



HAMPTON CITY SCHOOLS  
**WORLD LANGUAGES  
AND ENGLISH  
LANGUAGE LEARNERS**

Andrew Lloyd, Ph.D., Curriculum Leader  
1589 Wingfield Dr., Ste. 5  
Hampton, Virginia 23666  
757-727-2483

Welcome to Hampton City Schools!

We are very excited to welcome you and your student to Hampton. You are receiving this letter and packet since you indicated on the registration form that a language other than English is spoken by the student or in the home by adults in the home. Based on this information, your student needs to be screened for English proficiency to determine if he/she is eligible for English language support and development.

To schedule your student's screening appointment, please call **757-727-2483** and a member of the English Language Learners (ELL) Department will assist you. Interpretation services are available at no cost to you.

When you come for your screening appointment, please bring the student's birth certificate or passport and parent/guardian's identification. The student will be screened by a testing specialist and the results will be explained to you immediately following the screening. After screening, you will be directed to your student's school with the ELL Department's Student Placement Form to complete the registration process.

Enclosed in this packet you will find:

- The ELL Department Welcome Letter
- The Hampton City Schools registration form in English and in your home language (where applicable)
- The ELL Department Registration Form in English and in your home language (where applicable)
  - Please complete both sides for your screening appointment
- Hampton City Schools vaccination requirements in English and in your home language (where applicable)
- A map of Hampton showing the location of all schools
- Other important documents in English and your home language (where applicable)

We look forward to welcoming you and ensuring you and your student are successful in Hampton City Schools! Please contact the ELL Department with any questions or concerns.

Andrew Lloyd, Ph.D.  
[alloyd1@hampton.k12.va.us](mailto:alloyd1@hampton.k12.va.us)  
757-727-2483

Patriot Operations Center  
1589 Wingfield Dr., Ste. 5  
Hampton, VA 23666  
[www.hampton.k12.va.us](http://www.hampton.k12.va.us)



# STUDENT REGISTRATION FORM Prek - 12 Part A

HCS STUDENT ID#

STUDENT'S LEGAL NAME (as it appears on birth certificate or passport) LAST (SUFFIX) FIRST MIDDLE		STUDENT'S PREVIOUS NAME (if any) LAST (SUFFIX) FIRST MIDDLE	
PREFERRED NAME	DATE OF BIRTH mm / dd / yyyy	SSN (Last 4 digits Not Required)	GENDER Male <input type="checkbox"/> Female <input type="checkbox"/>
ETHNICITY (this must be answered) Is the student Hispanic/Latino or of Spanish origin? <input type="checkbox"/> Yes <input type="checkbox"/> No		Registering for GRADE LEVEL <input type="checkbox"/>	
RACE (this must be answered - check ALL that apply) <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White		Last Completed Grade Level <input type="checkbox"/>	
STUDENT'S RESIDENCE House No. Street Name Apt. No. City State Zip Code		CITY / STATE / COUNTRY OF BIRTH COUNTRY OF CITIZENSHIP	
STUDENT'S HOME TELEPHONE ( )		Relationship to Student (Check all that apply) Mother <input type="checkbox"/> Father <input type="checkbox"/> Stepmother <input type="checkbox"/> Stepfather <input type="checkbox"/>	
PARENT / GUARDIAN LAST (SUFFIX) FIRST MIDDLE		Resides with Student? Yes <input type="checkbox"/> No <input type="checkbox"/> Has Custody? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Enter Address if different from Student's House No. Street Name Apt. No. City State Zip Code		E-MAIL ADDRESS TELEPHONE: HOME WORK MOBILE OTHER School Notification System	
OTHER PARENT/GUARDIAN LAST (SUFFIX) FIRST MIDDLE		Relationship to Student (Check all that apply) Mother <input type="checkbox"/> Father <input type="checkbox"/> Stepmother <input type="checkbox"/> Stepfather <input type="checkbox"/>	
Resides with Student? Yes <input type="checkbox"/> No <input type="checkbox"/> Has Custody? Yes <input type="checkbox"/> No <input type="checkbox"/>		Legal Guardian <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Foster Parent <input type="checkbox"/>	
Enter Address if different from Student's House No. Street Name Apt. No. City State Zip Code		E-MAIL ADDRESS TELEPHONE: HOME WORK MOBILE OTHER School Notification System	
OTHER PARENT/GUARDIAN LAST (SUFFIX) FIRST MIDDLE		Relationship to Student (Check all that apply) Mother <input type="checkbox"/> Father <input type="checkbox"/> Stepmother <input type="checkbox"/> Stepfather <input type="checkbox"/>	
Resides with Student? Yes <input type="checkbox"/> No <input type="checkbox"/> Has Custody? Yes <input type="checkbox"/> No <input type="checkbox"/>		Legal Guardian <input type="checkbox"/> Other (Specify) <input type="checkbox"/> Foster Parent <input type="checkbox"/>	
Enter Address if different from Student's House No. Street Name Apt. No. City State Zip Code		E-MAIL ADDRESS TELEPHONE: HOME WORK MOBILE OTHER School Notification System	

