical test-taking skills are independent of subject-matter knowledge and include such strategies as time management, guessing, eliminating distractions, careful attention to directions, careful checking of all answers, deductive reasoning, recognition of cues, and considering the intent of questions.

Students can improve their test-taking skills. The following strategies have been developed to assist students in preparing to take essential tests.

1. *Take practice tests.* Teachers provide students with practice tests prior to actual testing. Practice tests allow students to practice their test-taking skills, and teachers gain feedback concerning test taking ability.
2. *Analyze incorrect answers.* One method of remediating students' test-taking abilities is identifying why students answered specific items incorrectly. This analysis is essential if students are to improve upcoming performances.

Incorrect answers fall into several possible categories, including:

Lack of Information: A student may have answered questions incorrectly because they needed to learn the required material.

Carelessness: Carelessness can occur because a student is hasty and did not read or listen to the directions for taking the test, answered without careful reading or ignoring relevant information.

Misinterpretation: Misinterpretation is a problem with processing language. One way to help students process language on exams is to allow them to read the questions aloud to themselves. Another way is to encourage students to ask questions if they need clarification on directions or the wording of questions.

Material Not Studied: This is a problem when too little material or incorrect material was studied for the exam.

Incorrect Reading: Incorrect answers on an exam are frequently linked to decoding errors. Methods to help students improve their decoding skills will help their reading comprehension and test-taking skills.

Students should be encouraged to seek assistance with words they cannot decode when appropriate.

3. *Outline answers.* Often, students begin to answer an essay question and then drift away from what the question asks and, as a result, lose critical points from their test scores. An outline helps students organize and focus their thinking when answering an essay question.
4. *Examine test-taking skills in groups.* While in small groups, students can: (a) identify and discuss typical study and test-taking problems, (b) evaluate their study habits and attitudes, (c) create a profile of their test-taking strengths and weaknesses, (d) discuss and develop solutions to their test-taking problems.
5. *Use reference materials.* Before taking a test, students should review textbooks, notes, and other information that teachers have distributed.

This requires careful planning and judgments concerning which information is most important to know. This requires the organization of and familiarization with resource materials.

Teaching test-taking skills, memorization, comprehension, reasoning, deduction, and note-taking skills should be ongoing in all classrooms. Teachers should not only teach to the test but should teach students how to study and take tests so they will be prepared for current as well as future learning situations. Most importantly, teachers and parents should encourage high school students to develop a personal learning system that includes an effective note-taking system, an automatic strategy for improving comprehension and recognizing confusion when reading, a plan of study that adapts to the type of test and depth of knowledge required when studying for a test, and a strong repertoire of mnemonic devices. These are the skills of the independent learner, and they are as essential for success outside the classroom as the basic reading and writing skills.

SCHOOL VISITORS

All visitors to the school building must sign in to school at the front desk and main office immediately upon entering the school building. **All visitors must provide identification.** Visitors will be issued visitor passes from the main office to travel through the school building.

Students cannot to bring young children, friends, and/or relatives to school. Visitors other than parents will not be permitted to attend school assemblies. **Visitors not correctly signed in to the school or not in possession of a proper visitor's pass may face criminal trespassing charges.**

STUDENT ACTIVITIES PROGRAM

The student activities program is considered an essential part of the educational program at Manor High School. The student activities program supplements and facilitates the formal educational program by providing a wide variety of clubs and activities to meet most students' needs and special interests.

All school-sponsored clubs and activities are under the sponsorship of school faculty members. Activity and club sponsors are responsible for attending all meetings, social functions, rehearsals or practice sessions.

CURRICULUM RELATED CLUBS

Art Society	Drama	Math Club
Band	Forensics	National Honor Society
Choral Ensemble	Foreign Language	Science Club
Marketing Education (DECA)	Future Business Leaders of America	
Technology Student Association	Future Career & Community Leaders of America	

ACTIVITIES AND SPORTS

Senior Class Committee	Interact	Yearbook
Junior Class Committee	Flag Carriers	Presidential Scholars
Sophomore Class Committee	Interscholastic Sports	Recycling Club
Freshman Class Committee	Literary Magazine	Special Olympics
Academic Challenge	Student Council Association	Blood Drive
Cheerleaders	Newspaper	Spanish Club
	Youth Alcohol Abuse Prevention	

