

CUMBERLAND HIGH SCHOOL



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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Mission Statement

Cumberland High School’s mission is to educate and prepare every student to become confident and caring life-long learners who can make contributions, communicate and function effectively in the 21st Century. As a result of the conscientious, committed and dedicated efforts of administrators, teachers, students, parents, and the community, Cumberland High School will provide an academic environment which values excellence, initiative, and diversity.

Pledge of Allegiance

In the spirit of patriotism and respect for the school, community, and nation, students will be given the option of reciting the Pledge of Allegiance at the beginning of each school day. While not everyone may care to participate, it is expected that those who do will be allowed to without interference or disruption.

Moment of Silence

In order that the right of every pupil to the free exercise of religion be guaranteed within the schools and that the freedom of each individual pupil be subject to the least possible pressure from the Commonwealth either to engage in, or to refrain from, religious observation on school grounds, the school board of each school division shall establish the daily observance of one minute of silence in each classroom of the division. During such one-minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of individual choice. Code of VA 22.1-203.

Bell Schedules

Period	Regular	2-Hour Late	12:00-Noon Dismissal	Club/Event Schedule	3- Hour Late
Attend./Ann.	7:55-8:00	9:35-9:40	7:55-8:00	7:55-8:00	10:35-10:40
1	8:00-8:50	9:45-10:20	8:00 – 8:40	8:00-8:40	
2	8:55-9:45	10:25-11:00	8:45 – 9:25	8:45-9:25	
3	9:50-10:40	11:05-11:40	9:30 – 10:10	9:30-10:10	
4	10:45-11:35	11:45-12:50	10:15 – 11:10	10:15-10:55	10:40-11:30 (B day 1 st pd.)
5	11:35-1:00	12:55-1:30	11:15 – 12:00	11:00-11:40	11:35-1:00
6	1:05-1:55	1:35-2:10		11:45-1:00	1:05-1:55 (B day 2 nd pd.)
7	2:00-2:50	2:15-2:50		1:05-1:50	2:00-2:50 (B day 3 rd pd.)
Lunches	1 st - 11:40-12:05 2 nd -12:35-1:00	1 st -11:45-12:10 2 nd - 12:25-12:50	1 st – 11:15 – 11:35 2 nd – 11:35 – 12:00	1 st -11:45-12:10 2 nd - 12:35-1:00	1 st - 11:40-12:05 2 nd -12:35-1:00
				Event Time: 1:55-2:50	

- *Note 1 – On a 2-hour late schedule, school begins for students at 9:35. All students, including those who drive to school, must be in class on time.*
- *Note 2 -- On a 3- hour late schedule, school begins for students at 10:35. All students, including those who drive to school, must be in class on time.*

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 the State 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. CHRONIC ABSENTEEISM

Chronic absenteeism, on the other hand, incorporates **all absences: excused, unexcused and suspensions**. The focus is on the academic consequences of this lost instructional time and on preventing absences before students miss so much school that they fall behind. It recognizes that students miss school for many understandable issues such as asthma or homelessness or unreliable transportation, for which a punitive response is not appropriate. But what helps is working with families to share the importance of attendance and to fix the underlying problems that lead to absenteeism.

- A. Given this broader focus, addressing chronic absenteeism becomes an issue for the entire community. Medical providers can help address health challenges; transit and housing agencies can resolve other barriers to attendance; volunteers from businesses and faith communities can mentor students and support families. These approaches can also reduce truancy.
- B. Like truancy, chronic absence has no common definition, though many researchers and schools monitor how many students are **missing 10 percent** or more of the school year. That's about two days a month, or 18 days in most school districts. The U.S. Education Department's Office of Civil Rights this spring will release data showing how many students miss 15 or more days.

<http://www.doe.virginia.gov/support/prevention/attendance-truancy/index.shtml>

II. 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 appointment 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 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.

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 (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 prearranged by the parent with school personnel. If the parent/guardian is unable to prearrange 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 interests 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 **Requests for Exceptional Circumstance** 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 Circumstances** 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.
- 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 absences shall be made.

III. PROCEDURES for UNEXCUSED ABSENCES:

- **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 *Code of Virginia 22.1-258*.
- **Whenever a student fails to report to school for a total of five (5) unexcused days in the school year**, as defined above (unexcused absence), 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.
- **At the 6th unexcused absence**, the parent/guardian will meet in person with school officials to determine the reason for the continued absences.

- **At the 7th unexcused absence**, a Child In Need of Supervision (CHINS) petition may be filed against the student in Juvenile and Domestic Relation District Courts or proceedings will be instituted against the parent/guardian.

III. PROCEDURES FOR ABSENCES and TARDIES:

➤ **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.**

➤ **Excessive and Unexcused Tardies to School or to Class:**

Students are expected to arrive at school on time and remain in class the entire day. Tardiness to school or to class is unacceptable. Students are expected to attend all assigned classes every day. Absence from class includes late arrival, early dismissal, or missing any class. Justifiable reasons for nonattendance should be submitted to the school for each absence, late arrival, or class absence. Unexcused tardies and/or skipping are considered a violation of compulsory attendance. Three unexcused tardies warrant a referral to the office; each additional tardy becomes a referral. This renews every quarter.

IV. Reports of Children Enrolled and Not Enrolled:

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, and 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 the student Code of Conduct Handbook to students and their parents at the beginning of the school year. Attendance law, policies and procedures will be reflected in that handbook.

No Credit Policy

After any student accrues 10 unexcused absences for any class, the student's file goes under review by the attendance committee. The committee will arrive at a decision based on the following forms of acceptable documentation for the absences: verifiable notes from a parent/guardian, official notes from medical personnel, obituary or funeral program, court summons, participation in approved school-sponsored activities held on or off campus, placement on homebound instruction, verified visits to colleges or armed services appointments (a maximum of two days per school year), state mandated testing, late bus, conferences with school staff, or other forms of documentation approved by principal. Once the attendance committee makes a decision, parents/guardians may appeal the denial of credit to the principal.



CUMBERLAND COUNTY PUBLIC SCHOOLS

P. O. BOX 170
CUMBERLAND, VIRGINIA 23040
(804) 492-4212
FAX (804)492-9869

EXCEPTIONAL CIRCUMSTANCE FORM

Student: _____ *DOB:* _____ *Grade:* _____

School: _____

Dear Principal,

My child needs to be absent from school for _____ days due to the following reason(s):

I am requesting that you allow my child to be absent from school on the following dates:

By signing this form, I agree to have my child make up any and all classwork, assignments, and tests within five (5) days of his/her return to school.

Parent/Guardian Signature: _____ *Date:* _____

_____ This request was **approved** and meets the established guidelines of exceptional circumstances.

_____ This request has been denied because it does not meet the established guidelines of exceptional circumstances.

Principal's Signature: _____ *Date:* _____



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CHRONIC ILLNESS VERIFICATION FORM

Student: _____ **DOB:** _____ **Grade:** _____

Forward to: _____
 School Fax Number

Dear Physician,

Your patient is a student enrolled in Cumberland County Public Schools. For our records, please list the chronic illness diagnosed for the student. Also, please check or list symptoms that would not warrant an office visit, but might require the child to stay home from school. This will allow the parent to verify illnesses, by listing in writing to the school the symptoms designated below, without bringing the child to your office for an examination. This document expires at the end of the academic year it was received.

Physician Signature: _____ **Date:** _____

Chronic Illness/Medical Diagnosis: _____

Symptom(s): _____

Expected frequency of episodes and length of absence per episode (examples: monthly, 4 times per school year).

Neurological System <input type="checkbox"/> Lethargy <input type="checkbox"/> numbness <input type="checkbox"/> dizziness <input type="checkbox"/> severe headache <input type="checkbox"/> blurred vision <input type="checkbox"/> grand mal seizures	Respiratory System <input type="checkbox"/> weakness/fatigue/pain <input type="checkbox"/> pallor/cyanosis <input type="checkbox"/> continual coughing <input type="checkbox"/> congested airway <input type="checkbox"/> difficulty breathing	Ear, Nose, & Throat <input type="checkbox"/> chronic infections <input type="checkbox"/> severe allergies/asthma <input type="checkbox"/> fever <input type="checkbox"/> pneumonia/bronchitis
Integumentary System <input type="checkbox"/> skin lesions <input type="checkbox"/> infections <input type="checkbox"/> edema	Cardiovascular system <input type="checkbox"/> weakness/dizziness <input type="checkbox"/> pallor/cyanosis <input type="checkbox"/> rapid pulse <input type="checkbox"/> arrhythmia <input type="checkbox"/> pain/fever/infection	Genitourinary system <input type="checkbox"/> bladder/kidney infection
Musculoskeletal System <input type="checkbox"/> pain <input type="checkbox"/> inflammation/swelling		Gastrointestinal system <input type="checkbox"/> nausea/vomiting/diarrhea <input type="checkbox"/> constipation/ abdominal pain

Physician's Address:

To: _____

Parent/Guardian Authorizing to Exchange Information:

I hereby request and authorize the exchange of information on the above diagnosis pertaining to my child between the designated staff of Cumberland County Public School and _____.

