Parent-Student
2019-2020 Handbook

Grades Pre-K - 12

Cumberland County Public Schools

Student Centered, Teacher inspired

PARENTAL STATEMENT OF RECEIPT OF NOTICE OF REQUIREMENTS OF VA CODE §22.1-279.3 AND SCHOOL BOARD'S STANDARDS OF STUDENT CONDUCT

1. I am the parent of the below named child and, by my signature, I acknowledge that I have received a copy of Section 22.1-279.3 of the Code of Virginia (on Pages 44-45) entitled "Parental Responsibility and Involvement Requirements," and a copy of the Cumberland County School Board's Standards of Student Conduct (beginning on Page 37).

2. That I have reviewed the content of the Code of Student Conduct with my child.

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

Date: _____

Parent's Signature: _____

Parent's Name (Printed): _____

Name of Child: _____

NOTICE TO PARENT: By signing the above statement of receipt, you shall not be deemed to waive, and you expressly reserve, your rights protected by the constitution of laws or the United States or the Commonwealth, and you have the right to express disagreement with the school's or school division's policies or decisions.

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Code of Student Conduct
Standards of Student Conduct
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Parental Receipt of Notice ***Please Sign & Return***

Section 1: Introduction

Introduction/Letter from Superintendent

On behalf of Cumberland County Public Schools, welcome to the 2019-2020 school year. Our focus for this school year will be to prepare our students to exceed the expectations of the Profile of a Virginia Graduate. With the rapidly changing world and expanding wealth and depth of knowledge that is readily available at everyone's fingertips, it is important that student and staff learning experiences and opportunities reflect these changes so that our students are truly prepared for future careers and life. We at Cumberland County Public Schools are changing the way we operate. Our students and staff will communicate and collaborate; critically think and problem solve; access and analyze information; and have curiosity and imagination.

We continue to be a school division that welcomes and serves the community.

Come visit our schools!

Cumberland County Public Schools:
Student Centered, Teacher Inspired!

Sincerely,

Amy W. Griffin

List of School Board Members & Administration

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Central Office Staff

Amy Griffin, Division Superintendent
Chip Jones, Assistant Superintendent
Elizabeth Jamerson, Director of Human Resources
Bernice Ford, Supervisor of Special Education
Sheri Almond, Curriculum & Instruction Coordinator
Alfonso Bell, Transportation Coordinator
Bill Brant, Food Service Coordinator
Neal Osborne, Network Administrator
Jeff Dingeldein, ITRT
Joey Nowak, Custodial Coordinator & Athletic Director

School Contact Information

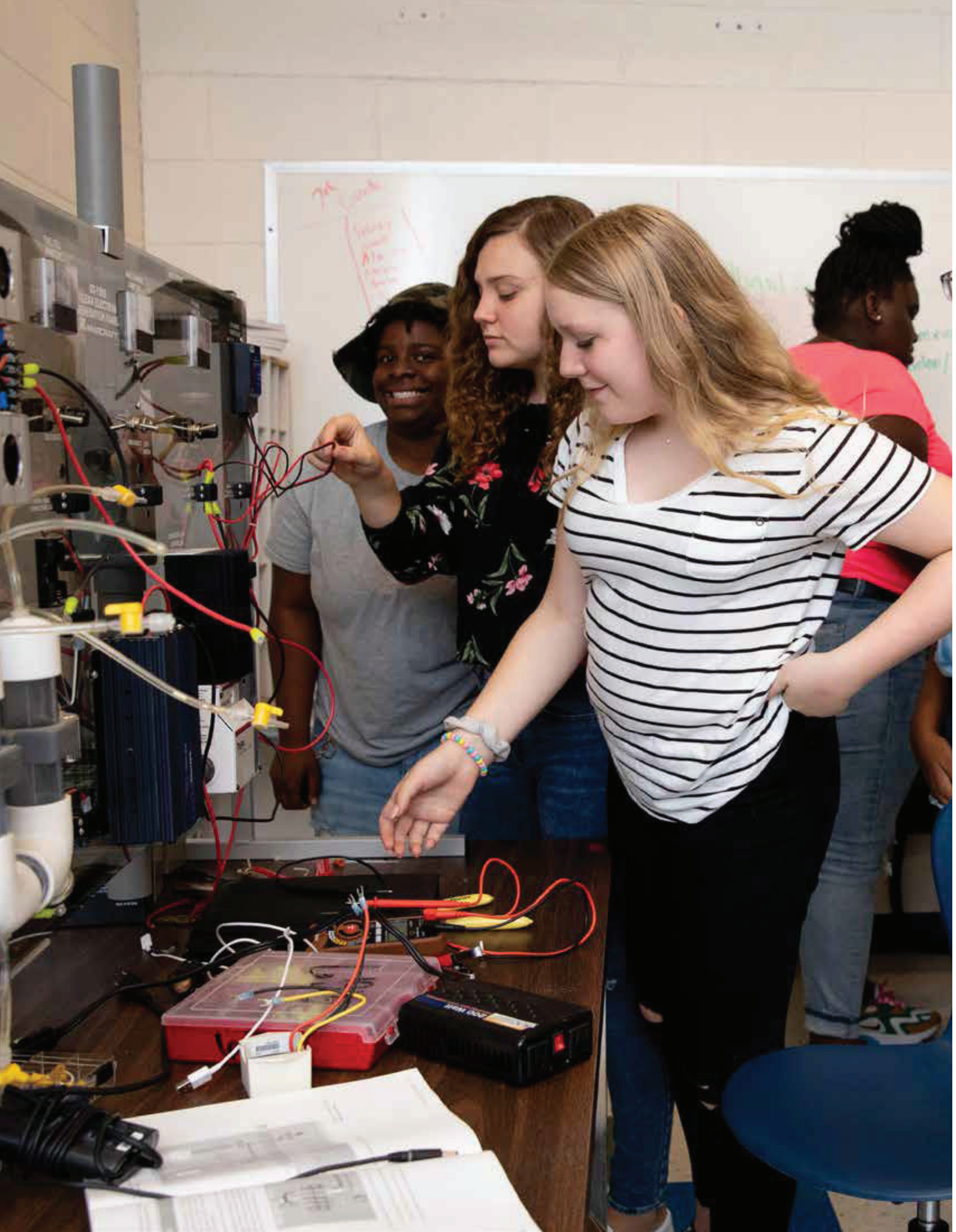
Virginia S. Gills, Principal - 804-492-4212
Cumberland Elementary School

Michael Camden, Principal - 804-492-4212
Cumberland Middle School

Eugene Williams, Principal - 804-492-4212
Cumberland High School

CUMBERLAND COUNTY PUBLIC SCHOOLS
2019-2020 CALENDAR

MONTH	ACTIVITY	In-service Days	Teaching Days	Total Days
JULY		--	0	--
22-25, 29-31	Teacher Flex Day Options			
AUGUST		7	15	22
1-2	Teacher Work Days; ½ Days New Teacher Institute			
5	Convocation Day/Professional Learning Day			
6	Professional Learning Day			
7	Teacher Work Day			
8	Teacher Work Day (8:00 A.M.-3:00 P.M.)/Open House (3:00-7:00 P.M.)			
9	Teacher Work Day (8:00 A.M.-12:00 P.M.)			
12	**School Begins for Students**			
SEPTEMBER		1	19	20
2	**LABOR DAY HOLIDAY**			
3	Professional Learning Day/Teacher Work Day (Schools Closed)			
13	Interim Reports			
OCTOBER		1	22	23
14	Professional Learning Day/Teacher Work Day			
16	End of 1st Nine Weeks			
NOVEMBER		0	18	18
15	Interim Reports			
27-29	**THANKSGIVING HOLIDAY**			
DECEMBER		0	15	15
2	Betty G. Scales Day of Service			
20	End of Semester (12:00 P.M. Dismissal for Students and Staff)			
23-31	**WINTER HOLIDAY**			
JANUARY		--	19	19
1	**NEW YEAR'S DAY** (Schools Closed)			
2	Winter Break (Schools Closed)			
3	Winter Break OR Teacher Flex Day Option (Schools Closed)			
6	**Schools Reopen/Second Semester Begins**			
20	**MARTIN LUTHER KING HOLIDAY** (Schools Closed)			
FEBRUARY		1	19	20
6	Interim Reports			
17	Professional Learning Day/Teacher Work Day (Schools Closed)			
MARCH		1	21	22
10	End of Third Nine Weeks			
20	Professional Learning Day/Teacher Work Day (Schools Closed)			
APRIL		0	17	17
10	Interim Reports/Early Dismissal for Students & Staff (12:00 P.M.)			
13-17	**SPRING BREAK**			
MAY		3.5	15	18.5
8	**SENIOR PROJECT PRESENTATIONS** (Schools close at 12:00 P.M. for Students)			
15	**GRADUATION DAY**			
21	**LAST DAY FOR STUDENTS** (Schools close at 12:00 P.M. for Students/End of Second Semester)			
22, 26-27	Teacher Work Days/Professional Learning Days			
25	**MEMORIAL DAY**			
28-29	Teacher Flex Day Options	--	0	--
	Total Teacher Flex Days	2	--	2
	Monday Instructional Workshops (4)	1	--	1
	Parent/Teacher Conferences (2)	2.5	--	2.5
TOTAL		20	180	200