In compliance with Federal and State Laws and Regulations, Hampton City Schools does not discriminate on the basis of race, color, national origin, sex, disability, age or other protected classes in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Robbin G. Ruth, Executive Director, Human Resources One-Franklin Street, Hampton, VA 23669 757-727-2318



# STUDENT REGISTRATION FORM

## PreK - 12 Part B

**STUDENT'S LEGAL NAME** \_\_\_\_\_

Has the Student ever attended a Hampton City School? Yes  No

Is the Student currently long-term suspended or expelled from another school? Yes  No

Was the Student enrolled in a Virginia public school during the current year? Yes  No

Name of School or PreSchool Last Attended \_\_\_\_\_

If not a Hampton School, please enter complete address \_\_\_\_\_

Street No. \_\_\_\_\_ Street Name \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

School Phone (include area code) \_\_\_\_\_

School Fax (include area code) \_\_\_\_\_

What is the primary language used in the home, regardless of the language spoken by student? \_\_\_\_\_

What is the language most often spoken by the student? \_\_\_\_\_

What is the language that the student first acquired? \_\_\_\_\_

If registering for Pre-Kindergarten, please enter the Healthy Start Support Worker (if any): \_\_\_\_\_

If registering for Kindergarten, please be sure to complete the Kindergarten Registration Survey SBO Form 413.

**FOSTER CARE INFORMATION** *OFFICE: If this section is completed, please send a copy of the registration to the Finance Office.*

Placement Agency: \_\_\_\_\_

Name of Foster Parent \_\_\_\_\_

Enter Address if different from Student's \_\_\_\_\_

Street No. \_\_\_\_\_ Street Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Enter Legal Residence of Student \_\_\_\_\_

Street No. \_\_\_\_\_ Street Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent/Stepparent/Guardian #1	Parent/Stepparent/Guardian #2
ACTIVE DUTY (Check one) <input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Marine Corps <input type="checkbox"/> Navy <input type="checkbox"/> National Guard <input type="checkbox"/> Reserves <input type="checkbox"/> Other	ACTIVE DUTY (Check one) <input type="checkbox"/> Air Force <input type="checkbox"/> Army <input type="checkbox"/> Coast Guard <input type="checkbox"/> Marine Corps <input type="checkbox"/> Navy <input type="checkbox"/> National Guard <input type="checkbox"/> Reserves <input type="checkbox"/> Other
Currently Active YES <input type="checkbox"/> NO <input type="checkbox"/>	Currently Active YES <input type="checkbox"/> NO <input type="checkbox"/>
Name of Parent/Stepparent/Guardian _____	Name of Parent/Stepparent/Guardian _____
Rank _____	Rank _____
Name of Military Base/Installation _____	Name of Military Base/Installation _____

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office: ID Verification and Expiration \_\_\_\_\_