Physician's Name

I request Cumberland County Public Schools to contact the parent/guardian signing this authorization before contacting the authorizing medical professional _____ (initial here to request).

This contract will only be made if the frequency or length of absences exceeds the members authorized above.

I further understand with this verification, I must submit written explanations to verify each absence.

Parent/Guardian Signature: _____ **Date:** _____

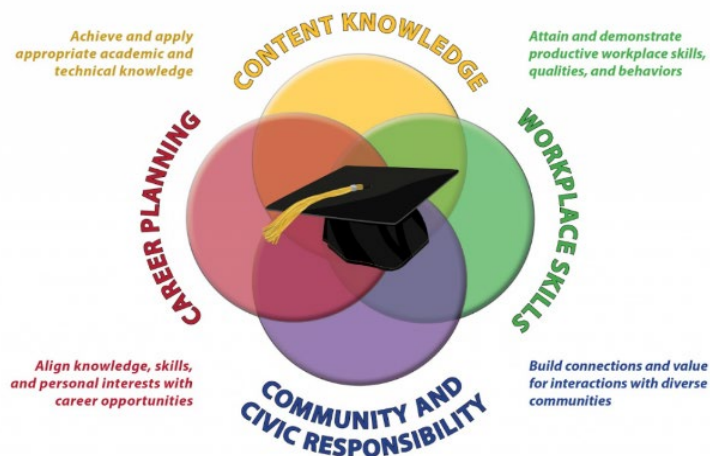
The Profile of a Virginia Graduate

The Profile of a Virginia Graduate describes the knowledge, skills, experiences and attributes that students must attain to be successful in college and/or the workforce to be “life ready.” The Board of Education determined that students are determined to be *life ready* by meeting the following requirements:

- Achieve and apply appropriate academic and technical knowledge (content knowledge);
- Demonstrate productive workplace skills, qualities, and behaviors (workplace skills);
- Build connections and value interactions with others as a responsible and responsive citizen (community engagement and civic responsibility); and
- Align knowledge, skills and personal interests with career opportunities (career exploration).

Profile of a Virginia Graduate

**In Virginia, the Life Ready Individual Will
During His or Her K-12 Experience:**



The Profile of a Virginia Graduate should display knowledge and skills that reflect the 5 C's, which are identified as the following:

1. Critical Thinking
2. Creativity
3. Collaboration
4. Communication
5. Citizenship

Graduation Requirements

A student at Cumberland High School must successfully complete his/her maximum potential for earning credits over a four year span less four units. Maximum potential is defined as an individual's opportunity to earn all high school credits within an academic year. All students are required to complete the designated number of units of English, mathematics, social studies, science, fine arts/career and technical, and health and physical education. All students must successfully complete the Senior Project.

Requirements for Standard Diploma

To graduate from Cumberland High School a student should meet the minimum requirements for a standard diploma as outlined below for grades 9 – 12. Students who complete the requirements for a Standard Diploma with an average grade of "A" will receive a Board of Education Seal on the diploma. For the Standard Diploma, a student must earn at least 23 standard units of credit (plus any required locally), which are based on course work, and five verified units of credit (class of 2023 and beyond) or six verified units of credit (class of 2019 – 2021), which are earned by passing each course and its related Standards of Learning test or approved substitute test.

Discipline Area	Standard Units (Class of 2019-2021)	Verified Credit	Standard Units – REVISED (Class of 2022 and beyond)	Verified Credit
English	4	2	4	2
Mathematics	3	1	3	1
Laboratory Science	3	1	3	1
History and Social Science	3	1	3	1
Health and Phy. Education	2		2	
World Language, Fine Arts or CTE	2		2	
Economics and Personal Fin.	1		1	
Electives	4		4	
Student Selected (Verified Credit)		1		
Senior Project	1		1	
Total	23	6	23	5

Requirements for Advanced Studies Diploma

An Advanced Studies program is offered which requires units of credit as shown below for grades 9 – 12. Students who complete the requirements for an Advanced Studies Diploma with an average of *B* or better, and successfully complete at least one advanced placement course (AP), or one college level course for credit will receive the Governor’s Seal on the diploma. Students are required to complete mathematics to the trigonometry level, laboratory sciences to the chemistry level, and World History II as part of their history credits.

Discipline Area	Standard Units (Class of 2019-2021)	Verified Credit	Standard Units – REVISED (Class of 2022 and beyond)	Verified Credit
English	4	2	4	2
Mathematics	4	2	4	1
Laboratory Science	4	2	4	1
History and Social Science	4	2	4	1
Health and Phy. Education	2		2	
Fine Arts or CTE	1		1	
World Language	3		3	
Economics and Personal Fin.	1		1	
Electives	3		3	
Student Selected (Verified Credit)		1		
Senior Project	1		1	
Total	27	9	27	5

Verified Credits (passing the class and the SOL) – Class of 2019-2021

	Standard	Advanced Studies
English	Reading and Writing (2)	Reading and Writing (2)
Mathematics	Algebra I, Geometry, and/or Algebra II (1)	Algebra I, Geometry and/or Algebra II (2)
Science	Earth Science and/or Biology (1)	Earth Science, Biology, and/or Chemistry (2)
Social Studies	World History I (1)	World History I, World History II, and/or VA/US History (2)
Student Selected	1	1

Verified Credits (passing the class and the SOL) – Class of 2022 and beyond

	Standard	Advanced Studies
English	Reading and Writing (2)	Reading and Writing (2)
Mathematics	Algebra I, Geometry, and/or Algebra II (1)	Algebra I, Geometry and/or Algebra II (1)
Science	Earth Science and/or Biology (1)	Earth Science, Biology, and/or Chemistry (1)
Social Studies	World History I (1)	World History I, World History II, and/or VA/US History (1)

Students who have met the criteria for verified credits, whether for a standard or advanced diploma, will not be required to take an SOL test at the end of the year. For example, if a student seeking an advanced diploma passes the World History I SOL, earning the verified credits for history, he or she will not be required to take an additional SOL test.

Applied Studies Diploma

To receive an Applied Studies Diploma, a student must receive special education services and meet the requirements specified in his/her Individualized Education Plan (IEP).

The Applied Studies Diploma is available to all students with an Individualized Education Plan. The *Code of Virginia* (8VAC20-131-50D) states, “In accordance with the requirements of the Standards of Quality, students with disabilities who complete the requirements of their Individualized Education Plan (IEP) and do not meet the requirements for other diplomas shall be awarded Applied Studies Diploma.” Students with an IEP who pursue a Standard Diploma but do not meet the criteria are still eligible to earn the Applied Studies Diploma.

Senior Project

Senior Project is a graduation requirement for Cumberland High School. In addition to giving seniors a valuable experience, Senior Project fulfills many of the Virginia Standards of Learning requirements set forth by the state. Each senior must successfully complete the three stages of senior project (research paper, project/internship, portfolio/presentation) with a grade of 76% (C) or higher, unless alternative requirements are outlined in an individual student’s IEP. A list of deadline dates will be given to the seniors at the beginning of the school year. Failure to meet Senior Project requirements may result in being ineligible to graduate. Such students may resubmit any portions of Senior Project to the Administrative Board the Monday after graduation. Appeals of any such decision may be made to the principal.

Participation in Graduation

Before participating in graduation exercises, a student must meet all academic requirements, including Senior Project, and be in good disciplinary standing.

Dual Enrollment Courses

Courses to enrich Cumberland High School's educational curricula are provided by dual enrollment courses offered through Southside Virginia Community College. Online courses may be offered with the approval from the superintendent and administration. Student placement into dual enrollment courses is based on previous academic performance, standardized test scores, teacher recommendations, and educational and career interests.

Student placement into dual enrollment courses is contingent on scoring at or above the required level of proficiency on college placement tests administered by community colleges. This placement test will be administered at CHS by the community college personnel in the spring. In order to remain enrolled in a dual enrollment class, a student must maintain at least a C or better in the class per semester. If the student cannot maintain that level of work, he or she will be removed from the dual enrollment course. If the student receives two C's in dual enrollment courses in one year, the student may be restricted from taking other dual enrollment courses. Final grades under a C at the dual enrollment level are not transferrable between colleges.

Students who successfully complete dual enrollment courses earn college credits and complete high school graduation requirements at the same time. Any dual enrollment class that is taken and completed in a year will equal one (1) high school credit. Student tuition for dual enrollment courses and electronic classroom courses is paid by the Cumberland County School Board.

Parents/guardians of students failing either type of course, or those who have withdrawn from a course for any reason after the first two weeks after the beginning of the class, whether passing or failing, will be required to pay tuition expenses if the student repeats the dual enrollment courses.

Grading Scale

The following grading scale will be used for high school courses:

100 – 90	A	Excellent
89 – 80	B	Above Average
79 – 70	C	Average
69 – 60	D	Below Average
59 and below	F	Failing
Incomplete	I	May be changed within 10 days before becoming an F
Withdrawn	W	Withdrawals count toward the final GPA as determined by the principal

Grade Point Average and Class Rank

Rank in class is determined by grade point average. Grade point average is determined by totaling the quality points earned for each letter grade and dividing by the number of courses attempted. Cumulative grade point averages are based on end-of-year grades.