TEXTBOOK REGULATIONS—PROCEDURES FOR HANDLING TEXTBOOKS

- Teachers will issue a textbook with a specific number to each student.
- Each student will sign his/her name on the Textbook Distribution Sheet with the book number.
- Each student should write immediately his/her name in the book issued to him/her.
- Students are expected to use the textbook daily and maintain it in the condition issued.
- Teachers will conduct spot checks of textbooks each term.
- Letters will be sent to parents of students who have lost their textbooks, including the cost of the lost textbook and a request for either the book or the funds.
- Juniors and Seniors will not be permitted to attend the Junior-Senior Prom until all textbook issues are resolved.

CELL PHONES

Students can bring cell phones to school. Students are allowed to use cell phones **before 7:20 a.m. and after school at 2:15 p.m.** Students are also allowed to use their cell phones **entering the cafeteria for lunch and during class change.** During the rest of the school day, cell phones **are to be turned off and are not to be visible. Students are not allowed to charge their cell phones anywhere in the building.** Cell phone use is only allowed if it is a part of instruction by the teacher. Students must not use their cell phones in an emergency, so a teacher or administrator must be notified. **Students that violate this rule will have their cell phones confiscated.** Confiscated cell phones will be returned to the parent in the main office after school. Phones confiscated for the second time will be returned at a parent conference. Students having their cell phones confiscated for the third time will be assigned to ISS, and a parent conference will be held. Students that refuse to have their cell phones confiscated **will be suspended. Students using a cell phone during an SOL test will be suspended. All confiscated cell phones are subject to a search of files or pictures on the phone. The school is not responsible for lost or stolen electronic devices. Theft of any electronic device is subject to criminal prosecution.**

Visitors to the building are asked to turn their cell phones off.

STUDENT CODE OF CONDUCT

The primary mission of the Portsmouth City Schools is to provide a learning environment where each student is expected, encouraged, and assisted to perform at the highest level, both academically and socially. Within Manor High School, conduct procedures are strictly enforced to ensure safety, responsibility, and respect among students, teachers, and staff. Each school community member is required to accept responsibility for one's actions. In this orderly and disciplined atmosphere, learning can be carried out.

STUDENT RIGHTS

A student has all the rights expressed and guaranteed by the United States Constitution and federal, state, and local laws. These rights do not permit a student to disrupt the educational process, break school rules, present a health or safety hazard, or disregard the directions of those in authority.

Individual rights end when they infringe upon the rights of others.

Students have the right to:

- expect that school personnel will concentrate on the business of teaching and learning.
- benefit from a school climate that provides a safe and orderly environment.
- due process before privileges are denied. Due process includes a student's right to know the accusations made against him or her and the opportunity to respond to the accusations. Any student whose presence poses a continuing danger to persons or property, or presents an ongoing threat of disruption, may be removed from the classroom or school immediately.
- use of an assigned locker for the storage of school materials. This does not include stolen or illegal items. If there is reason to believe that a locker contains stolen or illegal items, the students will be required to open the locker, or an administrator may have it opened.
- review their educational records if they are eighteen or older.
- have rules and procedures applied equally regardless of race/ethnicity, religion, sex, social, or national origin.

STUDENT RESPONSIBILITIES

A student is expected to conduct oneself as a responsible member of the school community and comply with school rules including, prompt and regular attendance. The student is expected to obey all federal, state, and local laws. It is imperative that each student put forth the effort necessary to maximize one's potential by utilizing the educational opportunities available. A student is expected to observe the rights of other students, school employees, and visitors. A student is responsible for one's conduct and for helping to safeguard the school by sharing knowledge with school staff of violations involving drugs, weapons, or firearms. A student, while under school jurisdiction, will be expected to comply with all reasonable requests and directions given by those in authority.

- Students are subject to corrective action for any misconduct that in school, on school property, on a school vehicle, or while participating in or attending any school-sponsored activity or trip.
- Any action taken at the school to correct misbehavior will not preclude a student, parent/guardian, or school employee from filing a criminal or civil suit against the accused.
- Any student on suspension is not to visit any school without permission from the school administration and will not be allowed to participate in or attend any school functions.
- Parents have the right to appeal decisions made concerning their child. Appeals must be made to the principal on the next school day or as soon after that as possible.
- Upon request, the teacher is expected to provide make-up work missed (except directed teaching) for a student who receives a suspension.

