WOODROW WILSON HIGH SCHOOL

STUDENT/PARENT HANDBOOK
2018 - 2019
"Striving for Excellence... Better Today Than Yesterday"

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

WOODROW WILSON HIGH SCHOOL

STUDENT/PARENT HANDBOOK

2018- 2019

HOME OF THE PRESIDENTS

Student's Name_____ Home Room #_____

Locker Number_____ Grade Level _____

SCHEDULE

Block #	***Room #***	***Course Title***	***Teacher***
Block #1			
Block #2			
Block #3			
Block #4			
Block #5			
Block #6			
Block #7			
Block #8			

"Striving for Excellence…

Better Today Than Yesterday"

Dr. Timothy Johnson, Principal
Mrs. Sonji Hairston, Assistant Principal
Mr. Michael R. Hillinch, Assistant Principal
Mrs. Barbara Shears-Walker, Assistant Principal

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WOODROW WILSON HIGH SCHOOL ALMA MATER

Words by Robert L. Sweeney

Wilson High School Alma Mater
Loud we sing thy praise.
All thy loyal sons and daughters
Hearts and voices raise.
May thy name e'er stir our mem'ries
All our zeal inspire.
And to bring to thee fresh laurels
Be our hearts desire.

Stalwart sons will e'er revere thee
Proudly boast thy fame.
Should dishonor's threat come near thee,
Thy just name proclaim.
Through the ages we will cherish,
And we will pledge anew.
Honor, faith, and deep devotion
Wilson High to you.

WELCOME TO WOODROW WILSON HIGH SCHOOL

Dear Woodrow Wilson Presidents,

Welcome to the 2018-2019 school year at Woodrow Wilson High School. As a member of our family, you will encounter many challenges, exciting experiences, and activities that will help to prepare you to create your own destiny. If you are new to Woodrow Wilson High School, we extend a special welcome to you. We are glad that you are here with your many talents and abilities. If you are returning, we welcome you to a new and exciting year.

This school year will be as exciting and fun filled as you make it. Your success in large measure will depend on you and your efforts. Studying hard daily, completing homework assignments for each class, attending school regularly, and attending each scheduled class are expected of everyone. The education you receive here in Presidential Territory will help you to attain your future goals. We assure you that when you work hard at Wilson, your rewards will be great. Our motto, "Presidential Pride-Making Wilson Greater", suggests that each of us will work consistently to seek ways to improve ourselves and have fun doing it.

We wish all Presidents success in their academic pursuits. Again, WELCOME!

Sincerely,

Woodrow Wilson High School Administration, Faculty, and Staff

PORTSMOUTH CITY PUBLIC SCHOOLS
VISION STATEMENT

All students will demonstrate knowledge, skills, character and civic responsibility, which will enable them to shape their own destinies.

PORTSMOUTH PUBLIC SCHOOLS
MISSION STATEMENT

The mission of Portsmouth Public Schools is to educate all students, to meet high academic standards and to prepare all students for responsible citizenship.

WOODROW WILSON HIGH SCHOOL
MISSION STATEMENT

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

Portsmouth Public Schools

Portsmouth, Virginia

The Honorable Members of the Portsmouth City School Board

The Rev. Claude C. Parent, Jr.
Board Chairman

Mrs. Costella B. Williams
Vice-Chairman

Mrs. Angelia N. Allen

Ms. Lakeesha S. "Klu" Atkinson

The Reverend Joseph A. Fleming

Mrs. Sarah Duncan Hinds

Mr. Ted J. Lamb

Reverend Cardell C. Patillo, Jr.

Dr. Ingrid P. Whitaker

Miss TaNiya Bellamy, Student Representative

The Superintendent's Cabinet

Dr. Elie Bracy, III
Division Superintendent

Ms. Brittany T. Dorch
Assistant Superintendent for Budget and Planning

Mrs. Anita Wynn
Assistant Superintendent for Curriculum and Instruction

Ms. Britany T. Dortch
Director of Accounting

Ms. Cherise Newsome
Public Information Officer

Dr. Michael Cromartie
Director of Curriculum and Instruction

Mr. Derrick A. Nottingham
Director of Research and Evaluation

Mr. Dean M. Schlaepfer
Director of Information Technology

Mr. Scott A. Ziegler
Director of Human Resources

THE BLOCK SCHEDULE

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

SEQUENCE AND LEVELS OF COURSES

Courses must be taken in the proper sequence. Consecutively scheduled courses cannot be taken during the same term. For example, English 9 must be successfully completed prior to enrolling in English 10.

