

# I.C. Norcom High School

## Student Handbook



1801 London Blvd. \* Portsmouth, Virginia 23704  
(757) 393-5442 \* (757) 393-5449 FAX

**Dr. Rosalynn Sanderlin, Principal**

I. C. NORCOM HIGH SCHOOL

ALMA MATER

(Tune: Auld Lang Syne)

For you dear Norcom, we declare  
A love that's ever true. Allegiance,  
Alma Mater dear, we justly swear  
to you.

Deep in our hearts you hold a place  
No other school could hold, forever  
and a day we're yours; yes, yours a  
thousand fold.

Instructions you have given us;  
from us they'll never depart.  
Intelligent you'll make us all. To  
love you teach the heart.

To set our ideals high, you say,  
Will make us a success.

Our training all we owe to you,  
the school that we love best!

*Written by: Hortense Haith, Class of 1940*



## I.C. Norcom High School

1801 London Boulevard \* Portsmouth, Virginia 23704

757-393-5442 \* 757-393-5449 (FAX)

Dr. Rosalynn Sanderlin

August 1, 2013

Dear Students and Parents:

Welcome to what promises to be a very exciting school year at I.C. Norcom High School. Whether you are an incoming freshman student or a rising twelfth grade student, this year will offer many opportunities for your educational success.

Our number one priority at Norcom High School is to help our students gain essential skills to master all Standardized Assessment tests. We want our students to become productive citizens within the community and our nation.

Students, you will be faced with numerous challenges during your high school years; however, we expect each of you to come to school ready to learn and put forth your best effort. Completing high school education is not easy, but it should be rewarding for all students.

We ask for your help and support in taking care of our building, grounds, and equipment. Each has been purchased at a great expense to the citizens of Portsmouth so you, and your family and future families can enjoy our school for many years. It is our responsibility to see that our school remains as a source of pride and opportunity for past, present, and future students.

This year we aspire to make our school an even greater place for learning. If you have questions and/or concerns as it relates to the new school year, feel free to contact us; as we will gladly find the answers for you or guide you to locate the answer.

Again, I welcome you to the 2013-2014 school year and hope you have the best year ever!

Sincerely,

*Dr. Rosalynn L. Sanderlin*

Dr. Rosalynn L. Sanderlin, Principal



## The Superintendent's Message

2013-14

It is my privilege and honor to serve as Division Superintendent of Portsmouth Public Schools. I believe that each of you should be just as proud to be a member of our collective teaching faculty as I. Tracing its opening to 1848, Portsmouth Public Schools is one of the oldest public school divisions in the Commonwealth of Virginia. We have educated the children of Portsmouth continuously for over 150 years.

Portsmouth Public Schools (PPS) is a truly urban public school division that takes pride in this identity as we strive to meet the needs of a very diverse student population. As in most urban school systems, PPS serves a high percentage of at-risk students who enter our schools daily. For these children, we are their one best hope in building a future for themselves.

Our teachers and staff have increasingly displayed outstanding success in raising our students' academic achievement and in opening new and diverse opportunities for our high school graduates. Starting with our preschool centers and moving up through our signature programs such as Early-Up, StarBase/STEM, A/C-13, and First College, Portsmouth students have access to many high quality educational opportunities. Each and every one of these opportunities is high quality because of our outstanding teachers.

Our students' success is propelled by our classroom teachers and all of the folks who support them. We are a "people business." Our employees are our most valuable asset. This book is assembled to assist you and those supporting you in carrying out your very important professional responsibilities. If you have any questions concerning any section of this book, please ask these of your building principal. Your principal will be glad to assist you.

No one can accomplish the mission of educating our students alone; it takes a team. As a team, our past accomplishments show that we can do almost anything. We have accomplished the "impossible" before, and we will do it again and again. I look forward to working with you in this school year.

Respectfully,

A handwritten signature in blue ink that reads "David C. Stuckwisch".

David C. Stuckwisch, Ph.D.  
Division Superintendent

MEMBERS OF THE SCHOOL BOARD

Mr. James E. Bridgeford, Board Chairman  
Dr. Elizabeth Daniels, Board Vice-Chair  
The Reverend Joseph A. Fleming  
Mr. James M. Hewitt  
Mr. Ted J. Lamb  
Mr. B. Keith Nance, Sr.  
Mr. Claude C. Parent  
Dr. Mark M. Whitaker  
Mrs. Costella B. Williams

MEMBERS OF THE SUPERINTENDENT'S  
CABINET

Dr. David C. Stuckwisch  
*Division Superintendent*

Dr. Patricia H. Fisher  
*Deputy Superintendent*

Mr. Joseph L. Wiggins  
*Executive Administrator to the Division Superintendent*

Dr. Margaret Buxton  
*Director of Human Resources*

Mrs. Nita R. Mensia-Joseph  
*Director of Operations*

Mr. Derrick A. Nottingham  
*Director of Research and Evaluation*

Mrs. Meera P. Phaltankar  
*Director of Budget and Planning*

Mr. Dean M. Schlaepfer  
*Director of Information Technology*

# Greyhound Administration

## Principal

Dr. Rosalynn Sanderlin  
Overall Administration & Supervision

## Assistant Principals & Administrative Support

Mr. William Taylor, III, Assistant Principal  
History, Electives, Health and PE, and 9th Grade Discipline

Mrs. Bernadette Smith, Assistant Principal  
English, Science and 12<sup>th</sup> Grade Discipline

Mr. Shawn Millaci, Assistant Principal  
Special Education, Mathematics, and 10<sup>th</sup> and 11<sup>th</sup> Discipline

Mr. Oronde Andrews, Athletic and Activities Director  
Coaching Staff, Athletic Finance, Athletics, and Special Programs

Ms. Shelley Lawrence, Guidance Director  
Student Scheduling, Group and Individual Counseling

