Dear Students and Parents:

The administration and staff have worked very hard to make your school experience a memorable and rewarding one. We encourage you to make every day count towards doing the best you can do. The Charlotte County School Board welcomes you to your new and exciting school year.

Sincerely,
Gloria Talbott, Chair
Charlotte County School Board

Office of the Superintendent

As we begin this new school year, we are facing many unique and difficult challenges. Despite the circumstances, it remains the mission of Charlotte County Public Schools to provide the best educational opportunities for all students. While normal activities and procedures of schools will certainly look different, you should take comfort in knowing that your student is being taught and cared for by the very best teachers and staff. As a result of the unique circumstances surrounding this school year, communication between parents and schools will more important than ever. We are here to serve our students and families, and we encourage you to contact us whenever you have questions or concerns. I am excited to have our students return to school, and I look forward to working with each of you.

Robbie W. Mason

Charlotte County School Board

Gloria Talbott, Chair - Drakes Branch
Jay George, Vice Chair - Keysville
Russell "Scotty" Hamlett - Cullen/Red House
Teresa Dunaway - Wylliesburg/Red Oak

Jon Paul Berkley - Bacon District
Robert Johnson - Aspen/Phenix
Angela Cook - Charlotte Court House
Dana L. Ramsey - Clerk of Board

Greetings From The School Board

The Charlotte County School Board is eager for the 2020-2021 school year to begin. The administration and staff have worked very hard to make your school experience a memorable and rewarding one. We encourage you to make every day count towards doing the best you can do. The Charlotte County School Board welcomes you to your new and exciting school year.

Sincerely,
Gloria Talbott, Chair
Charlotte County School Board

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Enrollment Requirements

Virginia State Law requires parents who are enrolling children in Charlotte County Public Schools for the first time to provide the following documents:

1. A report from a licensed physician of a complete physical examination or records establishing that such pupil furnished such report upon prior admission to another school or school division (22.1-270).
2. A birth certificate or another acceptable document (22.1-270).
3. Dates of immunizations (MMR, DPT, and polio) provided on the MCH 213-C form and signed by a physician (22.1-271.2).
4. The student's social security number (22.1-260). (optional)
5. Proof of Charlotte County residency. Student records of those transferring from other districts will be requested by the receiving school after registration. Questions and concerns should be directed to the individual school.

The Charlotte County Public School Division provides notification of the right to a free public education for students who have not reached 20 years of age on or before August 1 of the school year. The local school board shall notify the parent of a student for whom English is a second language of the opportunity for a free public education until age 22.

Out of County Enrollment

Students residing outside of Charlotte County MAY be considered for enrollment on a space availability basis. Acceptance is contingent upon an individual review of student academic, discipline and attendance records. New out of county enrollees may be charged tuition. Written requests should be submitted to Dr. Shep Critzer, Director of Student Services at the Charlotte County School Board Office.

Regular School Board Meetings

Regular school board meetings are held the second Tuesday of each month. Agendas and times of these meetings can be found on the web at: www.ccpsk12.org

For your information and convenience, several of the standard back-to-school forms and informational items have been included in this publication. The information sheet on the last page of this booklet should be completed, signed where necessary, and returned to your child’s teacher no later than the second week of school. A separate sheet must be processed for each student. Therefore, if you have more than one Charlotte County student in your family, a form must be submitted for each child.
Charlotte County Public Schools
Institutional Calendar 2020-2021

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<td>5-9 Spring Break</td>
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<td>10/11/20: 17 days</td>
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<td>11/12/20: 22 days</td>
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- Holidays
- Teacher Workdays (TWD)
- Staff Development Days (SD)
- 1st Day of School & Grad.
- End of 9-weeks 12:30 p.m. dismissals for students (TWD 12:30-3:30)

Semester 1: 90 Days
Semester 2: 90 Days

Student drop off at all elementary schools begins at 7:50 a.m.
Students should not arrive prior to 7:50 a.m. Parents may not walk their children to class. This procedure is necessary to increase safety in our schools.
Health Services

The Health Services Program is a vital component of a comprehensive health program, along with the school system’s philosophy and goals, health instruction, health services, and a healthy school environment. Health services are provided in each school by the school nurse under the supervision of the principal. The school nurse works together with students, parents, teachers, and school and community professionals to promote student achievement and to support the educational process. The site location and contact information for the nurses is as follows:

Nikki Elder, RHHS .......................................................... (434) 542-4111
Melissa Bennett, Eureka .................................................. (434) 736-8458
Breanna Card, Bacon .................................................. (434) 735-8612
Shelia Hazelwood, Central ........................................... (434) 542-4536
Melanie Scruggs, Phenix .................................................. (434) 542-5570

Charlotte County Public Schools Medication Policy
Pursuant to CCPS Policy JHCD

Medications Prescribed for Individual Students

Designated employees of the Charlotte County School Board may give medication prescribed for individual students only pursuant to the written order of a physician, physician assistant, or nurse practitioner and with written permission from the student’s parent or guardian. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

Sharing, borrowing, distributing, manufacturing or selling any medication is prohibited. All medication (both prescription and non-prescription) must be administered by the school nurse, school administration, or school division designee. Students found in violation of this policy will be subject to disciplinary action in accordance with the Standards of Student Conduct.

Nonprescription Medications

Designated employees of the Charlotte County School Board may give nonprescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medicine is to be given. Such medicine must be in the original container and delivered to the principal, school nurse, or school division designee by the parent or guardian of the student.

Sharing, borrowing, distributing, manufacturing or selling any medication is prohibited. All medication (both prescription and non-prescription) must be administered by the school nurse, school administration, or school division designee. Students found in violation of this policy will be subject to disciplinary action in accordance with the Standards of Student Conduct.

Self-Care and Self-Administration of Medication

Each enrolled student who is diagnosed with diabetes, with parental consent and written approval from the prescriber, is permitted to: • carry with him and use supplies, including a reasonable and appropriate short-term supply of carbohydrates, an insulin pump, and equipment for immediate treatment of high and low blood glucose levels; and • self-check his own blood glucose levels on school buses, on school property, and at school-sponsored activities.

A School Board employee, as defined in Va. Code § 22.1-274.E, who is a registered nurse, licensed practical nurse, or certified nurse aide and who has been trained in the administration of insulin, including the use and insertion of insulin pumps, and the administration of glucagon may assist a student who is diagnosed with diabetes and who carries an insulin pump with the insertion or reinsertion of the pump or any of its parts. Prescriber authorization and parental consent shall be obtained for any such employee to assist with the insertion or reinsertion of the pump or any of its parts. Nothing in this policy requires any employee to assist with the insertion or reinsertion of the pump or any of its parts.

Self-Administration of Asthma Medications and Auto-Injectable Epinephrine

Students with a diagnosis of asthma or anaphylaxis, or both, are permitted to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, in accordance with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. A student may possess and self-administer asthma medication, or auto-injectable epinephrine, or both, when the following conditions are met:

• Written parental consent that the student may self-administer inhaled asthma medications or auto-injectable epinephrine, or both, is on file with the school.

• Written notice from the student’s health care provider is on file with the school, indicating the identity of the student, stating the diagnosis of asthma or anaphylaxis, or both, and approving self-administration of inhaled asthma medications or auto-injectable epinephrine, or both, that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student’s demonstrated ability to safely and effectively self-administer the medication.

• An individualized health care plan is prepared, including emergency procedures for any life-threatening conditions.

• There is a consultation with the student’s parent before any limitations or restrictions are imposed on a student’s possession and self-administration of inhaled asthma medications and auto-injectable epinephrine, and before the permission to possess and self-administer inhaled asthma medications and auto-injectable epinephrine at any point during the school year is revoked.

• Self-administration of inhaled asthma medications and auto-injectable epinephrine is consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedure Manual, which are jointly issued by the Virginia Department of Education and the Virginia Department of Health.

• Information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer asthma medications or auto-injectable epinephrine, or both, will be effective for a period of 365 calendar days, and must be renewed annually. However, a student’s right to possess and self-administer inhaled asthma medication or auto-injectable epinephrine, or both, may be limited or revoked after appropriate school personnel consult with the student’s parents.

Epinephrine

Pursuant to an order or standing protocol issued by the prescriber within the course of his professional practice, any school nurse, School Board employee, employee of a local appropriating body or employee of a local health department who is authorized by a prescriber and trained in the administration of epinephrine may possess epinephrine and administer it to any student believed to be having an anaphylactic reaction.

School Fees

<table>
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<tr>
<th>Service</th>
<th>Price</th>
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<tbody>
<tr>
<td>FFA/Agriculture</td>
<td>$15.00</td>
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<tr>
<td>Exploratory/Band</td>
<td>$15.00</td>
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<tr>
<td>Lock Rental</td>
<td>$3.00</td>
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<tr>
<td>P.E. Uniform (shirt &amp; shorts)</td>
<td>$15.00</td>
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Randolph-Henry High School

<table>
<thead>
<tr>
<th>Service</th>
<th>Price</th>
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<tbody>
<tr>
<td>CTE Course</td>
<td>$15.00</td>
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<tr>
<td>Art</td>
<td>$15.00</td>
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<tr>
<td>Band</td>
<td>$15.00</td>
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<tr>
<td>Theatre</td>
<td>$15.00</td>
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<tr>
<td>Behind the Wheel Instruction</td>
<td>$150.00</td>
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<tr>
<td>(Payable before the student begins.)</td>
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<tr>
<td>Class Dues (all grades)</td>
<td>$15.00</td>
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<tr>
<td>Dual Enrollment (per 3 credit course)</td>
<td>$25.00</td>
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<tr>
<td>Parking Permit</td>
<td>$20.00</td>
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<tr>
<td>P. E. Uniform (shirt &amp; shorts)</td>
<td>$15.00</td>
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*See Student Fees, Fines, and Charges Policy on page 19. A fee waiver request form may be obtained from the school's main office

The Charlotte County School Board, in accordance with Virginia Code Section 22.1-251, will provide free textbooks to all students attending Charlotte County Public Schools.

2020-2021 School Nutrition Program Meal Prices

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<tr>
<th>Meal</th>
<th>Reduced Price</th>
<th>Full Price</th>
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<tr>
<td>Student Breakfast</td>
<td>$0.30</td>
<td>$1.50</td>
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<tr>
<td>Student Lunch</td>
<td>$0.40</td>
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<tr>
<td>Adult Breakfast</td>
<td>N/A</td>
<td>$2.50</td>
</tr>
<tr>
<td>Adult Lunch</td>
<td>N/A</td>
<td>$3.50</td>
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Stay current on your student’s cafeteria purchases and account balance at: www.k12paymentcenter.com

A la carte items may not be purchased if money is owed on an account.
Attendance Policy
Ages of Children Required to Attend

Every child who has reached his/her fifth birthday on or before September 30 of any school year and who has not passed his/her eighteenth birthday shall attend a public, private, denominational, parochial school, or be taught by a tutor or a teacher meeting the qualifications of the Board of Education and approved by the Division Superintendent, or be provided home instruction in accordance with State Law and Board policy, or be granted an exemption from school attendance under the provisions of State law and Board policy. Every school board shall have power to appoint one or more attendance officers who shall be charged with the enforcement of the provisions of this article.

It is the belief of Charlotte County Public Schools that consistent attendance is essential for success both in and out of school. As such, the aim of the attendance policies for Charlotte County Public Schools is to teach and promote appropriate attendance habits for students as a means to help foster their success.

After a student has accumulated a total of five (5) unexcused absences, a letter will be sent from the school to notify the parents. The principal or designee will schedule, in writing, a conference with the parent at this time. At this conference, an attendance contract will be completed and signed by the parent and school representatives.

After a student has accumulated a total of seven (7) unexcused absences, a letter will be sent to the parents to schedule a meeting with the school social worker and/or the county interdisciplinary team. If the parent fails to keep or reschedule the appointment for the conference, a referral may be made to the school social worker/attendance office, and court action may be initiated.

After a student has accumulated a total of nine (9) absences [excused or unexcused], a letter will be sent to notify the parents that all future absences for the school year will be considered unexcused expect for the following reasons:
• Doctor’s or dentist’s note
• Court notification
• Death in family
• Religious holiday

If a student continues to be absent from school, after receiving the nine-day letter, he/she could be deemed truant and referred to the school social worker.

Students who do not go on field trips and do not attend school, will be counted absent. A student will not be considered to have perfect attendance if he/she has been tardy or has left school early.

