



# Chesapeake Public Schools 2010-2011 SCHOOL INFORMATION August 2010

Your school information packet includes the following:

- Enrollment Policies
- School Board Discipline Letter
- Superintendent's Letter Regarding School Safety, Drugs, and Alcohol
- Americans with Disabilities Act Notice
- Guidance and Counseling Program Annual Notification
- Textbooks
- School Insurance
- Asbestos Management Plan
- Additional Information from the Building Principal
- Rights Regarding Student Records
- Protection of Pupil Rights Amendment Notice
- Acceptable Telecommunications and Internet Use Policy
- School Calendar
- Student Conduct Policy Guidelines for Parents and Students

**This information is vital to parents and students. As each item is important and requires your attention, please read each item carefully. By signing this cover sheet to the school information packet below, you and your child are informing the school that you have received, read, and fully understand this pertinent information. The form must be signed by both parent and student and returned to the school. Thank you for your cooperation in this matter.**

RETURN PORTION BELOW TO THE SCHOOL

Cut along the dotted line.

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## 2010-2011 SCHOOL INFORMATION

Student's Name \_\_\_\_\_ School \_\_\_\_\_

Grade \_\_\_\_\_ Teacher's Name \_\_\_\_\_ Room No. \_\_\_\_\_ Date \_\_\_\_\_

I have received, read, and fully understand the following:

- Enrollment Policies
- School Board Discipline Letter
- Superintendent's Letter Regarding School Safety, Drugs, and Alcohol
- Americans with Disabilities Act Notice
- Guidance and Counseling Program Annual Notification
- Textbooks
- School Insurance
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- Additional Information from the Building Principal
- Rights Regarding Student Records
- Protection of Pupil Rights Amendment Notice
- Acceptable Telecommunications and Internet Use Policy
- School Calendar
- Student Conduct Policy Guidelines for Parents and Students

**By signing below, I hereby agree to the terms and conditions set forth in the School Board Discipline Letter, the Student Conduct Policy Guidelines for Parents and Students, and the Acceptable Telecommunications and Internet Use Policy, and I agree to be bound by them.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

# ENROLLMENT POLICIES

## ENROLLMENT ELIGIBILITY

In order to attend a public school in the City of Chesapeake, the following general requirements must be met: A student must (1) be residing with a natural parent, the court appointed legal guardian, or the court appointed legal custodian, who must provide satisfactory documentation of Chesapeake residency in the form of either an electric, water, or gas bill; (2) satisfy the Code of Virginia requirements dealing with proof of birth, immunization, and a current physical completed by a licensed physician within the calendar year prior to enrollment (5th grade and below) or provide records establishing that the pupil furnished such a report upon prior admission to another school or school division; and (3) not be under expulsion, threat of expulsion, or exclusion from a public or private school at the time of enrollment.

## SCHOOL ATTENDANCE AREAS

School attendance areas are legally established boundaries. Attendance zones are designated by the Chesapeake School Board. Students are required to attend the school which has been designated to serve their legal residence.

Chesapeake Public Schools will inform the Commonwealth's Attorney of any violation of the Code of Virginia 22.1-264.1.

22.1-264.1. Misdemeanor to make false statements as to school division or attendance zone residency; penalty;

*Any person who knowingly makes a false statement concerning the residency of a child, as determined by 22.1-3 in a particular school division or school attendance zone, for the purposes of (i) avoiding the tuition charges authorized by 22.1-5 or (ii) enrollment in a school outside the attendance zone in which the student resides, shall be guilty of a Class 4 misdemeanor.*

**Punishment for conviction of a misdemeanor.** The authorized punishment for conviction of a Class 4 misdemeanor is a fine of not more than \$250.00

## CHANGE OF ADDRESS

Any change of address and/or telephone number(s) must be reported immediately to the appropriate school(s). Proof of residence will be required in the form of either an electric, water, or gas bill.



August 2010

Dear Parent or Guardian:

The School Board believes that one of its most important goals is to provide a safe and comfortable learning environment for every student. One way to achieve this goal is to establish discipline policies that will assure good student behavior. We realize that most children behave appropriately; however, there are a few whose behavior sometimes interrupts the education of others. It is our hope that you will assist us in stressing to your child the need for good behavior in the school.

On the reverse side of this letter, you will find a list of policies having to do with student behavior. Please take time with your child to review these policies and to discuss the importance of proper conduct in school.

We appreciate your support of the School Board in enforcing its discipline policies. With your cooperation, we believe that we can provide our students with a learning environment that will promote academic and personal success.

