

# **I.C. Norcom High School Faculty & Staff Handbook**

1801 London Boulevard  
Portsmouth, Virginia 23704  
(757) 393-5442

Dr. Laguna Foster, Principal

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## **MEMBERS OF THE SCHOOL BOARD**

Rev. Cardello C. Patillo, Board Chairman  
Ms. LaKeesha S. "Klu" Atkinson, Board Vice-Chairman  
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Mr. Claude C. Parent  
Mrs. Tamara L. Shewmake  
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## **MEMBERS OF THE SUPERINTENDENT'S CABINET**

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*Division Superintendent*

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*Chief of Schools*

Dr. Anita Wynn  
*Assistant Superintendent of Curriculum and Instruction*

Mr. Theodore Faulk  
*Chief Financial Officer*

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*Director of Research and Evaluation*

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

Ms. Jessica Duren  
*Director of Human Resources*

# Greyhound Administrators

## Principal

*Dr. Laguna Foster, Principal*

Overall Administration & Supervision

## Assistant Principals & Administrative Support

*Dr. Robert Sheppard, Assistant Principal*

History, Health and PE, Security, Operations, JROTC, CTE, 11<sup>th</sup> and 12<sup>th</sup> Grade

*Mrs. Kimberly Jones, Assistant Principal*

English, Special Education, Master Schedule, and 11th Grade

*Mr. Theodore R. Lunsford II, Assistant Principal*

Science, Math, CTE, and 10<sup>th</sup> Grade

*Mr. Robert Jackson, Athletic and Activities Director*

Coaching Staff, Athletic Finance, Athletics, Special Programs

*Dr. Marcellus L. Harris, Guidance Director*

Student Scheduling, Group and Individual Counseling, and Testing

## **Greyhounds' Leadership Cabinet**

Kimberly Jones, AP, World Languages Department Chair

Angela Withers, Math Department Chair and Data Analyst

Rhondee Caldwell, Science Department Co-Chair

Nikkia Williams, Science Department Co-Chair

Brooke Archambeau, Social Studies Chair

Rockette McGee, Electives and Business/Marketing/Technology Chair

Christine Thompson, Health & PE Department Chair

Donna Dixon, Special Education, Department Chair

Rockette McGee, School Improvement Chair

Chimere Daughtry, Graduation Coach

### **Special Education Instructional Coaches**

Donna Dixon, Alicia McNeil

### **Discipline Advisory Team**

Sidney McDonald, Zelene Bell

|   |   |   |
|---|---|---|
| <b>Administration</b>                             |   |   |
| <b>Dr. Laguna Foster, Principal</b>               |   |   |
| <b>Dr. Robert Sheppard</b><br>Assistant Principal | <b>Mrs. Kimberly Jones</b><br>Assistant Principal         | <b>Mr. Theodore Lunsford</b><br>Assistant Principal |
|   | <b>Mr. Robert Jackson</b><br>Athletic/Activities Director |   |
| <b>Office Staff</b>                               |   |   |
| <b>Deildra Batten</b><br>Office Manager           | <b>Jennifer Clark</b><br>School Secretary                 | <b>Nicole Papillion</b><br>School Bookkeeper        |
| <b>Guidance Office</b>                            |   |   |
| <b>Dr. Marcellus Harris</b><br>Guidance Director  | <b>Khalilah Ali</b><br>Guidance Counselor                 | <b>Roxy Powell</b><br>Guidance Counselor            |
| <b>Michelle Effatt</b><br>Guidance Counselor      |   | <b>Rhoda Harris</b><br>Guidance Secretary           |
| <b>Library Staff</b>                              |   |   |
| <b>Nicole Miller</b><br>Media Specialist          | <b>Carolyn Bushey</b><br>Media Specialist                 | <b>Karen Darden</b><br>Technology Specialist        |
|   | <b>Ebony Holloway</b><br>Library Secretary                |   |
| <b>Attendance Office</b>                          |   |   |
| <b>Yvette Williams</b><br>Attendance Secretary    |   |   |
| <b>Art Department</b>                             |   |   |
| <b>Mary Collins</b><br>Art Teacher                |   | <b>Patrick Bullock</b><br>Art Teacher               |
| <b>Business/Marketing Education Department</b>    |   |   |

|  |   |   |
|--|---|---|
| <b>Sheree Barnes</b><br>Business Teacher               | <b>Lucinda Harris</b><br>Business Teacher               | <b>Latesha Thornton</b><br>Marketing Teacher                          |
|  | <b>Felicia Scales</b><br>Hotel/Motel Management Teacher | <b>Catrina Uzzle</b><br>Digital Applications<br>Econ/Personal Finance |
| <b>Education for Employment Department</b>             |   |   |
| <b>Danny Hill</b><br>EFE Teacher                       |   | <b>Genell Holloman</b><br>EFE Teacher                                 |
| <b>English Department</b>                              |   |   |
| <b>Mrs. Kimberly Jones, AP</b><br>Instructional Leader | <b>Carly Gelles</b><br>English Teacher                  | <b>Olivia Boone</b><br>English Teacher                                |
| <b>Jennifer Fagala</b><br>English Teacher              | <b>Tinesha Shaw</b><br>English Teacher                  | <b>Ami Berry</b><br>English Teacher                                   |
| <b>Margaret Groves</b><br>English Teacher              | <b>Kristal Hudson</b><br>English Teacher                | <b>Lysherille Pearson</b><br>English Teacher                          |
| <b>Charity Fisher</b><br>English Teacher               | <b>Shanisha Branch</b><br>English Teacher               |   |
| <b>Foreign Language Department</b>                     |   |   |
| <b>Kelly Bowe</b><br>Spanish Teacher                   | <b>Irania Figueroa</b><br>Spanish Teacher               | <b>Kimberly Tate</b><br>Latin Teacher                                 |
| <b>Graduation Coach</b>                                |   |   |
| <b>Chimere Daughtry</b><br>Graduation Coach            |   |   |
| <b>Health and Physical Education Department</b>        |   |   |

|  |   |  |
|--|---|--|
| <b>Christine Thompson</b><br>Instructional Leader    | <b>Quentin Jones</b><br>Health & PE Teacher                       | <b>Bryan McNeal</b><br>Health & PE Teacher       |
| <b>Mary Delong</b><br>Health & PE Teacher            |   | <b>Leslie Young</b><br>Health & PE Teacher       |
| <b>Mathematics Department</b>                        |   |  |
| <b>Angela Withers</b><br>Instructional Leader        | <b>Elnora Andrews</b><br>Mathematics Teacher                      | <b>Al Woods</b><br>Mathematics Teacher           |
| <b>Chasity Johnson</b><br>Mathematics Teacher        | <b>Leon Goolsby</b><br>Mathematics Teacher                        | <b>Elizabeth Kukanich</b><br>Mathematics Teacher |
| <b>Jaylan Reid</b><br>Mathematics Teacher            | <b>Tanya Dorsey-Booker</b><br>Mathematics Teacher                 | <b>Jessica Yoakum</b><br>Mathematics Teacher     |
| <b>Tera White</b><br>Mathematics Teacher             | <b>Destiny Williams</b><br>Mathematics Teacher                    | <b>Alphonso Woods</b><br>Mathematics Teacher     |
| <b>Music Department</b>                              |   |  |
| <b>Derik Wright</b><br>Band Director                 | <b>Charlotte Dettwiler</b><br>Orchestra Instructor                | <b>Joe Harmon</b><br>Choral Director             |
| <b>NJROTC Department</b>                             |   |  |
| <b>CWO2 Joseph Redwood</b><br>Senior ROTC Instructor | <b>Chief Petty Officer Charlette Covington</b><br>ROTC Instructor |  |
| <b>Resource Education Department</b>                 |   |  |
| <b>Donna Dixon</b><br>Instructional Leader           | <b>Lelia Anderson-Dixon</b><br>Resource Teacher                   | <b>Alicia McNeil</b><br>Resource Teacher         |
| <b>Alicia McNeil</b><br>Resource Teacher             | <b>Michael Jakubowski</b><br>Resource Teacher                     | <b>Mary Smith</b><br>Resource Teacher            |



|   |   |  |
|---|---|--|
| <b>Rochelle Ziegler</b><br>Resource Teacher       | <b>Barbara Gatling</b><br>Resource Teacher        | <b>Brittany Harmon</b><br>Resource Teacher       |
| <b>TBA</b><br>Resource Teacher                    | <b>TBA</b><br>Resource Teacher                    | <b>TBA</b><br>Resource Teacher                   |
| <b>Science Department</b>                         |   |  |
| <b>Nikkia Williams</b><br>Instructional Leader    | <b>Dr. MeChelle Blunt</b><br>Science Teacher      | <b>Crystal Daughtrey</b><br>Science Teacher      |
| <b>Rhonde' Caldwell</b><br>Instructional Leader   | <b>Gregory Selby</b><br>Physics Teacher           | <b>Gregory Overkamp</b><br>Science Teacher       |
| <b>Anita Revell</b><br>Science Teacher            | <b>Kimberly Owens</b><br>Science Teacher          | <b>Erica Sears</b><br>Science Teacher            |
|   | <b>Maggie Wilson</b><br>Science Teacher           |  |
| <b>Social Studies Department</b>                  |   |  |
| <b>Kristen Archambeau</b><br>Instructional Leader | <b>Jeremy Baker</b><br>Social Studies Teacher     | <b>Timothy Gilliam</b><br>Social Studies Teacher |
| <b>Miles Bond</b><br>Social Studies Teacher       | <b>Joseph Knight</b><br>Social Studies Teacher    | <b>Rhonda Russell</b><br>Social Studies Teacher  |
| <b>Korrey Davis</b><br>Social Studies Teacher     | <b>Kimberly Johnson</b><br>Social Studies Teacher | <b>Brien Egan</b><br>Social Studies Teacher      |
|   | <b>Arlene Lee</b><br>Social Studies Teacher       |  |
| <b>ISS Coordinator</b>                            |   |  |
| <b>Anthony Chappelle</b>                          |   |  |
| <b>STEM Department</b>                            |   |  |

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|--|--|--|
| <b>Heather Overcamp</b><br>STEM Teacher                |  |  |
| <b>Resource Officer</b>                                |  |  |
| <b>Officer David Long</b><br>School Resource Officer   |  |  |
| <b>Security Officers</b>                               |  |  |
| <b>Lisa Hicks</b><br>Security Officer                  | <b>Marquise Johnson</b><br>Security Officer                                    | <b>TBA</b><br>Security Officer               |
| <b>Technology Department</b>                           |  |  |
| <b>Daniel Ware</b><br>Technology Teacher               |  | <b>Sidney McDonald</b><br>Technology Teacher |
| <b>Work &amp; Family Science Department</b>            |  |  |
| <b>Zelene Bell</b><br>Work & Family Science<br>Teacher | <b>Rockette McGee</b><br>Work & Family Science Teacher<br>Instructional Leader | <b>TBA</b><br>Work & Family Science Teacher  |
| <b>Instructional Assistants</b>                        |  |  |
| <b>Lowretha Cansler</b>                                | <b>Theresa Cobb</b>  | <b>Veronica Deberry</b>                      |
| <b>Curtia Waters</b>                                   | <b>Donna Goff</b>  | <b>Byron Goosby</b>                          |
| <b>Larnette Parsons</b>                                | <b>Sharifa McCall</b>  | <b>Katrina Richardson</b>                    |
|  | <b>Terry Tynes</b>   |  |
| <b>ACCESS Advisor</b>                                  |  |  |
| <b>Joanne Forbes</b>                                   |  |  |

| Cafeteria                             |                                    |                                   |
|---------------------------------------|------------------------------------|-----------------------------------|
| Ludrena Williams<br>Cafeteria Manager | Belvenia Brown<br>Cafeteria Worker | Tiffany Jones<br>Cafeteria Worker |
| Simone Moore<br>Cafeteria Worker      | Kelvin Penny<br>Cafeteria Worker   | Jessie Ruffin<br>Cafeteria Worker |
| Monisha Taylor<br>Cafeteria Worker    |                                    | Lillie Todd<br>Cafeteria Worker   |
| Custodial Department                  |                                    |                                   |
| <b>Willie Gray</b><br>Head Custodian  | <b>Mr. Brown</b><br>Lead Custodian | <b>Michael Cowan</b><br>Custodian |
| <b>Cassandra Martin</b><br>Custodian  | Custodian                          | Custodian                         |

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I.C. Norcom High School  
“Home of the Mighty Greyhounds”  
1801 London Blvd “ Portsmouth, Virginia 23704  
757.393.5442-Office “ 757.393.5449-Fax “

August 1, 2020



Greetings I. C. Norcom High School Family,

Welcome back to the 2020-2021 academic year. I hope you enjoyed a restful and rejuvenating summer with an opportunity to enjoy family, friends as well as pursue personal and professional projects and interests.