**Remote learning will be an option for students who are affected by COVID-19. These students must login and complete assignments in a timely manner to considered present.**

Charlotte County Public Schools attendance policy may need to be updated as state guidelines change. Any changes to CCPS attendance policy will be communicated with parents through letters from the school.


**Please refer to the student handbook or your child's school for complete attendance policy.**

Charlotte County Public Schools
Dress Code Standards

The Charlotte County School Board and administration feel that all students must take pride in their appearance and dress. Students are expected to dress appropriately and safely for all school activities. Dress that presents health or safety problems or is distracting or disruptive will be considered inappropriate and improper on school premises or when representing the school at an activity.

Dress and appearance that is of such nature as to disrupt normal learning will not be allowed. Students who dress in a manner that disrupts the mission of the school will be subject to removal for the remainder of the day. The student may be subject to disciplinary action. Teachers will send students to the principal, assistant principal, or designee, who have the right to ask a student change his/her dress or personal grooming style if it is deemed inappropriate or disruptive to the educational environment. The school administration has the final authority to determine whether a student's dress is within requirements of the policy guidelines.

At the beginning of the 2020-21 school year, it is recommended that students wear appropriate face coverings due to COVID-19. At the discretion of school administration, face coverings that are deemed disruptive or inappropriate will not be permitted. Bandanas are not acceptable face coverings.

*For further details, refer to the individual school’s handbook.*

Parental Involvement

Parental involvement is vital to student success. We encourage all parents to become involved in school activities, programs, and organizations. Please contact your child’s school to discuss the options and organizations available and obtain a schedule of meetings, parent-teacher conferences, student exhibitions, and other activities.

Emergency School Closings

Emergency school closings will be announced on the following television & radio stations:

**Television**
- WSET Channel 13 - Lynchburg
- WSLS Channel 10 - Roanoke
- WDBJ Channel 7 - Roanoke
- WFXR Channel 21 & 27 - Fox (Lynchburg/Roanoke)
- WTVM Channel 6 - Richmond

**Radio**
- WFLO 870 AM - 95.7 FM - Farmville
- WYYD 107.9 FM - Lynchburg
- WSLQ 99.1 - Roanoke
- WHLF FM 95.3 - South Boston

In addition, closings will be posted on the web site: [www.ccpsk12.org](http://www.ccpsk12.org) and [Facebook, Charlotte County Public Schools, VA](https://www.facebook.com/CharlotteCountyPublicSchoolsVA) School Messenger will also broadcast messages to parents, faculty and staff.

*If you are not receiving School Messenger alerts contact your child's school to update information.*
Charlotte County Pre-Kindergarten Program  
Every Child, Every Opportunity, Every Day

Charlotte County Public Schools’ Pre-Kindergarten Program has received national and statewide recognition as an outstanding program for four-year old children. The mission of the pre-kindergarten program is to provide care and education in a setting that is safe, nurturing and responsive to each child and promotes children’s self-awareness, competence, self-worth, resiliency and physical well-being. Studies of children participating in the pre-kindergarten program, which began in 1988 and is located at Eureka Elementary, Phenix Elementary and Bacon District Elementary School, consistently show that the vast majority of our students are very successful in later years and among the best students in our schools. The Big Day For Pre-K Curriculum is a comprehensive, integrated program, which provides the strongest research-based early literacy curriculum that seamlessly weaves solid content that captures children’s natural curiosity about the world into an activity-centered day. The curriculum covers all domains of learning: Language and Literacy, Social Studies, Science, Mathematics, The Arts, Physical Development, and Social and Emotional Development. Registration for the pre-kindergarten program is held during February and March. Children who will be four years old on or before September 30 can register for the program. Parents are required to meet with their child’s teacher throughout the school year to discuss academic and social progress. Programming on child development, nurturing school routines and literacy education are also available. The program is supported by Title I and Virginia Preschool Initiative funds.

For more information on the pre-kindergarten program, call: Ms. Jamie Brown at (434) 542-9503.

Charlotte County Kindergarten Program

Registration for the kindergarten program is held during the entire month of February. All children who are five years old on or before September 30th should be enrolled in school according to Section 22.1-254 of the Code of Virginia. Information or registration forms may be obtained by calling:

Bacon District Elementary School, (434) 735-8612
Eureka Elementary School, (434) 736-8458 or
Phenix Elementary School (434) 542-5570

When enrolling children in public schools for the first time, please refer to the enrollment requirements on page 1.

Child Find

Charlotte County Public Schools is attempting to identify, locate, and evaluate any child currently residing in Charlotte County (birth to age 21, inclusive) who may have disabilities and may need special education and related services. In an effort to provide the statutory right to a free and appropriate education to all individuals eligible for special services (ages 2 through 21 inclusive), an informational pamphlet detailing the nature of disabilities, the early warning signs of disabilities, and the need for early intervention is available upon request. Pursuant to Regulations Governing Special Education Programs for Children with Disabilities in Virginia (8 VAC 20-80-50), Charlotte County Public Schools shall conduct screenings as follows:

- All children (through grade three), within 60 business days of initial enrollment, shall be screened in speech, voice, and language and for fine and gross motor functions.
- All children, within 60 business days of initial enrollment, shall be screened in the areas of vision and hearing. In addition, the vision and hearing of all children in grades 3, 7, and 10 shall be screened during the school year.

If a child fails the screening, written notice of the results will be provided to the parent(s). All results are confidential and maintained in the student’s scholastic record. For more information about Child Find, please contact:

Ms. Jamie Brown, Director of Special Programs
Charlotte County Public Schools
P. 0. Box 790, Charlotte Court House, VA 23923
Phone: (434) 542-9503

CASHE Program

During 2008-09, Charlotte County Schools initiated the CASHE (Connecting All Students to Higher Education) program. This program focuses dually on encouraging students to pursue higher education while providing students and parents with the necessary information to make this an achievable goal. Informational and motivational activities at all grade levels (Pre-K to 12) are planned and documented on each student’s CASHE card which is maintained in the scholastic record. The goal of CASHE is for all Charlotte County students to enter postsecondary education, including traditional college degree programs, vocational education and occupational training.

Charlotte County Public Schools
Nondiscrimination Policy

(Policy AC) The Charlotte County School Board is committed to nondiscrimination with regard to sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law. This commitment will prevail in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

(Policy GB) The Charlotte County School Board is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

The Charlotte County School Board provides facilities, programs and activities that are accessible, usable and available to qualified disabled persons. Further, the Charlotte County School Board does not discriminate against qualified disabled persons in the provision of health, welfare and other social services.

(Policy JB) Equal educational opportunities shall be available for all students, without regard to race, national origin, gender, ethnicity, religion, disability, or marital or parental status. Educational programs shall be designed to meet the varying needs of all students. No student, on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

The Charlotte County School Board provides services, programs and activities that are accessible, usable and available to qualified disabled persons. Further, the Charlotte County School Board does not discriminate against qualified disabled persons in the provision of health, welfare and other social services.

Head Start Director, Taneha Terry at (434) 315-5909

STEPS, Inc. Head Start Serves Charlotte County

The Head Start Program is located at 401 Thomas Jefferson Hwy., Charlotte C.H., VA 23923. Eligible children three to four years old learn to follow directions, make some of their own decisions, clean up their own toys and share with each other. Lessons include music, arts & crafts, science, language arts, social studies, and field trips. Parents are encouraged to volunteer in the classroom and attend monthly meetings and training events. For more information contact:

Mr. Robbie Mason, Superintendent
Charlotte County Public Schools
250 LeGrande Avenue
P.O. Box 250
Charlotte Court House, VA 23923
Phone: 542-5151
Fax: 542-4261

CASHE Program

During 2008-09, Charlotte County Schools initiated the CASHE (Connecting All Students to Higher Education) program. This program focuses dually on encouraging students to pursue higher education while providing students and parents with the necessary information to make this an achievable goal. Informational and motivational activities at all grade levels (Pre-K to 12) are planned and documented on each student’s CASHE card which is maintained in the scholastic record. The goal of CASHE is for all Charlotte County students to enter postsecondary education, including traditional college degree programs, vocational education and occupational training.

P.O. Box 790, Charlotte Court House, VA 23923
Phone: (434) 542-9503
### Randolph-Henry Scholarship Foundation

The Randolph-Henry Scholarship Foundation was started more than twenty years ago to help students graduating from Randolph-Henry High School with scholarship assistance for college. The foundation solicits funds that go directly to student scholarships. The foundation is nonprofit and is directed by citizens from each locality in the county. The foundation has helped hundreds of students. There are no administrative charges by the foundation. Anyone interested in contributing to the foundation should contact Ms. Morgan Cassady at Randolph-Henry High School or Mrs. Naisha Carter, Chairman of the Foundation.

### Education of Homeless Students Policy JECA

All children and youth have the right to a free, appropriate public education, including children and unaccompanied youth who lack a fixed, regular, and adequate nighttime residence. If you have questions or need additional information, please contact Charlotte County Public Schools’ Local Homeless Education Liaison: Mrs. Sharon Hall at (434) 542-5151

### Electronic Device Guidelines

Elementary students may not possess cell phones or other non-school related devices. High school and middle school students may possess cell phones or other electronic devices in school buildings and on school buses at the discretion of the school administration. (See school handbook information for more details).

In the event of activity cancellations, early closings, or other stated emergencies, the student may be granted permission, by a teacher or administrator, to use the cell phone to communicate with parents/guardians. Students on activity or team buses may use cell phones or other electronic devices only with permission of the driver or sponsor/coach.

Electronic devices (including cell phones) may be used at Randolph-Henry High School during instructional time for instructional purposes with permission from the teacher.

Violators of this policy will be subject to disciplinary action as prescribed in the Code of Student Conduct. Disciplinary action may include immediate confiscation of the device and the revocation of the privilege to possess it at school. In addition, students at Randolph-Henry High School and Central Middle School will be subject to disciplinary action. See the Randolph-Henry Handbook and the Central Middle School Handbook for details.

The school will not be responsible or liable for the loss, damage, or misuse of a cell phone or any electronic device.

### Moment of Silence & The Pledge of Allegiance

As per Virginia codes, Charlotte County students will observe a moment of silence and the Pledge of Allegiance to the flag each day. Each school will have a time designated for these observances.

### Annual Notice Sex Offender Registry

In order to maintain a safe learning environment, all Charlotte County Public Schools’ principals are registered with the Sex Offender and Crimes Against Minors Registry. Parents may request additional information by contacting the principal of their child’s school or contacting Dr. Shep Critzer, Director of Student Services at (434) 542-9503.

### Charlotte County Technology Department

200 Evergreen Road  
Charlotte Court House, VA 23923  
(434) 542-4933

*Rodney Hudson, Director*

The Technology Department for Charlotte County Public Schools is located beside Randolph-Henry High School.

### Local Health and Wellness Plan

Charlotte County Public Schools, in accordance with the Healthy, Hunger-Free Kids Act of 2010 Final Rule requirements, maintains a Local Wellness Policy, JHCF. This policy can be located at www.cccpsk12.org or at all division schools. The purpose of this policy is to outline the requirements, practices, and objectives that pertain to the health and wellness programs of Charlotte County Public Schools. This includes health and physical education, food services, and other health and wellness-related areas.

Persons with questions about this policy or who wish to participate in the Health Advisory Committee meetings regarding this policy should contact Mrs. Duffie Jones at (434) 542-5151.
ACCEPTABLE COMPUTER SYSTEM USE

All use of the Charlotte County School Division’s computer system shall be consistent with the School Board’s goal of promoting educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, Chromebooks, and iPads, the internet and any other internal or external network.

Computer System Use-Terms and Conditions:

1. Acceptable Use. Access to the Division’s computer system shall be (1) for the purposes of education or research and be consistent with the educational objectives of the Division or (2) for legitimate school business.

2. Privilege. The use of the Division’s computer system is a privilege, not a right.

3. Unacceptable Use. Each user is responsible for his or her actions on the computer system. Prohibited conduct includes but is not limited to:
   - using the network for any illegal or unauthorized activity, including violation of copyright or contracts, or transmitting any material in violation of any federal, state, or local law.
   - sending, receiving, viewing or downloading illegal material.
   - unauthorized downloading of software.
   - using the computer system for private financial or commercial purposes, wastefully using resources, such as file space.
   - gaining unauthorized access to resources or entities.
   - posting material created by another without his or her consent.
   - submitting, posting, publishing, or displaying any obscene, profane, threatening, illegal, or other inappropriate material.
   - using the computer system while access privileges are suspended or revoked.
   - vandalizing the computer system, including destroying data by creating or spreading viruses or by other means.
   - intimidating, harassing, or coercing others.
   - threatening illegal or immoral acts.

