Colonial Beach High School

C.A.R.E.S

Community, Accountable, Respectful, Engaged, Safe

Student Handbook
2026-2027

Updated 7/29/26

Colonial Beach High School

"Home of Drifter Pride"

2026-2027

Colonial Beach Public Schools
400 Lincoln Avenue Colonial Beach, VA 22443 804-224-0906

Colonial Beach High School Grades 8 - 12
100 First Street Colonial Beach, VA 22443
804-224-9897

Dr. Felix Addo – Superintendent of Schools
Dr. Kimbrelle Barbosa Lewis, Executive Director of Instruction and Professional Learning
Dr. Sarah Schmidt, Executive Director of Accountability and Operations
Mr. Scott Lush – Principal
TBD - Assistant Principal
Mrs. Lacey Neitzey – Director of Special Education
Ms. Amy Wilkins, Student Support Services
Ms. Hollye Brown – School Counselor, 9th - 12th
Mrs. Judith Ayers, School Counselor, 6th - 8th

At Colonial Beach High School, we strive to **Be a Community**, **Be Accountable**, **Be Respectful**, **Be Engaged**, and **Be Safe**—every day, in every space, with every interaction.

<u>This student handbook belongs to:</u>

NAME_____

ADDRESS _____

CITY/TOWN _____ ZIP Code _____

PHONE _____

Colonial Beach High School

2026-2027

Student Handbook and Family Information

HOURS

Student Instructional Day: 8:00 AM – 3:00 PM
Office Hours: 7:30 AM - 3:30 PM

Students are welcome to arrive on campus beginning at 7:35 AM. Students may only be on school grounds with direct supervision by a teacher or coach. Students may not arrive at school before 7:35 AM or stay on school grounds after the end of the school day unless prior arrangements have been made with the teacher and written permission is received from the parent/guardian. Students are tardy if they are not in class at 8:00AM. Breakfast is available each day and ends promptly at 7:50 AM. Students should arrive at school by 7:40 AM in order to allow time for breakfast.

VISITORS

Visitors are welcome at Colonial Beach High School (CBHS). Upon arrival, all visitors must report to the high school office with a picture ID. Please push the doorbell to the right of the entrance and wait to be buzzed in by the school staff. Visitor badges must be worn at all times. ***The Principal or designee must approve all visits that occur during the school day*** (including lunch or recess) in order to avoid disruption of instructional time and the school environment. Classroom visits and/or observations must be arranged in advance by contacting the school principal or classroom teacher. Such visits will be made on a case-by-case basis. The school division expects mutual respect, civility, and orderly conduct from all individuals on school property and at school events. Unauthorized persons, including suspended and expelled students, will be requested to leave school grounds.

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Board Approved: April 9, 2025

2026-2027 Instructional Calendar

Colonial Beach Public Schools

400 Lincoln Ave
(804) 224-0906
Colonial Beach, VA 22443

July 3	Holiday (Students/Staff)
July 1-23	Extended School Year Dates (Possible)
July 20	First Day for 11-Month Employees
July 27- July 31	New Teacher Orientation
August 3-7	All Staff Return
August 10	First Day for Students
September 4-7	Holiday (Students/Staff)
September 11	Interims (Day 23)
September 17	Parent/Teacher Conf (4-6 PM)
October 12	Holiday (Students/Staff)
October 14	End of Q1 (45 days)
October 26	Report Cards
November 3	No School-Staff PD Day (Virtual)
November 20	Interims (Day 26)
November 23-27	Holiday (Students/Staff)
December 17	End of Q2 (40 days)
December 18	No School - Staff Workday
December 21-31	Holiday (Students/Staff) - 12- Month Employees 21,22,28,29
January 1	Holiday (Students/Staff)
January 4	No School - Staff PD Day
January 11	Report Cards
January 18	Holiday (Students/Staff)
February 5	Interims (23 days)
February 11	Parent/Teacher Conf (4-6 PM)
February 15	Holiday (Students/Staff)
March 10	End of Q3 (45 days)
March 12	No School - Staff PD Day
March 22	Report Cards
March 26-April 2	Spring Break
April 16	Interims (20 days)
May 10-14	Senior Week (Final Grades due on 13)
May 13	Kindergarten & 7th Grade Graduation
May 14	Last Day of School/End of Q4/Early Dismissal (40 Days)
May 15	High School Graduation
May 17-18	Staff Workday (ALL)
May 31	Holiday (Students/Staff)
May 24	Report Cards
June 1-25	Extended School Year Dates (Possible)
June 17	Last Day for 11-Month Employees
June 18	Holiday (Students/Staff)