Section 2: Instructional Programs

Adult Education
Adult education programs are offered to those residents of the school division over the age of compulsory school attendance who are not enrolled in the regular public school program, including adult basic education, credit programs, cultural adult education, external diploma programs, general adult education, and high school equivalency programs, and who are functioning below the high school completion level. The School Board seeks to ensure that every individual participating in such a program has the opportunity to earn a high school diploma or pass a high school equivalency examination approved by the Board of Education. Cumberland County Public Schools collaborates with Southside Virginia Community College for these services. Credits and diplomas are awarded in accordance with regulations established by the Board of Education. Information regarding adult education can be obtained by contacting the Southside Virginia Community College Adult Basic Education Coordinator at 434-736-2000.

Advanced Placement Classes and Special Programs
Students and their parents are notified of the availability of dual enrollment and advanced placement classes; career and technical education programs, including internships, externships, apprenticeships, credentialing programs, certification programs, licensure programs, and other work-based learning experiences; Academic Year Governor's School Programs; the qualifications for enrolling in such classes, programs, and experiences; and the availability of financial assistance to low-income and needy students to take the advanced placement examinations. Students and their parents are also notified of the program with a community college to enable students to complete an associate's degree or a one-year Uniform Certificate of General Studies concurrent with a high school diploma. This information can be found at www.sites.google.com/cucps.k12.va.us/chs-school-counseling-/home/graduation-requirements

Alternatives to Animal Dissection
The Cumberland County School Board provides one or more alternatives to animal dissection for students enrolled in classes that incorporate dissection exercises. Parents should contact the school principal for procedures regarding alternatives.

Character Education
The Cumberland County School Board provides, within its existing program or as a separate program, a character education program in its schools. The character education program may occur during the regular school year, during the summer in a youth development academy offered by the school division, or both. The purpose of the program is to foster civic virtues and personal character traits so as to improve the learning environment, promote student achievement, reduce disciplinary problems and develop civic-minded students of high character. The program is cooperatively developed with students, parents and the community. Specific character traits emphasized may include trustworthiness, respect, responsibility, fairness, caring and citizenship.

Character education is interwoven into the school procedures and environment so as to instruct primarily by example, illustration and participation, in such a way as to complement the Standards of Learning. Classroom instruction may also be used to supplement the program. The program also addresses

the inappropriateness of bullying, as defined in Va. Code § 22.1-276.01. Parents have the right to review any audio-visual materials that contain graphic sexual or violent content used in any anti-bullying program. Prior to the use of any such material, the parent of a child participating in such a program is provided written notice of the parent's right to review the material and the right to excuse the child from participating in the part of such program utilizing such material.

The character education program:

- specifies those character traits to be taught, selecting from those which are common to diverse social, cultural and religious groups;
- is implemented at the elementary and secondary levels;
- provides for relevant professional development and adequate resources; and
- includes a method for program evaluation.

Character education is intended to educate students regarding those core civic values and virtues which are efficacious to civilized society and are common to the diverse social, cultural, and religious groups of the Commonwealth. It shall not include indoctrination in any particular religious or political belief. Consistent with this purpose, Virginia's civic values, which are the principles articulated in the Bill of Rights (Article I) of the Constitution of Virginia and the ideals reflected in the seal of the Commonwealth, as described in Va. Code § 1-500, may be taught as representative of such civic values.

Driver Education

The Cumberland County School Board offers a program of driver education in the high schools in the safe operation of motor vehicles. The program includes instruction concerning alcohol and drug abuse, aggressive driving, motorcycle awareness, distracted driving, organ and tissue donor awareness, fuel-efficient driving practices and traffic stops, including law enforcement procedures for traffic stops, appropriate actions to be taken by drivers during traffic stops and appropriate interactions with law enforcement officers who initiate traffic stops.

Any student who participates in a driver education program must meet the academic requirements established by the Board of Education. No student is permitted to operate a motor vehicle without a learner's permit or a license. Necessary certification of students' academic standing and compliance with compulsory attendance laws is provided by the administration to the Department of Motor Vehicles upon request, in accordance with state law. Driver education instructors possess valid driver's licenses and maintain satisfactory driving records.

Driver's education is taught in conjunction with Health and PE 10. The cost of Behind the Wheel is $100.

English Learners

The Cumberland County School Board provides programs to improve the education of English learners by assisting the children to learn English and meet Virginia's challenging academic content and student academic achievement standards. The School Board accepts and provides programs for students for whom English is a second language who entered school in Virginia for the first time after reaching their 12th birthday, and who have not reached age 22 on or before August 1 of the school year. No tuition is charged such students, if state funding is provided for such programs. The School Board annually assesses the English proficiency of all English learners.

The School Board, not later than 30 days after the beginning of the school year, informs a parent or the parents of an English learner identified for participation in, or participating in, a program for English learners, of

- the reasons for the identification of their child as an English learner and in need of placement in a language instruction education program;
- the child's level of English proficiency, how that level was assessed and the status of the child's academic achievement;
- the method of instruction used in the program in which their child is, or will be, participating, and the methods of instruction used in other available programs, including how such programs differ in content, instruction goals, and use of English and a native language in instruction;
- how the program in which their child is, or will be, participating will meet the educational strengths and needs of the child;
- how such program will specifically help their child learn English, and meet age appropriate academic achievement standards for grade promotion and graduation;
- the specific exit requirements for such program, the expected rate of transition from such program into classrooms that are not tailored for English learners, and the expected rate of graduation from high school (including four-year adjusted cohort graduation rates and extended-year adjusted cohort graduation rates for such program);
- in the case of a child with a disability, how such program meets the objectives of the individualized education program of the child;
- information pertaining to parental rights that includes written guidance detailing the right that parents have to have their child immediately removed from such program upon their request and the options that parents have to decline to enroll their child in such program or to choose another program or method of instruction, if available;
- assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the school division.

For a child who has not been identified as an English learner prior to the beginning of the school year but is identified as an English learner during the school year, the School Board provides the notice detailed above within 2 weeks of the child being placed in the program. The information described above is provided to parents in an understandable and uniform format and, to the extent practicable, in a language that the parent can understand.

Each high school principal or principal's designee notifies each English learner of the availability of testing accommodations available for industry certifications, state licensure examinations, national occupational competency assessments, the Armed Services Vocational Aptitude Battery and the Virginia workplace readiness skills assessment prior to the student's participation in any such certification, examination, assessment, or battery.

Parents should contact the Supervisor of Special Education at 804-492-4212 with questions regarding English Learners.

Family Life Education

The Cumberland County School Board provides Family Life Education (FLE) based on the FLE Standards of Learning (SOL objectives developed by the Department of Education. The SOL objectives related to dating violence and the characteristics of abusive relations are taught at least once in middle school and at least twice in high school. The high school FLE curriculum incorporates age-appropriate elements of effective and evidence-based programs on the prevention of dating violence, domestic abuse, sexual harassment, including sexual harassment using electronic means, and sexual violence and may include instruction that increases student awareness of the fact that consent is required before sexual activity and age-appropriate elements of effective and evidence-based programs on the law and meaning of consent. The FLE curriculum offered in any school incorporates age-appropriate elements of effective and evidence-based programs on the importance of the personal privacy and personal boundaries of other individuals and tools for a student to use to ensure that he respects the personal privacy and personal boundaries of other individuals.

The FLE curriculum may incorporate age-appropriate elements of effective and evidence-based programs on the prevention, recognition, and awareness of child abduction, child abuse, child sexual exploitation and child sexual abuse.

Parents and guardians have the right to review the family life education program offered by their school division, including written and audio-visual educational materials used in the program. Parents and guardians also have the right to excuse their child from all or part of family life education instruction.

Gifted Program

The Cumberland County School Board shall approve a comprehensive plan for the education of gifted students that includes the components identified in Board of Education regulations. The plan for the education of gifted students shall be accessible through the division's website and the division will ensure that printed copies

of the plan are available to citizens who do not have online access. The school division has uniform procedures for screening, referring, identifying, and serving students in kindergarten through twelfth grade who are gifted in general intellectual or specific academic aptitude.