## FACULTY AND STAFF LISTING

### Administration

Dr. Rosalynn Sanderlin, Principal

William Taylor  
Assistant Principal

Bernadette Smith  
Assistant Principal

Shawn Millaci  
Assistant Principal

Oronde Andrews, Athletic Director

### Office Staff

Deildra Batten  
Office Manager

School Secretary

Dawn Edmonds  
School Bookkeeper

### Guidance Office

Shelley Lawrence  
Guidance Director

Larry Archie  
Guidance Counselor

Patricia Turner  
Guidance Counselor

Paulette Turner  
Guidance Counselor

Thelma Hardy  
Guidance Secretary

### Library Staff

Martha Langdon  
Media Specialist

Jennifer Rascoe  
Media Specialist

Karen Darden  
Technology Specialist

Joyce Eley  
Library Secretary

### Attendance Office

Yvette Williams  
Attendance Secretary

### Art Department

Linnea Barth  
Art Teacher

Patrick Bullock  
Art Teacher

### Business/Marketing Education Department

Marsha Bailey  
Business Teacher

Tiffany Chappell  
Marketing Teacher

Lucinda Harris  
Business Teacher

Felicia Scales  
Hotel/Motel Management Teacher

Latesha Thornton  
Marketing Teacher

Dexter Jackson-Heard  
Business Teacher

### Education for Employment Department

Danny Hill  
EFE Teacher

Mary White  
EFE Teacher

### English Department

Sarah Phillips  
Instructional Leader

Evan Benedict  
English Teacher

Susan Boyle  
English Teacher

Lisa Bronson  
English Teacher

Carolyn Freeman  
English Teacher

Kristal Hudson  
English Teacher

Margaret Groves  
English Teacher

Tenisha Shaw  
English Teacher

Judith Temple  
English Teacher

Chrishanda Williams  
English Teacher

Yolande Wilson  
English Teacher

### Foreign Language Department

Yalitzza Soba  
Spanish Teacher

Wanda Franco-Tubbs  
Spanish Teacher

Kimberly Tate  
Latin Teacher

Vacant  
French Teacher

### Graduation Coach

Melvin Brown  
Graduation Coach

## Health and Physical Education Department

Christine Thompson  
Instructional Leader

Quentin Jones  
Health & PE Teacher

Bryan McNeal  
Health & PE Teacher

Nancy Sheehan  
Health & PE Teacher

Swelyn Williams  
Health & PE Teacher

## Mathematics Department

Nina Woodbury  
Instructional Leader

Nancy Bell  
Mathematics Teacher

Howard Clarke  
Mathematics Teacher

Edward Cuffee  
Mathematics Teacher

Leon Goolsby  
Mathematics Teacher

Veronica Williams  
Mathematics Teacher

Arlene Wood  
Mathematics Teacher

Stephen Wade  
Mathematics Teacher

Dana Capeheart  
Mathematics Teacher

Rosa Wells-Staton  
Mathematics Teacher

James Rhine  
Mathematics Teacher

## Music Department

Juliet Boykins  
Band Director

Joe Harmon  
Choral Director

## Resource Education Department

Pamela Green  
Instructional Leader

Lelia Anderson-Dixon  
Resource Teacher

Tomara Carmon-Rogers  
Instructional Leader

Saran Day  
Resource Teacher

Donna Dixon  
Resource Teacher

Stanley Edmonds  
Resource Teacher

Alicia McNeil  
Resource Teacher

Darryl Parker  
Resource Teacher

Dr. Kimberly Robinson  
Resource Teacher

Sharon Stiggers-Goodwin  
Resource Teacher

Christina Bean  
Resource Teacher

Rochelle Ziegler  
Resource Teacher

## Science Department

Shelly Nason  
Instructional Leader

MeChelle Blunt  
Science Teacher

Rhonda Bowman  
Science Teacher

Jennifer Garcell  
Science Teacher

Daron Moore  
Science Teacher

Gregory Overkamp  
Science Teacher

Kelly Short-Fuller  
Science Teacher

Amy Strickland  
Science Teacher

Candice Square-Miles  
Science Teacher

## Social Studies Department

Tanisha Parker Pfister  
Instructional Leader

Kristen Archambeau  
Social Studies Teacher

Kimberly Norfleet  
Social Studies Teacher

Miles Bond  
Social Studies Teacher

Joseph Knight  
Social Studies Teacher

Jessica Jackson-Harding  
Social Studies Teacher

Carlos Seward  
Social Studies Teacher

Jason Duke  
Social Studies Teacher

## ISS Coordinator

Anthony Chappelle  
ISS Coordinator

## STEM Department

Dara Brinkman  
STEM Teacher

Heather Smith  
STEM Teacher

## Resource Officer

Detective Timothy Northern



### Security Officers

Milton Elliott  
Security Officer

Lisa Hicks  
Security Officer

Marquise Johnson  
Security Officer

### Technology Department

Johnie Hopkins  
Technology Teacher

Sidney McDonald  
Technology Teacher

### Work & Family Science Department

Zelene Bell  
Work & Family Science  
Teacher

Annette Brown-Boyce  
Work & Family Science  
Teacher

Darlene Butler  
Work & Family Science  
Teacher

Rockette McGee  
Instructional Leader

### Instructional Assistants

Lowretha Cansler  
Instructional Assistant

Theresa Cobb  
Instructional Assistant

Veronica Deberry  
Instructional Assistant

Jennie Gainey  
Instructional Assistant

Donna Goff  
Instructional Assistant

Byron Goosby  
Instructional Assistant

Rhoda Harris  
Instructional Assistant

Pamela McCain  
Instructional Assistant

Katrina Richardson  
Instructional Assistant

Faith Rodman  
Instructional Assistant

Terry Tynes  
Instructional Assistant

Eva Williams  
Instructional Assistant

Douglas Smith  
Instructional Assistant

### ACCESS Office

Joanne Forbes  
ACCESS Advisor

### Cafeteria

Ludrena Williams  
Cafeteria Manager

Belvenia Brown  
Cafeteria Worker

Tiffany Jones  
Cafeteria Worker

Simone Moore  
Cafeteria Worker

Kelvin Penny  
Cafeteria Worker

Jessie Ruffin  
Cafeteria Worker

Monisha Taylor  
Cafeteria Worker

Lillie Todd  
Cafeteria Worker

### Custodial Department

Elouise Childers  
Head Custodian

Alecia Barnes  
Lead Custodian

Michael Cowan  
Custodian

Cassandra Martin  
Custodian

Audrey Myrick  
Custodian

Charrise Richardson  
Custodian

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# I. C. Norcom High School

## Home of the Greyhounds

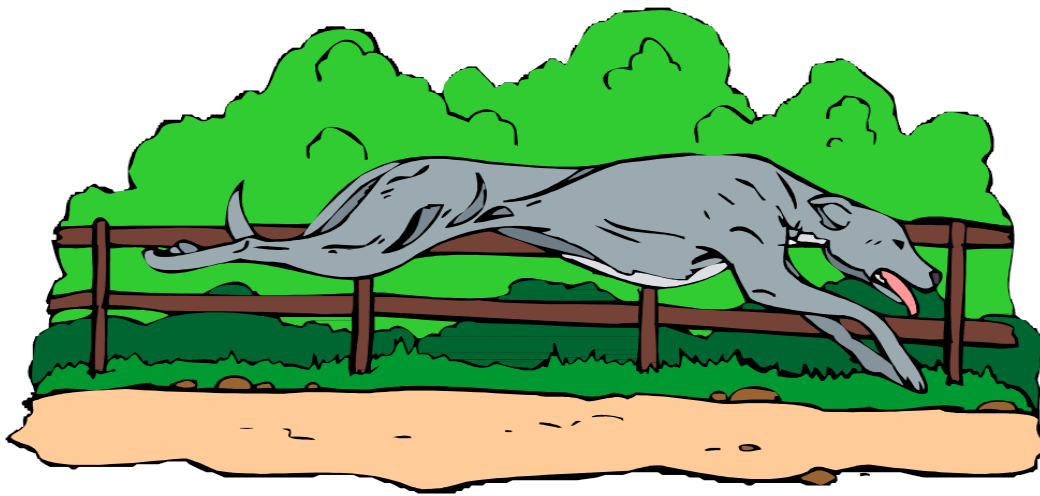
### Class Schedule 1<sup>st</sup> Term

<b>Blocks</b>	<b>Subject</b>	<b>Teacher</b>	<b>Room</b>
1 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>			
4 <sup>th</sup>			

### Class Schedule 2<sup>nd</sup> Term

<b>Blocks</b>	<b>Subject</b>	<b>Teacher</b>	<b>Room</b>
5 <sup>th</sup>			
6 <sup>th</sup>			
7 <sup>th</sup>			
8 <sup>th</sup>			

# STUDENT RIGHTS AND RESPONSIBILITIES



*"Go Greyhounds"*

## **PART I - Rights and Responsibilities**

### **Mission Statement**

The mission of I.C. Norcom High School is to provide a safe educational setting where all students acquire a strong academic background and essential life skills needed to succeed in a global, technology-driven world. We seek the combined efforts and support of staff, students, parents and community.

### **Student Rights**

A student has all the rights expressed and guaranteed by the United States Constitution and by federal, state and local laws. These rights do not permit a student to disrupt the educational process, to break school rules, to present a health or safety hazard or to disregard directions from those in authority. Individual rights end when they infringe upon the rights of others. ► **For more information concerning this, please read the Portsmouth City Public Schools Code of Student Conduct booklet to be issued the first week of school.**

### **Student Responsibilities**

A student is expected to conduct him/herself as a responsible member of the school community and is expected to comply with school rules including prompt and regular attendance. The student is expected to obey all federal, state and local laws, comply with school rules on any school property, including school buses and at school functions. **For more information regarding this, please read the Student Code of Student Conduct issued the first week of school.**

### **Parent Responsibilities**

Parents do not relinquish their responsibility for disciplining or managing their children while they attend public school. Rather, parents must work in partnership with school administrators to maintain a safe and orderly school environment. Parents are expected to refrain from entering school during instructional time with requests to talk to their students or to sign them out of school during the last block of the day. Office personnel will not be able to call into classrooms during instruction to retrieve students. The administration and staff of I.C. Norcom High School will continue to rely on parents to have students in class on time and to visit our school when a conference or other assistance is requested. (Virginia Code Section 22.1-279.3) ►

**For more information concerning this, please read the Portsmouth City Public Schools Code of Student Conduct booklet that will be issued the first week of school.**

### **Student Expectations**

The School Board of the City of Portsmouth has adopted the following rules and discipline consequences to show expectations of a safe educational climate for all students and employees. Students are subject to corrective action for any misconduct that occurs in school, on school property, at the bus stop, on a school vehicle, or while participating in or attending school sponsored activities or trips.

## Part II - School Operating Procedures

### Attendance

1. School board policy requires that students are not to miss more than 10 days from a class. Students who miss more than 10 days from a class may not receive credit.
2. Illness, death in the immediate family, or subpoena to court will be considered as excused absences with written documentation.
3. The school board requires written documentation when a student returns to school from an absence.
4. Students should be in the classroom, seated at 7:25 a.m. when the tardy bell rings. London Boulevard will be the point of entry for all students reporting to the school building after 7:25 a.m. ***Students arriving to school after first/fifth block must report to the Attendance Office for an official note to class.***
5. Tardiness to class each semester will be handled as follows:
  - a. First tardy – Warning
  - b. Second tardy- Warning
  - c. Third tardy – 1 Block of ISS/parent contact (phone or letter)
  - d. Fourth tardy – **1 DAY ISS, ST-5, and MANDATORY PARENT CONFERENCE**
  - e. **Fifth tardy – 3 DAYS OUT-OF-SCHOOL SUSPENSION**
  - f. **Three unexcused tardies will count as an absence.**

### Permission to Leave School

Students are not permitted to leave school during the school day without authorization. Requests to leave school must be presented in writing by the parent/guardian by 7:25 a.m. daily. Written requests should be turned in to the attendance office prior to 9:00 a.m. The student will be given a pass for dismissal and allowed by the teacher to leave the classroom at the time requested on the early dismissal note. All students should sign out in the main office before leaving the building and sign in if they return during the same school day. Parents/guardians should avoid taking their children out of school on a regular basis.

### Buses

1. Students are to ride their assigned bus.
2. Only students enrolled in the **Magnet Program/AC-13** should ride the specially assigned bus.
3. Regular students desiring to ride another bus must bring a note from their parent/guardian, and get it signed by an administrator to be presented to the bus driver prior to the ride.

**Hall Passes**

A hall pass is required when a student is in the hall during: (1) class (2) lunch, (3) on 2<sup>nd</sup> and 3<sup>rd</sup> floors prior to 7:15 a.m. and after 2:10 p.m. All students must possess a valid hall pass when not under the immediate jurisdiction of school personnel. This pass becomes invalid when not used precisely as stated. Violators will be subject to disciplinary action.

**Food and Drink**

During the times designated for breakfast and lunch, students must consume food and drink in the cafeteria area only. This is required to keep the building clean and sanitary. Teachers will enforce this rule. **Repeat offenders will be subject to disciplinary action.**

**Cafeteria Behavior**

1. All food items must be consumed in the cafeteria.
2. Breakfast is served from 6:55 a.m. until 7:20 a.m. Students arriving to school after 7:20 a.m. must report immediately to first/fifth block class. Lunch is served during blocks 3 (first semester) and 7 (second semester).
3. All students must speak in conversational tone while in the cafeteria. Special attention to the noise level in the cafeteria must be adhered to at all times. There is to be no rowdy playing in the cafeteria during the breakfast or lunch periods.
4. All students are required to carry trays and dishes to the dishwashing section of the cafeteria.
5. Students must remain in the cafeteria or snack bar area during their lunch period. All other areas are off limits.

**Note: Foods from commercial places are not allowed in the building. Parents may not bring lunch from a commercial or fast-food establishment.**

**Use of Snack Machines**

1. Snack machine are to be used after school.
2. Students must consume purchased items from the snack machines in the snack bar area; no food or drink is to be consumed in the halls or classrooms.



**Meal Price List (Subject to Change)**

<b>BREAKFAST:</b>	FREE
STUDENT – FULL PRICE	FREE
STUDENT – REDUCED PRICE	FREE
<b>LUNCH:</b>	
STUDENT – SECOND SECONDARY LUNCH	\$1.35
STUDENT – REDUCED PRICE	\$ .40

**Medical Assistance**

The nurse's office is located on the first floor across from the gym. This office is open from 7:15 a.m. until 2:10 p.m. In case of illness, students should get permission and report with a signed pass to the nurse. In the absence of the nurse, the student should report to the main office with a signed pass. At no time should a student request early dismissal by using the pay phone. If leaving for medical reasons, all students should sign out in the main office.

**Dress for Physical Education/Weight Training**

Any student participating in physical education or weight training will be required to wear the shirt and shorts approved by the Physical Education Department.

**Locker Assignments**

1. Locker assignments will be made by the first block teacher during the opening week of school.
2. Lockers are assigned to students for their use in storing materials and personal items. Although an attempt is made to provide security in the locker area, the school does not accept responsibility for the replacement of any items lost or stolen.
3. Students are not permitted to share lockers.
4. All lockers are the property of Portsmouth Public Schools. The use of lockers is a privilege; student usage maybe revoked because failure to follow locker rules and regulations.
5. Lockers will be periodically checked before, during, or after school.

**Library/Media Center**

The library/media center functions as a learning resource center where materials, service and facilities (including two computer labs) are available to students and teachers. All I.C. Norcom High School rules apply in the library. Students may not bring food or drink into the library or its computer labs.

**Hours of Operation: 7:00 a.m. - 3:45 p.m.**

**Lunch Passes:** Students must have a pass from a teacher if not accompanied by a staff member during school hours. All students who wish to use the library during lunch break must sign up for this privilege in the morning before school.

**Checking Out Materials:** Students must use their student number to check out books and other materials. Most library books may be checked out for two weeks. Reference books, magazines, pamphlets, and certain reserved items are on overnight check out only and are due before school the next day. Students who have outstanding library debts may not check out library materials. Students are advised NOT to check out materials for other students since the person who checks out the materials is responsible for all debts on his barcode number.