July 2026

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August 2026

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September 2026

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December 2026

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January 2027

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February 2027

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March 2027

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April 2027

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June 2027

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20	21	22	23	24	25	26
27	28	29	30			

Colonial Beach High School
100 First Street, Colonial Beach, VA 22443

Dr. Felix Addo, Superintendent
Mr. Scott Lush, Principal
TBD, Assistant Principal
Ms. Hollye Brown, School Counselor
Office 804-224-7166
www.cbschools.net

PRINCIPAL'S LETTER

Dear Students & Families of Colonial Beach,

Welcome to the 2026–2027 school year! We are thrilled to welcome each of you back on August 10th as we embark on another incredible year of learning, growth, and opportunity together. This year holds a very special place in my heart, as it marks my 5th year serving this wonderful community.

Our guiding theme for this school year is simple yet powerful: Inspire.

We want to inspire our students to reach for new heights, inspire one another through kindness and collaboration, and find inspiration in the daily journey of learning. Our dedicated, fully staffed team is energized and ready to deliver the high-quality, rigorous instruction that keeps students engaged from bell to bell, creating a supportive yet challenging environment where every student can thrive.

As you step back onto campus, you will notice that our building updates continue to progress. These intentional facility improvements reflect our ongoing commitment to providing a safe, welcoming, and future-ready environment that matches the evolving needs of our student body. We deeply appreciate your continued patience and support as we enhance our school.

To make this year a resounding success, I encourage our students to set bold academic and personal goals. Remember, success is a journey, and two of the most critical steps on that path are consistent attendance and timely assignment submission. Being present and turning work in on time not only showcases a commitment to your education but also ensures you are actively participating in the vibrant discussions happening in our classrooms every day.

We view our families as our greatest partners. Please continue to communicate with us openly and often. Whenever possible, I encourage phone calls or in-person conversations, as tone and intent can easily be misunderstood through email.

We are ready to move from believing and achieving to truly inspiring the leader within every student. Thank you for your continued partnership, and I look forward to spending each day of this milestone year supporting the success, growth, and brilliance of our students!

Sincerely,

Scott Lush

CBHS Principal

PURPOSE OF THE STUDENT HANDBOOK

The purpose of the CBHS Student Handbook is to communicate with students and families procedures/protocols for Colonial Beach High School. This is a supplement to our Division Student Code of Conduct. The CBHS Student Handbook does NOT supplant the Division Student Code of Conduct. All students are expected to follow our Division Student Code of Conduct. A copy of the Division Student Code of Conduct is sent home at the beginning of every school year and can be located on the division website: www.cbschools.net.

POSITIVE EXPECTATIONS OF ALL STUDENTS

Positive behavioral interventions and supports (PBIS) are interrelated with the Code of Student Conduct (available online www.cbschools.net); both focus on how to prevent violations of the student standards of conduct and create an environment that nurtures positive behavior. School is a place for teaching and learning. Therefore, students are expected to:

a. follow the division-wide Student Code of Conduct;
b. attend school regularly;
c. arrive at school on time and be ready to learn;
d. accept responsibility for one's own behavior;
e. cooperate with school personnel and fellow students;
f. abide by all school regulations;
g. abide by all laws of the Commonwealth of Virginia;
h. complete all assignments fully and in a timely manner;
i. cooperate with school officials in the investigation of any violation of school rules;
j. refrain from any action which hinders other students' safety, welfare, peace of mind or achievement;
k. respect the right of teachers to teach and students to learn;
l. assist the principal and faculty in the operation of the school as a safe place for all students to learn and to develop socially;
m. follow the handbook and code of conduct both in school and through distance/virtual learning;
n. demonstrate "Drifter Pride" by being respectful, safe, accountable, and being a community.