4. Network Etiquette. Each user is expected to abide by generally accepted rules of etiquette, including the following:
   - be polite.
   - users shall not forge, intercept or interfere with electronic mail messages.
   - use appropriate language. The use of obscene, lewd, profane, lascivious, threatening or disrespectful language is prohibited. File: GAB-R/ IIBEA-R
   - users shall not post personal information about themselves or others (other than directory information as defined in Policy JO Student Records).
   - users shall respect the computer system’s resource limits.
   - users shall not post chain letters or download large files.
   - users shall not use the computer system to disrupt others.
   - users shall not modify or delete data owned by others.

5. Liability. The School Board makes no warranties for the computer system it provides. The School Board shall not be responsible for any damages to the user from use of the computer system, including loss of data, non-delivery or missed delivery of information, or service interruptions. The School Division denies any responsibility for the accuracy or quality of information obtained through the computer system. The user agrees to indemnify the School Board for any losses, costs, or damages incurred by the School Board relating to or arising out of any violation of these procedures.

6. Security. Computer system security is a high priority for the school division. If any user identifies a security problem, the user shall notify the building principal or system administrator immediately. All users shall keep their passwords confidential and shall follow computer virus protection procedures.

7. Vandalism. Intentional destruction of or interference with any part of the computer system through creating or downloading computer viruses or by any other means is prohibited.

8. Charges. The School Division assumes no responsibility for any unauthorized charges or fees as a result of using the computer system, including telephone or long-distance charges.

9. Electronic Mail. The School Division’s electronic mail system is owned and controlled by the School Division. The School Division may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students’ electronic mail will be monitored. The electronic mail of staff may be monitored and accessed by the School Division. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message’s authenticity and the nature of the file.

10. Enforcement. Software will be installed on the division’s computers having Internet access to filter or block Internet access through such computers to child pornography and obscenity. The online activities of users may also be monitored manually. Any violation of these regulations shall result in loss of computer system privileges and may also result in appropriate disciplinary action, as determined by School Board policy, or legal action.

Adopted: August 11, 2009
ACCEPTABLE COMPUTER SYSTEM USE

The school board provides a computer system, including the internet, to promote educational excellence by facilitating resource sharing, innovation and communication. The term computer system includes, but is not limited to, hardware, software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices, tape or flash drives, storage devices, servers, mainframe and personal computers, Chromebooks, iPads, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet and other electronic services and internal or external networks. This includes any device that may be connected to or used to connect to the school division’s network or electronically stored division material.

All use of the division’s computer system must be (1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user’s account, may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division’s computer system. By using or accessing the computer system, the user agrees to abide by this policy.

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. It is the user’s responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

1. a prohibition against use of the division’s computer equipment and communications services for sending, receiving, viewing or downloading illegal material via the internet;
2. provisions, including the selection and operation of a technology protection measure for the division’s computers having internet access to filter or block internet access through such computers, that seek to prevent access to:
   a. child pornography as set out in Va. Code § 18.2-374.1:1 or as defined in 18 U.S.C. § 2256;
   b. obscenity as defined by Va. Code § 18.2-372 or 18 U.S.C. § 1460; and
   c. material that the school division deems to be harmful to juveniles as defined in Va. Code § 18.2-390, material that is harmful to minors as defined in 47 U.S.C. § 254(h)(7)(G), and material that is otherwise inappropriate for minors;
3. provisions establishing that the technology protection measure is enforced during any use of the division’s computers;
4. provisions establishing that all usage of the computer system may be monitored;
5. provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;
6. provisions designed to prevent unauthorized online access by minors, including “hacking” and other unlawful online activities;
7. provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;
8. provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
9. a component of internet safety for students that is integrated in the division’s instructional program.

Use of the school division’s computer system shall be consistent with the educational or instructional mission or administrative function of the division as well as the varied instructional needs, learning styles, abilities and developmental levels of students.

The division’s computer system is not a public forum.

Users of the division’s computer system have no expectation of privacy for use of the division’s resources or electronic devices including non-division owned devices while connected to division networks or computer resources.

Software and/or services may not be installed or downloaded on the division’s computer system without the prior approval of the superintendent or superintendent’s designee.

The failure of any user to follow the terms of this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The school board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the internet. Furthermore, the school board will not be responsible for any unauthorized charges or fees resulting from access to the computer system.

The school board will review, amend if necessary, and approve this policy every two years.

Adopted: November 12, 2013
Revised: April 16, 2019, July 9, 2019
Cross Refs.:
EGAA Reproduction and Use of Copyrighted Materials
GAB-R/IIBEA-R Technology Use Guidelines
GBA/JHFA Prohibition Against Harassment and Retaliation
GCPD Professional Staff Discipline
GCQB Staff Research and Publishing
JFC Student Conduct
JFC-R Standards of Student Conduct

(Continued on page 9)
Students - by signing page 26, you understand and agree to abide by the School Division's Acceptable Computer System Use Policy and Regulation. Students and parents must understand that the School Division may access, monitor, and archive my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice. The student and parent further understand that should the student violate the Acceptable Use Policy or Regulation, computer system privileges may be revoked and disciplinary action and/or legal action may be taken against them.

Parents - by signing page 26, you have read this Agreement and Regulations. You understand that access to the computer system is intended for educational purposes and the Charlotte County School Division has taken precautions to eliminate inappropriate material. You also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and you will not hold the School Division responsible for information acquired on the computer system. You have discussed the terms of this agreement, policy, and regulation with your student.

Charlotte County Test Scores

The Charlotte County Public School Division is proud of student progress and consistent improvement on Virginia’s Standard of Learning (SOL) tests.

During the 2020-21 school year, Charlotte County Public Schools will be administering the following tests as part of the Virginia Assessment Program:
- Phonological Awareness Literacy Screening Test (PALS): Kindergarten - 3rd grade
- VKRP: Kindergarten
- Standards of Learning Tests in Reading and Math: Grades 3, 4, 5, 6, 7, 8 and applicable End of Course tests for high school students
- Standards of Learning Tests in Science: Grades 5, 8, and applicable End of Course tests for high school students.
- Standards of Learning Tests in History/Social Sciences: Grades 5, 8, and applicable End of Course tests for high school students.
- Standards of Learning Tests in Writing: Grades 8 and End of Course test for high school students.

On the local level, alternative forms of assessments, including projects and presentations, will be integrated into instruction. Local alternative assessments will be administered in Grade 3 Science, Grade 3 Social Studies, Grade 5 Writing, Grade 6 U.S. History I, and Grade 7 U.S. History II.

The school division analyzes and utilizes this data in instructional planning, striving to enhance and improve student learning. Our success is a direct result of dedication, hard work, and cooperation by students, parents, community members, and CCPS employees. This positive team attitude, coupled with integration of technology, pedagogy, and content, continues to produce positive results as we strive toward our mission of cultivating 21st Century globally competitive student leaders. Charlotte County Public Schools is extremely grateful for the dedicated and supportive efforts of our Board of Supervisors, business and community leaders School Board, teachers and employees, parents, and, above all, students.

Information about Standards of Learning Test Scores, Virginia Accreditation, and Federal Accountability may be found at the following link for Virginia School, Division, and State Report Cards: www.doe.virginia.gov/statistics_reports/school_report_card/index.shtml

Grading Scales and Report Cards

Charlotte County Public Schools is committed to providing all students with maximal educational opportunities commensurate with their abilities and needs. Programs are designed to promote the mental, physical, emotional, and social growth of students.

Report cards, issued each nine weeks, inform parents of their child’s progress and growth. The information reported is based upon each child’s grade level and academic progress; it should not be compared to the assessment of another child’s achievement.

Parents should examine report cards carefully, discuss them with their child, and sign and return them promptly to school. If there are questions or concerns, parents are encouraged to contact their child’s teacher or school principal.

Grading and GPA calculations will remain the same for students who are participating in remote learning.

<table>
<thead>
<tr>
<th>Elementary School Grading Scale</th>
<th>Middle &amp; High School Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A= 94 - 100 (Excellent)</td>
<td>A= 90 - 100 (Excellent)</td>
</tr>
<tr>
<td>B= 87 - 93 (Above Average)</td>
<td>B= 80 - 89 (Above Average)</td>
</tr>
<tr>
<td>C= 80 - 86 (Average)</td>
<td>C= 70 - 79 (Average)</td>
</tr>
<tr>
<td>D= 70 - 79 (Below Average)</td>
<td>D= 65 - 69 (Below Average)</td>
</tr>
<tr>
<td>F= Below 70 (Failing)</td>
<td>F= 64 and below (Failing)</td>
</tr>
</tbody>
</table>
A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

B. A school board shall provide opportunities for parental and community involvement in every school in the school division.

C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student (i) a notice of the requirements of this section; (ii) a copy of the school board’s standards of student conduct; and (iii) a copy of the compulsory school attendance law. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions.

Each parent of a student shall sign and return to the school in which the student is enrolled a statement acknowledging the receipt of the school board's standards of student conduct, the notice of the requirements of this section, and the compulsory school attendance law. Each school shall maintain records of such signed statements.

D. The school principal may request the student's parent or parents, if both parents have legal and physical custody of such student, to meet with the principal or his designee to review the school board’s standards of student conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress.

E. In accordance with the due process procedures set forth in this article and the guidelines required by § 22.1-279.6, the school principal may notify the parents of any student who violates a school board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state (i) the date and particulars of the violation; (ii) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compulsory school attendance compliance; (iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (iv) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

F. No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student.

G. Upon the failure of a parent to comply with the provisions of this section, the school board may, by petition to the juvenile and domestic relations court, proceed against such parent for willful and unreasonable refusal to participate in efforts to improve the student's behavior or school attendance, as follows:

1. If the court finds that the parent has willfully and unreasonably failed to meet, pursuant to a request of the principal as set forth in subsection D of this section, to review the school board’s standards of student conduct and the parent's responsibility to assist the school in disciplining the student and maintaining order, and to discuss improvement of the child's behavior and educational progress, it may order the parent to so meet; or

2. If the court finds that a parent has willfully and unreasonably failed to accompany a suspended student to meet with school officials pursuant to subsection F, or upon the student's receiving a second suspension or being expelled, it may order the student or his parent, or both, to participate in such programs or such treatment, including, but not limited to, extended day programs, summer school, other educational programs and counseling, as the court deems appropriate to improve the student's behavior or school attendance. The order may also require participation in a parenting, counseling or a mentoring program, as appropriate or that the student or his parent, or both, shall be subject to such conditions and limitations as the court deems appropriate for the supervision, care, and rehabilitation of the student or his parent. In addition, the court may order the parent to pay a civil penalty not to exceed $500.

H. The civil penalties established pursuant to this section shall be enforceable in the juvenile and domestic relations court in which the student's school is located and shall be paid into a fund maintained by the appropriate local governing body to support programs or treatments designed to improve the behavior of students as described in subdivision G 2. Upon the failure to pay the civil penalties imposed by this section, the attorney for the appropriate county, city, or town shall enforce the collection of such civil penalties.

I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean any successor in interest of such court.
Virtual Virginia

Virtual Virginia offers online courses that encompass a variety of middle and high school coursework that may not be offered in the regular curriculum. Classes feature a variety of media, including streaming video, online field trips, simulations, and interactive learning tools. A list of available courses are available in the school counseling offices at Central Middle School and Randolph-Henry High School. For more information on Virtual Virginia, visit: www.virtualvirginia.org.

Early High School Graduation

Except in extenuating circumstances, as determined by the Superintendent of Charlotte County Public Schools, students will not be allowed to graduate early. Students working towards a standard or advanced studies diploma will not be allowed to enroll in required high school English or Social Studies courses at grade levels other than those in which the subjects are normally required of students.

Student Expectations for Remote Learning

All students participating in remote learning are expected to meet the following requirements:

- Log into Google Classroom weekly to complete assignments
- Work will be graded according to teacher expectations and recorded quarterly.
- It is the student’s responsibility to complete all work in a timely manner. All work submitted is expected to be that of the student.
- Subject to student code of conduct
- Student participating in remote learning will received report cards quarterly.