SCHOOL SAFETY

To ensure the safety of all persons in the school building, random inspection with metal detectors and bag searches will be conducted daily. A random inspection does not imply suspicion or guilt. Any student who refuses to submit to the required inspection will face disciplinary consequences.

School authorities reserve the right to search lockers, desks, vehicles, and/or other storage facilities when there are reasonable grounds for believing that items will be found therein which may violate state, federal, and/or school rules and regulations or may present a hazard to the school and/or its occupants. Students may also be subject to search in situations where reasonable suspicion that state, federal, and/or school rules have been violated exists. Any contraband items discovered during an inspection or search will be seized.

To best plan for crisis preparedness, all students, faculty, and staff members will participate in regular crisis management drills. Drills will be implemented to represent various potential crises at school. To help ensure the safety of all individuals involved, behavior during drills must remain in accordance with proper drill procedures. Individuals not in accordance with drill procedures and/or those choosing not to follow authoritative instructions will face disciplinary actions.

RULES GOVERNING STUDENT CONDUCT

Students are expected to be free of all weapons. Possession of a firearm, stun weapon or taser, or other weapon on school property, school busses, or at school functions is punishable under State law by imprisonment of up to five (5) years and by a fine of up to \$25,500 (Virginia Code Section 18.2-308.1).

- Students will not possess, handle, brandish (show), store, or use real or look-alike firearms and accessories. Firearms include but are not limited to, pistols, shotguns, rifles, BB guns, and pellet guns. Look-alike firearms include, but are not limited to starter pistols, water guns, and toy guns, which give the appearance of being real firearms, whether or not they are operational.
- Students will not possess, handle, brandish (show), store, use, or throw any weapon or other object that may be used as a weapon. Weapons include, but are not limited to, knives, box cutters, razors, pepper/mace and other irritants, canes, sticks, bars, explosives, bullets, chains, brass knuckles, or any object which can be used to cause injury or harm.

Students are expected to be drug and alcohol-free. The manufacture, sale, distribution of, or possession with intent to sell, give, or distribute any controlled substance, imitation controlled substance, or marijuana on any school property, school bus, or publicly-used property within one thousand (1,000) feet of school property is punishable under State law by imprisonment of up to five (5) years or by a fine of up to \$100,000 (Virginia Code Section 18.2-255.2).

- Students will not use, be under the influence of, sell, distribute, manufacture, store, or possess any drug, controlled substance (including anabolic steroids), imitation or "look-alike" controlled substance, designer drug, marijuana, or drug paraphernalia.
- Students will not consume, be under the influence of, sell or distribute, manufacture, possess, or store any alcoholic beverage on school grounds.
- Students will not keep any medication (including prescription and over-the-counter) in their possession after arrival to school. Such medication must be delivered to the school nurse or, in the nurse's absence, to the school office upon the student's arrival. Students will not distribute any over-the-counter medication at school.
- Students will not possess or use any form of tobacco products.
- Students are expected to respect all people. A student will not assault, or use any object as a weapon to assault or in any manner verbally or physically abuse any student, teacher, other Portsmouth City Public Schools employee, guest, or visitor.
- Students will not engage in fights.
- Students will not encourage other students to fight, threaten, or intimidate any person.
- Students will not sexually harass, threaten, or intimidate other students, Portsmouth City Public Schools employees, or visitors.
- Students will not use profanity or foul language.
- **Students are expected to respect the learning environment.**
- Students are expected to follow the class routine established by the teacher.
- Students are expected to be prepared for class.
- Students are expected to obey those in authority.
- Students are expected to keep noise at a minimum.
- Students will possess only toys or electronic devices required for instructional purposes. Personal radios, tapes, MP3 players, video games, and/or other electronic devices are prohibited at school.
- Students will not have or play with cards.
- A student found guilty of cheating shall not receive credit for that particular assignment. A zero shall be recorded as the grade for that particular assignment. In addition, parental contact will be made, and disciplinary actions may follow.
- Students will prevent loitering by moving quickly to their next scheduled assignment. Students will not be permitted to loiter at any time on school grounds.
- Students should make every effort to keep the school neat and attractive. Students are encouraged to use the appropriate container for the disposal of trash. Any student caught vandalizing school property will be held accountable for the cost of repairs or replacement for any properties damaged.
- Students will not in any way apply graffiti to school property. Students found vandalizing school property will face disciplinary consequences and/or criminal charges.
- Students who forge signatures on notes, excuses, passes, or other school-related documents will face disciplinary action.
- Students will not leave the school building during the day without administrative approval.
- Students are expected to wear clothing that does not interfere with the learning environment.

