

Cumberland County Elementary School

Student Centered; Teacher Inspired



2019-2020 STUDENT/PARENT HANDBOOK

Cumberland County Elementary School has the responsibility of setting high expectations for all students and providing the environment, instruction, and support to ensure that all students are learning and achieving as measured by rigorous standards.

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**Please visit our school website for updates
and additional information. www.cucps.k12.va.us
Follow us on Twitter at #ccesdukes #iamcucps
Check out our CCES Facebook Page
<https://www.facebook.com/groups/860254407489019/>**

Any amendments to this handbook made after publishing, will be labeled *Supplement to 2019-2020 Student Handbook*, and a copy will be provided to enrolled students.

CUMBERLAND COUNTY ELEMENTARY SCHOOL

2019-2020

Mission:

Cumberland County Elementary School has the responsibility of setting high expectations for all students and providing the environment, instruction, and support to ensure that all students are learning and achieving as measured by rigorous standards.

Vision:

- *All students are engaged in learning, and all are achieving at high levels.*
- *Faculty/staff accept collective responsibility for the achievement of all students in the school.*
- *All adults work together to ensure that each student receives appropriate instruction and support in a learning-enriched environment.*
- *Both students and adults behave as if they believe the individual and collective efforts will improve performance.*

Beliefs:

- *All children can learn, and it's our job to see that they do.*
- *We have the skills and the will to make a difference in the learning of each child. Failure is not an option.*
- *Each faculty/staff member is responsible for the learning of each child in our school. We share collective responsibility for their learning.*

PRINCIPAL'S MESSAGE

Dear Students and Parents,

I would like to welcome our new and returning students to Cumberland Elementary School. I hope you are excited and ready for a great year filled with learning and fun!

This handbook contains essential information regarding our school and school procedures as well as important Board of Education policies. I hope that you find it a helpful resource. Please read this handbook thoroughly and discuss it with your family. If you have any questions, do not hesitate to ask your teacher or a principal. *Once you have read and discussed the handbook, the student and parent/guardian should sign the Acknowledgement Form provided by your teacher and return it to your homeroom teacher.*

Cumberland Elementary School staff, parents, and community are committed to providing our students with a safe and supportive school environment. Our mission is to create an atmosphere where students are engaged in hands-on activities, collaboration, questioning, and making connections between academics and the real world. It is our goal to provide a variety of instructional models, to include individual and small group instruction, so that accommodations may be made to address students' academic strengths and weaknesses, specific learning styles, and cultural differences. Sharing the responsibility for their education and the success of our school, Cumberland Elementary School students will understand and keep the following promise:

At Cumberland Elementary School, we are a family of learners.

We respect and care about each other.

We are all part of Team CCES, and we believe that together we can and will achieve more.

We are confident that each child will have a positive educational experience this year, and we are looking forward to working together to help all students succeed.

Virginia Silveira Gills, Principal

NON-DISCRIMINATING STATEMENT

The Cumberland County School Board does not discriminate on the basis of race, color, national origin, sex, age, marital status, creed, limited English proficiency, or handicap in its programs, activities, or employment practices as required by Title VI, Title IX, and Section 504. Contact the Director of Human Resources or the Assistant Superintendent, Cumberland County School Board, (804)492-4212, ext. 1, with questions regarding alleged discrimination.

Standards of Student Conduct and Attendance/Acceptable Computer System Use

These forms will be provided by your child's homeroom teacher. After reading, reviewing, and discussing this information with your child, please sign and promptly return the forms to your child's homeroom teacher.

ARRIVAL AND DISMISSAL

REGULAR ARRIVAL TO SCHOOL

Buses begin unloading at the school at 7:35 a.m. **Parents should not deliver students to school prior to 7:30 a.m. since proper supervision will not be available.**

LATE ARRIVAL TO SCHOOL

Students arriving to school after 7:50 a.m. will be considered tardy. Students entering after 7:50 a.m. must report to the front office. **The parent should accompany the student to the office to explain the reason for tardiness.** A tardy slip will be issued, and the students will report promptly to class. *Late arrivals are strongly discouraged.*

LEAVING SCHOOL EARLY

The school day ends at 3:00 p.m. Please do not pick up your child before this time. If a student has to leave school prior to the end of the day, the student must:

1. Bring a signed note from a parent or guardian **stating the reason** for the early dismissal, how the student will be leaving, and the designated time for leaving.
2. Submit the request for early dismissal to the homeroom teacher, or office
3. Students will report to the office at the designated early dismissal time, once the adult picking up the student has arrived to the office. We will not call students up early. This ensures the safety of our students and provides an environment conducive to healthy school operation.

Under no circumstances will any student be released to the custody of any individual other than a parent or guardian unless permission is obtained from the parent or guardian.

***Students on Permanent Parent Pick-Up will be dismissed to Parent Pick-Up at 3:00 p.m. daily. Permanent Pick-Up students will not be called to the office before 3:00 p.m. Emergencies will be addressed accordingly.**

Parents or Guardians must present a Picture ID or a Driver's License to sign out a student before a student may leave. Teachers are not permitted to dismiss any student without authorization from the office.
Leaving school prior to regular dismissal should be reserved for appointments or emergencies only.

BUS TRANSPORTATION

A parent or other responsible adult **must be visible** before an elementary student will be released at the bus stop. Parents/Guardians should plan to be at the bus stop five minutes prior to drop-off time. If a

parent or responsible adult is not present, the student will be transported back to school, and it will be the parent's responsibility to pick him/her up.

CHANGE IN REGULAR BUS OR PICK UP

If there is any change to how a student will be dismissed from school, a note or phone call by a legal guardian must be provided stating the change. No student will ride a bus other than his/her regular bus or stay after school unless an authorized person has contacted the school. **All bus or pick-up changes must be made prior to 2:00 p.m.** This ensures the safety of all students and minimizes classroom disruptions.

LEAVING THE SCHOOL GROUNDS

Students are not permitted to leave the school grounds during the school day unless authorized by the office.

ATTENDANCE

Attendance on a daily basis is a mandatory requirement for all students. *The Code of Virginia*, Section 22.1-254, requires that all children who have reached their fifth birthday on or before September 30 and who have not yet reached their eighteenth birthday must attend school. This requirement does not apply to any child who has obtained a high school diploma, its equivalent, or a certificate of completion or who is exempted pursuant to the provisions of the law.

When a student accumulates more than seven (7) unexcused absences in an academic year, the Truancy Officer will enforce the provisions of *The Code of Virginia*, Section 22.1-258, by either or both of the following:

1. filing a complaint with the Juvenile and Domestic Relations Court alleging the pupil is a child in need of supervision; or
2. instituting proceedings against the parent for contributing to the delinquency of a minor.

I. ABSENCES

Students are expected to be in school every day. Parents/guardians are expected to contact their child's school on the day of the child's absence to inform the school of that absence.

Parents/guardians are encouraged to notify the school of pre-arranged appointments as soon as the dates of such appointments are known. For any reason, a written note providing the dates of and reasons for the child's absence is required from the parent/guardian within five (5) days of the child's return to school. The purpose of this note is to determine whether or not the student's absence is excused or unexcused. This note will be maintained in the school office until the end of the school year for documentation purposes.

