

**2015-2016**  
**Code of Student Conduct**  
**Suggested Revisions**

**Committee Members:**

- Benton, Vanginette – Cradock Middle School
- Deloach, Dean – Churchland Academy Elementary
- Ferebee, Camilla – Waters Middle
- Gilbar, Ron – Churchland Pre-School
- Hairston, Sonji – WWHS
- Harding, Jessica – ICN
- Johnson, Dusti – Douglass Park Elem.
- Mangum-Parker, Kathy – Brighton Elementary
- McIntyre, Robyn – Westhaven Elementary
- O’Neal Patrick – Victory Elementary
- Scott, Rosalyn – NDC
- Sugars, Sarah – Youth Risk Prevention
- Swinton, Channing – Olive Branch Pre-School
- Tenpenny, Chandria – Cradock Middle
- White, Loretta – Church Primary and Intermediate
- Mrs. Kianna Taylor - Parent

CODE OF STUDENT CONDUCT

**Parent/Guardian Responsibilities**

In accordance with Virginia law:

- 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 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.
- Each parent of a student enrolled in a public school must sign and return a statement acknowledging receipt of the Code of Student Conduct.

**Student Rights and Responsibilities**

**Student rights and responsibilities include:** The right to have rules and procedures applied equally without regard to race, ethnicity, religion, gender, social, or national origin. Additional rights and responsibilities include:

**Right** - All of the rights expressed and guaranteed by the United States Constitution and by federal, state, and local laws.

**Responsibility** - Obey all federal, state, and local laws.

**Right** – To benefit from a school climate that provides a safe and orderly environment.

**Responsibility** - Comply with school rules at any school function and on school property, including buses and at school functions. Observe the rights of other students, school employees, and visitors. Make the appropriate persons aware of violations involving drugs, alcohol, weapons, or firearms.

**Right** – To expect that school personnel will concentrate on the business of teaching and learning

**Responsibility** – Use all educational opportunities that are provided.

**Right** – To expect and receive courtesy, fairness, and respect from members of the school staff and other students

**Responsibility** - Conduct him/herself in a responsible manner. Comply with reasonable requests and directions given by those in authority. Respect each other.

**Right** – To review personal educational records if eighteen years of age or older

**The rights listed above 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 given by those in authority. Individual rights end when they infringe upon the rights of others.**

**Due Process**

Due Process requires that a student be given oral or written notice of the charges against him/her, an explanation of the evidence used to support the charges, and an opportunity to present his/her side of the story before privileges are denied.

Any student whose presence poses a continuing danger to persons or property, or presents an ongoing threat of disruption, may be removed from school immediately. **(Expanded definition, p. 7)**

**School Board Policy and Discipline Consequences**

The rules and consequences listed in this document demonstrate the efforts to provide a safe educational climate for all students, employees, and visitors. School Board policies regarding student discipline include the following:

- Students will be disciplined for any misconduct that occurs (1) on school property, including a school vehicle, (2) while participating in or attending any school sponsored activity, (3) while going to and returning from school. School property is defined as any property owned, leased, or under the control of Portsmouth Public Schools, or (4) when entering or remaining on school property without permission at any time including, but not limited to weekends, holidays, or when school is not in session.
- Discipline imposed at school does not prevent student, parent/guardian, or school employee from filing civil/criminal charges.
- A student who has been suspended or expelled may not go onto school property and may not participate in school sponsored activities.
- A student and a student’s parents/guardians or a student age 18 have a right to appeal disciplinary decisions made concerning their child.
- A request for a disciplinary appeal must be made to the building principal on the next school day following the disciplinary action or as soon as possible thereafter.
- **Upon request, the teacher will provide make-up work except directed teaching, for a student who is suspended.**
- Failure of a parent to assist the school with disciplining their child/children could result in court action against the student and the parent/guardian.
- The parent/guardian may be subject to legal action for students who are in violation of compulsory attendance laws

I have received and understand the Code of Student Conduct including the Acceptable Computer Use System Policy **IIBE**, health related information, **regulations for students who ride school buses**, and the rules and consequences governing behavior for students in Portsmouth Public Schools. My signature does not mean that I agree to or waive any constitutional rights.