GRADE LEVEL PROMOTION REQUIREMENTS:

To be classified as a 10th grader	**5 credits including English 9**
To be classified as an 11th grader	**10 credits including English 10**
To be classified as a 12th grader	**16 credits including English 11**

WEIGHTED GRADES

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

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

GRADING SCALE

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

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

It is the responsibility of the student, in cooperation with the teacher, to have an incomplete grade removed by the end of the grading period following its issuance.

EXAMINATIONS

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

1st SEMESTER AVERAGE

1st nine-weeks average	78 (average grade, counts 80%)
Examination Score	88 (exam grade, counts 20%)

Add 78 four times and 88 once, then divide by five.
This student's 1st semester average is 80.

2nd SEMESTER AVERAGE

2nd nine-weeks average	70 (average grade, counts 80%)
Examination Score	80 (exam grade, counts 20%)

Add 70 four times and 80 once, then divide by five.
This student's 2nd semester average is 72.

FINAL AVERAGE

1st semester average	80
2nd semester average	+72
	152 divided by 2 = 76 (Final Grade)

EXAMINATION EXEMPTIONS

Final Examination Exemptions:

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

Any student who wishes to take an examination at the end of the term, in a class that he/she is currently attending and enrolled in, shall be permitted to do so.

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

HONOR ROLL

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

CRITERIA FOR NATIONAL HONOR SOCIETY

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

CRITERIA FOR HONOR GRADUATE STANDING

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

GRADUATION REQUIREMENTS

Graduation requirements for the class of 2018-2019 will be a minimum of twenty-four (24) credits for a Standard Diploma and twenty-six (26) for an Advanced Studies Diploma. **Economics and Personal Finance** is a required course for the graduation class of 2015 and beyond. Students in the graduation class of 2017 and beyond will be required to complete one **virtual course**, that is offered online. Students must also be certified in CPR. Students in the graduation class of 2017 and beyond are required to take a **Board approved career of industry credential**. This credential could include, but is not limited to, an industry certification, a state licensure examination, a national occupational competency assessment, of the Virginia workplace readiness assessment. The graduation requirements for Portsmouth City Public Schools students shall meet or exceed the requirements of the code of

Virginia and the rules and regulations of the State Board of Education. Students who graduate with a Standard Diploma and earn a cumulative average of "A" (4.0) will receive a State Board of Education seal on their diploma. Students who graduate with an Advanced Studies Diploma, successfully completing at least one college level course, and earn a cumulative average of "B" or better will receive a Governor's seal on their diploma.

STANDARD DIPLOMA

Total of 24 credits		**Verified Credits***
English	**4 units**	**2 English 11**
Mathematics	**3 units**	**1 Math**
Science	**3 units**	**1 Science**
History	**3 units**	**1 Social Studies**
Health/PE (Virtual) CPR	**2 units**	**1 student selected**
Fine/Practical Arts	**1 unit**	
Economics & Personal Finance (Virtual)	**1 unit**	
Electives	**7 units**	

***Verified credits require that students pass the course and the end of course SOL.**
In order to graduate with a Standard Diploma a student must have earned a total of 24 credits. Students must have a total of six verified credits of which English 11 and Algebra 1 are mandatory. All students must complete 2 sequential elective courses.

ADVANCED STUDIES DIPLOMA

Total of 26 credits		**Verified Credits***
English	**4units**	**2 English 11**
Mathematics	**4 units**	**2 Math**
Science	**4 units**	**2 Science**
History	**4 units**	**2 Social Studies**
Health/PE (Virtual) CPR	**2 units**	**1 student selected**
Foreign Language	**3 units of 1 or 2 units of 2 different**	
Fine/Practical Arts	**1 unit**	
Economics & Personal Finance (Virtual)	**1 unit**	
Electives	**3 remaining units**	

***In order to graduate with an Advanced Studies Diploma, the student must have earned at least 26 credits, 9 verified credits.**

EDUCATIONAL RECORDS

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

STANDARD DIPLOMA WITH ACCOMODATIONS

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

APPLIED STUDIES

A Applied Studies diploma is awarded to a student who receives special education services and has not earned the units of credit prescribed by the Board of Education and has not passed the required

end of the course tests, but has met the requirements of his/her individualized education program.

REPORT CARDS

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

TRANSCRIPTS

Applications for institutions of higher education with required processing fees should be directed to the Office of Academic Affairs. Higher education applications should be completed early in the fall of the student's senior year. Transcripts of students no longer enrolled in school are $5.00 each.