Summer always seems to be filled with so much expectation to regroup, reflect and refine ideas that surfaced during the busy school year, but have not been fully realized due to the pace of the academic schedule. However, this summer has provided us some opportunity to accomplish many of the things on our “to do lists”.

We can be proud of what we achieve at I. C. Norcom High School...in our classrooms, our offices, our playing fields and stages. However our achievements are not due to complacency and satisfaction with the status quo. We are I. C. Norcom High School...a staff of dedicated, aspiring educators with a common goal...to do what is best for students.

This year, as in the past, we will focus on improving teaching and learning through our work in the curriculum and assessment alignment, academic progress, walkthroughs and professional learning communities.

Let us make 2020-2021 our best school year yet!

Best regards,

Dr. Laguna Foster  
Principal, I. C. Norcom High School

## *The Division Superintendent's Message*



I am honored to join the Portsmouth Public School Division as your new superintendent. I am convinced that my career of 20 years in education has guided me to this point of working with you in order to propel the division to greatness. During the coming weeks, I look forward to visiting each school and to meeting with our community participants. I encourage you to take a few minutes to talk with me and to share your thoughts and dreams for public education.

Our community representatives indicated that their desire is to have a superintendent who possesses certain attributes: a strong collaborator, a qualified school administrator, an experienced budget administrator, a great communicator, and an honest and ethical administrator who has integrity. My parents, both longtime educators, instilled in me faith and values that my wife and I have shared with our children. I have had the good fortune to work with other educators who have helped me understand the value in relationship-building and collaboration. Judge for yourself whether or not I fit the requirement of being a great communicator. I pride myself in being a good listener, one who seeks to understand before making the tough decisions.

The community expressed its concerns about test scores, graduation rates, accreditation, perception issues, and funding. Together, we have within us the ability to turn our challenges into opportunities. The graduation rate already is rising. We will begin work immediately on boosting the accreditation rating so that all schools are fully accredited. As test scores rise and as our schools receive full accreditation, our division's profile will improve. The relationships formed with governmental leaders and other key individuals are indicators of our perception and funding.

We all want to be a part of a high-performing school division. As a part of its vision statement, the Board has indicated that this school system will be recognized for innovation, that our graduates will be sought after by higher education, and that parents will be excited about their children's education in Portsmouth Public Schools. I invite your involvement as we undertake a renewed effort to make this happen. Join us in this all-important task.

Most sincerely,  
Elie Bracy, III, Ed.D.

## Staff Expectations

### **Intentions during the first nine weeks:**

1. Create a positive safe climate and create/establish existing relationships.
2. Maintain fidelity to the schedule and routines of the school day and our expectations for positive student behaviors in each of them.
3. Introduce students to the physical environment, materials of the classroom, the school and model how to be responsible for them.
4. Establish student classroom expectations for the year.

### **Teacher Workday (7:00 – 2:30)**

All teachers shall be on duty a minimum of fifteen (15) minutes before the scheduled opening of school and shall remain a minimum of fifteen (15) minutes after the scheduled dismissal time. In any event, it is the teacher's responsibility to assure adequate and proper supervision of students at all times. Teachers are to be at their doors at 7:00 a.m. to greet their students. In addition, teachers are asked to be at their doors to welcome students into the classroom during bell changes.

### **Leave**

All staff members are to submit a leave slip to the main office. Exempt employees leave will be entered in *AESOP* by the main office. Non Exempt employees should enter leave in the *Assure Force* system. It is the responsibility of the teacher to forward lessons to assigned administrator and main office. **All emergency plans should be turned into the main office by Friday, September 14, 2018.** In the event the absence is unplanned, substitute plans must be submitted via email; upon return a leave request must be submitted

### **Sign-In & Sign-Out Procedures**

All teachers and staff are required to sign in at the beginning of each day. **If for some emergency or unusual circumstances a faculty member needs to leave the building during a planning period, permission must be granted by an administrator.** A “Request to Leave School Grounds Form” must be completed and submitted as well as sign out and in upon returning to the building. Forms can be picked up from the main office. Approval **MUST** be secured by you and **MUST** be turned into the office before you leave school grounds. **Please note time will be deducted from your personal leave for every thirty minute increment of time out of the building.** **Do not** turn your form into the main office **without** the administrator's signature. **The office staff will not be responsible for securing approval for you.** All non-exempt employees are required to clock in and out using the Assure Force time clock. This procedure is to also include lunch periods. In the event you are unable to use the time clock for clocking in and out, please notify the main office and fill out a **“Time Clock Adjustment Request Form”.**

### **Holiday Leave**

Personal Leave may not be taken the day before or the day after a scheduled holiday. Any special circumstances must be referred to the Superintendent for approval. **(Labor Day, Thanksgiving, Christmas, Easter, Spring Break and/or Memorial Day).**

### **Teacher and Employee Information Sheets**

Staff Information Forms should be completed by each staff member and turned into the main office by Friday, September 14, 2018.

### **Using Room 217, Auditorium, or Library**

An ***In-House Facility Usage Form*** should be submitted to the main office in order to use Room 217 or the auditorium for any reason. See the office manager to secure the date and form. You must check with the Library staff to use the library for an event. ***An Agreement for Rental of School Facility*** is to be completed to use the building for any event that is to be held outside of regular school hours (i.e. evenings or weekends). See the office manager for information to secure the date and to submit the form.

### **Student Office Visitation**

Students should not be sent to the main office to use the telephone during instructional time **UNLESS** it is a medical emergency and the nurse is not on site. Students should take care of non-school issue phone business (i.e. work permits, to make personal appointments, job interviews, etc.) during their lunch block. ***It is our intention to avoid interrupting your instructional time and ask your assistance by including the following in your first day of school instructions:***

1. If a student calls home or request an item be brought to school to them (i.e. books, PE uniform, etc.) They should pick up the item(s) in between classes or during their lunch block or we still send it to them by an office worker.
2. When a student needs to leave school early for a scheduled appointment, the student should bring a signed note from home that includes a phone number where the parent can be reached. The note should be turned into the main office before the start of school by 7:20 a.m. The student will be given a note with a time that they are to be released from class to report to the main office. This will avoid having to call into the classroom for the student.
3. When arriving to school late, the student should report to the tardy table (located on the first floor) with a signed note from their parent/guardian or doctor, etc. explaining the reason for the tardiness.

### **Enrollment Count**

Fall Membership Count will be taken per the schedule set up by Portsmouth Public Schools. The specific dates will be announced. The forms and directions will be placed in your mailbox. ***Remember: Read and follow the directions outlined by Portsmouth Public Schools.***

### **Field Trips**

Submit field trip request forms no less than 15 working days prior to your trip or so it can be approved and returned to you prior to your trip. Field trips requiring students to pay fees should be submitted as soon as possible to allow time for approval prior to collecting fees. ***No money should be collected for field trips until your field trip has been approved. See additional information under the Field Trip Procedure Form Section.***



### **Conduct**

Differences may arise among staff members. When they do, they need to be handled with professionalism, good will and forthrightness. Please remember not to be critical of another staff member in the presence of students, parents, or members of the community and discuss any differences in private. With regard to students, it is inappropriate to criticize colleagues in front of others or to make comparisons between classes.

### **Dress**

Teachers and staff are role models for the students with whom they come in contact with during and after school hours. Instructional personnel are encouraged to present a professional impression regarding their dress /appearance and project an acceptable role-model image for all students. None should be offensive to our community nor disruptive to the educational process. This policy is not intended to deny any individual's right to dress as he or she pleases. However, in light of the nature of dealing with young formative persons in the school setting, discretion and common sense call for an avoidance of any extreme that would interfere with the normal educational process. It is suggested that certified staff and instructional assistants dress in a professional manner at all times. Jeans and or pants with rips are unacceptable. The building may call for specific spirit dress attire for special occasions.

### **Duties**

All teachers and instructional assistants will be required to assist in the fulfillment of student supervision duties during the course of the school week. The number and frequency of these duties may be based on position and amount of building assignment time.

### **Email**

Often time emails are sent throughout the course of the day, week, as well as weekends. In order to keep abreast of important information that might be forwarded, faculty and staff are asked to check their emails at least three times each day.

### **Faculty Workroom**

The Faculty Room is an area of the school where the faculty may gather to plan or dine. Faculty members are reminded that this is not a place for negative or disparaging remarks about parents, students, or colleagues. The atmosphere should be positive and one that promotes collegial discussion.

### **ID Badges**

All employees of Portsmouth Public Schools are expected to wear their ID badge while on school grounds. If your badge is lost or stolen, please notify the division's security office to obtain a replacement. There is an eight dollar (\$8.00) fee.

### **Keys**

Every teacher will be issued a key(s) at the beginning of the school year. You are responsible for your school keys. **DO NOT** leave them on a desk or shelf. They should be kept with you at all times. At no time are keys to be given to students or persons who have not been properly approved. Lost of keys should be immediately reported to the Principal, Assistant Principal or office manager. Classroom doors must be closed, locked and lights turned off when the room is vacant. All keys must be returned at the end of the school year.

### **Mail Boxes/Postings**

Mailboxes are used for transmittal of information. Mail should be retrieved from the area of the mail room where you sign-in/out and not from the office workroom area. Any outside organization using staff mailboxes must have the principal's approval. Any posed communication must have prior approval from the school administration.

### **Smoking**

In accordance with State Law and the Board of Education *smoking is not permitted on school property.*

### **Bathroom Use Procedures**

Faculty members should never leave classrooms unattended. If a teacher needs to use the restroom, a colleague or school security shall be secured to supervise your class while you are out of the room.

### **Building Care**

It is our collective task to keep this building, furniture, equipment, books, and supplies in top-notch condition. Students should be actively involved in this process from day one. We should do everything possible to instill a sense of pride and responsibility in our students.

Therefore, the staff is expected to:

- Ø Set a positive example for students in this area.
- Ø Hold students accountable for the general care of the room, including picking up papers, etc.
- Ø Desks must be checked. We will hold students responsible for any damage.
- Ø Report any repairs needed to the custodial staff at once on the appropriate form. **An In-House Maintenance Request Form** is located in the main office.