Letter Grade	Quality Points	Honors/DE Points
A	4	5
B	3	4
C	2	3
D	1	2
F	0	0

Honor Roll and Student Recognition

Cumberland High School's faculty, staff, and administration provide recognition of students' achievements and improvements through the awards and activities listed below.

- Principal's Honor Roll (All A's)
- Duke's Honor Roll (A's, B's, and only 1 C)
- Students who have acquired a 3.25 grade point average or higher by the end of the 11th grade will be eligible for an academic jacket.
- Honor Graduates will be recognized during the graduation ceremony. Honor Graduates are seniors who have achieved a 3.000 grade point average or higher by the end of the 4th nine weeks grading period of their senior year.
- A GPA of 3.5 or above will be recognized by a gold cord worn at graduation; 3.0-3.4999 will be recognized with a white cord.
- In order to be considered for Honor Graduate status students must be on course to receive a standard or advanced studies diploma. *Academic Awards programs will be held at the end of each year.

Valedictorian and Salutatorian

The valedictorian and salutatorian are determined from students receiving the Standard or Advanced Studies Diploma. These candidates shall have been in attendance at Cumberland High School for a minimum of four consecutive semesters. The grade point averages for valedictorian and salutatorian will be based on grades from courses attempted through the last year of high school. The grade point average determining valedictorian and salutatorian will be calculated based on grades 9 – 12.

Transcript Requests

Transcripts may be acquired from the guidance office. A student must request the transcript in writing. Current students may complete the Transcript Request form located in guidance and submit to the school counselor. Students should allow the counseling department one (1) week to fulfill the transcript request.

Work Permits

Work Permits are no longer issued by the high school. Students need to go the following website and apply for their work permit for the state of Virginia: <http://www.doli.virginia.gov/> .

Social Security Numbers

A social security number is required for enrollment in Cumberland County Public Schools.

Information about Specific Programs

Information about specific academic, career, and personal/social counseling materials are available for parental review upon request in the Cumberland High School Guidance Department. Parents may elect to limit the participation of their son/daughter in personal/social counseling by notifying the Cumberland County School Board in writing.

Course Scheduling Information

1. All students are required to enroll in classes for a minimum of seven periods per day unless a school administrator approves otherwise.
2. Enrollment in English, history, math, and science classes is limited to one class per school year, except in circumstances where the student needs the class for graduation.
3. A student who fails a course required for graduation should repeat that course in summer school. Otherwise, the student must repeat the course(s) failed the next year.
4. A proper sequence of courses must be followed. For example, English 9 must be taken before English 10 and P.E. 9 before P.E. 10.
5. Cumberland High School reserves the right to change or add electives as determined by student interest and availability of instructional staff.
6. Students who plan to be involved in Virginia High School League (VHSL) extracurricular activities must pass a minimum of five credit subjects each semester and maintain a **2.0 grade point average**.
7. Courses pre-approved by the principal, before enrolling, may be taken outside the high school for credit toward graduation. Courses not pre-approved may not be counted for credit toward graduation.

Schedule Changes and Withdrawals: Schedule changes will be approved only under the following circumstances:

1. The courses listed on the schedule are not those selected.
2. A course required by a student does not appear on the schedule.
3. A senior needs to adjust his or her schedule to meet graduation requirements.
4. A student fails a course and needs to be rescheduled. Withdrawal from a class requires signatures of a parent, counselor, administrator, and teacher.
5. An IEP team determines that there is a need to change a student's schedule.

Promotion Standards and Grade Classification

Students will be promoted from middle school to high school upon completion of all middle school requirements, and upon recommendation of the middle school principal. In accordance with graduation requirements, high school grade level classification is based on a student's maximum potential to earn credit along with the following criteria:

- To be classified as a **sophomore**, a student must have earned five credits and one unit must be English 9.
- To be classified as a **junior**, a student must have earned eleven credits and one unit must be English 10.
- To be classified as a **senior**, a student must have earned seventeen credits and one unit must be English 11.
- The promotion of students with disabilities will be based on criteria established by the Individual Education Plan (IEP), meeting standards for grade placement, and the graduation plan.
- Students who pass a class but do not pass the associated Standards of Learning assessment must be provided the opportunity to participate in summer school. Successful completion of summer school may be required for promotion at any grade.

**Maximum-potential is defined as an individual students' opportunity to have earned high school credit. For example, a freshman enrolled at Cumberland High School for a full academic year has the maximum potential to earn 7 credits per year. To be classified as a sophomore, that student must pass 6 credits one of which must be English 9. Failure of a grade level English class will result in the student's classification remaining at the grade level until the course has been repeated and passed regardless of the number of credits accumulated. Students may not repeat a course failed during the same school year.*

General Information and Procedures

Accidents, Injuries and Illness at School

Any injury or accident which occurs while on a school bus, on school grounds, or at a school sponsored activity held off campus must be reported to the nurse, a teacher, coach, or administrator immediately for completion of an accident report form. If an accident is serious, school personnel will contact a parent/guardian. If a student becomes ill during the school day and needs to check out, he/she must obtain a pass from his/her teacher to report to the main office. The school secretary will contact the parent/guardian to make arrangements for the student to leave school. Ill students who leave school without following procedures will face disciplinary consequences.

Activity Fees

All students are required to pay a \$15.00 activity fee each school year. Activity fees are used for school sponsored programs and activities for students. Some courses (fine arts, career/technical, physical education, etc.) and extracurricular student activities such as clubs, graduating class organizations, athletic teams, etc., require the payment of additional fees or dues. There will be a \$10.00 service fee for any returned checks.

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 for juice. **Please make the school nurse aware of any known allergies.**

Announcements

Announcements of interest to students will be read over the intercom each morning. Students are encouraged to listen as the announcements are read. Students shall be held accountable for following the information, directions, or rules given in the announcements. Additional announcements can always be emailed to students and parents, as well as, a copy on the counter in the high school office. Anyone who would like to receive the weekly Announcements by, should contact the Principal.

Assemblies

Assemblies are held for the benefit of the student body as part of the educational program. Students are expected to conduct themselves in a manner that reflects good behavior and respect for participants in assembly programs. Students are to remain with their assigned classes and sit in assigned areas as required by teachers or the administration. Students who are unable to behave appropriately while going to or during an assembly may be removed and denied future attendance. This shall be in addition to other disciplinary consequences.

Class Dues and Fund Raising Obligations

Each Cumberland High School graduating class assesses and collects class dues on a yearly basis to help finance class activities. The fee schedule is as follows:

- Freshman Dues \$20.00
- Sophomore Dues \$15.00
- Junior Dues \$10.00
- Senior Dues \$ 5.00

Other assessed fees include the following:

- \$15.00 Activity fee per grade level
- \$20.00 Parking decal for juniors and seniors only, with administrative approval
- \$100.00 Behind-The-Wheel Driver's Education

Because freshmen and sophomores take Physical Education, it is strongly recommended that they purchase a locker for \$5.00. The school is not responsible for items missing or misplaced.

Dress Code

Students are expected to dress appropriately and safely for all school activities. Dress that is distracting or disruptive will be considered inappropriate and improper at school. The faculty and administration at Cumberland County High School are committed to ensuring that our students receive the best possible preparation for further education and/or the work world. Parents and students must assume the responsibility of the student's proper attire as outlined in this policy. This policy serves as the warning in reference to the dress code. If a student arrives at school in violation of the dress code, his/her parents will be contacted and a change to proper attire will be required before the student may return to class. If proper attire cannot be secured, the student will be sent to ISS for the remainder of the day. Inappropriate dress is a category one offense and the consequences will be those listed in the Disciplinary Action page of this handbook.

- Shorts (for boys and girls), skirts, and dresses must be an appropriate length. Appropriate length is 2 inches above the knee.
- Skirts are to follow the same length and tightness as shorts.
- All pants (jeans, shorts, skirts, slacks, etc.) shall be worn above the hips, revealing no undergarments or the absence of under-garments. (Long shirts must not conceal sagging pants).
- Clothing shall not reveal midriff, cleavage, and undergarments.
- Yoga pants or leggings of any kind can be worn with an appropriate length top (middle thigh).
- Shoes are to be worn at all times (no cleats, bedroom slippers).
- Fishhooks can be adorned on caps and hats; if used offensively, they will be considered by the administration to be a weapon.
- **The following clothing will not be worn at school by students:**
 - shirts or blouses which expose the back, midriff, shoulders, or navel (no tank tops), pajamas or flannel pants other than those sold by the school with the school name or mascot emblem;
 - curlers, picks, combs (except for barrette style), or rakes in their hair;
 - heavy chains, any type of pins, etc., worn as accessories;
 - P.E. suits, except for P.E. classes, special activities, and athletic events;
 - clothing that does not cover the body sufficiently such as see through apparel, tube tops, halter tops, spaghetti strap shirts/blouses, mid-cut shirts/tops, tank tops ;

- clothing, jewelry, and other apparel or personal belongings depicting the following:
 1. inappropriate slogans or gestures;
 2. nudity or semi-nudity;
 3. references to violence, profanity, or vulgarity;
 4. reference to alcohol, illegal drugs, or tobacco products;
 5. references to gangs, race, gender, creed, or sexual orientation;
 6. derogatory statements about physical, emotional, or intellectual abilities; and
 7. other messages that disrupt safe and orderly operation of school as determined by the principal.