CENTER OF EXCELLENCE

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

Program features include computer and internet use in magnet classrooms, advanced placement and dual enrollment classes for college credit, international student exchange interaction, and immersion with goal-oriented peers and senior portfolio. Students completing the program will exceed the number of credit hours required for an *advanced diploma* and earn college credit for participation in advanced placement and/or dual enrollment classes.

DUAL ENROLLMENT

Students may simultaneously earn both college and high school credits through Tidewater Community College and Woodrow Wilson High School. This program is open to juniors and seniors only who are at least 16 years old. Portsmouth City Public Schools and Tidewater Community College offer a specific set of courses to students through mutual agreement. There is a fee for these courses.

FIRST COLLEGE

The First College Program is a partnership between Portsmouth Public Schools and Tidewater Community College, which targets high school seniors. This program is open to graduating seniors who complete the required courses necessary for graduation by the end of the first semester of their senior year. If accepted into the program, students must pay half of the college tuition. Textbooks are provided free from the Portsmouth Public School Division. Through this program, seniors can earn up to 19 semester hours of college credit. These credits can be transferred to any college or university in the state of Virginia which the student enrolls. Students interested in this program should contact their school counselor for further information.

CAREER AND TECHNICAL EDUCATION (CTE)

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

THE ACCESS PROGRAM

The ACCESS Program is designed to assist students in Portsmouth City Public Schools in furthering their education beyond high school. An ACCESS counselor at Woodrow Wilson High School provides instruction and assistance to students and parents in understanding and completing federal, state, and institutional financial aid and admission forms. The counselor provides fees for applications, needs analysis, and tests for eligible students, in cases where need is evident, and waivers

are not attainable. ACCESS also awards "Last Dollar" financial awards to eligible students who lack adequate funds to cover their education.

Students interested in ACCESS awards must sign up for the ACCESS Program, which is an agreement between the student and the ACCESS advisor. By the time a student becomes a senior, he/she must have a GPA of 2.5 or higher, have at least 90% attendance to school, stay drug-free, and must be continuing their education as a student in good standing at a participating high school. The ACCESS office is located in the Academic Affairs Office; it is open Monday through Friday between 7:30 a.m. and 2:30 p.m.

AC-13 PROGRAM

The AC-13 program is designed for juniors and seniors wishing to specialize in a career concentration and preparation by attending a high school that offers the career pathway. Early Childhood Education and Culinary Arts ore offered at Woodrow Wilson High School and are designed for students to develop competencies for entrance in child care or culinary industries. Woodrow Wilson also offers Pharmacy Tech and Nursing. Hotel/Marketing is offered at I. C. Norcom High School and the Renaissance Hotel is designed for students to develop competencies for entrance into the hotel/motel industry. Cosmetology, Nail Tech, TV Production and Sports Medicine is offered at Norcom. Horticulture is offered at Churchland High School. This class provides a strong foundation for those interested in working with plants in a greenhouse or landscaping . D.E. welding, Computer Aided Drafting (CADD), and Automotive classes are offered at TCC campuses. These courses are designed for students interested in pursuing careers in those fields. Transportation is provided for the students entered into these programs. Students must fill out an application to be accepted into an AC-13 program.

ARMY JUNIOR ROTC PROGRAM

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

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

NURSING ASSISTANT PROGRAM

The nursing assistant program is available for rising juniors or seniors in the Portsmouth Public Schools. Students wishing to enter this program must complete an application and have a GPA of 2.5 or higher. There is no charge for books for high school students. The nursing assistant program is located in Woodrow Wilson High School.

HOMEWORK

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

P.T.S.A.

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

MAKE-UP WORK

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

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

HOMEBOUND INSTRUCTION

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

CHANGING AND/OR DROPPING COURSES

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

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

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

SUMMER SCHOOL

Secondary summer school meets for thirty-two days during seven (7) weeks of the summer recess. Classes will not meet on Fridays so that students and their families are provided the opportunity to enjoy "extended" weekends throughout the summer. Students may take either one new subject or two repeat subjects during the summer. School division regulations regarding behavior, discipline, and attendance apply to all summer school students. Students who present discipline problems in the

classroom, in the school facility, on the school grounds, or on the school bus, will not be permitted to continue in attendance. Students exceeding four (4) absences during summer school instruction will not be able to receive credit for course work. School bus transportation will be provided daily at scheduled times.

Seniors eligible for graduation at the conclusion of summer school must present the completed *Application for Graduation and Diploma* at the time of summer school registration.

ATTENDANCE
ABSENCES FROM SCHOOL

Any student absent from a class for more than ten (10) days will not be eligible to receive credit for that class. However, in exceptional circumstances students with passing grades who have exceeded ten days of absence will be considered for attendance appeals.