### **Laptops**

Each teacher is assigned a laptop to be used during the school year. While this device is signed out to you, it remains the property of Portsmouth Public Schools. It is the teacher's responsibility to monitor and maintain it. Never leave laptops unattended and be sure to secure them prior to leaving the building daily.

# **PLANNING FOR INSTRUCTION**

Effective instructional planning reflects the non-negotiables for every classroom instructor. Lesson plans for the following week of instruction are due by the end of the school day every Thursday. In addition, all lesson plans to include special education plans shall be uploaded to Norcom Wiki page on Thursday of each week prior to implementation. Teachers who are late in submitting lesson plans will receive written notice of such. Also, emergency plans are to be kept on file in the main office by all instructional staff.

Special Needs teachers are required to submit lesson plans in accordance with student accommodations, modifications, and differentiated instruction. Differentiated instruction should reflect planning with the regular education teacher.

#### Lesson Plans

- v All lesson plans are to follow the I.C. Norcom High School format.
  
- v All lesson plans components should be present. (refer to appendix for new template)
  
- v All lesson plans are due to the appropriate administrator on Thursday of each week and uploaded to WIKI
  
- v All lesson plans should include technology innovations that adhere to the Virginia Standards of Learning
  
- v A hard copy of lesson plans should be kept in your class at all times
  
- v All lesson plans (hard copy and flash drive must be submitted at the end of the school year

# Lesson Plans Due Dates

**\*\*Lesson plans are due every Thursday, by end of business day.\*\***

| <b>Month</b>            | <b>Date</b>       |
|-------------------------|-------------------|
| September               | 6, 13, 20, 27     |
| October                 | 4, 11, 18, 25     |
| November                | 1, 8, 15, 22, 29  |
| December                | 6, 13, 20,        |
| January                 | 3, 10, 17, 24, 31 |
| February                | 7, 14, 21, 28     |
| March                   | 7 14, 21, 28      |
| April                   | 4 11, 18 25       |
| May                     | 2, 9, 16, 23, 30  |
| June                    | 6, 13             |
| <b>Lesson Plan Book</b> | June 18           |

# Bloom's Taxonomy of Thinking

| Category           | Definition  | Trigger Words   | Products  |
|--------------------|---|---|---|
| <b>Synthesis</b>   | Re-form individual parts to make a new whole  | Compose, Design, Invent, Create, Hypothesize, Construct, Forecast, Rearrange parts, Imagine | Lesson Plan, Song, Poem, Story, Ad, Invention                         |
| <b>Evaluation</b>  | Judge value of something vis-à-vis criteria<br><br>Support judgment                                 | Judge, Evaluate, Give Opinion, Viewpoint, Prioritize, Recommend, Critique                   | Decision, Rating/Grades, Editorial, Debate, Critique, Defense/Verdict |
| <b>Analysis</b>    | Understand how parts relate to a whole<br><br>Understand structure and motive<br><br>Note fallacies | Investigate, Classify, Categorize, Compare, Contrast, Solve                                 | Survey, Questionnaire, Plan, Solution, Report, Prospectus             |
| <b>Application</b> | Transfer knowledge learned in one solution to another   | Demonstrate, Use guides, maps, charts, etc., Build, Cook                                    | Recipe, Model, Artwork, Demonstration, Crafts                         |

|                      |  |  |   |
|----------------------|--|--|---|
| <b>Comprehension</b> | <p>Demonstrate basic understanding of concepts and curriculum</p> <p>Transfer to other words</p> | <p>Restate, Give examples, Explain, Summarize, Translate, Show symbols, Edit</p> | <p>Drawing, Diagram, Response to question, Revision</p>                 |
| <b>Knowledge</b>     | <p>Ability to remember something previously learned</p>  | <p>Tell, Recite, List, Memorize, Remember, Define, Locate</p>                    | <p>Wordbook pages, Quiz, Test, Exam, Vocabulary, Facts in Isolation</p> |

**Teacher Observations and Instructional Walkthroughs**

All teacher observations will be in accordance with the Teacher Evaluation Plan (TalentEd). Teachers are responsible to be aware of the evaluation procedures as outlined. Daily classroom Time-on-Task and instructional walkthroughs will be conducted in an effort to maintain a high level of time-on-task. Every effort will be made to provide teachers with Feedback conferences after each observation.

**Department Meetings/Planning/Preparation Periods**

Department teams will have daily common planning time for meetings, planning staff development, etc. During these meetings, team leaders will share pertinent information relevant to their departments, present data, review or present instructional strategies, provide staff development, and discuss any other school related issues or concerns.

At least 45 minutes of the planning and preparation periods are to be used for educational planning and preparation. If a teacher needs to leave the building during planning, they must first seek approval from the building administrator, complete and submit the appropriate leave request forms, and follow the sign out/in procedures.

**Teachers (with regards to substitute teachers)**

### **Substitute Teacher Plans**

Teachers are required to develop their own emergency plans. These plans must be given to the main office by the 14<sup>th</sup> of September. Teachers must ensure that there are adequate and appropriate activities. For planned absences, all instructional staff must adhere to the substitute teacher guidelines.

#### **Guidelines for Completing Your Substitute Emergency Folder**

- Include a copy of the “Guidelines for Substitutes” in your folder
- Substitute teachers are to report to school by **7:00 a.m.** and are to work a full day until **2:30 p.m.** If you have a first/fifth or fourth/eighth block planning, **do not** inform the substitute. They are to work the **entire** work day unless approved by administration.
- Substitute teachers are to report to the main office during your planning block in case their assistance is needed elsewhere.
- Long-term substitute teachers are to attend faculty meetings and departmental meetings.
- Some suggested items to include in your Substitute/Emergency Folder:

|               |   |   |                         |
|---------------|---|---|-------------------------|
| class roster  | teaching schedule                           | special assignments (hall duty)                   | bell schedule           |
| seating chart | admit slips                                 | Fire drill procedures                             | emergency procedures    |
| hall passes   | Homeroom procedures (if applicable)         | clinic passes                                     | Misconduct Report forms |
| PBIS Handbook | Pertinent phone numbers (main office, etc.) | Form for notes/observations by substitute teacher | PBIS Information        |

- Make sure your instructional leader and area/grade level administrator are clearly listed with their extension numbers and the extension number for the main office (19100-Mrs.Hardy-Hill; 19102-Mrs. Batten).



- Inform the substitute that students **should not** be excused to leave the classroom during any class block except in the case of a medical emergency. A clinic pass should be written in order for the student to be excused to the clinic.
- In case a student is requested to report to the main office, an administrator, etc., a hall pass should **always** be issued to a student.
- Leave specific instructions on how to record and submit attendance for each class.
- Leave specific instructions on how to handle and record students who are tardy to class.
- Indicate to the substitute **that under no circumstances should the class be left without adult supervision**. If they need assistance or need to leave the classroom, they should call the main office.
- Be sure to leave specific instructions as to where you want the substitute to leave materials for you. Ask them to leave information regarding any unusual occurrences or incomplete assignments.

# A Note from the Sub...

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

My day was \_\_\_\_\_.

These students were VERY helpful:

---

---

---

These students were absent:

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---

---

These students were tardy:

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Problems I had and what we did to resolve the problem:

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---

This is what we did today:

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Comments:

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The Child Protection Service is part of the Department of Human Services. It provides child-centered, family-focused services to protect children and young people from significant harm caused by abuse or neglect. It also aims to ensure that children and young people receive services to deal with the impact of abuse and neglect on their wellbeing and development.

Some professionals, such as doctors, nurses, police and school teachers are legally obliged to report suspected child abuse to the Child Protection Service. However, any person who believes, on reasonable grounds, that a child needs protection can notify the Child Protection Service. It is the Child Protection worker job to assess and where necessary further investigate if a child or young person is at risk of significant harm.

### **Potential Signs of Child Abuse**

People working with children and young people can help to keep children safe by keeping an eye out for the signs or indicators of harm, and then taking appropriate action early. People who work with children and young people should pay attention to:

- Ø Physical signs of abuse or neglect. This could include bruises, burns, fractures (broken bones), bleeding from the vagina or anus (back passage), sexually transmitted disease, or poor hygiene.
- Ø Behavioral signs of abuse. This could include showing little or no emotion when hurt, wariness of their parents, alcohol or drug abuse, or age-inappropriate sexual behavior.
- Ø If the child discloses they have been abused.

### **Your Role**

Please report any suspected abuse to the building administrator, the guidance department, or school nurse. The guidance department or the school nurse will be responsible for reporting any suspected abuse cases to Child Protective Services.

# Instructional Calendar

..C. Norcom High School

## Daily Bell Schedule

**Teachers: 7:00 AM – 2:30 PM**

Students: 7:25 AM – 2:10 PM. School Hours

|                                    |                     |
|------------------------------------|---------------------|
| Teachers in Classrooms             | 7:00 AM             |
| Warning Bell                       | 7:20 AM             |
| Block 1/5                          | 7:25 AM - 8:55 AM   |
| Block 2/6                          | 9:00 AM - 10:30 AM  |
| <b>First Lunch Shift</b>           |                     |
| Lunch                              | 10:45 AM - 11:10 AM |
| Block 3                            | 11:15 AM -12:35 PM  |
| <b>Second Lunch Shift</b>          |                     |
| Block 3                            | 10:35 AM - 11:30 AM |
| Lunch                              | 11:30 AM -11:55 PM  |
| <b>Third Lunch Shift</b>           |                     |
| Block 3                            | 10:35 AM - 12:10 AM |
| Lunch                              | 12:10 AM -12:35 PM  |
| Block 4/8                          | 12:40 PM - 2:10 PM  |
| End of the School Day for Students | 2:10 PM             |
| End of the School Day for Teachers | 2:30 PM             |

I.C. Norcom High School

## Two Hour Delay Bell Schedule

**Teachers: 7:00 AM – 2:30 PM**

Students: 7:00 AM. – 11:45 AM School Hours

|                                    |                    |
|------------------------------------|--------------------|
| Teachers in Classrooms             | 9:00 AM            |
| Warning Bell                       | 9:20 AM            |
| Block 1/5                          | 9:25 AM - 10:10 AM |
| Block 2/6                          | 9:00 AM - 10:30 AM |
| <b>First Lunch Shift</b>           |                    |
| Lunch                              | 10:45- 11:10       |
| Block 3                            | 11:15- 12:35       |
| <b>Second Lunch Shift</b>          |                    |
| Block 3                            | 10:45 -12:35       |
| Lunch                              | 11:30 -11:55       |
| <b>Third Lunch Shift</b>           |                    |
| Block 3                            | 10:45-12:10        |
| Lunch                              | 12:10 -12:35       |
| Block 4/8                          | 12:40 PM - 2:10 PM |
| End of the School Day for Students | 2:10 PM            |
| End of the School Day for Teachers | 2:30 PM            |

I.C. Norcom High School

## Early Release Bell Schedule

**Teachers: 7:00 AM – 2:30 PM**

Students: 7:00 AM. – 11:45 AM School Hours

|                        |         |
|------------------------|---------|
| Teachers in Classrooms | 7:00 AM |
|------------------------|---------|

|                                    |                   |
|------------------------------------|-------------------|
| Warning Bell                       | 7:20 AM           |
| Block 1/5                          | 7:25 AM - 8:05 AM |
| Block 2/6                          | 8:10 AM - 8:50 AM |
| <b>First Lunch Shift</b>           |                   |
| Lunch                              | 9:00- 9:25        |
| Block 3                            | 9:25- 10:55       |
| <b>Second Lunch Shift</b>          |                   |
| Block 3                            | 8:55 - 10:55      |
| Lunch                              | 9:40 - 10:05      |
| <b>Third Lunch Shift</b>           |                   |
| Block 3                            | 8:55- 10:30       |
| Lunch                              | 10:30- 10:55      |
| Block 4/8                          | 11:00 -11:45      |
| End of the School Day for Students | 11:45 AM          |
| End of the School Day for Teachers | 2:30 PM           |

### **Faculty Meetings**

Faculty meetings will be held at 2:30 on the first Thursday of each month. An earnest attempt will be made to give teachers a minimum of one day notice of pending faculty meetings other than those scheduled. Any member unable to attend must obtain permission from an administrator to be absent. Faculty meetings are an important contractual responsibility of all teachers to attend. All employees are asked to schedule appointments in accordance with the faculty meeting schedule. It is expected that all faculty will be in attendance for the entire meeting except for an emergency.