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).

Dressing for Physical Education Classes

At the beginning of the school year, Health/P.E. teachers will discuss the dress requirements for P.E. classes. Having the appropriate attire is the student's responsibility. Failure to dress properly for P.E. classes may result in disciplinary measures and ultimately failure of the class. Only two (2) parental notes will be accepted in an effort to excuse a student from P.E. All other excused notes must be in the form of a doctor's note.

Arrival at School

Upon arriving at school, no student may leave school grounds during the school day without permission from the principal or designee. This shall apply even though classes may not have begun for the school day.

Departure from School At the end of the school day, departing students are to leave school property using the same mode of transportation under which they arrived. A written request and verbal contact (phone call) from a parent/guardian has to be received by the school before the student can leave school property by any other means. Students who are participating in an extracurricular activity should report directly to their assigned team area. Students are not to leave school property between the end of classes and the beginning of the activity. Students or their designated ride are to sign out of school prior to leaving school grounds.

Student Driving and Parking

CHS will authorize only students who are **seniors** to park on premises with proper parking permits. Juniors and sophomores may drive if approved by the administration and they are employed or have a financial hardship. Students must present letters from the employers on the employer's letterhead indicating that the student is employed for the 2019-2020 school year.

Cumberland County Public Schools provides transportation to the Governor's School and Pre-Engineering Academy, SVCC Dual Enrollment courses, Amelia-Nottoway Technical Center and CodeRVA. Students attending these institutions are required to use the school transportation. Under extenuating circumstances, parents must notify the principal of student's needing to drive to SVCC for appointments, emergencies, etc.

Cumberland High School reserves the right to revoke parking privileges for any infraction of the school's parking policy and procedures. Each student who drives to school is required to purchase a

parking permit tag for \$20.00 per car. Parent/guardian permission is required before a student will be sold a parking permit tag. Parking permit tags are available in the school's main office. The parking permit is not transferable. Parking permit tags are to be displayed from the vehicle's interior rear view mirror with the permit number facing the windshield. Vehicles without a displayed parking permit tag may be towed at the owner's expense.

In addition to the Recommended Disciplinary Action Tardy Policy, students that acquire 6 unexcused tardies arriving to school in a 9-week period will lose parking/driving privileges. Disciplinary action will be taken as follows: 1st Offense-5 day loss of driving privileges; 2nd Offense-10 day loss of driving privileges; 3rd Offense-No Parking for the remainder of the semester.

The School Resource Officer and the administration will monitor the parking area daily. A vehicle driven to school by a student may be searched by school personnel when there is reasonable basis to believe that the student possesses an item which violates law, school rules, or School Board policies or which may be harmful to the school or its students.

Driver's Education Information

Students who receive their learner's permit must be at least sixteen years and three months old to apply for a provisional driver's license. All driver's licensing applicants under the age of 18 must hold a valid learner's permit (from Virginia, another state, U.S. Territory, or Canadian province) for a period of at least nine months and successfully complete a state-approved classroom and behind-the-wheel- driver education program. Eighteen-year-old students must successfully complete both the classroom and in-car phases of the driver education program to be eligible for a driver's license. Eighteen-year-olds are NOT required to attend a juvenile licensing ceremony, or to hold a learner's permit for nine months. Eighteen-year-olds successfully completing both phases of the driver education program should take the student and DMV's copy of the 90-day provisional license to a DMV branch office. DMV will issue the 18-year-old applicant a permanent license at the branch office. The school administration will endorse a certificate of completion of driver training education issued to students who are in good academic standing (no F's in the previous 9 weeks grading period, and regular school attendance.)

Care of School Property

Students are required to pay for any willful damage to school property. Pupils are not to write on, cut, scratch, etc., desk, walls, school bus seats or other school furniture.

Dances/Prom

Dances are closed to individuals who are not Cumberland High School students. Students may invite outside guests to the homecoming dance and prom only, but must follow the rules and procedures as set forth for the guest. Outside guests must be no older than 21 and no younger than 15. Outside guests and those who are former students may not be in any alternative program, expelled from a school system, or have a significant criminal background. Any student who is suspended during the time of the dance or prom will not be allowed to attend. Current Cumberland High School students must not be serving an out-of-school suspension at the time of the activity. Any person found in violation of the above will not be able to attend any dances or the prom.

Deliveries

All flowers, balloons, etc. delivered during the school day will remain in the main office until the end of the day. The student will be notified that a delivery has been made. Neither flowers nor balloons can be transported on any public school bus.

Food, Beverages and Gum

Students may bring food and beverages to school for lunch with the following restrictions:

- During the school day, students are not permitted to leave school property to obtain food or drinks from any source, including home. In addition, students may not order food from off campus and have it delivered during the school day.
- No glass containers are to be brought on school grounds.
- Food/snacks or drinks purchased in the cafeteria should be consumed in the cafeteria. If there is a need to take items from the cafeteria, it should be disposed of properly. **The administration has the option to not allow food out of the cafeteria if school facilities are not maintained.**
- Food/snacks or drinks purchased outside of the cafeteria (vending machines, off-campus, etc.) must be disposed of properly.

Emergency Closing of Schools

When school is in session and unusual conditions exist, and it is in the judgment of the superintendent that operation of the school under these conditions would endanger the students, the superintendent will close school operations until the danger no longer threatens the welfare of the students. Public announcements may be made over local radio and television channels to inform the public when it is necessary to cancel a school day or close school early. The school may also send out notification through the alert system and social media. During an emergency closing of school, all extracurricular activities, including evening adult education classes, are automatically cancelled until school is resumed.

Facility Use

Groups from the community may be permitted to use school facilities and grounds when such use will not impair the efficiency of the school. An application for Use of School Facilities must be completed and approved prior to the scheduling and advertisement of the activity or event. The applicant must agree to comply with the regulations set forth in the Cumberland County Public Schools' facility-use policy. Applications may be secured from the school board office or the web site.

Fire and Emergency Exit Procedures

The fire alarm at Cumberland High School is a continuous siren. Teachers will instruct students in fire drill evacuation procedures. Students are to follow the evacuation routes posted within each classroom and other facilities on campus unless directed to go elsewhere by their teacher. However, it remains the responsibility of each student to follow these rules.

1. Form a single line.
2. Follow the evacuation route.
3. Move quickly and quietly to the evacuation area.
4. Remain with class.
5. Behave in an orderly, calm manner.
6. When instructed, return to class quietly.

Dismissal from Class

Students are reminded that when a class period ends, the teacher dismisses the class, not the bell.

Exam Exemption

Seniors may be exempt from their mid-term and final exams in non-SOL courses. However, individual teachers set the requirements to meet exam exemption status. **There are no exam exemptions for any Dual Enrollment Courses per SVCC instructional policies.**

Hall Passes

Students are not permitted out of class during class time unless they are accompanied by a teacher or have a pass from an authorized staff member. The pass must state the time the student left class, the destination and contain the signature of the school employee who wrote the pass. Disciplinary action may result if a student is out of class without permission as evidenced by the lack of a valid pass. (See the Code of Conduct for disciplinary consequences)

Homework

Homework is an important part of the learning process, serving to strengthen skills, increase learning time, and provide enrichment opportunities. For a student to be successful in high school, approximately thirty (30) minutes of homework per class per day will be necessary. Additional time will be required for preparation of research papers, special projects, term papers, and studying for tests.

Students can also increase their level of learning by (each evening) re-writing notes and reviewing material from class that day. Parents are encouraged to help provide a good learning environment in the home by making sure there is adequate study time and an atmosphere free from disruptions. Students will be more successful in school if parents show a positive interest in homework and school and encourage and support their son/daughter in accomplishing homework assignments. Teachers evaluate homework assignments and include them in determining the student's nine-week grade.

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. The student's insurance company, if any, must be presented with the original bills. Cumberland's insurance will cover whatever is not paid by the student's 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.

Library

The library will be open from 7:30 a.m. to 3:30 p.m. Students may enter the library with a pass from a teacher or when accompanied by their teacher. Failure to abide by library rules will result in loss of library privileges.

Breakfast / Lunch Rates

Breakfast / Lunch rates at the high school will be as follows:

- Student Breakfast \$1.20
- Reduced--\$0.30
- Adult Breakfast \$1.50
- Student Lunch \$2.15
- * Reduced Lunch \$0.40
- * A La Carte Items \$1.25
- * A La Carte Items: Adult \$2
- *Adult Lunch \$3.25
- * Milk 30 cents

*Breakfast/lunch rates are subject to change.

Lunch Periods

Each lunch period is approximately 25 minutes in length. Students are to remain in the cafeteria or court yard area during the entire lunch block. Unless a student has been given written permission by a school employee, all other areas of the school, including the library, gym, locker room, vocational building, guidance, etc. will be off limits to students on lunch break. Use of the restrooms will be limited to only those near the cafeteria. **Students are not allowed to leave campus for the purpose of picking up or having lunch, even with parent permission.**

Posters and Other Displays

Posters and signs must only advertise school sponsored events and must be approved by the administration, which will also specify where posters and signs may be displayed.

