

# STUDENT CONDUCT POLICY GUIDELINES FOR PARENTS AND STUDENTS

2011-2012



**CHESAPEAKE PUBLIC SCHOOLS  
CHESAPEAKE, VIRGINIA**

## STATEMENT TO THE PARENTS

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 student behavior in the school.

This handbook presents guidelines and procedures for behavior and student conduct based on School Board Policy. Please take time with your child to review these policies and to discuss the importance of proper conduct in school.

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

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Cut along the dotted line.

**PLEASE RETURN THIS PORTION OF THE PAGE TO YOUR CHILD'S SCHOOL**

## STATEMENT OF RECEIPT

We understand that the Chesapeake School Board is committed to providing each student a safe, comfortable, non-threatening environment that is conducive to learning. In order to achieve this, students must conduct themselves as responsible members of the school community.

We have read and discussed this pamphlet, **Student Conduct Policy Guidelines**, and we agree to abide by the guidelines outlined. We recognize that parents have a responsibility to assist the school in disciplining their children and maintaining order.

By signing this statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth. In addition, parents shall have the right to express disagreement with a school's or the school division's policies or decisions.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

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

Parent Name \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_





August 2011

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. Jean A. Infantino  
Clerk of the Board

# Policies for Our Students

This is a brief summary of School Board discipline and behavior policies. Please refer to the rest of 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, num chucks, 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** prescription medication, 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 and brought to the school by a parent or guardian.**

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 2011

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 2011-2012 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.*

# 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.*

## 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.

## PROTECTION OF PUPIL RIGHTS AMENDMENT

Protection of the privacy rights of students and families shall be maintained by requiring consent before participating in certain surveys and providing notice of and the opportunity to review and/or opt out of certain other surveys.



# COMMONWEALTH of VIRGINIA

RUFUS A. BANKS, JR.  
CHIEF JUDGE

Juvenile and Domestic Relations District Court

301 ALBEMARLE DRIVE  
SECOND FLOOR  
CHESAPEAKE, VIRGINIA 23322-5501  
(757) 382-8100  
FAX (757) 382-8152

EILEEN A. OLDS  
JUDGE

CITY OF CHESAPEAKE

LARRY D. WILLIS, SR.  
JUDGE

2011 – 2012 School Year

LORRAINE C. THROCKMORTON  
CLERK OF COURT

Dear Parent or Guardian:

Please be advised that the Commonwealth of Virginia, by law, requires children between the ages of five (5) and eighteen (18) to attend school. Similarly, the law imposes an obligation upon you to ensure that your child(ren) attend as mandated.

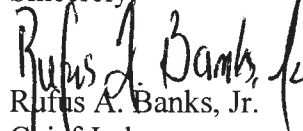
Virginia Code Section 22.1 – 254 states in relevant part, that *“every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday before September 30 of any school year and who has not passed the eighteenth birthday, shall during the period of each year the public schools are in session...send such child to school...”*

If you or your child disregards the law several consequences may be imposed. The most serious of which may result in there being formal charges brought against each of you. An adult offender could be jailed if found guilty. Similarly, a juvenile offender could be confined in the detention home.

The Court’s Truancy docket is dedicated exclusively to the prompt and timely disposition of all truancy matters and to the efficient administration of justice. Its structure ensures that the Court will be able to hear truancy matters at the earliest instance following the filing of a petition or other pleadings.

Your cooperation will benefit and enhance the academic experience for your child(ren). Thank you for taking seriously your obligations under the law.

Sincerely,

  
Rufus A. Banks, Jr.  
Chief Judge

## STATEMENT OF PURPOSE AND PHILOSOPHY

Our society places great value upon the rights and responsibilities of each individual. Reflecting this emphasis, the School Board believes that one of its most important goals is to provide a safe and comfortable environment that is conducive to learning. Students, staff, and parents have a joint responsibility to provide this desired learning environment. Such an environment may be achieved through appropriate education, teamwork, policies, and disciplinary action.

This handbook is developed to make students aware of their responsibility for their own conduct. It also is developed to make students and parents aware of the consequences of behavior when it, in any way, interrupts or disrupts the educational process.

## STATEMENT OF POLICY

The School Board, aware of its responsibility to provide each student a safe, comfortable, and non-threatening learning environment, has established a policy regarding student conduct. The School Board promotes student behavior that encourages students to become effective citizens of the school community. For students to grow and mature, they must accept the responsibilities and obligations of good citizenship which enable self-discipline, good health, reasonable standards of behavior, and a favorable atmosphere for learning. Students on school grounds or in places under school jurisdiction must abide by the rules established to achieve this goal.

Admission to a Chesapeake public school requires that students conduct themselves as responsible members of the school community. Discipline is based on mutual respect; thus, the School Board recognizes the need for parents, teachers, and administrators to work together to ensure that students, as they become aware of their rights, understand the responsible behavior which must accompany them. Students shall accept responsibility for their own conduct, obey the law, adhere to the policies of the school system, comply with regulations, safeguard the property of the school, and respect the rights and privileges of others in the school community. Propriety of conduct and good order in our schools are essential at all times.

## COMMITMENT TO EQUAL OPPORTUNITY

Chesapeake Public Schools is committed to offering inclusive academic, extra-curricular, and co-curricular educational programs free from harassment, racial or sexual bias, or discrimination. In order to become well-rounded individuals, all students are encouraged to participate not only in the educational opportunities provided them but also in after-school activities offered at their schools. Membership in all sports, clubs, and organizations is open to all students who meet minimal eligibility requirements regardless of race, sex, national origin, color, religion, age, or disability.

## STUDENT RIGHTS AND RESPONSIBILITIES

Parents and guardians enrolling a student must provide the following:

- a sworn statement as to whether or not the student has been expelled or is under threat of expulsion for any offense including one involving drugs, weapons, or willful injury to someone else, and
- a sworn statement as to whether or not the student has been found guilty of or adjudicated delinquent for any offense listed in subsection G of the Code of Virginia 16.1-260 or any substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories.

### EDUCATION

✓ Right - Students have the right to a free and appropriate public education unimpaired because of gender, race, religion, national origin, disabling conditions, or intellectual ability. This public education right begins with kindergarten and extends through the twelfth grade and is guaranteed by the Constitution of Virginia.

✗ Responsibility - Students have the responsibility to attend school regularly, make a conscientious effort in classroom work, and conform to school rules and regulations. Students also have the responsibility to avoid actions or activities, individually or in groups, which interfere with the right of any other person to receive a public education.

### ENVIRONMENT

✓ Right - Students have a right to a safe and orderly school and classroom environment which is conducive to learning.

✗ Responsibility - Students have the responsibility to ensure that their actions do not disrupt the classroom or school activities and that they abide by the laws of the United States, Virginia, and the City of Chesapeake, as well as the regulations and policies of the Chesapeake School Board and the individual school.

## RESPECT

- ✓ Right - Students have a right to expect and receive courtesy, fairness, and respect from members of the school staff and other students.
- ✗ Responsibility - Students have the responsibility to respect the rights and authority of teachers, administrators, and all others included in the educational process. Students have a responsibility to respect each other.

## PROPERTY

- ✓ Right - Students have a right to expect that other students and school personnel will respect their personal property.
- ✗ Responsibility - Students have the responsibility to respect the personal property rights of other students, teachers, and administrators as well as the public's property, including equipment, buses, and school buildings.

## PARTICIPATION

- ✓ Right - Students who comply with all rules and regulations have a right to participate in school activities.
- ✗ Responsibility - Students have a responsibility to comply with all rules and regulations for student behavior at all school functions.

## EXPRESSION

- ✓ Right - Students have the right to exercise freedom of expression, through appropriate channels, including the right to address policies publicly, privately, in writing, or orally. Students may advocate change in any law, policy, or regulation.
- ✗ Responsibility - Students have a responsibility to see that their expressions do not interfere with the educational program. Students have a responsibility not to use profane, obscene, slanderous, ethnically derogatory, or libelous statements; not to use disruptive tactics; and not to advocate violation of the law or school regulations.

## APPEAL

- ✓ Right - Students and their parents have the right to appeal policies both publicly and privately, in writing and orally, through appropriate channels. Students may advocate change in a law, policy, or regulation that is considered not to be in their best interest.
- ✗ Responsibility - Students and their parents who believe that conditions of the school or decisions made by staff members are not in their best interest and wish to appeal have the responsibility of presenting these complaints to the teacher or school administrator, who shall make himself/herself available or schedule an appointment to hear these complaints. If a student or a parent is not satisfied that a complaint previously presented has been resolved satisfactorily, a meeting may be requested with the student, parent, and principal. The student or the parent who continues to feel that the matter has not been resolved satisfactorily may contact the Office of Pupil Discipline.