A. Excused Absences

In support of the mandatory attendance law, Cumberland County Public Schools defines excused absences as the following conditions which represent acceptable reasons for a student's absence from school:

- **Illness** – When a student is unable to attend school due to an illness, a note written by the parent or a physician documenting the illness will provide evidence of the illness for the

school. Students will be allowed five (5) excused absences per semester with a documented parent note for illness. After five (5) excused absences, a physician's note will be required.

- ***Chronic/Extended Illness*** – For students who are absent because of chronic illness, a disability, or because of a need for homebound services, the parent must complete a *Chronic/Extended Illness Notification Form* with the principal at the beginning of the enrollment of the student in school or upon the onset of the student's condition that affects regular attendance. Documentation from a physician will be required. **This form is available in the front office and online.**

If the parent does not complete the form or does not provide documentation from a physician of a chronic or extended illness, the principal will review the child's attendance for needed services and/or applicable sanctions of the attendance law (*The Code of Virginia 22.1-258*).

- ***Prearranged Appointments*** – For appointments with the court, social services or other state agencies, and appointments with health care providers, official documentation must be presented to the school.
- ***Family Death or Emergency*** – For absences because of death in the family or an emergency beyond the family's control, the parent must notify the school and provide documentation for the absence. ("Family" is defined as immediate family of mother, father, siblings, and grandparents.)
- ***Religious Observances*** – Absences as a result of observances of religious holidays should be pre-arranged by the parent with school personnel. If the parent/guardian is unable to pre-arrange the absence, a request for exemption must be received no later than the second day after the student's return to school from the absence occasioned by the religious observance.
- ***Exceptional Circumstances*** – The principal may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interest of the student and his/her family (example: college visitation). Prior to the student's absence, the parent or guardian must complete the *Request for Exceptional Circumstance to Attendance* form. The parent/guardian will document on this request form the rationale for the absence, dates of absence, and siblings within the school division for whom the exception will also be requested. The principal must provide the response to the *Request for Exceptional Circumstance to Attendance* form in writing to the parent/guardian. In documented extenuating circumstances, the principal may approve an absence after the fact as exempt from the sanctions of the attendance policy.

For those circumstances which cause the student to be absent and prior request for approval is not possible, the parent/guardian must complete the *Request for Exceptional Circumstance to Attendance* form within two (2) days of the student's return to school.

No more than **two (2)** days may be approved by the principal for exceptional circumstances during a school year. For requests for **more than two (2)** days, the request must be approved by the principal and reported to the Truancy Officer.

B. Unexcused Absences

In compliance with *The Code of Virginia* 22.1-258, the school division has established procedures that school division personnel are required to follow when a student fails to report to school and no indication has been received by school personnel that the pupil's parent/guardian is aware or supports the student's absence.

- **Suspensions** – For absences because of a suspension, the parent will be notified of the suspension and the date when the student will be expected to return to school. The student must return on the indicated date.
- **Parent Contact** – The law mandates that, whenever any student fails to report to school and no indication has been received by school personnel that the student's parent/guardian is aware of and supports the student's absence (unexcused absence), an effort to notify the parent by telephone to obtain an explanation for the student's absence shall be made.

II. PROCEDURES FOR UNEXCUSED ABSENCES

- A. Whenever a student fails to report to school for a total of three (3) unexcused days**, a letter will be sent to the parent/guardian by the school explaining the consequences when a parent/guardian and student are in violation of *The Code of Virginia* 22.1-258.
- B. Whenever a student fails to report to school for a total of five (5) unexcused days**, a parent conference will be held at the school with the principal, teacher, school counselor, and student to discuss the accrued absences. The meeting will be held to discuss the attendance of the student and to develop an "Attendance Contract" with the student and parent, outlining goals for improved attendance.
- C. Whenever a student accumulates between 7 and 10 unexcused absences**, the parent/guardian will meet in person with school officials to determine the reason for the continued absences.
- D. Whenever a student fails to report to school for a total of 11 unexcused days**, the parent/guardian and child will meet with the division truancy officer and the Juvenile Probation Officer to discuss the continued unexcused absences and the possibility of a "Child In Need of Supervision" (CHINS) petition being filed against the student in Juvenile and Domestic Relation District Court and/or the filing of a petition against the parent or guardian if the unexcused absences keep occurring.

III. PROCEDURES FOR ABSENCES AND TARDIES

- A. Make-Up Work** - When students are absent, including absences for suspension or expulsion recommendations, an opportunity to make up work will be provided. Make-up work is encouraged so that students will profit from future instruction. Work (including tests) missed due to an absence may be made up and credit given for such work. Upon the student's return to school, he/she must make up the work within *five (5) school days*. Additional time may be granted by the principal due to the extenuating circumstances.

- B. Perfect Attendance** - For the purpose of determining perfect attendance, the student must be in attendance during the school day to be counted as present for the school day. *Pre-arranged, excused absences for religious observance will not count against perfect attendance.*

IV. REPORTS OF CHILDREN ENROLLED AND NOT ENROLLED

The Code of Virginia, 22.1-260, requires that within ten (10) days after the opening of the school, each public school principal will report to the division superintendent:

The name, age, and grade of each pupil enrolled in the school; the name and address of the pupil's parent or guardian; and to the best of the principal's information, the name of each child subject to the provisions of this article who is not enrolled in school, with the name and address of the child's parent or guardian. Within one calendar month of the opening of school, the principal of each school will send to the parents or guardian of each student enrolled in the school a copy of the compulsory school attendance requirements of the law and the enforcement procedures and the policies established by the School Board.

The school division will typically comply with the above requirements by supplying a copy of a Student/Parent Handbook which contains the Code of Conduct to students and their parents at the beginning of the school year. Attendance law, policies and procedures will be reflected in that handbook.

ATTITUDE

Students are expected to follow classroom, school, and division rules at all times. The following plan will be observed at Cumberland County Elementary School to maintain an appropriate level of discipline within the school. Teachers are expected to use restorative practices with any student who violates general rules of conduct in the classroom, on the school bus, or on the school grounds. Teachers will emphasize and model appropriate behavior, and will contact parents as needed when behavior concerns arise. Parents are a vital part our discipline process. A team approach will be used to alleviate behavioral problems.

CUMBERLAND COUNTY SCHOOL OATH

As a student at Cumberland County Elementary School, I pledge to be a student of good character. I will be worthy of trust. I will be determined and engaged, doing what I must. I will always act with kindness as I go through each day. I will be a unified citizen and will always be safe.

At Cumberland Elementary, “*Character Counts*”.

Our Motto is: “Dukes are Determined, Unified, Kind, Engaged, and Safe.”

Determined acting in a way that demonstrates resolve, purposefulness, and commitment.

Unified acting and thinking in a way that values the needs of the team over those of the individual. Taking care of the school community and respecting the authority of the teacher.

Kind being considerate, helpful, and generous toward others. Showing others you care about their feelings, well-being, and property.

Engaged being involved and committed in a focused manner. Completing tasks with quality and efficiency.

Safe acting in a way that protects oneself and others from danger or risk to bodily injury.