Sincerely,

Chesapeake School Board Members  
Mr. Harry A. Murphy, Chairman  
Mr. James A. Leftwich, Vice Chairman  
Mr. Jeff Bunn  
Mrs. Christie N. Craig  
Mrs. Bonita B. Harris  
Mrs. Brenda J. Johnson  
Mr. Thomas L. Mercer, Sr.  
Mrs. Christina F. Pullen  
Mr. Michael J. Woods

Dr. Alan L. Vaughan  
Clerk of the Board

# Policies for Our Students

This is a brief summary of School Board discipline and behavior policies. Please see the [Student Conduct Policy Guidelines](#) and individual school handbooks for additional details.

## Behavior

While in transit to or from school, at bus stops, or while under the jurisdiction of Chesapeake Public Schools, students are under school authority and are bound by all School Board policies pertaining to discipline and control. In order to maintain a climate conducive to a safe and comfortable education, discipline policies require students who violate minimal standards to be referred for disciplinary actions. These actions may include suspension, expulsion, and/or police referral as deemed appropriate. Examples include but are not limited to the following:

- \* Disruptions to the educational process or to the orderly atmosphere for learning
- \* Repeated failure to comply with directions of teachers or other authorized school personnel
- \* Obscene actions, the use of obscene words or gestures, the use of profanity, or the use of ethnically derogatory statements
- \* Damage to or destruction of school property
- \* Assault on any person who is on school property, be it student, school employee, or any other person
- \* Bullying, hazing, or otherwise harassing any student, employee, or other person

## Guns

If a gun of any type is in the possession of **any unauthorized individual** who is on school grounds or under the jurisdiction of Chesapeake Public Schools, he or she will have violated **both** state and federal law, and prosecution will most certainly be severe. In addition, the Chesapeake School Board will deal strictly with any such violation by a student and will move to expel him or her from the school system. Students possessing a look-alike or toy gun will be subject to disciplinary action, which may include suspension and/or a recommendation for expulsion.

## Weapons

No person, while on school property or while under the jurisdiction of Chesapeake Public Schools, will be allowed to possess, handle, or transmit any object that can be reasonably considered a weapon. Examples of weapons include: look-alike gun, dirk, knife, razor, pepper spray, slingshot, blackjack, explosive, destructive device (poison gas, bomb, etc.), or similar device. There is no acceptable excuse for bringing a weapon to school. A violation of this rule endangers every student and staff member and is punishable by suspension and/or expulsion.

## Threats and Incitement

Any student who threatens or incites another to threaten injury to a person or damage to school property, whether the threat **is made on or off school property**, shall be subject to disciplinary action including suspension or expulsion.

## Substance Abuse

The possession, storage, selling, purchasing, or use of alcohol, other drugs or drug paraphernalia, including imitation drugs or other substances, will not be tolerated on school property or while the student is under the jurisdiction of Chesapeake Public Schools. Additionally, students will not **bring** a controlled substance, imitation controlled substance, or marijuana to school or school-sponsored activities. Any violation is strictly prohibited and will be punishable by suspension and/or expulsion. **Prescription drugs and over-the-counter medications must be registered with the school nurse.**

The use or possession of tobacco or tobacco products on school grounds is prohibited and is subject to disciplinary action.

## Student Dress

Any student whose dress is distracting to other students, disrupts the educational process, or in any way disturbs the atmosphere for learning may be removed from school. For reasons of health and safety, all students are required to wear appropriate shoes when on school property.

## Harassment

Chesapeake Public Schools is committed to maintaining a learning/working environment free from harassment of any type including, but not limited to, sexual harassment and harassment based on race, gender, national origin, age, disability, or religion. Therefore, Chesapeake Public Schools prohibits harassment including, but not limited to, sexual harassment and harassment based on race, gender, national origin, age, disability, or religion of students or school personnel at school or any school-sponsored activity. Such misconduct may result in disciplinary action up to and including dismissal of employees or expulsion of students.

## Regular School Attendance

To receive credit for courses using traditional class schedules, a student shall not miss more than 30 days for a full-year course and not more than 15 days for a semester course unless extenuating circumstances that would affect the student's school attendance are established. To receive credit for courses using the 4 x 4 block schedule, a student shall not miss more than 9 days for a course unless extenuating circumstances are established. The principal shall be the judge of extenuating circumstances.

No student will be allowed to leave the school grounds during the school day without permission of the principal.

## Use of Automobiles

Any automobile which is driven to school by a student and parked on school property must be registered with the school's principal. Upon arrival at school, the student driver must park the car in the proper area, lock it, and leave it immediately. The area designated for student parking will be off-limits at all times except to students who are arriving or departing.