**SCHOOL USE ONLY**

PROOF OF DATE OF BIRTH \_\_\_\_\_

Birth Certificate Number: \_\_\_\_\_

Affidavit: \_\_\_\_\_

Records Requested (date): \_\_\_\_\_

Records Received (date): \_\_\_\_\_

**PROOF OF ADDRESS RECEIVED**

Document Type(s):  Gas / Water / Electric Bill  Lease / Mortgage / Deed  Other: \_\_\_\_\_

ENTRY DATE: \_\_\_\_\_ ENTRY CODE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_

HOME ROOM: \_\_\_\_\_

ZONED SCHOOL IF OUT OF ZONE: \_\_\_\_\_

<input type="checkbox"/> 504	<input type="checkbox"/> Gifted Education	<input type="checkbox"/> ESL Referral	<input type="checkbox"/> Court / Custody Documentation
<input type="checkbox"/> Special Education	<input type="checkbox"/> Special Education Transportation	<input type="checkbox"/> Kindergarten Survey Form	<input type="checkbox"/> Physical Provided
<input type="checkbox"/> Foster Care sent to Finance	<input type="checkbox"/> Currently being evaluated or in Child Study	<input type="checkbox"/> Previous Retention	<input type="checkbox"/> Immunization Record Provided



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Student Registration Form

Student's Last Name: \_\_\_\_\_

Student's First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Country of Origin: \_\_\_\_\_ Entry Date into the U.S.: \_\_\_\_\_

Primary/Native Language: \_\_\_\_\_

Entry Date into a Virginia School: \_\_\_\_\_

Number of School Years Completed in the U.S.: \_\_\_\_\_

Number of School Years Completed in Native Country: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Is the Student Hispanic or Latino?  Yes  No

Race:  American Indian or Alaska Native  Native Hawaiian / Other Pacific Islander  
 Asian  Black or African American  White

For Office Use

Refugee  Yes  No

Immigrant  Yes  No



# HAMPTON CITY SCHOOLS WORLD LANGUAGES AND ENGLISH LANGUAGE LEARNERS

## Home Language Survey

To make sure that all students receive the education services they need, the law requires us to ask questions about students' language backgrounds. This form will be used only for determining whether the students needs English Learner services and will not be used for immigration matters or reported to immigration authorities.

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

1. What is the primary language used in the home, regardless of the language spoken by the student? \_\_\_\_\_
2. What is the language that the student first acquired? \_\_\_\_\_
3. What is the language most often spoken by the student? \_\_\_\_\_
4. What is the language most often spoken by the adults at home? \_\_\_\_\_
5. In which language would you prefer to receive **written** school communications? \_\_\_\_\_
6. In which language would you prefer to receive **oral** school communications? \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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

### *Hampton City Schools Non-Discrimination Notice*

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*Robbin G. Ruth, Executive Director of Human Resources  
One Franklin Street  
Hampton, Virginia 23669  
757-727-2318*



## SCHOOL & DAY CARE MINIMUM IMMUNIZATION REQUIREMENTS

Documentary proof shall be provided of adequate age appropriate immunization with the prescribed number of doses of vaccine indicated below for attendance at a public or private elementary, middle or secondary school, child care center, nursery school, family day care home or developmental center. Vaccines must be administered in accordance with the harmonized schedule of the Centers for Disease Control and Prevention, American Academy of Pediatrics, and American Academy of Family Physicians and must be administered within spacing and age requirements (available at <https://www.vdh.virginia.gov/immunization/immunization-manual/acip/>). **Children vaccinated in accordance with either the current harmonized schedule or the harmonized catch-up schedules (including meeting all minimum age and interval requirements) are considered to be appropriately immunized for school attendance.** (See "Supplemental Guidance for School-required Vaccines" for additional information.)

**Diphtheria, Tetanus, & Pertussis (DTaP, DTP, or Tdap)** - A minimum of 4 properly spaced doses. A child must have at least one dose of DTaP or DTP vaccine on or after the fourth birthday. DT (Diphtheria, Tetanus) vaccine is required for children who are medically exempt from the pertussis containing vaccine (DTaP or DTP). Adult Td is required for children 7 years of age and older who do not meet the minimum requirements for tetanus and diphtheria. Effective A booster dose of Tdap vaccine is required for all children entering the 7<sup>th</sup> grade.

