

Norton Elementary and Middle School

205 East Park Avenue
Norton, VA 24273

276-679-0971



2019-2020

Student Handbook

The Right Things.
The Right Way.
The Raider Way.

Principal's Welcome

On behalf of the faculty and staff, I would like to welcome you to Norton Elementary and Middle School for the 2019-20 school year. We are dedicated to offering our students the best education in the state of Virginia. Our belief is that education begins, continues, and ends with its students. We believe that our students are the most valuable resource in our community. Therefore, everything we do here at Norton Elementary and Middle School is with our students in mind. We put all of our efforts and all of our energy into making education a meaningful experience. As a result, the type of student that we have in our school is of the utmost importance.

Our mission at Norton Elementary and Middle School is to hold students accountable, to maintain high expectations, and to provide a safe educational environment. We embrace cultural diversity, provide individual attention, and promote lifelong learning through challenging and rewarding school experiences. Our goal is that all students reach their full potential as healthy, prosperous, and knowledgeable individuals dedicated to their family, school, and community.

The ultimate purpose of our programs at Norton Elementary and Middle School is for education to be a vital factor in and an integral part of the development of young men and women. We teach our students *The Right Things...The Right Way ...The Raider Way*.

We hope the educational experience here at Norton Elementary and Middle School is positive and provides the foundation for the rest of our students' lives.

This handbook is published so that all students and parents may have a clear understanding of the expectations at Norton Elementary and Middle School. The information in this handbook should answer any questions you have regarding our policies and procedures.

Thank you for your support of Norton Elementary and Middle School. We need you as we work to continue and build upon our tradition of excellence!

Sincerely,

Dr. Scott Addison
Principal

SCHOOL BOARD

Cody McElroy, Chairperson
Dr. Wes Campbell, Vice-Chair
Mrs. Sherry Adams
Mr. Mark Leonard
Mrs. Carol Caruso

SUPERINTENDENT

Dr. Gina Wohlford

NORTON ELEMENTARY SCHOOL STAFF

Dr. Scott Addison, Principal
Melissa Kiser, Assistant Principal

Stephanie Gross, Guidance
Jennifer Hughes, School Nurse/Family Life Coordinator
Shanna Hughes, Secretary/Bookkeeper
Courtney Collins, Secretary

Pre-School

Ashley Mefford
Destinee Hunnicutt

Kindergarten Team

Anne Newlun
Lexie Childress
Whitney Davis

First Grade Team

Kelly Harvey
Anita Collier
Aundrea Church

Third Grade

Kelie Rumburger
Jennifer Bush
Brittany Stratton

Fifth Grade

Vanessa Cyphers
Cheryl Duncan
Amanda Lemley

Seventh Grade

Kathy Gardner
David Lobiondo

Paraprofessionals

Lubna Ali
Teresa Hamilton
Brandy Scott

Second Grade Team

Alex Large
Cindy Moore
Andrea Sturgill

Fourth Grade

Kara Qualls
Kristen Cote
Kim McCarty

Sixth Grade

Sheena Fisher
Chris Smith
Chris Crabtree

Virginia Roberts

Special Education Staff

Erika McFarland

Sundy Adams

Chessie Turner

Caitlyn Smith

Josh Jessee

Tina Hammonds, Special Education Aide

Specialist Teachers

Ryan Huntington, Band

, Technology

Gabby Barnette, Music

Jennifer McCall, Librarian

Donnie Potter, Physical Education

Elijah Roop, Physical Education

Neil Walker, Art

Title I Teachers

Cheryl Redman, Title 1

Katie Gibson, Title 1

Title I Paraprofessionals:

Betty Brooks

Jill Cooke

Patty Edward

Mike Richardson

PROFESSIONAL QUALIFICATIONS OF STAFF

As a parent of a student at Norton Elementary and Middle High School, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Virginia Department of Education has licensed or qualified the teacher for the grades and subjects he/she teaches.
- Whether the Virginia Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teacher's aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call the principal at Norton Elementary and Middle High School at (276) 679-0971.

NONRESIDENT ADMISSION CRITERIA

Criteria for admission of nonresident students shall be:

- A. Space availability within grades K-12 will be determined annually by the Superintendent or his designee. Admission of nonresident student may not significantly increase pupil-teacher ratios nor threaten violation of caseload standards set forth in Regulations Governing Special Education Programs in Virginia.
- B. Additional expense to the School Board – Admission of nonresident students shall not cause increased costs to the Board including additional staff, tuition to programs not directly provided by the Board, or any other costs not already incurred by the Board
- C. Evidence of satisfactory school behavior – Nonresident students who have been suspended or referred to the administration for disciplinary action may be denied admission to Norton City Schools.
- D. Evidence of satisfactory progress in academic program – Nonresident students are expected to meet the division standards for promotion in grades K-12 at the time of application.
- E. Evidence of satisfactory school attendance – Nonresident students who miss or have missed in excess of ten days annually shall present an explanation of the reasons for the absences.
- F. Other Criteria Deemed Appropriate by the Superintendent.

Continued enrollment as a non-resident student is contingent upon the following:

- A. The student displays respectful and responsible behavior at school and in the community.
- B. The conditions under which the student is admitted do not change.
- C. The student attends school regularly and punctually.

Please note that non-resident admission is not guaranteed from year-to-year. Additionally, non-resident students may be denied admission within a particular school calendar year if deemed appropriate by the superintendent.

Approved: June 13, 2011

Norton City Schools
Student Conduct Code

Approved
Norton City School Board
August 11, 2014

STUDENT CONDUCT

The standards of student conduct are designed to define the basic rules and major expectations of students in the public schools of Norton. It is the responsibility of the Norton City School Board to adopt policy and regulations and the administration to issue regulations establishing rules of conduct for student behavior in order to protect the health, safety and welfare of its students. The local school principal has the responsibility and authority to exercise reasonable judgment in enforcing this Code of Conduct. Principals are responsible for ensuring that all students, staff members, and parents are provided the opportunity to become familiar with this policy.