Please refer to CBPS Policy IGBC.

CBHS will continue to implement PBIS (otherwise known as "Drifter Pride") as our effective school-wide behavior plan. The focus of PBIS is to recognize students for good behavior and to streamline school rules and use a common language throughout the building to communicate behavioral expectations. PBIS implements positive behavior reinforcements that include school-wide procedures intended for all students, in all settings. The PBIS approach creates a safe and productive learning environment where all teachers can teach and all students can learn.

CBHS CA.R.E.S.

BE A COMMUNITY
BE ACCOUNTABLE
BE RESPECTFUL
BE ENGAGED
BE SAFE

Students will be taught how to behave according to the expectations above in conjunction with the Division Student Code of Conduct across all settings including the classroom. Teachers will work with their students to create classroom behavior expectations and will help students learn what the expectations "look" and "sound" like in every setting during the school day. These expectations will be taught and reinforced throughout the school year and become a regular part of our instructional program.

VISION STATEMENT

Colonial Beach Public Schools works collaboratively with staff, families and community to empower all students to successfully utilize their academic ability and personal potential through high standards, diverse opportunities and civic involvement in a safe and a supportive learning environment.

MISSION STATEMENT

Colonial Beach Public Schools will create positive and equitable learning experiences for all students to thrive in an ever-changing global society.

CORE VALUES

1. Commit to an Inclusive and Diverse Learning Environment
2. Welcome Family and Community Involvement
3. Support Wellness and Lifelong Learning for ALL
4. Maintain Small Learning Communities
5. Empower Student and Staff Voices

ATTENDANCE/EXCUSES/DISMISSALS

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:

- for middle and high school students, one school day per school year to engage in a civic event

- subject to guidelines established by the Virginia Department of Education, students who are members of a state- or federally-recognized tribal nation that is headquartered in Virginia shall be granted one excused absence per academic year to attend such nation's pow wow gathering provided that the student's parent provides the student's school advance notice of the absence in the manner required by the school

- a student whose immediate family member is an active duty member of the uniformed services and who has received orders for deployment outside the United States, is on leave from such deployment, or has recently returned from deployment, will be granted up to five excused absences to spend time with that family member in connection with the deployment or leave. Student will provide written documentation verifying the family member's leave or deployment.

- Medical, Mental Health, and Dental Appointments, Funerals, Court Orders

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
An attendance officer, or a division superintendent or superintendent's designee when acting as an attendance officer pursuant to Va. Code § 22.1-258, may complete, sign, and file with the intake officer of the juvenile and domestic relations district court, on forms approved by the Supreme Court of Virginia, a petition for a violation of a school attendance order entered by the juvenile and domestic relations district court pursuant to Va. Code § 16.1-278.5 in response to the filing of a petition alleging the pupil is a child in need of supervision as defined in Va. Code § 16.1-228.

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.

II. **Compulsory Attendance Procedures**

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,

III.

IV. 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) a reasonable effort to notify the parent has failed, then the principal or principal's designee makes 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 a 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 the student's 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.

V. **Report for Suspension of Driver's License**

In addition to any other actions taken pursuant to this policy, 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.

VI. **Attendance Reporting**

Student attendance is monitored and reported as required by state law and regulations. At the end of each school year, each public school principal reports to the superintendent the number of pupils by grade level for whom a conference was scheduled pursuant to Part II (B) above. The superintendent compiles this information and provides it annually to the Superintendent of Public Instruction.

VII. **Dismissal Precautions**

Students will only be released early to a parent/guardian or an individual on the approved emergency contact list; exceptions must be made by a parent and approved by the building principal. The superintendent establishes procedures for release of pupils who are not residing with or under the supervision of a parent/guardian. The burden of proof on the authority of the person to receive the student is on the requesting party. A formal check-out system is maintained in each school.

Refer to School Board Policy JED.