## Possession of Cellular Telephones, Other Portable Telecommunication Devices, and Electronic Devices

Cellular telephones, other portable communication devices, and electronic devices are permitted on school grounds for secondary students (grades 6-12). These devices must be turned off, remain off during the school day, and be secured in lockers and/or automobiles. Students may not possess, have on their person, or use the devices during the school day. Elementary students (grades K-5) will not be allowed to possess these devices.



# Chesapeake Public Schools

Office of the Superintendent

Post Office Box 16496  
Chesapeake, Virginia 23328

August 2010

Dear Parent or Guardian:

The mission of our school system is “to ensure that students attain the knowledge, skills, and attitudes to become lifelong learners and productive citizens by combining the efforts of students, parents, community, and staff to provide a quality education in a safe, orderly environment in which human dignity is valued.” In striving to fulfill this mission, the Chesapeake School Board and the school administration have established the safety of students and staff as a top priority. The teachers and principals of your schools take very seriously their responsibility to keep our schools safe, secure, and free from violence. Because of this strong commitment and your parental involvement, our students have not had to worry about the disruptions that have plagued schools elsewhere in the country. With each new year, we have maintained our proud tradition of excellence. Our standards have been rigorous, and our students have enjoyed safe, comfortable learning conditions.

As we launch the 2010-2011 school year, I am once again asking you to support our efforts to maintain settings in which students feel emotionally and physically safe. There is no doubt that our school system has already taken important steps, such as the use of technology and additional security personnel, to keep our schools safe. We have also suggested ways in which parents can contribute to safe schools and communities. This year we will continue to promote school safety through various methods. The Chesapeake School Board will deal quickly and firmly with any incidents (1) that jeopardize the safety of students and staff or (2) that involve the use, possession, sale, or distribution of drugs or alcohol. In cases involving threats, assaults, or the possession or use of guns, look-alike weapons, other dangerous articles, drugs, or alcohol, students will be subject to severe disciplinary action, including expulsion.

I firmly believe that students are more likely to be successful in school when they receive support and direction at home. I also believe that school safety is everyone’s responsibility. Please support our efforts by reminding your child that every student is responsible not only for abiding by the student conduct policy guidelines but also for helping us keep our schools safe. By working in partnership, we can ensure that your child continues to enjoy a secure environment which promotes academic success.

I wish for your son or daughter the most successful school year ever!

Sincerely,

James T. Roberts  
Superintendent

*We Promote Excellence*

The Chesapeake Public School System is an equal educational opportunity school system.  
The School Board of the City of Chesapeake also adheres to the principles of equal opportunity in employment and, therefore, prohibits discrimination in terms and conditions of employment on the basis of race, sex, national origin, color, religion, age, or disability.

## AMERICANS WITH DISABILITIES ACT NOTICE

It is the policy of Chesapeake Public Schools to afford individuals with disabilities opportunities for full participation in its programs, services, or activities. In accordance with the requirements of the Americans with Disabilities Act (ADA), the school system will provide auxiliary aids and services, upon request, to qualified individuals with disabilities. Individuals who need to request reasonable accommodations should contact the principal of the school providing the programs, services, or activities at least one week in advance.

## GUIDANCE AND COUNSELING PROGRAM ANNUAL NOTIFICATION

The Chesapeake School Board affirms that parents are the student's first teachers and that the public schools should serve to strengthen family and parental support. Pursuant to the Standards of Quality, guidance and counseling services will be made available to all students enrolled in Chesapeake Public Schools. For the purposes of this policy, the following descriptions apply:

- a) Academic Guidance - Academic guidance assists students and their parents to acquire knowledge of the curricular choices available to students, to plan a program of studies, to schedule and interpret academic testing, and to seek post-secondary academic opportunities.
- b) Career Guidance - Career guidance assists students and their parents to acquire information and plan for work, jobs, apprenticeships, and post-secondary educational and career opportunities.
- c) Personal/Social Counseling - Personal/social counseling assists students in developing an understanding of themselves, the rights and needs of others, and how to resolve conflict. Such counseling will assist students in defining individual goals which reflect their interests, abilities, and aptitudes.

Parents may review materials to be used in guidance and counseling programs at their child's school by making a request to the school principal or their child's school counselor. The principal or school counselor will schedule an appointment for the parent to review the materials.

In addition to this annual notification, information concerning guidance activities will be provided to parents by such means as parent bulletins, school calendars, school newsletters, or information lines.

Parental consent is required for structured individual or small group multi-session counseling in the personal/social domain. Consent may be withdrawn at any time by providing written notice to the school principal or designee.

Parental permission is not required for short duration personal/social counseling which is needed to maintain order, discipline, or a productive work environment, or to assist a child in crisis.

Parents are encouraged to contact the school principal or school counselor regarding the guidance and counseling program offered at their child's school.