## MINUTE OF SILENCE

Students attending all Chesapeake Public Schools must adhere to a daily observation of one minute of silence. The teacher is to ensure that all pupils remain seated and silent and make no distracting display during the time. Students may meditate, pray, or engage in any other silent activity that does not interfere with other pupils.

## PLEDGE OF ALLEGIANCE

The Pledge of Allegiance will be recited in the schools and at many school activities. Students have the right to refrain from participation in the Pledge of Allegiance but may not interfere with the rights of others to participate in the Pledge of Allegiance.

## SCHOOL BOARD POLICY MANUAL

The Department of Media Services at each school and at each branch of the Chesapeake Public Library are required to keep an up-to-date copy of the School Board Policy Manual available for public use. The School Board Policy Manual can also be accessed through the School Division website: [www.cpschools.com](http://www.cpschools.com).

## 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 was sent home with your student. 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).

### • 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 the Family Educational Rights and Privacy Act (FERPA), Chesapeake Public Schools (CPS) provides annual notification to parents/guardians concerning their rights in the maintenance and disclosure of student records. Copies of the CPS 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 which includes name; address; date and place of birth; telephone number; dates of attendance; participation in activities and sports; height and weight, if member of an athletic team; major field of study, awards and honors received, most recent previous educational facility attended; e-mail; photograph; and student user ID or other unique personal identifier that cannot be used to access education records without a password.  
  
Directory information may be released to the media and others listed in School Board Policy 6-41 unless the parent, guardian, or emancipated student submits a request to the school in writing within fifteen (15) days after the public notice that all or part of such information concerning the student not be released without prior written consent. Directory information may be released only by the principal or designee.
  - B. Cumulative records of significant factual information regarding the personal growth and educational progress of individual students.
  - C. Confidential and sensitive information written by CPS 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 primarily 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/guardians have the right to inspect or obtain copies of their child's record. Requests for access or copies should be made to the child's school principal. Requests will be granted as soon as possible, but in no case later than five (5) administrative working days after the request, unless the local school has informed the requesting party that up to an additional seven (7) administrative working days are needed to honor the request. A fee for copying record data, not to exceed the cost of reproduction, may be charged.
- IV. It is the policy of CPS to maintain the confidentiality of student records. Records will not be disclosed without written consent of the parent/guardian or eligible student, except as provided by law. An "eligible student" is a student who is at least eighteen (18) years of age or is attending an institution of post-secondary education; the permission or consent required of the rights accorded to parents relative to scholastic records will be accorded to these students only. Student records may be disclosed without consent to the following:
  - A. School officials (those professional personnel within the school division, as well as some contractors, consultants, and volunteers, who have a legitimate educational interest in the records) shall have access to student records. Typically, a legitimate educational interest will exist when the records are needed to assist a student in personal, social, educational, and vocational development and placement.
  - B. A school to which a student is transferring.
  - C. Specified officials, for audit, evaluation, financial aid, or accrediting purposes.
  - D. Organizations conducting studies on behalf of the schools.
  - E. Appropriate officials in case of a health or safety emergency.
  - F. State and local authorities within the juvenile justice system, in accordance with state law.
  - G. To comply with a judicial order or lawfully-issued subpoena.
- V. Under federal law, the name, address, and telephone listing of a student may be provided to military recruiters, upon request, unless parents/guardians have advised CPS that they do not want their student's information disclosed without prior consent. 20 U.S.C. § 9528 (part of the Elementary and Secondary Education Act, also known as the No Child Left Behind Act of 2001).
- VI. If the parent/guardian 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/guardian or eligible student may challenge the questionable contents. The parents/guardian 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/guardian or eligible student may file a complaint with the FERPA Office concerning an alleged failure by the school system to comply with the FERPA.
- VI. In compliance with § 42.1-82, Code of Virginia, Chesapeake Public Schools follows the guidance of the Virginia State Library and Archives (VSLA) prior to destroying any public school records. The majority of a student record typically is maintained for five (5) years after a student graduates from a secondary school, completes a program adopted by the Board of Education, or leaves school.

Photographs and/or video taken at school or school functions containing images of minor students should not be posted on the Internet in any manner, including but not limited to social networking websites such as Facebook, You Tube, and Flickr, regardless of whether sites are private or public, without the expressed permission of the student's parent or guardian. School functions include, but are not limited to, field trips, sporting events, and social events (prom, ring dance, etc.).

## SCHOOL DISCIPLINARY PROCEDURES

At all times, on school grounds, while at bus stops, while en route to or from school, and while attending school-sponsored activities students are under school jurisdiction and are expected to conduct themselves in an orderly, courteous, dignified, and respectful manner. In order to maintain a climate conducive to a safe and comfortable education, discipline policies require that students who violate standards be referred for disciplinary action. Disciplinary procedures for disruptive student behavior may require action by the teacher, assistant principal, principal, central office personnel, and/or the School Board.

The teacher's authority extends to all students, whether or not the teacher teaches the student in class. Action taken by a teacher may include, but is not limited to:

- A. *Warning/Reprimand*
- B. *Phone Call*
- C. *Detention*
- D. *Conference*
- E. *Referral*

A discipline referral should be sent to the assistant principal or principal when the teacher feels the behavior cannot be corrected through the teacher's classroom management procedures. After providing due process, the administrator will determine the appropriate course of action required to provide a safe, comfortable, and conducive learning environment. Action taken by an administrator may include, but is not limited to:

- A. *Warning/Reprimand*
- B. *Phone Call*
- C. *Conference*
- D. *Detention*
- E. *In-School Suspension*
- F. *Out-of-School Suspension*
- G. *Alternative Placement*
- H. *Recommendation for Long-Term Suspension*
- I. *Recommendation for Expulsion*

When a student is suspended from school, the principal or assistant principal will notify the parent in writing of the reason for the suspension and the date(s) of the suspension. A suspension ordinarily will be for a definite number of school days. However, in some instances, the terminal date will be indeterminate, dependent upon actions such as the completion of an investigation, attendance of a parent at a conference, or action by the superintendent, his designee, or the School Board.

A student who is suspended is denied access to all school premises except with permission of the principal. A student who violates this provision shall be referred to the proper law enforcement agencies.

Student disciplinary files (suspensions and expulsions) are part of the scholastic record and must be forwarded to any other school division to which the student transfers.

Please note that certain activities or offenses which do not occur while the student is under the jurisdiction of the Chesapeake Public Schools, but which reasonably may be expected to pose a danger to the health or safety of students or school personnel, or disrupt the school environment, may be subject to disciplinary actions. Such misconduct may result in placement in an alternative education program or disciplinary action up to and including expulsion.

### PROCEDURAL DUE PROCESS IN STUDENT DISCIPLINE

Principals know the importance of fairness in the administration of student discipline. Discipline is most effective when it is "firm and fair," and the administration strives to achieve that standard even when it is impossible to obtain consensus among teachers, students, and parents.

Due Process requires that the student be given oral or written notice of the charges against him/her, an explanation of the evidence the administration has, and an opportunity to present his/her side of the story.

The parent of a suspended student may initiate an appeal and review of the suspension to the superintendent and/or his designee, and, if not satisfied, may submit a written appeal of this decision to the School Board.

## SEARCH AND SEIZURE

School administrators have the authority to search a student, a student's personal property, a student's vehicle, and/or a student's locker when a reasonable suspicion exists that prohibited, illegal, stolen, or dangerous articles are contained on a student, in a student's property, or in the locker assigned to a student. School officials may seize any illegal or unauthorized articles discovered in the search. Unauthorized articles may be defined as any items dangerous to the health or safety of students or school personnel, disruptive of any lawful function, mission, or process of school, or any items described as unauthorized by individual schools. If illegal substances or objects are found in a search, law enforcement officers shall be notified.

Students, parents, and visitors entering a school may be subject to periodic, unannounced metal detector screening.

Student lockers, school parking lots, and classrooms, once students are removed, may be subject to periodic, unannounced searches by trained drug-detection canines.

Strip searches are discouraged except in cases where there is an imminent threat of death or great bodily injury to the student or another person or persons.