_____	_____	_____
Date	Student	Parent/Guardian
_____	_____	
Homeroom	Printed Name	

**This page is to be signed and returned to the appropriate person at your child’s school.**

## Mission

The mission of Portsmouth Public Schools is to challenge the minds, challenge the bodies, and challenge the dreams of all students while focusing on excellence.

## Introduction

Portsmouth Public Schools provides a learning environment in which each student is expected, encouraged, and assisted to reach his/her academic potential. The policies and procedures set forth in this document are designed to ensure safety, responsibility, and respect of the person and property of students, staff, and others **while** on school property.

## Student Rights and Responsibilities

**Student rights and responsibilities include:** The right to have rules and procedures applied equally without regard to race, ethnicity, religion, gender, social, or national origin. Additional rights and responsibilities include:

**Right** – To all of the rights expressed and guaranteed by the United States Constitution and by federal, state, and local laws

**Responsibility** - Obey all federal, state, and local laws

**Right** – To benefit from a school climate that provides a safe and orderly environment

**Responsibility** - Comply with school rules on any school property, including school buses and at school functions. Observe the rights of other students, school employees, and visitors. Make the appropriate persons aware of violations involving drugs, alcohol, weapons, or firearms

**Right** – To expect that school personnel will concentrate on the business of teaching and learning

**Responsibility** – Use all educational opportunities that are provided

**Right** – To expect and receive courtesy, fairness, and respect from members of the school staff and other students

**Responsibility** - Conduct him/herself in a responsible manner. Comply with reasonable requests and directions given by those in authority. Respect each other

**Right** – To review personal educational records if eighteen years of age or older

**The rights listed above 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 given by those in authority. Individual rights end when they infringe upon the rights of others.**

## Violation of Laws

A student shall not participate in any criminal acts that are violations of local, state, or federal laws. **If a petition or warrant has been filed or is pending against a student, the student may be required to attend an alternative education program without regard to where the crime occurred if the student is:**

- Charged with an offense relating to the Commonwealth's laws, a violation of School Board policies on **weapons, alcohol, drugs, or intentional injury to another person.**
- Found guilty or not innocent of a crime that resulted in or could have resulted in injury to others, **or of a crime for which the disposition ordered by a court is required to be disclosed to the Superintendent pursuant to the *Code of Virginia*.**
- Section A of § 16.1-269.1 Code of Virginia - If a juvenile fourteen years of age or older at the time of an alleged offense is charged with an offense which would be a felony if committed by an adult, the attorney for the Commonwealth can motion for transfer to circuit court where the juvenile will be tried as an adult.

## School Handbook

Each school produces a handbook that addresses that school's individual needs and concerns. The school's handbook is a companion to the **division wide** *Code of Student Conduct*.

## Police Involvement

The Portsmouth Police Department will be involved in school related incidents as warranted by the *Code of Virginia* and School Board Policy.

## Persistent Disobedience

When disciplinary consequences are considered for any infraction, the student's entire academic and behavioral history may be considered. A history of persistent disobedience may justify strict disciplinary action even if the current violation is a minor one.

## Due Process

Due process requires that a student be given oral and written notice of the charges against him/her; an explanation of the evidence used to support the charges, and an opportunity to present his/her side of the story before privileges are denied. Due process also includes oral and written notification to a parent/guardian of any incident report of disruptive behavior, of any short-term out of school suspension, in school suspension/detention, or after school detention and prior to suspension of a student with a recommendation to the Disciplinary Hearing Committee. The student, parent/guardian has the right to appeal a suspension. **(Suspension Appeal Process on page 9)**

Any student whose presence poses a continuing danger to persons or property, or presents an ongoing threat of disruption may be removed from school immediately.

## For Your Information

**Any student who is determined to be an accessory to a violation of the Code of Student Conduct will receive consequences determined appropriate for the behavior.**

**“School property”** means any property owned, leased, or under the control of Portsmouth Public Schools and includes any Portsmouth Public Schools vehicle.