POSITIVE BEHAVIOR AND INTERVENTION SUPPORT (PBIS)

At Cumberland County Elementary School, we are proud to implement the Positive Behavior Intervention and Support (PBIS) system at our school. This is a nationally used school-wide behavior system that rewards students for following our school’s expectations, and celebrates great behavior throughout the year. Research shows that as positive behaviors increase, so does academic success. Students earn “Duke Dollars” for making positive choices in and around our school, which can be cashed in for fun activities and rewards. Additionally, Positive Duke Shout-outs are given for students who exhibit one or more of our school-wide expectations. A school-wide goal is determined and the reward for making our goal is a Duke Pride Event. All CCES students may participate in this event, once the school-wide goal is met.

Cafeteria Expectations

In the cafeteria, Dukes walk through the lunch line quietly, prepared to receive lunch choices. Dukes are engaged by getting all necessary materials, such as milk and utensils, while going through the line. Dukes speak in a clear voice and use Duke manners. Dukes eat their meals and speak in conversational tones. It is important to eat all of our food in order to fuel our brain for the rest of the day, and to make sure that the noise level remains low, and that we can hear our teacher at all times. In order to be safe, it is important that Dukes stay in assigned seats/areas. Dukes show unity by keeping the cafeteria clean, and by picking up trash even if it isn’t our own.

Hallway Expectations

In the Hallway, Dukes show unity by maintaining a quiet zone. We keep our voices at zero or 1 so that we do not disturb classes that are learning. Dukes use walking feet in a straight line to quickly move from place to place. We keep our eyes forward at all times, and we keep hands and feet to ourselves. This ensures everyone's safety, and that our class will move with purpose and efficiency to our next destination.

Classroom Expectations

In the Classroom, Dukes show determination by completing all assignments and never giving up, even when the work is challenging. We are unified by acting as a learning community and working cooperatively toward a common goal with both teachers and peers. Dukes are kind when we help, praise, and support others, and we remain engaged by staying on task and purposeful in our work. Remember to demonstrate safety by following all classroom rules, using materials appropriately, and by always keeping hands, feet, and objects to ourselves.

Playground Expectations

The playground is a great place for Dukes to show determination as we use our time wisely in order to exercise and try out new activities. Dukes remain unified by playing as a team and including everyone. We show kindness by sharing materials and equipment, cooperating, showing good sportsmanship, and encouraging and praising others. It is important to remain engaged while on the playground by focusing on playing and exercising. Don't miss out by standing on the sidelines - participate, be involved, and have fun! Finally, Dukes must stay safe while outside by using equipment properly, and maintaining appropriate personal space and bodily awareness. It is important to always play responsibly, and make sure that the adult knows where we are at all times.

Bathroom Expectations

In the bathroom, Dukes are expected to use walking feet, and keep voices off. We help keep the bathroom clean by placing trash in the trashcan and cleaning up after ourselves. We only use the amount of soap and paper towels that we need, remembering that those after us will need these materials. We always use the bathroom in a timely manner, so that we have more time for learning and playing.

Bus Expectations

While on the bus, Dukes show determination to stay in our seats, even if something or somebody else tempts us to get up. We are unified because we sit with a buddy, moving over for someone who needs a seat, and making sure that everyone feels included. We demonstrate kindness by making sure the tone and volume of our voices are respectful of the bus driver and others. We are engaged and safe when we remain seated, face forward with our feet toward the front, and when we keep the aisles clear, making sure that our hands, feet, and objects are to ourselves.

Students who follow these School-Wide Expectations will have the opportunity to earn Duke Dollars that can be cashed in for great rewards and fun activities.

MINOR FORM

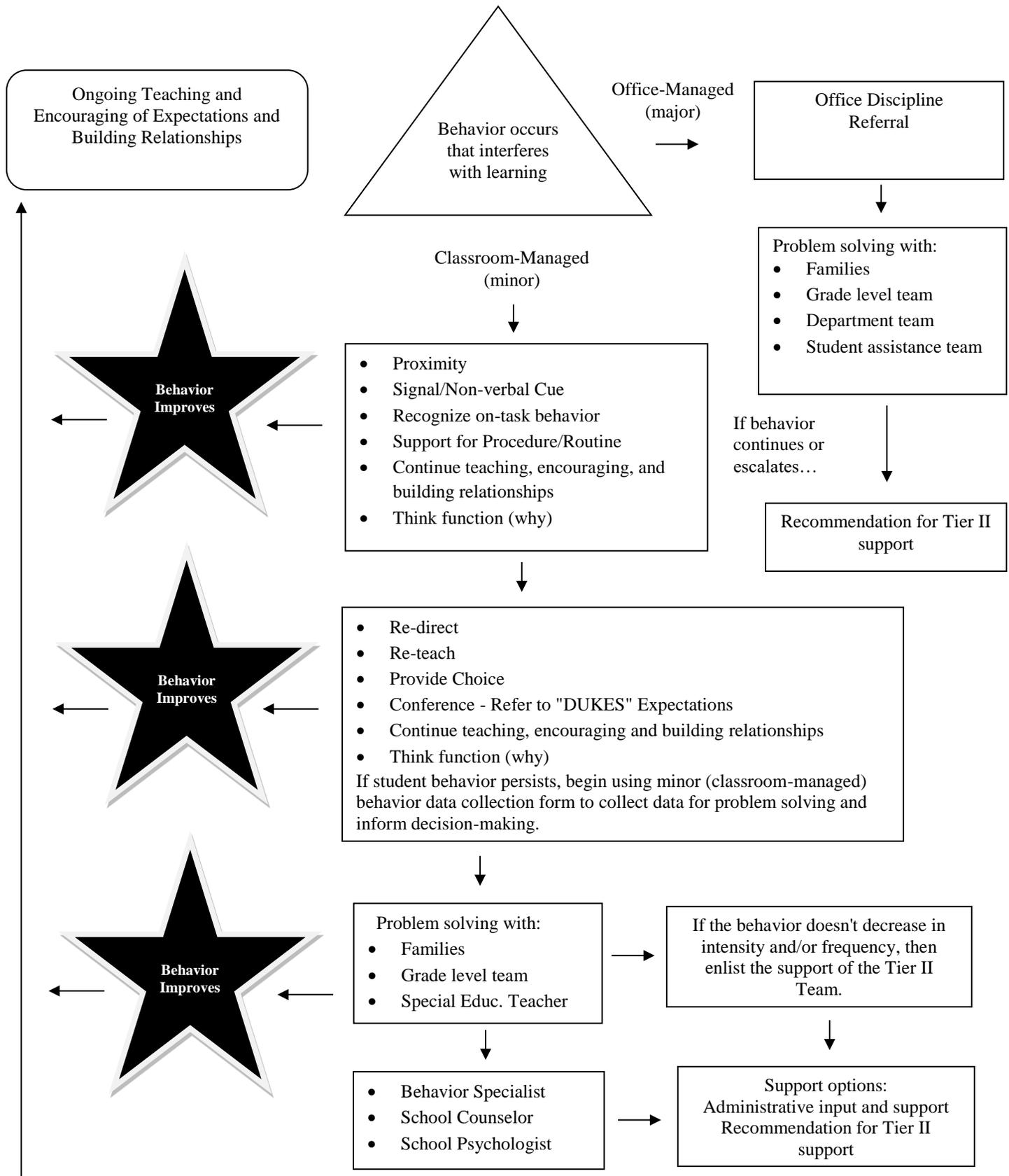
A Minor Form is used to document a discipline incident that is handled by the teacher, and does not warrant a discipline referral to the office. Parent/guardian contact is made each time a student receives a minor form so that the teacher, parent/guardian, and student can work together to address the misconduct.