Absences from school are considered *excused* for personal illness, death in the immediate family, religious holidays, legal subpoena to court, and family emergencies. A note signed by a parent/ guardian, which explains the reason for an absence, is due to the student's homeroom teacher within two (2) days of that absence. All other absences will be considered *unexcused* with the exception of school related field trips or functions. Students who have missed more than 10 days must participate in the Extended Day Program in order to be considered for an attendance appeal.

EARLY RELEASE FROM SCHOOL

Students may be released from school after following these procedures:

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

LEAVING SCHOOL/CLASS WITHOUT PERMISSION

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

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

TRUANCY

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

- Conference and warning
- Mandated Parental Conference
- In-School Suspension
- Out-of-School Suspension

- Alternative Educational Assignment

TARDINESS AND CLASS CUTTING

Any student not in class after the tardy bell rings and not in possession of a proper hall pass will be considered tardy to that class upon arrival. Students loitering in halls during class time without a proper hall pass will be considered as cutting that class. Tardiness to class and class cuts are unexcused. Daily "**Lock-Out**" procedures will be implemented to not allow tardy students into classrooms. Students not in class during Lock-Out procedures will face rigid disciplinary actions.

CONSEQUENCES FOR TARDINESS TO SCHOOL AND CLASS

Students are expected to be on time to school and class. Lock-outs will be conducted on a daily basis during the school year. When a lock-out is announced, teachers are to close their doors and students in the hall are to report to the entrance of the humanities wing, science wing or cafeteria, depending on their class. Students will receive a pass back to class with the student's name and time they leave the lock-out table.

LOCKOUT POLICY

Consequences for tardiness during lockouts are as follows:

- First time caught in Lock-Out-- Verbal warning to student by the teacher.
- Second time caught in Lock-Out-- Verbal warning/ parent contact will be made by phone or letter by the teacher.
- Third time caught in Lock-Out—One block of ISS corresponding to the most frequently class tardy.
- Fourth caught in Lock-Out-———One block of ISS corresponding to the most frequently class tardy.
- Fifth time caught in Lock-Out—Student will receive one full day of In-School Suspension (ISS).
- Sixth time caught in Lock-Out—Student will receive one full day of In-School Suspension (ISS).
- Seventh time caught in Lock-Out-Student will receive two full days of In-School Suspension (ISS).
- Eight time caught in Lock-Out—Student will receive a one day suspension (OSS).
- Ninth time caught in Lock-Out—Student will receive a two day suspension (OSS).
- Tenth time caught in Lock-Out—Student will receive a three day suspension (OSS).

Each subsequent offense will result in I.S.S. or out-of-school suspension.

Students arriving to school late must first obtain a written tardy slip from the attendance officer at the front door prior to moving about the building. Students that arrive to school after 10:30 A.M. must bring a note from the parent or guardian, including a phone number which the parent or guardian can be contacted.

TRESPASSING/BREACH OF SECURITY

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

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

OPENING AND CLOSING TIMES

Classes begin at Woodrow Wilson High School at 7:25 a.m. and ends at 2:10 p.m. on regular school days. Students are expected to arrive to school on time and leave the school grounds at closing

time, unless staying after for prearranged and approved school functions with school personnel. No students should be in the school building after scheduled school hours unless supervised by school personnel.

REGULAR BELL SCHEDULE

1ST LUNCH SCHEDULE	2ND LUNCH SCHEDULE	3RD LUNCH SCHEDULE	4TH LUNCH SCHEDULE
BLOCK 1 - 7:25-8:55	BLOCK 1- 7:25-8:55	BLOCK 1 - 7:25-8:55	BLOCK 1 - 7:25-8:55
BLOCK 2 - 9:00-10:30	BLOCK 2 - 9:00-10:30	BLOCK 2 - 9:00-10:30	BLOCK 2 - 9:00-10:30
LUNCH #1 - 10:30-10:55	BLOCK 3 - 10:35-11:05	BLOCK 3 - 10:35-11:40	BLOCK 3 - 10:35-12:05
BLOCK 3 - 11:00-12:35	**LUNCH #2 -** 11:05-11:30	**LUNCH#3** - 11:40-12:05	**LUNCH#3** - 12:10-12:35
	BLOCK 3 - 11:35-12:35	BLOCK 3—12:10-12:35	BLOCK 4 - 12:40-2:10
BLOCK 4 - 12:40-2:10	BLOCK 4 - 12:40-2:10	BLOCK 4 - 12:40-2:10	

EARLY RELEASE SCHEDULE

September 26, November 8 & 9 and 21, March 4, April 4 & 5 and June 12-14 have been designated on the school calendar as Early Release days. Woodrow Wilson High School will dismiss students at 11:45 on the above dates. Students are not permitted to visit other schools on these dates.