- Prior to the re-enrollment of an expelled student, the student’s parent/guardian must contact the Division Superintendent, in writing to obtain information regarding the re-enrollment process.
- Any student for whom the Division Superintendent has received a report pursuant to state law of an adjudication of delinquency or a conviction may be suspended or expelled from school attendance.
- Students are subject to corrective action for any misconduct that occurs **off school property**, when the acts lead to: (1) an adjudication of delinquency or a conviction for an offense listed in § 16.1-305.1 of the *Code of Virginia* 1950, as amended (unlawful purchase, possession or use of a weapon, homicide, felonious assault, bodily wounding, criminal sexual assault, manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances, or marijuana, arson and related crimes, burglary and related offenses) or (2) a charge that would be a felony if committed by an adult.
- **When a student receives a suspension before a school closing (ex. Spring Break, inclement weather) the days of suspension will be served when school re-opens.**

### **CONFISCATION OF ITEMS**

Cellular telephones are not to be visible during school hours. Students found in violation will have them confiscated and returned to a parent. All cell phones, electronic devices and other confiscated items cannot be picked up for **48 hours**. When the parent/guardian picks up the confiscated item they will be required to sign the General Confiscation Form acknowledging that if the same or similar item is confiscated a second time it will be kept until the **a parent conference is held with an administrator, the third offense will result in the item being held until the student serves a minimum of one day of in-school suspension and a parent conference is held.** The school must be contacted to schedule a pick up time.

**WARNING:** Taking, possessing, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a **CRIME** under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which result in arrest, criminal prosecution and **LIFETIME** inclusion on sexual offender registries.

- **Schools shall not be held responsible for items that are lost, stolen or damaged when in student possession.**

### **Attendance and Driving**

**Code of Virginia §46.2-323** - provides for the suspension of the driver’s license of anyone under eighteen years of age who has ten or more unexcused absences from public school on consecutive school days.

## Portsmouth Police Department – Text-A-Tip

1. text to **274637**
2. enter Portsmouth
3. enter the tip

The number listed above is monitored by Portsmouth Police Department.  
All information shared is confidential. E-mail [www.portsmouthpd.us](http://www.portsmouthpd.us)

**A student who is assaulted and retaliates by hitting, kicking, or any other physical means may be disciplined for fighting.**

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### DISORDERLY CONDUCT

**JFC R-12/JFC R-4/JFC R-3**

- [D1C] Disrespect/Walking Away
- [D2C] Defiance/ Refuses Request
- [D4C] Possession of Obscene/Disruptive Literature
- [D5C] Classroom/ Campus Disruption
- [D6C] Obscene/ Inappropriate Language/Gestures
- [D8C] Minor Insubordination
- [D3C] Disruptive Demonstrations

*Disorderly conduct* is defined as any conduct that actually is or was intended to be disruptive of any school activity, function, or process. It may include, but is not limited to: walking away, talking back, refusing reasonable requests of staff, interfering with the correction or instruction of another student, making inappropriate noises, instigating a fight verbally or physically, talking too loudly on any school property, moving excessively in the classroom, and making inappropriate gestures.

Disorderly conduct includes using obscene or profane language, making obscene or profane gestures, possessing obscene or pornographic literature, selling, giving, or sending obscene or pornographic literature.

~~Unlawful assembly~~ **Disruptive Demonstration** is defined as the unauthorized gathering of three or more students in a particular place on school property with either the intent or the effect of creating a fearful or intimidating climate in and around the location of the gathering or of violating any school rule.

Defiance is defined as any open or bold resistance to or disregard for authority, opposition, or power; a challenging attitude or behavior.

**Students shall not** engage in conduct that is or is intended to be disruptive of any school activity, function or process, or is dangerous to the health and/or safety of students or others.

**CONSEQUENCES:**

- in school suspension(up to three days)/out of school suspension (up to seven days)
- ten-day out of school suspension and referral to the Disciplinary Hearing Committee
- parents shall be notified when appropriate
- police and juvenile authorities shall be notified when appropriate

**Levels I-IV**

**Drug and Medication Violations**

**(JFCF R-10)**

**Part I**

Use, possession or possession with Intent to Sell Distribute Illegal Drugs: Possession of Drug Paraphernalia, Use or possession of drugs; Possession of drug paraphernalia Schedule I and II Drug Use (e.g. Heroin, Cocaine, Opium, Morphine, LSD, Hallucinogenic)

[DG1] Schedule I and II Drug Use

[DG2] Schedule I and II Drug Possession

[DG5] Synthetic Marijuana Use or Possession (i.e., spice)