**Meningococcal Conjugate (MenACWY) Vaccine** - Effective July 1, 2021, a minimum of 2 doses of MenACWY vaccine. The first dose should be administered prior to entering 7<sup>th</sup> grade. The final dose should be administered prior to entering 12<sup>th</sup> grade.

**Human Papillomavirus (HPV) Vaccine** - Effective July 1, 2021, a complete series of 2 doses of HPV vaccine is required for students entering the 7<sup>th</sup> grade. The first dose shall be administered before the child enters the 7<sup>th</sup> grade. After reviewing educational materials approved by the Board of Health, the parent or guardian, at the parents or guardians sole discretion, may elect for the child not to receive the HPV vaccine.

**Hepatitis B Vaccine** - A complete series of 3 properly spaced doses of hepatitis B vaccine is required for all children. However, the FDA has approved a 2-dose schedule ***ONLY*** for adolescents 11-15 years of age AND ***ONLY when the Merck Brand (RECOMBIVAX HB) Adult Formulation Hepatitis B Vaccine*** is used. If the 2-dose schedule is used for adolescents 11-15 years of age it must be clearly documented on the school form.

**Measles, Mumps, & Rubella (MMR) Vaccine** - A minimum of 2 measles, 2 mumps, and 1 rubella. (Most children receive 2 doses of each because the vaccine usually administered is the combination vaccine MMR). First dose must be administered at age 12 months or older. Second dose of vaccine must be administered prior to entering kindergarten but can be administered at any time after the minimum interval between dose 1 and dose 2.

**Haemophilus Influenzae Type b (Hib) Vaccine** - This vaccine is required **ONLY** for children up to 60 months of age. A primary series consists of either 2 or 3 doses (depending on the manufacturer). However, the child's current age and not the number of prior doses received govern the number of doses required. Unvaccinated children between the ages of 15 and 60 months are only required to have one dose of vaccine.

**Pneumococcal (PCV) Vaccine** - This vaccine is required **ONLY** for children less than 60 months of age. One to four doses, dependent on age at first dose, of pneumococcal conjugate vaccine are required.

**Rotavirus Vaccine** - This vaccine is required **ONLY** for children less than 8 months of age. Effective July 1, 2021, 2 or 3 doses of Rotavirus Vaccine (dependent upon the manufacturer) is required.

**Polio (IPV) Vaccine** - A minimum of 4 doses of polio vaccine. One dose must be administered on or after the fourth birthday. See supplemental guidance document for additional information.

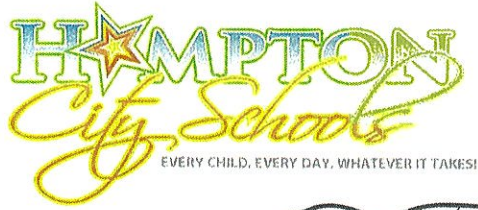
**Varicella (Chickenpox) Vaccine** - All children born on and after January 1, 1997, shall be required to have one dose of chickenpox vaccine administered at age 12 months or older. Effective March 3, 2010, a second dose must be

administered prior to entering kindergarten but can be administered at any time after the minimum interval between dose 1 and dose 2.