## TEXTBOOKS

Textbooks are provided for student use free of charge. Students will be responsible for payment of recovery costs relative to the loss or damage of books. Parents may purchase (at the cost of textbooks to the school division) any textbooks used by their children for personal use **after September 30th for the current school year. Workbooks and 4th, 5th, and 6th grade Science books will not be available for sale.** For specific information, parents may contact the Educational Resource Center at 547-1220.

## SCHOOL INSURANCE

The student accident enrollment form is enclosed for your review. If you have any questions regarding prices or coverages, please call the numbers listed on the application. If you enroll in the coverage, please complete the application and return it to the student's school.

## ASBESTOS MANAGEMENT PLAN

The Chesapeake Public School Division, in compliance with Section 763.84 of 40 CFR Part 763, commonly known as the Asbestos Hazard Emergency Response Act (AHERA), has prepared for public review an asbestos management plan for each public school in Chesapeake. This plan contains information on the presence of any asbestos and the response action developed by the school system to monitor and maintain said material. The asbestos management plan for your school is available in the main office.

Please be assured that the school system is in compliance with all requirements set forth under Federal and State statutes and that asbestos containing materials are properly maintained in good condition and pose no health concerns to students, faculty and other building occupants.

## ADDITIONAL INFORMATION FROM THE BUILDING PRINCIPAL

### • Free and Reduced-Price Meals

Parents interested in applying for free and reduced-price meals may obtain applications from the school office. Applications may be turned into the office or may be mailed directly to School Nutrition Services. The mailing address is on the application and also may be found on the school system web site [www.cpschools.com](http://www.cpschools.com).

### • Student Conduct Policy Guidelines for Parents and Students

This handbook represents guidelines and procedures for student conduct based on School Board policy. Please take time to review these policies with your child and to discuss the importance of proper conduct in school. A copy of the handbook is attached to this packet.

### • Daily Observance of One Minute of Silence

22.1-203 of the Code of Virginia requires one minute of silence at the opening of each school day. In accordance with the law, students attending Chesapeake Public Schools will be required to observe this one minute of silence at the start of each day. In order to keep parents and students informed as to what the law allows and does not allow, a copy of the law is provided below.

#### 22.1-203 Daily Observance of One Minute of Silence

In order that the right of every pupil to the free exercise of religion be guaranteed within the schools and that the freedom of each individual pupil be subject to the least possible pressure from the Commonwealth either to engage in, or to refrain from, religious observation on school grounds, the school board of each school division shall establish the daily observance of one minute of silence in each classroom of the division.

During such one-minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of each individual choice.

The Office of the Attorney General shall intervene and shall provide legal defense of this law.

### • Questions

Questions regarding any of these procedures can be directed to the student's school principal.

## RIGHTS REGARDING STUDENT RECORDS

In compliance with **Title 20, United States Code**, Section 1232g-formerly known as Public Law 93-380, Section 438-Family Educational Rights and Privacy Act (FERPA), the Chesapeake Public Schools are required to provide annual notification to parents concerning their rights in the maintenance and disclosure of student records. Copies of the Chesapeake School Board policy on student records may be obtained from the principal of the school the student attends.

- I. The policy provides that an educational record for each student be maintained. Each record may include:
  - A. Directory Information, to include:
    1. Name of student;
    2. Address;
    3. Date and place of birth;
    4. Telephone number;
    5. Dates of attendance;
    6. Participation in activities and sports;
    7. Height and weight, if member of an athletic team;
    8. Major field of study;
    9. Awards and honors received; and
    10. The most recent previous educational facility attended by the student.
    11. E-mail; and
    12. Photograph
  - B. Cumulative records of significant factual information regarding the personal growth and educational progress of individual students.
  - C. Confidential and sensitive information written by Chesapeake Public Schools employees or received from the records of other schools or agencies.
- II. The principal or designee is responsible for maintaining student records. The records are located in the office of the local school. Copies of designated records for Special Education students are located in Central Files at Edwards-Wilson Center.
- III. Parents have the right to inspect or obtain copies of their child's record. Requests for access or copies will be granted as soon as possible, but in no case later than five administrative working days after the request, unless the local school has informed the requesting party that up to an additional seven administrative working days are needed to honor the request. A fee for copying record data may be charged, provided the charge does not exceed the cost of reproduction.
- IV. It is the policy of Chesapeake Public Schools to forward a copy of the student's scholastic record, upon request, to another school or school division in which a student seeks or intends to enroll.
- V. It is the policy of the Chesapeake Public Schools to maintain the confidentiality of student records. Records will not be disclosed without written consent of the parent of eligible student, except as provided by law.
- VI. Professional personnel within the school division, who have legitimate educational interest in the records, shall have access to student records. A legitimate educational interest exists when the records are needed to assist a student in personal, social, educational, and vocational development and placement.
- VII. If the parent or eligible student\* believes that information found in the scholastic record of the student is inaccurate, misleading, or violates the privacy or other rights of the student, the parent or eligible student may challenge the questionable contents. The parents or eligible student may contact the school principal to receive a document describing the procedure for requesting an amendment to a student's scholastic record. In addition, the parent or eligible student may file a complaint with the Family Educational Rights and Privacy Act Office concerning an alleged failure by the school system to comply with **Title 20, United States Code**, Section 1232g.
- VIII. In compliance with Section 42.1-82, Code of Virginia, Chesapeake Public Schools must obtain approval from the Virginia State Library and Archives (VSLA) prior to destroying any public school records. In accordance with the Management of the Student's Scholastic Record in the Chesapeake Public Schools, students' records are maintained for five years after a student graduates from a secondary school, completes a program adopted by the Board of Education, or leaves school, or the records are maintained until the information is no longer educationally useful. At that time, required information is placed on microfilm for permanent maintenance. Information not required to be maintained permanently is not placed on microfilm and is destroyed pursuant to the approval of VSLA. Efforts are made to notify parents or eligible students prior to the destruction of specified records pursuant to the approval of VSLA. Eligible parents or eligible students may request copies of such records prior to their destruction.