[DG7] Marijuana Use

[DG8] Marijuana Possession

[D20] Anabolic Steroid Use and Possession

[D11] Other Drug Possession/Paraphernalia Possession

[D10] Other Drug Use/Drug Overdose (any kind)

[D15] Possession of Inhalants

[D16] Use of Inhalants

[D17] Substances Represented as Drugs (“look-alikes”)

[D19] Anabolic Steroid Sale/Distribution

[DG6] Synthetic marijuana sale and/or distribution (i.e., spice)

**A. Illegal drugs/Look-alike/Imitation Drugs**

**Students shall not possess, sell, distribute, use, be under the influence of, give, or possess with the intent to give, sell, or distribute illegal drugs on school property as defined by the laws of this Commonwealth.**

An ***Imitation drug*** is defined as any item, substance, or product that intentionally or unintentionally looks like, is made to look like, or is represented as an illegal drug. Students shall not possess, sell, distribute, or possess with the intent to give, sell, or distribute an imitation illegal drug on school property.

**CONSEQUENCES: Possession; use; under the influence**

- **up to ten-day** out of school suspension with a **possible** referral to the Disciplinary Hearing Committee
- **required** to undergo an evaluation for drugs/alcohol or both and participate in and satisfactorily complete an appropriate treatment/rehabilitation program at his/her own **expense when appropriate to the infraction**
- parents, police, fire marshal, and the juvenile authorities shall be notified.

**ELECTRONIC DEVICES**

(JFCR-20)

[C2M] Cellular Telephones

[C3M] Other Electronic Devices

**Elementary/ Middle Students:**

**Student use of portable communication devices that are not a part of the instructional program is prohibited.** These devices include, but are **not limited to:** radios, headphones, ear buds (connected or disconnected), electronic gaming devices, devices designed for digital/audio taping, MP3 players, iPods, tablets and any device capable of receiving or transmitting messages, music, digital images, communications and any related paraphernalia. Students are allowed to bring cellular telephones onto school property. The device must remain off and out of sight **at all times** ~~until the end of the instructional day~~ **during the school day.** ~~at which time Use is permitted~~ **after dismissal.** **Behaviors prohibited during the instructional school day involving the cellular phone include, but are not limited to:**

- making calls
- displaying it to others
- sending messages
- text messaging
- taking pictures
- making any noises
- playing games
- video recording
- logging onto and posting on social networking sites
- Otherwise disrupting the learning environment for teachers, students, staff, administrators, or others on school property

**High School Students:**

**During the school day, high school students may use personal equipment or electronic devices for instructional purposes as defined and supervised by a classroom teacher or administrator. Students shall not display or activate personal equipment during class time unless specifically given permission by a teacher or school administrator. Personal equipment or a device includes, but is not limited to: a laptop computer, net book, tablet computer, cellular phone or Smartphone, e-reader, or any personal computing device. Devices can be used only in the cafeteria during breakfast/lunch, and before/after school. Using the device to misrepresent an individual, harass or bully, or promote illicit activity will be unacceptable. Improper use shall result in confiscation of the item.**

Any student found using a cellular telephone or any unapproved electronic device on school property during **unauthorized times** must surrender the item when requested. **Violators will be subject to the following:**

**CONSEQUENCES:**

- the device shall be confiscated **first offense-48 hours; second offense-end of semester; third offense-last calendar day of school year** (see Confiscation of Items p. 8)
- in school suspension (up to three days)/out of school suspension (up to seven days)
- ten-day out of school suspension and referral to the Disciplinary Hearing Committee



- parents, police, and juvenile authorities shall be notified when appropriate

**Levels II-IV**

**Refusal to surrender a confiscated item will be considered defiance/refuses requests which is found under the disorderly conduct infraction (p.16) and will be consequence as such.**

**FIGHTING/CONFLICT**

**(JFC R-6)**

- [FA2] **Fighting:** Mutual combat between students causing serious injuries requiring medical attention
- [FA2] **Fighting:** Mutual combat between students with minor injuries that do not require medical attention
- [F1T] **Minor Physical Altercation:** no injury

***Mutual Combat/Fighting*** is defined as voluntary participation in a one-on-one fight with another person. **Self-defense is not a valid excuse for fighting.**

**A student, who is assaulted and retaliates by hitting, kicking, or any other physical means, may be disciplined for fighting.**

**Gang fight** - for school purposes, is defined as any fight between two or more groups of two, or more students on school property.  
When more than one student fights a single student, it shall be deemed as an **assault by mob**. (See assault/battery)

**Conflict** is defined as a serious disagreement or argument, typically ongoing over an extended period of time.  
**Students shall not** fight or participate in behavior defined as conflict on school property or at a school sponsored event.