### **Staff Development**

In addition to monthly faculty meetings and departmental meetings, school-wide Staff development activities will be scheduled for every other month. These activities are an extension of the above mentioned meetings and will cater to the needs of the school.

### **2018-2019 Faculty Meeting & Staff Development Schedule**

| <b>Month</b> | <b>Faculty Meeting</b> | <b>Staff Development</b> |
|--------------|------------------------|--------------------------|
|              | Pre Service Week       | N/A                      |
| September    | 6 <sup>th</sup>        | TBA                      |
| October      | 4 <sup>th</sup>        | TBA                      |
| November     | 1 <sup>st</sup>        | TBA                      |
| December     | 6 <sup>th</sup>        | TBA                      |
| January      | 3 <sup>rd</sup>        | TBA                      |
| February     | 7 <sup>th</sup>        | TBA                      |
| March        | 7 <sup>th</sup>        | TBA                      |
| April        | 4 <sup>th</sup>        | TBA                      |
| May          | 2 <sup>nd</sup>        | TBA                      |
| June         | 6 <sup>th</sup>        | TBA                      |



**2018 -2019**  
**“GREYHOUND”**

**School-Wide**  
**Discipline Plan and PBIS**

## **Vision**

To minimize the number of referrals and suspensions by providing positive incentives and best practices.

## **Discipline/Student Behaviors**

Discipline is everyone's responsibility. If each teacher is firm, fair and consistent in her/his handling of students, it is reasonable to expect the student/teacher relationship will be compatible throughout the entire school. Students need to know the rules and regulations of your class and if they are required to adhere to them, the teacher and student will be clear on their responsibilities. Enforce your own classroom rules and school rules and in the end, your students will fully respect you for doing your job. There should be very few disciplinary referrals to the office from class. **Incidents occur occasionally, in classroom when the teacher's immediate reaction is to dismiss the student from the room.** This is a dangerous practice. Usually, whenever it is done, the teacher loses a certain amount of prestige and in effect is saying to the class, "here is a situation I cannot handle." Teachers should understand that stormy scenes with pupils, abuse before classmates, sarcastic remarks, threats, etc., will be bitterly opposed by most adolescents. Consistent, impartial and judicial decisions are generally accepted without reluctance.

### **Keep in mind the following:**

- ✓ An adult/student relationship that emanates from mutual respect should be maintained at all times.
- ✓ Classroom management is an essential ingredient of quality instruction. Students need to know limits and consequences when it comes to their behavior. Involving the students in the creation of classroom rules can be very effective.
- ✓ **When a student violates the rules, a series of teacher-based consequences should be employed prior to office involvement**, such as: student verbally warned phone call home and parent/teacher conference.
- ✓ Students should never be left in unsupervised situations. If you have to leave your room for an emergency, another teacher or a security officer should be notified.
- ✓ Any conduct that severely affects classroom instruction or student safety should be reported to the office. Example: swearing at teacher, fistfight in class. The appropriate form should be used.

## **Discipline Policy**

### **Use of Pupil Disciplinary Referral – Incident Referral Form**

When necessary and appropriate, an Incident Referral Form is used to refer a student and his/her behavior to the Assistant Principal for administrative action. Level 1 student behavior does not indicate the need or use of a referral. However, when a student demonstrates level II behaviors or above a referral is used.

NOTE:

- **There is a difference between "sending" and "referring" a student to the Assistant Principal.**
- **Referring a student means you only send a referral to the office – NOT the student.**
- **Sending a student means you PAGE THE SECURITY OFFICER ON YOUR HALL FOR AN ESCORT who then takes the student AND a referral to the Assistant Principal.**

## **COMPLETING THE INCIDENT REFERRAL FORM**

When using an incident referral form all sections of the forms must be completed giving **ADEQUATE** and **CLEAR** information that will assist the administrator in dealing with the situation.

**PLEASE REMEMBER:** Portsmouth Public School Personnel from other administrative offices may read the referral. A referral could also be used in court or other legal action.

For the reason above, please adhere to the following guidelines:

- If you are especially angry, agitated, or upset, delay completing the Referral until calming down.
- Give only specific and factual information. List dates when interventions were done, i.e. dates when parent was contacted.
- Refrain from making derogatory or other negative and subjective comments about the student.
- Only one student is referred per Referral. Do not mention names of other students who were involved: a separate Referral should be completed for them when necessary.
- Check your spelling! Write or print legibly.
- Make no prescriptive or therapeutic recommendations, i.e. “Johnny needs psychiatric help” or “Jeannie should be given medication”. Such teacher recommendations could obligate the school system for providing and paying for the service. Side comments or other details that you wish to share only with the Administrator should be noted on a separate sheet “for his/her eyes only” and will be kept confidential.

### **I.C. Norcom Discipline Policy and Procedures**

#### **Use of Pupil Disciplinary Referral – Incident Referral Form**

When necessary and appropriate, an Incident Referral Form is used to refer a student and his/ her behavior to the Assistant Principal for administrative action. **Level (1)** student behavior does not indicate the need or use of a referral. However, when a student demonstrates **Level (2)** behaviors or above a referral is used.

NOTE:

- **There is a difference between “sending” and “referring “a student to the Assistant Principal.**
- **Referring a student means you only send a referral to the office – NOT the student.**
- **Sending a student means you PAGE THE SECURITY OFFICER ON YOUR HALL FOR AN ESCORT (if needed), who then takes the student AND a completed REFERRAL to the Assistant Principal.**

### **Instructional Facilitator Expectations**

At Norcom High School Instructional Facilitators will:

1. Model appropriate behavior by maintaining professionalism at all times in dress and actions to students, parents, and colleagues.
2. Speak the same voice, and want to build good relationships with students, faculty staff, parents, and the community.
3. Plan together for classroom management in addition to instructional planning.
4. Utilize our “Greyhound Family” as a resource, and be a resource for others.

5. Display “Greyhound Pride,” classroom expectations, rules, and consequences.

### **Student Expectations**

At Norcom High School all students will:

1. Participate in class assignments.
2. Respect others and ourselves in behavior and dress.
3. Show integrity by following all rules and guidelines.
4. Excel by trying to do our best each day.
5. Take responsibility and accept consequences for our actions.
6. Follow the school -wide expectation outlined in the PBIS matrix

### **Administrator Expectation**

At Norcom High School all administrators will:

1. Support teachers in their efforts to teach their students and change misbehavior to positive behavior.
2. Be firm, fair, and consistent with all our students.
3. Give prompt feedback on all referrals.
4. Offer an open door policy.

### **Classroom Discipline**

Instructional Facilitators must consistently:

1. Review school discipline and classroom rules by emphasizing expected behaviors to students daily.
2. Recognize appropriate behaviors and examples of good citizenship.(PBIS)
3. Plan for classroom management (assess behaviors and make accommodations.)
4. Document parent contacts.
5. Use all available resources, and follow preliminary steps **at least (3) before writing a referral.**

Note: Additional information can be found in the Staff PBIS Handbook.

**Level I Behaviors:**  
**Should be handled by teacher. Incident Referral SHOULD *NOT* be used**

| <b>Student Behaviors</b>  | <b>Instructional Facilitator actions</b>   |
|---|--|
| <ul style="list-style-type: none"> <li>● Lack of textbook / supplies</li> <li>● Chewing gum</li> <li>● Throwing paper</li> <li>● Horseplay</li> <li>● Sleeping</li> <li>● Passing notes</li> <li>● Loud outburst / speaking out</li> <li>● Incomplete assignments</li> <li>● Out of seat at inappropriate times</li> <li>● Minor vandalism (writing on desk / in book)</li> <li>● Casual improper language (slang)</li> <li>● Unreturned notes to parent</li> <li>● Tardy to class without a pass</li> <li>● Other minor classroom disturbances (tapping pencil, making noises, talking at inappropriate times, etc.)</li> <li>● Cell Phones</li> </ul> | <ol style="list-style-type: none"> <li>1. Initiate consequences as states in school behavior management plan. (Teach school Expectations, <i>loss of privileges, behavioral contract, daily progress report, silent lunch, lunch detention, etc.</i>)</li> <li>2. 2 –way parent contact by phone, email, or conference.</li> <li>3. Guidance referral</li> <li>4. In School Counselor referral</li> <li>5. Contact coach, sponsor, etc. (if the student is participating in an extracurricular activity.)</li> <li>6. Teacher / mentor /student meeting</li> </ol> |

**Level 2 Behaviors:**  
**Should be handled by instructional facilitator and may lead to Incident Referral to an administrator**

| Student Behaviors   | Instructional Facilitator Actions   |
|---|---|
| <ul style="list-style-type: none"> <li>● Cutting Class / (SKIPPING)</li> <li>● Forgery</li> <li>● Refusing a reasonable request</li> <li>● Disrespect to a staff member, or any school personnel</li> <li>● Vandalism (writing on wall)</li> <li>● Distribution of food or materials for profit</li> <li>● Gambling</li> <li>● Blatant use of Profanity (<i>cursing someone out</i>)</li> </ul> | <ol style="list-style-type: none"> <li>1. Initiate consequences as stated in school wide behavior management plan.</li> <li>2. Confiscate inappropriate items and turn in to school security or / main office.</li> <li>3. 2-way parent contact by phone, email, or conference regarding referral to an administrator.</li> <li>4. Written referral to Assistant Principal</li> <li>5. * Assist security and administration in gathering witness statements.</li> </ol> |

**Level 3 Behaviors:**  
**Should be immediately reported to school security and/or an administrator**

| Student Behaviors  | Instructional Facilitator Actions  |
|--|--|
| <ul style="list-style-type: none"> <li>● Fighting</li> <li>● Pulling fire alarm</li> <li>● Arson</li> <li>● Theft</li> <li>● Major vandalism (destroying school property)</li> <li>● Sexual harassment</li> <li>● Physical Assault</li> <li>● Possession of fireworks / explosives</li> <li>● Inciting others to violence / disruption</li> <li>● Extortion (demanding money or valuables from another student)</li> <li>● Possession of a weapon</li> <li>● Possession of alcohol / drugs</li> <li>● Physical attack on school personnel</li> <li>● Gross misconduct at other school / event / fieldtrip, etc.</li> <li>● Profanity</li> <li>● Repeated Defiance</li> </ul> | <ol style="list-style-type: none"> <li>1. Immediate notice to appropriate personnel <i>using discretion</i>: 1. school security, 2. grade level administrator.</li> <li>2. Written referral to an Assistant Principal (the day the action occurs)</li> <li>3. Send the Incident Referral <b>and</b> the student (with a security officer <i>if needed</i>) to the student's grade level administrator.</li> <li>4. Assist security and administration in gathering witness statements.*</li> </ol> |

**\*When an incident occurs, have all students present stop communicating with one another, write what happened, and security or an administrator will collect the statements.**

*This suggestion may not be suitable for all occasions.*

**I. C. Norcom High School**  
**“Home of the Greyhounds”**  
**1801 London Blvd., Portsmouth, Virginia 23704**  
**(757) 393-5442**  
**NO Contact Agreement**

I, \_\_\_\_\_ agree not to have any negative verbal or physical contact with \_\_\_\_\_, for the remainder of this

school year. This is to include, but not limited to the following: in school, on school property, at any school event, on a school bus, or at a bus stop. I understand further that any contact could lead to my suspension and /or criminal charges being placed against me.