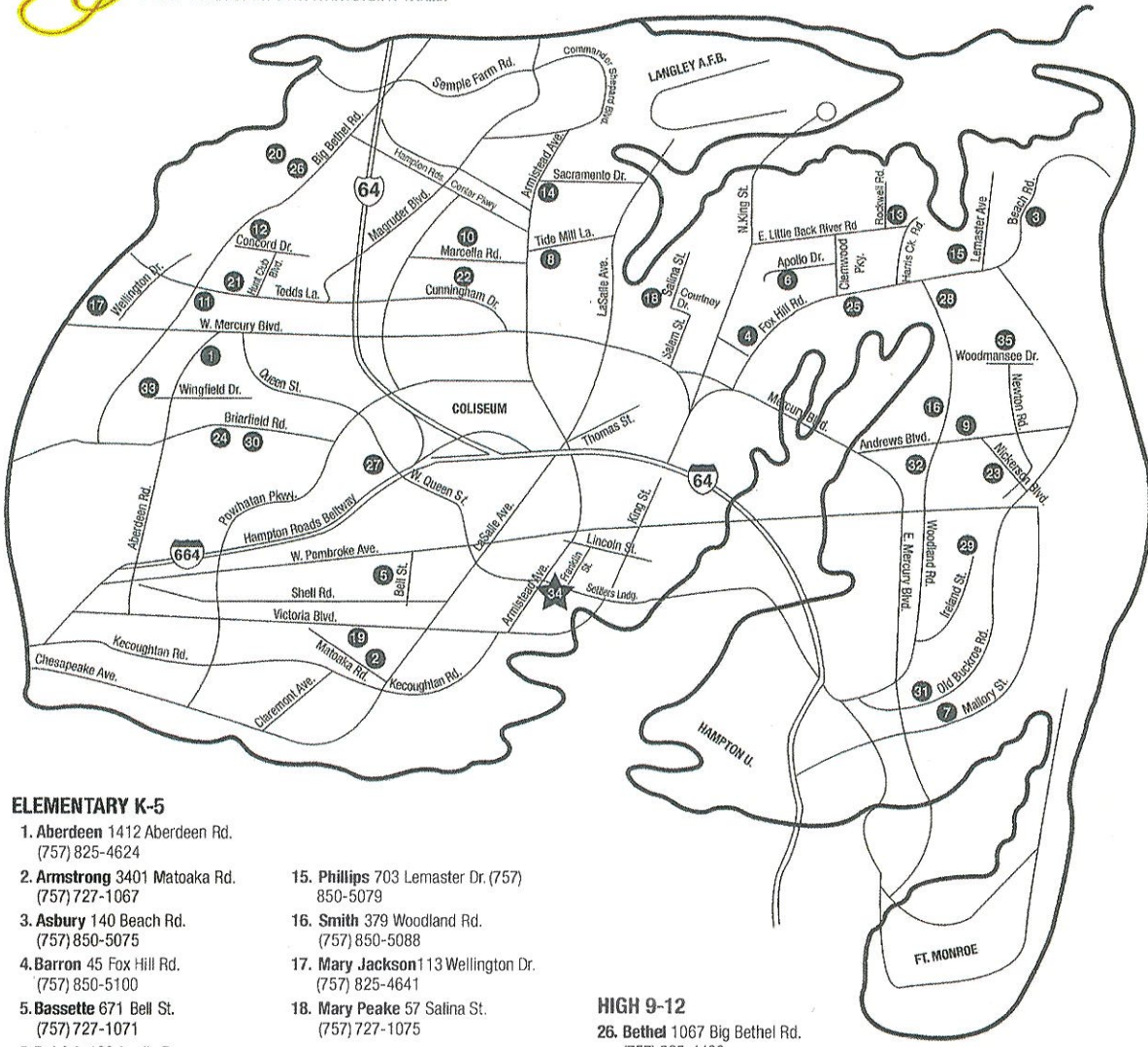
**Hepatitis A (HAV) Vaccine** – Effective July 1, 2021, a minimum of 2 doses of Hepatitis A vaccine. The first dose should be administered at age 12 months or older.

*For further information, please call the Division of Immunization at 1-800-568-1929 (in state only) or 804-864-8055.*

*Rev. 02/21*



# Area Map of Hampton City Schools



## ELEMENTARY K-5

1. **Aberdeen** 1412 Aberdeen Rd. (757) 825-4624
2. **Armstrong** 3401 Matoaka Rd. (757) 727-1067
3. **Asbury** 140 Beach Rd. (757) 850-5075
4. **Barron** 45 Fox Hill Rd. (757) 850-5100
5. **Bassette** 671 Bell St. (757) 727-1071
6. **Patrick** 160 Apollo Dr. (757) 850-5096
7. **Bryan** 1021 N. Mallory St. (757) 727-1056
8. **Burbank** 40 Tidemill Ln. (757) 825-4642
9. **Mary Christian** 2009 Andrews Blvd. (757) 850-5092
10. **Cooper** 200 Marcella Rd. (757) 825-4645
11. **Forrest** 1406 Todds Ln. (757) 825-4627
12. **Kraft** 600 Concord Dr. (757) 825-4634
13. **Langley** 16 Rockwell Rd. (757) 850-5105
14. **Machen** 20 Sacramento Dr. (757) 727-2900