The school division will provide written notification to and seek written consent from parents and legal guardians to conduct any required assessment to determine a referred student's eligibility for the division's gifted education program, and provide services for an identified gifted student in the division's gifted education program.

The School Board may establish a local advisory committee composed of parents, school personnel, and other community members appointed by the School Board. The committee will reflect the ethnic and geographical composition of the school division. If established, the committee will annually review the division's plan for the education of gifted students, including revisions, and determine the extent to which the plan for the previous year was implemented. The findings of the annual program effectiveness and the recommendations of the committee will be submitted annually in writing to the division superintendent and the School Board.

Grading System
90-100 A
80-89 B
70-79 C
60-69 D
59 and Below F

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

To graduate with a Standard Diploma for students entering the ninth grade for the first time in 2018-2019 and beyond, a student must earn at least 23 standard units of credit, which include Senior Project and 5 verified units of credit. Students who entered the ninth grade for the first time in 2011-2012 through 2017-2018 must earn at least 23 standard units of credit which include senior project and 6 verified units of credit. Students earn standard credits by successfully completing required and elective courses. Students earn verified credits by successfully completing required courses and passing associated end-of-course SOL tests or other assessments approved by the state Board of Education.

To graduate with an Advanced Studies Diploma for students entering the ninth grade for the first time in 2018-2019 and beyond, a student must earn at least 27 standard units of credit which include Senior Project and 5 verified units of credit. Students entering the ninth grade for the first time in 2011-2012 through 2017-2018 must earn at least 27 standard units of credit which include Senior Project and at least 9 verified units of credit.

For specific courses needed for the Standard and Advanced Diplomas, parents should go to www.pen.k12.va.us/instruction/graduation/index.shtml

www.sites.google.com/cucps.k12.va.us/chs-school-counseling-/home/graduation-requirements

High School Credit-Bearing Courses Taken in Middle School
For any high school credit-bearing course taken in middle school, parents may request that grades be omitted from the student's transcript and the student not earn high school credit for the course. The superintendent specifies, by regulation, the deadline and procedure for making such a request.

General Educational Development (GED)
The Board of Education has established a program of testing for general educational development (GED) through which persons may earn a high school equivalency certificate or a General Achievement Diploma.

Guidance and Counseling Services
Each school provides the following guidance and counseling services to all students:

- Academic guidance which assists students and their parents to acquire knowledge of the curricula choices available to students, to plan a program of studies, to arrange and interpret academic testing and to seek post-secondary academic opportunities.
- Career guidance which helps students to acquire information and plan action about work, jobs, apprenticeships and post-secondary educational and career opportunities.
- Personal/social counseling which assists students in developing an understanding of themselves, the rights and needs of others, how to resolve conflict and to define individual goals, reflecting their interests, abilities and aptitudes.

Information and records of personal/social counseling will be kept confidential and separate from a student's educational records and not disclosed to third parties without prior parental consent or as otherwise provided by law. Parents may elect, by notifying their child's school in writing, to have their child not participate in personal/social counseling. No student is required to participate in any counseling program to which the student's parents object.

The guidance and counseling program does not include the use of counseling techniques which are beyond the scope of the professional certification or training of counselors, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology.

Parents may review materials to be used in guidance and counseling programs at their child's school by contacting the school counselor and/or principal.

Homeless Students
The Cumberland County School Board is committed to educating homeless children and youth.. Homeless children and youth are not stigmatized or segregated on the basis of their status as homeless. The school division coordinates the identification and provision of services to such students with relevant local social services agencies and other agencies and programs providing services to such students, and with other school divisions as may be necessary to resolve interdivisional issues. For additional information, parents should contact the Assistant Superintendent of Finance and Operations.

Learning Objectives
The learning objectives to be achieved at each child's grade level can be found at www.doe.virginia.gov/instruction/index.shtml.

Programs for Students with Disabilities
The Cumberland County School Board provides a free, appropriate public education for all children and youth with disabilities, ages 2 through 21, inclusive, who are residents of Cumberland County or who are not residents of Cumberland County but are residents of Virginia and who are enrolled in a full-time virtual school program provided by the Board. To the maximum extent appropriate, students with disabilities are educated with children who are not disabled. An Individualized Education Program (IEP) is developed and maintained for each child with a disability served by the Cumberland County School Board. The program is developed in a meeting of the child's IEP team, which includes the child's teachers, parent(s), the student (when appropriate), a school division representative qualified to provide or supervise the provision of special education services, an individual who can interpret the instructional implications of evaluation results and other individuals at the discretion of the parents or school division in accordance with State and federal law and regulations. This IEP is reviewed at least annually.

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

- Academic achievement, as evidenced by teacher evaluation, classroom assessments, products/ portfolios, standardized achievement measures, and Standards of Learning (SOL) test results.
- Social/emotional development as evidenced by observation of maturity, motivation, and attitude.
- Physical development, including chronological age, size, overall health and well-being.
- Other considerations including attendance, extenuating circumstances, and transience.

The following guidelines are to be followed in making a decision to retain a student in grades K-8:

- Retention decisions are made at the school level and are based on the criteria outlined above.
- Retention should be considered in cases where there is evidence it will benefit the student.
- If retention of a student is being considered, there should be advance notification to parents in writing.
- Retaining a student is a team decision involving the parent/guardian, the classroom teacher, other school personnel, and the principal. The principal will make the final recommendation.
- When a student is retained, additional support should be planned and provided.

Specific requirements for promotion are as follows:

- Kindergarten students will meet or exceed standards as established by the curricula in mathematics, language arts, and reading.
- Grade 1 students will meet or exceed standards as established by the curricula in mathematics and English/reading, and will receive "satisfactory" or better grades in mathematics, language arts, and reading.
- Grade 2 students will meet or exceed standards as established by the curricula in mathematics and English/reading, and will receive passing grades in mathematics, language arts, and reading.
- Grade 3 through 8 students will demonstrate academic achievement through multiple criteria which may include:
  - Meeting the standards as established by the curricula in reading, writing, mathematics, history, and science;
  - Passing grades in reading, writing, mathematics, history, and science;
  - Passing scores on Standard of Learning Assessments administered at the grade level;
  - Teacher recommendation for promotion;
  - Grade level or above scores on other standardized tests as available.

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 passed the number of units equal to his/her maximum potential less 2 units (6). One unit must be English 9.
- To be classified as a junior, a student must have passed the number of units equal to his/her maximum potential less 3 units (13). One unit must be English 10.
- To be classified as a senior, a student must have passed the number of units equal to his/her maximum potential less 4 units (20). 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 at no cost. Successful completion of summer school may be required for promotion at any grade.

Remedial and Summer Instruction Program
The School Board develops and implements programs of prevention, intervention, or remediation for students who are educationally at risk, including but not limited to those who fail to achieve a passing score on any Standards of Learning assessment in grades three through eight, or who fail an end-of-course test required for the award of a verified unit of credit. Such programs shall include components that are research based.

Services for Students Identified as Deaf or Hard of Hearing or Visually Impaired
The Virginia Department of Education (VDOE) provides information on services for students with hearing and/ or vision impairments at its website. The following links to information and resources are excerpted from the Virginia Department of Education's (VDOE) Web page, Specific Disabilities. VDOE's guidance documents should be provided to teachers and parents of these students. School divisions have permission to provide paper copies as well as alternate formats.

Other specific resources that should be available to teachers and parents include the following:

- *Guidelines for Working with Students Who Are Deaf or Hard of Hearing in Virginia Public Schools*
- *Guidelines for Working with Students Who Are Blind or Visually Impaired in Virginia Public Schools*

Virginia School for the Deaf and Blind
The Virginia School for the Deaf and Blind (VSDB) is located in Staunton, Virginia, and provides a day program as well as a residential setting exclusively to students who are deaf, have a hearing impairment, blind, or have a vision impairment, and who are deaf-blind. VSDB's admission policy is available on their website: www.vsdb.k12.va.us

Virginia Department for the Deaf and Hard of Hearing (VDDHH)
The VDDHH provides standards for educational interpreting services and other services to reduce the communication barriers between persons who are deaf or hard of hearing and their families and the professionals who serve them.

Virginia Project for Children and Young Adults with Deaf-Blindness
This office provides technical assistance, training, distance education and networking information to families, service providers and individuals who are deaf-blind/dual sensory impaired.