**Fines and Lost Materials:** Fines for overdue materials are five cents per day for regular books and thirty cents per day for overnight materials. Students must pay the price of any lost materials checked out under their name/barcode number.

**Computer Use in the Library Computer Lab**

1. *Acceptable Computer System Use Agreement Forms* signed by the student and his parent/guardian for the current school year must be on file before students may use a computer.
2. Students must sign a computer log sheet each time they use a computer.
3. Students may not use either the computer lab or the multimedia lab when not accompanied by a teacher.
4. Students should not turn the computers off or on. If a computer freezes, students should get assistance from a library staff member. Only staff members will log the computers on the network so that printing and internet activities may be done.
5. Students should not change any computer settings.

## **Bookkeeping/Finance**

### Student Financial Policies and Procedures

1. Office Hours – students may only come to the bookkeeper’s office during their lunch time. Students should not come during their class time.
2. Checks will not be accepted. **Only cash or money orders will be accepted.**
3. All junior and senior dues are paid to the bookkeeper. Please adhere to deadlines for ordering senior items and paying dues.

## **Parent Conferences**

Parents who desire to have conferences with teachers should make arrangements in advance. This can be accomplished by contacting teachers directly, calling the guidance office, or contacting the main office. Parent conferences are not held during class time. **Students suspended from school are required to have an administrative conference prior to reinstatement.**

## **After-School Activities**

Students involved in after-school activities are to be under the direct supervision of a teacher, coach, or sponsor at all times after 2:10 p.m. Any student in the halls after 2:10 p.m. unsupervised will be asked to vacate the building. Repeat offenders will be subjected to parent conferences and other administrative action.

## **PART III - Guidance Services**

### **Guidance and Student Assessment Services**

Guidance services are provided to assist students in making a wise choice about educational and vocational goals. Counselors will assist students in academic, career and personal or social issues. Guidance counselors and teachers are available to discuss the results and implications of the assessments, given to secondary students. Students may participate in such testing programs sponsored by the Educational Testing Service and the American College Testing Program as the PSAT, SAT, ACT, and AP exams. It is the responsibility of the student to register and, if applicable, to pay for these tests. Most colleges require applicants to submit these test scores when applying for admission. It is recommended that students planning to attend college take the SAT or ACT exams for the first time in the spring of the junior year. Information in regard to applications, dates and locations of test centers may be obtained in the high school guidance office. Career counseling is a major part of the guidance process. Career assessments are given regularly.

### **Grade Classification**

Freshmen – 0-4 credits

Sophomore – 5 credits (English 9 required)

Junior – 10 credits (English 10 required)

Senior – 16 credits (English 11 required)

### **Enrollment**

1. All students, without extenuating circumstances, must be promoted from the 8th grade based upon Portsmouth School Board policy.
2. Students 17 years old in the 9th grade or two grade levels behind may be considered for the ISAEP/GED Program or Project Uplift.
3. Any student reaching age 20 before August 1 will not be allowed to enroll.
4. Any student on expulsion by another school division will not be enrolled.
5. Any student coming from incarceration must be cleared through the Office of Youth Risk Prevention.

### **Planning for College**

Students who plan to attend college should begin as early as possible in their high school careers to plan their college preparation with their parent/guidance counselor. Although college entrance requirements are generally standardized, there are many colleges that have additional requirements or specific variations in the general requirements. It is, therefore, recommended that students visit, as early as possible, the particular college they wish to attend. In addition, it is recommended that the student should make a selection of two to three alternate colleges that offer the program of studies that interest, the student. Students should write to these colleges requesting copies of the catalogues and specific information concerning entrance requirements. Students should then plan, with the assistance of the guidance counselor and parents, a program of high school studies, which will meet the entrance requirements.

There are many scholarships and student-aid programs available to students who need financial assistance in order to attend college. These scholarships and student-aid programs vary from college to college. Assistance concerning scholarships and student-aid programs is available from the guidance department.

## **ACCESS**

**ACCESS** is a program sponsored by the Tidewater Scholarship Foundation that helps students plan for college. Please stop by the ACCESS office and meet the counselor. All students are encouraged to enroll in the ACCESS program in the freshmen year in order to get the most assistance with college planning. ACCESS offers after-school tutoring/mentoring programs for underclassmen and a Pre-College Club for seniors. Students in ACCESS can get assistance registering for the SAT/ACT tests, completing college applications, and filing for financial aid.

## **Graduation Requirements:**

**Standard Diploma** - Have **24 credits** in the required courses and **6 verified credits** (including: 4 English, 3 Math, 3 Science, 3 Social Studies courses)

**Advanced Studies Diploma** - Have **26 credits** in the required courses and **9 verified credits** (including: 4 English, 4 Math, 4 Science, 4 Social Studies, and 3/4 Foreign Language courses) **(To have a verified credit, the student must pass the course and the SOL end-of course test.)**

## **Promotion requirements:**

To be classified as a **SOPHOMORE -10th Grader** - 5 credits including English 9

To be classified as a **JUNIOR -11th Grader** - 10 credits including English 10

To be classified as a **SENIOR - 12th Grader** - 16 credits including English 11

## **Exam Exemption**

Any student who has a course average of at least an **A** and has had no more than three (3) cumulative absences during the school term may be exempt from the final examination in a class. Religious holidays and school-related absences shall not be counted in arriving at the number of absences. Nothing in this policy shall be construed to exempt any student from the end-of-course SOL testing requirements set forth in the State Board of Education's Standards of Accreditation, or alter the requirements for earning a diploma.

## **Make-up Work**

Students are expected to complete assignments in a timely manner. Failure to do so will result in a grade of -F|. Make-up work should be completed **within one week** after the student returns to class to be eligible for a grade change.

## **Portsmouth Public Schools Grade Scale\*\***

A	= 93 – 100	= 4.0
A-	= 90 – 92	= 3.7
B+	= 87 – 89	= 3.3
B	= 83 - 86	= 3.0
B-	= 80 – 82	= 2.7
C+	= 77 – 79	= 2.3
C	= 73 – 76	= 2.0
C-	= 70 – 72	= 1.7
D+	= 67 – 69	= 1.3
D	= 64 – 66	= 1.0
E – F	= < 64	= 0.0

## PART IV - Safety and Security

### Items That Students Should **Not** Bring On School Property (Refer to the Student Code of Conduct)

Radio/CD Player	Razor blade / box cutter	Bullets
Tobacco Products	Knife	iPOD/MP3 Player
Alcoholic Beverages	Drugs	Head Phones
Dice	Stun/BB gun	Wallet Chains
Taser	Laser Pointer	
Mace/pepper spray	Drug look alike	
Cigarettes/lighters	Marijuana	
Drug paraphernalia	Gun (toy or look-alike)	

### Cell Phones

CELL PHONE USE IN THE BUILDING BY STUDENTS IS **NOT ALLOWED**. Students are permitted to have cell phones, but the cell phone **MUST be turned OFF**, (not on VIBRATE,) and out of sight.

### Fighting

Fighting and other forms of disorderly conduct **will not be tolerated** at I. C. Norcom High School. A student should do all he/she can to **avoid a fight** such as--**walk away and report the incident** to the nearest teacher or staff member.

### Any student who:

- **approaches** another student and **initiates** an **argument or fight**,
  - **waits** for another student and **initiates** an **argument or fight**, or
  - is guilty of **boosting or promoting** an **argument or fight**,
- WILL BE SUSPENDED** (Refer to your Code of Conduct)

### Suspensions

An In-School Suspension, or Out-Of-School Suspension results from violating school policies or rules. In addition to the loss of class time, students under Out-Of-School Suspension are not permitted to participate in or to attend extracurricular school-related events unless they have the approval of the school's principal. Athletes and other extracurricular participants may not participate in any practice, play or attend any function after a suspension is issued and on the dates of an Out-Of-School Suspension. A student who is under Out-Of-School Suspension is not permitted to come on school grounds until he/she has been granted permission to return to class by an administrator.

### Gang Activities or Association

Any group activity that portrays the existence of gangs or threatens the integrity of the instructional program will not be tolerated. Gang activities may include, but not limited to, wearing gang-related apparel, congregating inappropriately, bullying, harassment, initiations and hazing.

## **Fire Drill Procedures**

### **After Hearing the Signal - Fire Horn:**

1. Students will exit out of classrooms in an orderly fashion at the direction of the teacher.
2. All students exiting the building will form lines from the building.
3. Teachers will see that classroom doors and windows are closed and lights turned off.
4. Students will remain in class groups with their teacher.
5. Students are not to re-enter the building until hand signals are given by administrators.
6. Teachers will take their grade books with them during the fire drill or actual emergency and account for each student assigned to them at that time.
7. Students will return to their classes following their evacuation routes.

### **Security**

School Board Policy allows school officials to conduct random security checks. Students are required to carry a pictured I.D. at all times. Any student refusing to cooperate in these security checks may be suspended.

### **Search and Seizure**

School authorities reserve the right to search a student's person and/or personal effects', lockers, desks, vehicles, or other storage facilities when there are reasonable grounds for believing that property will be found therein which violates state law or school rules and regulations or which may be harmful to the school or its students.

### **Parking Procedures**

Students are required to park on the High Street side of the building. Each student driver will be required to purchase a parking decal. The cost of the parking decal will be \$20.00. Parking decals should be hung from the rearview mirror. Students must have a permit to park on campus. Parking is prohibited on the Peninsula Boulevard side and the London Boulevard side of the building. Students will not park in the -Visitors|| parking spaces. Students who violate parking procedures will be cited for first and second offenses. Repeat offenders will be ticketed and towed at the owner's expense. Driving privileges will be revoked as well.

### **Student Insurance**

Information regarding insurance for students is distributed at the beginning of the school year.

The following programs are available:

1. Student Accident Insurance
2. Student Dental Accident Insurance
  - a. 24 - Hour Coverage
  - b. School Time Coverage

To participate on any school athletic team, some type of insurance protection is required. It may be either through school insurance or certification from the parent/guardian that adequate accident protection is provided through family insurance plans.

### **Clubs and Activities**

Various clubs and activities are available to all students. Clubs and activities are designed to provide an opportunity for students to pursue an area of interest, which is not a part of the regular curriculum. They provide an opportunity for student participation and to develop personal relationships outside the classroom environment. Students participating in clubs and sports will be required to have an activity pass issued by the coach or sponsor.

### **Dress Code Policy**

One of the fundamental purposes of school is to provide the creation and development of a proper attitude toward education. In order to further this purpose, it is essential to create and maintain an effective teaching and learning environment. Student attire impacts the teaching and learning environment. It can either promote a more effective educational environment, or it can disrupt the educational climate and process. Student attire that is acceptable for some social settings may not be acceptable for the educational environment of school.

In order to ensure that our students' education is conducted in an environment where safety risks, disruptions, and distractions are minimized, all students in the Portsmouth Public Schools will adhere to the following minimal standards of dress. These requirements are in addition to any requirements imposed at individual schools that, with approval of the School Board, adopt a Uniform Policy pursuant to other provisions of this policy manual.