MAJOR FORM REFERRAL

A Major Form Referral is written when a discipline incident occurs that should be managed by the administration. In addition to the Student Code of Conduct, the following are instances in which a Major Form Referral may be written.

- *Repeated/severe physical aggression
- *Bullying/harassment (constant and purposeful)
- *Verbal assault
- *Threatening Others
- *Destruction of property
- *Theft
- *Drugs or alcohol
- *Weapon

DISCIPLINE PROCESS: CONTINUUM OF SUPPORT FOR DISCOURAGING INAPPROPRIATE BEHAVIOR



CUMBERLAND COUNTY SCHOOLS

STUDENT CODE OF CONDUCT

The following are standards of student conduct established by the Board for all students under its jurisdiction. Consequences shall be determined on the basis of the facts presented in each instance of misconduct at the reasonable discretion of the Board, its designated committees, and other appropriate school officials.

ASSAULT AND BATTERY

A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery.

Physical assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to, kicking, shoving, pushing, hitting, and fighting.

Battery is the unlawful application of force from one person to another.

BEHAVIOR ON THE SCHOOL BUS

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. Cumberland County Public School buses are considered school property. Violation of any school bus rules will be addressed by the driver at his/her discretion. If a referral must be written, school administration will provide consequences based on case-by-case circumstances.

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. Students shall not make any threats or false threats to bomb school personnel or school property.

BULLYING

A student, either individually or as a part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to, physical intimidation, taunting, name-calling, cyber bullying, stalking, insults, and any combination of prohibited activities. Prohibited conduct includes verbal conduct consisting of comments regarding race, gender, religion, physical abilities or characteristics or associates of the targeted person. The bullying hotline number is (804)492-9899.

CELL PHONES

Students are permitted to have their cell phones at school as long as they are not turned on while on school property, including school buses. If a student possesses such a device, other than as permitted in this policy, disciplinary sanctions may be imposed, the device may be confiscated from the student and returned only to the student's parent or guardian.

Cell Phones and other Electronic Devices *

1 st Offense	Item is returned to parent with an explanation of the policy
2 nd Offense	Item is returned to parent after a meeting with an Administrator
3 rd Offense	Item is kept for the remainder of the Semester

**Devices used as outlined in BYOD initiative are exceptions.*

CHEATING

Students shall not cheat, plagiarize, or knowingly make false statements with respect to any assigned schoolwork or test.

DAMAGE TO PROPERTY

Students are expected to exercise reasonable care of school property. If a student deliberately destroys or mars school property, the student and his or her parents will be asked to pay for the damage. In addition, the student who committed the offense may be subject to disciplinary action by the school administration. If a student accidentally damages school property, he or she should report the damage to the teacher or the office.

DEFIANCE OF THE AUTHORITY OF SCHOOL PERSONNEL

Students shall comply with any oral or written instruction made by school personnel within the scope of their authority as provided by board policies and regulations.

DISRUPTIVE CONDUCT

Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function, or process of the school, or is dangerous to the health or safety of students or others.

DISTRIBUTION OR SALE OF ILLEGAL DRUGS OR POSSESSION WITH THE INTENT TO SELL

Students shall not give, sell, distribute, or possess with intent to give, marijuana or other controlled substance as defined in the Drug Control Act, Chapter 15.1 of Title 54 of *The Code of Virginia*, "Unauthorized Sale or Distribution." Students shall not be involved with the act of selling or distribution or attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the building principal.

EXTORTION, THREATS OR INTIMIDATION

Taking money or any other personal possession from any student by threatening physical harm is forbidden. Students shall not make any written, verbal, or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason.

FELONY CHARGES

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

GAMBLING

A student shall not play or participate in any game in which the outcome is uncertain or a matter of chance, or bet for money or other things of value during any school-related activity.

GANG ACTIVITY

A student shall not engage in gang activities. A student shall not wear or engage in gang-related materials/behaviors.

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. Harassment should be reported to administration verbally and/or in writing.

HAZING

Students shall not recklessly or intentionally endanger the health or safety of a student or students or 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 memberships 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.

INCITING OTHERS TO VIOLENCE OR DISRUPTION

A student shall not by words, acts, or deed, directly incite others to commit violence or disrupt the atmosphere of order and discipline necessary for effective learning.

The students shall not engage in gang activities including any group activity that threatens, that is illegal and/or violent, or that portends the development of gang activity, which may include inappropriate congregating, bullying, and harassment.

NUISANCE GADGETS/ANIMALS

Students must not bring any items to school that may cause disruption of the normal school operation. All items confiscated will be labeled and sent to the office. Parents or guardians are required to pick up confiscated items. **After a reasonable amount of time, confiscated items will NOT be the responsibility of the school.**

Students may not bring animals on the school bus, and animals may not be brought to school. Precautions must be taken to protect students who have deep fears or allergies to animals.

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. This regulation incorporates Policy JFCD.

Students are not allowed to bring onto the school property any object that can reasonably be considered a weapon. Students violating this law will be immediately suspended, and a recommendation will be given to the superintendent for expulsion.

Throwing of any object or in any way causing any missiles to travel through the air is forbidden. Actions of this type involve the possibility of bodily harm to other students. This would include the throwing of pencils, erasers, books, snowballs, coins, food, etc. It is also prohibited to bring to school any type of firecrackers, smoke works, laser pointer, etc. Students shall not possess any look-alike weapons. Any student who violates this ruling may expect immediate suspension and/or expulsion.

PROFANE OR ABUSIVE LANGUAGE

Students shall not use language or gestures that are vulgar, obscene, or that disrupt teaching and learning. Students are expected to use appropriate language and conduct themselves in such a manner that would be pleasing to themselves, their parents, teachers, and members of society. Disrespectful and abusive language will not be tolerated on the school bus or at school.

RESTRICTED SUBSTANCES

Alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below, as well as any abusable glue, paint and similar materials, non-prescription drugs (if they are not taken according to the prescription or directions on the

package) and anything that a student represents to be a restricted substance or which a student believes is a restricted substance, is prohibited.

SEARCHES

The school administration has the right to search desks and other storage facilities used by students for items which violate the law, school rules, school board policies, or which may be harmful to the school or its students, or pose a threat to the maintenance of discipline and order in the school. Facilities are subject to periodic searches by school officials.

The school administration also has the right to search a student's person, purse, book bag, etc., when there is reasonable basis to believe that the student possesses an item which violates the law, school rules, school board policies, or which may be harmful to the school or its students or poses a threat to the maintenance of discipline and order in the school. When a search is conducted, an adult witness will be present, and in no event shall strip searches of students be conducted.