The superintendent shall issue Standards of Student Conduct, and a list of possible corrective actions for violation of the Standards of Conduct. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights. The Standards of Student Conduct, a notice of the requirements of section 22.1-279.3 of the Code of Virginia, 1950, as amended, and a copy of the compulsory school attendance law shall be sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of the Standards of Student Conduct, the requirements of Va. Code § 22.1-279.3, and the compulsory school attendance law shall also be sent. Parents shall be notified that by signing the statement of receipt, parents are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school shall maintain records of the signed statements.

The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or his designee to review the School Board's Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress. The administrator of the building should exercise reasonable judgment and consider the circumstances in determining the disciplinary action to be administered.

Each student has the right to expect an educational environment in which he or she can strive to achieve his or her intellectual potential. The student is expected to attend school regularly, be diligent in his/her studies and conduct him/herself in such a way that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur.

All parents are expected to assume responsibility for the student's behavior and assist the school in enforcing the Standards of Student Conduct and compulsory school attendance. Parents are also expected to maintain regular communication with school authorities, monitor and require daily attendance, and bring to the attention of the school authorities any problem that affects the student or other children in the school. It is the parents' responsibility to notify the school of any unusual behavior pattern or medical problem that might lead to serious difficulties.

The school principal may notify the parents of any student who violates a School Board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed

such a petition. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compliance with compulsory school attendance; (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (4) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

The principal or his designee shall notify the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education.

No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.

If a parent fails to comply with the requirements of this policy, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

Students are subject to corrective action for any misconduct that occurs:

- in school or on school property;
- on a school vehicle;
- while participating in or attending any school sponsored activity or trip;
- on the way to and from school; and off school property, when the acts lead to: (1) an adjudication of delinquency pursuant to Va. Code § 16.1-305.1 or a conviction for an offense listed in Va. Code § 16.1-260, (2) a charge that would be a felony if committed by an adult, or (3) disruption of the learning environment.

Unlawful acts which will lead to police notification and may lead to suspension from classes, exclusion from activities, or expulsion include but are not limited to:

- possession or use of alcohol, illegal drugs, including marijuana, synthetic cannabinoids as defined in Va. Code § 18.2-248.1:1, and anabolic steroids, or drug paraphernalia;
- selling drugs;
- assault/battery;
- sexual assault;
- arson;
- intentional injury (bullying, fighting);
- theft;
- bomb threats, including false threats, against school personnel or school property;
- use or possession of explosives (see Policy JFCD);
- possession of weapons or firearms (see Policy JFCD);
- extortion, blackmail, or coercion;
- driving without a license on school property;
- homicide;
- burglary;
- sex offenses (indecent exposure, obscene phone calls, sodomy and child molestation);
- malicious mischief;
- shooting;

- any illegal conduct involving firebombs, explosive or incendiary devices or materials, hoax explosive devices or chemical bombs;
- stabbing, cutting or wounding;
- unlawful interference with school authorities including threats;
- unlawful intimidation of school authorities; and
- other unlawful acts including being an accessory to any of these or other unlawful acts.

Any student involved in a reportable drug or violent incident shall participate in prevention and intervention activities deemed appropriate by the Superintendent or Superintendent's designee. Further, any student who has been found to be in possession of or under the influence of drugs or alcohol on school property or at a school sponsored activity may be required to (1) undergo evaluation for drug or alcohol abuse and (2) participate in a drug and/or alcohol treatment program if recommended by the evaluator and if the parent consents.

The superintendent shall issue regulations listing additional actions which may be cause for corrective action and if serious enough or exhibited repeatedly may lead to suspension or expulsion.

The School Board shall biennially review the model student conduct code developed by the Board of Education to incorporate into policy a range of discipline options and alternatives to preserve a safe and non-disruptive environment for effective learning and teaching.

Revised: August 11, 2014

Standards of Student Conduct

The following is the Norton Elementary and Middle Standards of Student Conduct. Many of the rules are specific to NEMS and may be more NEMS-specific than the School Board Standards of Conduct in the next section.

ACTIVITIES: All students are required to behave properly at after-hours activities such as athletic contests, dances, etc. Improper behavior as defined in the Standards of Student Conduct may result in restrictions from attending all activities and may result in suspension.

AFTERNOON DISMISSAL: First load bus riders are dismissed at 3:00 p.m. Students who are picked up by car will also be released at 3 p.m. Students are allowed to board private vehicles at only two pick-up points: the primary entrance at the front of the building (for those who live in the direction of Wise) and the patio near the community center (for those who live in the direction of downtown Norton). Patrons should form two traffic lines in the upper parking lot. Use of the upper parking lot while waiting for student pick-up will alleviate traffic congestion. All students will be required to ride a bus or be a car rider due to safety regulations and concerns. Please be courteous toward school personnel and other patrons for an orderly and safe dismissal.

Students are not allowed to ride home with anyone other than their parents or on their designated bus unless they bring a permission note from home. No student will be allowed to walk home without a walking permit on file in the office.

Parents should make plans before school for afternoon traveling. All changes in transportation plans must be made prior to 2:30 p.m. in order to allow appropriate time to relay instructions to the student.

APPEARANCE: A student's dress and appearance shall not be such that it causes disruption and/or distracts others from the educational process or creates a health or safety problem. All students are expected to exercise good taste in dress. Questions pertaining to a student's appearance will be dealt with on an individual basis. Students will be disciplined for violations of the dress code. Please be aware of the following restrictions:

1. Bare feet, sheer or mesh-style shirts and tank tops are not permitted.
2. Clothing explicitly advertising tobacco or alcohol is not permitted.
3. Clothing displaying drugs, sex or any expression deemed inappropriate by the administration is not permitted.
4. The midriff is to be covered at all times.
5. No caps, hats, bandanas, scarves, or headbands including hoodies are to be worn in the building. This rule applies to both male and female students.
6. Skirts and shorts must be no more than four (4) inches above the knee.
7. All coats and jackets are to be stored in the students' lockers upon their arrival at school. Cold learning environment must receive teacher approval.
8. Students are to wear their jeans or slacks fastened securely at their natural waistline. Clothing deemed inappropriate due to holes, cuts etc. will also be subject to discipline actions.
9. Cosmetic eye changing contacts such as "Eye Fashion", "Halloween" or "Freaky" eye contacts are prohibited.

DRESS CODE DISCIPLINARY MEASURES:

If the clothing is extremely inappropriate, the student will be sent home to change clothes and/or given proper clothing to borrow from the office.