\*Eligible student is defined as a student who has attained eighteen years of age or is attending an institution of post-secondary education.

In addition, two federal laws require local educational agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses, and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without prior consent, Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the No Child Left Behind Act of 2001 (P.L.107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding the conducting of surveys, the collection and use of information for marketing purposes, and the administration of certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of—*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students to market, sell, or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use —
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

Chesapeake Public Schools has developed and adopted a policy and regulations, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Chesapeake Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Chesapeake Public Schools will also directly notify parents and eligible students, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605



# Chesapeake Public Schools

Office of the Superintendent

Post Office Box 16496  
Chesapeake, Virginia 23328

August 2010

Dear Parent or Guardian:

Among the techniques available for enhancing your child's education is the use of technology such as computers. Specifically, your child has the opportunity to access the Internet, an international telecommunications network, picking up information from corporations, government institutions, private individuals, and universities. The Internet is said to be the communication and information super highway. Through the Internet your child may communicate with students and/or experts in other cities, states, or countries and may have access to hundreds of databases, libraries, and computer services from all over the world.

The Internet is an international telecommunications network that is not governed by any single organization. It is important for you to be aware that the Internet not only provides educational opportunities but also contains areas of adult content or other material that may be objectionable. While Chesapeake Public Schools will make every effort to prevent access to such material, it is impossible to ensure that this material will not be accessed.

With this educational opportunity also comes responsibility. It is important that you and your child read and discuss the enclosed information. It is also important for your child to abide by the conditions addressed in the enclosures. Students who access or attempt to access inappropriate material or use any component of the divisions telecommunications network in ways that are illegal, disrespectful of the rights of others, harmful to juveniles or that do not promote the educational objectives of Chesapeake Public Schools, may at a minimum, lose the privilege to use these resources.

Sincerely,

A handwritten signature in cursive script that reads "James T. Roberts".

James T. Roberts  
Superintendent

*We Promote Excellence*

*The Chesapeake Public School System is an equal educational opportunity school system.  
The School Board of the City of Chesapeake also adheres to the principles of equal opportunity in employment and, therefore,  
prohibits discrimination in terms and conditions of employment on the basis of race, sex, national origin, color, religion, age, or disability.*

# CHESAPEAKE PUBLIC SCHOOLS

## Acceptable Telecommunications and Internet Use Policy for Students

Chesapeake Public Schools provides its students access to telecommunications networks, (including the Internet, together with the necessary hardware and software) to support research and education. All components of the telecommunications network shall be used in ways that are legal, respectful of the rights of others, and protective of juveniles and that promote the educational objectives of Chesapeake Public Schools.

This Policy prohibits any Division student from using the Chesapeake Public Schools telecommunications system for any unlawful purpose and from the sending, receiving, viewing or downloading of any unlawful material that the Division deems harmful to juveniles as defined in Section 18.2-390 of the Code of Virginia. The Division staff charged with designing and maintaining the Chesapeake Public Schools telecommunication system will select and install appropriate filtering devices to block Internet access to child pornography as set forth in Section 18.2-374.1:1 and obscenity as defined in Section 18.2-372.

The Superintendent shall establish guidelines for Acceptable Telecommunications and Internet Use. Violation of this policy or these guidelines by students of Chesapeake Public Schools may result in suspension and/or termination of access privileges, appropriate school disciplinary action, up to and including suspension and/or expulsion, and/or legal action. The Superintendent shall also assure that the Division's instructional program shall include a component on Internet safety.