15. **Phillips** 703 Lemaster Dr. (757) 850-5079
16. **Smith** 379 Woodland Rd. (757) 850-5088
17. **Mary Jackson** 113 Wellington Dr. (757) 825-4641
18. **Mary Peake** 57 Salina St. (757) 727-1075

## PreK-8

19. **Andrews** 3120 Victoria Blvd. (757) 268-3333
20. **Phenix** 1061 Big Bethel Rd. (757) 268-3500

## MIDDLE 6-8

21. **Tarrant** 1435 Todds Ln. (757) 825-4520
22. **Eaton** 2108 Cunningham Dr. (757) 825-4540
23. **Jones** 1819 Nickerson Blvd. (757) 850-7900
24. **Lindsay** 1636 Briarfield Rd. (757) 825-4560
25. **Syms** 170 Fox Hill Rd. (757) 850-5050

## HIGH 9-12

26. **Bethel** 1067 Big Bethel Rd. (757) 325-4400
27. **Hampton** 1491 W. Queen St. (757) 325-4430
28. **Kecoughtan** 522 Woodland Rd. (757) 850-5000
29. **Phoebus** 100 Ireland St. (757) 727-1000

34. **Hampton City Schools Administrative Center**  
1 Franklin St.  
(757) 727-2000

35. **Merrimack Operations Center**  
2113 Woodmansee Dr.  
(757) 850-5123

## SPECIAL PROGRAMS & ADMINISTRATIVE OFFICES

30. **Adult and Alternative Learning Center** 1646 Briarfield Rd. (757) 727-1327
31. **Moton Early Childhood Center** 339 Old Buckroe Rd. (757) 727-1061
32. **Kilgore Gifted Center** 339 Woodland Rd. (757) 850-5032
33. **Patriot Operations Center** 1589 Wingfield Dr.







# Return-to-School Checklist

EVERY CHILD, EVERY DAY, WHATEVER IT TAKES!

## Has Required Immunizations/Physical

- Has all required immunizations for entry into grade level (DPT, Polio, Hep B, MMR, Varicella). 7th graders must have Tdap. New immunization requirements are Meningococcal for 7th and 12th graders and Hep A for kindergartners.
- New students have a current physical if they are in PreK-5.

## Access Educational Technology

- Create **Parent Portal** account (if new to the division or you have not created one in the past) - <http://www.hampton.k12.va.us/parents/parentportal/Creating%20a%20Parent%20Portal%20Account.pdf?ls=1>
- Activate your **ParentSquare** account (if new to the division or you have not activated your account in the past) - [www.parentsquare.com](http://www.parentsquare.com)
  - Parents/Guardians must click 'Sign In', and then under the Sign Up section, enter the email or phone number that they have on file with their child's school and click Go. ParentSquare will send a link to the parent/guardian to use to finalize their account.

**Need Internet Access?** Call our tech support hotline (757-850-6875) to inquire about programs and services for which you may qualify.

## Sign & Submit Parent Forms

- 2021-2022 COVID-19 Student/Parent/Guardian Expectations and Agreement (via Parent Portal) - **REQUIRED THIS YEAR**
- HCS Student Rights and Responsibilities Handbook Review Confirmation - SBO 152 - **REQUIRED EACH YEAR**
- Student Directory Information Form - SBO 55 (via Parent Portal) - **REQUIRED ONLY ONCE DURING A STUDENT'S ACADEMIC CAREER**
- Free & Reduced Meal Application (if applicable)