## PLACEMENT OF CERTAIN STUDENTS IN ALTERNATIVE PROGRAMS

Students involved in violent behavior or other inappropriate behaviors within or outside the school may be identified to school officials. A student who has been charged with, or who has been found guilty or not innocent of identified crimes may be required to attend an alternative education program. These crimes and activities include, but are not limited to: weapons, alcohol or drugs, or intentional injury to others. The School Board has this authority regardless of where the incident occurred.

## CORPORAL PUNISHMENT

Corporal punishment may not be used as a means of discipline. However, this does not prevent teachers and principals from using "reasonable and necessary force" to maintain order and control, remove a student from a disturbance which threatens physical injury to persons or property damage, prevent self-infliction of harm, defend oneself, or obtain possession of weapons, controlled substances, or paraphernalia.

## CONSIDERATIONS FOR DISCIPLINING STUDENTS WITH DISABILITIES

Students with disabilities, including students with 504 Plans, may be suspended on a short-term basis of ten (10) school days or less following the same procedures applicable to students without disabilities. Such suspension does not constitute a change in placement. The student is subject to normal disciplinary procedures whether or not the behavior is a manifestation of the student's disability.

Additional procedural protections may need to be provided when a student with a disability is removed from class or school for more than ten (10) school days. A manifestation determination may be made to ascertain whether or not there is a direct relationship between the student's disability and the misconduct.

## POLICE INTERROGATION

Except in cases of suspected child abuse or neglect, or in an emergency **involving imminent threat to the safety of the public, student body or school staff**, or when investigating a crime involving drugs, weapons, or bodily harm, or otherwise when determined by the School Resource Officer (SRO) that timely access to a student is needed for the prevention of a crime or apprehension of a suspect, law-enforcement officers shall not be allowed to question students while they are under the school's authority unless the parents or legal guardian of the child are contacted and have given permission for such questioning.

## THE SCHOOL RESOURCE OFFICER PROGRAM

The goal of the School Resource Officer (SRO) Program is to improve cooperation between the police and schools in preventing delinquency and crime. The duties of a SRO are to: act as an advisor to students apart from or in conjunction with school personnel; maintain contact with parents/guardians of students exhibiting antisocial behavioral patterns; solicit assistance from parents/guardians in maintaining avenues of communication; act as an instructor before various schools, groups, and classes, explaining the reasons for pertinent laws, their meaning, consequences of violations, and the police function; make appearances before various community organizations to demonstrate police concern with the prevention of delinquency; and work with school personnel and the law enforcement agencies of the community in bridging the gap that often impedes the efforts of all organizations in effectively carrying out mutual responsibilities to the youth of the area. Written guidelines indicate that the SRO does not assume authority in matters of student discipline when it involves school policies governing behavior. In matters which constitute both a violation of school rules and regulations as well as law violations, however, the SRO may investigate and charge for the law violations.

## 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

# EXPECTATIONS OF CONDUCT AND SANCTION FOR VIOLATIONS

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 appropriate student behavior. It is impossible for teaching or learning to take place in a classroom unless order is maintained. The following list of offenses includes only the most common infractions of school rules; however, no misconduct will be permitted. School officials are authorized to utilize any and all the disciplinary actions permitted by Virginia state law, including suspensions and expulsions. Consequences apply to offenses occurring on any Chesapeake Public School Board property, during any school-sponsored activity, on any Chesapeake school bus, at a designated school bus stop, or while traveling to or from school.

Certain activities or offenses which do not occur while the student is under the authority of the Chesapeake Public Schools, but which may be reasonably expected to pose a danger to the health and safety of students or school personnel or to disrupt the school environment, may be subject to disciplinary action up to and including expulsion.

## I. **Offense: Assault and/or Battery**

*Explanation:* Students are prohibited from verbally and/or physically assaulting and/or battering other students, school visitors, or members of the school staff. Any student who threatens or commits an assault and/or battery against another student shall be subject to disciplinary action up to and including suspension and/or expulsion.

Any student who threatens or commits an assault and/or battery against a school visitor or a staff member shall be expelled for a minimum of one year.

Any collection of people, assembled for the purpose and with the intention of committing an assault and/or battery upon any person or an act of violence without authority of law, shall be deemed a "mob." Any and every person composing a mob which commits an act of violence shall be guilty of that act of violence and shall be subject to disciplinary action up to and including suspension and/or expulsion.

In all such cases, the proper law enforcement officials shall be notified and appropriate charges may be filed.

## II. **Offense: Bomb Threats, False Fire Alarms, Smoke Bombs, and Fireworks**

*Explanation:* BOMB THREATS - Any student who communicates, by any means, a threat to bomb, burn, destroy, or damage a school building or school property in any manner, any place of assembly, any building or structure, or any means of transportation will be subject to disciplinary action which may include suspension and/or expulsion.

FALSE ALARMS - Any student who pulls a false fire alarm or otherwise communicates false information to another about the existence of any danger of bombing, burning, destruction, or damage to the school building or property, a place of assembly, any building or structure or means of transportation and the person knows that the information is false will be subject to disciplinary action which may include suspension and/or expulsion.

SMOKE BOMBS - Any student who possesses, willfully and intentionally sets off, or causes to be set off any chemical bomb capable of producing smoke in the school building, on school property, or in any building used for public assembly or regularly used by the public will be subject to disciplinary action which may include suspension and/or expulsion.

FIREWORKS - Any student who possesses, transports, manufactures, stores, sells, offers for sale, exposes for sale, or buys, uses, ignites, or explodes any firecracker, torpedo, skyrocket, or other substance or thing, of whatever form or construction, that contains any explosive or inflammable compound or substance commonly known as fireworks will be subject to disciplinary action which may include suspension and/or expulsion.

In all such cases, the proper law enforcement officials shall be notified and appropriate charges may be filed.

## III. **Offense: Bullying**

*Explanation:* While bullying can involve a single, severe behavior, bullying is usually defined as repeated negative behaviors intended to frighten or cause harm that may include, but are not limited to verbal, written, or electronic (virtual) threats or physical harm. Examples of bullying include, but are not limited to:

1. physical intimidation, taunting, name calling, and insults;
2. comments regarding the race, gender, religion, physical abilities, or characteristics of a person or his associates, and
3. false statements about other persons.

Chesapeake Public Schools will not tolerate any type of bullying, including cyberbullying, even if it occurs outside of school on equipment not owned by Chesapeake Public Schools. Students engaging in bullying behaviors will be subject to disciplinary action, which may include suspension and/or a recommendation for expulsion. Incidents in which the behavior is believed to constitute criminal activity will also be referred to the proper law enforcement officials and appropriate charges may be filed.

IV. **Offense: Sexual Harassment/Harassment Based on Race, Disability, National Origin, Age, and Religion**

*Explanation:* Chesapeake Public Schools is committed to maintaining a learning/working environment free from sexual harassment and harassment based on race, gender, national origin, age, disability, or religion. Therefore, Chesapeake Public Schools prohibits 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.

V. **Trespassing**

*Explanation:* Unless directly supervised by a school staff member, students are prohibited from being in a school building or on school property any time school is not in session or schools are closed. Students who trespass on school property are subject to disciplinary action up to and including suspension and/or expulsion.

In all such cases, the proper law enforcement officials shall be notified and appropriate charges may be filed.

VI. **Offense: Destroying or Defacing School Property**

*Explanation:* If a student deliberately damages, destroys, defaces, or carries away school property, the student and his parent or guardian shall be required to pay for damages and may be prosecuted in accordance with state law. Such misconduct may result in disciplinary action up to and including expulsion from school.

VII. **Offense: Disruptive Behavior**

*Explanation:* Students who violate standards of behavior are to be referred for disciplinary actions. Conduct which will constitute cause for discipline by school officials shall include, but is not limited to:

1. disruptions to the educational process or to the orderly atmosphere for learning,
2. repeated failure to comply with directions of teachers or other authorized school personnel,
3. obscene actions, the use of obscene words or gestures, the use of profanity, or the use of ethnically derogatory statements or gestures, and
4. participation in or commission of any criminal act.

VIII. **Offense: Fighting**

*Explanation:* Fighting is defined as mutual participation in an incident involving actual or threatened physical aggression or violence, regardless of whether any participant is injured as a result or which student actually initiated the physical contact. Students are prohibited from fighting of any kind while under the authority of the Chesapeake Public Schools. Students involved in fighting shall be subject to disciplinary action up to and including suspension and/or expulsion.