Public Library

To supplement the resources of the high school library, students may have access to the Cumberland County Public Library. Students must have a signed pass from the high school librarian to go to the public library during school hours. Students must follow all school and School Board rules of student conduct while visiting the public library. Failure to follow the above guidelines will result in a student not being able to use the public library.

Restrooms

Restrooms are to be used by students for the purposes for which they were intended and not to just “hang around” or loiter. Students found loitering or “hanging around” the restrooms will face disciplinary action.

Telephones

Students will NOT be called from classes to answer the phone unless it is urgent. Students remember that instructional time is very valuable. Please refrain from requesting that a student be called to the phone during classroom instructional time. In order to use the phone during lunch for emergency purposes, a student must obtain a pass from their teacher to the office to get permission from an administrator for use of the phone. All telephone passes must be signed by an office secretary before returning to class.

Student Clubs

All students are encouraged to join at least one club. Each year, a club meeting schedule will be made available to students and staff prior to the initial club meeting day. Students attending a club meeting are required to check-in with their teacher and sign-out as to which club meeting they will be attending. This list will later be compared to the sign-in sheet required by each club sponsor. All activities or events planned by clubs must be approved by club sponsors. Sponsors will then seek final approval from the administration.

Textbooks

Textbooks are furnished by the Cumberland County School Board and are issued to the students. Students who lose a book or damage it will pay a fine or replacement cost before another book is issued. Students are required to return textbooks at the end of each year. Parents and students are responsible for replacement costs associated with lost books. Students are discouraged from sharing textbooks.

Visitors

Visitors are welcome at Cumberland High School. Visitors must report to the office to sign into the Identi-a-kid system to obtain a visitor's pass before visiting any area of the campus. Visitors must bring a state issued ID in order to sign into the system. Students are not allowed to invite guests to school without permission from the administration. 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. Visitors should call the high school office (492-4212 x 4100) to arrange for an appointment with a teacher. It shall be prohibited for any person, whether or not a student, to enter 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.

Students Eighteen (18) Years Old

Students who are eighteen (18) years of age or older must abide by the same school rules and School Board policies as other students.

Students Twenty (20) Years Old and Older Admission of students twenty (20) years of age or older on the first day of school who desire to continue in attendance shall be contingent on the following procedures.

1. Such students shall submit a written request to the principal.
2. The principal must recommend the pupil to the superintendent (the pupil may be charged tuition).
3. The superintendent will notify the pupil of his/her acceptance or rejection and if accepted, tuition will be due at the beginning of the year.
4. The superintendent reserves the right of review of the final decision in all admission and tuition cases. The tuition charges for those students twenty (20) years of age or over will be determined by the school system's superintendent.

Married Students

Pupils who are married may enroll and attend public school as long as they comply with school rules and School Board policies, and cause no disruption to the educational process. Such students shall be accorded the same rights, privileges, and responsibilities as other students. When a student becomes married, he/she must notify the principal of this status immediately. The married student must present a marriage certificate as proof of marital status. Being married does not waive the student's responsibility to attend school if he/she is less than eighteen (18) years of age. Married students under eighteen (18) years of age and living with the parent/guardian are required to have all high school forms signed by a parent/guardian.

Student Pregnancy

As soon as a licensed physician medically confirms a student is pregnant, the student shall notify the guidance counselor. If there is reason to suspect that a student is pregnant but has failed to report this to a guidance counselor, the school principal will request a home visit from the Public Health Nurse or a written statement from a physician. The principal will request the doctor to make written recommendations concerning the pregnant student's school attendance and involvement in extracurricular activities. Under Virginia School Law, a student under eighteen (18) years of age does not waive her responsibility to attend school regularly during pregnancy or after delivery. However, there is the provision for homebound instruction during or immediately after the pregnancy if ordered by the pupil's doctor.

Disciplinary Policies and Procedures

The school has tried to anticipate possible offenses. Not every possible act of misconduct may be listed. Failure to specify a behavior as an offense does not mean the behavior is acceptable and free from disciplinary action. Some offenses may have additional consequences as stated by the Cumberland County School Board policy handbook. Students suspended from school may not participate in any school activity from the time of suspension until reinstatement in school, nor may they be on school property. Parents will be notified of their son's/daughter's misconduct when warranted. Incomplete disciplinary action may be carried over from one academic year to the next. Seniors may be denied the privilege of participating in senior activities and/or graduation exercises. *All discipline offenses will be recorded in the student's scholastic record.*

Cumulative Nature of Student Infractions

Certain infractions of school rules or School Board policies by students will carry penalties of a cumulative nature. They are those which deal with drugs and alcohol, weapons, violent disrespect of employees. In these cases, a first offense of a particular type carries a particular penalty. A second or third infraction of a similar type carries more severe penalties. A student's record will accumulate during all of his/her years in a school level. The parent and student will be notified, in writing, of the cumulative nature of the infraction. Once the student enters high school, a new cumulative record will begin. Other infractions are not cumulative for the duration of a student's enrollment in a school. These hold a one-year accumulation. However, the principal may, at his/her discretion, declare that any infraction will accumulate beyond a school year (that is, accumulate for the duration of the student's enrollment in the school.) In such cases, the parent and student will be notified in writing of the cumulative nature of the infraction.

Student Input to the Administration

A student with a problem or a concern is encouraged to speak to an administrator, teacher, school counselor, or other faculty member. Too often students are brought or come to the administration too late for help, and the only possible action is disciplinary in nature. The administration would rather solve problems than take disciplinary action.

Bullying

Today, attitudes among parents, educators and policymakers toward bullying are changing, and it is no longer accepted as part of normal childhood experiences. Bullying is now considered a marker of serious or violent behavior. Bullying becomes an issue of the school when it takes place on school property, at a school function, or on a school bus. Regardless of the type of bullying, the results are the same. Students who are bullied are afraid to go to school, have difficulty concentrating on their studies, have lower academic achievement levels, and/or are fearful of calling attention to

themselves by speaking up in class. Ultimately, bullying creates a poor learning environment for all students.

Descriptions of Common Forms of Bullying

	Direct Bullying	Indirect Bullying
Verbal	Taunting, teasing, name calling	Spreading rumors
Physical	Hitting, kicking, destruction or theft of property	Enlisting a friend to assault someone for you
Nonverbal/Nonphysical	Threatening or obscene gestures	Excluding others from a group, manipulation of friendships, threatening email
Cyber	Harassing, threatening, and embarrassing remarks, sending or posting cruel texts or images that ridicule or demean	Breaking into someone's email, tricking someone to reveal sensitive information and forwarding it on to others, including group chats, and instant messages.

Anyone who is found after investigation to have engaged in the act of bullying of another employee or student will be subject to appropriate disciplinary action. Bullying complaints should be reported to an administrator, faculty or staff member immediately. **A Cumberland High School Bullying & Harassment Pamphlet will be issued to students who engage in bullying or harassing behaviors.**

Bus Transportation

The goal of CuCPS is to transport all students to and from school safely and free from intimidation or fear of harm. All students who ride a school bus are subject to and expected to abide by the laws, rules, and regulations set by the Commonwealth of Virginia and the Cumberland County School Board. The driver is in charge of the bus and students who ride the bus. The student must accept the authority of the driver and cooperate with his or her requests. At any time, a parent conference may be required by the principal or his designee before a student can return to the bus. **Riding a school bus is a privilege. Abuse of this privilege will not be tolerated.**

Fighting, hazing, harassment, intimidations, use of/or possession of tobacco products, forgery of bus note, theft, vandalism, use or possession of lasers, spitballs, fireworks or stink bombs will result in out-of-school suspension and possible loss of bus riding privilege.

The following behaviors may result in loss of bus privilege up to 10 days on the first offense. On the second offense the consequence will be determined by the administration. Students will not receive a warning.

1. Use of profane, vulgar, obscene, or abusive language or gestures.
2. Disrespectful behavior
3. Defacing or damaging bus (financial compensation also required)
4. Unauthorized boarding or exiting a bus.
5. Tobacco use on a school bus.

Violation of all other school bus rules will result in the following consequences:

1. Warning by the bus driver
2. Warning by an administrator (if warranted)
3. 1-3 day loss of privilege
4. 3-5 day loss of privilege

5. 5-10 day loss of privilege
6. 10 day loss of privilege
7. 15 day loss of privilege with recommended loss of privilege for entire school year.

Objects thrown on or off the bus can result in criminal charges being filed and expulsion from school. Not every possible act of misconduct may be listed; however, this does not mean that the behavior is acceptable. The administration reserves the right to take disciplinary and/or legal action as deemed necessary. Please note: school rules also apply at the bus stop.

Cell Phones and Other Electronic Devices

Students are not allowed to bring to school recording devices, whether electronic or mechanical, unless authorized for use by a member of the staff for a legitimate class assignment. These devices will be confiscated and returned only when a parent/guardian comes to pick them up.

Ipods and headphones are allowed on school grounds and may be used before and after school, and between classes. These items can be used in the classroom only with the permission of the classroom teacher. Ipods and earphones may be confiscated if not used appropriately and returned only to a parent or guardian. The devices must be kept at a minimal volume.