\_\_\_\_\_  
Signature of Student      Date

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

\_\_\_\_\_  
Signature of Counselor                  Date

\_\_\_\_\_  
Signature of Administrator              Date

**I.C. Norcom High School**  
**Participant Occurrence Written Report Form**

Your name: \_\_\_\_\_ Grade \_\_\_\_\_

Age: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Describe what happened:



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Indicate your role. Participant \_\_\_\_\_ Witness \_\_\_\_\_ Other \_\_\_\_\_

(If "Other" marked, describe briefly)

---

Who else was involved?

---

Who else was present?

---

Why did this happen?

---

By signing, I acknowledge that I have read and understood this form, and that the information contained here is true and correct, to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_



Signature: \_\_\_\_\_ Date:

\_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

**Norcom High School**  
**Hall Pass Information**

*(A letter to ALL teachers to read to ALL students.)*

Students of I. C. Norcom High School:

The faculty and staff of I. C. Norcom High School are concerned about your academic achievement as well as your safety and well-being. The staff met recently to address an important issue at our school: students wandering the halls during class time. To ensure that you receive a world class education, which all Norcom students deserve, you need to be in class for the entire bell. When you are not in class, you are missing valuable opportunities to learn. For this reason, we are beginning a new hall system, which will begin this week.

This is the procedure for using hall passes:

1. Students using a hall pass **MUST** have the completed pass visible.
2. There will be only one student per pass.

3. Hall passes should be filled out completely and **legibly** in **ink**.
4. Use of the hall pass will be limited.
5. The amount of time a student is out of the room will be monitored. Parents will be notified when hall pass abuses occur.
6. The standard nurse pass will be used for the clinic.

Consequences for abuse of hall pass privileges will include:

- |                          |                                       |
|--------------------------|---------------------------------------|
| 1 <sup>st</sup> Offense  | - Verbal Warning                      |
| 2 <sup>nd</sup> Offense- | - 1 Day of In-School-Suspension (ISS) |
| 3 <sup>rd</sup> Offense- | - Out – of- School Suspension         |

Students will be required to show their hall passes to **any** staff member that asks them in the halls. If we all work together on this “very simple” hall pass rule, then everyone will know exactly what to expect at all times.

Teachers:

It is imperative that **you** call the parents of your students **when they get their second tardy in your class**. When a student gets **three tardies**, they should be referred to the **their grade level Administrator**. **Teachers please, make sure that YOU CALL, AND TALK TO THE PARENTS.**

## Parent Call Letter (2<sup>nd</sup> Tardy) to class

Tips for calling and communicating with parents:

- Be professional
- Be sensitive
- Be accurate in relaying information
- Be consistent

Student's

Name \_\_\_\_\_

Phone # \_\_\_\_\_ (H)  
 \_\_\_\_\_ (C)

Good morning / afternoon \_\_\_\_\_:

May I speak to the parent / guardian of \_\_\_\_\_? My name is \_\_\_\_\_ . I am your child's \_\_\_\_\_ teacher. I am calling concerning \_\_\_\_\_ attendance. According to my records, He/she has been tardy / absent \_\_\_\_\_ times on these dates \_\_\_\_\_. Our **ATTENDANCE** and **TARDY POLICY** is being strictly enforced and if \_\_\_\_\_ is continually tardy, or not in class then disciplinary action will be administered.

Thank you for your support and feel free to contact me at Norcom High School @ 757-393-5442.

**Tardy / Attendance Call Log & Documentation Sheet**

| <b>Date of call/contact</b> | <b>Type of contact<br/>Email, call, letter</b> | <b>Teacher/Staff</b> | <b>Comment</b> |
|-----------------------------|--|----------------------|----------------|
|                             |  |                      |                |
|                             |  |                      |                |
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**I. C. Norcom High School**  
*“Home of the “Greyhounds”*

- 1st time tardy = WARNING. (Mark it in your attendance log 1<sup>ST</sup> TARDY.)
- 2nd time tardy = WARNING (teacher MUST notify parent and mark it in your attendance log 2<sup>ND</sup> TARDY.).
- 3rd time tardy = In School Suspension 1. Mark it in your attendance log 3<sup>RD</sup> TARDY, 2.write the referral, and place referral in the Dean of Students box.
- 4th Tardy = Parent Conference 1. Mark it in your attendance log 4<sup>TH</sup> 2015 - 2016 TARDY POLICY TARDY, 2. Write the referral, and place in the Dean of Students box.
- 5<sup>th</sup> or more tardies= Insubordination – Out of School Suspension 1. Mark it in your attendance log 5<sup>th</sup> etc. TARDY, 2. Write the referral and place in the Dean of Students box.

**\*\*Additional strategies will be implemented at the discretion of Administration**

# EMERGENCY OPERATIONS

## **Clinic**

The clinic is designed to provide care to students who become ill or are injured while in school. A cumulative health file is maintained for each student. This file includes notations of past illnesses, results of physical examinations, and other pertinent health information. Teachers are urged to use their best professional judgment when sending student to the nurse. This also applies when a student requests to see the nurse.

## **Accidents/Illness**

In the event of an accident in your room or in an area you are supervising, you must report the incident to the office/security immediately. If a person is seriously injured, do not move her or him. The office/security will arrange for assistance. A responsible adult should remain with the person until appropriate help arrives. If necessary, remove others from the area. A copy of the initial accident form, to be completed by the school nurse after such an incident, is located in the nurse office and main office.

## **Fire Extinguishers**

Teachers must be familiar with the location of the nearest fire extinguisher. A report must be completed and submitted to the principal any time a fire extinguisher is used.



## **I. C. Norcom Crisis Intervention Plan**

### **What is a CRISIS?**

A CRISIS is a sudden, generally unanticipated, event that profoundly and negatively affects a significant segment of the school population and often involves serious injury or death.

### **CRISIS IN THE SCHOOL**

The following crisis intervention procedures should be followed after any crisis in the school (suicide, natural death, violent death, etc.) that may affect the I.C. Norcom School staff or students. When a crisis occurs, please follow the procedures as outlined.

All visitors are required to report to the Main Office before proceeding into any part of the building. Anyone found on the premises without a pass from the Main Office may be considered a trespasser and can be detained by the Portsmouth Police Department.

A picture ID is required for all visitors to pick up or visit a child during school hours.

If someone comes into the building to pick up a child and he/she is not on the Emergency Data card, a parent must be notified prior to release.

All media contact must be referred to Dr. Foster, the central office, or the Public Information Officer, at central office. If the media should arrive on campus, they are to be kept outside of the building.

In the event of a crisis, parents will be directed to an undisclosed location. This will allow the school an opportunity to calm parents and provide correct information.

## CRISIS PHONE TEAM

|                              |                           |
|------------------------------|---------------------------|
| Name I.C. Norcom High School | Phone Number 757-393-5442 |
|------------------------------|---------------------------|

In the event of a crisis at I.C. Norcom High School, please report to the following locations:

|                                      |                                   |
|--------------------------------------|-----------------------------------|
| Media                                | Across the street from the school |
| Parents                              | Behind School on High Street side |
| Emergency Communication & Technology | Guidance Conference Room          |
| Police                               | Cafeteria                         |
| Central Office Staff                 | Conference Room                   |

- The main office is the designated command post.
- Any outside resource personnel, who needs to make contact with the school, should ask for the Administrative Secretary, Mrs. Batten
- Please contact Ms. Pollard to activate the crisis plan. If you are unable to reach, Ms. Pollard, continue down the list until someone on the crisis team is reached.

### Alternate Staging Location

|                                      |                                       |
|--------------------------------------|---------------------------------------|
| Media                                | Across the street from the school     |
| Parents                              | Football Stadium                      |
| Emergency Communication & Technology | Behind school High Street Parking Lot |
| Police                               | Behind school High Street Parking Lot |
| Central Office Staff                 | Behind school High Street Parking Lot |

- If building cannot be utilized the main staging or command post will be behind the building High Street side Parking Lot
- Any outside resource personnel, who needs to make contact with the school, should ask for Dr. Foster.
- Please contact Dr. Foster to activate the crisis plan. If you are unable to reach, Dr. Foster, try and reach Dr. Sheppard (Assistant Principal) or Mrs. Jones (Assistant Principal)
- Students will be dismissed from the Football field behind the school.
- School buses will start lining up on the back side of High Street opposite of the building and students will leave the football stadium and board the buses.

- Crisis team members will assist with student dismissal.

### Intervention - Death of a Student or Staff Member

#### **In the event of a student or staff member's death the following steps will be taken:**

1. If you are the first one to hear of the tragedy, please contact Dr. Laguna O. Foster at 757-408-1281 or email laguna.foster@portsk12.com.
2. Each team leader will be notified by phone. Team leaders are to contact the teachers as indicated on the phone tree.
3. A brief staff meeting will be called that morning or following the incident, to disseminate the actual facts.
4. Counseling areas will be set up in the offices for student walk-ins and the staff conference room for teacher walk-ins. The counselors or other support persons will be at the designated areas. Other areas will be assigned as needed.
5. At the discretion of the principal, a brief announcement will be made following the incident to announce the death of the student/staff members. The announcement will be made as soon as possible and accurate facts of the incident will be provided. At the discretion of the principal, a statement may be issued to teachers to read to the students.
6. A crisis support person will help in the office to answer phone calls concerning the death of the student /staff members.
7. A crisis person will be in the student/staff member's classroom to provide emotional support.
8. Staff members and support persons will be available to go up and down the hallways during the day. This will allow contact with students who may not otherwise seek assistance.
9. In the case of a student victim, the counselor will meet with his/her teacher to identify the students most affected by the crisis-including close friends. The counselor will design a survivor's group for these students and meet with the group to provide mutual support. The counselor may also meet with the entire class.
10. Student may want to make cards and/or provide some sort of memorial to the deceased.

### Intervention – Death of a Student's or Staff Member's Immediate Family

#### **In the event of a crisis in the school, death of a student or staff member's immediate family, the following steps will be taken:**

1. If you are the first one to hear of the tragedy, please contact Dr. Foster first. If Dr. Foster is not available, please contact a member of the administrative team to start the process.
2. Dr. Foster or his designee will contact the family to determine services needed. The staff will be notified and provided with accurate information.
3. A plan of action will be drawn up and followed per Dr. Foster or his designee. No other member of the staff is to contact the family on behalf of the school without notifying Dr. Foster.
4. After the crisis, Dr. Foster or his designee will initiate a follow-up.
5. The staff will have a meeting to debrief the incident following the crisis.

### An "Out-of-Control" Student (Violent)

1. Isolate the child from other children by taking the child out into the hall.
2. Teacher or assistant will call for additional help (i.e., principal, administrator, guidance counselor, Security and School Resource Officer).
3. It may be necessary to bring the child to the counselor's office.
4. Follow the discipline plan for the classroom.
5. The administrator or designee will call the child's parents.
6. The administrator or designee will call the crisis support team, if necessary, to help.
7. The administrator or designee will call Dr. Shepherd, (393 – 8354) to ask for additional help or guidance. The hotline number may also be called (393-8410).
8. The administrator or designee will call the police if the child cannot be brought under control by staff members and is endangering his/her safety or the safety of others.
9. Once the situation is under control, the crisis team will process the crisis together. (They may also include other involved persons.)