Virginia Department for the Blind and Vision Impaired (VDBVI)
VDBVI's primary focus is to assist Virginians who are blind in achieving quality employment outcomes. Vocational evaluation, job training, job development, placement, follow-up and other services are provided to assist consumers in obtaining jobs in the public and private sectors. VDBVI's education services program provides services to early intervention providers, school personnel, and families to help children to be successful in school and the community, and to prepare for the future.

Virginia's Accessible Instructional Materials Center (VA-AIM)
VA-AIM's extensive library has developed an alternative system of providing accessible educational media under standards set by federal law (NIMAS) to students who meet the federal requirements for print disabilities and who are eligible for accessing educational media under individual IEPs, as required under Part B of IDEA. AIM-VA, in conjunction with partnering agencies, provides required accessible educational materials to students with an IEP and training for staff, at no cost to Local Education Agencies in a timely fashion.
www.kihd.gmu.edu/aim

Standards of Learning
In grades K-8 students are exposed to a curriculum aligned with the Standards of Learning. The students in grades 3-8 are expected to participate in the SOL testing program for each grade level. Schools will use the SOL test results in third through eighth grade as part of a set of multiple criteria for determining the promotion or retention of students. Each student in middle and secondary school will take all applicable end-of-course SOL tests. Students who successfully complete the requirements of the course and achieve a passing score on an end-of-course SOL test will be awarded a verified unit of credit in that course. Students may earn verified credits in any courses for which end-of-course SOL tests are available. Middle and secondary schools may consider the student's end-of-course SOL test score in determining the student's final course grade.

Students with disabilities for whom participation in the SOL testing program is deemed inappropriate according to their Individualized Education Program (IEP) or 504 plan will be expected to demonstrate proficiency on an alternative assessment prescribed by the Board of Education in accordance with federal laws and regulations beginning with the school year 2000-2001.

The Standards of Learning for each grade can be found at the following website:
www.doe.virginia.gov/testing/index.shtml

Student Achievement
Schools that receive Title I funds must provide parents individual reports regarding their student's level of achievement and academic growth on the state's academic assessments, if applicable and available, as soon as is practicable after the assessment is given. The reports must be in an understandable format and, to the extent practicable, be in a language that parents can understand.

INSTRUCTIONAL PROGRAMS

Testing Transparency and Parent Opt Out
At the beginning of each school year, school divisions that receive Title I funds shall notify the parents of each student attending any school receiving Title I funds that the parents may request, and the division will provide (in a timely manner), information regarding any state or division policy regarding student participation in any assessments mandated by 20 U.S.C. § 6311(b)(2) and by the state or division, which shall include a policy, procedure or parental right to opt the child out of such assessment, where applicable.

In addition, divisions that receive Title I funds shall make widely available through public means (including by posting in a clear and easily accessible manner on the division's website and, where practicable, on the website of each school in the division, for each grade, information on each assessment required by the state to comply with 20 U.S.C. §6311, other assessments required by the state, and where such information is available and feasible to report, specified information regarding assessments required division wide by the division.

Section 3: Attendance

Attendance Policies
Student attendance is a cooperative effort and the School Board involves parents and students in accepting the responsibility for good attendance.

Each parent/guardian or person having control or charge of a child within the compulsory attendance age is responsible for such child's regular and punctual attendance at school as required under provisions of the law.

Parents of students who are absent must inform the school of the reason for the absence no later than upon the student's return to school. Absences are excused for the following reasons:

- funeral
- illness
- injury
- legal obligations
- medical procedures
- suspensions
- expulsion
- religious observances
- military obligation

The superintendent, by regulation, establishes procedures for appropriate interventions when a student engages in a pattern of absences for less than a full day, the explanation of which, if it were a full-day absence, would not be an excused absence.

The superintendent's regulations include procedures for excusing students who are absent by reason of observance of a religious holiday. Such regulations ensure that a student is not deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination, which the student missed by reason of such absence, if the absence is verified in an acceptable manner.

Students shall attend school for a full day unless excused by the principal or principal's designee.

High school students may spend a maximum of 180 school days each academic year participating in High School to Work Partnerships established pursuant to guidelines developed by the Board of Education. Students who miss a partial or full day of school while participating in Partnership programs are not counted as absent for the purposes of calculating average daily membership. The superintendent's regulations include procedures by which students may make up work missed while participating in a High School to Work Partnership.

Nothing in this policy shall be construed to limit in any way the authority of any attendance officer or the division superintendent to seek immediate compliance with the compulsory school attendance law.

Compulsory Attendance Procedures
Every parent, guardian, or other person having control or charge of any child who will have reached the fifth birthday on or before September 30 of any school year and who has not passed the eighteenth birthday shall cause such child to attend a public school or otherwise provide the child with an education in accordance with state law unless the child is exempt from the state's compulsory attendance requirement.

Whenever a student fails to report to school on a regularly scheduled school day and no information has been received by school personnel that the student's parent is aware of and supports the absence, the school principal, principal's designee, attendance officer or other school personnel or volunteer notifies the parent by phone, email or other electronic means to obtain an explanation. School staff records the student's absence for each day as "excused" or "unexcused." Early intervention with the student and parent or parents takes place for repeated unexcused absences.

A. Upon Fifth Absence Without Parental Awareness and Support

If (1) a pupil fails to report to school for a total of five scheduled school days for the school year, and (2) there is no indication that the pupil's parent is aware of and supports the absence; and (3) reasonable efforts to notify the parent of the absences have failed, then the principal or principal's designee shall make a reasonable effort to ensure that direct contact is made with the parent in person, through telephone conversation, or through the use of other communication devices to obtain an explanation for the pupil's absence and to explain to the parent the consequences of continued nonattendance. The school principal or principal's designee, the pupil, and the pupil's parent shall jointly develop a plan to resolve the pupil's nonattendance. Such plan shall include documentation of the reasons for the pupil's nonattendance.

B. Upon Additional Absences Without Parental Awareness and Support

If the pupil is absent for more than one additional day after direct contact with the pupil's parent and school personnel have received no indication that the pupil's parent is aware of and supports the pupil's absence, the school principal or principal's designee shall schedule a conference with the pupil, the pupil's parent and school personnel. Such conference may include the attendance officer and other community service providers to resolve issues related to the pupil's nonattendance. The conference shall be held no later than 10 school days after the tenth absence of the pupil, regardless of whether his parent approves of the conference. The conference team shall monitor the pupil's attendance and may meet again as necessary to address concerns and plan additional interventions if attendance does not improve. In circumstances in which the parent is intentionally noncompliant with compulsory attendance requirements or the pupil is resisting parental efforts to comply with compulsory attendance requirements, the principal or principal's designee shall make a referral to the attendance officer. The attendance officer shall schedule a conference with the pupil and pupil's parent within 10 school days and may (i) file a complaint with the juvenile and domestic relations district court alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228 or (ii) institute proceedings against the parent pursuant to Va. Code § 18.2-371 or § 22.1-262. In filing a complaint against the student, the attendance officer shall provide written documentation of the efforts to comply with the provisions of this policy. In the event that both parents have been awarded joint physical custody pursuant to Va. Code § 20-124.2 and the school has received notice of such order, both parents shall be notified at the last known addresses of the parents.

Section 4: Safety

School Crisis, Emergency Management and Medical Emergency Response Plan

Each school develops a written school crisis, emergency management and medical emergency response plan as defined below. The School Board annually reviews each school's plan and provides copies of such plans to the chief law-enforcement officer, the fire chief, the chief emergency medical services official and the emergency management official of the locality. The Department of Education and the Virginia Center for School and Campus Safety will provide technical assistance to the school division in the development of the plans. In developing these plans, schools may consult the model school crisis, emergency management, and medical emergency response plan developed by the Board of Education and the Virginia Center for School and Campus Safety.

The School Board designates Assistant Superintendent of Finance and Operations as emergency manager.

Each school annually conducts school safety audits as defined below. The results of such school safety audits are available to public within 90 days of completion upon written request. The School Board may withhold or limit the release of any security plans, walk-through checklists and specific vulnerability assessment components as provided in the Virginia Freedom of Information Act, Va. Code § 2.2-3705.2. The completed walk-through checklist will be made available upon request to the chief law-enforcement officer of the locality or that officer's designee. Each school maintains a copy of the school's safety audit, which may exclude such security plans, walk-through checklists and vulnerability assessment components, within the office of the school principal and makes a copy of such report available for review upon written request.

Fire Drills

Each school holds a fire drill at least twice during the first 20 school days and one every month thereafter. Evacuation routes for students are posted in each room.

Lock-Down Drills

Each school has a lock-down drill at least twice during the first 20 school days of each school session. Each school holds at least two additional lock-down drills during the remainder of the school session. Lock-down plans and drills are in compliance with the Statewide Fire Prevention Code, Va. Code § 27-94 et seq.