ARSON/FIRES: Setting an unlawful and unauthorized fire is forbidden. Violation of this rule will result in strong disciplinary action and criminal charges.

ASSAULT & BATTERY: A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery. Physical assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to kicking, shoving, pushing, hitting, and fighting. Battery is unlawful application of force to another person. Virginia law states that a person who relays or carries a threat is guilty of assault.

ASSEMBLIES: Assemblies are held for the benefit of the student body as part of the educational process. Students are to demonstrate good behavior and respect for the program participants. Students are to remain with their grade classes and sit in the seats assigned. Assemblies are a privilege. Any inappropriate behavior will result in loss of assembly privileges.

ATTENDANCE: All students are required to attend all scheduled classes and may not leave school grounds unless checked out through the main office. Students who cut class will face disciplinary action. Checking out of school for any reason is also considered an attendance issue, thus all students should remain in school throughout the day if at all possible.

BEGINNING AND ENDING THE SCHOOL DAY: Students arriving early should report to their assigned areas: the cafeteria for students in PreK-3rd and the gym for students in 4th-7th grade. After school, students not participating in extra-curricular activities, or working with a teacher or a coach, must leave school grounds after the dismissal bell. Students are not allowed to stay on school grounds after the last bus because there is no supervision of students. Any student waiting for a ride after bus departure must wait in main office.

CHEATING: Students shall not cheat, plagiarize, or knowingly make false statements with respect to any assigned schoolwork or tests. Violations of this rule may result in a zero grade on the work in question and parents will be notified.

DELINQUENCY: Students convicted of adjudicated delinquency of an offense listed in the Code of Virginia, 1950 as amended, section 16.1-305.1 may be suspended or expelled. Criminal charges will be filed against students who are delinquent.

DISRUPTIVE CONDUCT: Students shall not engage in conduct that is intended to be disruptive at any school activity, function, or process of the school that is dangerous to the health or safety of students or others.

DRUGS & ALCOHOL: A student shall not possess, use, and/or distribute alcohol or other drugs on school property, on school buses, or during school activities on or off school property. Restricted substances include alcoholic beverages, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act, as well as any glue, paint and similar substance, anabolic steroids and both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package, and includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance. If a student is suspected of possessing, using, distributing, selling, or being under the influence of drugs on the school grounds, on school transportation, or at a school-sponsored activity, the

following actions will be taken:

1. The student's locker, automobile, and person will be searched. If the student admits to or if evidence exists that he/she possessed, used, distributed, or sold drugs:
 - a. The student's parents will be informed.
 - b. The student will be suspended immediately for a minimum of ten (10) days.
 - c. A report will be made to the police.
 - d. The contraband will be turned over to the police.
2. Odor of alcohol or marijuana will be considered as evidence of use.
3. Selling or supplying another person(s) dangerous or illegal drugs or substances, alcohol, or imitation drugs will result in a recommendation of expulsion.
4. Students suspected of alcohol use may be requested to take a breath analyzer test using an Alco-Sensor that is available in the building.

The minimum penalty for violation of this regulation will be a 10-day out-of-school suspension.

To keep Norton City Schools drug free, passive dog searches of the buildings, grounds, vehicles, and students will periodically be conducted by the Norton City Police Department. Substances found in a student's locker or motor vehicle will be presumed to be the student's property.

ELECTRONIC COMMUNICATION DEVICES: Norton City School Board policy states: Possession of beepers, Cellular Telephones, Personal Digital Assistants (PDAs), or Similar Devices

Students may possess a beeper, cellular telephone, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time. If a student possesses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

*Teachers may ask students to leave the device in a locker or place in an area in the classroom so that it is not a distraction during instructional or non-instructional activities within the school day.

Students are to follow these guidelines:

Pre-k – 3rd Grade: Not allowed to use on school grounds.

4th - 7th Grade: Students may use before and after school and after school in designated areas.

At no time during any class should a phone be seen or heard unless directed by the teacher. *Teachers may ask students to leave the device in a locker or place in an area in the classroom so that it is not a distraction during instructional or non-instructional activities within the school day.

Failure to follow the above guidelines will result in:

1st occurrence: taken for the rest of the day

2nd occurrence: 2 days lunch detention

3rd occurrence: 1 full days ISS

4th occurrence: Leave phone at home (contract between students and parents will be signed.)

Note: If another child allows someone else to use his/her phone and that person is caught using the phone, then

consequence goes against all involved. **Phones are available in the office for students to use while at school so the cell phone is to be off while at school.**

Important: Students bring phones and all other electronic devices to school at their own risk.

AFTER-SCHOOL ACTIVITIES: The Norton City School System will allow the use of a portable communication device at after-school activities. Any evidence of illegal use will result in disciplinary action. The Norton City School System will assume no responsibility in any circumstance for the loss or damage or phone bills related to a cellular phone or other communication device as specified on the form or otherwise.

EXPLOSIVE DEVICES: Possession or use of firecrackers, firebombs, or other explosive devices of any type is forbidden. The penalty is suspension and criminal charges may be filed.

FIGHTING: Fighting or engaging in any activity that could intentionally cause physical harm to another person is prohibited. The minimum penalty for fighting will be three days out of school suspension. Students instigating fights will also be disciplined. Students who feel a fight may develop must report immediately to the main office, or a teacher, and ask for help. No excuse will be accepted for fighting.

GANG ACTIVITY: A student shall not engage in gang and/or group activity that threatens, harasses, or intimidates other students.

FIRE DRILLS: When a fire alarm sounds.

The code of Virginia section 22.1-137 states: "In every public school there shall be a fire drill at least twice during the first 20 school days of each school session, in order that pupils may be thoroughly practiced in such drills. Every public school shall hold at least two additional fire drills during the remainder of the school session." (Note: "school session" means school year)

1. Exit the room single file according to the posted directions and follow the teacher's instructions. When between classes or during lunch, use the nearest exit and move at least 30 yards from the building.
2. Move quickly and quietly to the assigned areas.
3. Remain with your group until re-entry is signaled.
4. The teacher should close the classroom door, take the grade book, and once outside call the roll again.