**CONSEQUENCES:**

- in school suspension (up to three days)/ out of school suspension(up to seven days)
- ten-day out of school suspension and referral to the Disciplinary Hearing Committee
- parents shall be notified
- police and juvenile authorities shall be notified when appropriate

**Elementary Levels II-IV**  
**Secondary Levels III-IV**

**WEAPONS**

**(JFCD R-13)**

**Weapon** is defined as any instrument or object actually used or created for the infliction of injury, threat, or death. Weapons related behaviors prohibited on school property include, but are not limited to:

- [WP1] Bringing a **handgun** to school/school sponsored event
- [WP2] Bringing a **rifle/shotgun to school/school sponsored event**
- [W3P] Bringing a **toy/look-alike gun** to school/school sponsored event
- [WP4] Bringing **any other weapon** which is **designed** or may be **converted** to **expel** a **projectile** by the action or any **explosive** to include **live ammunition**
- [WP5] Bringing a **knife** to school/school sponsored event
- [WP0] Bringing a BB gun or a Pellet gun to a school /school sponsored event
- [WP6] **Possession or Representation** of any **destructive bomb** or **explosive device**
- [WP7] **Use** of any **destructive bomb** or **explosive device**
- [WP8] Other **Firearms** (firearms other than handguns, rifles or shotguns, zip gun, starter gun, poppers, flair gun)
- [WP9] Possession of Other Weapon (**any** instrument or object **created or used** to inflict harm on another individual **including any knife under three inches of any blade length**)
- [W8P] Bringing **razor blades/box cutters** to school/school sponsored event
- [W9P] Bringing **fireworks, firecrackers or Stink Bombs** to school/school sponsored event
- [WT1] Bringing a taser or any device intended to transmit an electrical shock onto school property/ school sponsored event
- [W1P] Possession of Ammunition (Bringing ammunition to school or school event).
- [W2P] Weapon/Chemical Substance (i.e., mace, tear gas, or pepper spray).
- [WS1] Possession of a stun gun.

**Students shall not bring, possess, or use items defined above as weapons onto school property or to a school sponsored event.**

**Possession of any weapon not identified as a toy is subject to a Level IV consequence**

**CONSEQUENCES:**

- police and juvenile authorities shall be notified
- ten-day out of school suspension and referral to the Disciplinary Hearing Committee

**Level IV**

**CONSEQUENCES: for possession/use of weapons for which expulsion is not mandated are as follows:**

- parents shall be notified
- police and juvenile authorities shall be notified when appropriate
- ten-day out of school suspension and referral to the Disciplinary Hearing Committee

**Elementary - Levels III-IV**

**Secondary - Level IV**

**Toy weapons: are not combustible, are not designed to expel objects, or do not appear to be real.**

**STUDENTS FOUND WITH WEAPONS ON SCHOOL PROPERTY SHALL BE PROSECUTED IN ACCORDANCE WITH STATE AND FEDERAL LAW.**

## **DISCIPLINARY HEARING PROCESS**

### **Purpose**

The disciplinary hearing is an administrative process to determine appropriate placement or further disciplinary action for students who have committed infractions that could result in alternative placement, long-term suspension or expulsion.

### **Format**

- The school administration will present evidence that the student committed the offense(s) listed on the suspension; this evidence will include witnesses, witness statements and other school documents.
- The student will have an opportunity to present his/her side of the case, including witnesses and/or other relevant evidence.
- The student may be represented by an attorney, an advocate, or other interested party, but the student's parent/guardian must be present.
- If the parent/guardian and/or student fail to attend the hearing a decision will be rendered in their absence.
- After the evidence has been presented the committee will render a decision.
- The hearing will last approximately 30 minutes.