SEXUAL HARASSMENT

A student shall not sexually harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. Harassment involves someone directing physical and/or verbal behavior toward another person which is not welcome, is personally offensive, debilitates morale, and interferes with the working or learning effectiveness of the individual and, includes but is not limited to: racial, religious, cultural/national origin, age, disability, and sexual harassment. If a student feels he/she has experienced harassment, a teacher, guidance counselor, or administrator needs to be informed, so that assistance can be provided in dealing with the situation.

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.

STUDENT DRESS

A student's dress and appearance should not be such that it causes disruption, distracts others from the educational process, or creates a health or safety problem.

1. Shoes must be worn on the premises at all times.
2. Hats are not to be worn when inside a school building.
3. Clothes with vulgar or obscene words, pictures, or drawings are inappropriate.
4. Clothing advertising alcoholic beverages, tobacco products, or illegal substances will not be permitted.
5. Boys' pants should not sag below the waist.
6. Girls' tops should not expose their stomachs when arms are raised.
7. Spaghetti straps are not permitted.
8. Shorts are expected to be an appropriate length. Short shorts are not permitted.

THEFT

A student shall not intentionally take the personal property of another person without consent under duress, threat or otherwise.

TRESPASS

A student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.

UNEXCUSED ABSENCE OR TARDINESS

Students shall not be absent from or report late to class or school without appropriate parental permission, school permission or an otherwise valid excuse.

USE AND/OR POSSESSION OF ALCOHOL, TOBACCO, ELECTRONIC CIGARETTES, AND OTHER DRUGS

Cumberland County Public Schools are Tobacco-Free schools. A student shall not possess, use, and/or distribute alcohol, tobacco, electronic cigarettes, and/or other drugs on school property, on school buses, or during school activities on or off school property. This includes, but may not be limited to smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any drug not prescribed for the student by a physician.

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 or belonging to or under the control of any other person. Textbooks are property of the school.

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. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
14. Out-of-school suspension
15. Notification of legal authority where appropriate
16. Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored event
17. Recommendation for expulsion for having brought a controlled substance, imitation controlled substance, marijuana, or synthetic cannabinoids on to school property or to a school-sponsored activity
18. Evaluation for alcohol or drug abuse
19. Participation in a drug, alcohol, or violence intervention, prevention, or treatment program

STUDENT DISCIPLINE

In addition to these specific standards, students shall not engage in any conduct that materially and substantially disrupts the ongoing educational process, or which is otherwise a violation of federal, state, or local law. **Once referred to the office, the administration will determine consequences on the basis of the facts presented in each instance of misconduct. Consequences are based on case-by-case circumstances.**

The following are considered Category 4 Offenses, and carry a 10 OSS Suspension, notification to the Sheriff's Office, as well as possible referral to the CuCPS Discipline Board.

Assault and Battery

Possession/Distribution of: Alcohol / Prescription / Non-prescription Drugs

Possession/Distribution of Drugs / look-alike

Bomb Threat / False Alarm

Threatening School personnel (physical or verbal)

Possession, Distribution, Production of Indecent / Explicit / Illegal Materials

Inappropriate use of the internet which includes: illegal, indecent, and explicit material

Tobacco Product Violations

Possession/Use of Weapon

Knives, look-alike weapons/explosives/incendiary devices

DUE PROCESS

Due process will be provided to all students who receive a referral to the office. A child who is suspended from school in the middle of the day may or may not be allowed to return to his or her classroom. Also, prior to that child returning to his/her classroom after the suspension, a parent conference (by phone or in person) may be required by the administration.

SUSPENSIONS AND THE APPEAL PROCESS

I. SUSPENSIONS OF TEN SCHOOL DAYS OR LESS

The Principal or Assistant Principal may suspend a student out of school for ten school days or less using the following procedures:

A. Informal Hearing

Except in an emergency situation requiring the student's immediate removal, no student shall be suspended from school prior to having an informal hearing before the principal or assistant principal. At such an informal hearing, the student shall be informed as to the charges and given an opportunity to respond. If the student denies the charges, the principal or assistant principal shall give the student an explanation of the evidence supporting the charges and an opportunity to explain his/her version of the facts. If appropriate, the principal or assistant principal may conduct a further investigation into the matter before taking action.

In emergency situations where a student's presence may pose a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, a student may be suspended from school immediately without the informal hearing set forth above. In such cases, the student shall be accorded the informal hearing as soon as practicable, but not later than three (3) school days after the immediate suspension.

B. Notice of Suspension

Once a decision to suspend is made, the principal or assistant principal shall observe the procedures listed below:

- The principal or assistant principal will attempt to notify the parent/guardian as soon as possible by telephone, and shall notify the parent/guardian and student in writing of the suspension and the reasons therefor.
- The written notice shall also state any conditions of the suspension, e.g., required parental conference, prohibition on coming onto school property, and the date that the student may return to school.
- Except in an emergency, a student is not to be dismissed during the school day without prior notice to the parent/guardian.

C. Appeal Process for Short-term Suspensions

- The short-term suspension must first go through the appeal process at the school level (unless the principal issued the discipline).
- Discipline issued by the assistant principal must first be appealed to the principal within **two business days** where the discipline was issued. Discipline issued by the Principal may be appealed to the superintendent/designee upon written request of the parent/guardian within **two business days of the principal's decision** to uphold the discipline issued. The superintendent/designee shall conduct a review of the suspension on the record. The failure to request a review of the suspension in writing within the prescribed time will constitute a waiver of the right to a review of the short-term suspension. The suspension shall remain in place during the appeal process. The decision of the superintendent/designee upon such review shall be final.

II. LONG-TERM SUSPENSIONS

A. Procedures Governing Long-Term Suspensions

If a student is recommended for long-term suspension, the following procedures shall be observed:

- The principal or assistant principal shall notify the student's parent/guardian and the student in writing of the recommendation for long-term suspension hearing with the divisions' Discipline Committee and the reasons therefor.
- A copy of the written notice of the recommendation for long-term suspension shall be transmitted to the Discipline Committee Chairman within two (2) school days.
- The Discipline Committee will conduct a hearing within ten (10) school days of the recommendation, unless the student and his/her parent/guardian agree to an extension of time for conducting the hearing.
- The Discipline Committee will issue a decision after careful consideration of all information presented by the referring school, student, and parent. Various forms of disciplinary actions include but are not limited to, placement in alternative education

programs, time served for the offense and return to the school of enrollment under the stipulations of a behavior contract, or long-term suspension.

III. Procedures for Long-Term Suspension Hearing

A. Presenting Evidence

The parties shall then present their evidence. Because the principal or his/her representative has the ultimate burden of proof, he/she shall present his/her evidence first. After the principal concludes his/her evidence, the student shall present his/her evidence. After the student presents his/her evidence, the parent and/or guardian may speak.

B. Witnesses

Witnesses may be questioned by the Discipline Committee members. Once the Discipline Committee has gathered all pertinent information, the Discipline Committee Chairperson will ask the student, parent and/or guardian, and the principal or his/her representative to step out of the room. The committee will review all information presented. Once all information has been reviewed the student, parents/guardian, and the principal or his/her representative will be called back into the room to be informed of the decision. The Discipline Committee Chairperson will issue the student, the principal, committee members, and the student's parent/guardian in writing the decision of the Discipline Committee with the terms or conditions of re-admission and of the student's right to appeal the decision to the Superintendent.