## Acceptable Telecommunications and Internet Use Policy for Students

### Applicability

These Guidelines shall apply to all student users of telecommunications systems, including the Internet ("Network"), that are entered via equipment and access lines located in Chesapeake Public Schools ("CPS"). Personal equipment (cell phones, laptops, iPods, MP3 players, DVD players, cameras, etc.) used on school property and/or off school property at school sponsored events is also subject to this regulation. Student use of the Network, including Internet access, requires consent of the student (if 18 years or older) or the parent or guardian (if under 18 years) by signing an appropriate form indicating that the student, or parent, or guardian has received, read, understands, and agrees to abide by applicable policies and guidelines. The parent or guardian may withdraw his or her approval at any time.

### Purpose

The purpose of these Guidelines is to encourage and promote appropriate knowledge, procedures, and use of the Network when entered through CPS equipment and access.

### Compliance

All students will comply with these Guidelines and policies adopted, changed, or implemented from time to time by CPS. All users will abide by proper Network etiquette ("Netiquette"), electronic communication ethics and rules, and user responsibilities. Netiquette requires users to be polite, use only appropriate language at all times, work efficiently so others may use the equipment, and avoid using or revealing personal information, especially when this might embarrass or harm another person.

### Penalties for Inappropriate Behavior

Violations of these Guidelines may result in suspension and/or termination of access privileges. Violations may also result in appropriate school disciplinary action, up to and including suspension and/or expulsion, and/or legal action. Each user will be obligated to indemnify CPS from and against any and all liabilities, expenses (including attorney's fees) and damages arising out of claims based upon the user's use (or the use by anyone who gains access to the Network through the user's account) of the Network, including any claim of libel, defamation, violation of rights of privacy or publicity, or infringement of intellectual property or other rights.

### No Expectation of Privacy

The use of the Network carries no right or expectation of privacy. CPS reserves the right to monitor, review, and restrict any user's Network access and use. The Network and all files on this system, including personal files, are the property of and belong to CPS, and the contents are subject to review at any time for any reason.

### Acceptable Network Use

CPS's objective in providing and accessing the Network is to support research and educational activities, and use must be in support of this objective. Specific guidelines shall be as follows:

1. Sending, knowingly receiving, viewing, storing, or downloading material via the Network which might reasonably be determined unlawful or inappropriate for or harmful to juveniles, including defamatory or obscene or pornographic materials, is prohibited.
2. The Network, including the Internet, may not be used to make or disseminate hate mail, threats, personal attacks, defamatory statements, harassment, or discriminatory remarks; to violate any person's rights of privacy or publicity; or to engage in similar behaviors. Harassment or discrimination is conduct that is intended or has the effect of identifying or affecting another person in an unfavorable way on the basis of race, sex, age, religion, national origin, disability or other factors.
3. Use of the Network for personal and private business, including product advertisement or financial gain, is prohibited.
4. Use of the Network for political lobbying is prohibited. Communications concerning political issues for educational purposes are permissible.
5. Use of the Network for advancing a private or non-profit cause, however worthwhile, is prohibited. The Network is not a public place for the user to express his or her personal beliefs or opinions. The use of the Network as a public forum is prohibited.
6. Network users must abide by the rules of any other network that is accessed from CPS equipment.
7. Each user is responsible for his or her own password and Network use and shall not intentionally seek information on or use passwords belonging to other users, or misrepresent themselves as other users on the Network. A user shall not allow others to use his or her password or allow Network access by anyone else under the user's own password.
8. Any improper use of the Network or any other system such as developing or using programs or any other means to threaten or harass others; intercept e-mail; infiltrate a computer or computing system (e.g., hacking); interfere, clog, or damage the performance, files, data, or the software components of a computer or computing system (e.g., introducing a computer virus or "spamming"); or to attempt any of the foregoing, is prohibited. Users shall not disrupt any discussion group, mailing list or newsgroup with frivolous, vulgar, or repetitious postings; by posting of binary, or excessively large, unrelated text files; or by posting articles that are off-topic according to the charter or other public statement of the forum. Any breach or suspected breach of Network security must be reported to the teacher. Users should not attempt to locate or duplicate a security breach because this may be construed as improper use.
9. The illegal installation, copying, distribution, or downloading of material (e.g., without authorization of the owner of such material) that has not been made generally available, or the unauthorized use of copyrighted or marked materials, including those containing trade secrets, on the network or with CPS's computers is prohibited. Academic use of materials obtained from the Network shall be properly cited.