Students may possess a cellular phone, or other communications device on school property, including school buses, provided that the devices are not used as a disruption of campus and classroom environment. It is up to teachers to allow the use of headphones or cellular phones while in the classroom, and not disrupt the learning environment.

If a student possesses 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. **Students are not allowed to videotape or audiotape teachers, staff, or students without permission.**

Cheating and Plagiarism

Cheating in any form will result in a zero on the material involved, parent notification and one day of in-school suspension. A second offense will result in a zero on the material in question and one day out-of-school suspension. A third offense will result in a zero on the material and 3 – 5 days out-of-school suspension. Plagiarism is defined as using another's work, without documentation, as one's own. Plagiarism will result in the same punishment as cheating.

Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Random narcotic searches will be conducted throughout the year. Local law enforcement will be utilized in these searches and they will employ passive narcotic dogs to search students. As used in this policy, the term "unauthorized" means any item dangerous to the health or safety of students or school personnel, or disruptive or any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student. Student desks and lockers are the property of the school and school officials reserve the right to search desks and lockers. Whenever possible, the administration will advise students in advance of the search. **This serves as written notification.** A general search of lockers or desks may be conducted to repossess school property or to locate illegal materials. The student's individual right to privacy and freedom from unreasonable search and seizure is balanced by the school's

responsibility to protect the health, safety and welfare of all persons within the school community. Should illegal materials be found during a search, law enforcement officials shall be notified.

Personal Searches

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. When a search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with another adult witness present, when feasible. If the school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, the school official may use discretion in two actions: a more intrusive search of the student's person may be conducted or the appropriate law enforcement officials may be contacted. In the case of a more extensive search, such a search may only be conducted in private by a school official of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the superintendent or designee, unless the health or safety of students will be endangered by the delay which might be caused by following these procedures.

Locker Searches

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant. If there is anything illegal found in the locker during the search, the student to whom that locker is assigned will be held accountable.

Only combination locks purchased from the school are to be placed on the lockers. Lockers are to be locked at all times. Students are cautioned not to keep money or other valuables in their lockers. The school accepts no responsibility for any personal items left in lockers at any time.

Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. Students are responsible for the contents in any vehicle they drive on school property.

Seizure of Illegal Materials

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Sexual Harassment

Sexual harassment is any unwelcome or unwanted sexual pressure or verbal, visual, or physical contact of a sexual nature. It may happen once or many times. Some examples may include:

- Spreading sexual rumors
- Repeatedly asking out someone who has said no
- Questioning or commenting on someone's sexuality
- Telling sexually offensive jokes
- Displaying sexual pictures or magazines

- Making rude gestures or noises
- Touching or rubbing against a person
- Pressuring someone for a date
- Other things that are sexually offensive to the student

Even if the person experiencing the behavior does not seem to be bothered, it is still sexual harassment if it makes others feel unsafe or uncomfortable. It is the policy of the Cumberland County Public Schools to maintain a working and learning environment for all its employees and students which provides for fair and equitable treatment, including freedom from sexual harassment. Anyone who is found after investigation to have engaged in sexual harassment of another employee or student will be subject to appropriate disciplinary action. Sexual harassment complaints are to be brought to the attention of an administrator immediately as well as the Director of Human Resources and the Assistant Superintendent.

Laptop Policy

Laptops are required for the instructional programs at Cumberland High School. For the 2019-2020 school year, there will be mandatory Open Houses for each grade level, due to the requirement that all students have either a school issued laptop or their own personal computer as part of the BYOD (bring your own device) initiative. If a student rents a school issued laptop, the cost is \$50.00. If a student brings his/her own device, a form must be completed by the parent. Students will be allowed to take the computers home and will be required to return them before the end of the school year. Before receiving a laptop, both parents and students will sign a Laptop Agreement. Students must comply with the new Computer Usage Policy which will be issued at the beginning of the school year.

Students who have questions about their laptops and/or need repairs done to their laptops may do so during the times posted outside of the tech shop. Students are not allowed to wait for laptop repairs to be completed.

The laptops issued to students are the property of Cumberland County Public Schools. Any employee of Cumberland County Schools may take a laptop at any time.

- Student name tags must remain in the laptop bag at all times.
- Students may not put stickers on the laptops or laptop bags.
- Students should not deface the laptop in any way. This includes, but is not limited to, marking, painting, drawing or marring any surface of the laptop. This also applies to laptop bags.
- Obscene language and/or materials, including screensavers, backdrops, and/or pictures are prohibited.
- Illegal use or transfer of copyrighted materials is prohibited.
- Laptops should not be connected to ethernet jacks in school or additional wireless devices added to laptop.

Students are required to turn in their laptops on the assigned date. Laptops will be held, the following school year, one week for every day the laptop is not turned in. Exceptions will only be made for excused absences. Laptops not returned within 5 days of the assigned date will be reported as stolen to law enforcement.

Network Acceptable Use and Responsibility

Access to the school network, which includes the Internet, will be available to students within the classroom under the guidance and supervision of faculty. A new Cumberland County Public

Schools Acceptable Use and Responsibility Policy Agreement will be sent home during the first week of school. Parents should review and discuss this policy with their child and return the signed agreement to the school as instructed (no student will be allowed to access the Cumberland County Public Schools Network unless a signed agreement is on file).

See Code of Conduct Consequences for Violation of Laptop Rules

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 hardware, software, data, communication lines and devices, terminals, printers, CD-ROM devices, tape drives, servers, mainframe and personal computers, the internet and other internal or external networks.

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. Any communication or material used on the computer system, including electronic mail or other files deleted from a user's account, may be monitored or read by school officials.

The Division Superintendent shall establish administrative procedures, for the School Board's approval, containing the appropriate uses, ethics and protocol for the computer system.

The procedures shall include:

1. a prohibition against use by division employees and students 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 by minors;
4. provisions establishing that the online activities of minors will be monitored;
5. provisions designed to educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response;
6. provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful activities by minors online;
7. provisions prohibiting the unauthorized disclosure, use, and dissemination of personal information regarding minors; and
8. 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.

Each teacher, administrator, student and parent/guardian of each student shall sign the Acceptable Computer System Use Agreement, GAB-E1/IIBEA-E2, before using the Division's computer system. The failure of any student, teacher or administrator to follow the terms of the Agreement, this policy or accompanying regulation 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 Division Superintendent shall submit to the Virginia Department of Education this policy and accompanying regulation biennially.

Adopted: December 13, 1999

Revised: November 12, 2001

May 9, 2005

August 14, 2006

May 14, 2007

July 13, 2009

Legal Refs: 18 U.S.C. §§ 1460, 2256.47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2, and 22.1-78.

Cross Refs.: GCPD Professional Staff Members: Contract Status and Discipline

GDPD Support Staff Members: Contract Status and Discipline

JFC Student Conduct

JFC-R Standards of Student Conduct

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File: GAB-R/IIBEA-R

ACCEPTABLE COMPUTER SYSTEM USE

All use of the Cumberland 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, 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 other contracts, or transmitting any material in violation of any federal, state, or local law.

- sending, receiving, viewing or downloading illegal material via the computer system.
- 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.
- users shall not post personal information other than directory information as defined in Policy JO Student Records about themselves or others.
- 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: December 13, 1999

Revised: November 12, 2001

May 9, 2005

May 14, 2007

July 13, 2009

Legal Refs: 18 U.S.C. §§ 1460, 2256.

47 U.S.C. § 254.

Code of Virginia, 1950, as amended, §§ 18.2-372, 18.2-374.1:1, 18.2-390, 22.1-70.2 and 22.1-78.

Guidelines and Resources for Internet Safety in Schools, Virginia Department of Education (Second Edition October 2007)

Cross Refs: GCPD Professional Staff Members: Contract Status and Discipline

GDPD Support Staff Members: Contract Status and Discipline

JFC Student Conduct

JFC-R Standards of Student Conduct

ACCEPTABLE COMPUTER SYSTEM USE AGREEMENT

Each employee must sign this Agreement as a condition for using the School Division's computer system. Each student and his or her parent/guardian must sign this Agreement before being permitted to use of the School Division's computer system. Read this Agreement carefully before signing.

Prior to signing this Agreement, read Policy GAB/IIBEA and Regulation GAB-R/IIBEAR, Acceptable Computer System Use. If you have any questions about this policy or regulation, contact your supervisor or your student's principal.

I understand and agree to abide by the School Division's Acceptable Computer System Use Policy and Regulation. I understand that the School Division may access and monitor my use of the computer system, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that should I violate the Acceptable Use Policy or Regulation, my computer system privileges may be revoked and disciplinary action and/or legal action may be taken against me.

I have read this Agreement and Policy GAB/IIBEA and Regulation GAB-R/IIBEA-R. I understand that access to the computer system is intended for educational purposes and the Cumberland County School Division has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School Division to restrict access to all inappropriate material and I will not hold the School Division responsible for information acquired on the computer system. I have discussed the terms of this agreement, policy, and regulation with my student. I grant permission for my student to use the computer system in accordance with Cumberland County school division's policies and regulations and for the School Division to issue an account for my student.