Tornado Drills

There is at least one tornado drill every school year in every school.

Earthquake Drills

Cumberland County Public Schools participates in the annual "Great Shakeout" event. This drill helps students prepare for the potential impacts of an earthquake. In Virginia, this event is coordinated by the Virginia Department of Emergency Management in conjunction with other partners.

School Bus Rider Safety Rules

1. Respect the driver and follow instructions.
2. Bus driver has the right to assign seats.
3. Remain seated, keep head and arms inside bus and hands to yourself.
4. Keep door and aisle clear of obstacles.
5. No pets, glass, or large items, including large band instruments will be allowed on the bus.
6. Do not throw anything, at anytime, on or out of the bus.
7. Be quiet when the dome lights on the interior of the bus are on.
8. Keep conversations quiet.
9. Use of profane language or obscene gestures is not allowed.
10. Cross the road in front of the bus, after waiting for the drivers signal.
11. Present a permission slip, signed by the principal or designee, for riding a bus other than the regularly assigned bus.
12. Cell phones are not to be used on the bus.
13. Comply with all regulations in the Student Code of Conduct. Violations of the rules could result in a loss of bus riding privileges for a student.

School Bus Emergency Drills

Each school having school buses holds a drill in leaving school buses under emergency circumstances at least once during the first ninety calendar days of each school session and more often if necessary.

Section 5: Health

Eating Disorder Awareness Information
Eating disorders are serious health problems that usually start in childhood or adolescence and affect both girls and boys. With early diagnosis, eating disorders are treatable with a combination of nutritional, medical, and therapeutic supports. Recognizing the importance of early identification of at-risk students, the 2013 Virginia General Assembly passed a law requiring each school board to provide parent educational information regarding eating disorders on an annual basis to students in the fifth through twelfth grades.

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

Parents who think their child may be showing signs of a possible eating disorder should contact their primary health care provider, school nurse, or one of the resources listed below.

Academy for Eating Disorders (AED)
www.eatingdisorderhope.com/information/help-overcome-eating-disorders/non-profits-organizations/aed

Families Empowered and Supporting Treatment of Eating Disorders (F.E.A.S.T.)
www.feast-ed.org

National Eating Disorders Association
www.nationaleatingdisorders.org

Toll free, confidential Helpline, 1-800-931-2237

Medicines at School
Cumberland County Public Schools requests that all doses of medication be administered by parents or guardians during non-school hours whenever possible and appropriate. When this is not possible or appropriate, the following regulations will be followed for the administration of medications and treatments.

In this policy the word "physician" will mean all professions legally authorized to prescribe medications in the Commonwealth of Virginia, including, but not limited to nurse practitioners and dentists.

Non Prescription Medications

A. Grades K-8
   1. Parent or guardian must give written authorization to administer medication, including the exact dates, times and dosage.
   2. A physician's prescription is not necessary.

B. Grades 9-12
   1. Parent or guardian must give written authorization, stating name and strength of non-prescription medication and the frequency of administration. This authorization shall be valid for the school year.
   2. The medication will be in the original container and labeled with the manufacturer's directions.
   3. The student's name will be affixed to the container.
   4. Only one day's supply shall be brought to school each day.
   5. The original copy of the parent or guardian permission shall be on file in the school nurse's office. The student shall carry a copy signed by the school nurse when it was received.
   6. Liquid medication shall be kept in the school health office.
   7. Students authorized to possess non-prescription medications shall not distribute them to others and may be disciplined for doing so under Policy JFC-R.

Prescription Medications

The following requirements govern administration of prescriptive medications at school or school activities during school hours. Prescriptive medications will be administered only with a written physician's order and only under the following terms and conditions.

A. All medication which requires administration at school or school activities during school hours shall be delivered by the parent or guardian to the school nurse, or if the nurse is not present, to staff in the main office of the school.
B. Medication shall be maintained in the original container and appropriately labeled with the manufacturer's directions.
C. Medication shall only be given with written parental permission for students who are minors (under age 18).
D. Medication shall be stored in a locked space in the nurse's office at all times. Medication shall not be stored in the classroom, lockers or any location in the school.
E. When medication must be administered during a field trip or other off-campus school activity, the medication shall be transported by the staff member designated to administer the medication in the original labeled container or a pill envelop on which complete label information has been written by the school nurse.
F. The school nurse shall follow standard nursing practices when administering medication, including, but not limited to, counting medications upon receiving and returning them, recording medication delivery and noting exceptions/variances. It is the right and obligation of the nurse to question medication orders that may be erroneous and/or harmful and to verify the validity of any medication order.
G. At the beginning of the school year, all medications shall require new documentation for administration. There shall be no carry-over orders or medications.
H. Only pre-filled epinephrine auto-injectors shall be accepted for use in school for epinephrine injections.

Self-Administration of Asthma Medications and Auto-Injectable Epinephrine

In order for a student to possess and use an inhaler and/or epi-pen, he/she must have written approval from the student's physician and parent or guardian. The principal and/or the school nurse must have received copies of these required approvals.

A. Use of Asthma Inhalers

The physician's written approval must specify the minimum following information:

1. the student's name and address;
2. the name of the medication;
3. the date the administration of the medication is to begin;
4. the date, if known, that the administration of the medication is to cease;
5. written instructions which outline the procedures school personnel should follow in the event that the medication does not produce the expected relief from the student's attack;
6. any severe adverse reactions that may occur to another student for whom the medication is not prescribed, should he/she receive a dose of the medication;
7. at least one emergency number for contacting the physician;
8. at least one emergency telephone number for contacting the parent, guardian or other person having care or charge of the student in an emergency, and
9. any other special instructions from the physician.

B. Use of Epinephrine Auto-injectors

The prescriber's written approval must specify at least the following information:

1. student's name and address;
2. names and dose of the medication contained in the auto-injector;
3. the date the administration of the medication is to begin and, if known, the date administration of the medication is to cease;
4. acknowledgment that the prescriber has determined that the student is capable of possessing and using the epi-pen appropriately and has provided the student with training in the proper use of the epi-pen;
5. circumstances in which the epi-pen should be used;
6. written instructions that outline procedures school personnel should follow if the student is unable to administer the medication or the medication does not produce the expected relief from the student's anaphylaxis (allergic response);
7. any severe reaction that the student may experience that should be reported to the prescriber or that may occur to another student for whom the medication is not prescribed, if that student receives a dose of the medication;
8. at least one emergency telephone number each for contacting the prescriber and the parent, and any other special instructions from the prescriber.

Required Health Screenings

All children new to the division within 60 administrative working days will be screened for hearing and vision.

Students in the lower grade levels will be screened for speech and fine/gross motor skills. The parent/guardian will be contacted by the school nurse with concerns. All students in grades Kindergarten, 3, 7 and 10 will be screened for vision and hearing within 60 administrative working days and the school nurse will notify the parents/guardian of any concerns. Each year, the state requires that school divisions notify all parents of students in grades 5-10 about a physical condition known as scoliosis. This condition affects about two or three percent of all adolescents and causes a curvature in the spine. The division's Scoliosis Information for Parents was developed in consultation with the University of Virginia Department of Pediatric Orthopedics.

Additional information can be obtained from the following link:
www.doe.virginia.gov/special_ed/tech_asst_prof_dev/resource_local_screening.pdf

HEALTH

Section 6: Food Service

Child Nutrition Programs
The Cumberland County school division provides free and reduced-price breakfasts, lunches and milk to students according to the terms of the National School Lunch Program, the National School Breakfast Program and the Special Milk Program. School officials determine student eligibility based on guidelines established by federal law. Eligible students are provided nutritionally acceptable meals and milk free or at a reduced cost if state and federal resources for school food programs are available. The superintendent or designee establishes rules and procedures as needed to implement this policy.

The criteria for determining a student's eligibility and the procedures for securing free and reduced-price meals and milk is publicly announced at the beginning of each school year and provided to parents of all children in attendance at Cumberland County public schools.

The division's policy with regard to situations in which a student who is eligible for a reduced-price meal does not have money on account or in hand to cover the portion of the cost of the meal at the time of service is stated in Policy JHCH School Meals and Snacks. School Meals and Snacks Policy is delivered to all households at the start of the school year and to households that transfer into the school division during the school year. The students who participate in the free or reduced-cost meals and milk programs are not overtly identified, distinguished or served differently than other students.

Unpaid Meal Charges
Students who do not have money on account or in hand to cover the cost of a meal at the time of service may be permitted to charge the meal. Students may charge no more than $5 to their accounts. A student carrying a negative balance of $5 or more is not permitted to charge any additional amounts. A student who is not permitted to charge any additional amounts is permitted to buy a meal if the student has cash on hand. Reasonable efforts are used to avoid calling attention to a student's inability to pay.