### **If a Child Attempts to Run Away**

1. A Staff member should attempt to stop the child before he/she leaves school property. The teacher will send the Red Emergency Card to the office by an available person. This will notify the administrator immediately that a child is trying to leave the property.
2. Security will assist in returning the child to the building.
3. The administrator will call the police if the child leaves school property.
4. The administrator or designee will call the child's parent immediately.
5. Discretion must be used to determine if the child should be followed off school property.

### **Unknown Person(s) Entering the Building**

1. Ask visitors to report and sign in at the office.
2. Visitors will be given a visitor's pass to wear. Visitor's pass should be visible at all times.
3. Everyone is responsible for reporting visitors who do not have visitor's pass to the office. If necessary seek help from a security officer. **DO NOT TRY TO DETAIN ANYONE.**
4. Contact Security or School Resource Officer if a stranger confronts a student or staff member.
5. The principal will give a code over the intercom, "**LOCK DOWN**" for staff members to lock their doors, pull down the shades, and be on the alert. Children are to come together in a group away from the

windows and doors. Lights are to be turned off on in rooms with windows. The teachers and /or assistants can quietly talk or read books to the children.

6. If it becomes necessary to evacuate the building, an announcement will be made for teachers to prepare for fire drill and carry their crisis kit/information with them.

7. All classes outside will be notified to move to a secured area or to enter the nearest door. In the event of a shooting incident, everyone falls to the ground.

8. Staff members are to stay in the classroom or in your location with your students until notified it is safe to do otherwise. You will hear **“ALL CLEAR”**. Followed by specific instructions. **\*\* Please refer to the Lock down Procedures Sheet for Directions\*\***

9. The administrator or designee will call the police.

10. The administrator or designee will notify the School and Program Management Director Dr. Marie Shepherd (393-8354) The Hotline will also be called (393-8410)

#### Homicide/Homicide Attempt

1. Call the Main Office and notify the secretary of the incident.

2. The Administrator or designee will notify school personal (counselor, teachers, nurse, staff, security, and custodian \*\*) if necessary.

3. The administrator or designee will call 911- ambulance assistance and/or police if needed.

4. The administrator or designee will contact parents of the children involved in the incident.

5. The administrator or designee will notify the Schools and Program Management Director (Dr. Marie Shepherd 393 - 8410) and the emergency hotline (393-8410). A brief staff meeting will be called at the end of the school day to disseminate the actual facts of the incident.

6. The school administrator will send home an information letter to parents.

6. Counseling areas will be set up in the guidance office for student walk-ins and in the reading resource room for teacher walk-ins. The counselor or another support person will be at these designated areas.

7. At the discretion of the principal, a brief announcement will be made following the incident to announce the death of the student/staff members. The announcement will be made as soon as possible and accurate facts of the incident will be provided. At the discretion of the principal, a statement may be issued to teachers to read to the students.

8. A crisis support person will help in the office to answer phone calls concerning the death of the student/staff member.

9. A crisis support person will be in the student/staff member's classroom to provide emotional help.

10. Staff members and support persons will be available to go up and down the hallways during the day. This will allow contact with students who may not otherwise seek assistance.

11. In the case of a student victim, the counselor will meet with his/her teacher to identify the students most affected by the crisis including close friends. The counselor will design a survivor's group for these students and meet with the group to provide mutual support. The counselor may also meet with the entire class.

12. Students may want to make cards and/or provide some sort of memorial to the deceased.
13. All media personnel are to be referred to the principal for comments or to the Public Information Officer

***\*\* It may be necessary for staff security and/or the custodians to block off portions of the building. If this becomes necessary, the principal will use the same code "LOCKDOWN" The lockdown procedures will go into effect.***

#### Post-Intervention

After each incident, there will be a meeting with the crisis team to design a plan for the individual(s) in crisis.

1. Following any crisis, the crisis team will meet to design a plan of follow-up for the individuals involved in the crisis. Appropriate activities will be planned for students and staff as well.
2. Appropriate information will be sent to parents informing them of the crisis.
3. If necessary, after school support sessions will be made available for parents, community persons, students, or staff, who is in need of assistance.
4. Dr. Foster or Central Office Staff will respond to any media coverage.

Some crisis may require evacuation from the school grounds and a different pick up point. In these cases, the Administrative team will coordinate a plan and directions will be given to the crisis team. Designated personal will begin to escort the classes to the appointed destination.

1. The principal will give a code over the intercom, "**LOCK DOWN**", for staff members to lock their doors and be on alert. The teacher and students are to come together in a group near the chalkboard and away from the windows. The teacher and/or assistant can quietly talk or read books to the students.

2. The teacher will need to obtain the crisis kit and student phone numbers.

3. The teacher will be responsible for preparing students to relocate in a quiet and calm manner.

4. Faculty and staff will wait for directions from the **MAIN OFFICE** over the intercom or radio.

#### **Bomb Threats**

- A. The Principal shall be notified immediately by the person receiving the bomb threat call.
- B. The Principal shall notify all employees in the building that it is to be evacuated due to a bomb threat. Security will be notified to start evacuating the building. Radio communication should be silenced until an all clear has been given by the Principal.
- C. Prior to evacuation (and if time permits), staff are asked to complete a visual search of their rooms. Search visually your area of responsibility.
  1. Floor level
  2. Mid-level

### 3. Ceiling level

If an object is unfamiliar to you after completing the visual search, post a sign on the outside of our classroom **DOOR** that includes your:

1. Name
2. Room number
3. Item Location
4. Item description

D. If the building is evacuated, teachers must take their **Crisis Kits**, grade books and all occupants should take their personal belongings with them such as briefcases, books, book bags, keys, purses, etc. **Students will not be allowed to go to their lockers.** If the building is evacuated, the windows are to be left **as is** and the **doors closed. DO NOT touch light switches.**

E. Search of the building shall be conducted by properly trained personnel.

F. If necessary, we will escort students to alternate location.

G. **WHEN OUTSIDE FACE AWAY FROM THE BUILDING.**

#### **Lock down**

A. Announce “**LOCK DOWN**” on the P. A. system and turn off the passing bells.

1. Teachers are to lock their doors.

2. All unassigned staff is to report to the main office.

3. Teachers are to inform the main office via the P. A. system of the names of all students who are present in school but not in class at the time of the code red announcement.

4. If a student or staff member in the classroom needs to leave the locked classroom, a staff member will be sent to the classroom to provide assistance and an escort service will be provided for the individual.

B. Once the building is safe for students and staff “**ALL CLEAR**” will be announced. Students and staff will be allowed to move freely throughout the building to follow the normal bell schedule.

### ***CRISIS KIT***

#### **THE OFFICE**

**The office will have a kit that includes:**

- ü Flashlights
- ü Legal pad
- ü Bull horn
- ü Two master keys to all doors in the school facility
- ü School map to include:
  - Location of school phones
  - Designated meeting rooms
- ü Architectural drawings of building (floor plan)
- ü First-Aid Kit
- ü In-house crisis procedures
- ü Sign-in sheet for crisis team
- ü Name tags for the crisis team members
- ü Sample letter from principals informing parents of crisis
- ü Master schedule and location of each student while at school

**The office will have a list of:**

- ü Students enrolled in school
- ü Bus numbers and occupants' names
- ü Resource telephone numbers of services in the community
- ü Home and work telephone numbers of resource service providers in the community
- ü Parents
- ü Crisis team members
- ü Faculty and other staff
- ü Police department, fire department, and hazardous materials officials

**THE TEACHERS**

Teachers will have a classroom crisis kit in their classroom.

**Teachers will have a kit that includes:**

- ü Class roll
- ü Whistle
- ü Student transportation list (regular and emergency)
- ü Student telephone numbers  
(Teachers be mindful of student confidentiality when posting phone numbers)
- ü Writing paper
- ü Pencil
- ü Plastic Gloves, Band-Aids, Alcohol Prep Pads, Sterile Pads
- ü A copy of the teacher and teacher assistants driver's license

***ID Badges and health services packets are to be on staff member's person at all times both in and out of the building.***

**Fire Drills**

Section 22-156, Virginia School Laws, requires that fire drills be held monthly in each school with the exception of the first month of school. During the first month of school, fire drills shall be held weekly.

**Fire Drills and Fire Drill Procedures**

- ü Teachers are to alert their classes to evacuation routes and to the expectation that all students must leave the building in a quiet and orderly manner.
- ü Teachers are to accompany their classes and supervise students during the entire period.



- ü All books must be left in the classroom.
- ü Students are not permitted to go to their lockers, to get coats, or personal belongings.
- ü Everyone must evacuate the building when the alarm sounds.
- ü All students are expected to return directly to class when the all-clear signal is given.
- ü All staff members are to wear their identification badges.
- ü Teachers must take their roll book with them outside and take attendance to ensure all students are accounted for.
- ü If a student is missing, please notify security.
- ü Attendance must be taken when the class returns from the fire drill, if a student is absent, please hold up a red card signifying a student is missing. Security will take the name of the student and investigate.
- ü If all students are present please hold up the green card signifying all students are accounted for.
- ü Crisis kits must accompany all teachers during fire drills.
- ü **WHEN OUTSIDE FACE AWAY FROM THE BUILDING**

This facility can house approximately 840 students inside interior classrooms on the first and second floors. These rooms include: **101, 102, television conference room, 201, 202, 203, 204, 205, 209, 213, 214, 216, 218, 220, 221, 224, 229, 230, 232A, 232B, 232C, 233, 234, 235, 236, 237, 238, and 239.** Occupants in rooms **207, 208, 211, 212, 215, 219, 222, 223, 225, 226, 240 and 241** will move to the inner hallway outside their classroom area and **remain in a kneeling position.**

7. Evacuate all rooms on the third floor, as well as room 217, gymnasiums, weight room, auditorium, cafeteria, band room, and the chorus room, during severe weather safety drills and during severe

weather. Hallways on the second floor with windows overlooking the cafeteria area will be vacated. Large rooms with big expansive ceilings may collapse.

8. Teachers assigned to rooms **328, 329, 333, 338, 339, and 340** will exit the third floor by the Math Teacher Center and kneel in rows on the second floor in the Business Education and Marketing halls. These hallways include the area around the administrative suite on the second floor, forming a large “T” which extends to the Business Education Teachers Center and the Special Education Teacher Center. The areas beyond these teacher centers will not be used because of the large glass windows overlooking the cafeteria.
9. Teachers in rooms **330, 331, 332, and 327** will move their students to the second floor inner hall by rooms **234 and 235**.
10. Teachers in rooms **317, 318, 319, 320 and 324** will move their students to the second floor inner hall by rooms **213, 214, and 215**.
11. Teachers in rooms **312, 314, and 315** will move their students to the second floor inner hall by rooms, **217, 218, and 219**.
12. Teachers in rooms **301, 303, 304, and 307** will move their students to the second floor inner hall by rooms **204 and 205**.
13. Coaches and teachers supervising students in outdoor activities should move everyone to safety if thunder is heard or lightning seen. Outdoor activities should be delayed with students and spectators until the storm has safely passed. This will require a period of 15 minutes without thunder or lightning.
14. Teachers assigned to teach Physical Education and Weight Training in the gymnasium at the time of drills will move their students to the dressing room hallways.
15. Teachers and students assigned to the severe and profound area will seek safety in their restroom areas.
16. Students in the chorus room should kneel in the halls outside the band area.
17. Students in **rooms 103 and 104** should kneel in the halls outside their rooms.
18. All guidance personnel, librarians, and secretaries will move to the television conference center. The TV staff and students will remain in this room as well.
19. When the Severe Weather/Tornado Drill plan is called, teachers are to escort their students to the designated areas and remain with them throughout the drill. Close all classroom doors as you leave. Once your students have knelt to the floor, use your roll book to check attendance and record any students unaccounted for. **Students are required to remain cooperative and quiet**

**throughout the drills.** Security personnel will observe and log the time required to move students into the “safe” areas.