Where appropriate, the proper law enforcement officials shall be notified and appropriate charges may be filed.

IX. **Gambling**

*Explanation:* Section 18.2-325. of the *Code of Virginia* defines illegal gambling as the “making, placing or receipt, of any bet or wager of money or other thing of value, made in exchange for a chance to win a prize, stake or other consideration or thing of value.” A gambling device includes any device, machine, paraphernalia, equipment, or other thing, including books, records, and other papers, which are actually used in illegal gambling operations or activity. A student shall not bet money or other things of value, or knowingly play or participate in any game involving a bet on school property or during any school-sponsored activity.

X. **Offense: Gang-Related Activity**

*Explanation:* Students are prohibited from involvement in any gang-related activity during the time that they are under the jurisdiction of Chesapeake Public Schools. Such activities may include, but are not limited to the display of symbols of gang membership (i.e., clothing, jewelry, or other accessories that symbolize gang membership or affiliation), recruitment of or invitation to other students to join or otherwise affiliate themselves with gangs, gang-related violence, or gang-related vandalism (including graffiti). Students who are involved in gang-related activities shall be subject to disciplinary action up to and including suspension and/or expulsion.

XI. **Offense: Hazing**

*Explanation:* Hazing means to recklessly and intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a club, organization, association, fraternity, sorority, team, or student body, regardless of whether the student or students so endangered or injured participated voluntarily in the activity. Students who are involved in any form of hazing shall be subject to disciplinary action up to and including suspension and/or expulsion.

In addition to any disciplinary consequences that are imposed by the School Board, under provisions of Section 18.2-56 of the Code of Virginia, hazing is a Class 1 misdemeanor punishable by confinement in jail for up to twelve (12) months, a fine of up to \$2,500.00, or both. Such code provision also states that any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adult or minor.

**XII. Offense: Irregular School Attendance**

*Explanation:* The Code of Virginia requires Compulsory Attendance.

Teachers and principals shall require students to be regular and punctual in attendance. Regular school attendance and being on time to school and each class is important in the academic development of the students. Excessive or unexcused absence from school is harmful to such development. Parents of students who accumulate five (5) unexcused absences are required to meet with the school administration to develop an Attendance Improvement Plan for the student. At six (6) unexcused absences, a determination will be made if outside help sources can provide assistance. At seven (7) unexcused absences, students will be referred to court services. (Code of Virginia 22.1-258)

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, such as a long illness, 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.

Sickness of a student, medical appointments, severe illness or death in the family, exposure to contagious disease, religious holidays, or extenuating circumstances such as fire, accident, or extremely inclement weather shall be considered the only legitimate excuses for absence or tardiness unless an exception is authorized by the principal. In all cases of absence or tardiness, the parent or guardian shall give an excuse, in writing, stating the cause of the absence or tardiness. Absences for any reason other than those stated above must be with the advance permission of the principal or his or her representative. Such requests must be made in writing stating the reason for and time of absence.

The Code of Virginia establishes drug-free school zones to include school bus stops on public property or any private property open to public use which is within 1,000 feet of such school bus stops during the time when school children are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity.

**XIII. Offense: Sale or Distribution of Prescription Medication, Alcohol, Drugs, and Drug Paraphernalia or Bringing Drugs to School or to a School-Sponsored Activity**

*Explanation:* Students will not give, sell, distribute, or possess with the intent to give, sell, or distribute on school property or at school-sponsored activities prescription medication, alcoholic beverages of any kind, marijuana, anabolic steroids, other controlled substances as defined in the Code of Virginia, 18.2-247 et. seq., drug paraphernalia, or imitation controlled substances. As used in this policy, drug paraphernalia will mean those items described in 18.2-265.1 of the Code of Virginia. As used herein, imitation controlled substances will mean a pill, capsule, tablet, or other item which is not a controlled substance, an alcoholic beverage, or marijuana, but which by overall dosage, unit appearance, including color, shape, size, marking, or packaging, or by representations made, is intended to lead or would lead a reasonable person to believe that such a pill, capsule, tablet, or other item is a controlled substance, alcoholic beverage, or marijuana. Students will not bring a controlled substance or marijuana to school or school-sponsored activities.

The principal shall suspend the student from school pending a hearing and shall refer the student to the Office of Pupil Discipline with the recommendation that the student be expelled.\*

In all such cases, the proper law enforcement officials shall be notified and appropriate charges may be filed.

**XIV. Offense: Possession or Use of Prescription Medication, Alcohol, Drugs, Drug Paraphernalia, or Imitation Controlled Substances**

*Explanation:* Students will not use, be under the influence of, or have in their possession on school property or at school-sponsored activities, prescription medication, alcoholic beverages, marijuana, anabolic steroids, controlled substances, drug paraphernalia, or imitation controlled substances (as defined in the Code of Virginia 18.2-247 et. seq.).

For the first offense, the principal shall suspend a student for a minimum of five days.\*

In extenuating circumstances in which the student is considered to represent a threat to self or others or where the conduct would result in school disruption, a first offense may also result in a recommendation for expulsion.

For a second offense, the principal shall suspend the student from school pending a hearing and shall refer the student to the Office of Pupil Discipline with the recommendation that the student be expelled.\*

In all such cases, the proper law enforcement officials shall be notified and appropriate charges may be filed.

\* In all cases involving substance abuse, the principal shall refer the student to the Department of Student Services. Such referral shall include the recommendation that the student remain suspended until written proof is provided to the Department of Student Services indicating that the student has scheduled a substance abuse assessment by a licensed public or private substance abuse agency/counselor approved of by Chesapeake Public Schools and met with the Department of Student Services. Failure to attend the appointment with the substance abuse agency or follow the recommendations provided in the assessment from that agency shall result in a recommendation of immediate expulsion from Chesapeake Public Schools. It shall be the responsibility of the parent, legal guardian, or student, in emancipated or 18 years of age, to provide the Department of Student Services, at intervals determined by the Department, with evidence of compliance with the recommendations of the assessment.

A list of licensed public and private substance abuse agencies/counselors shall be distributed to affected families. The cost of the assessment, treatment, or counseling shall be the responsibility of the parent, legal guardian, or emancipated student.

Chesapeake Public Schools assumes no responsibility in any circumstance for loss, destruction, damage, theft, or charges made on monthly statements for a cellular telephone, portable telecommunication device, or electronic device. Students will be responsible for locating such lost/stolen items.

**XV. Offense: Possession of Cellular Telephones, Other Portable Telecommunication Devices, and Electronic Devices**

*Explanation:* 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.

**XVI. Offense: Possession or Use of Guns**

*Explanation:* Any student possessing, handling, or brandishing a gun of any type while under the jurisdiction of Chesapeake Public Schools or while on any school-owned or leased real property and/or vehicle operated by or on behalf of the School Board has violated both state and federal law, and criminal prosecution will most certainly be severe. Additionally, the School Board will move to expel the student from the school system.

Guns may include but are not limited to pistols, shotguns, rifles, BB guns, and pellet guns. Students possessing a look-alike or toy gun will be subject to disciplinary action which may include suspension and/or a recommendation for expulsion.

In all such cases, the proper law enforcement officials shall be notified and appropriate charges may be filed.

**XVII. Offense: Possession or Use of Weapons and/or Dangerous Articles**

*Explanation:* Any student while under the jurisdiction of Chesapeake Public Schools who possesses, handles, or brandishes any weapon or object that may be used as a weapon has violated Chesapeake School Board Policy. These items may include but are not limited to stun guns, lasers, laser pointers, knives, pepper spray, or similar objects. The student will be subject to disciplinary action which may include suspension and/or a recommendation for expulsion.

In all such cases, the proper law enforcement officials shall be notified and appropriate charges may be filed.

**XVIII. Offense: Possession or Use of Tobacco or Tobacco Products**

*Explanation:* The use or possession of tobacco or tobacco products by students on school grounds is prohibited and will be punishable by suspension from school.

**XIX. Offense: Student Dress**

*Explanation:* The Chesapeake School Board expects all students to dress in a manner appropriate for the promotion of learning. Student appearance shall not be disrespectful, indecent, dangerous to the health and welfare of students, or disruptive to the school environment. Each school shall be responsible for disseminating dress code information annually in accordance with regulations established by the Superintendent.