The Governor’s School of Southside Virginia

The mission of The Governor’s School of Southside Virginia is to provide gifted, highly motivated juniors and seniors a challenging, interdisciplinary program of studies that develops leaders who possess the skills, global perspective, and vision needed to address the challenges of a rapidly changing society.

The Governor’s School of Southside Virginia (GSSV) is a half-day academic year program for gifted and highly motivated juniors and seniors in Southside Virginia. GSSV offers a rigorous interdisciplinary curriculum in science, math, English, and research courses. Leadership skills are developed and community service projects are encouraged. Admission to GSSV is based on a competitive selection process. There are two courses of study: STEM and Humanities at both campuses. All courses are dual enrollment allowing students to earn high school and college credits.

GSSV is a collaborative effort of ten school divisions spread across 4,000 square miles of Southside Virginia. It is ONE school with two campuses: Keysville Site - John H. Daniel Campus of Southside Virginia Community College; and Alberta Site - Christanna Campus of Southside Virginia Community College. Teachers from each site meet together on a regular basis to exchange and share ideas. Opportunities are provided for students from the different sites to interact during the school year.

Students from Charlotte County attend SVCC-John H. Daniel Campus in Keysville, Virginia. For more information visit their website: http://gssv.southside.edu/

Dual Enrollment

Randolph-Henry High School, in collaboration with Southside Virginia Community College, offers dual enrollment courses in several areas. Dual enrollment courses are college classes that count as three or four semester hours college credit and one high school credit. A variety of dual enrollment courses are available to Randolph-Henry students on the school campus, online, and/or at Southside Virginia Community College campuses. Eligible freshman may elect to work towards a college Associate Degree while completing high school graduation requirements. Students successfully completing dual enrollment courses will have both college and high school transcripts.

Students selecting dual enrollment classes will have the tuition for 12 credits each school year paid for by the Charlotte County School Board, provided they complete the course with a C average or better. If students do not receive a grade of C or above, parents will be required to reimburse CCPS for the tuition.

For more information on dual enrollment, visit the website for Southside Virginia Community College: www.southside.edu

Notice for Advanced Coursework

Students interested in learning about the availability of advanced curriculum options (dual enrollment and Governor’s School of Southside Virginia) and criteria for enrollment and/or applying for financial assistance should consult with their high school counselor(s).

Counseling Programs

Charlotte County shall provide the following counseling services to all students:

- Academic counseling assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing and to seek post-secondary academic opportunities.
- Career counseling which helps students to acquire information and plan action about work, jobs, apprenticeships and post-secondary educational and career opportunities.
- Personal/social counseling which assists students to develop an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes. Information and records of personal/social counseling will be kept confidential and separate from a student’s educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child’s school in writing, to have their child not participate in personal/social counseling.

Employment Counseling and Placement Services

- Charlotte County Schools provides secondary students employment counseling and placement services to furnish information relating to the employment opportunities available to students graduating from or leaving the schools in the school division.
- The School Division shall consult and cooperate with the Virginia Employment Commission, the Department of Labor and Industry, local business and labor organizations and career schools.
- Parents interested in reviewing the materials used in counseling programs or needing information about the procedures by which they may limit their child’s participation in these programs, shall contact the Principal of their child’s school.

See page 2 for School Contact Information. (Policy IJ)
Standards Of Learning Tests And Graduation Requirements

Standards of Learning (SOL) Tests and Verified Units of Credit

The Board of Education has established educational objectives known as the Standards of Learning (SOLs), which form the core of Virginia’s educational program, and other education objectives, which together are designed to ensure the development of the skills that are necessary for success in school and in preparation for life in the years beyond.

The Charlotte County School Board has developed and implemented a program of instruction that is aligned to the Standards of Learning and that meets or exceeds the requirements of the Board of Education. It awards diplomas to all secondary school students, including students who transfer from nonpublic schools or from home instruction, who meet the requirements prescribed by the Board of Education and meet such other requirements as are prescribed by the School Board and approved by the Board of Education.

The School Board awards diplomas and certificates in accordance with state laws and regulations. The requirements for a student to earn a diploma and graduate from high school are those in effect when the student enters ninth grade for the first time.

Virginia Assessment Program

In kindergarten through eighth grade, where the administration of Virginia Assessment Program tests are required by the Board of Education, each student is expected to take the tests following instruction. Students who are accelerated take the test aligned with the highest grade level, following instruction in the content. No student takes more than one test in any content area in each year, except in the case of expedited retakes as provided for in 8 VAC 20-131-30. Schools use the test results in kindergarten through eighth grade as part of a set of multiple criteria for determining the promotion or retention of students.

Each student in middle and secondary school takes all applicable end-of-course SOL tests following course instruction. The superintendent certifies to the Department of Education that the division’s policy for dropping courses ensures that students’ course schedules are not changed to avoid end-of-course SOL tests. Students who achieve a passing score on an end-of-course SOL test will be awarded a verified unit of credit in that course in accordance with 8 VAC 20-131-110. Students may earn verified credits in any courses for which end-of-course SOL tests are available.

Students are not required to take an end-of-course SOL test in an academic subject after they have earned the number of verified credits required for that academic content area for graduation unless such test is necessary in order for the school to meet federal accountability requirements. Middle and secondary schools may consider the student’s end-of-course SOL test score in determining the student’s final course grade.

Participation in the Virginia Assessment Program by students with disabilities is prescribed by provisions of their Individualized Education Program (IEP) or 504 Plan. All students with disabilities are assessed with appropriate accommodations and alternate assessments where necessary.

Any student identified as an English Learner (EL) participates in the Virginia Assessment Program. A school-based committee convenes and makes determinations regarding the participation level of EL students in the Virginia Assessment Program. In kindergarten through eighth grade, EL students may be granted a one-time exemption from SOL testing in the areas of writing, and history and social science.

Definitions

Authentic Performance Assessment

An “Authentic Performance Assessment” is a test that complies with guidelines adopted by the Board of Education that requires students to perform a task or create a product that is typically scored using a rubric.

Standard Unit of Credit

A “standard unit of credit” or “standard credit” is a credit awarded for a course in which the student successfully completes 140 clock hours of instruction and the requirements of the course. A standard unit of credit may be awarded based on a waiver of the 140 clock hour requirement as provided in Policy IKFD Alternative Paths to Attaining Standard Units of Credit.

Verified Unit of Credit

A “verified unit of credit” or “verified credit” is a credit awarded for a course in which a student earns a standard unit of credit and completes one of the following:

1. Achieves a passing score on a corresponding end-of-course SOL test.
2. Achieves a passing score on an additional test, as defined in 8 VAC 20-131-5, as a part of the Virginia Assessment Program.
3. Meets the criteria for the receipt of a locally awarded verified credit or a special credit accommodation when the student has not passed a corresponding SOL test.
4. Meets the criteria for the receipt of a verified credit in history and social science by demonstrating mastery of the content of the associated course on an authentic performance assessment that complies with guidelines adopted by the Board of Education.
5. Meets the criteria for the receipt of a verified credit for English (writing) by demonstrating mastery of the content of the associated course on an authentic performance assessment that complies with guidelines adopted by the Board of Education.

Students may also earn verified credits by taking alternative tests to the SOL assessment. Such tests may only be those approved by the Virginia Board of Education, and the student may earn verified credits only by achieving that score established by the Board of Education.

Virginia Assessment Program

The “Virginia Assessment Program” is a system used to evaluate student achievement that includes SOL tests and additional tests that may be approved from time to time by the Board of Education.

Adopted: April 12, 2016
Revised: August 9, 2016, April 17, 2018

Details about the Profile of a Virginia Graduate will be available on the Randolph-Henry webpage.

Promotion and Retention Policies

Promotion and/or retention shall be determined on an individual basis by school. Each student should learn the relevant grade level/course subject matter before promotion to the next grade. There are certain criteria all schools will use in determining promotion and retention. They are:

 Grades K-8: Where SOL tests are administered, each student shall be expected to take the SOL tests. Schools shall use SOL test results as part of a set of multiple criteria for determining the promotion or retention of students. Schools shall use attendance as part of a set of multiple criteria for determining the promotion or retention of students.

 Grades 9-12: Students in SOL courses shall be expected to take the end-of-course SOL tests. The SOL test results are part of a set of multiple criteria for awarding students standard units of credit. Verified credits are awarded to students who pass the SOL course and its SOL test. Schools shall use attendance as part of a set of multiple criteria for determining the promotion or retention of students.

Adopted: September 14, 2004
STANDARDS OF STUDENT CONDUCT

The following are standards of student conduct established by the School Board for all students. The consequences of any act are determined on the basis of the facts presented in each situation in the reasonable discretion of the Board, its designated committees and other appropriate school officials.

1. **Assault and Battery:** A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property. An assault is a threat of bodily injury. A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.

2. **Attendance; Truancy:** Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy JED Student Absences/Excuses/Dismissals.) If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the juvenile and domestic relations court, which may take action to suspend the student’s driver’s license.

3. **Bomb Threats:** Students shall not engage in any illegal conduct involving firebombs, explosive or incendiary materials or devices or hoax explosive devices or chemical bombs as defined in the Code of Virginia. Moreover, students shall not make any threats or false threats to bomb school personnel or school property.

4. **Bullying:** A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities. "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. **"Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.**

5. **Bus-Related Offenses:** Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.

6. **Cheating:** Students are expected to perform honestly on schoolwork and tests. The following actions are prohibited:
   - cheating on a test or assigned work by giving, receiving, offering and/or soliciting information
   - plagiarizing by copying the language, structure, idea and/or thoughts of another
   - falsifying statements on any assigned schoolwork, tests or other school documents

7. **Communication Devices:** Students may possess a cellular telephone, smart phone, tablet, or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student’s teacher. At no time may any device be used with an unfiltered connection to the Internet. The division is not liable for devices brought to school or school activities. If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student’s parent.

8. **Defiance of the Authority of School Personnel:** Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Board policies and regulations.

9. **Disruptive Conduct:** Students are entitled to a learning environment free of unnecessary disruption. Any physical or verbal disturbance which interrupts or interferes with teaching and orderly conduct of school activities, is prohibited.

10. **Extortion:** No student may obtain or attempt to obtain anything of value from another by using a threat of any kind.

11. **Felony Charges:** Students charged with any offense, wherever committed, that would be a felony if committed by an adult may be disciplined and/or required to participate in prevention/intervention activities.

12. **Fighting:** Exchanging mutual physical contact between two or more persons by pushing, shoving or hitting with or without injury is prohibited.

13. **Gambling:** A student shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet, on school property, on school buses or during any school related activity.

14. **Gang Activity:** Gang-related activity is not tolerated. Symbols of gang membership are expressly prohibited (i.e., clothing that symbolizes association, rituals associated with, or activities by an identified group of students). (See Policy JFCE Gang Activity or Association.)

15. **Harassment:** A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions.

16. **Hazing:** Students shall not engage in hazing. Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. The principal of any school at which hazing which causes bodily injury occurs shall report the hazing to the local Commonwealth Attorney.

17. **Internet Use:** Students shall abide by the Charlotte County School Division’s Acceptable Computer Use Policy and Regulation. (See Policy IIBEA Acceptable Computer System Use.)

18. **Laser Pointers:** Students shall not have in their possession laser pointers.

19. **Other Conduct:** In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state or local law.

20. **Possession or Use of Weapons or Other Dangerous Articles:** Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such. (See Policy JFCD Weapons in School.)

21. **Profane, Obscene or Abusive Language or Conduct:** Students shall not use vulgar, profane or obscene language or gestures or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.

22. **Reports of Conviction or Adjudication of Delinquency:** Any student for whom the superintendent has received a report pursuant to Va. Code § 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code § 16.1-260 may be suspended...
23. **Stalking:** Students shall not engage in a pattern of behavior that places another person in fear of serious harm.

24. **Student Dress:** Students are expected to dress appropriately for a K-12 educational environment. Any clothing, including face coverings, that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited. Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to: sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, clothing constructed of see-through materials and head coverings unless required for religious or medical purposes. Additionally, disciplinary action will be taken against any student taking part in gang-related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior. Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal. Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home.

25. **Theft:** A student shall not intentionally take or attempt to take the personal property of another person by force, fear or other means.

26. **Threats or Intimidation:** Students shall not make any verbal, written, or physical threat of bodily injury or use of force directed toward another person. Students shall not use electronic technology or communication devices, such as the internet or cell phones, to intimidate or threaten for any reason.