FORGERY: Any student forging the name or using a note or hall pass with the forged name or initials of the faculty, staff, or administration will be suspended.

GAMBLING: A student shall not participate in any activity that involves the wagering of money or belongings while on school property.

HORSEPLAY: Students are not to engage in horseplay or rough housing. This includes pushing, shoving, wrestling, tripping, etc. A student who injures another student during horseplay-type activities will be suspended the first time such an offense occurs.

LITTERING: All students are asked to do their part to keep the buildings and grounds attractive. Do not litter.

LOITERING: When present on school grounds, all students are required to be in class or within assigned areas. Students must not be in certain unauthorized areas as specified by the principal.

OBSCENE LITERATURE: Possession or distribution of obscene literature, pictures, or devices is forbidden.

PUBLIC DISPLAYS OF AFFECTION: Public displays of affection are prohibited.

RADIO/CD PLAYERS, ETC.: Students are not allowed to have radios, CD players, DVD players, MP3 players, I-pods, etc. during instructional time.

REFERRAL TO THE OFFICE: If told to report to the office by a member of the faculty, staff, or administration, the student is to report immediately. Failure to report directly to the office will result in suspension.

SALE OF MATERIALS: Distribution or sale of any material is not allowed unless approved by the principal.

SEARCH & SEIZURE: To maintain order and discipline to the schools and to protect the health, safety and welfare of students and school personnel, school officials may search a student, student book bag, student lockers, and student vehicles. A search will be conducted if the school official has reasonable suspicion that the student possesses an item that is dangerous to the student or others or possesses stolen property. Illegal, unauthorized, or contraband materials found in the search will be seized.

SEXUAL ACTS/SEXUAL HARASSMENT: Committing or attempting to commit any act of sexual activity or molestation is forbidden. A student shall not sexually harass any person present in the 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 and intimidating, hostile or offensive environment.

TARDINESS: Students late for class must have an office tardy slip in order to enter class.

THEFT: A student shall not intentionally take the personal property of another person without consent, under duress, threat or otherwise. Possessing stolen property will be considered evidence of the theft. Students will be suspended for theft of property.

TOBACCO/ELECTRONIC CIGARETTES: Use or possession of tobacco products, including but not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, and smokeless tobacco, by students is prohibited at all times on school grounds or at any school related off-campus activity or trip. It also applies to all athletic events and practices.

TRANSPORTATION: All regulations that apply to students on school grounds and at school-sponsored activities, apply to students traveling to and from school and to school events in both private vehicles and school vehicles. Students shall not behave in a disruptive manner or otherwise violate the Standards of Conduct while waiting for a school bus, while on a bus or after being discharged from a bus.

THREATS OR INTIMIDATION: Students shall not make any verbal or physical threat of bodily injury or use force directed toward another person for the purpose of extortion or any other reason. Students will be

charged for carrying threats to another student.

TRESPASS: Students shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

UNEXCUSED ABSENCES OR TARDINESS: Students that miss or arrive late to class will not be permitted to class without the appropriate documentation from the office.

VANDALISM: Students shall not intentionally cause damage to school or personal property. This includes, but is not limited to, damage to computer hardware and/or software. Students engaged in vandalism will be required to pay for the damage and will face disciplinary action.

VERBAL ABUSE OR VULGARITY: Students shall not verbally, graphically, or with gestures, curse or abuse anyone. Use of vulgar, profane, or inappropriate language will not be permitted.

VISITORS TO THE SCHOOL: The staff at Norton Elementary welcomes the visits of patrons. All visitors must report directly to the office and receive a visitor's pass, sign the visitor's log and request permission to go to designated area from office personnel. Teachers will be notified of visitor's and will notify the office at the designated time for visitors to proceed to their classrooms. This policy is to preserve instructional time and meet safety guidelines for every child. Parking is permitted in the lower lot only when entering the building to conduct official business.

WEAPONS & DANGEROUS INSTRUMENTS: Use or possession of weapons of any kind or an article that may be used as a weapon, on school grounds or at school activities is strictly forbidden. The definition of weapon includes, but is not limited to, any pistol, rifle, shotgun, starter gun, knife, razor, slingshot, spring stick, metal knuckles, blackjack, nun chucks, fighting chain, stun gun, taser, throwing star or dart, mace or pepper spray. Violation of this rule will result in suspension and may result in expulsion. Possession of a firearm at school, or on a school bus or at a school-sponsored activity will result in expulsion and criminal charges. A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by action of an explosive; the frame of the receiver of any such weapon; any firearm silencer; or any destructive device. In accordance with Virginia code, section 22.1-227.01, 18.2-308.1.

STANDARDS OF STUDENT CONDUCT

JFC-R

Revised 9/10/17

The following are standards of student conduct established by the School Board for all students. The consequences of any act are determined on the basis of the facts presented in each situation in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

1. Assault and Battery

- A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property.
- An assault is a threat of bodily injury.
- A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.

2. Attendance; Truancy

- Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy JED Student Absences/Excuses/Dismissals.)
- If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student's driver's license.

3. Bomb Threats

- Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.

4. Bullying

- A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.
- "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.
- The principal notifies the parent of any student involved in an alleged incident of bullying of the status of any investigation within five school days of the allegation of bullying.

5. Bus-Related Offenses

- Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.

6. Cheating

- Students are expected to perform honestly on schoolwork and tests. The following actions are prohibited:
 - cheating on a test or assigned work by giving, receiving, offering and/or soliciting information
 - plagiarizing by copying the language, structure, idea and/or thoughts of another
 - falsifying statements on any assigned schoolwork, tests or other school documents

7. Communication Devices

- Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher.
- At no time may any device be used with an unfiltered connection to the Internet.
- The division is not liable for devices brought to school or school activities.
- If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

8. Defiance of the Authority of School Personnel

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

9. Disruptive Conduct

- Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities, is prohibited.

10. Electronic Cigarettes

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

11. Extortion

- No student may obtain or attempt to obtain anything of value from another by using a threat of any kind.

12. Felony Charges

- Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/ intervention activities.

13. Fighting

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

14. Gambling

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

15. Gang Activity

- Gang-related activity is not tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). (See Policy JFCE Gang Activity or Association.)

16. Harassment

- A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. (See Policy JFHA/GBA Prohibition Against Harassment and Retaliation).