10. The unauthorized installation of hardware or software to the Network or any of its components is strictly prohibited.
11. CPS maintains the right to determine whether specific uses of the Network are consistent with these Guidelines, its educational objectives, and generally acceptable practices.
12. Personal information regarding minors should not be provided or used across the Network through electronic mail, chat rooms, bulletin boards, or other direct electronic communication methods (e.g., last name, pictures, audio files, video files, address, telephone numbers, Social Security numbers, date of birth) unless specifically authorized by the principal.
13. The Network may not be used to send unsolicited bulk e-mail, or otherwise unsolicited e-mail messages where the recipient objects to the content of the message or to receipt of the message in general. Each user should understand that unauthorized use of the Network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the user.
14. CPS has implemented appropriate software to block and/or filter Network access provided by CPS, and such software is designed to filter or block obscene material, pornographic material, and other material that is harmful to minors. Efforts to disable, tamper with, or otherwise interfere with the filtering software shall be deemed by CPS to be an improper and unacceptable use of the Network by the user for which the user can be disciplined."
15. Users shall not agree to meet with persons contacted online. Users shall promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the user feel uncomfortable.
16. Specific exceptions to these Guidelines that are consistent with CPS's research and educational objectives may be proposed. Any requested exception must be submitted in writing with an explanation and justification of the exception and must be approved in advance by the Superintendent or designee.

**Telecommunications and Internet Terms and Conditions  
Student Consent Agreement  
PLEASE READ THE FOLLOWING BEFORE SIGNING THE CONSENT FORM.**

1. **Acceptable Use** - The purpose and educational objectives of using the Chesapeake Public Schools ("CPS") Telecommunications network, including access to the Internet ("Network"), is to support research and education. All use of the Network must be in support of and be consistent with the educational objectives of CPS.
2. **Privileges** - Teachers and staff will make reasonable efforts to provide Internet safety training and supervise student use of the network and Internet access. However, use of the Network is a privilege, and inappropriate use may result in a suspension and/or termination of that privilege and further school discipline, up to and including suspension and/or expulsion, if appropriate. CPS Guidelines for Acceptable Telecommunications and Internet Use (Guidelines) are attached to this Consent Form.
3. **"Netiquette"** - Students using the Network will follow the generally accepted rules of network etiquette. These include the following:
  - a. Be polite.
  - b. Use appropriate language at all times. Inappropriate language includes obscene, abusive or threatening language, and/or profanity or obscenity.
  - c. Work efficiently so that others may use this shared resource.
  - d. Do not reveal any personal information about yourself or others (e.g., last name, pictures, video files, audio files, address, telephone numbers, Social Security numbers, or date of birth).
  - e. Do not place any information on the Internet that might upset or embarrass you or anyone else.
4. Remember that electronic mail (e-mail) is not guaranteed to be private. People who operate various e-mail systems have access to all mail. Any messages relating to or in support of illegal activities may be reported to the authorities. The contents of all files that reside on CPS equipment are the property of CPS, and the student has no expectation of privacy for his or her use of the Network.
5. Security on any computer system is a high priority, especially when the system involves many users. If you identify a security problem, you must notify your teacher or the school principal. Do not demonstrate the problem to other users. Attempts to access the Network without permission will result in cancellation of user privileges.
6. It is important that student users develop respect and appreciation for the privilege of using the Network. To further this goal, CPS requires improper use to be reported to a teacher or principal if observed.
7. If you have any questions about the acceptable use of the Network, please contact the Director of the Department of Information Technology at (757) 482-5635.
8. Parents and/or guardians for students under the age of 18 have the right to opt out of allowing their children to have access to the Internet services provided by Chesapeake Public Schools. If a parent and/or guardian choose to exercise such option, he or she should provide written notice to the student's school principal.

By signing the cover sheet to the school information packet, all students, parents, and/or guardians are affirmatively stating that they have received, read, and fully understand the Acceptable Telecommunications and Internet Use for Students and have reviewed and explained the policy to their children, if applicable. By signing the cover sheet to the school information packet, all students, parents, and/or guardians also are agreeing that they understand that any violation of the policy may result in the student's access to the Network being suspended and/or terminated and that disciplinary action and/or appropriate legal action may be taken. The students, parents, and/or guardians understand that Network access is a privilege as opposed to a right and may be terminated at any time. The student, parent, and/or guardian further understands that this access is designed for education purposes and that the CPS has taken reasonable precautions to eliminate Network use for non-educational purposes. The student, parent, and/or guardian also recognizes, however, that it is impossible for CPS to restrict access to all controversial or inappropriate materials, and the student, parent, and/or guardian will not hold CPS, the School Board, or any individuals employed by CPS responsible for damages related to the student's use of the Network or for material reviewed by any student on the Network.