The superintendent is hereby authorized to promulgate regulations consistent with the provisions of this policy.

In general, students are not to wear or carry items of apparel to school (for example, clothing, accessories, cosmetics, jewelry – including body piercing) that may interfere with the instructional process or present a health or a safety hazard to the student wearing or carrying them, or to others.

The School Board urges parents and students to exercise sound judgment, based upon the standard of appropriateness for the school setting, when choosing clothing, jewelry, and accessories to wear or bring to school, and to recognize that items that might be appropriate attire on nights or weekends are not necessarily appropriate for the school day and the classroom.

#### **Dress Code:**

I. C. Norcom High School students should not wear the following items:

- ▢ Clothing, pins, jewelry, accessories or other items of adornment displaying obscene, profane, derogatory, violent or gang-related messages, themes, designs or pictures;
- ▢ Clothing, pins, jewelry, accessories, or other items of adornment conveying messages related to or promoting the use of alcohol, drugs, or tobacco products, or messages that promote illegal activities;
- ▢ Clothing that is **transparent** or exposes **the midriff, navel or cleavage**, no ripped jeans;
- ▢ **Pants, skirts and/or shorts that sag below the waistline or must be held in place with the hands;**





- ▯ Underwear as outer garments or clothing that exposes underwear (including, but not limited to, stretch lycra, spandex or nylon tights, leotards, biker pants/shorts, bathing suits, pajamas) ;
- ▯ Tank tops, -wifebeaters, halter tops garments with spaghetti straps, tube tops, fishnet tops, strapless dresses, or other clothing that is not appropriate because of slits, rips, holes in the garment (**NO RIPPED JEANS**);
- ▯ Accessories which could in some way pose a danger to the wearer or others; and/or could be used as weapons (including, but not limited to, two-or-three finger rings, chains hanging from clothes, hair picks and hair chop sticks);
- ▯ Clothing that is **too tight** and/or is **inappropriate in length** as determined by the building principal/designee;
- ▯ Inappropriate footwear (including, but not limited to, shower shoes and beach shoes, such as thongs, bedroom slippers, and unfastened shoes or shoes missing appropriate closures;
- ▯ Head coverings or accessories that are not related to or required by student's bona fide religious practices (including, but not limited to, **stocking caps, do rags, wave caps, scarves or bandanas**)
- ▯ Items that are intended for outdoor use (including, but not limited to, **hats, caps, and similar head coverings, scarves, jackets and coats**)



**EXAMPLES OF UNACCEPTABLE CLOTHING FOR SCHOOL ARE BELOW:**



Student Photo, Video, and Interview Release Form**Portsmouth Public Schools****Student Photo, Video, and Interview Release Form**

Great things are happening in Portsmouth Public Schools! Throughout the school year, we produce a variety of publications and video productions which highlight student and staff achievements, innovative classroom activities, district-wide programs and initiatives, school board policies and procedures, and general information about our school district. Media organizations also help to promote the activities of our school district through newspaper and television news stories.

In order to protect the rights and privacy of our students, parental permission is required before students can be interviewed, videotaped, or photographed for use in school district publications, television productions, or news stories developed by media organizations. We need your permission to use statements from your child, photographs of your child, or videotapes in which your child appears.

Please take a few minutes to complete this permission form. Please answer yes or no in the space preceding each statement. Then, sign your name in the appropriate space.

Name of Child \_\_\_\_\_ Date \_\_\_\_\_

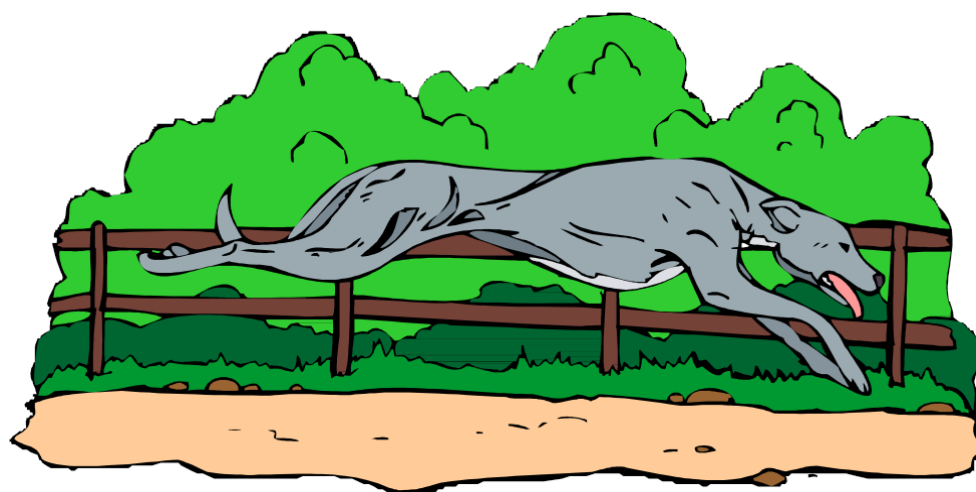
Name of School \_\_\_\_\_

\_\_\_\_\_ I give permission for my child to be photographed, videotaped, and/or interviewed for use in publications or video productions of Portsmouth Public Schools.

\_\_\_\_\_ I give permission for my child to be photographed, videotaped, and/or interviewed when news media representatives visit his/her school to report on special school programs, classroom activities, or school district events. I also give permission for the news media to use pictures and videotapes of my child and interviews with him/her in the newspaper or on television.

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

# SCHOOL SCHEDULES AND SPECIAL PROGRAMS



*"Go Greyhounds"*

**I.C. Norcom High School**  
*"Home of the Mighty Greyhounds"*  
**Dr. Rosalynn Sanderlin, Principal**

*Bell Schedule*

Teachers in Classroom .....	7:00
Warning Bell .....	7:20
Begin 1 <sup>st</sup> Block .....	7:25
End 1 <sup>st</sup> Block .....	8:55
Begin 2 <sup>nd</sup> Block .....	9:00
End 2 <sup>nd</sup> Block.....	10:30
Begin 3 <sup>rd</sup> Block.....	10:35
Begin 1 <sup>st</sup> Lunch.....	10:40
End 1 <sup>st</sup> Lunch.....	11:02
Tardy from 1 <sup>st</sup> Lunch.....	11:07
Begin 2 <sup>nd</sup> Lunch.....	11:10
End of 2 <sup>nd</sup> Lunch .....	11:32
Tardy from 2 <sup>nd</sup> lunch.....	11:37
Begin 3 <sup>rd</sup> Lunch .....	11:43
End 3 <sup>rd</sup> Lunch .....	12:05
Tardy 3 <sup>rd</sup> Lunch .....	12:10
Begin 4 <sup>th</sup> Lunch .....	12:13
End 4 <sup>th</sup> Lunch .....	12:35
Begin 4 <sup>th</sup> Block.....	12:40
End of School Day .....	2:10



**I.C. Norcom High School**  
*“Home of the Mighty Greyhounds”*  
**Dr. Rosalynn Sanderlin, Principal**

*Early Release Schedule*

Teachers in Classroom .....	7:00
Warning Bell .....	7:20
Begin 1 <sup>st</sup> Block .....	7:25
End 1 <sup>st</sup> Block .....	8:15
Begin 2 <sup>nd</sup> Block .....	8:20
Begin 3 <sup>rd</sup> Block .....	9:15
Begin 1 <sup>st</sup> Lunch .....	9:20
End 1 <sup>st</sup> Lunch .....	9:40
Tardy 1 <sup>st</sup> Lunch, Begin Second Lunch .....	9:45
End 2 <sup>nd</sup> Lunch .....	10:05
Tardy 2 <sup>nd</sup> Lunch, Begin 3 <sup>rd</sup> Lunch .....	10:10
End 3 <sup>rd</sup> Lunch .....	10:30
Tardy 3 <sup>rd</sup> Lunch, Begin 4 <sup>th</sup> Lunch .....	10:35
End 4 <sup>th</sup> Lunch, End 3 <sup>rd</sup> Block .....	10:55
Begin 4 <sup>th</sup> Block, Tardy 4 <sup>th</sup> Block .....	11:00
End of School Day .....	11:45



# I.C. Norcom High School

*"Home of the Mighty Greyhounds"*

Dr. Rosalynn Sanderlin, Principal

## **SOL Schedule 2013 - 2014**

Students report to 3 <sup>rd</sup> block.....	10:30
Tardy to 3 <sup>rd</sup> block.....	10:35
Begin 1 <sup>st</sup> lunch.....	10:40
End 1 <sup>st</sup> lunch.....	11:02
Tardy from 1 <sup>st</sup> lunch.....	11:07
Begin 2 <sup>nd</sup> lunch.....	11:10
End 2 <sup>nd</sup> lunch.....	11:32
Tardy 2 <sup>nd</sup> lunch.....	11:37
Begin 3 <sup>rd</sup> lunch.....	11:43
End 3 <sup>rd</sup> lunch.....	12:05
Tardy from 3 <sup>rd</sup> lunch.....	12:10
Begin 4 <sup>th</sup> lunch.....	12:13
End 4 <sup>th</sup> lunch.....	12:35
Begin 4 <sup>th</sup> block.....	12:40
Dismissal.....	2:10



**I.C. Norcom High School**  
*“Home of the Mighty Greyhounds”*  
**Dr. Rosalynn Sanderlin, Principal**

**Mid – Term Exam 2013 - 2014**

Teachers in Classroom .....	7:05
Warning Bell .....	7:20
Begin 1 <sup>st</sup> or 3 <sup>rd</sup> Block Exam.....	7:25
End 1 <sup>st</sup> or 3 <sup>rd</sup> Block Exam.....	9:10
Begin 2 <sup>nd</sup> or 4 <sup>th</sup> Block Exam.....	9:15
End 2 <sup>nd</sup> or 4 <sup>th</sup> Block Exam.....	10:55
Dismissal .....	11:00



I.C. Norcom High School  
*"Home of the Mighty Greyhounds"*  
 Dr. Rosalynn Sanderlin, Principal

*2 Hour Delay Bell Schedule 2013 - 2014*

Teachers in Classroom .....	9:00
Warning Bell .....	9:20
Begin 1 <sup>st</sup> Block .....	9:25
End 1 <sup>st</sup> Block .....	10:10
Begin 2 <sup>nd</sup> Block .....	10:15
End 2 <sup>nd</sup> Block.....	11:00
Begin 3 <sup>rd</sup> Block.....	11:05
Begin 1 <sup>st</sup> Lunch.....	11:10
End 1 <sup>st</sup> Lunch.....	11:30
Tardy from 1 <sup>st</sup> Lunch.....	11:35
Begin 2 <sup>nd</sup> Lunch.....	11:45
End of 2 <sup>nd</sup> Lunch .....	12:05
Tardy from 2 <sup>nd</sup> lunch.....	12:10
Begin 3 <sup>rd</sup> Lunch .....	12:20
End 3 <sup>rd</sup> Lunch .....	12:40
Tardy 3 <sup>rd</sup> Lunch .....	12:45
Begin 4 <sup>th</sup> Lunch .....	1:00
End 4 <sup>th</sup> Lunch .....	1:20
Begin 4 <sup>th</sup> Block.....	1:25
End of School Day .....	2:10





## Diploma Programs (Subject to Change)

Discipline	English	Math	Lab Science	History/ Social Sciences	Foreign Language	Health/ PE	Fine Arts/ Practical Arts	Electives	Student Selected Test	Total Units of Credit	
Standard Diploma*	Standard Units of Credit	4	3	3	3	0	2	1	6	0	22
	Portsmouth Units of Credit	4	3	3	3	0	2	2	7	0	24
	Verified Credits Required	2	1	1	1	0	0	0	0	1	6
Advanced Studies Diploma**	Standard Units of Credit	4	4	4	4	3	2	1	2	0	24
	Portsmouth Units of Credit	4	4	4	4	3	2	1	4	0	26
	Verified Credits Required	2	2	2	2	0	0	0	0	1	9
Modified Standard Diploma***	Standard Units of Credit	4	3	2	2	0	2	1	6	0	20
	Portsmouth Units of Credit	4	3	2	2	0	2	1	7	0	24
	Verified Credits Required	1	1	0	0	0	0	0	0	0	2

Students who graduate with an -A|| average will receive a Board of Education Seal on the standard diploma.