17. Hazing

- Students shall not engage in hazing.
- Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.
- The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney.

18. Internet Use

- Students shall abide by the BLANK School Division's Acceptable Computer Use Policy and Regulation. (See Policy IIBEA Acceptable Computer System Use.)

19. Laser Pointers

- Students shall not have in their possession laser pointers.

20. Other Conduct

- In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

21. Possession or Use of Weapons or Other Dangerous Articles

- Students shall not have in their possession any type of unauthorized firearm or other dangerous weapon or device. (See Policy JFCD Weapons in School.)

22. Profane, Obscene or Abusive Language or Conduct

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

23. Reports of Conviction or Adjudication of Delinquency

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

24. Stalking

- Students shall not engage in a pattern of behavior that places another person in fear of serious harm.

25. Student Dress

- Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.
- Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials and head coverings unless required for religious or medical purposes.
- Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.
- Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.
- Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home.

26. Theft

- A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means.

27. Threats or Intimidation

- Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.

28. Trespassing

- Students shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

29. Use and/or Possession of Alcohol, Tobacco, Anabolic Steroids, and Other Drugs

- A student shall not possess, use, or distribute any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.
- A student shall not attempt to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.
- A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.
- Restricted substances include but are not limited to alcohol, tobacco and inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy.
- The School Board may require any student who has been found in possession of, or under the influence of, drugs or alcohol in violation of School Board policy to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program
- In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

30. Vandalism

- Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events.

CORRECTIVE ACTIONS

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. The facts and circumstances of each offense are considered fully in determining reasonable corrective actions.

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges, including access to the School Division's computer system
5. Parental conferences
6. Modification of student classroom assignment or schedule

7. Student behavior contract
8. Referral to student assistance services
9. Removal from class
10. Initiation of child study process
11. Referral to in-school intervention, mediation, or community service programs
12. Tasks or restrictions assigned by the principal or his designee
13. Detention after school or before school
14. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
15. In-school suspension
16. Out-of-school suspension
17. Referral to an alternative education program
18. Notification of legal authority where appropriate
19. Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored event and recommendation for expulsion for having brought a controlled substance, imitation controlled substance or marijuana onto school property or to a school sponsored activity
20. Evaluation for alcohol or drug abuse
21. Participation in a drug, alcohol or violence intervention, prevention or treatment program

LUNCHES:**NORTON ELEMENTARY AND MIDDLE LUNCH REGULATION**

- 1.) Due to State Code 8VAC20-290-10. Sale of food items. Food from outside agencies may not be delivered on campus. The only exception to this regulation must have prior administrative approval.

- 2.) Students leaving school for lunch must follow early dismissal procedures as outlined in Student Handbook and in School Board Policy - JED. Issues with safety or disruptions to instruction will be addressed on an individual basis.

Revised: July 10, 2017

BOOK BAGS

Once students arrive to school, ALL BOOK BAGS ARE TO REMAIN STORED IN LOCKERS. Exceptions are: Students may take their book bag to band or gym.

PARENTAL RESPONSIBILITY AND INVOLVEMENT REQUIREMENTS

[22.4-279.3 of the Code of Virginia]

22.1-279.3. Parental responsibility and involvement requirements. –A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

B. A school board shall provide opportunities for parental and community involvement in every school in the school division.

C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section and (ii) a copy of the school board's standards of student conduct. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions.

Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct at the notice of the requirements of this section. Each school shall maintain records of such signed statements.

D. The school principal may request the student's parent to meet with the principal or his designee to review the school board's standards of student conduct and the parent's responsibility to participate with the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress.

E. In accordance with 22.1-277 and the guidelines required by 22.1-278, the school principal may notify the parents of any student who violates a school board policy when such violation could result in the student's suspension, whether or not the school administration has imposed such disciplinary action. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials.

F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.

G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior, as follows:

1. If the court finds that the parent was willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board's standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to meet; or

2. If the court finds that the parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order (i) the student or his parent to participate in such programs or such treatment as the court deems appropriate to improve the student's behavior or (ii) the student or his parent to be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed \$500.

H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision 3 of subsection G. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.

I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court. (1995, c. 852; 1996, c. 771)

Norton City Schools

Attendance Policy

**Approved
Norton City School Board
Reference Policy JED,
9/10/2018**

ATTENDANCE

Every student has a right to educational opportunities that will enable the student to develop to his or her fullest potential. Regular school attendance is a critical factor for academic success. Consistent school attendance has a positive correlation with academic success and eventually graduating from high school. Since school is a partnership, we ask that parents make sure their children attend school on a regular basis. Additionally, parents are required by §22.1-258 of the Virginia Code and School Board Policy - JED to contact the school if their child is absent.

Absences from School

Time lost from class for any reason represents a significant loss of educational opportunity for students. The primary objective of Norton City Schools' attendance guidelines is to establish minimum attendance requirements to ensure the academic success of every student and adhere to the Code of Virginia.

A. Excused Absences

Excused absences include the following:

- Medical Excuses
- Court appointment
- Death in the family
- Religious Activity
- School Activity
- Parent note and/or phone call that the child was sick
- After seven (7) parent notes, medical and court notes will be accepted.

School administration may excuse absences if there are any extenuating circumstances or emergencies that warrant such action and the student is considered in good standing with the school academically and has not been absent an excessive number of days. School administration may also excuse absences for family trips for a total of up to five (5) school days during the school year as long as the student is in good standing with the school and has not been absent from school an excessive number of days. Prior approval from the principal is required for a requested family trip to be an excused absence.

B. Unexcused Absences

An absence is considered unexcused when it is avoidable and unnecessary, or if unsatisfactory documentation concerning the absences has been submitted to the school. If a student is suspended, the absences are considered unexcused. Unexcused absences include:

- No note or phone call from parent
- Suspensions from school
- Any absence(s) after seven (7) without proper documentation described above. Should a student accumulate three (3) unexcused absences, the principal or his/her designee will meet with the student and send a letter to the parent or guardian reminding them of the importance of good attendance. If the student continues to be absent, the fifth (5th) unexcused absence from school will lead the principal or his/her designee scheduling a meeting with the student and parent/guardian to develop a written plan to resolve the student's non-attendance and actions to be taken. Parents are required to cooperate and should a parent fail to attend this meeting or be uncooperative, the principal will move forward with truancy filings. After seven (7) unexcused absences, students and/or parents can be referred to Juvenile and Domestic Relations Court for truancy proceedings.