1. Students will not be allowed to wear clothes, jewelry, or other apparel or personal belongings that advocate violence, use of alcohol, tobacco products or drug use and/or distribution; that represent gang activity and/or membership; use obscenities; or reflect adversely on persons due to race, gender, creed, religion, disability, or sexual orientation.
2. Students who wear revealing attire may be removed from school until properly dressed.
3. Hats may not be worn in school buildings.
4. For reasons of health and safety, all students are required to wear appropriate shoes when on school property.
5. Students whose dress is considered contrary to good hygiene or in any way disruptive to the learning process will be required to meet the school standards.
6. Prior to the end of the first month of each school year, each local school will make available to parents and students school dress code standards.

**XX. Offense: Threats and Incitement**

*Explanation:* 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 and/or expulsion.

In all such cases, the proper law enforcement officials shall be notified and appropriate charges may be filed.

**XXI. Offense: Violation of Driving and Parking Rules**

*Explanation:* Any automobile, truck, or motorcycle which is driven to school by a student and parked on school property must be registered with the school principal. Upon arrival at school, the student driver must park the car in the designated student parking 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 and departing. The student who violates these regulations will be subject to disciplinary action including loss of parking privilege on school property and possible referral to law enforcement authorities. It is a privilege to drive a vehicle to school, and this privilege will be denied those students who violate the rules or cause a safety problem.

# REGULATIONS FOR PUPILS RIDING SCHOOL BUSES

**TO: Parents and Guardians of Chesapeake Public Schools Children**

**FROM: Dr. James T. Roberts, Superintendent of Schools**



I am requesting your assistance in providing a SAFE and EFFICIENT transportation program for your child.

Please read the **Regulations for Pupils Riding School Buses** with your child. It is important that you and your child understand the regulations covering the conduct of your child when he/she rides a Chesapeake Public Schools bus. Please encourage your child to abide by these regulations in the interest of safety.

The school principal has the authority to discipline pupils attending public schools and riding buses to and from school. The principal also has the authority to suspend bus riding privileges to students who create disciplinary problems on the bus, posing a hazard to themselves, their fellow students, the bus driver, and the motoring public.

**JUST A REMINDER, PLEASE STOP FOR SCHOOL BUSES LOADING OR UNLOADING STUDENTS. THANK YOU FOR YOUR COOPERATION.**

## GENERAL

These regulations are furnished for all pupils who ride Chesapeake Public Schools' buses on regular runs, field trips, or extracurricular trips. Parents or guardians and pupils should read this information, sign the appropriate form, and return it to the school principal.

## MEETING THE BUS

Parents and guardians are encouraged to accompany primary and elementary-age students to and from bus stops.

### Pupils Must:

- Be on time. Be at their bus stop at least five minutes before the regular pickup time, but no earlier than ten minutes before the bus arrives.
- Not stand on the traveled portion of the roadway while waiting for a bus.
- Not engage in play or activities that will endanger themselves or their companions while waiting beside the road.
- Watch for the bus driver's signal that it is safe to cross a highway or road. They should cross at least ten feet in front of the bus and never cross behind it.
- Respect the property of home owners in the area.
- Board the bus in an orderly fashion.
- Report immediately to the driver any illness or injury sustained on or around the bus.

## CONDUCT ON THE BUS

### Pupils Must:

- Recognize that the bus driver is the authority on the bus, obey the bus driver, and be courteous to him/her and to fellow students. The driver has the authority to assign seats, to maintain order and discipline, and to promote safety.
- Go directly to their assigned seats and remain seated unless directed by the driver to do otherwise.
- Not mar or deface the bus. Willful or careless damage must be paid for by the pupil performing the act.
- Not use profanity or indecent language.
- Not use tobacco.
- Not be in possession of drugs or alcohol.
- Not extend arms, legs, or head out of bus.
- Not talk to driver while bus is in motion except in an emergency.
- Not fight, scuffle, or slap others.
- Not tamper with the emergency door.
- Not wave or shout at pedestrians or passengers in other vehicles.
- Not throw objects in the bus or from a window or throw objects at the bus.
- Not carry on the bus oversized objects that would block the aisle, cause loss of passenger seat space, obstruct the driver's view, or create a safety hazard. Objects shall never be placed in the aisle or at the front of the bus on the floor.
- Not throw paper or litter on the floor.
- Not sell or consume food or beverages.

- Not engage in unnecessarily loud talking or laughter.
- Not open windows without permission from the driver.
- Not operate portable radios and/or other audio equipment including cell phones.
- Not sit on textbooks and other objects. Standing or sitting in the aisle is not permitted.
- Not have any unsafe objects (water pistols, animals, reptiles, insects, matches, knives, firearms, etc.) in their possession.
- Ride the bus to which assigned. No change in a bus may be made without the permission of the school principal and/or the transportation director.
- Have written request from parents to go home on an alternate route, subject to approval of the school principal. Bus drivers must be notified by the school office when approval is given to a pupil to change a bus trip.
- Be aware that no change will be made in the location of bus stops or bus routing without the approval of the Transportation Office.
- Be aware that buses are equipped with video cameras to promote safety and monitor student behavior.

## LEAVING THE BUS

An individual designated by the parent or guardian, via our Four Card System, should meet their kindergarten, pre-k, or early advantage student at the bus stop. If a designated individual is not at the bus stop the student will be returned to the school.

### Pupils Must:

- Remain seated until the bus comes to a full stop. Leave the bus in an orderly manner; pupils in the front seats unload first.
- Leave the bus at their regular stops.
- Leave the bus stop area when safety permits as soon as discharged from the bus. If pupils must cross a highway, they are to do so only at the front of the bus and at a distance of at least ten feet in front of the bus. Students must not cross until the driver has signaled that it is safe to do so.

These rules and regulations are for your information and your child's benefit. Bus drivers are instructed to report any infractions to the school principal.

Riding a school bus is a privilege. Should any child be referred to the school principal, the principal will be responsible for taking disciplinary action, including the loss of the privilege of bus transportation until appropriate disciplinary action is taken. Parents and guardians will be responsible for the transportation of any pupils who have lost school bus transportation privileges.

If we can be of any help to you with problems relative to the transportation of your child, please feel free to contact the school principal or Transportation Office. Your cooperation in the safe transportation of your child is appreciated.

## PENALTIES FOR BEHAVIOR INFRACTIONS

After consideration of the circumstances surrounding the incident, the student's previous record, and the age and developmental stage of the student, disposition of the case may be selected from the following alternatives which are listed in alphabetical order:

**ADMINISTRATIVE HEARING** - By School Board mandate, by the Superintendent's directive, or at the principal's request, the student and parent may be required to attend a conference with a representative of the Office of Pupil Discipline before readmittance to school. At the conclusion of the conference, the representative notifies the school if this requirement is satisfactorily completed and the student is permitted back in school, subject to any additional probationary rules as stipulated at the administrative conference.

**CONFISCATION** - Any item prohibited by the Code of Virginia or School Board Policy will be removed from the student's possession.

**COURT REFERRAL** - In the case of a drug offense, assault, weapon possession, truancy, or other violation of the Code of Virginia, the student may be taken to court. Usually the school resource officer of the Chesapeake Police Department will be involved in filing the charges. The plaintiff may be either the school or the victim.

**DETENTION** - This is a method of discipline which may be employed by any teacher or administrator to keep a student before or after school, or during lunch (in which case students will receive lunch in an isolated, supervised area), or on Saturday in the hope of correcting the inappropriate behavior. Parents must be notified in advance of the detention.

**EXPULSION** - Expulsion is the denial of the right of a student to attend school or its functions because of disruptive behavior or behavior that presents a hazard to the safety and well-being of other students or school staff. Authority to expel a student is reserved for the School Board. Students may be expelled for sufficient cause.

**INSTRUCTIONAL SUPPORT SERVICES INTERVENTION** - When a student experiences repeated problems in school, the school personnel may refer this student to instructional support services for intervention (e.g., child study committee, student assistance team, school counselor).

**REFERRAL TO LAW ENFORCEMENT AGENCIES** - In cases of all violations of the Code of Virginia, the school resource officer or other representative of the Chesapeake Police Department, Child Protective Services, and/or Juvenile Probation departments may be notified of the violation.

**LOSS OF PRIVILEGE TO RIDE A SCHOOL BUS** - An administrator may suspend a student from the privilege of riding a school bus in order to correct inappropriate behavior. If bus privileges are denied, the parents are responsible for providing transportation to and from school.