Notices of low or negative balances in a student's meal account are sent to parents and the school principal. Parents are expected to pay all meal charges in full by the last day of the school year.

Section 7: School Closing

School Closing Procedure
The decision to close school due to inclement weather is made by the Superintendent or his/her designee after careful consideration based on information from local and national weather services, the National Weather Service, and the Virginia Department of Transportation. The following radio and television stations will announce school closings.

TELEVISION STATIONS
- Channel 6
- Channel 8
- Channel 12

RADIO STATIONS
- WFLO 95.7 FM
- WVHL 92.9 FM

Information is also posted on the school webpage and on Facebook, Twitter, and Instagram.

Section 8: Notices

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

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

All use of the division's computer system must be
1. in support of education and/or research, or
2. for legitimate school business.

Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellation of those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, including electronic mail, social media posts, instant or text messages, tweets, and other files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

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

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

The Guidelines include:
1. a prohibition against use 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;
4. provisions establishing that all usage of the computer system may be monitored;
5. provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites, blogs, in chat rooms, and cyberbullying awareness and response;
6. provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities.;
7. provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;
8. provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
9. a component of Internet safety for students that is integrated in the division's instructional program.

Use of the school division's computer system shall be consistent with the educational or instructional mission or administrative function of the division as well as the varied instructional needs, learning styles, abilities and developmental levels of students. The division's computer system is not a public forum. Users of the division's computer system have no expectation of privacy for use of the division's resources or electronic devices including non-division owned devices while connected to division networks or computer resources.

Software and/or services may not be installed or downloaded on the division's computer system without the prior approval of the superintendent or superintendent's designee. The failure of any user to follow the terms of the Agreement, this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action. The school board is not responsible for any information that may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet. Furthermore, the school board is not responsible for any unauthorized charges or fees resulting from access to the computer system.

Asbestos
Each school division must annually notify parents, employees and other building occupants about asbestos inspections, response actions, and post-response action activities. This information will be posted on the school division website.

Availability of School Division Policies and Regulations
An up-to-date copy of the School Board policy and regulations manual is available in the School Board office. The policy and regulations manual is also available on the Cumberland County Public Schools Website at www.cucps.k12.va.us under Administration and School Board Members tabs.

Budget
The school division's annual budget is posted on the division website and hard copies are available upon request.

Cost per Pupil
The estimated average per pupil cost for public education in the division for the upcoming school year can be found in the Superintendent's Annual Report found on the division website. A hard copy can be made available.

Pupil/Teacher Ratios
This information can be found in the Superintendent's Annual Report found on the division website. A hard copy can be made available.

Fees

Elementary School—Student Activity Fee	$10.00
Middle School— Student Activity Fee	$15.00
High School—Student Activity Fee	$15.00

Class Dues:

Freshman	$20.00
Sophomore	$15.00
Junior	$10.00
Senior	$5.00

Parking Decal for Juniors and Seniors **(Administration approval)**	$20.00
Behind-The-Wheel Driver's Education	$100.00

Freshmen and Sophomores are encouraged to rent a Physical Education locker for $5.00

(Fee waivers may be requested)

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

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

Fees may be charged for
1. optional services such as parking or locker rental;
2. student-selected extracurricular activities;
3. class dues;
4. field trips or educationally-related programs that are not required instructional activities;
5. fees for musical instruments, as long as the instruction in the use of musical instruments is not part of the required curriculum;
6. distance learning classes for enrichment which are not necessary to meet the requirements for a diploma;
7. summer school, unless the classes are required for remediation as prescribed by the Standards of Quality;
8. overdue, lost or damaged library books;
9. lost or damaged textbooks;
10. consumable materials such as workbooks, writing books, drawing books and fine arts materials and supplies; however, workbooks, writing books, drawing books and fine arts materials and supplies must be furnished to students who are unable

to afford them at a reduced price or free of charge; fees may not be charged to students for instructional materials, textbooks, or other materials that are not directly used by a public school student;

11. the behind-the-wheel portion of the driver's education program;
12. a fee not to exceed a student's pro rata share of the cost of providing transportation for voluntary extracurricular activities; and
13. the preparation and distribution of official paper copies of student transcripts; a reasonable number of copies of official paper copies must be provided for free before a charge is levied for additional official copies; official electronic copies of student transcripts must be provided for free.

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

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

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

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

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

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

The School Board upon recommendation of the superintendent may take action against a pupil or the pupil's parent for any actual loss, breakage, or destruction of or failure to return property owned by or under the control of the School Board, caused or committed by such pupil in pursuit of his studies. Such action may include seeking reimbursement from a pupil or pupil's parent for any such loss, breakage, or destruction of or failure to return school property.

Postsecondary Education and Employment Data

Each school board's career and technical education program must include annual notice on its website to enrolled high school students and their parents of the availability of the postsecondary education and employment data published by the State Council of Higher Education and the opportunity for such students to obtain a nationally recognized career readiness certificate at a local public high school, comprehensive community college or workforce center. Parents can find this information at www.cumberlandva.apptegy.us/o/cucps/page/cte--17

FERPA

The school division annually notifies parents and eligible students of their rights under the Family Educational Rights and Privacy Act (FERPA) including

- the right to inspect and review the student's education records and the procedure for exercising this right;
- the right to request amendment of the student's education records that the parent believes to be inaccurate, misleading or in violation of the student's privacy rights and the procedure for exercising this right;
- the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent;
- the type of information designated as directory information and the right to opt out of release of directory information;
- that the school division releases records to other institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer;
- the right to opt out of the release of the student's name, address, and phone number to military recruiters or institutions of higher education that request such information;
- a specification of the criteria for determining who constitutes a school official and what constitutes a legitimate educational interest; and
- the right to file complaints with the Family Policy Compliance Office in the United States Department of Education concerning the school division's alleged failure to comply with FERPA.

Student Records

The Cumberland County School Board maintains accurate and complete records for every student enrolled in the public schools in accordance with all federal and state laws. The superintendent and/or his designee(s) is responsible for the collection of data, record maintenance and security, access to, and use of records, confidentiality of personally identifiable information, dissemination of information from records, and destruction of records, including the destruction of personally identifiable information regarding a student with a disability at the request of the parents. The superintendent also provides for notification of all school division personnel of policy and procedures for the management of education records and notification of parents and students of their rights regarding student records, including the right to obtain, upon request, a copy of this policy.

Procedure to Inspect Education Records

Parents of students or eligible students may inspect and review the student's education records within a reasonable period of time, which shall not exceed 45 days, and before any meeting regarding an IEP or hearing involving a student with a disability. Further, parents have the right to a response from the school division to reasonable requests for explanations and interpretations of the education record.

Parents or eligible students should submit to the student's school principal a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The principal (or appropriate school official) will make the needed arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the portion of the record which pertains to other students.

Notification of Record Destruction

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

Directory Information

Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational institution attended. Directory information may not include the student's social security number. Directory information may include a student identification number or other unique personal identifier used by a student for accessing or communicating in electronic systems if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number, password, or other factor known or possessed only

by the authorized user or a student ID number or other unique personal identifier that is displayed on a student ID badge, if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity such as a PIN or password or other factor known or possessed only by the authorized user.

Release of Student Records to Armed Forces Recruiters and Educational Institutions

The Cumberland County Public Schools provides, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses and telephone listings unless a parent or eligible student has submitted a written request that the student's name, address and telephone listing not be released without the prior written consent of the parent or eligible student. The school division notifies parents of the option to make a request and complies with any request. The school division provides military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

Teacher Qualifications

At the beginning of each school year, schools that receive Title I funds must notify the parents of each student attending that parents may request information regarding the professional qualifications of the student's classroom teacher.

PPRA (Protection of Pupil Rights Amendment)

I. Instructional Materials and Surveys

A. Inspection of Instructional Materials

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used as part of the educational curriculum for a student or which will be used in connection with any survey, analysis, or evaluation as part of any federally funded program shall be available for inspection by the parents or guardians of the student in accordance with Policy KBA Requests for Information.