NOTES FOR ABSENCES

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. All absences will be recorded as "unexcused" until a valid written explanation for the absence has been received. With a valid note, absences will be excused for the following reasons: funeral of an immediate family member, illness (including mental health and substance abuse illnesses), injury, legal obligations, medical procedures,

religious observances, and military obligation.

Notes informing the school of the reason for the absence should be submitted the same day the student returns to school. Notes submitted more than five calendar days following the student's return to school will not be accepted, and the days absent will be permanently recorded as "unexcused." Notes should be submitted to the school secretary. Do not send notes via ClassDojo.

Notes may be written by the parent/guardian for the first five consecutive days the school is absent, or the first ten cumulative days of the absence per year. After five consecutive days or ten cumulative days of absence, only notes written by a medical or mental health professional, or an officer of the court, will be accepted. Absences not properly documented with a valid note will be permanently recorded as "unexcused".

In addition to the reasons listed above, students may also be excused for participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with a note granting prior approval from the Superintendent or Superintendent's designee.

ATTENDANCE ZONES

Students are expected to attend the school serving the area of their legal residence. Parents/guardians who wish to enroll their student in CBPS, who live outside of town limits, must complete an application for approval by the principal and superintendent.

COMPULSORY ATTENDANCE

According to Virginia code 22.1-254, children whose residence is established in Colonial Beach with their parents/guardian or legal guardian and who have reached their 5th birthday on or before September 30 are required to enroll in a public, private, denominational or parochial school or to be taught by a teacher approved by the Division Superintendent.

STUDENT ABSENCES/EXCUSES/DISMISSALS

Refer to the Division Student Code of Conduct .

PERFECT ATTENDANCE SUPERIOR AWARD

To achieve the highly valued Perfect Attendance Award, a student must be present in all classes every day for the entire school year except for approved field trips and/or in-school activities.
OSS, chronic tardiness and leaving school early also count against the Perfect Attendance Award. Arriving at school and/or to class late and leaving school early may affect students' daily grades. This is a bell-to-bell perfect attendance award.

PERFECT ATTENDANCE

To achieve the Perfect Attendance Award, a student must be present in school daily. For example, a student can be tardy and still eligible for the Perfect Attendance Award but not for the Perfect Attendance "Bell to Bell" award.

PARENTAL RESPONSIBILITY AND INVOLVEMENT REQUIREMENTS

Refer to the Division Student Code of Conduct for more information regarding Parental Responsibility and Involvement Requirements Va. Code § 22.1-279.3 as well as *CBPS Policy IGBC*.

STUDENT EXPECTATIONS

Recognizing the importance of the dignity and worth of each individual, the Colonial Beach Public School System believes that it should provide an atmosphere of mutual respect conducive to teaching and learning. A successful instructional program is directly related to responsible student behavior and attitude. Problems of a disciplinary nature can be avoided by all students if **five general rules are followed**:

BE A COMMUNITY
BE ACCOUNTABLE
BE RESPECTFUL
BE ENGAGED
BE SAFE

Violations of specific school regulations will be addressed by following the Division-Wide Student Code of Conduct located on the division website.

Student in Good Standing

At the beginning of each school year or upon enrollment, a Colonial Beach High School student is regarded as a Student in Good Standing. Under this status, the student is free to participate in the enjoyable activities we offer at the school. Some of these activities include:

- Field Trips
- Dances, i.e., Homecoming and Prom
- Pep Rallies
- Other school-sponsored events and/or activities

A student can lose their "Good Standing" status and forfeit the opportunity to participate in these activities. Student Athletes status will be reported to coaches for them to address.

Students in Good Standing will lose their "good standing" status through:

- ❖ Academics – Failing any course at the interim marking period
- ❖ Attendance – 4 missed days of school per marking period
- ❖ Discipline – 3 days or 12 periods of In School Suspension or 1 day Alternative Education/Out of School Suspension in a marking period.

- A student can return to Good Standing status at the end of each marking/interim period or after 20 school days, whichever is greater, with improvement in the area of concern.

OR

- A student can return to Good Standing with appropriate signatures on the Student in Good Standing Reinstatement Form which is available in the main office.