PARENT/TEACHER/ADMINISTRATOR CONFERENCES

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

SCHOOL CALENDAR INFORMATION
2018-19

September 3,2018	Labor Day
September 4, 2018	Students Report to School
September 26, 2018	Staff Development/All Students Early Release
November 6, 2018	Election Day/ Teacher Workday (No School for Students)
November 8 & 9, 2018	Fall Mid-term Exams/Early Release
November 12, 2018	Veterans Day-School Closed
November 21, 2018	Early Release/Students-Staff leave 2 hrs. early
November 22-23, 2018	Thanksgiving Holidays
December 21-31, 2018	Winter Break
January 1, 2019	Winter Break (New Year's Day)
January 2, 2019	Schools Reopen
January 21, 2019	Dr. Martin Luther King, Jr. Day
January 25 & 28, 2019	First Semester Final Exams
January 29, 2019	Teacher Workday/School Closed for Students
January 30, 2019	Beginning of Second Semester
February 18, 2019	President's Day- Holiday/School Closed
March 4, 2019	Parent Conference Day/Student Early Release
April 4 & 5, 2019	Mid-Term Exams /Early Release
April 5, 2019	Teacher Workday (No School for Students)
April 15-19, 2019	Spring Break
April 21, 2019	Easter
May 27, 2019	Memorial Day- Holiday/School Closed
June 12-14, 2019	Final Exams/Early Release
June 14 201	Last Day for Students/Early Release
June 17, 2019	Last Day for Teachers

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

Academic Affairs

ACADEMIC COUNSELING

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

CAREER COUNSELING

Career counseling helps students to acquire information concerning future employment, apprenticeship programs, and post-secondary educational opportunities.

PERSONAL/SOCIAL COUNSELING

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

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

The Office of Academic Affairs is open daily from 7:15 a.m. until 2:15 p.m. Students must have a pass from a teacher, administrator, or counselor in order to see their counselor. Evening hours are held each Tuesday and Thursday until 8:00 P.M.

CLASS DUES

Expenses related to class activities are paid by students through dues collected at each grade level. It is expected that class dues be paid each year. Students owing class dues from previous years will not be allowed to participate in any junior or senior activities, including prom and graduation, until all dues are paid. Information regarding class dues will be sent home to the parent/guardian by October 1st.

BUS TRANSPORTATION TO AND FROM SCHOOL

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

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

LOCKERS AND LOCKER ASSIGNMENTS

Lockers are the property of Portsmouth City Public Schools. Lockers are provided for students to use for storage of school related materials only. For health and safety reasons, food is not permitted in lockers. Lockers and their contents are subject to random inspection or searches if reasonable

suspicion exists that they are being misused. Students may or may not be present during locker inspections. Contraband found in a student's locker is the responsibility of the student to whom the locker has been assigned. **Students are not to share lockers**.

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

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

AUTOMOBILE AND BICYCLE PARKING

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

All students who drive to school are required to register their cars at the school security office. Each student is required to present vehicle registration and student driver license. All rules and regulations regarding parking can be found in the student/parent handbook.

ALL CARS PARKED IN THE SCHOOL PARKING LOT

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

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

Students are not permitted to leave the school building at any time during the school day to go to the parking lot. No student is permitted to loiter in cars or in the parking lot. In the event of an emergency, students must receive administrative approval prior to going to the parking lot. **Students leaving the school building without permission will be suspended from school.** If there is reasonable suspicion that automobiles in the school parking lot contain contraband, the automobiles may be subject to search procedures by police officials.

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

LIBRARY POLICIES

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

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

COMPUTER UTILIZATION

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

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

STUDENT EMERGENCY FORMS

Emergency forms provide the school with essential information useful in the event that a medical emergency should arise. Emergency contact phone numbers are essential on emergency forms in the event that a student must leave school and a parent is unavailable. Only persons listed on the emergency form will be permitted to take ill students out of school.

Emergency forms will be distributed to all students at the beginning of the school year. It is

essential that emergency forms are completed in a timely manner and returned to homeroom teachers.

CLINIC PROCEDURES

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

No student will be allowed to leave school for medical reasons until the nurse calls parents/ guardians or other emergency contacts. Notes explaining the student's absence are due to the first block teacher upon the student's return to school.