B. Participation in Surveys and Evaluations

No student shall be required, as part of any federally funded program, to submit to a survey, analysis, or evaluation that reveals information concerning

1. political affiliations or beliefs of the student or the student's parent,
2. mental or psychological problems of the student or the student's family,
3. sex behavior or attitudes,
4. illegal, anti-social, self-incriminating, or demeaning behavior,
5. critical appraisals of other individuals with whom respondents have close family relationships,
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers,
7. religious practices, affiliations, or beliefs of the student or student's parent, or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

C. Surveys Requesting Sexual Information

In any case in which a questionnaire or survey requesting that students provide sexual information, mental health information, medical information, information on student health risk behaviors pursuant to Va. Code § 32.1-73.8, other information on controlled substance use, or any other information that the School Board deems to be sensitive in nature is to be administered, the School Board shall notify the parent concerning the administration of such questionnaire or survey in writing at least 30 days prior to its administration. The notice will inform the parent of the nature and types of questions included in the questionnaire or survey, the purposes and age-appropriateness of the questionnaire or survey, how information collected by the questionnaire or survey will be used, who will have access to such information, the steps that will be taken to protect student privacy, and whether and how any findings or results will be disclosed. In any case in which a questionnaire or survey is required by state law or is requested by a state agency, the relevant state agency shall provide the School Board with all information required to be included in the notice to parents. The parent has the right to review the questionnaire or survey in a manner mutually agreed upon by the school and the parent and exempt the parent's child from participating in the questionnaire or survey. Unless required by federal or state law or regulation, school personnel administering any such questionnaire or survey shall not disclose personally identifiable information.

No questionnaire or survey requesting that students provide sexual information shall be administered to any student in kindergarten through grade six.

Additional Protections

A parent or emancipated student may, upon request, inspect any instructional material used as part of the educational curriculum of the student and any survey created by a third party before the survey is administered or distributed to a student. Any inspection shall be in accordance with Policy KBA Requests for Information.

All surveys must be approved by the Superintendent or his/her designee.

In addition, in the event of the administration or distribution of a survey containing one or more of the subjects listed in subsection I.B. above, the privacy of students to whom the survey is administered will be protected.

II. Physical Examinations and Screenings

If the Cumberland County School Division administers any physical examinations or screenings other than those required by Virginia law, and surveys administered to a student in accordance with the Individuals with Disabilities Education Act, policies regarding those examinations or screenings will be developed and adopted in consultation with parents.

III. Commercial Use of Information

Questionnaires and surveys shall not be administered to public school students during the regular school day or at school-sponsored events without written, informed parental consent when participation in such questionnaire or survey may subsequently result in the sale for commercial purposes of personal information regarding the individual student.

This subsection does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

- college or other postsecondary education recruitment, or military recruitment;
- curriculum and instructional materials used by elementary schools and secondary schools;
- tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or

to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- the sale by students of products or services to raise funds for school-related or education-related activities;
- and student recognition programs.

IV. Notification

Notification of Policies

The Board shall provide notice of this policy directly to parents of students annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy. The Board will also offer an opportunity for the parent (or emancipated student) to opt the student out of participation in activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); the administration of any survey containing one or more items listed in subsection I.B. above; or any nonemergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students.

Notification of Specific Events

The Board will directly notify the parent of a student, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled, or expected to be scheduled:

- activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
- the administration of any survey containing one or more items listed in subsection I.B. above; or
- any nonemergency, invasive physical examination or screening that is required as a condition of attendance;
- book clubs, magazines, and programs providing access to low-cost literary products; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student, or of other students
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V. Definitions

Instructional material: the term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Invasive physical examination: the term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Parent: the term "parent" includes a legal guardian or other person standing in *loco parentis* (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

Personal information: the term "personal information" means individually identifiable information including

- a student's or parent's first and last name;
- a home or other physical address (including street name and the name of the city or town);
- a telephone number; or
- a Social Security identification number.

Survey: the term "survey" includes an evaluation.

National Assessment of Educational Progress (NAEP)

Parents of children selected to participate in any NAEP assessment must be informed before the administration of any assessment that their child may be excused from participation for any reason, is not required to finish any authorized assessment and is not required to answer any test question. Parents and members of the public must have access to all assessment data, questions and complete and current assessment instruments of any NAEP assessment except personally identifiable information and questions that may be reused in the future. School divisions must make reasonable efforts to inform parents and the public about their right of access to assessment data. If access is requested in writing, it must be provided within 45 days of the request and be made available in a secure setting that is convenient to both parties.

Internet Privacy

Internet Privacy information for Cumberland County Public Schools can be found at www.core-docs.s3.amazonaws.com/documents/asset/uploaded_file/429215/Internet_Privacy_Notice.pdf as required.

Prosecution of Juveniles as Adults

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

Sex Offender Registry

The Cumberland County school division recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school or are at school-related activities, each school in the Cumberland County school division shall request electronic notification of the registration or reregistration of any sex offender in the same or contiguous zip codes as the school. Such requests and notifications shall be made according to the procedure established by the Virginia Department of State Police (State Police). Information is available at www.sex-offender.vsp.virginia.gov/sor

Parent & Family Engagement Policy

The Cumberland County School Board recognizes that the education of each student is a responsibility shared by the school and the student's family. The Cumberland County School Board endorses the parent and family engagement goals of Title I (20 U.S.C. § 6318) and encourages the regular participation by parents and family members of all children including those eligible for Title I and English learner programs in all aspects of those programs.

Quality Profiles

The Cumberland County School Board annually prepares and disseminates information on the school division and each school within the division. The information is concise, presented in an understandable and uniform format, and, to the extent practicable, presented in a language that parents can understand. The information is accessible to the public and shows how students in the division achieved on the state's student academic assessments compared to students in the state as a whole and how students at individual schools achieved compared to students in the division and in the state.

Youth Health Risk Behavior Survey

The school board must notify parents of each student enrolled in a middle or high school selected for participation in the survey of student health risk behaviors pursuant to Va. Code § 32.1-73.8 that their child may be randomly selected to participate in the survey unless the parent denies consent for the student's participation in writing prior to administration of the survey. The notice must be in writing and be given at least 30 days prior to administration of the survey. The notice will inform the parent regarding:

- the nature and types of questions included in the survey,
- the purposes and age-appropriateness of the survey,
- how information collected by the survey will be used,
- who will have access to such information,
- whether and how any findings or results will be disclosed, and
- the steps that will be taken to protect students' privacy.

Parents have the right to review the survey prior to its administration. (VSBA Policy KFB Administration of Surveys and Questionnaires; Va. Code § 22.1-79.3.)

Pictures & Videos

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

Throughout the school year, students may be photographed or videotaped in several different instances. These instances may occur during regular classroom activities, assemblies, sporting events, or special projects. These photos or videos may be used for classroom activities, yearbook, the local newspaper, and on the school and division webpage and social media accounts. Parents should notify the Office of the Principal within fifteen (15) days of enrollment if they do not want their child photographed or videotaped.

Section 9: Code of Student Conduct

Code of Student Conduct
The Standards of Student Conduct are designed to define the basic rules and major expectations of students in the public schools of Cumberland County. It is the responsibility of the Cumberland County School Board to adopt policy and regulations and the administration to issue regulations establishing rules of conduct for student behavior in order to protect the health, safety and welfare of its students. The local school principal has the responsibility and authority to exercise reasonable judgment in enforcing this Code of Conduct. Principals are responsible for ensuring that all students, staff members and parents are provided the opportunity to become familiar with this policy.

The superintendent issues Standards of Student Conduct and a list of possible corrective actions for violation of the Standards of Conduct. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the Standards of Student Conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights. The Standards of Student Conduct, a notice of the requirements of Va. Code § 22.1-279.3, and a copy of the compulsory school attendance law is also sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time.

A statement for the parent's signature acknowledging the receipt of the Standards of Student Conduct, the requirements of Va. Code § 22.1-279.3 and the compulsory school attendance law is also sent. Parents are notified that by signing the statement of receipt, they are not deemed to waive, but expressly reserve, their rights protected by the Constitution or laws of the United States or Virginia. Each school maintains records of the signed statements.

The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or principal's designee to review the School Board's Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law and to discuss improvement of the child's behavior, school attendance and educational progress. The administrator of the building should exercise reasonable judgment and consider the circumstances in determining the disciplinary action to be administered.

Each student has the right to expect an educational environment in which he or she can strive to achieve his or her intellectual potential. The student is expected to attend school regularly, be diligent in his/her studies and conduct himself/herself in such a way that the rights and privileges of others are not violated. The student is expected to accept and demonstrate the obligation of good citizenship to help prevent problems from happening and help solve problems if they occur.

All parents are expected to assume responsibility for the student's behavior and assist the school in enforcing the Standards of Student Conduct and compulsory school attendance. Parents are also expected to maintain regular communication with school authorities, monitor and require daily attendance, and bring to the attention of the school authorities any problem that affects the student or other children in the school. It is the parents' responsibility to notify the school of any unusual

behavior pattern or medical problem that might lead to serious difficulties.