20. If you have questions or problems, please share them with your instructional leader so they may be addressed for future drills.

# FIELD TRIPS PROCEDURES



## 2018-2019 FIELD TRIP GUIDELINES AND INFORMATION

All request for field trips must:

1. Be typed and submitted on the transportation request and approval form (this form can be found on the PPS intranet website under General School Forms).
2. Signatures required:
  - Requestor
  - Principal (After the principal approves the field trip, please forward a copy of the form to the transportation office).
  - Appropriate Director
  - Appropriate Grant Coordinator (if applicable)
3. The form must be in the office of the Director no less than **FOURTEEN WORKING DAYS (14)** prior to the date of the field trip.
4. The Office of Transportation has the final approval for field trip requests. The form with appropriate signatures must be submitted to transportation **SEVEN WORKING DAYS (7)** prior to the date of the field trip.

### ***NO FIELD TRIPS WILL BE AUTHORIZED AFTER MAY 31<sup>ST</sup> OF CURRENT YEAR.***

It is very important that the information listed below be provided to the office of transportation prior to field trip event (listed on the form or via attachments). The Teacher/Requestor is responsible that this information is communicated.

1. Clear directions to your destination with proper address.
2. Indicate any stops between school and destination. **NO UNAUTHORIZED STOPS.**
3. Indicate whether or not lunch is planned during the trip and where. **NO UNAUTHORIZED LUNCH STOPS.**
4. List type of school bus or vehicle to be used for the field trip. If school buses are required, please be sure that the number of regular and lift buses needed are clearly indicated and identify the number of seatbelts required per students' Individualized Education Program (IEP).
5. Office of Transportation only provides school buses.
6. School buses **will not** be used for field trips beyond 60-miles one-way (without pre-approval).
7. List departure time on the form. **This is the time you are leaving the school and not the time you are due at your destination.**
8. List returning time on the form. **This is the time you expect to arrive back at your school.**
9. All buses must be back at the school no later than **1:30 p.m.** for drop off.
10. **Please call the Office of Transportation seven days prior to your field trip date to verify your trip has been received and approved. PLEASE CALL THE DAY BEFORE TO CONFIRM THE FIELD TRIP.**

**NOTE: STARTING TIME FOR FIELD TRIPS IS 9:30 A.M. PLEASE DO NOT REQUEST A BUS PRIOR TO THIS TIME.**

**The cost for field trip transportation is \$32.00 per hour per bus.** This is for all schools and district-wide events. All bus services will be charged to the school with the exception of school athletics. It will be the school's responsibility to receive monies from outside organizations or other school departments. If buses show up at the school and the field trip has been cancelled, the school will be charged for one (1) full service hour per bus. The school will not be charged for mandatory trips (i.e. Safety Town) cancelled due to inclement weather.

Field trip driver reports may need to be faxed to the school. Each school is responsible for providing the transportation office the name of a designated contact person for field trips. Field Trips may be denied or rescheduled due to demands for buses for any particular day.

**INCOMPLETE FORMS WILL BE RETURNED TO THE SCHOOL. DO NOT CALL THE OFFICE OF TRANSPORTATION TO COMPLETE THE FORM.**

**Reminders:**

- You are liable for students under your supervision on a field trip. Following these procedures is for your protection as well as the students.
- Adequate adult supervision is required for every field trip. Certificated supervision may be supplemented by instructional aides, classified staff, parents, or community representatives.
- Prepare a detailed itinerary for multi-day trips. A copy must be left in the Main Office, Attendance Office and with the Office Manager.

**2018-2019  
FIELD TRIP BLACKOUT DATES**

**Please check your calendars!**

September 22<sup>nd</sup> Safety Meeting  
 September 30<sup>th</sup> Staff Development Day, Students Early Release  
 October 12<sup>th</sup> Parent Teacher Conference Day, No school for students  
 October 20<sup>th</sup> Safety Meeting  
 October 28<sup>th</sup> Staff Development Day, Students early release  
 November 3<sup>rd</sup> No School for Teachers and Students  
 November 11<sup>th</sup> Veteran's Day  
 November 12<sup>th</sup> & 13<sup>th</sup> High School Only Early Release  
 November 17<sup>th</sup> Safety Meeting  
 November 18<sup>th</sup> District Field Trip – Virginia Symphony Young Peoples Concert  
 November 19<sup>th</sup> District Field Trip – Virginia Symphony Young Peoples Concert  
 November 25<sup>th</sup> All Schools Early Release  
 November 26<sup>th</sup> & 27<sup>th</sup> Thanksgiving Holiday  
 December 15<sup>th</sup> Safety Meeting  
 December 17<sup>th</sup> District Field Trip – Tidewater Concert Band Holiday Harmony  
 December 21<sup>st</sup> All Schools Early Release  
 December 22<sup>nd</sup> - 31<sup>st</sup> Winter Break  
 January 1<sup>st</sup> New Year's Day / Winter Break  
 January 7<sup>th</sup> District Field Trip – Build Your Brain Power ... Move!  
 January 11<sup>th</sup> – 15<sup>th</sup> SOL Testing High School Only  
 January 18<sup>th</sup> Dr. Martin Luther King Jr. Day  
 January 19<sup>th</sup> Safety Meeting  
 January 21<sup>st</sup> District Field Trip – 1, 2, 3... Let's Move!  
 January 29<sup>th</sup> High School Only Early Release  
 February 1<sup>st</sup> High School Only Early Release  
 February 2<sup>nd</sup> Teacher Workday, No school for students  
 February 15<sup>th</sup> President's Day  
 February 23<sup>rd</sup> Safety Meeting  
 March 7<sup>th</sup> Parent Teacher Conference Day, All Schools Early Release  
 March 22<sup>nd</sup> Safety Meeting – 2<sup>nd</sup> Semester In-Service  
 March 28<sup>th</sup> – 31<sup>st</sup> Spring Break  
 April 1<sup>st</sup> Spring Break  
 April 11<sup>th</sup> – 12<sup>th</sup> High School Only Early Release  
 April 21<sup>st</sup> Division Field Trip – Virginia International Tattoo  
 April 19<sup>th</sup> Safety Meeting

May 18<sup>th</sup> – 22 SOL Testing High School Only

May 17<sup>th</sup> Safety Meeting

May 30<sup>th</sup> Memorial Day

***NO FIELD TRIPS WILL BE AUTHORIZED AFTER MAY 31<sup>ST</sup> OF CURRENT SCHOOL YEAR.***



# OTHER INFORMATION

### **Guidance**

Teachers play a crucial role in the identification of students who manifest behaviors of concern. Teachers are required to refer students to the Guidance Department after attempting strategies in the classroom and parental contact. Students who exhibit behaviors that are harmful to themselves or others fall under the mandated reporter legislation.

In order to insure the well-being and academic success of students, teachers are requested to work cooperatively with the Guidance Department.

### **Housekeeping**

At the conclusion of the day, please take a moment to have the students clean the area around their desks. Have them pick up any pencils, papers, and other materials. All employees must maintain classrooms clean and conducive for learning. All offices are expected to be kept neat and orderly.

### **Library/Media Center**

The library media center provides a variety of services to faculty and students. Teachers wishing to use the library and labs are asked to sign up in advance with the librarians/library secretary. Students coming into the library from class must come directly into the library, show a signed pass from the teacher, and check in at the circulation desk. Once a student signs into the library, he or she must be prepared to follow the guidelines set forth by the Media Center.

### **Lost & Found**

Items which are found on school property are to be turned into the main office.

### **Office Access after Hours**

For maintaining proper privacy and security, no staff member or other persons may have access to the school office outside of school hours when no staff is present. The only person(s) who may provide after-hours access is the principal or assistant principals. The school office hours are 7:00 a.m. – 3:30 p.m.

### **Public Relations**

We, as educators, are in the public eye more than ever and must continually strive to live up to high professional standard. The very important job of public relations belongs to every staff member. People's opinions of school are often based on experiences with staff members – either positive or negative. Community perception of our school relies on our relationship with students, our relationship with other members of the school community and our relationship with the community at large.

If the job we do reflects sincere convictions that our mission is vital, and if we are unfailingly courteous to others, we will help foster respect for our school. Experience has shown that excellent instruction, a positive learning environment, frequent communication with parents and community awareness go a long way toward the establishment of positive home and school relations.

### **Sexual Harassment**

Under Title IX, sexual harassment is illegal in the workplace. Sexual harassment is defined as 'any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature.'

### **Computer Usage**

There is an established district Acceptable Use Policy for network and internet access. All staff and students must sign the appropriate form, which will become part of their permanent file. School computers are for educational purposes only. All computers must be turned off at the end of the day. All staff is required to check e-mail at least three times a day or in a timely manner.

### **Thefts**

Be sure to lock up all school equipment such as: audio-visual equipment, science equipment, musical instruments, or anything subject to theft. Do not leave pocketbooks, keys, jackets, or any personal belongings unattended. Lock your room whenever it is unused and unattended. Remind your students frequently, they must be alert to taking care of their own school supplies and personal belongings.

# ATHLETICS/ CLUBS

| <b>Activity/Club</b> | <b>Description</b>  | <b>Sponsor/ Email</b>   |
|----------------------|---|---|
| Band                 | This is a student group of performers that consist of instrumental musicians who rehearse and perform music together. | <p><b>Name(s):</b><br/>Jonathan Pigford</p> <p><b>Email address(es):</b><br/>jonathan.pigford@pps.k12.va.us</p> |
| Boys II Men          | This organization promotes leadership and skill building through organized activities and community outreach.         | <p><b>Name(s):</b><br/>Quentin Jones</p> <p><b>Email address(es):</b><br/>Quentin.Jones@pps.k12.va.us</p>       |
| Boys Step Team       | This group was organized to promote unity and structure in dance.   | <p><b>Name(s):</b><br/>Bryan McNeal</p> <p><b>Email address(es):</b><br/>Bryan.McNeal@pps.k12.va.us</p>         |

|   |   |   |
|---|---|---|
| <p>Chess Club</p>   | <p>This club promotes the interest of the board game of chess.</p>  | <p><b>Name(s):</b><br/>(Available)</p> <p><b>Email address(es):</b></p> |
| <p>CHROME<br/>(Cooperating<br/>Hampton Roads<br/>Organizations for<br/>Minorities in<br/>Engineering)</p> | <p>This club is for students who has expressed an interested in science, engineering or technical fields.</p> | <p><b>Name(s):</b><br/>(Available)</p> <p><b>Email address(es):</b></p> |