APPEAL STAGE

Discipline imposed by the principal or principal's designee:

a. The principal's decision is final on all disciplinary decisions with the exception of Out of School Suspension.
b. Appeals of discipline must be presented to the principal by the parent/guardian in writing within two (2) days of receipt of the notification from the school. The principal may decide to allow the student to attend school while the appeal is being considered. Should the student be placed back in school during the appeal process, the student will not be entitled to attend or participate in athletic events and extra-curricular activities until such time as the matter is concluded.
c. After receiving the principal's decision, the parent/guardian may appeal Out of School suspensions by contacting the superintendent in writing under the same conditions as used for the appeal to the principal.
d. The superintendent's decision is final.

STUDENT CODE OF CONDUCT FOR COLONIAL BEACH PUBLIC SCHOOLS

All students are expected to follow our Division Student Code of Conduct. A copy of the Division Student Code of Conduct is sent home at the beginning of every school year and can be located on the division website: www.cbschools.net.

CBHS REGULATIONS AND GENERAL INFORMATION

AFTER SCHOOL SUPERVISION

Students are prohibited from being at school before and after hours without faculty/staff supervision.

ACTIVITIES/ASSEMBLIES

All students will behave properly at all school activities, whether before, during, or after school. Students will conduct themselves in a manner that reflects good behavior and respect for participants in assembly programs. Students are to remain with their assigned classes and sit in assigned areas as required by teachers or the administration.

ANNUAL SCHOOL QUALITY REPORT

This can be accessed by visiting the Virginia Department of Education website or written copies may be obtained by contacting the school principal.

APPEARANCE AND DRESS CODE

Please refer to the division-wide Student Code of Conduct.

BICYCLES, E-BIKES, ETC

Students may ride standard bicycles and e-bikes to school under the following conditions:

- Parking: All bikes must be locked securely at designated bike racks. Parking along walkways, railings, or building entrances is prohibited.
- Liability: CBPS is not responsible for lost, stolen, or damaged property.
- Safety: Charging e-bike batteries on school grounds is strictly prohibited. For pedestrian safety, students must dismount and walk their bikes while on campus.

Failure to follow these procedures or operating any bike unsafely will result in the immediate removal of privileges to bring the bicycle or e-bike onto school property.

CAFETERIA

Separate information will be provided in the beginning of the year packet sent home to parent/guardian and/or on the division website.

CHANGE OF CONTACT INFORMATION

You are required to notify the school of any address changes by contacting the division registrar at 804-224-0906. You must complete the change of address form and provide two documents for proof of residency in order for your address to be changed in the school database. Any change of phone numbers, email, and emergency contact individuals, during the school year should be given to the school secretary and the student's teacher. This is necessary so the office can ensure the information in PowerSchool is current.

CHILD ABUSE

The Code of Virginia Section 63.2-100 defines "child" as any person under 18 years of age. Section 63.2-1509 **requires** physicians, nurses, teachers, counselors, and other designated professionals who have contact with children to immediately report suspected abuse or neglect.

Any individual who has reason to suspect a child is being abused or neglected by the child's parent/guardian for their care may report such to the Child Protective Services Office of the Department of Social Services. These reports may be made anonymously and the local agency cannot require the individual to reveal their identity as a condition in accepting the report. All reports must be evaluated regardless of whether the caller is identified. Persons reporting in good faith are immune from civil and criminal liability, per the Code of Virginia, Section 63.2- 1512.

COUNSELOR AND STUDENT SERVICES

Our school counselors are an integral part of a school. The counselors work with students, parents/guardians, teachers, and administrators to aid students to know themselves and develop the self-discipline necessary to attain educational and vocational goals that are consistent with their abilities. Counselors work to supplement the guidance of the classroom teacher.

Parents/guardians may review materials to be used in guidance and counseling programs by contacting the school counselors. Students, teachers, and parents/guardians are encouraged to use the services of the school counselor. An appointment is not always necessary, but will assure a student of seeing a counselor.