C. Appeal of Discipline Committee's Decision

The appeal must be made in writing to the Superintendent within five business days from the date of the Discipline Committee's decision or the right to appeal to the Superintendent will be waived. Upon a timely appeal, the Superintendent will decide the appeal on record within five business days of the appeal.

D. Appeal of Superintendent's Decision

The appeal must be made in writing to the Superintendent within five business days from the date of the Superintendent's decision or the right to appeal to the full School Board will be waived.

POLICY MANUAL

The Policy Manual is located on the division's webpage. The Director of Human Resources, Dr. Jamerson, is the CUCPS Title IX Compliance Officer.

ACHIEVEMENT

The instructional program shall be developmental, flexible, integrated, relevant, student-centered, and resourceful in fulfilling the needs of each student in a global, technological society. It shall be designed to meet the Standards of Learning (SOLs), the Standards of Accreditation (SOA), and the Standards of Quality (SOQ) as established by the Virginia Department of Education. If you are aware of any instructional objective and/or SOL objective that are in violation of your religious beliefs, please send written notification to the Office of the Principal within fifteen (15) days of your enrollment.

Grading Scale

A	90-100	B	80-89	C	70-79	D	60-69	F	below 60
Student will earn S, N, or U in resource classes: Art, Music, Media, Physical Education, and Technology									

HOMEWORK

The amount of homework will vary according to the age, grade, and maturity of the child involved. Students should have a study area that is quiet and comfortable and can be used regularly. Homework assignments should be recorded in the agenda book that is provided to every student by the school. Each grade level sets its own homework expectations. A copy of these expectations will be given to parents at the beginning of the school year. It is expected that both parents and students will take an active role in seeing that homework assignments are completed and returned to school.

HONOR ROLL

To qualify for *Shining Star Honor Roll*, students must...

- Have grades of A or B and no more than one C (with an A in at least one content area) in the content areas (reading, math, social studies, and science).
- For a student to receive an end-of-year Shining Star Honor Roll Certificate, a student must have made the Shining Star Honor Roll for all four (4) nine-weeks grading periods.

To qualify for *Principal's Honor Roll*, students must...

- Have a grade of A in each content area (reading, math, social studies, and science)
- For a student to receive an end-of-year Principal's Honor Roll Certificate, a student must have made the Principal's Honor Roll for all four (4) nine-weeks grading periods.

NOTIFICATION OF RECORDS DESTRUCTION

Cumberland County Public Schools maintains all permanent academic records in accordance with the State Board of Education's regulations and guidelines, *The Code of Virginia*, and the Records Management Division of the Library of Virginia, which manages the retention and destruction of all public agency records. Certain records, including special education, discipline, health, and immunization records, have a retention period of five (5) years after the student moves to another school district, graduates, or (for special education records) stops receiving special education services. CUCPS will shred all materials that are no longer educationally useful at the end of the five-year period. If parents wish to review and/or have a copy of this data, they must contact the individual schools before the end of the regulation period. This will constitute notice and no further notification will be given at the end of the five years.

PROMOTION AND RETENTION

In general, the following criteria are to be considered when making promotion/retention decisions:

- **In all cases, promotion and retention must be in the best interest of the child.**

- Academic achievement, as evidenced by teacher evaluation, classroom assessments, products/portfolios, standardized achievement measures, and Standards of Learning (SOL) test results.
- Social/emotional development as evidenced by observation of maturity, motivation, and attitude.
- Physical development, including chronological age, size, overall health and well-being.
- A committee must make the final recommendation. The committee will be made up of the school counselor, teachers, assistant principal, and the parent.
- All final decisions on promotion and/or retention will be made by the Principal or his/her designee.

When a student is retained, additional support will be planned and provided.

REPORT CARDS/PROGRESS REPORTS

Report cards will be issued every nine weeks. Progress reports will be issued midway through each quarter. Please address any questions you may have to your child's teacher.

SCHOOL RECORDS

The CCES office maintains accurate and complete individual, permanent, and cumulative records for every student enrolled. These records are maintained under the supervision of the building principal and shall include cumulative and confidential information. The specific data collected for all students include:

- Record data disclosure form
- Name and address of students
- Birth date and social security number
- Name and address of parent
- Level of achievement, including grades
- Attendance
- Test data, including results of normative tests, such as achievement batteries and inventories, and the Virginia State Assessment Program
- Cumulative Health Records including pre-school physical examination report, school entrance examination report, and certificate of immunization
- Specialized information for identified students such as special education information, gifted education information, discipline information, and legal documents

STANDARDS OF LEARNING

The Virginia Standards of Learning (SOL) provide an outline of basic knowledge and skills that Virginia school children should be taught as they move from kindergarten through twelfth grade, in the four essential academic subjects of English, math, science, and history/social science. State tests are administered in grades three and four. Students are expected to master the skills taught, and demonstrate mastery on these tests.

Students are expected to master grade level objectives before moving to the next grade level. Students who fail one or more areas on the SOL tests administered in the spring will be encouraged to attend summer school.

GENERAL INFORMATION

AGENDA BOOKS

Agendas are provided to our students at no cost. If they are lost or damaged and need to be replaced, there will be a charge of \$5.00 to the student.

COMPLAINTS AND GRIEVANCES

The procedure to follow for complaints and grievances is to contact the school administration. This should only be done after the proper chain of command has been followed. Parents should address classroom concerns first with the classroom teacher. If the problem is unresolved, parents may contact the Office of the Principal to schedule a meeting.

FEES

An *activity fee of \$10.00 per student* will be collected at the beginning of the school year. This fee will be used for student programs and activities.

FIELD TRIPS

Students obtain valuable first-hand educational experience by participating in field trips. All trips will be designed for educational purposes, and parents will receive advance notification. A permission slip signed by the parent or guardian is required prior to any child participating in any field trip experience. **A student may be denied the opportunity to attend a field trip if the administration deems that the child may present a safety risk to him/herself or others, or if the child demonstrates a pattern of unacceptable behavior.**

If families desire to attend the trip, but are not serving as chaperones, they will be required to sign the student out through a CCES staff member, and move away from the school group. The parent or guardian would become the responsible party for the student, and the student would not be permitted to ride school transportation home. This procedure ensures the safety of all students.

FIELD TRIP CHAPERONES

Names of chaperones will be submitted to the administration for approval through Raptor. Chaperones are required to sign in through the front office before going to the student's classroom. Chaperones will be assigned a group of students, and are required to ride school transportation to and from the field trip. Chaperones may not use tobacco, including electronic cigarettes during the field trip. Chaperones who violate chaperone expectations, may be prohibited from serving as a chaperone for future trips. The number of chaperones may be restricted based upon seating availability or directives from the field trip establishment. These procedures are implemented for the safety of all students.

FIRE DRILLS

All students must move quickly, quietly, and orderly during evacuation of the building. If the alarm should sound, all students should follow the assigned route, which will take them away from the building. The students will remain orderly. Fire drills are held at irregular intervals throughout the school year.