**PARENT/GUARDIAN CONTACT** - The most effective persons in dealing with a discipline problem are the parents or guardians. Teachers, counselors, and administrators will contact the parents by phone, letter, or visit in an effort to keep parents informed of student conduct.

**SCHOOL CONFERENCE WITH PARENT/GUARDIAN** - Parents are encouraged to set up an appointment with any teacher, counselor, or administrator to discuss their child's progress or problems. In a time of suspension, a parent may be asked to come to the school to reinstate the student.

**SUSPENSION** - Three options will be available:

1. **In-School Suspension (ISS)**  
The student will be assigned to a detention room and ISS students will not communicate with other students in any manner. During ISS, a student is not considered absent from classes. The student is responsible for requesting and completing, in a timely manner determined by his/her teacher, all work missed.
2. **Out-of-School Suspension (OSS)**  
The student will be sent home for one to ten days with proper notification being made to the parent/guardian. The student is considered absent from school during the suspension. A suspended student must not return to school premises at any time during the term of suspension. The student is responsible for requesting and completing, in a timely manner determined by his/her teacher, all work missed.
3. **Long-Term Suspension**  
The student will be sent home for eleven or more days with proper notification being made to the parent/guardian. The student is considered absent from school during the suspension. A suspended student is not permitted on any Chesapeake Public School property for any reason, including before and after-school activities.

**TEACHER REMOVAL OF STUDENTS FROM CLASS** - Teachers shall have the initial authority to remove students from class for disruptive behavior. Disruptive behavior is defined as a violation of School Board regulations governing student conduct that interrupts or obstructs the learning environment. This policy shall not be construed to limit or restrict other School Board policies and regulations for maintaining order in the classroom.

## PARENTAL RESPONSIBILITY

The Chesapeake School Board is required by law to provide parents notice of 16.1 - 241.2 & 22.1 - 279.3 of the Code of Virginia, relating to parental responsibility and involvement requirements.

“Parent” or “parents” means any parent or guardian, legal custodian, or other person having control or charge of a child.

Each parent or parents, if both parents have legal and physical custody, of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons and property and supportive of individual rights.

Parents may, through appropriate channels, express disagreement with the manner in which the school's code of conduct has been implemented. Further, parents may exercise their right to appeal a suspension or expulsion as provided in School Board Policy and the Code of Virginia.

If parents willfully and unreasonably fail to meet, pursuant to the request of the principal, to review the School Board standards of student conduct and the parent's/parents' responsibility; to assist the school in disciplining the student and maintaining order; and to discuss improvement of the child's behavior and educational progress, the School Board is authorized to petition the juvenile and domestic relations court.

The court, under 16.1 - 241.2 of the Code of Virginia, may, upon finding that parents have willfully and unreasonably failed to cooperate, order that parents do the following:

- ✓ meet, to fulfill the request of the principal, to review the code of student conduct and discuss their responsibility in that process;
- ✓ participate or have their child participate in programs or treatment, or be subject to other limitations and conditions as the court deems appropriate for failure to meet with school officials if their child is to be readmitted after a suspension, or is receiving a second suspension, or is being expelled; or
- ✓ pay a \$500 fine for failure to meet with school officials if their child is to be readmitted after a suspension, is receiving a second suspension, or is being expelled.

Parents have a responsibility to communicate with school officials concerning disagreement in a courteous and professional manner. Communication through electronic means can be appropriate as long as they do not become excessive, threatening, or harrasing in their content or nature.

Students are expected to attend the schools zoned for their parents' or guardians' address. School Board Policy 9-10 paragraph E states, "...nonresident students may not attend Chesapeake Public Schools."

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

## TRUANCY

The Code of Virginia 22.1-254 requires all students to attend school regularly. Schools are required by 22.1-258 to refer students to truancy court after the student accumulates seven unexcused absences. The court determines consequences on a case by case basis which could result in detaining the student or parent or removal of the child from the home. To ensure all excused absences enumerated in Chesapeake Public Schools Policy are properly documented, the parent/guardian should send a note everytime their student is absent from school.

## TARDIES

Parents of students who are excessively tardy to school are in violation of The Code of Virginia 22.1-265, "Including children to absent themselves" an may be referred to Court Services

## PHYSICIAN PRESCRIBED AND OVER-THE-COUNTER MEDICATION INFORMATION

Because of the dangers of misuse of drugs, we attempt to discourage administration of medication during school hours and, whenever possible, request that doses of medication be scheduled at times other than school hours. We recognize that this is not always possible and will cooperate in the administration of medication that must be given during school hours. In order to undertake this, these regulations are required:

1. A physician's written order and parent/guardian authorization are required for medication to be administered to a student.
2. A medication order form (CS-405) completed by the physician and parent is required for a student to be administered medication at school. The parent can obtain the form from the school principal or nurse. The physician provides information detailing the name of the medication, dosage, time interval, possible side effects, duration of order, and the medical condition for which medication is prescribed.
3. Requests for changes in the dosage must be authorized by the physician.
4. Each school year a new medication order form has to be provided for the current year.
5. For the safety and welfare of all students, medication cannot be brought to school by the student. The medication must be delivered in a container appropriately labeled by the pharmacy or physician to the principal or school nurse by the parent/guardian or another adult designated by the parent.
6. The medication will be kept in a locked area of the school clinic and dispensed as prescribed by the physician.
7. Additional information regarding students needing inhaled medication for asthma and for self-administered auto-injectable epinephrine is available through the school nurse.
8. Over-the-counter medication will be given only if prescribed by a physician. Over-the-counter medication has the potential for adverse side effects; therefore, the same regulations as for prescription medication must be met. In addition, over-the-counter medication must be delivered to the school in an unopened container.
9. Prescribed medication that has been discontinued by the student's physician must be picked up by the parent within two (2) weeks. All medication that has not been given at the end of the school year shall be picked up by the parent by the last day of school, or that medication will be destroyed.

**Incidents resulting from failure to use medications as indicated by instructions given by the physician or packaging, which could endanger student safety, may subject the student to disciplinary actions which may include suspension and/or a recommendation for expulsion.**

### School-Based Screening Programs

Chesapeake Public Schools will, in accordance with state and local regulations conduct speech-language, hearing, vision, and motor development screening programs.

Speech, language, motor development, hearing, and vision are all vital in ensuring school success. Hearing and vision screenings will be conducted on all newly enrolled students who have not previously been screened and speech-language and motor screening will be completed on all newly enrolled students through grade three.

To complete this requirement, Chesapeake Public Schools will conduct speech-language, hearing, vision, and motor development screenings during the first few months of school. In addition, vision and hearing screenings will be assessed on all students in grades K, 3, 7, and 10. Vision will also be screened in grade 5. The speech pathologist, school nurse, clinic assistant, and other appropriate school personnel will complete these screenings.

It is through this screening process that potential problems can be identified and addressed prior to any adverse effect on school performance. Parents/Guardians will be notified of the screening process results only if the need for further evaluation is indicated.

Students may be exempt if parents object on religious grounds and the student shows no evidence of any defect or disease of the eyes or ears (Code of Virginia 22.1-273).

Parents/Guardians may request a vision and/or hearing screening at any time. If teachers request a vision and/or hearing screening and the student is not in a screening year, written parental permission must be obtained.

If you have any specific questions related to this information, you may contact the school nurse assigned to your child's school.

## Scoliosis Screenings

### Just What is Scoliosis?

Everyone's spine has natural curves. These curves round our shoulders and make our lower back curve slightly inward. Some people have spines that also curve from side to side. These curves cannot be corrected simply by learning to stand up straight. This condition of side-to-side spinal curves is called scoliosis.

Scoliosis affects a small percentage of the population. The cause is virtually unknown, usually developing in middle or late childhood. School screenings help inform parents about the presence of warning signs such as uneven shoulders, prominent shoulder blades, uneven waist, elevated hips, or leaning to one side for example. **Early detection** is important so a student's pediatrician or physician can monitor curve progression. **Only a physician** can accurately diagnose scoliosis. Early detection is most important for successful treatment. The goal of the treatment is to stop the deformity. If left untreated scoliosis can cause problems with heart and lung functions. Treatment of scoliosis, once diagnosed, depends upon the cause and severity of the deformity. Treatment may include close observations, exercise, bracing, electrical stimulation, surgery, or a combination of these.