| <b>Activity/Club</b>  | <b>Description</b>   | <b>Sponsor/ Email</b>   |
|---|--|---|
| DECA<br>(Distributive<br>Education Clubs<br>of America)             | This organization prepares emerging leaders and entrepreneurs in marketing, finance, hospitality and management in high schools and colleges around the globe.       | <p><b>Name(s):</b><br/>Felicia Scales<br/>Latesha Thornton<br/>Pamela Lipscomb</p> <p><b>Email address(es):</b><br/>Felicia.Scales@pps.k12.va.us<br/><a href="mailto:Latesha.Thornton@pps.k12.va.us">Latesha.Thornton@pps.k12.va.us</a><br/>Pamela.Lipscomb@pps.k12.va.us</p> |
| EFE (Education<br>for Employment)                                   | This class mission is to create job opportunities for unemployed youth.  | <p><b>Name(s):</b><br/>Mary White</p> <p><b>Email address(es):</b><br/>Mary.White@pps.k12.va.us</p>   |
| FBLA (Future<br>Business Leaders<br>of America)                     | 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. | <p><b>Name(s):</b><br/>Lucinda Harris<br/>Marsha Bailey</p> <p><b>Email address(es):</b><br/>Lucinda.Harris@pps.k12.va.us<br/>Marsha.Bailey@pps.k12.va.us</p>   |
| FCCLA (Family,<br>Career and<br>Community<br>Leaders of<br>America) | This is a non-profit U.S. career and technical organization for students in family and consumer science education in public and private schools through Grade 12.    | <p><b>Name(s):</b><br/>Rockette McGee<br/>Darlene Butler</p> <p><b>Email address(es):</b><br/>Rockette.McGee@pps.k12.va.us<br/>Darlene.Butler@pps.k12.va.us</p>   |
| Freshman Class  | This group organizes and promotes school activities and community service projects for the 9th grade class.  | <p><b>Name(s):</b><br/>Zelene Bell</p> <p><b>Email address(es):</b><br/>Zelene.Bell@pps.k12.va.us</p>   |

| <b>Activity/Club</b>     | <b>Description</b>   | <b>Sponsor/ Email</b>  |
|--------------------------|--|--|
| Great Computer Challenge | This is a competitive opportunity for students in Grade K-12.  | <b>Name(s):</b><br>(Available)<br><br><b>Email address(es):</b>                                    |
| Greyhound Book Club      | This club was organized to foster reading and the power of literacy.   | <b>Name(s):</b><br>Martha Langdon<br><br><b>Email address(es):</b><br>Martha.Langdon@pps.k12.va.us |
| Greyhound Singers        | 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. | <b>Name(s):</b><br>Joe Harmon<br><br><b>Email address(es):</b><br>Joe.Harmon@pps.k12.va.us         |
| Homecoming Committee     | This committee is for students interested in helping with homecoming activities.   | <b>Name(s):</b><br>(Available)<br><br><b>Email address(es):</b>                                    |

| <b>Activity/Club</b> | <b>Description</b>   | <b>Sponsor/ Email</b>  |
|----------------------|--|--|
| Interact Club        | 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.   | <p><b>Name(s):</b><br/>Latesha Thornton</p> <p><b>Email address(es):</b><br/>Latesha.Thornton@pps.k12.va.us</p>  |
| International Club   | This club promotes the foreign languages and culture those languages represent.  | <p><b>Name(s):</b><br/><b>email address(es):</b></p>   |
| JROTC                | 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. | <p><b>Name(s):</b><br/>CWO2 Joseph Redwood<br/>Chief Charlette Covington</p> <p><b>Email address(es):</b><br/>Joseph.Redwood@pps.k12.va.us<br/>Charlette.Covington@pps.k12.va.us</p> |
| Junior Class         | This group organizes and promotes school activities and community service projects from the 11th grade class.  | <p><b>Name(s):</b><br/>Pamela Lipscomb</p> <p><b>Email address(es):</b><br/>Pamela.Lipscomb@pps.k12.va.us</p>  |



| <b>Activity/Club</b>                  | <b>Description</b>   | <b>Sponsor/ Email</b>   |
|---------------------------------------|--|---|
| Lady Executives                       | This is an honor club for students who desire to attend college and/or to be workforce competent before graduating high school.  | <p><b>Name(s):</b><br/>Bryan McNeal</p> <p><b>Email address(es):</b><br/>Bryan.McNeal@pps.k12.va.us</p>       |
| National Honor Society, AGAPE Chapter | 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. | <p><b>Name(s):</b><br/>Paulette Turner</p> <p><b>Email address(es):</b><br/>Paulette.Turner@pps.k12.va.us</p> |
| VEX Robotics Club                     | 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.         | <p><b>Name(s):</b><br/>Daron Moore</p> <p><b>Email address(es):</b><br/>Daron.Moore@pps.k12.va.us</p>         |
| Senior Class                          | This group organizes and promotes school activities and community service projects from the 12th grade class.  | <p><b>Name(s):</b><br/>Donna Dixon</p> <p><b>Email address(es):</b><br/>Donna.Dixon@pps.k12.va.us</p>         |

| <b>Activity/Club</b>                 | <b>Description</b>  | <b>Sponsor/ Email</b>   |
|--------------------------------------|---|---|
| Sophomore Class                      | This group organizes and promotes school activities and community service projects from the 12th grade class.   | <p><b>Name(s):</b><br/>Christy Johnson</p> <p><b>Email address(es):</b><br/>Christy.Johnson@pps.k12.va.us</p> |
| SCA (Student Council Association)    | This is a leadership learning organization for student leaders. It provides learning experiences in leadership and opportunities to practice the citizenship skills necessary for effectiveness participation in our democratic society.  | <p><b>Name(s):</b><br/>Margaret Groves</p> <p><b>Email address(es):</b><br/>Margaret.Groves@pps.k12.va.us</p> |
| The Executives                       | This is an honor club for students who desire to attend college and/or to be workforce competent before graduating from high school.  | <p><b>Name(s):</b><br/>Bryan McNeal</p> <p><b>Email address(es):</b><br/>Bryan.McNeal@pps.k12.va.us</p>       |
| TSA (Technology Student Association) | 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. | <p><b>Name(s):</b><br/>Sidney McDonald</p> <p><b>Email address(es):</b><br/>Sidney.McDonald@pps.k12.va.us</p> |

| <b>Activity/Club</b>   | <b>Description</b>   | <b>Sponsor/ Email</b>   |
|--|--|---|
| <p>W.O.M.E.N. of Distinction<br/>(Well-rounded-Organized-Motivated-Enthusiastic-Noble)</p> | <p>This organization fosters invaluable insight on members own education and experience as well as develops leadership skills.</p>     | <p><b>Name(s):</b><br/>Dr. MeChelle Blunt</p> <p><b>Email address(es):</b><br/>MeChelle.Blunt@pps.k12.va.us</p>   |
| <p>Yearbook Club</p>   | <p>This organization that develops the annual publication which highlights, records, and commemorates the past year of the school.</p> | <p><b>Name(s):</b><br/>(Available)</p> <p><b>Email address(es):</b></p>   |
| <p>Young Life Club</p>   | <p>This club gives kids opportunities to be themselves, have fun and learn about Jesus Christ.</p>                                     | <p><b>Name(s):</b><br/>Daron Moore<br/>Paulette Turner</p> <p><b>Email address(es):</b><br/>Daron.Moore@pps.k12.va.us<br/>Paulette.Turner@pps.k12.va.us</p> |

# APPENDIX

## Lesson Plan Template

|                      |                            |                   |
|----------------------|----------------------------|-------------------|
| <b>Teacher Name:</b> | <b>Course:</b>             | <b>Period(s):</b> |
| <b>Date:</b>         | <b>Cognitive Level(s):</b> |                   |

|            |
|------------|
| <b>Day</b> |
|------------|

|   |   |                             |
|---|---|-----------------------------|
| Monday  | <b>Essential Understandings/Big Idea:</b> | <b>Materials/Resources:</b> |
| Tuesday   | <b>Standards: (typed)</b>                 |                             |
| Wednesday   | <b>1.</b>                                 |                             |
| Thursday  | <b>2.</b>                                 |                             |
| Friday  | <b>3.</b>                                 |                             |
| <b>Objectives: The students will be able to...</b>  |   |                             |
| Behavior:   |   |                             |
| Conditions:   |   |                             |
| Criteria:   |   |                             |
| <b>Misconceptions/Gaps:</b>   |   |                             |
| <b>Set/Opening Experience: Activate prior knowledge</b>   |   |                             |
| <b>Learning Experiences – evidence that the standard is unpacked</b> (Include co-teaching strategies for inclusive classroom) |   |                             |
|   | <b>1.</b>                                 |                             |
|   | <b>2.</b>                                 |                             |
|   | <b>3.</b>                                 |                             |
|   | <b>4.</b>                                 |                             |

|  |  |                  |
|--|--|------------------|
|  | <b>Differentiation: based on student learning data</b> |                  |
|  | <b>Closure:</b>  |                  |
|  | <b>Assessment</b>                                      | <b>Homework:</b> |
|  | Formative:   |                  |
|  | Summative:   |                  |
|  | <b>Lesson Reflection:</b>                              |                  |

**I.C. NORCOM HIGH SCHOOL**  
 1801 LONDON BOULEVARD  
 PORTSMOUTH, VA 23704  
 (757-393-5442)

## FACILITY USAGE REQUEST FORM

**NOTE:** All requests for facility use should be made at least two weeks in advance. Requests are to be addressed to the attention of the principal. It is suggested that you meet with the building engineer to discuss set-up design and special needs. The clean-up of the area used will be the responsibility of the group.

**Complete the following information: (Please Print)**

1. Group/Person requesting use: \_\_\_\_\_
2. Desired Area(s) and/or number of rooms: \_\_\_\_\_
3. Date(s) \_\_\_\_\_
4. Time: \_\_\_\_\_ to \_\_\_\_\_
5. Approximate number of persons attending: \_\_\_\_\_
6. Purpose of meeting: (in-service, class, etc.) \_\_\_\_\_

7. Will refreshments be served? Y  N

*If yes: Will table(s) be needed? Y  N  How many? \_\_\_\_*

- If food services are needed, please contact the food service coordinator at 393-8366
- If audio and/or visual equipment is needed, please contact our IT Tech, Karen Darden, at 393-5433

10. Please list any additional anticipated needs:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Contact Phone Number

|  |  |
|--|--|
| <b><u>OFFICE USE ONLY:</u></b>   |  |
| <b>SPACE AVAILABLE:</b><br>Usage of space authorized by:<br><br>_____<br>Printed Name/ Position      Signature | <b>SPACE <u>NOT</u> AVAILABLE:</b><br>Denial of use authorized by:<br><br>_____<br>Printed Name/ Position      Signature |

**PLEASE REMEMBER THAT THE CLEAN-UP OF THE AREA USED IS THE RESPONSIBILITY OF THE GROUP**

I.C. NORCOM HIGH SCHOOL  
1801 LONDON BOULEVARD  
PORTSMOUTH, VA 23704

# IN-HOUSE MAINTENANCE REQUEST FORM

Date of Request: \_\_\_\_\_

TO: Willie Gray; Building Engineer

FROM: \_\_\_\_\_

LOCATION: \_\_\_\_\_

Request/Problem (Be Specific):

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Signature of Person Submitting Request:

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I.C. NORCOM HIGH SCHOOL  
1801 LONDON BOULEVARD  
PORTSMOUTH, VA 23704

# TELEPHONE REPAIR REQUEST

Date of Request: \_\_\_\_\_

TO: Karen Darden, IT (I.C. Norcom Library)

FROM: \_\_\_\_\_

PLEASE PRINT

RM #/LOCATION: \_\_\_\_\_

Request/Problem (Be Specific):

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Signature of Person Submitting Request:

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