27. **Trespassing:** Students shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

28. **Use and/or Possession of Alcohol, Tobacco, E-cigarettes/Vaping Products, Anabolic Steroids, and Other Drugs:** A student shall not possess, use, or distribute any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property. A student shall not attempt to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below. A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication. Restricted substances include but are not limited to alcohol, tobacco and inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy. The School Board may require any student who has been found in possession of, or under the influence of, drugs or alcohol in violation of School Board policy to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program. In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

29. **Vandalism:** Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events.

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All forms or extracts of marijuana to include, but not limited to, CBD oil is a prohibited controlled substance under federal law. Because of the district’s obligation to comply with federal law, marijuana or any substance derived, such as CBD, is not allowed on school property.

**CORRECTIVE ACTIONS**

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. The facts and circumstances of each offense are considered fully in determining reasonable corrective actions.

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges, including access to the School Division’s computer system
5. Parental conferences
6. Modification of student classroom assignment or schedule
7. Student behavior contract
8. Referral to student assistance services
9. Removal from class
10. Initiation of child study process
11. Referral to in-school intervention, mediation, or community service programs
12. Tasks or restrictions assigned by the principal or his designee
13. Detention
14. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
15. In-school suspension
16. Out-of-school suspension
17. Referral to an alternative education program
18. Notification of legal authority where appropriate
19. Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer

*(continued on page 15)*
Charlotte County Public Schools
Anti-bullying Formal Plan

Charlotte County Public Schools is committed to creating a safe, caring, respectful learning environment for all students and staff. Bullying of students occurring in the schools is strictly prohibited and will not be tolerated. Reported incidents of bullying will be investigated promptly and thoroughly by school administration or designee. For the purpose of the division policy “school” includes school buildings, school grounds, and school sponsored events, trips, sporting events, buses, and bus stops.

Childhood bullying is a significant problem nationwide. It can contribute to many negative behaviors and outcomes such as truancy, mental and physical stress, poor school performance, poor self-esteem, depression, and in some cases may increase school violence. The Virginia Code 22.1-279.6 directs the Virginia Board of Education to establish guidelines and model policies for use by local boards in developing codes of student conduct and other specific stand alone policies addressing such topics as bullying.

Bullying Definition:
Bullying is a pattern of aggressive, intentional, or deliberately hostile behavior that occurs repeatedly. Bullying behaviors normally fall into three categories, physical, emotional, and verbal; and may include, but is not limited to, intimidation, taunting, teasing, stalking, assault, oral or written threats, rumors, cyber-bullying, hazing, social isolation, and negative gestures.

Prevention Measures:

• Student Instruction/Awareness:
Bullying behaviors are unacceptable. Ongoing instruction is to be provided through Character Education and other instruction programs in the K-12 Charlotte County Public Schools curriculum. Each school will promote a visual message stating “bully free zone” by decorations and brochures throughout each school and displayed on school buses. A student survey will be administered and filled out by students yearly for student perception data purposes at each school in the division.

• Staff Awareness/Action:
School personnel shall receive in-service training on the anti-bullying policy to ensure staff members use a consistent approach division wide. The school administration requires all staff members who observe, suspect, or become aware of an act of bullying to immediately notify an administrator.

• School Staff Monitoring:
Staff at each school will be visible in the “hot spots” such as playgrounds, cafeteria, hallways, and near bathrooms, monitoring to ensure more adult supervision in more common places that bullying occurs.

Adopted: April 21, 2015


Cross Refs.:

CLA........................................................................................................................ Reporting Acts of Violence and Substance Abuse
ECAB..................................................................................................................... Acceptable Computer System Use
GAB/II/BEA............................................................................................................ Acceptable Computer System Use Regulation
GAB/R/II/BEA-R.................................................................................................... Acceptable Computer System Use Regulation
GBECA.................................................................................................................... Electronic Cigarettes
IEA.......................................................................................................................... Pledge of Allegiance
IGAS...................................................................................................................... Teaching About Drugs, Alcohol and Tobacco
JED.......................................................................................................................... Student Absences/Excuses/Dismissals
JFC......................................................................................................................... Student Conduct
JFCD....................................................................................................................... Weapons in School
JFE.......................................................................................................................... Gang Activity or Association
J FCC...................................................................................................................... Drugs in School
JFHA/GBA............................................................................................................ Prohibition Against Harassment and Retaliation
JGA.......................................................................................................................... Corporal Punishment
JGDUJE.................................................................................................................. Student Suspension/Expulsion
JGDA...................................................................................................................... Disciplining Students with Disabilities
JGBA...................................................................................................................... Discipline of Students with Disabilities for Infliction of Serious Bodily Injury
JHCDA ................................................................................................................... Administering Medicines to Students
JN............................................................................................................................ Student Fees, Fines and Charges

(continued on page 16)
NOTIFICATION REGARDING PROSECUTION OF JUVENILES AS ADULTS

The Charlotte County School Board will annually provide information developed by the Office of the Attorney General to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes.

Adopted: August 14, 2012

Asbestos Notification

Dear Parents, Employees and Building Occupants,

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). This required schools to be inspected to identify any asbestos containing building materials. All Charlotte County Public School (CCPS) buildings were inspected and suspected materials were sampled and tested or assumed to contain asbestos. These materials were rated according to condition and potential hazard. Every three years, CCPS is required to be re-inspected to determine if any known or suspected asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM.

The law further requires an asbestos management plan be developed to monitor any known or suspected ACBM. The plan has several ongoing requirements: This notification letter announcing the availability of the management plans for anyone to review upon request, training of the support staff about asbestos and how to deal with it, notifying short term workers such as sub-contractors of the locations of any known or suspected ACBM and posting of warning signs adjacent to locations of known or suspected ACBM. The designated asbestos coordinator conducts a six-month inspection of areas of the building where known or suspected ACBM are located to assure they remain in good condition.

It is the intention of CCPS to comply with all federal and state regulations controlling asbestos and to take whatever steps as necessary to ensure students and employees a healthy and safe environment in which to learn and work.

You are welcome to review a copy of the asbestos management plan upon request. Questions regarding any of this data may be addressed to the School Principal and/or the School Board office.

The local School Board designee is: Brette Arbogast, Local Enforcement Agent (LEA) (434) 542-5151.
The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the school receives a request for access.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

3. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student—

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Charlotte County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Charlotte County Public Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Charlotte County Public Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Charlotte County Public Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by the second week of school. Charlotte County Public Schools has designated the following information as directory information:
- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Grade level
- School ID number
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Dates of attendance

Media Release

Charlotte County Public Schools and authorized media (including television, newspaper, and radio) may record a student’s image, voice, performance, student work, and other data on any media form. Data may include a student’s name, age, grade, and school location for use in (but not limited to) programs, exhibitions, student recognitions, showings or displays and the promotion thereof in all media, including the CCPS web pages.

Public Notice

The Charlotte County Public School Policy Manual is available on the web site:

http://www.ccpsk12.org/
STUDENT FEES, FINES AND CHARGES

The School Board charges student fees and takes action to recover funds for the loss of or damage to School Board property in accordance with the state and federal law. No fee may be charged unless it has been approved by the School Board.

The School Board provides, free of charge, such textbooks as are required for courses of instruction for each child attending public schools. Consumable materials such as workbooks, writing books, and drawing books may be purchased by the School Board and either provided to students at no cost or sold to students at a retail price not to exceed seven percent added to the publisher’s price. If sold, the School Board shall ensure that workbooks, writing books, and drawing books are furnished to students who are unable to afford them at a reduced price or free of charge. Fees will not be charged to students for instructional materials, textbooks, or other materials used by a School Board employee that are not directly used by a public school student.

***SEE LIST OF FEES ON Page 3 of the Parent/Student Resource Guide

Fees may be charged for
1) optional services such as parking or locker rental;
2) student-selected extracurricular activities;
3) class dues;
4) field trips or educationally-related programs that are not required instructional activities;
5) fees for musical instruments, as long as the instruction in the use of musical instruments is not part of the required curriculum;
6) distance learning classes for enrichment which are not necessary to meet the requirements for a diploma;
7) summer school, unless the classes are required for remediation as prescribed by the Standards of Quality;
8) overdue or lost or damaged library books;
9) lost or damaged textbooks;
10) consumable materials such as workbooks, writing books, drawing books and fine arts materials and supplies; however, workbooks, writing books, drawing books and fine arts materials and supplies must be furnished to students who are unable to afford them at a reduced price or free of charge; fees may not be charged to students for instructional materials, textbooks, or other materials that are not directly used by a public school student;
11) the behind-the-wheel portion of the driver's education program;
12) a fee not to exceed a student's pro rata share of the cost of providing transportation for voluntary extracurricular activities; and
13) the preparation and distribution of official paper copies of student transcripts; a reasonable number of copies of official paper copies must be provided for free before a charge is levied for additional official copies; official electronic copies of student transcripts must be provided for free.

Fees may not be charged
1) as a condition of school enrollment, except for students who are not of school age or who do not reside within the jurisdiction;
2) for instructional programs and activities, or materials required for instruction, except as specified in by 8 VAC 20-720-80.H;
3) for textbooks or textbook deposits; however, a reasonable fee or charge for lost or damaged textbooks may be charged;
4) for pupil transportation to and from school; or
5) for summer school programs or other forms of remediation required by the Standards of Quality.

Fees are reduced or waived for economically disadvantaged students and students whose families are undergoing economic hardships and are financially unable to pay them, including but not limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless.

Each time a fee is charged, notice will be given that a fee waiver may be requested. The notice will include directions as to how to apply for a waiver.

This policy will be provided to parents annually and posted on the division’s website.

The consequences for nonpayment of fees include exclusion from the activity related to the fee.

No student's report card, diploma or class schedule will be withheld because of nonpayment of fees or charges. No student will be suspended or expelled for nonpayment of fees or charges.

The School Board upon recommendation of the superintendent may take action against a pupil or the pupil’s parent for any actual loss, breakage, or destruction of or failure to return property owned by or under the control of the School Board, caused or committed by such pupil in pursuit of his studies. Such action may include seeking reimbursement from a pupil or pupil’s parent for any such loss, breakage, or destruction of or failure to return school property.
Transportation
Mrs. Carolyn Hamilton, Supervisor of Transportation (434) 542-5659

Thirty-seven buses transport approximately 1,400 students to and from schools 180 days per year. Buses travel over 500,000 miles per year. Charlotte's bus system is one of the best in the state for safety and efficiency of operation. Questions and concerns about buses and bus schedules should be directed to Mrs. Carolyn Hamilton. Disciplinary problems on the buses should be reported to the school principal.

School Bus Safety

The safety of each child riding a school bus in Charlotte County is very important to us. We are committed to providing safe and efficient transportation for your child and ask that you assist us in our efforts.

Please read with your child the REGULATIONS FOR PUPILS RIDING SCHOOL BUSES. It is important that you and your child understand the regulations covering his or her conduct while riding a Charlotte County school bus. Please encourage your child to abide by the regulations in the interest of his or her safety. The principal has the authority to discipline the pupils attending school and/or while traveling to and from school. The principal also has the authority to revoke the privilege of school bus transportation from pupils who cause disciplinary problems that pose a hazard to the safety of other pupils or the bus driver and/or the overall safe operation of the bus.

Both you and your son or daughter should sign the form on the last page of this booklet, cut on the dotted line, and return it to the principal. This will be kept on file in the principal's office. For any student unable to read these instructions or sign his or her name, the signature of the parent will indicate that these regulations have been explained to the student. Charlotte County Public Schools buses are equipped with audio and video cameras. Please STOP for school buses loading and unloading students.

The code of Virginia, Section 22.1-176 states, in part, that "County School Boards may provide for the transportation of pupils; but nothing herein contained shall be construed as requiring such transportation". Charlotte County provides convenient transportation for all students, Pre-K-12. Students must abide by State and School Board rules.

Regulations

These instructions are designed to assist in providing safe transportation, good citizenship training, and economical bus operation for the pupils of the Charlotte County Public Schools. The school board requests the cooperation of students, parents and teachers in carrying out these instructions and rules.