### **Outcomes**

The possible outcomes are:

- return to school of origin with no further disciplinary action
- return to school of origin on a behavioral contract or other stipulations
- assignment to an age-appropriate alternative school
- a recommendation to the Division Superintendent for long-term suspension or expulsion

### **Appeals**

If recommended to the Division Superintendent for long-term suspension or expulsion the parent/guardian and student have a legal right to appeal the decision of the Disciplinary Hearing Committee to the School Board.

#### **Persistent Disobedience**

**When disciplinary consequences are considered for any infraction, the student's entire academic and behavioral history may be considered. A history of persistent disobedience may justify strict disciplinary action. even if the current violation is a minor one.**

## Health/Medical Policies for Portsmouth Public Schools

**Portsmouth Public Schools Fever Policy:** According to Medical Orders for Portsmouth Public Schools, **any** students **sent home** with a fevers 100° or greater ~~are to~~ **must be free of fever for a full 24 hours** (without using any type of fever reducing medicine, such as Tylenol, Advil, Ibuprofen, Aleve, etc) before returning to school. In addition, a student should stay home until symptoms, such as sore throat, vomiting, diarrhea or severe congestion, are completely resolved and the child is well enough to return to school.

**Medication Administration:** Medications are given in the school by the nurse or the person designated by the principal to give medication in the nurse's absence. A **Request for Medication Administration** form must be completed and signed by the student's doctor/dentist and parent/guardian. The completed form and the prescription, which must be in the original container with the pharmacy label intact, should be given to the school nurse or principal's medical designee by the parent/guardian of the student. Medications **cannot** be transported by students.

**Tdap Immunization:** All 6<sup>th</sup> grade students are required to have a tetanus, diphtheria, pertussis (Tdap) booster shot prior to the beginning of the school year.

Shots may be obtained from your private doctor, local military clinics, or the Portsmouth Health Department (393-8585). **Be sure that you take a copy of your child's immunization record with you.** Regardless of where your child receives their shot, documentation must be taken to their school nurse as soon as possible to ensure that they may begin classes on the first day of school.

**Current Physical for Kindergarten (information for Pre-K students):** Every Pre-K student will need a **current physical examination** before he/she can be admitted to a kindergarten class. The physical must have been completed (dated) within a calendar year of the first day of school for the year that they will attend kindergarten. This requirement is in accordance with Code of Virginia, Section 22.1-270. The *Code* does not extend a grace period for complying with this requirement. Therefore, any student who does not have a physical examination form in compliance with the law will not be allowed to attend school until their parent can present one to the school nurse.

The student may also need additional immunizations in order to meet State requirements for entrance into kindergarten. If shots are needed, your school nurse will send you a letter at the end of their Pre-K year indicating which ones are required before they can attend kindergarten. Once you have the completed physical and/or proof of the shots we show are needed, take them into your school nurse. Without this documentation, the kindergarten student will not be able to attend school.

**Field Trip Medications:** If your child receives medication at school and goes on a one-day field trip during the school year, the school nurse will be sending a single dose of your child's medication on the field trip. If your child uses a multi-dose inhaler at school, the one you have provided will be sent on the field trip. The teacher or the paraprofessional, who has received training from the school nurse, will carry the medication and administer it to your child while they are on the field trip. **The only medications that can be given on field trips are ones for which a permission form, signed by the doctor and parent, is on file with the school nurse.**

**Medications for After School Activities/Events:** In regard to emergency medications a student may need available for after school activities/events, it is extremely important parents/guardians notify the school nurse and individual in charge of the activity/event about this need. Examples of emergency medications include Epi-pens, Insulin, Glucagon and asthma inhalers. After regular school hours, the clinic is closed and a nurse is not available. Please note that a student may carry emergency medications when the proper procedure is followed; contact your school nurse for the form that will need to be completed by the student's primary care physician. It is the parent/guardian's responsibility to **develop a plan** with the nurse and the individual in charge of the afterschool activity/event so a safe environment may be maintained.

If you have any questions in regards to any of these policies, feel free to contact the school nurse in your child's school or the Health Services Supervisor for Portsmouth Public Schools, Frances Gray at 393-8661.