\*\*Each high school shall offer an Advanced Studies Program, which shall meet minimum requirements as prescribed by the Portsmouth City School Board. Students who graduate with an average of -B|| or better and successfully complete at least one Advanced Placement course (AP), or one college level course for credit will receive a Governor's Seal on the diploma.

**Note:** (1) All students must successfully complete Algebra I.  
 (2) 9th graders must successfully complete English 9 for promotion to the 10th grade. (3) Portsmouth has additional credits due to block scheduling.

\*\*\*(1) The Modified Standard Diploma program is intended for certain students at the secondary level who have a disability and are unlikely to meet the credit requirements for a Standard

Diploma. Eligibility and participation in the Modified Standard Diploma program shall be determined by the student's Individual Education Program (IEP) team. and the student, where appropriate, at any point after the student's eighth grade year. (2) The school must secure the informed, written consent of the parent/guardian and the student to choose this diploma program after review of the student's academic history and the full disclosure of the student's options. (3) The student who has chosen to pursue a Modified Standard Diploma shall be allowed to pursue the Standard or Advanced Studies Diploma at any time throughout that student's high school career.

### **High School Honors Classes**

Acceptance into high school honors classes is based upon meeting the following criteria:

1. Maintenance of a 3.0 (-B||) average at the middle school level in the subject in which the student is seeking honors enrollment.
2. Two core teacher recommendations (math, science, English, social studies).
3. Meet the established criteria on the latest SOL test.

Once in a high school honors class, a 3.0 average must be maintained in that discipline. If less than a 3.0 average is received in a core honors course, the student will be placed on Academic Probation for the following term but will remain in honors. Any student in honors who, at the close of the first progress report, receives an unsatisfactory grade, will be recommended by the appropriate teacher for re-evaluation.

### **Dual Enrollment**

Students may simultaneously earn high school, college, and technical credit at Tidewater Community College. This program is open to juniors and seniors only who are at least 16 years old. Students must pay a tuition fee and pass the Tidewater Community College placement test. Students with a semester grade of -C|| or better may be able to transfer their college credits to other colleges and universities. Parents and students are responsible for contacting the college or university of their choice regarding transfer of credits. All dual enrollment classes must have at least 15 students enrolled before the class can be offered.

### **First College**

The First College Program is a partnership between Portsmouth Public Schools and Tidewater College that targets college bound seniors who plan to attend a college or university after graduation from high school. Through an initiative made possible by the State Council of Higher Education (SCHEV), seniors can earn up to 19 semester hours of college credit. Interested students must pass the TCC admissions test in the spring of their junior year, successfully pass English 111-112 with a grade of -C|| or better, and should have completed all courses required for graduation by the end of the first semester of their senior year. See your counselor for additional information.

## I. C. Norcom High School Science, Mathematics, and Technology Program

### Center of Excellence Program Requirements

#### Eligibility

- 2 Letters of Recommendation—Science Teacher and Mathematics Teacher
- Student Essay
- Required: Algebra I
- Recommended: Foreign Language, Keyboarding
- Meet established criteria on the latest SOL tests
- Interview with Center of Excellence Program Committee

#### Maintaining Center of Excellence Status in High School

- Adhere to the recommended academic progression chart
- Maintain a minimum 3.0 cumulative average
- Adhere to Portsmouth Schools Attendance Policy
- Adhere to rules and regulations found in I. C. Norcom Student Handbook
- Take PSAT and SAT

#### Graduating with Center of Excellence Status

- Maintain a track of honors level courses as prescribed, with minimum 3.0 GPA
- Acquire four credits of foreign language in any of the following combination: 4 of one; 3 of one and 1 of another; 2 each of different languages
- Take a minimum of 2 Technology courses
- Take a minimum of 2 Information Technology courses
- Take a minimum of 1 Advanced Placement course in Math or Science
- Take a minimum of 1 Dual Enrollment course in English or Government
- Pass a minimum of 9 SOL tests for verified credits
- Obtain an Advanced Studies Diploma
- Complete the Junior/Senior Research Project

#### Additional Requirements

Participate in a minimum of 2 or more co-curricular/extra curricular activities:

- ACCESS
- Internship/Mentorship
- Scholastic Bowl
- National Honor Society
- Technology Student Association
- CHROME Club
- Interact Club
- VJAS

# NJROTC



## Naval Junior Reserve Officers Training Corps

The Naval Junior R.O.T.C. Unit at I. C. Norcom High School provides students with self- discipline, self- confidence, and leadership skills that can help students successfully meet life's challenges. NJROTC program is designed to develop high standards in Education, Physical Fitness and Citizenship. NJROTC students are known as cadets. Cadets must carry themselves as respectful young adults and are expected to adhere to NJROTC traditions.

Enrollment Requirements for cadets are as follows:

1. Must be a United States citizen
2. Must be of Good Morals and Character
3. Must be Physically Fit
4. Must be willing to accept instruction from Cadets in Leadership Position
5. Must attend a High School with an NJROTC Unit

The benefits of joining NJROTC are as follows:

1. ROTC Scholarships for college or appointment to a Military Academy.
2. Prepare cadets for Military Career
3. Allows cadets to enlist in the armed services with higher rank and pay
4. Participation in a variety of activities
  - a. color guard
  - b. drill team
  - c. field trips
  - d. military balls
  - e. attend a mini-boot camp and leadership academy's
5. All books, drill equipment are at no cost to the cadets.

If you are interested in becoming a cadet, contact the NJROTC office at I. C. Norcom High School in room 232A.



Provides basic business education

1. Occupational orientation and exploration

Provides occupational preparation

1. Marketable job skills
2. Cooperative office education (COE) may be a part of this program for an additional credit
3. Combines vocational classroom instruction with paid employment directly related to the classroom instruction
4. Classroom study and on-the-job training are coordinated—Provides occupational preparation complementing each other

Provides co-curricular activities of its student organization—the Future Business Leaders of America (FBLA).

1. Vocational and career supportive competencies are developed
2. Civic and personal responsibilities are promoted



### **Nurse's Schedule**

The nurse will be following the schedule below to ensure confidentiality during the hours designated for screening. Minor injuries and illnesses will be seen during the hours indicated below for sick call. Medications, procedures and medical emergencies take precedence during sick call periods.

7:30 a.m. - 8:30 a.m.	Sick Call	
8:30 a.m. - 9:30 a.m.	Screening	
9:30 a.m. – 11:15 a.m.	Sick Call, Medications & Procedures	
11:15 a.m. – 11:45 a.m.	Closed for Lunch	
11:45 a.m. – 1:30 p.m.	Sick Call, Medications & Procedures	
1:30 p.m. – 2:10 p.m.	Closed	*

\* Time Schedule subject to be changed.

### **NOTE TO TEACHERS**

If you call the nurse to your room for an Emergency PLEASE BE SURE to give the name of the student involved in order for the nurse to know what is needed.

### **Emergency Forms**

Emergency forms will be given to each student the first week of school. It is MANDATORY that these forms be filled out completely, signed by a parent/guardian and returned to the 1<sup>st</sup> block teacher. These forms provide the school with basic medical information if an emergency arises. The form has a place to list other individuals the school may call if a student needs to leave school and the parent cannot be reached. The administrative staff cannot call any other individuals except those the parents have listed on this form. Complete names and correct phone numbers are extremely important for the school to make appropriate contacts.

## I. C. Norcom High School

### Important Dates

	<b>**no school for students</b>
<b>September 3</b>	<b>Students Report to School</b>
<b>September 17</b>	<b>OPEN HOUSE</b>
<b>September 25</b>	<b>Early Release (Staff Development Day)*</b>
<b>October 7</b>	<b>Progress Reports</b>
<b>October 11</b>	<b>Homecoming</b>
<b>October 14</b>	<b>Parent Conference Day** 12 – 7pm</b>
<b>October 30</b>	<b>Early Release (Staff Development Day)</b>
<b>November 5</b>	<b>No School for Students**</b>
<b>November 7 &amp; 8</b>	<b>Mid-Term Exams (early release)</b>
<b>November 11</b>	<b>Veterans Day Holiday</b>
<b>November 15</b>	<b>Report Cards</b>
<b>November 27</b>	<b>Early Release</b>
<b>November 28-29</b>	<b>Thanksgiving Holiday</b>
<b>December 16</b>	<b>Progress Reports</b>
<b>December 20</b>	<b>Early Release</b>
<b>December 23-January 1</b>	<b>Winter Break</b>
<b>January 2</b>	<b>Teachers and Students Return</b>
<b>January 20</b>	<b>Martin Luther King, Jr. Holiday</b>
<b>January 24-27</b>	<b>Final Exams (early release)</b>
<b>January 28</b>	<b>Teacher Workday -No school for students</b>
<b>January 29</b>	<b>Second Semester Begins</b>
<b>January 30</b>	<b>First Semester Report Cards</b>
<b>February 17</b>	<b>President's Day Holiday</b>
<b>February 28</b>	<b>Progress Report</b>
<b>March 3</b>	<b>Parent Conference Day (early release)</b>
<b>March 4-6</b>	<b>SOL Writing Test</b>
<b>April 3-4</b>	<b>Mid-term Exams (early release)</b>
<b>April 14-18</b>	<b>Spring Break</b>
<b>April 10</b>	<b>Report Cards</b>
<b>May 15</b>	<b>Progress Report</b>
<b>May 26</b>	<b>Memorial Day Holiday</b>
<b>June 3</b>	<b>Graduation</b>
<b>June 12-13</b>	<b>Final Exams (grades 9-11)</b>
<b>June 13</b>	<b>Students' Last Day</b>
<b>June 16</b>	<b>Teachers Last Day</b>
<b>June 18</b>	<b>Report Cards mailed</b>

**Norcom High School**  
**2013 – 2014 – Student’s Calendar**  
**DATES TO REMEMBER**

*August*

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- 23<sup>rd</sup> All staff return  
 28<sup>th</sup> Senior Night, 6:00 p.m. – 8:00 p.m.