Students are required to follow bus rules and respond to the requests of the driver or face possible loss of bus riding privileges or appropriate disciplinary action as designated for the various offenses. In addition, the following instructions and rules are incorporated:

1. Students riding school buses will be under the authority of the bus driver or sub-driver from the bus stop area to school and back to the bus stop area in the afternoon.
2. Students must ride the bus to which they are assigned. (Exception: the student has a note signed by a Parent/Guardian and also signed by the principal. Notes must specify date, with whom they are going (if any), and to where they are going, including the 911 destination). Parental permission (written or verbal) and approval from the principal or designee must be obtained if the student's pick-up or drop off point changes.
3. Students are to stay on the shoulder of the road and off the traveled portion of the roadway while waiting for the bus to arrive.
4. Students are required to be at the bus stop and ready to board the bus at least 10 minutes prior to the arrival of the bus at his/her respective stop since the bus cannot wait for tardy students. Charlotte County Schools requests that parents or their designee accompany their young children to and from the bus stop.
5. Students are to load or unload the bus only when the bus has come to a complete stop and do so in an orderly manner.
6. After loading the bus, the student will take their assigned seat and remain in that seat until arriving at school or his/her destination. Students are not to stand or move from their seats while the bus is in motion.
7. Students must keep his/her feet out of the aisle to prevent tripping when the bus is loading and unloading.
8. Students are to always cross in front of the bus and in clear view of the driver. The driver will give a "thumbs up" signal to the student when it is safe to cross.
9. Students causing damage to the bus will be responsible for the entire cost of any repairs. School system disciplinary procedures, including possible arrest, will also apply to vandalism.
10. Students are to respect the rights and property of fellow students on the bus.
11. The following will NOT be allowed on any bus:
   - Excessive loud talking, shouting, or any other distracting noise that will interfere with the bus driver in the performance of his or her regular duties.
   - Eating, drinking, glass bottles, cans, sharp instruments, suitcases, skateboards, large band instruments, or any unnecessary objects on the school bus.
   - No student shall throw any objects out of any school bus window or door.
   - Arguing with another student or bus driver or sub-driver: students shall not argue with another student or bus driver as this draws attention away from the driver’s duties.
   - Profanity, obscene language or gestures
   - Fighting, horseplay, pushing, shoving or tripping
   - Hanging any body part or limbs out the windows
   - Throwing any object out of the windows, at another student or driver or inside the bus
   - Eating, drinking, glass bottles, cans, sharp instruments, suitcases, skateboards, large band instruments, or any unnecessary objects on the school bus.
   - The driver is in complete charge at all times.
   - Riding the school bus is a PRIVILEGE...
   - No student shall have ear buds in (or headphones on) their ears when boarding or discharging from buses and when crossing the road for safety concerns.
   - School-issued devices must remain in student bags and out of sight.
   - A student must not smoke or chew tobacco, or use any drug that is illegal at any time, on the bus, and when entering or exiting the bus.
   - A student must not possess, sell, or use any drug on the bus.

2020-21 Bus Violations and Consequences

LEVEL I OFFENSES:

1. Excessive loud noises: students shall not talk loudly or scream on the bus so as to distract the driver.
2. Arguing with another student or bus driver or sub-driver: students shall not argue with another student or bus driver as this draws attention away from the driver’s duties.
3. Gambling: students shall not bet money or other things of value, or knowingly play or participate in any game involving such a bet while on the school bus.
4. Eating and drinking on the bus: as instructed by the driver, students are not permitted to eat or drink on any of the buses while being transported to or from school.
5. Not Seated Properly: all students must be seated facing forward with both feet on the floor. Students are NOT permitted to sit sideways with their feet in the aisle or face rearwards in the seat while the bus is in motion.

Elementary Schools
1st offense: written warning & assigned to front seat of the bus
2nd offense: 1 day bus suspension
3rd offense: 2 day bus suspension
4th offense: 3 day bus suspension
5th offense: 5 day bus suspension & conference required with parent, bus driver, administrator, and bus supervisor before returning to the bus.

High and Middle School
1st offense: 1 day bus suspension
2nd offense: 3 day bus suspension
3rd offense: 5 day bus suspension
4th offense: 10 day bus suspension

LEVEL II OFFENSES:

1. Profanity, cursing, or abusive language: students shall not use written or spoken language, a gesture, or engage in conduct that is vulgar, profane, obscene, or disrupts the bus driver or sub-driver.
2. Throwing objects out the window or at another student or driver: students shall not throw objects of any kind at another student, bus driver, sub-driver, or another bus. Nor shall the student throw any objects out of any school bus window or door.
3. Hanging out window: students shall not hang any body parts or limbs, or climb out of the bus windows while the bus is moving or stationary.
4. Out of seat without permission: students shall not be out of their assigned seat, standing, or moving around while the bus is in motion. This includes climbing over or under seats.
5. Take in or use of any form of electronic devices on the bus: possession and or use of any tobacco or e-cigarettes/vaping products (includes smokeless and look-a-like) by any student.
6. Unauthorized material: students shall not possess inappropriate material; included is pornographic or sexual literature, pictures, magazines, videos, or DVD players. No DVD players or video players of any kind are allowed on buses at anytime.
7. Laser lights: shining of laser lights of any kind at the bus driver or sub-driver or other students is strictly prohibited.
8. Inappropriate or disruptive behavior: students shall not engage in conduct that is or is intended to be disruptive to the driver, sub-driver, or another student. This includes excessive loud noises, mischief, horse playing, inappropriate touching, etc.
9. Defiance, insubordination, disobedience, rude and disrespectful behavior: Students shall comply with any oral or written instructions of the bus driver or sub-driver while on the bus.

(continued on next page)
10. Riding a bus while on bus suspension: If a student is found riding another bus after being suspended from any CCPS school bus, the suspension days are doubled.
11. Aggressive behavior: the students shall not engage in pushing, shoving, tripping, slapping, biting, choking, kicking, or spitting at another student, bus driver, or sub-driver.

Elementary Schools
1st offense:  1 day suspension
2nd offense:  3 day suspension
3rd offense:  5 day suspension
4th offense:  10 day suspension
5th offense:  30 day suspension
High and Middle School
1st offense – 3 day bus suspension
2nd offense – 5 day bus suspension
3rd offense - 10 day bus suspension & conference required with parent, bus driver, administrator, and bus supervisor before returning to the bus.
4th offense - 30 day suspension & conference required with parent, bus driver, administrator, bus supervisor and superintendent or designee before returning to the bus.
5th offense - suspension for the remainder of the year

LEVEL III OFFENSES

1. Fighting: the exchange of serious blow(s) (punches) between students with the intent to harm or inflict injury to someone while on the school bus and being transported to or from any school function, activity, or event.

Elementary Schools
1st offense – immediate 5 day bus suspension
2nd offense – immediate 10 day bus suspension. Conference is required with parent, bus driver and administrator before returning to the bus.
3rd offense – immediate 30 day bus suspension or remainder of the year. Conference is required with parent, bus driver, administrator, and bus supervisor.
High and Middle School
1st offense – immediate 30 day bus suspension.
2nd offense – immediate 60 day bus suspension. Conference is required with parent, bus driver, bus supervisor, administrator and Superintendent or designee before returning to the bus.
3rd offense – suspension off bus for remainder of the year.

2. Vandalism or Destruction of property: intentional, deliberate, willfully, destroy, maliciously damage or deface school buses or student's property; includes writing, painting, marking, burning, tearing, cutting, or putting holes in property. Restitution must be made.

Elementary Schools
1st offense - immediate 10 day bus suspension. Restitution must be made before returning to the bus.
2nd offense - immediate 30 day suspension. Conference is required with parent, bus driver, bus supervisor, administrator and superintendent or designee before returning to the bus.
Restitution must be made before returning to the bus.
3rd offense - expulsion off bus for remainder of the year. Restitution must be made.
High and Middle School
1st offense - immediate 10 day bus suspension. Restitution must be made before returning to the bus.
2nd offense - immediate 30 day suspension. Conference is required with parent, bus driver, bus supervisor, administrator and superintendent or designee before returning to the bus. Restitution must be made before returning to the bus.
3rd offense - expulsion off bus for remainder of the year. Restitution must be made.

3. Possessing or Igniting Explosive Device, Fireworks: (pyrotechnics) possession of any explosive device or fireworks that are prohibited by law. Also to include incendiary devices, chemical bombs, fire bombs, bottle bombs, hoax explosive devices, or rockets and sparklers while on the school bus and being transported to or from any school function, activity, or event.

Elementary Schools, Middle and High School
1st offense - immediate 10 day bus suspension.
2nd offense – immediate 30 day bus suspension. Conference is required with parent, bus driver, bus supervisor, administrator and superintendent or designee before returning to the bus.
Possible expulsion from transportation services.
3rd offense – expulsion off bus for remainder of the year.
4th offense – expulsion off bus for remainder of the year.

LEVEL IV OFFENSES *

1. Gang Graffiti: includes writing, painting, marking, or burning of gang graffiti on school buses.

Elementary Schools
1st offense – automatic expulsion from the bus. Referral will be made to the School Board.

2. Weapons: must not possess, supply, handle, use or transport a weapon, look alike weapon or any object which may be used as a weapon; regardless of whether it is commonly accepted as such, to inflict bodily injury (stabbing, cutting or wounding) or place fear for their safety in another person, while on the school bus and being transported to or from any school function, activity, or event. Firearms: must not possess, handle, use, supply or transport, to include ammunition and/or look alike ammunition, firearm or look alike firearm; to have on school buses while being transported to or from any school function, activity, or event.

Elementary Schools, Middle and High Schools
1st offense – automatic expulsion from the bus. Referral will be made to the School Board.

3. Drugs: (illegal, controlled, or imitations) the sale, purchase, possession, manufacture, give, use, under the influence, distribution, or drug paraphernalia while on school buses is prohibited including riding the school bus to or from any school function, activity, or event. Prescription or over the counter medication shall also be considered the same if selling or distributing the drugs.

Elementary Schools, Middle and High Schools
1st offense – automatic expulsion from the bus. Refer will be made to the School Board.

4. Sexual Activity on the bus:

Elementary Schools
1st offense - Principal’s discretion
2nd offense – 5 day bus suspension
3rd offense – 10 day suspension
High School and Middle School
1st offense – immediate 30 day bus suspension.
2nd offense – immediate 60 day bus suspension. Conference is required with parent, bus driver, bus supervisor, administrator and superintendent or designee before returning to the bus.
Possible expulsion from transportation services.
3rd offense – expulsion off bus for remainder of the year.

5. Alcohol: Student shall not sell or possess alcohol or be under the influence, or attempt to distribute alcohol while riding the school bus and being transported to or from any school function, activity, or event.

Elementary Schools, Middle and High Schools
1st offense – immediate 30 day bus suspension.
2nd offense – immediate 60 day bus suspension. Conference is required with parent, bus driver, bus supervisor, administrator and superintendent or designee before returning to the bus.
Possible expulsion from transportation services.
3rd offense – expulsion off bus for remainder of the year.

* In certain instances of Level IV offenses, the sheriff's department may be notified.
Eating disorders are serious health problems that usually start in childhood or adolescence and affect both girls and boys. With early diagnosis, eating disorders are treatable with a combination of nutritional, medical, and therapeutic supports. Recognizing the importance of early identification of at-risk students, the 2013 Virginia General Assembly passed a law requiring each school board to provide parent educational information regarding eating disorders on an annual basis to students in the fifth through twelfth grades.

It is important to note that eating disorders are not diagnosed based on weight changes as much as behaviors, attitudes, and mindset. Symptoms may vary between males and females and in different age groups. Often, a young person with an eating disorder may not be aware that he/she has a problem or keeps the issues secret. Parents/guardians and family members are in a unique position to notice symptoms or behaviors that cause concern. Noting behaviors common to people with eating disorders may lead to early referral to the primary care provider. It is important for eating disorders to be treated by someone who specializes in this type of care.

After reviewing the information on the bottom of this page, if you think your child may be showing signs of a possible eating disorder, please contact your primary health care provider, school nurse, or one of the resources listed below.

- **Academy for Eating Disorders (AED):**
  http://www.eatingdisorderhope.com
- **Families Empowered and Supporting Treatment of Eating Disorders (F.E.A.S.T.):**
  www.feast-ed.org
- **National Eating Disorders Association:**
  www.nationaleatingdisorders.org
  Toll free, confidential Helpline, 1-800-931-2237
- **Additional resources may be found at:**
  - **Virginia Department of Education:**
    http://www.doe.virginia.gov/support/health_medical/index.shtml, under the section titled, Eating Disorders

### What Are Eating Disorders?

Eating disorders are real, complex, and devastating conditions that can have serious consequences for health, productivity, and relationships. They are not a fad, phase or lifestyle choice. They are potentially life-threatening conditions affecting every aspect of the person’s functioning, including school performance, brain development, emotional, social, and physical well-being.