Athletics

Cumberland High School is a member of the Virginia High School League (VHSL), Group A, Region 1B, and the James River District. VHSL athletics and activities are set up in three seasons – Fall, Winter, and Spring. The offerings available each season are listed below. All coaches can be reached through the school office at 804-492-4212 x 4100 or by emailing them directly through the school website at www.cucps.k12.va.us or Cumberland Athletics Facebook page. The Director of Athletics may be reached via e-mail or by phone at 804-492-4212 ext. 3 (high school).

Cumberland High School offers interscholastic competition in the following VHSL sanctioned athletics/activities...

Fall

Football, Volleyball, Cross Country, Golf, Sideline Cheer, Theatre

Winter

Boys Basketball, Girls Basketball, Wrestling, Indoor Track, Sideline Cheer, Scholastic Bowl

Spring

Baseball, Softball, Soccer, Track & Field, Forensics

Eighth graders may tryout for Junior Varsity teams in the following activities: Football, Volleyball, Golf, Cheer, Boy's Basketball, Girl's Basketball, Wrestling, Scholastic Bowl, Baseball, Softball, Forensics and Theatre.

Interscholastic sports are a major part of the extracurricular program in Cumberland County Public Schools. Student-athletes are chosen for teams on the basis of their skill, knowledge and attitude. This approach differs from youth sports programs which encourage participation to promote skill and social development. In youth leagues, all members of the team are required to play a specified amount of time. Conversely, in an interscholastic program, student-athletes are not guaranteed participation in a game situation at any time. Rather, student-athletes earn playing time based on their skill, knowledge, attitude and work ethic. It is possible that some student-athletes will not play or may only play in a very limited capacity. These decisions on playing time are solely the responsibility of the coaching staff, which makes decisions based on opportunities, in their judgment, for maximum team performance. Thus, while winning is not the only thing, it is the strategy of attaining victories which dictates coaching decisions.

Although a student-athlete may have been selected as a member of a team, playing time is not a right but rather a privilege that results from his/her ability to contribute to the team in general and to winning in particular.

All student-athletes must be and remain a student in good standing with Cumberland County Public Schools. These guidelines apply to all students involved in Virginia High School League programs, including student-managers and scorekeepers. Cumberland County Public Schools established the Athletic Policies to ensure that the student-athletes who represent Cumberland County conduct themselves in an appropriate manner. Violation of the Athletic Policies will result in disciplinary action that may include suspension, dismissal from the team or a student-athlete being placed under an athletic behavior contract. The enforcement of this code shall be the responsibility of the coaching staff, under the supervision of the Director of Athletics and the High School Principal.

In order to protect participants in extracurricular school-sponsored activities and to instill integrity and sportsmanship, each participant shall be held responsible for all of his/her actions. Furthermore, student-athletes are often looked upon as leaders amongst their peers. In order for them to be viewed

positively as such, they shall be held to a higher standard. For these reasons, Cumberland County Public Schools has instituted the following Athletic Policies.

- **Student-athletes must have a minimum of a 2.0 GPA at the end of the previous academic semester in order to be eligible to participate in VHSL activities.** Students promoted to the 9th grade must have a 2.0 GPA upon entering CHS for their 1st year of high school athletics eligibility.
- Student-athletes must attend school at least 5 of 7 periods of the school day in order to be eligible to participate in that day's practices or games. Saturday practices/games are based on Friday's school attendance. Exceptions may be made only by the Director of Athletics or the Principal.
- Student-athletes who have an unexcused absence** from team practice shall not participate in the team's next contest.
- Student-athletes who have an unexcused absence** from a game/contest shall result in a one week (7 calendar days) suspension from the team per occurrence.
- A student may not participate as a member of a team during a time of suspension (in-school and out-of-school suspension). **A student in ISS may not participate or practice the day the ISS is served. A student in OSS is suspended from contests and practice from the time the OSS is assigned until it is completed.**
- Two or more out-of-school suspensions, of any length in days OR a single suspension of 5 days during a single (VHSL calendar) season will result in removal from the team and ineligibility for the remainder of the current season. A signed athletic behavior contract with the Principal and Director of Athletics is required before participation in another season.
- Any Out-of-School Suspension as a result of a Category Four offense* will result in suspension from athletics for the duration of the academic year. Any student suspended from school for tobacco and/or alcohol will receive consequences based on normal Cumberland High School policies. See discipline section for more specific information on tobacco/alcohol violations.
- A student-athlete who is dismissed from a team after the first regular season contest shall not practice, compete, or attend conditioning with another team until the season of the team from which they were dismissed has been completed. This includes post-season play.
- A student-athlete who quits a team for any reason after the first regular season contest shall not practice, compete, or attend conditioning with another team until the end of the following sports season (ex. **Quitting a fall sport = ineligible for a winter sport**). Quitting shall include, but is not limited to, student 'concentrating' on another activity or parent removal from the team.

- Profanity or any other unsportsmanlike conduct towards coaches, school officials, game officials, teammates, opponents, or spectators are unacceptable behaviors and shall be disciplined by the Head Coach and may result in probation or suspension as determined by the Director of Athletics or Principal. Any player ejected from a contest for unsportsmanlike conduct will be automatically suspended from the next contest. If the ejection is for fighting, a two game suspension will follow (VHSL Policy).
- Student-athletes are responsible for all equipment and/or uniforms issued to them, and shall pay for any damaged or lost equipment and/or uniforms at a cost to be determined by the school. Failure to turn in, or pay for, issued equipment and/or uniforms, shall result in ineligibility to participate in the athletic program in the following year (underclassmen) or participate in Graduation exercises (seniors).
- Student-athletes, student managers, etc., are not to be in the gymnasiums, locker rooms, weight room, aerobics room, meeting rooms or practice areas without permission/supervision of a coach or staff member.
- Student-athletes who drive to school must leave their cars in assigned student parking locations until after practices or games. The student parking lot and the Field House gravel lot are the only two acceptable parking areas for athletes. Student-athletes who leave campus for any reason before a practice or game without permission from their coach shall not participate in the teams' next contest.
- A student-athlete convicted of any criminal activity carrying a class 1, 2, 3, 4, 5, or 6 felony shall be suspended from participating in all extra-curricular activities for a minimum of one calendar year. The School Board will review the case for the possible reinstatement of privileges at the completion of one calendar year.
- Hazing: Initiation rituals and any other type of activity that targets new team members or underclassmen are not permitted. Students who engage in such acts with or without a coach's knowledge are subject to disciplinary action by the school administration. Hazing occurs when an act, physical or emotional, is committed against a student or a student is coerced into committing an act that creates a substantial risk of harm to the student or to any third party in order for the student to be initiated into or affiliated with any school group, club, athletic team, grade level activity, or organization. Virginia Code Section 18.2-56: "It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury to any student at any school, college or university. Any person found guilty thereof shall be guilty of a Class I misdemeanor, unless the injury would be such as to constitute a felony, and, in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such felony."

Any misconduct not specified in these guidelines will be subject to discipline by the Head Coach, Director of Athletics and/or Principal.

*Refer to the Cumberland High School Student Handbook and Code of Conduct.

**Unexcused absences are to be determined case-by-case by the Head Coach. Student-athletes, in addition to the Cumberland County Public Schools Athletic Policies, are bound to follow the Individual Eligibility Regulations set forth in the Virginia High School League.

To be eligible to represent the school in any VHSL interscholastic athletic contest, the student--

- must be a regular bona fide student in good standing of the school you represent.
- must be enrolled in the last four years of high school. (Eighth-grade students may be eligible for junior varsity.)
- must have enrolled not later than the fifteenth day of the current semester.
- for the first semester must be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year or the immediately preceding semester for schools that certify credits on a semester basis. (Student athletes should check with the principal for equivalent requirements). Student Athletes may not repeat courses which credit has been previously awarded.
- for the second semester must be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester. (Student athletes should check with the principal for equivalent requirements.)
- must sit out all VHSL competition for 365 consecutive calendar days following a school transfer unless the transfer corresponded with a family move. (Student athletes should check with the principal for exceptions.) The Student Athlete should not have reached their nineteenth birthday on or before the first day of August of the current school year.
- must not, after entering the ninth grade for the first time, have been enrolled in or been eligible for enrollment in high school more than eight consecutive semesters.
- must have submitted to the principal before any kind of participation, including tryouts or practice as a member of any school athletic or cheerleading team, an Athletic Participation/Parental Consent/Physical Examination Form, completely filled in and properly signed attesting that the student has been examined during this school year and found to be physically fit for athletic competition and that the parents' consent to the participation.
- must not be in violation of VHSL Amateur, Awards, All Star or College Team Rules.

Eligibility to participate in interscholastic athletics is a privilege the student earns by meeting not only the above-listed minimum standards, but also all other standards set by the League, district and school. If you have any question regarding eligibility or are in doubt about the effect an activity might have on eligibility, check with the principal for interpretations and exceptions provided under League rules. Meeting the intent and spirit of League standards will prevent the student, the team, the school and the community from being penalized.

Student-athletes are to ride on school provided transportation to and from games and activities. Parents will be allowed to pick up the student at the conclusion of an event. Unless prior parental notification to the administration is granted, other student-athletes will not be allowed to ride with other parents. Athletes and participants will not be allowed to ride with current or former students.