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

CAFETERIA

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

Breakfast for students is free district wide. Regular student lunches are **$1.50**. Reduced student lunches are **$0.40. Parents must apply for free and reduced student lunches**. The application form is on the district web site or a hard copy can be obtained from the main office.

STUDENT PASSES

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

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

ATHLETICS PROGRAM

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

At the present time young men may choose to try out for: football, basketball, volleyball, wrestling, track, baseball, cross-country, golf, tennis, and soccer. Young ladies may elect to try out for softball, basketball, track, tennis, golf, cross country, soccer, volleyball, , swimming and wrestling.

ATHLETICS PROGRAM ELIGIBILITY

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

STUDENT INSURANCE

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

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

STANDARDS OF LEARNING

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

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

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

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

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

TEST TAKING

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

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

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

   Incorrect answers fall into several possible categories including:

   ***Lack of Information*:** A student may have answered questions incorrectly because they never learned the required material.

***Carelessness*:** Carelessness can occur because a student was hasty and did not read or listen to the directions for taking the test, answered without careful reading, or ignored relevant information.
***Misinterpretation*:** Misinterpretation is a problem with processing language. One way to help students process language on exams is to allow them to read the questions aloud to themselves. Another way is to encourage students to ask questions if they are unsure about directions or wording of questions.
***Material Not Studied**:* This is a problem when too little material or incorrect material was studied for the exam.
***Incorrect Reading*:** Incorrect answers on an exam are frequently linked to decoding errors. Methods to help students improve their decoding skills will help both reading comprehension and test-taking skills. When appropriate, students should be encouraged to seek assistance with words they cannot decode.

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

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

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

SCHOOL VISITORS

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

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

STUDENT ACTIVITIES PROGRAM

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

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

CURRICULUM RELATED CLUBS

Art Society	Drama	Math Club

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

ACTIVITIES AND SPORTS

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

TEXTBOOK REGULATIONS—PROCEDURES FOR HANDLING TEXTBOOKS

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

CELL PHONES

Students are allowed to bring cell phones to school. Students are allowed to use cell phones **before 7:20 a.m.** and **after school at 2:10 p.m.** Students are also allowed to use their cell phone **after they have entered the cafeteria for their lunch (Green Zone)**. During the rest of the school day cell phones **are to be turned off and are not to be visible.** This includes the hallways, library, bathroom and classes **(Red Zone). Students are not allowed to charge their cell phone anywhere in the building.** Cell phone use is not allowed in class, unless it is part of instruction by the teacher. In case of an emergency, students must not use their cell phone, a teacher or administrator must be notified. **Students that violate this rule will have their cell phone confiscated**. Confiscated cell phones will be returned to the parent in the main office after school. Phones confiscated for the second time will be returned at a parent conference. Students having their cell phone confiscated for the third time will be assigned to ISS and a parent conference is held. Students that refused to have their cell phone confiscated **will be suspended**. **Students using a cell phone during an SOL test will be suspended. All confiscated cell phones are subject to a search of files or pictures on the phone. The school is not responsible for lost or stolen cell phones, I-phones, I-Pods or MP3 players. Theft of any of any electronic device is subject to criminal prosecution.**

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

STUDENT CODE OF CONDUCT

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

STUDENT RIGHTS

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

Students have the right to:

- expect that school personnel will concentrate on the business of teaching and learning.
- benefit from a school climate that provides a safe and orderly environment.
- due process before privileges are denied. Due process includes a student’s right to know the accusations made against him or her and the opportunity to respond to the accusations. Any student whose presence poses a continuing danger to persons or property, or presents an ongoing threat of disruption, may be removed from the classroom or school immediately.
- use of an assigned locker for the storage of school materials. This does not include stolen or illegal items. If there is reason to believe that a locker contains stolen or illegal items, the students will be required to open the locker or an administrator may have it opened.
- review their own educational records if they are eighteen years of age or older.
- have rules and procedures applied equally without regard to race/ethnicity, religion, sex, social, or national origin.