C. Make-Up Work

- Students will make-up all class work missed due to being absent from class. Upon returning to class after an absence, students shall be responsible for completing work they have missed. Teachers will be responsible for assigning the make-up work and determining when the work shall be completed. Students who believe additional time is needed must make arrangements with their individual teacher(s) and/or principal.

D. Arriving Late to School and Early Dismissals

Academic success requires that all students are in school for the entire school day. Students arriving late to school and early dismissals will be excused only for:

- Medical Excuses
- Court appointment
- Death in the family
- Religious Activity
- School Activity
- Parent note and/or phone call that the child was sick

Once a student arrives on school property, he or she may leave only by following established dismissal procedures. Parents may send a note, call the school, or send an email to provide permission for their child to leave school. Students can only be released to parents or other adults authorized by the student's parent/guardian to assume responsibility for the student.

Students are expected to arrive at school and attend classes on time every day. After a student is tardy to school or has early dismissals totaling six (6) times unexcused, the principal or his/her designee will meet with the student and send a letter home concerning the importance of being in school on time and for the entire day.

Should the student accumulate a total of ten (10) unexcused tardies or early dismissals, the principal or his/her designee will schedule a meeting with the student and parent and will develop a plan to reduce the offenses.

**Policies, Procedures,
&
Privileges**

PLEDGE OF ALLEGIANCE

I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA AND TO THE REPUBLIC FOR WHICH IT STANDS, ONE NATION, UNDER GOD, INDIVISIBLE WITH LIBERTY AND JUSTICE FOR ALL.

MOMENT OF SILENCE

During the recent legislative session of the General Assembly, Section 22.1-203 of the Code of Virginia was amended to require a minute of silence at the opening of each school day. The General Assembly recognized that, in today's society, all too few of the young citizens of the Commonwealth are able to experience a moment of quiet reflection before plunging headlong into the day's activities.

The administrator who gives the morning announcements will follow the Pledge of Allegiance by making the following statements: "As we begin another day, let us pause for a moment of silence." The classroom teacher's responsibility is to ensure that the students are quiet for the 60 seconds of time that follows the reading of the above statement.

COMPUTER SECURITY

Computers at Norton Elementary and Middle High School are monitored by a security system. If any person attempts to access any illegal or inappropriate web site, the precise minute, message, and site name will be reported immediately. Each student signs an Internet Use Agreement and should this agreement be violated the individual, at a minimum, will face the loss of the privilege to use school computers. Students who violate the Internet Use Agreement will be disciplined.

MID-NINE WEEKS GRADE REPORTS

At the mid-point of each nine weeks grading period, a report of your academic performance will be sent to parents/guardians. However, at any point prior to or after this report, Parents/Guardians may be notified if the student is determined to be failing.

BULLYING PREVENTION AND INTERVENTION

Superintendent's Regulation

A. Standard of Conduct for Bullying Prevention

Norton City Public Schools students and staff members, either acting alone or as part of a group, shall not harass or bully others or demonstrate behaviors that a reasonable person would know to have the effects of:

1. Placing and individual in fear of harm to his or her physical or emotional well-being or damage to his or her property.
2. Creating a hostile, threatening or humiliating environment due to the repetition of action or due to an imbalance of power.
3. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, embarrass or cause emotional, psychological or physical harm to another;
4. Materially and substantially disrupting the educational process or the orderly operation of school.

B. Definition

Bullying is defined as repeated negative behaviors with the intent to frighten or cause harm. Bullying typically, but not always, occurs within a relationship characterized by an imbalance of power.

This intentional behavior includes any bullying based upon race, religion, ancestry, national origin, economic status, gender, sexual orientation (reported or perceived), gender identity, physical appearance, social interactions or disability.

Bullying may take many forms, including the following:

1. *Physical Bullying* – physical acts of aggression including, but not limited to, hitting, kicking, tripping, blocking or pushing and physical intimidation by gesture
2. *Verbal/Nonverbal Bullying* – threats or gestures of physical aggression, name-calling or insults, mocking behaviors, obscene gestures, or graffiti reflecting bullying behavior on school property
3. *Relational Bullying* – spreading rumors with intent to harm, intentional exclusion or isolation or group actions unified toward threatening or humiliating another
4. *Cyber-bullying* – bullying by use of information and communication technologies that may include, but not be limited to, spreading information or pictures that would be defined as bullying, impersonation of a virtual identity or forwarding information intending to be private. Cyber-bullying would fall under the investigation of school staff when it materially and substantially disrupts the education process or the orderly operation of school
5. *Sexual Bullying/Harassment* – unwanted touching of a sexual nature, obscene gestures or comments made about a person's sexuality or sexual activity.

It is important to understand that peer conflict will involve disagreement and oppositional interactions, which are situational, immediate and developmentally typical. These types of conflicts are not considered bullying and reflect the realities that any individual may experience socially unkind behaviors. The natural experience of peer conflict, with adult guidance and modeling, will assist students in developing social competency and tolerance, learning personal boundaries and conflict resolution strategies.

C. Implementation of Evidence-Based Programs

Norton City Public Schools endorses the Olweus Bullying Prevention Program. However, Norton City Public Schools also recognized that educators must approach the problem systematically, building from universal strategies to skill development for bystanders and then individualized supports for students impacted by bullying behavior.

Norton City Public Schools acknowledges that there are specific interventions that are not appropriate in instances of bullying. Conflict resolution or peer mediation programs will not be utilized to intervene in cases of bullying behavior. Bullying is a form of victimization and is not considered peer conflict where there is joint responsibility for resolution. Bullying is also characterized by an imbalance of power and forcing confrontation through mediation continues the negative impact to the victim.

D. Staff Communication and Training

School staff shall be provided instruction, at least annually, on the policies and administrative procedures regarding bullying and harassment. The instruction shall include evidence-based methods for preventing bullying and harassment as well as information about how to effectively identify and respond to bullying in schools. Norton City Public Schools shall provide notice to students and staff of this policy in the Code of Student Conduct and in employee handbooks.