Students are expected to respect all local, state, and federal laws of, but not limited to, gambling, stealing, possession of stolen property, vandalism, trespassing, fireworks, and false alarms. Also, students will not use cellular phones or other communication devices during the school day. Theft of any item is subject to criminal charges.

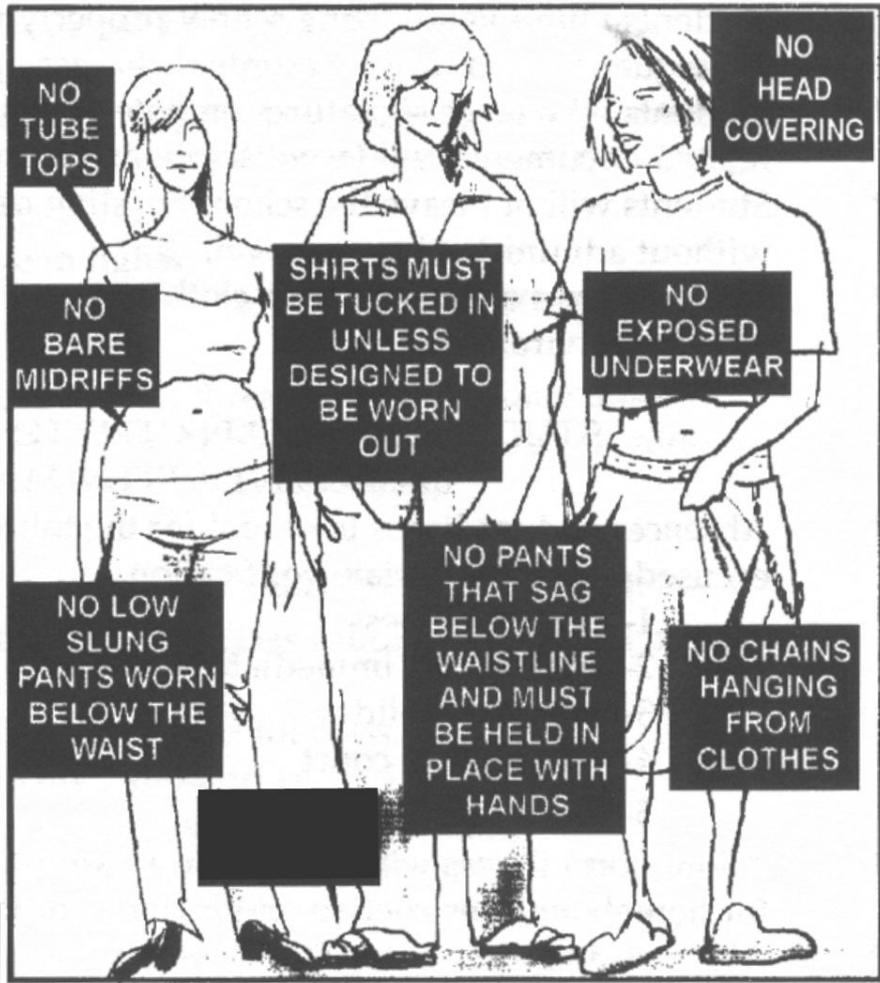
STUDENT DRESS CODE

A proper educational climate requires appropriate appearance, fragrance, and self-respect. Faculty and school staff will not tolerate conduct in dress or appearance which is disrespectful, dangerous to the health and welfare of students, or disruptive to instruction. Students violating the dress code may face disciplinary action, including removal from the regular academic environment.