STUDENT RESPONSIBILITIES

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

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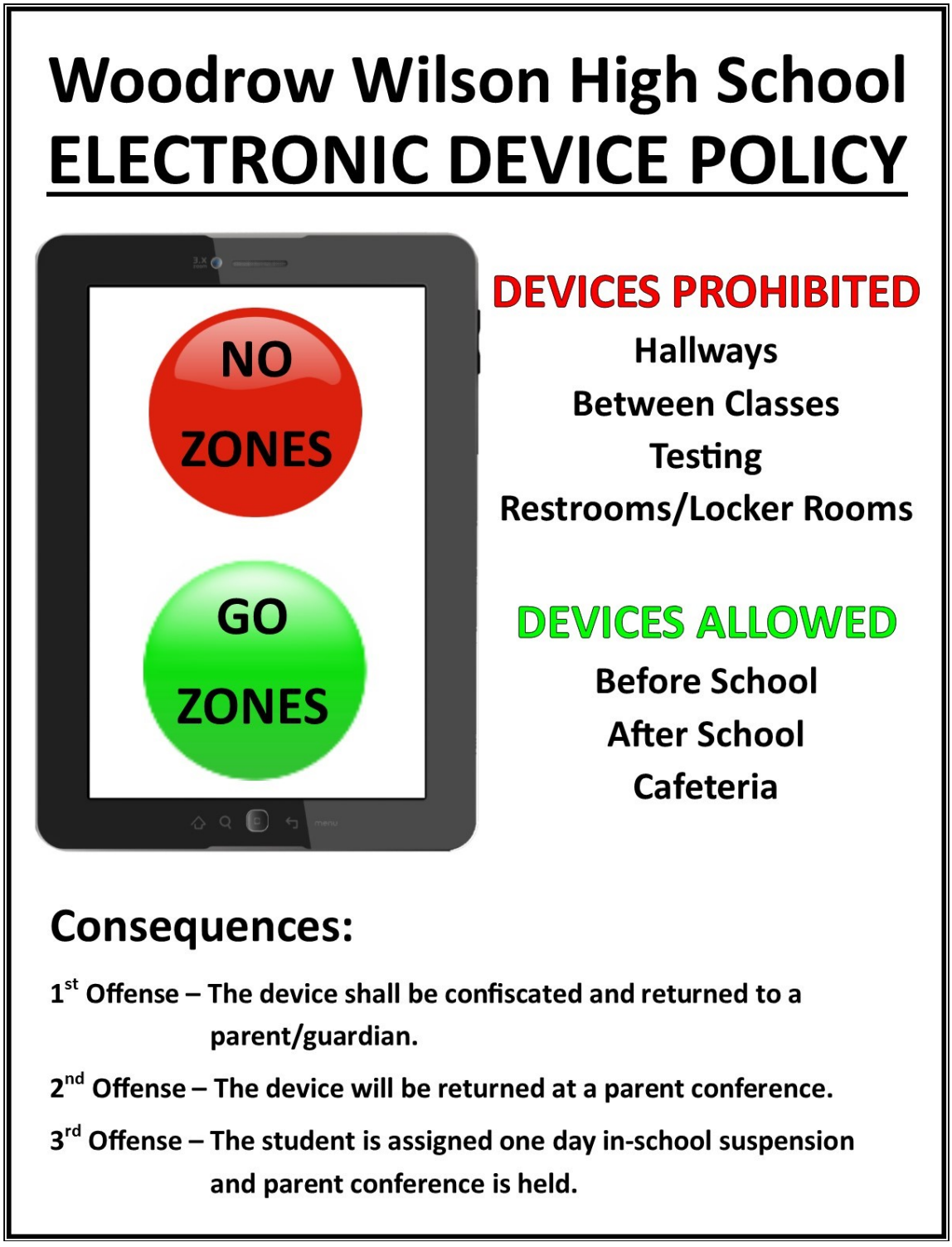
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pepper/mace and other irritants, canes, sticks, bars, explosives, bullets, chains, brass knuckles, or any object which can be used to cause injury or harm.

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

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

Students are expected to respect all local, state, and federal laws pertaining to, but not limited to, gambling, stealing, possession of stolen property, vandalism, trespassing, fireworks, and false alarms. Also, students will not use cellular phones, or other communication devices

during the school day. Theft of any item is subject to criminal charges.

STUDENT DRESS CODE

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

Portsmouth Public School students shall not wear the following items:

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

Adopted by the Portsmouth School Board: August 29, 2002
Revised: September 19, 2002 to become effective January 1, 2003