# Chesapeake Public Schools

Office of the Superintendent

Post Office Box 16496  
Chesapeake, Virginia 23328

## 2010-2011 SCHOOL CALENDAR

			2010	Teaching Days	Non- Teaching Days
AUGUST	25 (W)	Teachers New to Chesapeake Public Schools Report			
	30 (M)	Returning Personnel Report			
	31 (T)	Preschool Activities			2
SEPTEMBER	1-3 (W-F)	Preschool Activities			3
	6 (M)	Labor Day – Holiday			
	7 (T)	First Day of School for Students		18	
OCTOBER	7 (Th)	High School Only: Term I – End of First Grading Period		21	
NOVEMBER	10 (W)	Elementary/Middle Schools: End of First Grading Period (47 Days)			
		High School Only: Term I – End of Second Grading Period			
	11 (Th)	Veterans Day – Holiday			
	12 (F)	Teacher Workday – Schools Closed			1
	24 (W)	Early Release Day			
DECEMBER	25-26 (Th-F)	Thanksgiving Holidays		18	
	16 (Th)	High School Only: Term I – End of Third Grading Period			
	21 (T)	Last Day of School Before Winter Break		15	
			2011		
JANUARY	3 (M)	Schools Reopen			
	17 (M)	Martin Luther King, Jr., Day – Holiday			
	25 (T)	Exams (if appropriate)*			
	26 (W)	Exams*			
	27 (Th)	Exams – Early Release for All Students If Last Day of Exams* – Elementary/Middle Schools: End of Second Grading Period (43 Days)			
		High School Only: Term I – End of Fourth Grading Period			
	28 (F)	Teacher Workday – Schools Closed**			1
FEBRUARY	31 (M)	In-Service Training Day for Personnel – Schools Closed		18	1
MARCH	21 (M)	Presidents' Day – Holiday		19	
APRIL	4 (F)	High School Only: Term II – End of First Grading Period		23	
	5 (T)	Elementary/Middle Schools: End of Third Grading Period (45 Days)			
		High School Only: Term II – End of Second Grading Period			
	6 (W)	Teacher Workday – Schools Closed			1
MAY	18-22 (M-F)	Spring Break – Schools Closed		15	
	13 (F)	High School Only: Term II – End of Third Grading Period			
JUNE	30 (M)	Memorial Day – Holiday		21	
	14 (T)	Exams (if appropriate)*			
	15 (W)	Exams* – GRADUATION (7:30 p.m. – GBH)			
	16 (Th)	Exams – Early Release for All Students If Last Day of Exams* – Last Day of School – GRADUATION (4 p.m. – IRH; 8 p.m. – GFH) – Elementary/Middle Schools: End of Fourth Grading Period (45 Days)			
		High School Only: Term II – End of Fourth Grading Period			
	17 (F)	Teacher Workday – Schools Closed			1
		GRADUATION (11 a.m. – OSH; 3 p.m. – DCH; 7:30 p.m. – HHS)			
	18 (S)	GRADUATION (10 a.m. – WBH)		12	
				180	10

**Note:** If emergency closings become necessary, days will be made up according to the following schedule:

	1 <sup>st</sup> Day	2 <sup>nd</sup> Day	3 <sup>rd</sup> Day	4 <sup>th</sup> Day	5 <sup>th</sup> Day	6 <sup>th</sup> Day	7 <sup>th</sup> Day	8 <sup>th</sup> Day	9 <sup>th</sup> Day
		<u>Make-Up Day</u>			<u>Rescheduled Teacher Workday</u>				<u>Rescheduled In-Service Training</u>
		Thursday, November 11, 2010			Saturday, November 13, 2010				
<b>Semester 1</b>		Friday, November 12, 2010	Banked	Banked					
		Friday, January 28, 2011			Monday, January 31, 2011				Waived
<b>Semester 2</b>		Monday, February 21, 2011	Banked	Banked					
		Wednesday, April 6, 2011			Saturday, April 9, 2011				

\* In the event of emergency school closings, the superintendent may need to adjust the exam schedule. Please note that the early release for students will be on the last day of exams.

\*\* The purpose of the midyear teacher workday is to permit teachers to grade exams and prepare for the new semester. Therefore, in the event schools are closed due to inclement weather and the exam schedule has to be revised, it may be necessary for the superintendent to adjust the scheduling of the teacher workday.

### *We Promote Excellence*

*The Chesapeake Public School System is an equal educational opportunity school system.  
The School Board of the City of Chesapeake also adheres to the principles of equal opportunity in employment and, therefore, prohibits discrimination in terms and conditions of employment on the basis of race, sex, national origin, color, religion, age, or disability.*