## Maintain School Connections

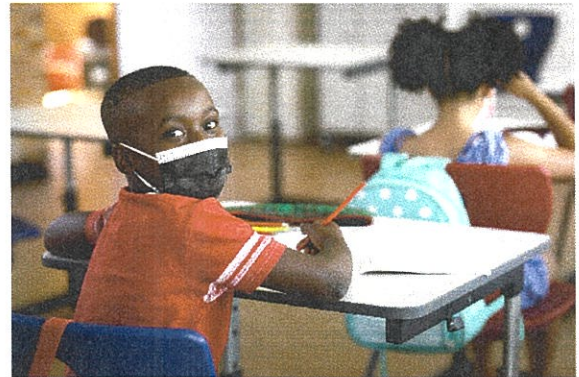
- Attend open houses/orientations
- Join the PTA
- Bookmark school and division websites - [www.hampton.k12.va.us](http://www.hampton.k12.va.us)
- Follow division and school social media accounts
- Provide your child's school a current email and phone number

# EVERY CHILD, EVERY DAY, WHATEVER IT TAKES!

## Attendance

Regular attendance is essential to every student's academic, social, emotional, and behavioral growth. Students who actively attend school learn more, develop important social emotional skills, and have a better chance of future success.

Parents/Guardians should contact their child's school or the Office of Student Services (757) 727-2135 with questions about student attendance.



## Student Rights & Responsibilities Handbook

The Hampton City Schools *Student Rights & Responsibilities Handbook* contains important information for students and families (e.g., school calendar, academic information, attendance information, code of student conduct). The handbook is available on the HCS website. Elementary school students will receive a copy of the handbook in their student agenda. Secondary school students will receive an electronic copy of the handbook via email on September 7, as well as a paper copy of the *Documentation of the Rights and Responsibilities Handbook Review* to be signed and returned to your child's teacher. Families who would like a hard copy may contact their child's school. Please review the handbook and the code of student conduct with your student to ensure he/she is prepared for the new school year.

## School Meals for In-person and Virtual Learning

This 2021-2022 school year, all HCS students, in-person and virtual, will receive school breakfast and lunch free.

### In-person Learning

Breakfast and lunch will be provided at all HCS schools. Snacks and a la carte items will be available for purchase using your student's lunch account, which can be funded through MyPaymentsPlus by visiting [www.mypaymentsplus.com](http://www.mypaymentsplus.com) or downloading the app.

### Virtual Learning

Virtual learners will have the option to register for weekly 5-Day Meal Kits. Additional communication will be provided to those families whose child is registered for virtual learning in regard to the registration process, pick-up locations, dates, and times.

## Student Safety

Student welfare and wellness remain a top priority for the school division. Students, staff, parents, and community members are encouraged to report concerns about bullying/cyberbullying or harassment to their school principals immediately. You may report incidents using the division's **SAFE School Hotline** and **TipText** line at 757-504-0921. School counselors are also a good resource for students and parents and can provide support for a child's social-emotional well-being. Counselors may be reached by email or phone or by contacting the student's school.

# EVERY CHILD, EVERY DAY, WHATEVER IT TAKES!

## School/Home Communication

Maintaining relationships is a key component of student success. The division has several tools in place to keep families informed.



Just as we strive to keep families informed, we encourage you to share your questions and concerns directly with a school or the division. Our goal is to work with you to reach effective and timely solutions that are in the best interest of our students. While social media is a great way to stay connected, parents are encouraged to use the following methods to have questions answered or ensure their voice is heard.

## Regarding Your Child

Please contact your child's teacher by email or phone. Many questions and challenges can be resolved at this level. If you feel this strategy has not resolved the issue, reach out to the principal or an assistant principal.

## Regarding a School

Please contact the school's main office by email or phone. If need be, ask to speak with the principal or an assistant principal. If you continue to have a concern after working with the school administrators, please contact the School Administration Building.

## Regarding the Division

Contact our school administration offices using one of the phone numbers below.

## Who to Call

Main Number.....	757-727-2000
Student Services.....	757-727-2135
Digital Help Desk.....	757-850-6875
Human Resources.....	757-727-2300
Food & Nutrition Services.....	757-727-2350
SAFE School Hotline.....	757-504-0921