*September*

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- 2<sup>nd</sup> Labor Day  
 3<sup>rd</sup> Students Return to School  
 11<sup>th</sup> Underclass Yearbook & School ID Pictures  
 TBD Senior Spirit Day (#13 Picture on Football Field)  
 17<sup>th</sup> PTA Meeting/Open House, 6:00 p.m.  
 30<sup>th</sup> Last Call for Senior Formal Pictures

*October*

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- 1<sup>st</sup> Federal Cards go home  
 TBD Senior Hoodies – Money Due (Final Day)  
 TBD 4 ½ Weeks Benchmark Testing (paper/pencil)  
 7<sup>th</sup> Progress Reports Go Home  
 7<sup>th</sup> Spirit Link Contest Begins  
 7<sup>th</sup> Homecoming Week  
 9<sup>th</sup> Underclass Pictures (Last Call)  
 11<sup>th</sup> Spirit Link Contest Ends  
 11<sup>th</sup> Homecoming Game – Granby vs. Norcom – 7:00 p.m.  
 14<sup>th</sup> Conference Day (12:00 PM – 7:00 PM) **No School for Students**  
 30<sup>th</sup> Staff Development (Early Release)



### November

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- 5<sup>th</sup> Teacher Workday (***No School for Students or staff***)  
**7<sup>th</sup> & 8<sup>th</sup> Mid-term Exams (Early Release – High School Only)**  
 TBD 1<sup>st</sup> Nine Weeks Benchmark Testing  
 8<sup>th</sup> 1<sup>st</sup> Nine Weeks Grading ends  
**TBA Grades due**  
 11<sup>th</sup> Veterans Day - ***School Closed***  
 18<sup>th</sup> Club Pictures  
 15<sup>th</sup> Report Cards Go Home  
**TBD Annual Turkey Bowl Flag Football Game – 8<sup>th</sup> block**  
 27<sup>th</sup> ***Early Release***  
 28-29 Thanksgiving Holiday – ***School Closed***

### December

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- 5<sup>th</sup> Dr. Sanderlin's Birthday  
 6<sup>th</sup> Senior Dues Are Due  
**TBD 4 ½ Weeks Benchmark Testing (paper/pencil)**  
**TBD January Graduates Meeting – 2<sup>nd</sup> block – Room 217**  
**Rising Senior Meeting – 2<sup>nd</sup> block – Room 217**  
 16<sup>th</sup> Progress Reports Go Home  
**TBD Holiday Celebrations**  
 20<sup>th</sup> ***Early Release***  
 24-31 Winter Break – ***School Closed***

### January

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- 1<sup>st</sup> New Year's Day – School Closed  
 2<sup>nd</sup> Students Return to School from Winter Break  
 20<sup>th</sup> Martin Luther King, Jr. Day – ***School Closed***  
**TBD 2<sup>nd</sup> Nine Weeks Benchmark Testing (online grades 1-6)**  
 21<sup>st</sup> PTA Meeting/SOL Night, 6:00 p.m.  
 24<sup>th</sup> First Semester Final Exams – Early Release – High School Only  
 27<sup>th</sup> First Semester Final Exams – Early Release  
 28<sup>th</sup> ***Teacher Workday- No School for Students***  
 1<sup>st</sup> Semester Ends  
**TBA 2<sup>nd</sup> Semester begins**

## February

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- 4<sup>th</sup> Report Cards Go Home  
 15<sup>th</sup> NJROTC Military Ball – Drydock Club – Scott Annex, Portsmouth  
 18<sup>th</sup> President’s Day – ***School Closed***  
 28<sup>th</sup> Progress Reports Go Home

## March

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- TBD Writing SOL Test (Multiple Choice)  
 TBD Writing SOL Test (Direct Writing)  
 TBD 4 ½ Weeks Benchmark Testing (paper/pencil)  
 3<sup>rd</sup> Parent Conference Day – Early Release  
 5<sup>th</sup> Senior Class – Cap & Gown Pictures  
 TBA Practice Tornado Drill  
 TBA Statewide Tornado Drill, 9:45 a.m.  
 TBD Jr./Sr. Basketball Game & Winners vs. Faculty – 8<sup>th</sup> block  
 18<sup>th</sup> PTA Meeting, 6:00 p.m.

## April

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- 3<sup>rd</sup> Second Semester – Mid-term Exams – Early Release – High School Only  
 4<sup>th</sup> Second Semester – Mid-term Exams – Early Release – High School Only  
 TBA Grades due  
 10<sup>th</sup> Report Cards Go Home  
 14-18 Spring Break – School Closed  
**TBD 3<sup>rd</sup> Nine Weeks Benchmark Testing (online grades 1-6)**  
 TBD Senior Week Ends  
 TBD Senior Show – 8<sup>th</sup> block - Auditorium  
 22<sup>nd</sup> PTA Meeting 6:00 p.m.  
 TBD Senior Trip – Atlanta, GA – Departure Time: TBA  
 TBD Senior Trip – Atlanta, GA – Return Time: TBA

**May**

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- 5-9 Teacher Appreciation's Week  
15<sup>th</sup> Progress Reports Go Home  
12-29 SOL Testing Window  
TBA Spring Concert/PTA Meeting, 6:00 p.m.  
26<sup>th</sup> ***Memorial Day - School Closed***

**June**

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- TBD Senior Cruise - Spirit of Norfolk  
TBD Senior Breakfast - 8:00 a.m. - Location: TBA  
2<sup>nd</sup> Mandatory Graduation Practice - Ntelos - 10:00 a.m.  
3<sup>rd</sup> Norcom Graduation - Ntelos - 7:00 p.m.  
12-13 Early Release - Students  
16<sup>th</sup> Last Day of School for Staff  
18<sup>th</sup> Report Cards Mailed Home

**Early Release Dismissal Time - 11:45 a.m.**

*\*\*\* At the Principal's discretion, Faculty Meeting dates subject to change\*\*\*.*

*Additional meetings may also be held. Every effort will be made to give advance notice.*



## Early Release Schedule

September 25, October 30, November 27, December 20, March 3, June 12 and 13 has been designated on the Portsmouth Public Schools Instructional and Holiday Calendar as early release days for all schools. Listed below are the dismissal times for schools on these dates.

### 11:45 a.m. Dismissal

Churchland High School	I. C. Norcom High School
Woodrow Wilson High School	

### 12:20 p.m. Dismissal

Churchland Middle School	Douglass Park Elementary School
Cradock Middle School	William E. Waters Middle School

### 12:55 p.m. Dismissal

Brighton Elementary School	Hodges Manor Elementary School
Churchland Academy School	James Hurst Elementary School
Churchland Preschool Center	John Tyler Elementary School
Emily N. Spong Preschool Center	Olive Branch Preschool Center
Park View Elementary School	

### 1:30 p.m. Dismissal

Churchland Elementary School	Mount Hermon Preschool Center
Churchland Primary and Intermediate School	Simonsdale Elementary School
Lakeview Elementary School	Victory Elementary School
Mount Hermon Preschool Center	Westhaven Elementary School

- High school students will be released early during midterm and final examinations according to the examination schedule for Secondary Schools.



## Portsmouth Public Schools

### School Opening and Closing Times

<b>Schools</b>	<b>Opening Times</b>	<b>Closing Times</b>
<b>All High Schools</b>	<b>7:25 a.m.</b>	<b>2:10 p.m.</b>
<b>All Middle Schools and Douglass Park</b>	<b>8:05 a.m.</b>	<b>2:45 p.m.</b>
<b>Elementary Schools</b> <i>Brighton</i> <i>Churchland Academy</i> <i>Hodges Manor</i> <i>James Hurst</i> <i>Park View</i> <i>John Tyler</i>	<b>8:40 a.m.</b>	<b>3:20 p.m.</b>
<b>Elementary Schools</b> <i>Churchland Elementary</i> <i>Churchland Primary and Intermediate</i> <i>Lakeview</i> <i>Simonsdale</i> <i>Victory</i> <i>Westhaven</i>	<b>9:15 a.m.</b>	<b>3:55 p.m.</b>
<b>Centers</b>  <i>Churchland Preschool Center</i>  <i>Emily N. Spong Preschool Center</i>  <i>Mt. Hermon Preschool Center</i>  <i>Olive Branch Preschool Center</i>	<b>9:15 a.m.</b>	<b>3:55 p.m.</b>
	<b>8:40 a.m.</b>	<b>3:20 p.m.</b>
	<b>9:15 a.m.</b>	<b>3:55 p.m.</b>
	<b>8:40 a.m.</b>	<b>3:20 p.m.</b>
<i>Uplift Center – Stephen H. Clarke Bldg.</i>	<b>8:05 a.m.</b>	<b>2:45 p.m.</b>
<i>Excel Campus (Tuesdays and Thursday)</i>	<b>3:00 p.m.</b>	<b>9:30 p.m.</b>



## Portsmouth Public Schools

### Examination Schedule for Secondary Schools

#### **First Term Examinations**

##### **Midterm Examinations**

**Thursday, November 7, 2013**                      **2 Exams**                      **Early Release, 10:55 a.m.**

**Friday, November 8, 2013**                      **2 Exams**                      **Early Release, 10:55 a.m.**

##### **Final Examinations**

**Friday, January 24, 2014**                      **2 Exams**                      **Early Release, 10:55 a.m.**

**Monday, January 27, 2014**                      **2 Exams**                      **Early Release, 10:55 a.m.**

#### **Second Term Examinations**

##### **Midterm Examinations**

Thursday, April 3, 2014                      2 Exams                      Early Release, 10:55 a.m.

Friday, April 4, 2014                      2 Exams                      Early Release, 10:55 a.m.

##### **Final Examinations**

Thursday, June 12, 2014                      2 Exams                      Early Release, 10:55 a.m.

Friday, June 13, 2014                      2 Exams                      Early Release, 10:55 a.m.

- Directors will coordinate the review of exams on the following schedule: First Term Midterm-October 24, 2013, First Term Final-January 15, 2014, Second Term Mid-term-March 20, 2014, Second Term Final-June 4, 2014.
- Composition segment of the examination may be given one week earlier.
- High-school credit courses offered at the seventh or eighth grade level must have mid-term and final examinations. These exams will be reviewed and administered on a time frame comparable to the high school schedule.
- If exam schedules must be changed for any reason, ample notice will be provided.