Recommended Disciplinary Action

Offense Type	Consequence: Teachers must call home for all written referrals or misbehaviors.
<p>Category 1:</p> <ul style="list-style-type: none"> • Tardies (<i>10 min. or more without teacher's knowledge of location will be considered skipping</i>) • Minor Misconduct • Violation of Class Rules • Improper Display of Affection (hugging, kissing) • Inappropriate Dress • Eating/Drinking in Class without teacher permission. 	<ul style="list-style-type: none"> • Warning • (1)block ISS • ½ day of ISS • 1 day of ISS • 3 days ISS • 5 Days ISS • 1 day OSS <p>Continues in the same process after 5 days OSS; 10 days and a hearing</p>
<p>Category 2:</p> <ul style="list-style-type: none"> • Lying • Presenting False Information • Skipping Class/School • Leaving Class without Permission • Gambling (playing cards, rolling dice) • Improper Arrival and Departure from School • Inappropriate Use of Internet • Campus/Classroom Disruption • Horseplay • Defiant Behavior • Being in an Unauthorized Area • disrespect 	<ul style="list-style-type: none"> • (1)block ISS • ½ day of ISS • 1 day of ISS • 3 days ISS • 5 Days ISS • 1 day OSS <p>Continues in the same process after 5 days OSS; 10 days and a possible discipline board referral.</p>
<p>Category 3:</p> <ul style="list-style-type: none"> • Physical Aggression • Inciting/Provoking Fighting • Lewd Behavior • Forgery • Destruction of School Property • Vandalism • Hazing • Fireworks/Stink Bombs, etc. • Suspension from ISS • Stealing • Profanity Directed at a staff member or person • Gang Activity (clothing with symbols, hand signs, gestures, initiations), including Look-Alike Gang Activities • Extreme Disrespect/Defiant Behavior Toward School Personnel 	<ul style="list-style-type: none"> • 1 day OSS • 3 days OSS • 5 days OSS • 10 days OSS and a possible discipline board referral. • 5 days OSS • 10 days and a referral to the discipline board.
<p>Fighting:</p>	<p>Consequence 5-10 Days OSS for 1st Occurrence 10 Days OSS and referral to discipline board for any occurrence after the 1st</p>

<p>Category 4:</p> <ul style="list-style-type: none"> ● Assault and Battery ● Stalking ● Substance Abuse ● Physical Aggression against Staff or Administration ● Possession by consumption ● Possession and/or Distribution of Alcohol ● Prescription/Non-prescription Drugs ● Burglary ● Extreme Battery Resulting in Injury (Perpetrator Arrested) ● Possession/Distribution of Drug Paraphernalia / Look-a-like Drugs ● Possession/Distribution of Illegal Drugs (Perpetrator Arrested) ● Extreme Disrespect/Defiant Behavior Toward School Administration ● Possession of Dangerous Weapons ● Knives ● Look-a-like weapons/explosives/Incendiary Devices ● Threatening School Personnel (Verbal and Physical) ● Physical Activity of a Sexual Nature ● Bomb Threat ● False Alarm ● Possession/Distribution/Production of Indecent/Explicit/Illegal Materials ● Any Gang related or Group Affiliation inside or outside of school, causing disruption of the school learning environment; may include but not limited to threats made against students or school personnel. 	<p>10 Days OSS and notification to Sheriff's Office (Charges may be Filed); possible discipline board referral</p>
<p>Bullying/Teasing/Harassment/Intimidation (physical, racial, verbal)</p>	<p>1st = Administrative Written Warning; receive a CHS Bullying & Harassment Pamphlet 2nd = 3-10 Days OSS 3rd = 5-10 Days OSS and possible referral to the discipline board</p>
<p>Sexual Harassment</p>	<p>1st= 3-10 Days OSS 2nd = 5-10 Days OSS and possible referral to the discipline board</p>
<p>Tobacco Violations (JUUL, E-cigarettes, vapes, etc.)</p>	<p>1st = Confiscation of Product; 3 Days OSS 2nd = 5 Days OSS 3rd = 10 Days OSS & Behavior Contract + = 10 Days OSS and possible referral to discipline board (Notification to Sheriff's Department is Required for all Tobacco Violations)</p>
<p>Laptop Misuse: Minor Offenses:</p> <ul style="list-style-type: none"> ● Failure to Transport Laptop in School- Issued Bag ● Inappropriate Use of Laptop ● Unattended Laptop 	<p>1st = Laptop Taken Away for 3 Days and Re-imaged 2nd = Laptop Taken Away for 5 Days and Re-imaged 3rd = Laptop Taken for Remainder of Semester Plus Next Semester (Minor Offenses Expire 12 Months from the Date of the Infraction)</p>

<p>Laptop Misuse: Major Offenses</p> <ul style="list-style-type: none"> Physical Damage (broken screens, broken power adaptors, missing keys, etc.) 	<p>1st = Laptop taken away for 5 Days 2nd = Laptop taken away for remainder of semester and next semester (Major Offenses Expire 12 Months from the Date of the Infraction)</p>
<p>Laptop Misuse: Pornography, Gang Activity, Hacking</p> <ul style="list-style-type: none"> If students have any question concerning whether something is pornographic, they should NOT put it on the laptop. Gang-related content, including, but not limited to, the display of signs, gestures, etc. on laptop, accessing web sites with gang affiliation, photos or videos of gang activities. If students have any questions about whether something is gang-related, should not put it on the laptop. 	<p>1st = Laptop taken for remainder of semester and next semester; other disciplinary action may take place</p>
<p>Bus Rules:</p>	<p>See Page 24 for a Complete Listing (Bus suspension may also include school suspension.)</p>
<p>Violation of a Behavior Contract</p>	<p>1st = 5 – 10 Days OSS and possible referral to the discipline board</p>

Not every possible act of misconduct may be listed above; however, this does not mean that behavior is acceptable. The administration reserves the right to take disciplinary action and/or legal action as deemed necessary. The Cumberland High School Code of Conduct applies to all activities and sports hosted at Cumberland High School or at events where Cumberland High School participates.

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:

1. Informal Hearing (meeting)
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 3 school days after the immediate suspension.

2. 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.

3. Appeal Process

The short-term suspension must first go through the appeal process at the school level. Discipline issued by the Assistant Principal must first be appealed to the Principal within three school days from when 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.

Long-Term Suspensions

1. 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 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 up to 364 calendar days.

2. Procedures for Long-Term Suspension Hearing:

- 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.

- 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 an appeal the decision to the Superintendent.
3. 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.
4. 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.

Directory Information

[Note: Per § 99.37(d), a school may adopt a limited directory information policy. If the division does, 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 parental written consent prior to the disclosure of personally identifiable information from a 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 by August 30, 2020 or 10 days upon 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 | -Participation in officially |
| -Address | recognized activities and sports |
| -Telephone listing | -Weight and height of members of |
| -Electronic mail address | athletic teams |
| -Photograph | -Degrees, honors, and awards |
| -Date and place of birth | received |
| -Major field of study | -The most recent educational agency or |
| -Dates of attendance | institution attended |
| -Grade level | -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.) |

Footnotes

1. These laws are: Section 9528 of the ESEA (20U.S.C.7908), as amended by the No Child Left Behind Act of 2001 (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the National Defense Authorization Act for Fiscal Year 2002 (P.L. 107-107), the legislation that provides funding for the Nation’s armed forces.

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 the school division's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- 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)–
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of –
 1. Any other protected information survey, regardless of funding;
 2. 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
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. 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

- 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)

Referrals

- 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:
 - i) The referring source, as appropriate (except if inclusion of a referring source would breach the confidentiality of the child);
 - ii) The principal or designee;
 - iii) At least one teacher; and
 - iv) 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.

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)

Parental Notices

This is to advise the public that current copies of the policies listed in *Code of Virginia* § 22.1-253.13-7 are available on the school division's website. Printed copies of the school division policies are available to citizen's who do not have online access. (VSBA Policy BF; *Code of Virginia* § 22.1-253.13:7.)

Parents and members of the public must have access to all assessment data, questions, and complete and current assessment instruments of a National Assessment of Educational Progress (NAEP) except personally identifiable information and questions that may be reused in the future.

The School Board of Cumberland County 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, Cumberland School Board, (804-492-4212), with questions regarding alleged discrimination.

How to Contact the Schools

For all offices, dial 492-4212
School Board Office - 6100
High School - 4100
High School Guidance - 4145
Middle School - 3100
Elementary School - 2100
Transportation - 6401
Special Services - 6302
Food Services - 5201

Statement of Non-Discrimination

Cumberland County Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, creed, religion, limited English proficiency, or handicapping conditions in its programs, activities, or employment practices. Contact the Mrs. Elizabeth Jamerson, Director of Human Resources for Cumberland County Public Schools, (804-492-4212), with questions regarding alleged discrimination.

Statement of Acknowledgement

(This document will be collected from Period 1 teachers and submitted to the office to be filed.)

I have read and understand the policies and procedures outlined in the Cumberland High School Student Handbook and Code of Conduct for the 2018-2019 school year.

Printed Name of Student: _____

Signature of Student: _____

Date: _____

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____