Classroom teachers and school staff are expected to enforce principles against bullying and harassment which would include appropriate supervision of students, especially in areas suggested as hot-spots for bullying activities. School staff should also ensure appropriate intervention when acts of bullying are discovered and address bystander involvement.

E. Student Education

Each principal shall implement a process for discussing, at least annually, the division's policy on bullying and harassment with students. Reminders of the policy and bullying prevention messages will be displayed as appropriate at each school and division facility.

Specific student education is provided in accordance with the division's Character Education programs (§ 22.1-208.01 of the Code of Virginia). Individual schools may pursue any variety of student education activity, based upon the needs of the school, with options including:

Information on Bullying Prevention Policies will be provided to students annually in the Student Code of Conduct and/or Student Handbook

1. School wide assembly on bullying prevention and supports
2. School wide assembly on bullying prevention policy and Code of Conduct
3. Student education on the responsibilities and rights of a victim
4. Curriculum on bullying be taught to groups of students or target grade levels
5. Holding classroom meetings to discuss topics of bullying or harassment
6. Showing videos or completing on-line learning modules on the topics of bullying or harassment
7. Specific education in bystander behavior with guidance on how to constructively intervene and/or report to authorities

F. Reporting, Investigation and Intervention with Victims

A culture of openness is considered the most effective means to counter bullying or harassing behavior. Students and staff, who believe that they are a target of bullying, observe and act of bullying or who have reasonable grounds to believe these behaviors are taking place have a responsibility to report incidents to the principal or designee. All school employees are required to report alleged violations of this policy to the principal or principals' designee. Staff members are expected to immediately intervene when they determine a bullying incident is occurring. Complaints of bullying may be written or oral complaints. Complaints may be made anonymously but formal disciplinary action will not be based solely upon the basis of an anonymous report.

Confidentiality shall be maintained to the extent consistent with obligations under law but reasonable effort shall be made to provide confidence that an individual reporting bullying or serving as a witness to the investigation will be protected. Neither the complainant nor witnesses should be promised confidentiality at the onset of an investigation.

In order to effectively distinguish complaints of bullying over social conflict, the investigator shall collect and evaluate the facts including, but not limited to:

1. The nature and severity of the behavior
2. How often the conduct occurred and if other incidents involved the same students
3. Identifying whether the alleged perpetrator was in a position of power over the complainant
4. Identifying if any pattern of behavior associated with victimization has been communicated with School Nurse or School Counselor
5. The number of alleged bullies/harassers
6. Where the incident(s) occurred
7. The context in which the alleged incidents occurred

The physical location or time of access for a cyber-related incident does not exclude an incident from investigation pursuant to this policy. Incidents of cyber-bullying will be investigated by school staff to the extent that administration determines the act materially and substantially disrupts the educational process or the orderly operation of school.

The building principal or designee will investigate complaints of bullying promptly. In most cases, the investigation should be completed within five (5) school days from the date of the report. The parents of the complainant and alleged perpetrator shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of the policy was found and whether correction action was implemented.

Norton City Public Schools will provide a referral to the school counselor for complainants to determine if any ongoing counseling or other support is required.

Nothing in the regulation prohibits any individual from reporting to appropriate authorities a crime committed by a student or other individual.

G. Intervention and consequences for students who bully

Norton City Public Schools has a Student Code of Conduct that outlines a range of leveled consequences and any disciplinary action shall be in accordance with division procedures.

The following factors will be taken into consideration when determining appropriate consequences for an individual determined to have engaged in bullying behavior; age, development, degree of harm, surrounding circumstances, nature and severity of the behavior, past or continuing patterns of behavior, relationship of the individuals and context of the event.

Since bystander behavior of harassment or bullying can incite the behavior, Norton City Public Schools prohibits active support for acts of bullying and such action will be subject to discipline under the Code of Conduct.

In addition, but never as a replacement for disciplinary action, school administration shall consider assignment of formative activities that might include:

1. Individualized education about bullying behavior
2. Completion of behavioral education materials
3. Completion of a letter of acknowledgement of actions to a victim (only after staff review and never related to sexual bullying)
4. Recommendation of mandatory counseling with school counselor or school psychologist
5. Cooperation with a behavior management program
6. Completion of school-based service

If the action is within the scope of discipline procedures for Norton City Public Schools, appropriate discipline action will be followed. If the action is outside the scope of the division or is believed to constitute a criminal act, the action shall be referred to law enforcement for investigation.

H. Student Input

Each school will be encouraged to collect student input as related to bullying concerns on the campus. This may be pursued through a variety of appropriate methods, including student government/council reports, student representatives to school-based committees, student surveys or open discussion forums within classrooms.

I. Feedback from School Staff, Students and Stakeholders

Principals will monitor and review the effectiveness of the Bullying Prevention and Intervention Procedures and, by July of each year, provide a brief annual summary to the Superintendent or Designee. This review should include a statement of policy implementation along with recommendations for building-based enhancements.

Disciplinary infractions coded as Bullying will continue to be reported in accordance with all state reporting requirements.

Family Educational Rights and Privacy Act (FERPA)

Notice For Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Norton City, with certain expectations, obtain your written consent prior to disclosure of personally identifiable information from your child's education records. However, Norton City may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Norton City to include this type of information from your child's education records in certain publications. Examples include:

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

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

If you do not want Norton City to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by the end of the first week of school. Norton City has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major fields of study
- Dates of attendance
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution

The Family Educational Rights and Privacy Act (FERPA) (20 U. S. C.-123g, 34 CFT Part 99) is a Federal Law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students".

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of the records unless, for reasons such as great distance, it is impossible for the parents of the eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the records, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, school must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR-99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for an audit or educational purpose;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies;
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a P.T.A. bulletin, student handbook or newspaper article) is left to the discretion of the school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact the following:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, S.W.
 Washington, DC 20202-4605
 Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

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

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

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

Norton City Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Norton City Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Norton City Schools will also directly notify, such as through U.S. Mail or e-mail, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue S. W.
Washington, DC 20202-5901
The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal or guidance counselor a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal or guidance counselor, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medial staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing his or her tasks. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the Norton City Schools to comply with the requirements FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Norton City Schools
Student Accident Coverage
2018-2019

To: Parents/Guardians

Norton City Schools has elected to provide optional insurance coverage that includes student accidents.