File: JFCC

## **Regulations for Students Who Ride School Buses**

### **Meeting the School Bus**

- Students are subject to all conditions out lined in the *Code of Student Conduct* while at the bus stop, going to and from the bus stop, or riding the bus.
- Students must be on time. Students should be at the stop at least five minutes before the regular pickup time.
- Students must not stand on the traveled portion of the roadway or on private property while waiting for a bus.
- While waiting at a bus stop, students must respect the property of homeowners in the area.
- Students must not run alongside a moving bus; they must wait until it has stopped, then walk to the front door.

### **Riding on the School Bus**

- Students must obey the driver and be courteous to him/her and to their fellow students. The driver is in charge of the buss as well as the passengers and has the authority to assign seats to maintain discipline or promote safety.
- Students must never mar or deface the bus. The student performing the act must pay for any willful or careless damage.
- Students must not extend their arms, legs, or heads out of the bus window.
- Students must not talk to the driver while the bus is in motion except in an emergency.
- Students must not tamper with the emergency door.
- Students must not wave or shout at pedestrians or passengers in other vehicles.
- Students must not throw objects inside the bus or from a window.
- Books, book bags, band instruments, or other loose objects must not be placed in the aisle or on the floor at the front of the bus. These items will be permitted aboard **ONLY** if they can be held in the student's lap and not encumber another student.
- Eating, drinking, or selling any commodity on the bus is prohibited.
- Students must not open windows without the driver's permission.
- Items prohibited at school will **not** be permitted on the bus. This includes, but is not limited to, the following: live animals, glass objects, skateboards, scooters, surf/boogie boards, and other items that do not directly support the educational process.
- Portable communication devices, including cell phones, may not be displayed, activated, or used on the bus by students while being transported to and/from school.
- The bus driver has the right to refuse transportation to any student who has an unsafe object (e.g., matches, knives, firearms, etc.) in his/her possession.
- Parents, guardians, or their designees are required to accompany children under six years of age to and from the bus stop.
- No change will be made in the location of bus stops or bus routing without the approval of the Office of Transportation Services. (757) 393-8269.
- Students must ride their assigned buses. No change in a bus may be made without the school principal's permission.
- Riding a school bus is a privilege. Should any child be reported to the school principal, the principal will be responsible for taking disciplinary action, including the loss of the privilege of bus transportation.

### **Leaving the School Bus**

- Students must remain seated until the bus comes to a full stop.
- Students must leave the bus at their regular stops.
- If the students must cross a highway, they are to do so at the front of the bus and at a distance of at least ten feet in the front of the bus. They must not cross until the driver has signaled that it is safe to do so.

# APPENDICES

## SCHOOL BOARD POLICIES

**JFC**  
**JFCAA-JFCAA-R**  
**IIBE**

**JFG**  
**JFCC**

**Student Conduct**  
**Student Dress Code**  
**Acceptable Computer Use System**  
**Computer Use Terms and Conditions**  
**Student Search and Seizure**  
**Student Conduct on School Buses**

## GENERAL INFORMATION

**Summary of Attendance Legislation**

**Compulsory Attendance Legislation**

**Short Term Suspension Panel Hearing Procedures**

**Disciplinary Hearing Process**

**General Confiscation Form**

**Health Related Information**

**Student Conduct on School Buses**

**2015-2016 Instructional Calendar**

**Check with Susan Patterson**

**Members of the School Board**

Mr. James E. Bridgeford, Chairman

Mr. Claude C. Parent, Vice-Chair

Reverend Joseph A. Fleming

Mrs. Sarah Duncan Hinds

Mr. Ted J. Lamb

Mr. B. Keith Nance, Sr.

Reverend Cardell C. Patillo

Dr. Ingrid P. Whitaker

Mrs. Costella B. Williams

**Members of the Superintendent's Cabinet**

**Dr. Elie Bracy, III**

Division Superintendent

**Dr. Anita Wynn Taylor**

Assistant Superintendent for Curriculum and Instruction

**Mr. Christopher P. Steele**

Assistant Superintendent for Budget and Planning

**Mr. Derrick Nottingham**

Director of Research

**Mr. Dean M. Schlaepfer**

Director of Information Technology

**Mr. Scott Ziegler**

Director of Human Resources

**Mr. Joseph L. Wiggins**

Executive Administrator to the Superintendent