Portsmouth Public School students shall not wear the following items:

- Clothing, pins, jewelry, accessories or other items of adornment displaying obscene, profane, derogatory, violent, or gang-related messages, themes, designs, or pictures;
- Clothing, pins, jewelry, accessories, or other items of adornment conveying messages related to or promoting the use of alcohol, drugs, or tobacco products, or messages that promote illegal activities;
- Clothing, pins, jewelry, accessories, or other items of adornment depicting bawdy, salacious, or sexually suggestive messages;
- Clothing that is transparent or exposes the midriff, navel, or cleavage;
- Pants, skirts and/or shorts that sag below the waistline or must be held in place with the hands;
- Underwear as outer garments or clothing that exposes underwear (including, but not limited to, stretch Lycia, spandex or nylon tights, leotards, biker shorts, bathing suits, and pajamas);
- Tank tops, halter tops, garments with spaghetti straps, tube tops, fishnet tops, strapless dresses, or other clothing that is not appropriate because of slits, rips or holes in the garment and pants.
- Shirts/blouses worn outside trousers, shorts, and skirts unless designed to be worn outside;
- Accessories that could in some way pose a danger to the wearer or others and/or could be used as weapons (including, but not limited to, two-or-three finger rings, chains hanging from clothing, picks, and hair chopsticks);
- Clothing that is too tight and/or inappropriate in length. An article of clothing is too short if it does not extend an inch beyond the student's fingertips after their arms are placed to the side of the body without pulling or stretching the article of clothing. Other articles of clothing may be deemed inappropriate by the principal/designee.
- Shorts shorter than six (6) inches above the student's mid-knee;
- Inappropriate footwear (including, but not limited to, shower shoes and beach shoes, such as bedroom slippers, and unfastened shoes or shoes missing appropriate closures);
- Head coverings or accessories that are not related to or required by student's bona fide religious practices (including but not limited to stocking caps, do-rags, wave caps, scarves or bandanas); nor

Items that are intended for outdoor use (including, but not limited to, hats, caps, and similar head coverings, scarves, jackets, and coats.



NO
TUBE
TOPS

NO
HEAD
COVERING

NO
BARE
MIDRIFFS

SHIRTS MUST
BE TUCKED IN
UNLESS
DESIGNED TO
BE WORN
OUT

NO
EXPOSED
UNDERWEAR

NO LOW
SLUNG
PANTS WORN
BELOW THE
WAIST

NO PANTS
THAT SAG
BELOW THE
WAISTLINE
AND MUST
BE HELD IN
PLACE WITH
HANDS

NO CHAINS
HANGING
FROM
CLOTHES

STUDENTS ARE EXPECTED TO MAINTAIN EXCELLENT ATTENDANCE

- Absences and tardiness to school for the following reasons may be excused with appropriate verification.
 1. Personal illness
 2. Death in the immediate family
 3. Religious holiday
 4. Subpoena to court
 5. Family emergency
- A long-term illness will necessitate a request by the parent/guardian for homebound instruction and include certification by a physician.

CONTRABAND

Any of the listed contraband items found either on a student, in a student's locker, or in a student's vehicle can be confiscated and disposed of according to school policy. Consequences for being in possession of any of the items listed below may include:

- Notification of Parent
- In-School Suspension
- Out-of-School Suspension
- Assignment to Alternative School
- Expulsion from Portsmouth City Public Schools

Items students are not permitted to bring to school include:

Firearms/Toys (Look-alikes)	Tobacco	Magic Markers
Tobacco Products	Drugs	Drug (Look-alikes)
Matches/Lighter	Dice/Chips/Dominoes	Drugs/Paraphernalia
Knife/Box cutter	Razor Blade/Shaver	Pornographic Materials
Paintball Gun	Chains	Alcohol
Stun Gun/Taser	Earphones	Cameras
Live Ammunition	Staple Gun	White-Out
Fireworks/Explosives	Laser Pointer	Playing/Trading Cards
Tape and/or Disc Player	Water Gun/Water Balloons	Odorous Chemicals
Pets/Animals	I-Pods/Radios	Pepper Spray/Mace
Stickers/Decals	Remote Control Devices	Masks
Energy Drinks	CBD-All forms	E-Cigarettes

Any other items which look like the above items or items which can be used as weapons are inappropriate for school. Anything which can disrupt the learning environment should not be brought to school.

Notes