Eating disorders can be diagnosed based on weight changes, but also based on behaviors, attitudes and mindset. Be alert for any of these signs in your child.

**Key things to look for around food:**
- Eating a lot of food that seems out of control (large amounts of food may disappear, you find a lot of empty wrappers and containers hidden)
- Develops food rules—may eat only a particular food or food group, cuts food into very small pieces, or spreads food out on the plate
- Talks a lot about, or focuses often, on weight, food, calories, fat grams, and dieting
- Often says that they are not hungry
- Skips meals or takes small portions of food at regular meals
- Cooks meals or treats for others but won’t eat them
- Avoids mealtimes or situations involving food

**Weight is NOT the only indicator of an eating disorder, as people of all sizes may be suffering.**

**Eating disorders affect both males and females of all ages.**

### If Your Child Shows Signs of a Possible Eating Disorder

Seek assistance from a medical professional as soon as possible; because they are so complex, eating disorders should be assessed by someone who specializes in the treatment of eating disorders. The earlier a person with an eating disorder seeks treatment, the greater the likelihood of physical and emotional recovery.

**How to Communicate with Your Child**

- Understand that eating disorder sufferers often deny that there is a problem
- Educate yourself on eating disorders
- Ask what you can do to help
- Listen openly and reflectively
- Be patient and nonjudgmental
- Talk with your child in a kind way when you are calm and not angry, frustrated, or upset
- Let him/her know you only want the best for him/her
- Remind your child that he/she has people who care and support him/her
- Be flexible and open with your support
- Be honest
- Show care, concern, and understanding
- Ask how he/she is feeling
- Try to be a good role model- don’t engage in ‘fat talk’ about yourself
- Understand that your child is not looking for attention or pity
- Seek professional help on behalf of your child if you have ANY concerns
Concussions are a medical and educational issue and are considered to be among the most complex injuries in medicine to assess, diagnose, and manage. The concussed brain requires mental and physical rest to recover. Developing brains are highly variable and concurrent issues may affect cognitive recovery. Every concussion is different, and each student will have unique symptoms and recovery times. Facilitating/managing a student's recovery from a concussion includes awareness of current symptoms, the pre-injury status of physical and cognitive function, and the student’s sensitivity to physical and cognitive exertion.

Concussion symptoms may have a significant impact on learning and academic achievement. A concussion may interfere with a student's ability to focus, concentrate, memorize, and process information. This cognitive impairment may cause frustration, nervousness, anxiety, and/or irritability, and further affect mood or previously existing irritability or anxiety. The "return to learn" academic concussion management plan is divided into graduated phases to promote recovery, considering all factors in this complex injury. Some students may need a short period of rest with a gradual return to school, while others will be able to continue academic work with minimal instructional support.

The "return-to-play" protocols following a concussion are also a stepwise process in which the student will progress to the next level when physical exertion does not exacerbate symptoms or cause the re-emergence of previously resolved symptoms. If any post-concussion symptoms recurr or worsen in the stepwise process, the student-athlete would revert back to the previous level, rest, and try to progress again after a period of rest is completed. Most students who experience a concussion can recover completely as long as they do not "return-to-learning" or "return-to-play" prematurely. Premature return to learn/play may delay or impair recovery. Return-to-play should not occur before the student-athlete has managed to return to a full day of academic activities.

The effects of repeated concussions can be cumulative, and after a concussion, there is a period in which the brain is particularly vulnerable to further injury. If a student sustains a second concussion during this period, the risk of prolonged symptoms increases significantly, and the consequences of a seemingly mild second concussion can actually be very severe and potentially catastrophic (i.e., "second impact syndrome").

**Definitions**

A concussion is a traumatic brain injury and is defined by the 4th International Conference on Concussion in Sports (2012) as a complex pathophysiological process affecting the brain and induced by biomechanical forces. Several common features that incorporate clinical, pathologic, and biomechanical injury constructs that may be utilized in defining the nature of a concussive head injury include the following:

- Concussion may be caused either by a direct blow to the head, face, neck, or elsewhere on the body with an "impulsive" force transmitted to the head.
- Concussion typically results in the rapid onset of short-lived impairment of neurologic function that resolves spontaneously. However, in some cases, symptoms and signs may evolve over a number of minutes, hours, or days.
- Concussion may result from neuropsychological changes, but the acute clinical symptom largely reflect a functional disturbance rather than a structural injury with no abnormality seen on standard structural neuroimaging studies.
- Concussion results in a graded set of clinical symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course. It is important to note, however, that symptoms may persist in some cases.
- Appropriate licensed health care provider means a physician, physician assistant, osteopath physician, or athletic trainer licensed by the Virginia Board of Medicine, a neuropsychologist licensed by the Board of Psychology, or a nurse practitioner licensed by the Virginia State Board of Nursing.

Concussion typically results in the rapid onset of short-lived impairment of neurologic function that resolves spontaneously. However, in some cases, symptoms and signs may evolve over a number of minutes, hours, or days. Concussion may result from neuropsychological changes, but the acute clinical symptom largely reflect a functional disturbance rather than a structural injury with no abnormality seen on standard structural neuroimaging studies. Concussion may be caused either by a direct blow to the head, face, neck, or elsewhere on the body with an “impulsive” force transmitted to the head. Concussion typically results in the rapid onset of short-lived impairment of neurologic function that resolves spontaneously. However, in some cases, symptoms and signs may evolve over a number of minutes, hours, or days. Concussion may result from neuropsychological changes, but the acute clinical symptom largely reflect a functional disturbance rather than a structural injury with no abnormality seen on standard structural neuroimaging studies. Concussion results in a graded set of clinical symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course. It is important to note, however, that symptoms may persist in some cases.

Appropriate licensed health care provider means a physician, physician assistant, osteopath physician, or athletic trainer licensed by the Virginia Board of Medicine, a neuropsychologist licensed by the Board of Psychology, or a nurse practitioner licensed by the Virginia State Board of Nursing.

Cognitive rest means limiting cognitive exertion and careful management of neurometabolic demands on the brain during recovery.

**Return-to-learn** refers to instructional modifications that support a controlled, progressive increase in cognitive activities while the student recovers from a brain injury (i.e., concussion) allowing the student to participate in classroom activities and learn without worsening symptoms and potentially delaying healing.

**Return-to-play** means participating in a nonmedically supervised practice or athletic competition.

**Non-interscholastic youth sports program** means a program organized for recreational athletic competition or recreational athletic instruction for youth.

### Virginia Board of Education Guidelines

#### A. Policies and Procedures

1. Each school division shall develop policies and procedures regarding the identification and handling of suspected concussions in students. Consideration should also be given to addressing the academic needs and gradual reintroduction of cognitive demands for all students who have been determined to have a concussion. The Brain Injury Association of Virginia offers resources on strategies for educators to consider when working with a student with a brain injury.

2. In order to participate in any extracurricular athletic activity, each student-athlete and the student-athlete's parent or guardian shall review, on an annual basis (every 12 months), information on concussions provided by the school division after having reviewed materials describing the short- and long-term health and academic effects of concussions, each student-athlete and the student-athlete’s parent or guardian shall sign a statement acknowledging receipt, review, and understanding of such information. The local school division will determine procedures for ensuring, annually, that statements are distributed to and collected from each student-athlete and his or her parent or guardian with appropriate signatures.

3. A student-athlete suspected by the coach, athletic trainer, or team physician of sustaining a concussion or brain injury in a practice or game shall be removed from the activity at that time. A student-athlete who has been removed from play, evaluated, and suspected to have sustained a concussion or brain injury shall not return to play that same day nor until (i) is evaluated and cleared for play, or (ii) is cleared to return to all activities by a licensed health care provider.

4. Appropriate licensed health care providers or properly trained individuals evaluating student-athletes at the time of injury will utilize a standardized concussion sideline assessment instrument. Sideline Concussion Assessment Tool (SCAT-II, SCAT III, ChildSCAT3), the Standardized Assessment of Concussion (SAC), and the Balance Error Scoring System (BESS) are examples of sideline concussion assessment tools that test cognitive function and postural stability. A list of assessment tools is located in the Resources section of these guidelines.

5. The school division’s concussion policy team may include a school administrator, teacher, school counselor, school psychologist, school nurse, athletic trainer, appropriate licensed health care provider, coach, parent/guardian, and student and shall review and refine local concussion management policies on an annual basis.

#### B. Protocol for return to learn

School personnel shall be alert to cognitive and academic issues that may be experienced by a student who has suffered a concussion or other head injury, including (i) difficulty with concentration, organization, and long-term and short-term memory; (ii) sensitivity to bright lights and sounds; and (iii) short-term problems with speech and language, reasoning, planning, and problem solving. Local school boards shall accommodate the gradual return to full participation in academic activities as appropriate, based on the recommendation of the student’s licensed health care provider as to the appropriate amount of time that such student needs to be away from the classroom, and should benefit from these accommodations to promote recovery following a concussion.

1. A student recovering from a brain injury shall gradually increase cognitive activities progressing through some or all of the following phases. Some students may need total rest with a gradual return to school, while others will be able to continue doing academic work with minimal instructional modifications. The decision to progress from one phase to another should reflect the absence of any relevant signs or symptoms, and should be based on the recommendation of the student’s appropriate licensed health care provider in collaboration with school staff, including teachers, school counselors, school administrators, psychologists, nurses, clinic aides, or others as determined by local school division concussion policy.

   a. Home: Rest
      - Phase 1: Cognitive and physical rest may include
        - minimal cognitive activities – limit reading, computer use, texting, television, and/or video games;
        - no homework;
        - no driving; and
        - minimal physical activity
        - up to 30 minutes of sustained cognitive exertion;
        - no prolonged concentration;
        - no driving; and
        - limited physical activity.

   b. School: Part-time
      - Phase 3: Maximum instructional modifications including, but not limited to
        - shortened days with built-in breaks;
        - modified environment (e.g., limiting time in hallway, identifying quiet and/or dark spaces);
        - established priorities for learning;
        - limited homework;
        - alternative grading strategies;
        - additional instructional support;
        - rest and recovery once out of school;
        - elimination or reduction of homework.

   c. School: Full-time
      - Phase 4: Moderate instructional modifications including, but not limited to

(continued on next page)
2. Progression through the above phases shall be governed by the presence or resolution of symptoms resulting from a concussion experienced by the student including, but are not limited to:
   a. difficulty with attention, concentration, organization, long-term and short-term memory, reasoning, planning, and problem solving;
   b. fatigue, drowsiness, difficulties handling a stimulating school environment (e.g., sensitivity to light and sound);
   c. inappropriate or impulsive behavior during class, greater irritability, less able to cope with stress, more emotional than usual; and
   d. physical symptoms (e.g., headache, nausea, dizziness).
3. Progression through gradually increasing cognitive demands should adhere to the following guidelines:
   a. increase the amount of time in school;
   b. increase the nature and amount of work, the length of time spent on the work, or the type or difficulty of work (change only one of these variables at a time);
   c. if symptoms do not worsen, demands may continue to be gradually increased;
   d. if symptoms do worsen, the activity should be discontinued for at least 20 minutes and the student allowed to rest.
   1) if the symptoms are relieved with rest, the student may return to the activity at or below the level that produced symptoms; and
   2) if the symptoms are not relieved with rest, the student should discontinue the current activity for the day and reattempt when symptoms have lessened or resolved (such as the next day).
4. If symptoms persist or fail to improve over time, additional in-school support may be required with consideration for further evaluation. If the student is three to four weeks post injury without significant evidence of improvement, a 504 plan should be considered.
5. A student shall progress to a stage where he or she no longer requires instructional modifications or other support before being cleared to return to full athletic participation (return-to-play).

C. Protocol for return to play

1. No member of a school athletic team shall participate in any athletic event or practice on the same day he/she is injured and:
   a. exhibits signs, symptoms, or behaviors attributable to a concussion; or
   b. has been diagnosed with a concussion.
2. No member of a school athletic team shall return to participate in an athletic event or training on the days after he/she experiences a concussion unless all of the following conditions have been met:
   a. the student attends all classes, maintains full academic load, and/or has no instructional modifications;
   b. the student no longer exhibits signs, symptoms, or behaviors consistent with a concussion, at rest or with exertion;
   c. the student is asymptomatic during, or following periods of supervised exercise that is gradually intensifying; and
   d. the student receives a written medical release from an appropriate licensed health-care provider.