Remember these basic rules:

1. Follow your teacher's instructions. The instructions will be explained to you and then posted in the classroom
2. Walk
3. Do not talk
4. Move quickly and quietly to designated area.

FOOD SERVICE

Meals are provided at the school at no charge to the student. Students may opt to bring their lunch from home. Milk can be bought at school.

Breakfast

School breakfast will be delivered to each classroom at the beginning of each day. Also, students may bring breakfast from home and eat it in their classroom.

Lunch

Students may choose to take one entrée, fruit, vegetable, bread, and milk, or students may choose to take as few as three of the offered items. Fewer than three items will be charged by item.

Menus

Each day at least one entree (meats) will be offered. On some days more than two vegetables will be offered. Each child will be able to choose one meat, one or two vegetables (depending on the menu), one fruit, a roll, and milk.

GUIDANCE SERVICES

The Cumberland County School Board affirms that parents are the student's first teachers and that the public schools should serve to strengthen family and parental support. No student will be required to participate in any counseling program to which the student's parents object.

Personal/social counseling programs are available to students within the Cumberland Elementary School. For the purpose of the policy as set forth by the Cumberland County School Board, personal/social counseling is defined as counseling which assists students to develop an understanding of themselves and the rights and needs of others. It is also used to assist students in defining individual goals by reflecting on their interests, abilities, and aptitudes. School counseling is also used for conflict resolution. Counseling may be provided either in groups in which generic issues of social development are addressed, or through structured individual or small group multi-session counseling which focuses on the specific concerns of the participant (s). **It shall be the policy of the school board with respect to personal/social counseling that parents will notify the school division in writing if the student is not to participate in the personal/social counseling program.** Information and records of personal/social counseling shall be kept confidential and separate and not disclosed to third parties without prior parental consent or as otherwise provided by law.

Counseling techniques, which are beyond the scope of the professional certification or training of the counselor, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology, are prohibited.

LOST AND FOUND

All articles that are found are taken to the cafeteria for students to check during lunch. Items that are not picked up in a timely manner will be discarded.

PICTURES AND VIDEOS

School pictures are usually taken during the fall and sometimes during the spring. Students and parents will be informed in advance of the dates. Parents may choose to purchase or not purchase the pictures.

Throughout the school year, your child may be photographed or videotaped in several different instances. These instances may occur during regular classroom activities, assemblies, sporting events, or special projects. These photos or videos may be used for classroom activities, yearbook, the local

newspaper, and on the school webpage. Please notify the Office of the Principal **within fifteen (15) days** of enrollment if you do not want your child photographed or videotaped.

SCHOOL-COMMUNITY RELATIONS

In order to maintain good communication between the school and the community, an “open-door-policy” will be implemented. Parents are encouraged to participate in their child’s education by visiting the school and being actively involved in school-related activities.

SELLING, SOLICITING, AND ADVERTISING

Students may not sell any items at school without the permission of the principal. Fundraising activities that involve elementary students in door-to-door solicitation are prohibited.

SEVERE WEATHER

All students move quickly, quietly, and orderly to their assigned part of the building. Students should remember to follow the same rules as for fire drills.

STUDENT/PARENT/SCHOOL COMPACT

Parents and students will receive a compact to sign at the beginning of the school year. This compact will list the responsibilities of the school, the student, and parents. This compact is to be signed by all parties and returned to school.

TELEPHONES

The telephones in all offices are for school use only. The telephone may be used in emergency situations only with the approval of the office personnel.

TEXTBOOKS/SCHOOL MATERIALS

The Cumberland County Schools will provide textbooks/school materials for students. Students are expected to exercise care when using these items. **Students are responsible for lost or damaged items, including payment for replacement.**

VISITORS

Visitors must report to the office to sign into the Raptor system and obtain a pass before visiting any area on campus. Visitors must bring a picture ID in order to sign into the system. Students are not allowed to invite guests to school.

Parents or guardians are asked to schedule conferences during non-academic times. **Teachers will not be able to meet with parents or guardians for a conference when they are engaged in the supervision and instruction of students.**

It shall be prohibited for any person, whether or not a student, to enter upon or remain upon any school property after

1. being directed to vacate the property by an individual authorized to give such direction or
2. any posted notice that contains such information is posted at a place where it reasonably may be seen.

STUDENT HEALTH

ALLERGIES

Students diagnosed with life-threatening allergic conditions should have documentation of known allergies from a licensed provider prior to entry into school or immediately after the diagnosis. A signed statement from a doctor will be required to administer epinephrine or substitute milk or juice. Please make the school nurse aware of any known allergies.

ILLNESS AND ACCIDENTS

Students who become ill or are injured at school should report the condition to the teacher. The teacher will arrange for the child to see the nurse. It is important that the school has the telephone number where a parent can be reached promptly in case of an emergency. If the parents do not have a telephone, arrangements should be made to provide a neighbor's telephone number and address. If the telephone number changes, please notify the school immediately.

STUDENT HEALTH PROBLEMS

If you suspect your child is having a health problem, please contact the school. Health problems may have a direct effect on classroom function and need to be brought to our attention.

ILLNESS AND ACCIDENTS

Sometimes students may become ill or injured at school, and display a variety of symptoms which have not been diagnosed by a doctor, but are serious enough to warrant school personnel sending the student home and recommending a follow-up evaluation with a doctor. A student will be required to go home from school if he/she exhibits any of the following symptoms:

- body temperature of 100 degrees or more
- persistent diarrhea/vomiting
- severe wheezing or respiratory distress
- red eyes with drainage
- infected areas of the skin with yellow, crusty exudates
- evidence of live lice
- serious or uncontrolled bleeding/serious injury

School nurses and clinic assistants may use the following routine preparations in caring for a student: Bacitracin ointment, artificial tears, Calagel, hydrocortisone cream, contact solution, Vaseline, Medicaïne Swabs, and antifungal cream. **Please notify the school nurse if you DO NOT want the clinic staff to use any of these preparations in the care of your child.**

MEDICATION ADMINISTRATION INFORMATION

A student may receive prescription medication at school if the following procedure is followed:

1. A medication consent form is completed by the parent.
2. The prescription medication is in the original container with the label from the pharmacy.
3. A written order from the licensed prescriber is either brought by the parent or faxed to the school clinic.

A student may receive over-the-counter medication at school if the following procedure is followed:

1. Written permission by the parent or legal guardian.

2. The written permission includes the name of the medication, the required dosage of the medication, and the time the medicine is to be given.
3. The medication is in the original packaging.

Please Note:

1. No medication will be accepted in a baggie, envelope, plastic container, wrapped in foil or tissue, or any container that is not the original container for that medication.
2. Parents or another responsible adult must bring any student's medication to the school clinic.
3. Medication dosages that exceed the recommended daily dosage will not be administered by school personnel. In such cases, parents may make arrangements to come to school to give the medication.
4. **PARENTS/GUARDIANS HAVE UNTIL THE LAST DAY OF SCHOOL TO PICK UP ANY UNUSED MEDICATION. ANY MEDICATION NOT PICKED UP BY THE LAST DAY OF SCHOOL WILL BE DISCARDED BY SCHOOL PERSONNEL.**

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:

1. Carry with him/her 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
2. Self-check his/her own blood glucose levels on school buses, on school property, and at school-sponsored activities.