The school principal may notify the parents of any student who violates a School Board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed such a petition. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compliance with compulsory school attendance; (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (4) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

The principal or principal 's designee notifies the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education.

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

If a parent fails to comply with the requirements of this policy, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

Students are subject to corrective action for any misconduct that occurs:

- in school or on school property;
- on a school vehicle;
- while participating in or attending any school sponsored activity or trip;
- on the way to and from school; and
- off school property, when the acts lead to: (1) notification pursuant to Va. Code§ 16.1-305.1 or a conviction for an offense listed in Va. Code § 16.1-260, (2) a charge that would be a felony if committed by an adult, or (3) disruption of the learning environment.

Unlawful acts which will lead to police notification and may lead to suspension from classes, exclusion from activities or expulsion include but are not limited to:

- possession or use of alcohol, illegal drugs, including marijuana and anabolic steroids, or drug paraphernalia;
- selling drugs;
- assault/battery;
- sexual assault;
- arson;
- intentional injury (bullying, fighting);
- theft;
- bomb threats, including false threats, against school personnel or school property;
- use or possession of explosives (see Policy JFCD Weapons in School);
- possession of weapons or firearms (see Policy JFCD Weapons in School);
- extortion, blackmail or coercion;
- driving without a license on school property;
- homicide;
- burglary;
- sex offenses (indecent exposure, obscene phone calls, sodomy and child molestation);
- malicious mischief;
- shooting;
- any illegal conduct involving firebombs, explosive or incendiary devices or materials, hoax explosive devices or chemical bombs;
- stabbing, cutting or wounding;
- unlawful interference with school authorities including threats;
- unlawful intimidation of school authorities; and
- other unlawful acts including being an accessory to any of these or other unlawful acts.

Any student involved in a reportable drug or violent incident shall participate in prevention and intervention activities deemed appropriate by the superintendent or superintendent's designee. Further, any student who has been found to be in possession of or under the influence of drugs or alcohol on school property or at a school sponsored activity may be required to (1) undergo evaluation for drug or alcohol abuse and (2) participate in a drug and/or alcohol treatment program if recommended by the evaluator and if the parent consents.

The superintendent issues regulations listing additional actions which may be cause for corrective action and if serious enough or exhibited repeatedly may lead to suspension or expulsion.

The School Board biennially reviews the model student conduct code developed by the Board of Education to incorporate into policy a range of discipline options and alternatives to preserve a safe and non-disruptive environment for effective learning and teaching.

Standards of Student Conduct

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

1. Assault and Battery

A student shall not assault or commit battery upon another person on school property, on school buses or during school activities on or off school property.

An assault is a threat of bodily injury.

A battery is any bodily hurt, however slight, done to another in an angry, rude or vengeful manner.

2. Attendance; Truancy

Students shall attend school on a regular and punctual basis unless otherwise excused in accordance with School Board policy or regulation. (See Policy JED Student Absences/Excuses/Dismissals.)

If a student who is under 18 years of age has 10 or more unexcused absences from school on consecutive school days, the principal may notify the Juvenile and Domestic Relations Court, which may take action to suspend the student's driver's license.

3. Bomb Threats

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

4. Bullying

A student, either individually or as a part of a group, shall not bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not

limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities.

"Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

The principal notifies the parent of any student involved in an alleged incident of bullying of the status of any investigation within five school days of the allegation of bullying.

5. Bus-Related Offenses

Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.

6. Cheating

Students are expected to perform honestly on schoolwork and tests. The following actions are prohibited:

- cheating on a test or assigned work by giving, receiving, offering and/or soliciting information.
- plagiarizing by copying the language, structure, idea and/or thoughts of another.
- falsifying statements on any assigned schoolwork, tests or other school documents.

7. Communication Devices

Students may possess a beeper, cellular telephone, smart phone, tablet, Personal Digital Assistant (PDA) or other communications device on school property, including school buses, provided that the device must remain off and out of sight during instructional time unless it is being used for instructional purposes at the direction of the student's teacher.

At no time may any device be used with an unfiltered connection to the Internet. The division is not liable for devices brought to school or school activities.

If a student possesses or uses such a device other than as permitted in this policy, in addition to other disciplinary sanctions which may be imposed, the device may be confiscated from the student and returned only to the student's parent.

8. Defiance of the Authority of School Personnel

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

9. Disruptive Conduct

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

10. Extortion

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

11. Felony Charges

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

12. Fighting

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

13. Gambling

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

14. Gang Activity

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

15. Harassment

A student shall not harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. (See Policy JFHA/GBA Prohibition Against Harassment and Retaliation).

16. Hazing

Students shall not engage in hazing.

Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

The principal of any school at which hazing causes bodily injury shall report the hazing to the local Commonwealth's Attorney.

17. Internet Use

Students shall abide by the Cumberland County Public School division's Acceptable Computer Use Policy and Regulation.

18. Laser Pointers

Students shall not have in their possession laser pointers.

19. Other Conduct

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

20. Possession or Use of Weapons or Other Dangerous Articles

Students shall not have in their possession any type of unauthorized firearm or other dangerous weapon or device. (See Policy JFCD Weapons in School.)

21. Profane, Obscene or Abusive Language or Conduct

Students shall not use vulgar, profane or obscene language or gestures or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.

22. Reports of Conviction or Adjudication of Delinquency

Any student for whom the superintendent has received a report pursuant to Va. Code§ 16.1-305.1 of an adjudication of delinquency or a conviction for an offense listed in subsection G of Va. Code§ l 6.1-260 may be suspended or expelled.

23. Stalking

Students shall not engage in a pattern of behavior that places another person in fear of serious harm.

24. Student Dress

Students are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing with language or images that are vulgar, discriminatory, or obscene, or clothing that promotes illegal or violent conduct, such as the unlawful use of weapons, drugs, alcohol, tobacco products, nicotine vapor products, or drug paraphernalia or clothing that contains threats such as gang symbols is prohibited.

Clothing should fit, be neat and clean, and conform to standards of safety, good taste and decency. Clothing that exposes cleavage, private parts, the midriff, or undergarments, or that is otherwise sexually provocative, is prohibited. Examples of prohibited clothing include, but are not limited to, sagging or low-cut pants, low-cut necklines that show cleavage, tube tops, halter tops, backless blouses or blouses with only ties in the back, and clothing constructed of see-through materials.

Additionally, disciplinary action will be taken against any student taking part in gang related activities that are disruptive to the school environment, which include the display of any apparel, jewelry, accessory, tattoo, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior.

Parents of students requiring accommodation for religious beliefs, disabilities, or other good causes should contact the principal.

Students not complying with this policy will be asked to cover the noncomplying clothing, change clothes or go home.

25. Theft

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

26. Threats or Intimidation

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

27. Trespassing

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

28. Use and/or Possession of Alcohol, Tobacco Products, Nicotine Vapor Products, Anabolic Steroids, and Other Drugs

A student shall not possess, use, or distribute any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

A student shall not attempt to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

A student shall not be under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, nicotine vapor products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, inhalant products, and other controlled substances defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy.

The School Board may require any student who has been found in possession of, or under the influence of, drugs or alcohol in violation of School Board policy to undergo evaluation for drug or alcohol abuse, or both, and, if recommended by the evaluator and with the consent of the student's parent, to participate in a treatment program.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the division superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

29. Vandalism

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

Corrective Actions

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

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

21. Participation in a drug, alcohol or violence intervention, prevention or treatment program

Parental Responsibility & Involvement Requirements

Va. Code § 22.1-279.3. Parental responsibility and involvement requirements.

A. Each parent of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights.

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

C. Within one calendar month of the opening of school, each school board shall, simultaneously with any other materials customarily distributed at that time, send to the parents of each enrolled student

(i) a notice of the requirements of this section;
(ii) a copy of the school board's standards of student conduct; and
(iii) a copy of the compulsory school attendance law. These materials shall include a notice to the parents that by signing the statement of receipt, parents shall not be deemed to waive, but to expressly reserve, their rights protected by the constitutions or laws of the United States or the Commonwealth and that a parent shall have the right to express disagreement with a school's or school division's policies or decisions.

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

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

E. In accordance with the due process procedures set forth in this article and the guidelines required by Va. Code § 22.1-279.6, the school principal may notify the parents of any student who violates a school board policy or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed a petition. The notice shall state

(i) the date and particulars of the violation;
(ii) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compulsory school attendance compliance;
(iii) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and
(iv) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

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

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

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

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

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

I. All references in this section to the Juvenile and Domestic Relations Court shall be also deemed to mean any successor in interest of such court.

1995, c. 852; 1996, c. 771; 2000, c. 538; 2001, cc. 688, 820; 2004, c. 573.