## Portsmouth Public Schools

### Schedules for Issuing Progress Reports and Report Cards

For the Current School Year

#### Grades K – 12 Progress Report Schedule

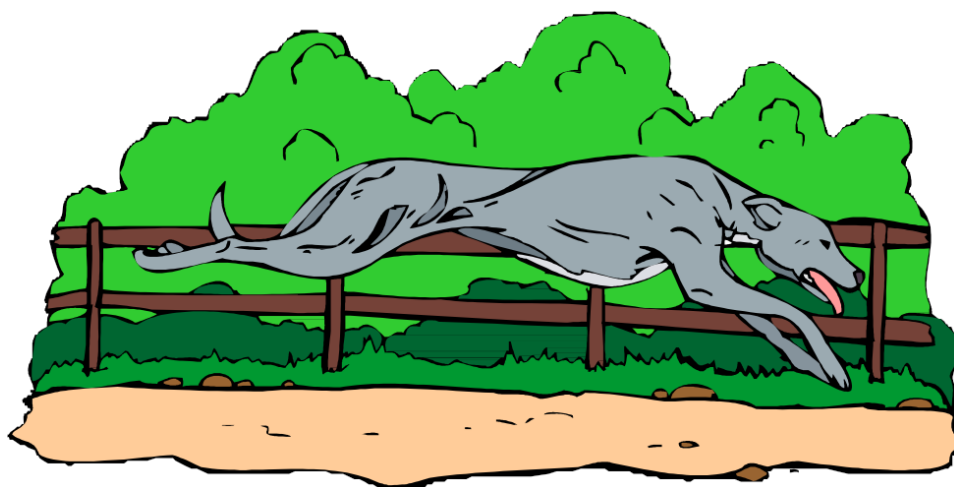
<b>Progress Report</b>	<b>Number of Days</b>	<b>Progress Reports Go Home</b>
September 3 – October 4	24	October 7
November 12 – December 13	22	December 16
January 29 – February 28	22	February 28
April 7 – May 10	23	May 15

#### Grades K - 12 Report Card Schedule

<b>Report Card Period</b>	<b>Number of Days</b>	<b>Report Cards Go Home</b>
September 3 – November 8	47	November 15
November 12 – January 27	44	February 4
January 29 - April 10	47	April 10
April 7 - June 13	44	To be mailed June 18

- If the schedule for issuing progress reports and report cards must be changed for any reason, ample notice will be provided.

# STUDENT ACTIVITIES, CLUBS, AND SPORTS





### Clubs and Activities

Various clubs and activities are available to all students. Clubs and activities are designed to provide an opportunity for students to pursue an area of interest, which is not a part of the regular curriculum. They provide an opportunity for student participation and to develop personal relationships outside the classroom environment. Students participating in clubs and sports will be required to have an activity pass issued by the coach or sponsor.

<b>Activity</b>	<b>Activity</b>
JV BASEBALL	YEARBOOK/JOURNALISM
VARSITY BASEBALL	JUNIOR CLASS
BOYS V. BASKETBALL	GIRLS V. BASKETBALL
BOYS JV BASKETBALL	VADA
GIRLS JV BASKETBALL	NATIONAL HONOR SOCIETY
JV & VARSITY CHEERLEADERS	STUDENT COUNSEL ASSOCIATION
SWIM TEAM	SENIOR CLASS
CHROME CLUB	BOYS SOCCER
COE	GIRLS SOCCER
BOYS CROSS COUNTRY	VARSITY SOFTBALL
GIRLS CROSS COUNTRY	JV SOFTBALL
DECA	BOYZ II MEN
DRAMA CLUB	BOYS OUTDOOR TRACK
EFE CLUB	GIRLS OUTDOOR TRACK
FBLA	BOYS TENNIS
FCCLA	GIRLS TENNIS
FIELD HOCKEY	TSA
JV FOOTBALL	VICA
VARSITY FOOTBALL	BOYS VOLLEYBALL
FORENSICS	GIRLS VOLLEYBALL
INTERNATIONAL CLUB	VARSITY WRESTLING
MEN OF DISTINCTION	JV WRESTLING
WOMEN OF DISTINCTION	SCHOLASTIC BOWL
GOLF	GREYHOUND SINGERS

All activities involving students  
on days other than scheduled game days  
MUST conclude no later than 6:00 p.m.  
unless prior permission has been given

ACTIVITY/ CLUB	SPONSOR	DESCRIPTION
BAND	Juliet Boykins Email: <a href="mailto:Juliet.Boykins@pps.k12.va.us">Juliet.Boykins@pps.k12.va.us</a>	This is a student group of performers that consist of instrumental musicians who rehearse and perform music together.
Boys II Men	Quentin Jones Email: <a href="mailto:Ouentin.Jones@pps.k12.va.us">Ouentin.Jones@pps.k12.va.us</a>	This organization promotes leadership and skill building through organized activities and community outreach.
Boys Step Team	Bryan McNeal Email: <a href="mailto:Bryan.McNeal@pps.k12.va.us">Bryan.McNeal@pps.k12.va.us</a>	This group was organized to promote unity and structure through dance.
Chess Club	Evan Benedict Email: <a href="mailto:Evan.Benedict@pps.k12.va.us">Evan.Benedict@pps.k12.va.us</a>	This club promotes the interest of the board game of chess.
CHROME (Cooperating Hampton Roads Organizations for Minorities in Engineering)	VACANT	This club is for students who has expressed an interested in science, engineering or technical fields.
DECA (Distributive Education Clubs of America)	Tiffany Chappell Felicia Scales Latesha Thornton Email: <a href="mailto:Tiffany.Chappell@pps.k12.va.us">Tiffany.Chappell@pps.k12.va.us</a> <a href="mailto:Felicia.Scales@pps.k12.va.us">Felicia.Scales@pps.k12.va.us</a> <a href="mailto:Latesha.Thornton@pps.k12.va.us">Latesha.Thornton@pps.k12.va.us</a>	This organization prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe.
EFE (Education for Employment)	Mary White Email: <a href="mailto:Mary.White@pps.k12.va.us">Mary.White@pps.k12.va.us</a>	This class mission is to create job opportunities for unemployed youth.
FBLA (Future Business Leaders of American)	Lucinda Harris Marsha Bailey Email: <a href="mailto:Lucinda.Harris@pps.k12.va.us">Lucinda.Harris@pps.k12.va.us</a> <a href="mailto:Marsha.Bailey@pps.k12.va.us">Marsha.Bailey@pps.k12.va.us</a>	This is a non-profit 501(c)(3) education association (co-curriculum) with a quarter million students preparing for careers in business and business-related fields.
FCCLA (Family, Career and Community Leaders of America)	Rockette McGee Darlene Butler Email: <a href="mailto:Rockette.McGee@pps.k12.va.us">Rockette.McGee@pps.k12.va.us</a> <a href="mailto:Darlene.Butler@pps.k12.va.us">Darlene.Butler@pps.k12.va.us</a>	This is a non-profit U.S. career and technical organization for young men and women in family and consumer science education in public and private schools through Grade 12.
Freshman Class	Zelene Bell Email: <a href="mailto:Zelene.Bell@pps.k12.va.us">Zelene.Bell@pps.k12.va.us</a>	This group organizes and promotes school activities and community service projects for the 9 <sup>th</sup> grade class.
Great Computer Challenge	VACANT	This is a competitive opportunity for students in Grade K-12.
Greyhound Book Club	Martha Langdon Email: <a href="mailto:Martha.Langdon@pps.k12.va.us">Martha.Langdon@pps.k12.va.us</a>	This club was organized to foster reading and the power of literacy.

Greyhound Singers	Joe Harmon Email: <a href="mailto:Joe.Harmon@pps.k12.va.us">Joe.Harmon@pps.k12.va.us</a>	This is an elite group of singers (auditioned from the advanced chorus) that caters to small functions including meetings, luncheons, as well as assisting with recruitment efforts for the choral department.
Homecoming Committee	Sharon Goodwin Email: <a href="mailto:Sharon.Stiggers@pps.k12.va.us">Sharon.Stiggers@pps.k12.va.us</a>	This committee is for students interested in helping with homecoming activities.
Interact Club	Latesha Thornton Email: <a href="mailto:Latesha.Thornton@pps.k12.va.us">Latesha.Thornton@pps.k12.va.us</a>	This is a service club for youth ages 12-18 that sponsors community service projects. One project should support an understanding of international goodwill and others should benefit the local community or school.
International Club (Foreign Languages)	Wanda Franco-Tubbs Email: <a href="mailto:Wanda.Tubbs@pps.k12.va.us">Wanda.Tubbs@pps.k12.va.us</a>	This club promotes the foreign languages and culture those languages represent.
JROTC	CWO2 Joseph Redwood Chief Gerald Anderson Email: <a href="mailto:Joseph.Redwood@pps.k12.va.us">Joseph.Redwood@pps.k12.va.us</a> <a href="mailto:Gerald.Anderson@pps.k12.va.us">Gerald.Anderson@pps.k12.va.us</a>	This is a federal program sponsored by the United States Armed Forces in high schools across the United States with the objectives for each cadet to: develop good citizenship, patriotism, self-reliance, leadership and responsiveness to constituted authority.
Junior Class	Vacant	This group organizes and promotes school activities and community service projects from the 11 <sup>th</sup> grade class.
Lady Executives	Bryan McNeal Email: <a href="mailto:Bryan.McNeal@pps.k12.va.us">Bryan.McNeal@pps.k12.va.us</a>	This is an honor club for students who desire to attend college and/or to be workforce competent before graduating high school.
National Honor Society, AGAPE Chapter	Paulette Turner Email: <a href="mailto:Paulette.Turner@pps.k12.va.us">Paulette.Turner@pps.k12.va.us</a>	This is a recognition program for high school students in Grades 10-12. The organization honors those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character.
VEX Robotics Club	Daron Moore Email: <a href="mailto:Daron.Moore@pps.k12.va.us">Daron.Moore@pps.k12.va.us</a>	This club promotes technology that deals with the design, construction, operation and application of robots, as well as computer systems for their control, sensory feedback and information processing.
Senior Class	Donna Dixon Email: <a href="mailto:Donna.Dixon@pps.k12.va.us">Donna.Dixon@pps.k12.va.us</a>	This group organizes and promotes school activities and community service projects from the 12 <sup>th</sup> grade class.
Sophomore Class	Amy Strickland Email: <a href="mailto:Amy.Strickland@pps.k12.va.us">Amy.Strickland@pps.k12.va.us</a>	This group organizes and promotes school activities and community service projects from the 12 <sup>th</sup> grade class.