D. Helmet replacement and reconditioning policies and procedures

1. Helmets must be National Operating Committee on Standards for Athletic Equipment (NOCSAE) certified by the manufacturer at the time of purchase.
2. Reconditioned helmets must be NOCSAE recertified by the reconditioner.
3. Regular training on proper helmet fitting and maintenance is recommended for coaches of all sports wearing protective headgear.

E. Require training for personnel and volunteers

1. The concussion policy management team shall ensure training is current and consistent with best practice protocols. Each school division shall develop policies and procedures to ensure staff, coaches, athletic trainers, team physicians, and volunteers receive current training annually on:
   a. how to recognize the signs and symptoms of a concussion;
   b. strategies to reduce the risk of concussions;
   c. how to seek proper medical treatment for a person suspected of having a concussion; and
   d. when the student-athlete may safely return to the event or training.
2. School divisions shall maintain documentation of compliance with the annual training requirement.
3. Annual training on concussion management shall use a reputable program such as, but not limited to, the online:
   a. The Centers for Disease Control’s (CDC) tools for youth and high school sports coaches, parents, athletes, and health-care professionals provide important information on preventing, recognizing, and responding to a concussion, and are available at http://www.cdc.gov/concussion/HeadsUp/online_training.html. These include Heads Up to Schools: Know Your Concussion ABCs; Heads Up: Concussion in Youth Sports; and Heads Up: Concussion in High School Sports.
   b. The National Federation of State High School Associations’ (NFHS) online coach education course – Concussion in Sports – What You Need to Know. This NFHSendorse program provides a guide to understanding, recognizing and properly managing concussions in high school sports. It is available at www.nfhslearn.com.
   c. The Oregon Center for Applied Science (ORCAS) ACTive® course, an online training and certification program that gives sports coaches the tools and information to protect players from sports concussions. Available at http://activecoach.orascinc.com/; ACTive® is funded by the National Institutes of Health, developed by leading researchers, and validated in a clinical trial.

Non-interscholastic youth sports programs utilizing public school property shall establish policies and procedures regarding the identification and handling of suspected concussions in students, consistent with either the local school division’s policies or procedures developed in compliance with this section, or the Board of Education’s Guidelines for Policies on Concussions in Students.

In addition, local school divisions may provide the guidelines to organizations sponsoring athletic activity for student-athletes on school property. Including the provision of the guidelines in the facility joint use agreements is strongly encouraged. Local school divisions shall not be required to enforce compliance with such policies.

Code of Virginia, as amended by the 2014 General Assembly

A. The Board of Education shall develop and distribute to each local school division guidelines on policies to inform and educate coaches, student-athletes, and their parents or guardians of the nature and risk of concussions, criteria for removal from and return to play, risks of not reporting the injury and continuing to play, and the effects of concussions on student-athletes’ academic performance.
B. Each local school division shall develop policies and procedures regarding the identification and handling of suspected concussions in student-athletes. Such policies shall require:
   1. In order to participate in any extracurricular physical activity, each student-athlete and the student-athlete’s parent or guardian shall review, on an annual basis, information on concussions provided by the local school division.
      a. After reviewing materials describing the short- and long-term health effects of concussions, each student-athlete and the student-athlete’s parent or guardian shall sign a statement acknowledging receipt of such information, in a manner approved by the Board of Education; and
      b. A student-athlete suspected by that student-athlete’s coach, athletic trainer, or team physician of sustaining a concussion or brain injury in a practice or game shall be removed from the activity at that time. A student-athlete required to enforce compliance with such policies.
   2. No member of a school athletic team shall participate in any athletic event or practice the same day he/she is injured and:
      a. exhibits signs, symptoms, or behaviors attributable to a concussion; or
      b. has been diagnosed with a concussion.
   3. No member of a school athletic team shall return to participate in an athletic event or training on the days after he/she experiences a concussion unless all of the following conditions have been met:
      a. the student attends all classes, maintains full academic load, and/or has no instructional modifications;
      b. the student no longer exhibits signs, symptoms, or behaviors consistent with a concussion, at rest or with exertion;
      c. the student is asymptomatic during, or following periods of supervised exercise that is gradually intensifying; and
      d. the student receives a written medical release from an appropriate licensed health-care provider.
   4. If symptoms persist or fail to improve over time, additional in-school support may be required with consideration for further evaluation. If the student is three to four weeks post injury without significant evidence of improvement, a 504 plan should be considered.
   5. A student shall progress to a stage where he or she no longer requires instructional modifications or other support before being cleared to return to full athletic participation (return-to-play).

D. As used in this section, “non-interscholastic youth sports program” means a program organized for recreational athletic competition or recreational athletic instruction for youth.
3. That the Board of Education, in developing the policies pursuant to subsection A of § 22.1-271.5, shall work with the Virginia High School League, the Department of Health, the Virginia Athletic Trainers Association, representatives of the Children’s Hospital of the King’s Daughters and the Children’s National Medical Center, the Brain Injury Association of Virginia, the American Academy of Pediatrics, the Virginia College of Emergency Physicians and other interested stakeholders.
4. That the policies of the Board of Education developed pursuant to subsection A of § 22.1-271.5 shall become effective on July 1, 2011.
2010, c. 483; 2014, cc. 746, 760.

§ 22.1-271.6. School division policies and procedures on concussions in student-athletes.
The Board of Education shall amend its guidelines for school division policies and procedures on concussions in student-athletes to include a “Return to Learn Protocol” with the following requirements:
1. School personnel shall be alert to cognitive and academic issues that may be experienced by a student-athlete who has suffered a concussion or other head injury, including (i) difficulty with concentration, organization, and long-term and short-term memory; (ii) sensitivity to bright lights and sounds; and (iii) short-term problems with speech and language, reasoning, planning, and problem solving; and

2. School personnel shall accommodate the gradual return to full participation in academic activities of a student who has suffered a concussion or other head injury as appropriate, based on the recommendation of the student's licensed health care provider as to the appropriate amount of time that such student needs to be away from the classroom. 2014, c. 349.

**Code of Virginia, as amended by the 2016 General Assembly**

Be it enacted by the General Assembly of Virginia:

1. That §§ 22.1-271.5 and 22.1-271.6 of the Code of Virginia are amended and reenacted as follows:

**§ 22.1-271.5. Guidelines and policies on concussions in student-athletes.**

A. The Board of Education shall develop and distribute to each local school division guidelines on policies to inform and educate coaches, student-athletes, and their parents or guardians of the nature and risk of concussions, criteria for return from and return to play, risks of not reporting the injury and continuing to play, and the effects of concussions on student-athletes' academic performance. B. Each local school division shall develop policies and procedures regarding the identification and handling of suspected concussions in student-athletes. Such policies shall:

1. Require that in order to participate in any extracurricular physical activity, each student athlete and the student-athlete's parent or guardian shall review, on an annual basis, information on concussions provided by the local school division. After having reviewed materials describing the short- and long-term health effects of concussions, each student-athlete and the student-athlete's parent or guardian shall sign a statement acknowledging receipt of such information, in a manner approved by the Board of Education;

2. Require a student-athlete suspected by that student-athlete's coach, athletic trainer, or team physician of sustaining a concussion or brain injury in a practice or game to be removed from the activity at that time. A student-athlete who has been removed from play, evaluated, and suspected to have a concussion or brain injury shall not return to play that same day nor until (i) evaluated by an appropriately licensed health care provider as determined by the Board of Education and (ii) in receipt of written clearance to return to play from such licensed health care provider.

The licensed health care provider evaluating student-athletes suspected of having a concussion or brain injury may be a volunteer; and

3. Include a "Return to Learn Protocol" with the following requirements:

a. School personnel shall be alert to cognitive and academic issues that may be experienced by a student who has suffered a concussion or other head injury, including (i) difficulty with concentration, organization, and long-term and short-term memory; (ii) sensitivity to bright lights and sounds; and (iii) short-term problems with speech and language, reasoning, planning, and problem solving; and

b. School personnel shall accommodate the gradual return to full participation in academic activities of a student who has suffered a concussion or other head injury as appropriate, based on the recommendation of the student's licensed health care provider as to the appropriate amount of time that such student needs to be away from the classroom. C. Each non-interscholastic youth sports program utilizing public school property shall either (i) establish policies and procedures regarding the identification and handling of suspected concussions in student-athletes, consistent with either the local school division's policies and procedures developed in compliance with this section or the Board's Guidelines for Policies on Concussions in Student-Athletes, or (ii) follow the local school division's policies and procedures as set forth in subsection B. In addition, local school divisions may provide the guidelines to organizations sponsoring athletic activity for student-athletes on school property. Local school divisions shall not be required to enforce compliance with such policies.

D. As used in this section, "non-interscholastic youth sports program" means a program organized for recreational athletic competition or recreational athletic instruction for youth.

The Board of Education shall amend its guidelines for school division policies and procedures on concussions in students to include a "Return to Learn Protocol" with the following requirements:

1. School personnel shall be alert to cognitive and academic issues that may be experienced by a student who has suffered a concussion or other head injury, including (i) difficulty with concentration, organization, and long-term and short-term memory; (ii) sensitivity to bright lights and sounds; and (iii) short-term problems with speech and language, reasoning, planning, and problem solving; and

2. School personnel shall accommodate the gradual return to full participation in academic activities of a student who has suffered a concussion or other head injury as appropriate, based on the recommendation of the student's licensed health care provider as to the appropriate amount of time that such student needs to be away from the classroom.

**Resources**

A. Organizations and agencies that provide resources related to concussions

5. Children's Hospital of the King's Daughters, http://www.chkd.org

B. Concussion assessment tools

2. Sports-Related Concussions in Children and Adolescents, Pediatics, http://pediatrics.aappublications.org/cgi/content/abstract/peds.2010-2005/v1?rss=1

C. Educational strategies for working with students who have concussions

5. BrainSTEPs, https://www.brainsteps.net

**Tobacco-Free School Policy**

The use of any tobacco products or nicotine vapor products on Charlotte County Public Schools’ property is prohibited. This includes any building owned or leased by Charlotte County Public Schools, all vehicles (including school busses) owned by Charlotte County Public Schools, and any school grounds (athletic fields, spectator areas, lawns, parking areas, etc.) By policy, tobacco products are defined as: cigarettes, e-cigarettes, vaping products, cigars, pipe tobacco, snuff, chewing tobacco and any other kinds and forms of tobacco suitable for smoking or chewing or both.

**Honor Code**

The Charlotte County Public School community values the pursuit of knowledge. We believe that honesty, respect, and responsibility must be present among students, teachers, administrators, and parents/guardians. Each school has an Honor Code that outlines basic requirements and responsibilities. Please refer to the individual school's handbook for this information.
Signatures on the form below are very important. Be sure you have reviewed all of the information with your child. Please sign, detach and return the form below to your child’s homeroom or first period teacher by the second week of school. Please keep this pamphlet as a reference for the rest of the school year. If you have more than one Charlotte County student, a separate form must be submitted for each child. If forms are not returned by this date, parents will be contacted by the individual school’s principal to discuss problems and concerns with these forms.

2020-2021
Parental Statement of Receipt of Documents for
Charlotte County Public Schools

I am the parent of the below named child and, by my signature,
I acknowledge that I have received copies of the following documents:

1. Parental Responsibility and Involvement Requirements
2. Charlotte County Public Schools Attendance Policy
3. Electronic Communications Acceptable Use Policy
4. Internet Privacy Policy
5. School Bus Safety Guidelines
7. Charlotte County School Board’s Standards for Student Conduct
8. Charlotte County’s Anti-bullying Formal Plan
9. Charlotte County’s Dress Code
10. Electronic Device Guidelines
11. Guidelines For Policies on Concussions in Student-Athletes
12. County Public Schools Medication Policy
13. Promotion and Retention Policy
14. Eating Disorders Awareness Policy
15. Asbestos Notification
16. Guidance & Counseling Program
17. School student handbook - A separate document
18. Media Release

*Randolph-Henry’s Handbook can be found on the web at: charlottewhenry.ss12.sharpschool.com

By signing this Statement of Receipt, I do not waive or abdicate, but do expressly reserve, any rights protected by the constitutions or laws of the United States or the Commonwealth of Virginia. I further understand that I have the right to express disagreement with the school’s or school division's policies or decisions.

_____________________________________    __________________________________________
Parent Signature       Parent Signature

_____________________________________     _________________________________________
Student Signature                   Date

*Included in this booklet