The ***coverage is secondary to your insurance coverage*** for covered expenses ***incurred and reported*** within ***ONE year*** from the date of the accident. Benefits are payable up to the applicable maximum for the covered expenses that are in excess of other valid and collectable insurance including Medicaid, Medicare, FAMIS and private health insurance.

In the event of an injury,

- Notify the school immediately. The principal can provide you with a claim form.
- Complete the claim form in its entirety within 90 days from the date of the injury.
- Return the form to Norton City Schools for submittal to VACORP.
- Please include information on any other available health care insurance, including Medicaid.
- In order to process the claim for payment, VACORP will need itemized bills and all Explanations of Benefits (EOBs) showing what your insurance has paid. Statements without itemized information will not be accepted.
- When you receive your EOB, send it to VACORP, along with the corresponding itemized statements. They will pay benefits for eligible expenses per the terms of the policy. Benefits are paid directly to the providers of the service unless VACORP receives paid receipts.

Norton Elementary and
Middle High School
Student Handbook
Parent/Student Signature
(Please sign and return to school)

This is acknowledgement that I (parent/guardian) of (student) has received and reviewed the Norton Elementary and Middle High Schools Student Handbook with my child.

Student Name (Please Print) _____

Parent/Guardian signature _____

Student signature _____

Date _____

ACCEPTABLE COMPUTER SYSTEM USE

The School Board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the internet and other internal or external networks.

All use of the Division's computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account, may be monitored or read by school officials.

The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses ethics and protocol for the computer system. The procedures shall include:

1. a prohibition against use by division employees and students of the division's computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the Internet;
2. provisions, including the selection and operation of a technology protection measure for the division's computers having Internet access to filter or block Internet access through such computers, that seek to prevent access to
 - a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
 - b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. §1460; and material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
3. provisions establishing that the technology protection measure is enforced during any use of the Division's computers by minors;
4. provisions establishing that the online activities of minors will be monitored;
5. provisions designed to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response;
6. provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful activities by minors online;
7. provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors;
8. a component on Internet safety for students that is integrated in the division's instructional program.

Use of the School Division's computer system shall be consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The Division's computer system is not a public forum.

Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the

Agreement, this policy or accompanying regulation may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the School Board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The school board will review, amend if necessary, and approve this policy every two years.

Adopted: January 14, 1997

Revised: December 14, 2009

Revised: November 08, 2010

ACCEPTABLE COMPUTER SYSTEM USE

File: IIBEA-R/GAB-R

All use of the Norton City School Division's computer system shall be consistent with the School Board's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the internet and any other internal or external network.

Computer System Use-Terms and Conditions:

1. **Acceptable Use.** Access to the Division's computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.
2. **Privilege.** The use of the Division's computer system is a privilege, not a right.
3. **Unacceptable Use.** Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
 - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
 - sending, receiving, viewing or downloading illegal material via the computer system.
 - unauthorized downloading of software.
 - using the computer system for private financial or commercial purposes.
 - wastefully using resources, such as file space.
 - gaining unauthorized access to resources or entities.
 - posting material created by another without his or her consent.
 - submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
 - using the computer system while access privileges are suspended or revoked.
 - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
 - intimidating, harassing, or coercing others.
 - threatening illegal or immoral acts.
4. **Network Etiquette.** Each user is expected to abide by generally accepted rules of etiquette, including the following:
 - be polite.
 - users shall not forge, intercept or interfere with electronic mail messages.
 - use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited.

- users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
 - users shall respect the computer system's resource limits.
 - users shall not post chain letters or download large files.
 - users shall not use the computer system to disrupt others.
 - users shall not modify or delete data owned by others.
5. **Liability.** The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs or damages incurred by the School Board relating to or arising out of any violation of these procedures.
 6. **Security.** Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.
 7. **Vandalism.** Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.
 8. **Charges.** The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.
 9. **Electronic Mail.** The School Division's electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.
 10. **Enforcement.** Software will be installed on the division's computers having Internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. **Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.**

Adopted: January 14, 1997

Revised: December 14, 2009

Revised: November 08, 2010

Dear Parent/Guardian:

The Norton City School Board offers your student the use of electronic communications through the Norton City School Division's computer system. Your student will be able to communicate with other schools, colleges, organizations and individuals around the world through the internet and other electronic information systems/networks.

Part of the School Division's responsibility in preparing students for the 21st century is to provide them access to the tools they will be using as adults. The internet will be one of these tools. Through the Division's computer system your student will have access to databases, libraries and computer services from all over the world. We accept the responsibility of teaching your student about his/her role as a "network" citizen and the code of ethics involved with this new community.

With this educational opportunity also comes responsibility on the part of your student. It is important that you and your student read the enclosed division policy, administrative regulation and agreement form and discuss these requirements. The Division takes precautions to prevent access to inappropriate material. However, it is impossible to control access to all material and a user may access inappropriate material.

In order for your student to take advantage of this educational opportunity, your authorization is needed. Attached to this letter are the Acceptable Computer System Use Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R and the Acceptable Computer System Use Agreement GAB-E/IIBEA-E2 which both you and your student must sign before your child may use the computer system. Please review these materials carefully with your student before signing the required agreement.

Sincerely,

Dr. Scott Addison
Principal

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT

Each employee must sign this Agreement as a condition for using the School Division's computer system. Each student and his or her parent/guardian must sign this Agreement before being permitted to use the School Division's computer system. Read this Agreement carefully before signing.

Prior to signing this Agreement, read Policy IIBEA/GAB and Regulation IIBEA-R/GAB-R, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your supervisor or your student's principal.

I understand and agree to abide by the School Division's Acceptable Computer System Use Policy and Regulation. I understand that the School Division may access and monitor my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student/Employee Signature: _____ Date: _____

I have read this Agreement and Policy IIBEA/GAB and Regulation IIBEA-R/GAB-R. I understand that access to the computer system is intended for educational purposes and the Norton City School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy and regulation with my student.

I grant permission for my student to use the computer system in accordance with Norton City school division's policies and regulations and for the School Division to issue an account for my student.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____

(Please Print)