The Executives	<p>Bryan McNeal</p> <p>Email:  <a href="mailto:Bryan.McNeal@pps.k12.va.us">Bryan.McNeal@pps.k12.va.us</a></p>	This is an honor club for students who desire to attend college and/or to be workforce competent before graduating from high school.
TSA (Technology Student Association)	<p>Sidney McDonald  Johnie Hopkins</p> <p>Email:  <a href="mailto:Sidney.McDonald@pps.k12.va.us">Sidney.McDonald@pps.k12.va.us</a>  <a href="mailto:Johnie.Hopkins@pps.k12.va.us">Johnie.Hopkins@pps.k12.va.us</a></p>	This is a co-curricular club that keeps students abreast with the technological changes. It allows students to participate in several local industry field trips, compete in many events, and most of all is a part of an organization that builds awareness and self confidence while learning about technology.
Women of Distinction	<p>McChelle Blunt</p> <p>Email:  <a href="mailto:McChelle.Blunt@pps.k12.va.us">McChelle.Blunt@pps.k12.va.us</a></p>	This organization fosters invaluable insight on members own education and experience as well as develops leadership skills.
Yearbook Club	VACANT	This organization that develops the annual publication which highlights, records, and commemorates the past year of the school.
Young Life Club	<p>Daron Moore  Paulette Turner</p> <p>Email:  <a href="mailto:Daron.Moore@pps.k12.va.us">Daron.Moore@pps.k12.va.us</a>  <a href="mailto:Paulette.Turner@pps.k12.va.us">Paulette.Turner@pps.k12.va.us</a></p>	This club gives kids opportunities to be themselves, have fun and learn about Jesus Christ.
Empowerment Mondays	<p>William Taylor</p> <p>Email:  <a href="mailto:William.Taylor@pps.k12.va.us">William.Taylor@pps.k12.va.us</a></p>	This program was implemented to encourage and inspire male students to reach beyond their limits to achieve higher academic success.

**Athletic Teams****Fall Varsity**

Football  
Golf (Coed)  
Tennis (Girls)  
Cross Country (Boys)  
Cross Country (Girls)  
Cheerleading  
Field Hockey  
Volleyball (Boys)  
Volleyball (Girls)

**Winter Varsity**

Basketball (Boys)  
Basketball (Girls)  
Wrestling  
Cheerleading (Competition)  
One-Act Play  
Forensics  
Debate  
Scholastic Bowl  
Swimming

**Spring Varsity**

Baseball  
Softball  
Soccer (Boys)  
Soccer (Girls)  
Outdoor Track (Boys)  
Outdoor Track (Girls)  
Tennis (Boys)  
Tennis (Girls)

**Junior Varsity**

Football  
Cheering  
Cheerleading

**Junior Varsity**

Basketball (Boys)  
Basketball (Girls)  
Wrestling  
Cheerleading

**Junior Varsity**

Baseball  
Softball  
Soccer

### **Athletics**

Students at I. C. Norcom are encouraged to participate in organized sports. A full interscholastic sports program provides the student body an opportunity to participate in physical activities in which they are interested. At the present time, students may choose to try out for the following teams: football, basketball, wrestling, track, baseball, cross country, golf, tennis, swimming, soccer, field hockey, volleyball, softball, scholastic bowl, forensics, drama, cheerleading, and crew.

### **Eligibility**

In order to participate in any extracurricular activity sponsored by Portsmouth City Public Schools, students must maintain a current grade point Average (G.P.A.) of 2.00 for the preceding 9-week grading period. To be eligible to represent the school in any VHSL, Inc. sponsored interscholastic contest, a student shall meet the requirements in the VHSL Hand Book (Section 28) as listed below:

**28-1-1 BONA FIDE STUDENT RULE** - *The student shall be a regular bona fide student in good standing of the school which he/she represents.*

**28-2-1 GRADE RULE** - *The student shall be enrolled in the last four year of high school.*

**28-3-1 ENROLLMENT RULE** - *The student shall have been regularly enrolled in the school which he/she represents not later than the fifteenth school day of the semester.*

**28-4-1 SCHOLARSHIP RULE** - *The student shall:*

- 1. For the first semester be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year or the immediately preceding semester for schools that certify credit on a semester basis; and*
- 2. For the second semester be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester.*

### **28-4-2 EXCEPTION BLOCK SCHEDULING:**

- 1. A student who transfers from a school on a 4x4 blocks schedule to a school on a traditional schedule too late in the semester to earn credit in an added fifth course may qualify under the Scholarship Rule's five-course requirement for the current semester at the receiving school if he/she was passing at least three credits on the block plan at the sending school at the time of the transfer. If that student receives a passing final semester grade at the receiving school in at least three courses taken on the block plan at the sending school, and takes at least five credit courses the next semester, that will meet the scholarship requirement for that next semester.*

2. *A student who transfers from a school on a traditional schedule to a school on a 4x4 block schedule too late in the semester to catch up and earn a passing grade in the block courses may qualify under the Scholarship Rule for the next semester if he/she is enrolled in at least three credit block courses and was passing at least five traditional courses at the sending school at the time of the transfer.*

*Note: Credit for courses must be recognized by the State Department of Education. Such credits are to be awarded for the semester in which the work is scheduled to be completed. Credit for summer school work must be applied on the immediately preceding semester or year.*

**28-5-1 AGE RULE** - *The student shall not have reached the age of 19 on or before the first day of August of the school year in which he/she wishes to compete.*

**28-6-1 TRANSFER RULE** - *The student shall not have enrolled in one high school and subsequently transferred to and enrolled in another high school without a corresponding change in the residence of his/her parents, parent, or guardian.*

*Note: The provisions of the Transfer Rule apply to students transferring from one school to another, including transfers from a private school to a public school as well as transfers from one public school to another. For the purposes of this rule only, the phrase -high school|| is defined as a school providing instruction at the ninth or tenth or eleventh or twelfth grade level(s).*

**28-7-1 SEMESTER RULE** - *The student shall not have been enrolled in the last four years of high school for a period of more than eight consecutive semesters, beginning with the semester in which he/she was enrolled for the first time in the ninth grade. The eight consecutive semesters shall be counted continuously from that point, regardless of whether or not he/she remains continuously enrolled in school.*

**28-8-1 AMATEUR RULE** - *A student who represents a school in an interscholastic sport shall be an amateur in that sport. An amateur athlete is one who engages in athletic competition solely for the physical, mental, social and pleasure benefits derived there from.*

**28-9-1 ATHLETIC PARTICIPATION/PARENTAL CONSENT/PHYSICAL EXAMINATION RULE** - *The student shall have submitted to the principal of his/her school, prior to becoming a member of any school athletic squad or team, League Form No. 2 (Athletic Participation/Parental Consent/Physical Examination Form), completely filled in and properly signed, attesting that he/she has been examined and found to be physically fit for athletic competition, and that his/her parents consent to his/her participation (30-5-3.)*

*Notes:*

1. The physical examination shall be required before any student is accepted as a squad member or is permitted to engage in tryouts or practice. Any person licensed to practice medicine or osteopathy may conduct the physical examination and may sign the form, as can a licensed nurse practitioner under the regulations of the state Boards of Medicine and Nursing and under the supervision and direction of a licensed physician.
2. Students taking part in athletic contests should be in fit physical condition. This condition can be attained only through properly conducted and systematic training procedures. It is recommended that coached and physical education directors insist upon strict observance of the accepted rules of training as a requisite for squad membership.
3. Students who have been examined once during the period of May 1 of the current year through June 30 of the succeeding year (14 months) do not have to be examined again during that period unless they have had a serious injury or a serious illness. In case of a serious illness or serious injury, the medical doctor or doctor of osteopathy treating the student may specify in his/her release of the patient that the student is approved for athletic participation for the remainder of the school year.

**28-10-1 AWARDS RULE** - *Students may accept permissible awards presented or approved by the student's school.*

**28-11-1 INDEPENDENT TEAM RULE** - *Student responsibility for sports participation. During the sports season for the relevant sport, a student may, while a member of a school squad or team engaged in interscholastic sports become a member of or participate with an organized team in the same sport which is independent of the school's control so long as such participation does not conflict with the scheduled activities of the school squad or team. No school or student shall be declared ineligible for participation in interscholastic sports because of participation by a student as a member of an organized team in the same sport which is independent of the school's control during the sports season for the relevant sport.*

**28-12-1 ALL-STAR PARTICIPATION RULE** - *Only students of member schools who have completed their eligibility in a sport may participate in no more than one all-star game in that sports season prior to graduation from high school. (See also 27-9-1 and 27-9-2.)*

**28-13-1 COLLEGE PARTICIPATION RULE** - *The student shall not have been a member of a college team in the sport in which he/she desires to represent his/her high school.*

**For more information concerning eligibility please read the Virginia High School League, Inc. Hand Book.**



**Participation in Extracurricular Activities When Absent from Regular Classes**

Pupils are not to be allowed to practice or participate in any extracurricular activities on those days that they have been absent. This does not apply to a student's involvement in a school- approved absence such as a field trip, doctor's appointment, or court date.

In order to be eligible for practice or participation in extracurricular activities, a pupil must have attended a minimum of two (2) complete classes on the day in question.

**School Closings—Effect on After-School Activities**

Early Dismissal of Students: When the students are sent home during the day due to inclement weather, all after-school activities will be cancelled. The superintendent will determine approval for district, regional and state championships.

School Closed: When schools have closed due to inclement weather, all games and activities will be rescheduled. It will be decided by the building principal if practices may be held. All practices would be voluntary. No required practices can be called. The superintendent will determine approval for district, regional and state championships. If schools are closed on Friday due to inclement weather, all games and activities on that Saturday will be cancelled.

There will be no city school buses available when schools are closed or when schools close early due to inclement weather. This includes city activity buses.

Exam Schedules: Games will not be scheduled the day before exams. All practices during exams will conclude by 3:00 p.m.

**Athletic Insurance**

The Portsmouth Public Schools has been able to secure a SECONDARY Insurance Coverage for all student-athletes participating in high school sports.

All athletes must complete and return signed athletic insurance information cards prior to any try-out or practice session. Athletics and parents should also be advised that the Portsmouth athletic insurance is limited in coverage and is intended to supplement family owned policies.

Parents are responsible for making all claims. Claim forms must be picked up for the schools' athletic office or the head coach. Claims should be submitted to the company within 90 days of the accident.

All eligible athletes are covered by catastrophic insurance provided through the VHSL. The insurance is paid for by the Portsmouth Public Schools.

**Ineligible players**

The Virginia High School has notified all school divisions that ineligible students who practice with a team are NOT covered by the VSHL catastrophic insurance. Due to the fact that there is not catastrophic athletic insurance coverage for students, who are ineligible to participate in VHSL sports, ineligible students are not permitted to practice with any team until they become eligible under Virginia High School League standards.

**Procedures for Filing Claims**

**School:** Coach, Athletic Trainer, Nurse or school official should fill in top portion of -Notification of Injury Form|| and then have the student take form home for parents to fill out completely.

**Parents:** Parent should obtain the -Notification of Injury Form|| from the school, signed by a school official. Fill in entire front page of the form and return it to the claims department address at the top of this form. Return this form to National Union Fire Insurance Company rather than having the hospital return the form, due to the possibility of loss. The claim cannot be processed without the form. Parents should give National Union Fire Insurance Company's address to the provider of medical care for the student so the bills can be mailed directly.

**Note: The home office cannot process the claim before receiving this completed form. The claim form must be submitted within 90 days from the date of the injury. Notification of Injury Form can be obtained from the school.**

# **YEARLY CALENDAR OF EVENTS**

**DATES/EVENTS SUBJECT TO CHANGE**

# NOTES