The screening procedures for scoliosis are simple. It is a postural screening process of assessment and evaluation used to identify students with spinal deviation at an early stage of development and to refer students for a medical evaluation. Screeners who have been trained will look at the child's back while he/she stands and then bends forward, looking to see if any signs are present or they may use a Scoliometer, a device for measuring the amount of abnormal curvature in the spine.

Additional information on scoliosis can be obtained from your family physician and the school nurse.

## Tdap Immunization Requirement for 6<sup>th</sup> Graders

The Code of Virginia, 32.1-46, requires all rising 6th graders to have a booster dose of pertussis-containing vaccine **prior to entering 6th grade**. This requirement does not apply to children who have documentation of having a dose of a tetanus containing vaccine {Tetanus (T), Tetanus Diphtheria (Td), Tetanus Diphtheria Acellular Pertussis (Tdap)} within the last five years. **Documentation is required to be submitted before first day of classes or the student may not attend class.** Please call the school nurse with any questions.

## Discrimination Policy

All members of the Chesapeake Public School community are reminded that the Chesapeake City School Board and all Chesapeake public schools are committed to avoiding discrimination at all times. As School Board Policy 3-6 indicates;

The School Board is committed to the principle of equal opportunity for all and shall not permit unfair discrimination on the basis of race, color, national origin, sex, age, or disability. This principle shall apply to students, employees, patrons, vendors, and all others who serve or are served by the school system . . .

This requirement extends to all aspects of the school program, including the educational and extracurricular programs.

Procedures for seeking resolution of grievances resulting from alleged discrimination are available from the Director of Student Services who serves as the Title IX coordinator at:

312 Cedar Road, Chesapeake, VA 23322 • 757-547-0585

## Sexual Harrassment and Discrimination Policy

All members of the Chesapeake Public Schools community are reminded that the Chesapeake City School Board and all Chesapeake public schools are committed to avoiding sexual harrassment and discrimination at all times. As School Board Policy 9-23 indicates;

Sexual harrassment/discrimination committed by or against one or more students by either student or School Division staff of the opposite or same sex constitutes inappropriate behavior and is prohibited. Such misconduct may be unlawful and if determined after investigation to have occurred will result in disciplinary action up to and including expulsion of students and/or discharge of employees.

This requirement extends to all aspects of the school program, including the education and extracurricular programs.

Procedures for seeking resolution of grievances resulting from alleged sexual harrassment and discrimination are available through the School Division website: [www.cpschools.com](http://www.cpschools.com) or from the Director of Student Services at:

312 Cedar Road, Chesapeake, VA 23322 • 757-547-0585

## Section 504

Should you have any questions concerning the application of Section 504, please direct them to the Director of Special Education who serves as the school division's Section 504 Coordinator at:

2107 Liberty Street, Chesapeake, VA 23324 • 757-494-7600

## Sex Offender and Crimes Against Minors Registry

During the 2006 session of the General Assembly, the Code of Virginia was amended to require that "Local school boards shall develop and implement policies to advise the parent of each student enrolled in the school division of the availability of information in the Sex Offender and Crimes Against Minors Registry and the location of the Internet website."

Parents can access the Sex Offender and Crimes Against Minors Registry at <http://sex-offender.vsp.virginia.gov/sor/index.htm>

## Valedictorian and Salutatorian

The determination of valedictorian and salutatorian will be based on the weighted grade point average at the end of the second semester of the senior year.

## Security/Surveillance Cameras

Security/Surveillance cameras are installed in each Chesapeake public school and on school buses to promote safety and monitor student behavior and illegal or illicit activity. While they record activity in certain areas of the school building and grounds, these cameras do not cover all areas and are not constantly monitored.

Video and audio footage contained on these tapes can only be viewed by school personnel who have a specific need to do so. It is a violation of students' FERPA rights (see "Rights Regarding Student Records" - attachment) for parents or any other individual to view security tapes without a court issued subpoena.

Parents and students should be aware that our buses are equipped with video and audio recorders which may be used as an aid in reviewing incidents of misconduct. Recordings are used only when necessary and only for proper purposes.

## Acceptable Telecommunications and Internet Use Policy



**School Board Policy P 6-36** and subsequent regulations **R 6-36** were approved by the School Board on June 9, 2008. This policy governs the acceptable telecommunications and Internet use for students. The policy and the specific regulations that this policy governs can be found in the student packet that is sent home by the schools or by calling your child's school and requesting a copy of the policy and regulations.

It should be understood that all use of the Internet and the telecommunications systems must be in support of education and research and consistent with the educational objectives of Chesapeake Public Schools. Use of the telecommunications systems, including the Internet, is a privilege and inappropriate use will result in a cancellation of those privileges.

All users of Chesapeake Public Schools' telecommunication and computing resources are responsible for being aware of this policy. Violations of this policy that result in inappropriate or improper use of Chesapeake Public Schools' resources are subject to disciplinary action. Offenders may be prosecuted under the terms described in the Code of Virginia 18.2.-152.4. The Virginia Computer Crimes Act authorizes sanctions that range from a misdemeanor to a Class 6 felony for computer fraud, trespass, invasion of privacy, theft of services, forgery, or damage to computer data, networks, programs, or software. In all such cases, the proper law enforcement officials shall be notified and appropriate charges shall be filed.



# Chesapeake Public Schools

Office of the Superintendent

Post Office Box 16496  
Chesapeake, Virginia 23328

August 2011

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 section of the handbook related to appropriate use of the Internet. It is also important for your child to abide by the conditions addressed herein. 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,

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 STATEMENT OF RECEIPT.**

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 statement of receipt in this handbook, 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 statement of receipt in this handbook, 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.

## High School Student Activities

### Background

In June 1997, the Superintendent, recommended to the School Board that students be required to maintain a minimum 2.0 Grade Point Average (GPA) in order to be eligible to participate in Virginia High School League (VHSL) activities. Following two public hearings, the School Board, in October 1997, passed a motion to require a 2.0 GPA for students to be eligible to participate in VHSL activities.

### Initial Eligibility

In order to be eligible, a VHSL-activity participant must maintain at least a 2.0 GPA prior to initial participation, regardless of when initial participation begins. Under this provision, in order to be eligible for the first semester, a ninth-grade participant must have maintained a 2.0 GPA for either the second semester of the eighth grade or the entire eighth-grade year.

Any student entering a VHSL activity and establishing eligibility for the first time must have maintained a 2.0 GPA for the previous semester or have maintained a 2.0 cumulative GPA.

### Definition of 2.0

A 2.0 average is defined as a GPA of 2.0 or better on a scale where an "A" earns 4 (four) points, a "B" earns 3 (three) points, a "C" earns 2 (two) points, and a "D" earns 1 (one) point. In determining if a participant met the 2.0 requirements, grades from the previous semester will be evaluated first. If the participant did not maintain a 2.0 for the previous semester, the cumulative GPA of the student will be used to determine if the student maintained a 2.0 GPA.

### Probationary Semester

After meeting the 2.0 GPA requirement for initial participation, the student may have one probationary semester during the period of high school eligibility (grade 9-12). This means that, once participation has begun, the student must receive at least a 2.0 GPA for all except one semester of eligibility. That semester may be used as a probationary semester in which the student is allowed to continue participation in VHSL activities and attend mandatory study hall. Any student participating in a sport while in the probationary semester may not practice or participate unless the study hall is attended.

The probationary period is defined as the semester following a semester in which a participant falls below the 2.0 GPA requirement and meets the VHSL eligibility requirements. A student who does not comply with the VHSL Scholarship Rule or other VHSL eligibility rules as found in section 28 of the Virginia High School League Handbook will be ineligible to participate.

### VHSL Eligibility

As well as meeting the requirements established by the Chesapeake School Board, all participants in VHSL-sanctioned activities must also meet all eligibility requirements as set forth by the VHSL and found in Section 28 of the Virginia High School League Handbook (<http://vhsl.org>).

## Sportsmanship, Ethics, and Integrity

The School Board recognizes the importance of extracurricular activities in the educational process and the values that students develop when they have the opportunity to participate in an organized activity outside the traditional classroom.

A primary goal of the Chesapeake Public Schools' extracurricular and co-curricular programs is the promotion of good sportsmanship, ethical behavior, and integrity. All participants in extra- and co-curricular activities, including athletes and other student-participants, support groups, fans, coaches, and administrators, shall be guided at all times by a philosophy of good sportsmanship, sound ethics, and high integrity. This philosophy emphasizes that extracurricular activities are a part of the total educational process and that the same level of responsibility and behavior is expected at practice and competitions as is expected in the classroom. The school administration supports this philosophy by maintaining positive attitudes that promote good sportsmanship. All high schools and middle schools are required to conduct all their relations with other schools in a spirit of good sportsmanship.