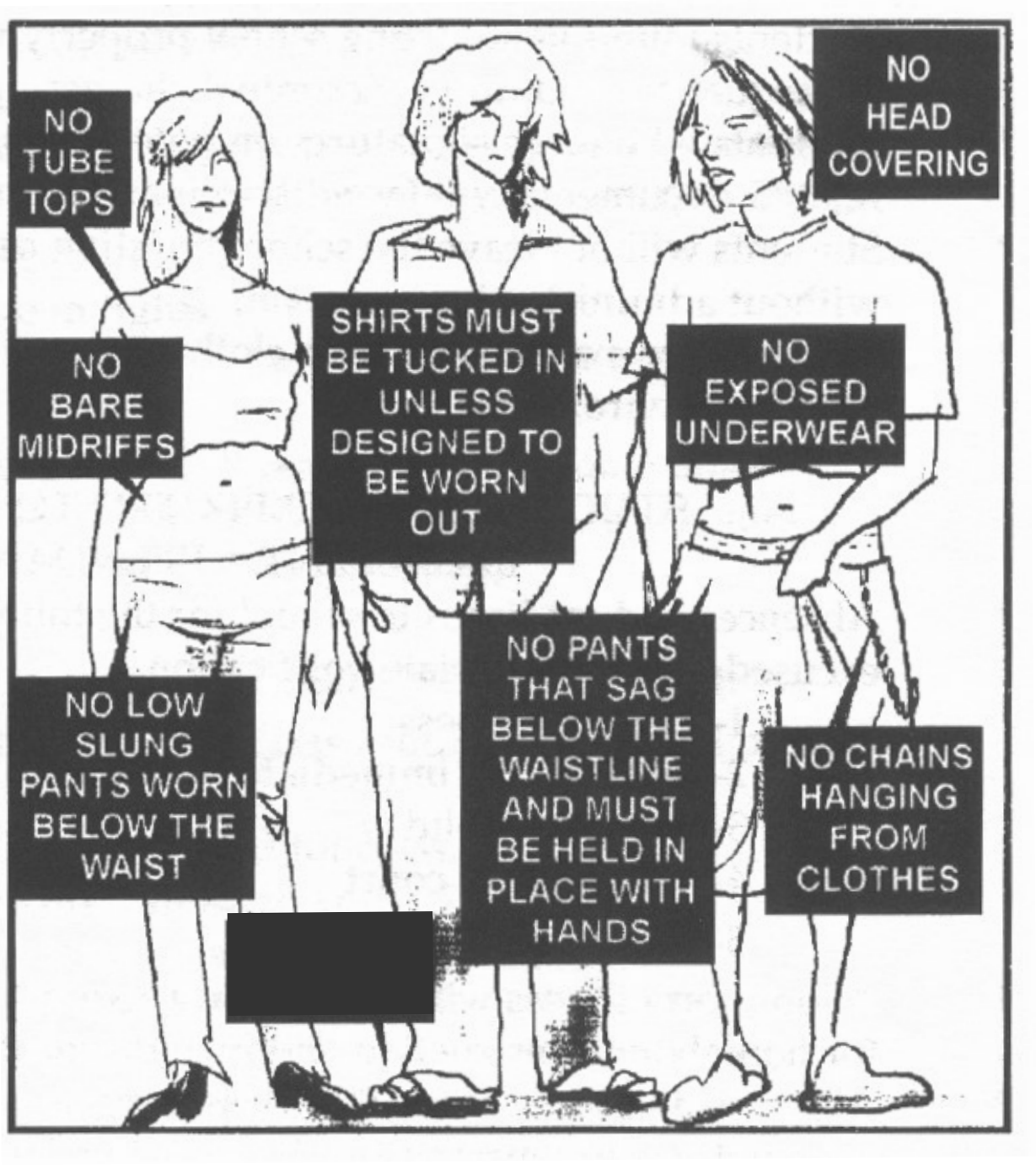
STUDENTS ARE EXPECTED TO MAINTAIN EXCELLENT ATTENDANCE

- Absences and tardiness to school for the following reasons may be excused with appropriate verification.
  1. Personal illness
  2. Death in the immediate family

3. Religious holiday
4. Subpoena to court
5. Family emergency

- A long-term illness will necessitate a request by the parent/guardian for homebound instruction and include certification by a physician.
- Absences in excess of ten (10) class periods without the benefit of extenuating circumstances will result in a loss of credit for that class.

<u>NOTE:</u> Students who have missed more than ten days must participate in the Extended Day Program in order to be considered for an attendance appeal. Student Appeal Forms must be submitted for each class a student has missed more than ten days. An appeal may be made to the principal for extenuating circumstances.



EXTENDED DAY PROGRAM

The Extended Day Program is designed to help students make-up time missed from school. Each 2 hour session counts for two class periods. Students can attend the program on Tuesday s and Thursdays from 2:15 P.M. to 4:30 P.M. Students are required to bring materials and work from their teacher. Students are expected to spend the full allotted time to receive credit. Transportation is provided.

CONTRABAND

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

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

Items students are not permitted to bring to school include:

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

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

Notes