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:

1. Written parental consent that the student may self-administer inhaled asthma medications or auto-injectable epinephrine, or both, is on file with the school.
2. 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.
3. An individualized health care plan is prepared, including emergency procedures for any life-threatening conditions.
4. 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.

5. 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.
6. 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.

PLEASE CONTACT THE SCHOOL NURSE IF FURTHER INFORMATION IS REQUIRED.

Infectious Diseases

State and local health departments have guidelines regarding the treatment and exclusion of students with infectious diseases. Some infectious diseases that are commonly seen in the school setting include impetigo, ringworm, chicken pox, pink eye, and head lice. Students who come to school with suspected infectious diseases will be managed at the discretion of the school nurse in accordance with state and local guidelines. **All students must be lice and nit free and have their heads checked by the nurse before being admitted back into school.**

Non-Participation for P.E. and Recess

The school nurse does not excuse students from physical education or recess participation. If a student is unable to participate in physical education class and recess due to a health issue, a **doctor's note should be submitted to the school and will be kept on file, and the student will not participate in physical education or recess until documentation is provided by the medical professional to indicate the student is cleared for participation.**

INSURANCE

The VSBA Student Accident Insurance program policy is written through the VSBA Insurance Services program. Coverage is from the first dollar of any loss, up to a maximum \$25,000.00 per accident. The program insures all students, including athletes, for all school-related injuries. In essence, this blanket accident insurance will cover all school and athletic injuries to the maximum of \$25,000.00 per accident. However, this insurance program is supplemental coverage. Your insurance company, if any, must be presented with the original bills. Cumberland's insurance will cover whatever is not paid by your insurance. The amounts reimbursed will include deductibles, co-payments, and co-insurance amounts under standard insurance programs, as well as all charges for which there is no insurance. The policy includes a schedule of benefits that may limit payments for some medical procedures and charges. **This policy does not cover benefits for treatment of illness/sickness related expenses.**

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION

Note: Per § 99.37(d), your school may adopt a limited directory information policy. If you do so, the directory information notice to parents and eligible students must specify the parties and/or purposes that may receive directory information.

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Cumberland 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, Cumberland 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 Cumberland 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. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want Cumberland 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 within 15 days of enrollment. Cumberland County Public Schools has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Major field of study
- Grade level
- 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
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

Notification of Rights under FERPA for Elementary and Secondary Schools

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 division receives a request for access.* Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
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.* Parents or eligible students who wish to ask the Cumberland County Public Schools to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school division will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. *The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.* One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school division 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**

Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. *Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)*
 - Political affiliations or beliefs of the student or student’s parent;
 - Mental or psychological problems of the student or student’s family;
 - Sex behavior or attitudes;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.
2. *Receive notice and an opportunity to opt a student out of*
 - Any other protected information survey, regardless of funding;
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. *Inspect, upon request and before administration or use*
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Cumberland County Public School has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Cumberland County Public Schools** will directly notify parents of these policies at least annually at the start of each school year and after any substantive

changes. **Cumberland County Public Schools** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **Cumberland County Public Schools** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202**

SCREENING NOTIFICATION

- 1. Each local school division shall have procedures, including timelines, to document the screening of children enrolled in the division, including transfers from out of state as follows:**
 - a. Children shall be screened in the areas of hearing and vision in accordance with the requirements of 8VAC20-250-10. (§ 22.1-273 of *The Code of Virginia*)
 - b. Children shall be screened for scoliosis in accordance with the requirements of 8VAC20-690-20. (§ 22.1-273.1 of *The Code of Virginia*)
 - c. Children shall be screened in the areas of speech, voice, language, and fine and gross motor functions to determine if a referral for an evaluation for special education and related services is indicated.
 - d. Children who fail any of the above screenings may be rescreened if the original results are not considered valid.
 - e. The local educational agency may recognize screenings reported as part of the child's pre-school physical examination required under The Code of Virginia. (§22.1-270 of *The Code of Virginia*)
 - f. Children shall be referred to the special education administrator or designee if results suggest that a referral for evaluation for special education and related services is indicated. The referral shall include the screening results.
- 2. The local school division shall provide all applicable procedural safeguards. These include the following:**
 - a. Written notice to parents of the scheduled screening and, if the child fails the screening, the results of the screening;

- b. Confidentiality; and
- c. Maintenance of the student's scholastic record.

- 3. Screening for instructional purposes is not an evaluation. The screening of a student by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation shall not be considered to be an evaluation for eligibility for special education and related services. (34CFR 300.302)**

REFERRAL PROCESS FOR SPECIAL EDUCATION

- 1. Each school shall have procedures to process in a timely manner all referral requests for a child suspected of having a disability.**
- 2. Each school shall have a team to review records and other performance evidence of the child being referred in order to make recommendations to meet the child's educational and behavioral needs.**

- a. The team shall include:

- (1) The referring source, as appropriate (except if inclusion of a referring source would breach the confidentiality of the child);
- (2) The principal or designee;
- (3) At least one teacher; and
- (4) At least one specialist.

b. Other members may be included according to the school division's procedures, or when the school division determines that the special needs of the child identified in the referral request requires additional information that should be provided by individuals with specialized training or specific knowledge.

c. One member of the team must be knowledgeable about alternative interventions and about procedures required to access programs and services that are available to assist with children's educational needs.

- 3. Children may be referred through a screening process, or by school staff, the parent(s), or other individuals.**

a. The referral may be in written, electronic, or oral form to the principal or designee of the school the child attends, or if initially enrolling in the school division, in the school in the parent's district.

b. If the referral is made to the special education administrator or designee, the administrator shall within three business days:

- (1) Initiate the evaluation eligibility process in accordance with 8VAC20-81-60, 8VAC20-81-70, and 8VAC20-81-80;
- (2) Require that the school-based team review and respond to the request; or
- (3) Deny the request.

If the request is denied, prior written notice in accordance with 8VAC20-81-170 shall be given to the parent(s), including the parent's right to appeal the decision through the due process hearing procedures. (34 CFR 300.507)

- 4. In reviewing the child's performance, the team may use a process based on the child's response to scientific, research-based interventions or other alternative research-based**

procedures. (34 CFR 300.307)

- a. The team shall ensure that these interventions are documented and do not needlessly delay a child suspected of having a disability from being evaluated for special education and related services.
- b. If the child has not made adequate progress after an appropriate period of time during the implementation of the interventions, the team shall refer the child to the special education administrator or designee for an evaluation to determine if the child needs special education and related services. (34 CFR 300.309)

5. Timelines for referral process

- a. The team shall meet within 10 business days following the receipt of the referral.
- b. The team shall refer the child to the special education administrator or designee within three business days if the team determines that the child should be referred for an evaluation for special education and related services.
- c. If the team decides not to refer for an evaluation for special education and related services, prior written notice in accordance with 8VAC20-81-170 shall be given to the parent(s), including the parent's right to appeal the decision through the due process hearing. (34 CFR 300.507)