The School Board further encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups, and support/booster groups.

For more information regarding the 2.0 eligibility requirements or the sportsmanship policy of Chesapeake Public Schools, contact your school athletic director or the Supervisor of Student Activities at 547-1340.

## Middle School Student Activities

### Background

In October 2008, the Superintendent recommended to the School Board that a 2.0 program (modeled after the high school program) be implemented at the middle school level. On June 2008, the School Board passed a motion to require a 2.0 GPA for middle school students to be eligible to participate in Chesapeake Middle School League (CMSL) activities. The middle school program will be governed by the CMSL.

### Initial Eligibility

In order to be eligible, a CMSL-activity participant must maintain at least a 2.0 GPA prior to initial participation, regardless of when initial participation begins. Under this provision, in order to be eligible for the first nine-weeks, a sixth-grade participant must have maintained a 2.0 GPA for either the last nine-weeks of the fifth grade or the entire fifth-grade year.

Any student entering a CMSL activity and establishing eligibility for the first time must have maintained a 2.0 GPA for the previous nine-weeks or have maintained a 2.0 cumulative GPA.

### Definition of 2.0

A 2.0 average is defined as a GPA of 2.0 or better on a scale where an "A" earns 4 (four) points, a "B" earns 3 (three) points, a "C" earns 2 (two) points, and a "D" earns 1 (one) point. In determining if a participant met the 2.0 requirements, grades from the previous nine-weeks will be evaluated first. If the participant did not maintain a 2.0 for the previous nine-weeks, the cumulative GPA of the student will be used to determine if the student maintained a 2.0 GPA.

### Probationary Nine-Weeks

After meeting the 2.0 GPA requirement for initial participation, the student may have one probationary nine-weeks during the period of middle school eligibility (grade 6-8). This means that, once participation has begun, the student must receive at least a 2.0 GPA for all except one nine-weeks of eligibility. That nine-weeks may be used as a probationary nine-weeks in which the student is allowed to continue participation in CMSL activities and attend mandatory study hall. Any student participating in a sport while in the probationary nine-weeks may not practice or participate unless the study hall is attended.

The probationary period is defined as the nine-weeks following a nine-weeks in which a participant falls below the 2.0 GPA requirement and meets the VHSL CMSL eligibility requirements. A student who does not comply with the CMSL Scholarship Rule or other CMSL eligibility rules as found in the CMSL 2.0 Eligibility Handbook will be ineligible to participate.

### CMSL Eligibility

As well as meeting the requirements established by the Chesapeake School Board, all participants in CMSL-sanctioned activities must also meet all eligibility requirements as set forth by the CMSL and found in the CMSL 2.0 Eligibility Handbook.

## Sportsmanship, Ethics, and Integrity

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The School Board further encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups, and support/booster groups.

For more information regarding the 2.0 eligibility requirements or the sportsmanship policy of Chesapeake Public Schools, contact your school athletic director or the Supervisor of Student Activities at 547-1340.



# Chesapeake Public Schools

Post Office Box 16496  
Chesapeake, Virginia 23328

Office of the Superintendent

## 2011-2012 SCHOOL CALENDAR

			Teaching Days	Non-Teaching Days
<b>2011</b>				
AUGUST	24 (W)	Teachers New to Chesapeake Public Schools Report		
	29 (M)	Returning Personnel Report		
SEPTEMBER	30-31 (T-W)	Preschool Activities		3
	1-2 (Th-F)	Preschool Activities		2
	5 (M)	Labor Day – Holiday		
	6 (T)	First Day of School for Students	19	
OCTOBER	7 (F)	<u>High School Only</u> : Term I – End of First Grading Period	21	
NOVEMBER	9 (W)	Elementary/Middle Schools: End of First Grading Period (47 Days)		
		<u>High School Only</u> : Term I – End of Second Grading Period		
	10 (Th)	Teacher Workday – Schools Closed		1
	11 (F)	Veterans Day – Holiday		
	23 (W)	Early Release Day		
DECEMBER	24-25 (Th-F)	Thanksgiving Holidays	18	
	15 (Th)	<u>High School Only</u> : Term I – End of Third Grading Period		
	21 (W)	Last Day of School Before Winter Break	15	
<b>2012</b>				
JANUARY	3 (T)	Schools Reopen		
	16 (M)	Martin Luther King, Jr., Day – Holiday		
	24 (T)	Exams (if appropriate)*		
	25 (W)	Exams*		
	26 (Th)	Exams – Early Release for All Students If Last Day of Exams* – Elementary/Middle Schools: End of Second Grading Period (43 Days)		
		<u>High School Only</u> : Term I – End of Fourth Grading Period		
	27 (F)	Teacher Workday – Schools Closed**		1
FEBRUARY	30 (M)	In-Service Training Day for Personnel – Schools Closed	18	1
MARCH	20 (M)	Presidents' Day – Holiday	20	
APRIL	2 (F)	<u>High School Only</u> : Term II – End of First Grading Period	22	
	5 (Th)	Elementary/Middle Schools: End of Third Grading Period (47 Days)		
		<u>High School Only</u> : Term II – End of Second Grading Period		
	6 (F)	Teacher Workday – Schools Closed		1
MAY	9-13 (M-F)	Spring Break – Schools Closed	15	
	11 (F)	<u>High School Only</u> : Term II – End of Third Grading Period		
JUNE	28 (M)	Memorial Day – Holiday	22	
	12 (T)	Exams (if appropriate)*		
	13 (W)	Exams* – GRADUATION (7:30 p.m. – WBH)		
	14 (Th)	Exams – Early Release for All Students If Last Day of Exams* – Last Day of School – GRADUATION (4 p.m. – GBH; 8 p.m. – IRH) – Elementary/Middle Schools: End of Fourth Grading Period (43 Days)		
		<u>High School Only</u> : Term II – End of Fourth Grading Period		
	15 (F)	Teacher Workday – Schools Closed		1
		GRADUATION (11 a.m. – GFH; 3 p.m. – OSH; 7:30 p.m. – DCH)		
	16 (S)	GRADUATION (10 a.m. – HHS)	10	
			<b>180</b>	<b>10</b>

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

	Make-Up Day	Rescheduled Teacher Workday	Rescheduled In-Service Training
1 <sup>st</sup> Day	Thursday, November 10, 2011	Friday, November 11, 2011	
2 <sup>nd</sup> Day	Friday, November 11, 2011	Saturday, November 12, 2011	
<b>Semester 1</b>			
3 <sup>rd</sup> Day	Banked		
4 <sup>th</sup> Day	Banked		
5 <sup>th</sup> Day	Friday, January 27, 2012	Monday, January 30, 2012	Waived
<b>Semester 2</b>			
1 <sup>st</sup> Day	Banked		
2 <sup>nd</sup> Day	Banked		
3 <sup>rd</sup> Day	Banked*** (Optional - Superintendent's Discretion) or Friday, April 6, 2012	Waived	

- \* 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.
- \*\*\* Optional banked time may be used at the Superintendent's discretion. Optional banked time may be available only if there have been no delayed school openings or early closings during the second semester.

*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 SCHOOL BOARD**

Mr. Harry A. Murphy, Chairman  
Mr. James A. Leftwich, Jr., Vice Chairman  
Mr. C. 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. Jean A. Infantino, Clerk of the Board

## **ADMINISTRATIVE OFFICERS**

Dr. James T. Roberts  
Superintendent

Dr. William E. Russell  
Deputy Superintendent

Mr. Steven M. Gilbert  
Assistant Superintendent for Operations

Ms. Victoria R. Lucente  
Assistant Superintendent for Budget and Finance

Dr. Patricia L. Powers  
Assistant Superintendent for Curriculum and Instruction

Dr. Alan L. Vaughan  
Assistant Superintendent for Human Resources and School Services

## **DEPARTMENT OF STUDENT SERVICES**

Mr. Wayne B. Martin  
Director of Student Services

Mr. James R. Cleavenger, Jr.  
Supervisor of Student Activities

Mrs. Sabrina W. Richards  
Supervisor of Student Enrollment

Mrs. Barbara B. Robinson  
Supervisor of Health Services

Mr. Thomas L. Vaughan  
Supervisor of Pupil Discipline

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