Our counselors are involved in academic, personal/social, and career counseling. They work with all students in planning, organizing, addressing, and meeting their responsibilities. Counselors work with resource people such as the school psychologist, speech therapist, and special education teachers in program planning to meet the goals of students with special needs. The counselors assist students in developing educational and personal goals to achieve school completion. Our counselors help students to become high achievers and good citizens.

DANCES AND SCHOOL SPONSORED STUDENT ACTIVITIES (i.e. open gym, movie nights, etc.)

Only CBHS students in good standing and approved outside of school students are allowed to come to our dances and all student activities sponsored by the school. Those students in attendance will be required to remain in the building until leaving to go home. Dress appropriate to the occasion will be required.

DRILLS: FIRE, TORNADO, EARTHQUAKE, EMERGENCY PROCEDURES

Fire, tornado, earthquake, and emergency drill rules and regulations are posted in every classroom and will be explained early in the year by each teacher. All procedures, including fire, inclement weather, and emergency drills are outlined in the CBPS Crisis Manual and reviewed/practiced frequently with all students and staff.

State regulations require:

- One fire drill per week during the first month and one per month thereafter .
- A minimum of 4 lock down drills will be conducted throughout the school year (2 within the first 20 days of school). Parents are notified in advance regarding lock down drills.
- At least 1 simulated Evacuation Drill (bomb threat) should be conducted
- At least 1 Tornado/Shelter-in-Place Drills should be conducted
- At least 1 Earthquake (drop-cover-hold) Drill should be conducted
- Minimum 2 drills per year, each during first 30 instructional days of each of the 2 semester

Each school's written procedures to follow in emergencies such as fire, injury, illness and violent or threatening behavior must be outlined in the student handbook and discussed with staff and students in the first week of each school year.

CBPS Policy EB School Crisis, Emergency Management and Medical Emergency Response Plan. 8 VAC 20-131-260.D

EATING DISORDERS AWARENESS

Eating Disorders can be dangerous to the health of any child. Parents/guardians can locate specific information through the VA Department of Education at http://www.doe.virginia.gov/support/health_medical/office/index.shtml. The document is titled "Eating Disorders Parent Information Sheet" (VA Code § 22.1-273.2).

EMERGENCY CONTACTS

Only parents or legal guardians are able to make educational decisions for their students. The parent is identified on the student's birth certificate. In order to be added as a step-parent, individuals MUST be married and present the marriage certificate upon enrollment or when married. Parents/legal guardians are able to identify emergency contacts each year. These contacts are added to PowerSchool. However, emergency contacts can NOT make decisions for the student. For example, if the emergency contact comes to the school to pick-up your student, we must be notified by the parent/guardian that it is permissible. Another example, if a student becomes ill at school, the school will contact the parent/guardian. The parent/guardian can then give permission for an emergency contact to pick up their student from school. In the event that numerous attempts are made to contact the parent/guardian and the school is not able to reach them, we will notify the emergency contacts that we are trying to reach the parent/guardian. It is imperative that parents/guardians update phone numbers when changed.

FEES

No fees or charges may be levied on any pupil by any school board unless authorized by regulation of the Board of Education or by the General Assembly.

FIELD TRIPS

A field trip is any school-sponsored trip that is an outgrowth of the classroom or an extra-curricular activity and planned as a part of the educational program. Attending field trips is a privilege, which may be restricted or removed from individual students. Students must have a signed parental/guardian consent form before participating in a field trip. Cost should never prohibit a student from attending a field trip. Please contact your student's teacher if assistance is needed. Parents/guardians are welcome to attend with their student. Parents/guardians attending field trips must provide their own transportation and cover associated costs. Only pre-approved CBHS students will be allowed to attend and participate in the field trip. Students cannot be transported by another party (i.e., parent, friend) to attend the field trip.

FOOD

"Party" foods, such as pizza, birthday cake, etc. may be brought into the classroom with **advance** permission of the teacher. **Food brought into the classroom must be store bought, sealed, and include the ingredient list**. Nothing homemade can be brought in. Store bought items are required in order to avoid food allergy issues. All food must follow CBPS Wellness Policy.

Students are not permitted to have food from restaurants or fast-food establishments delivered to the school by delivery services, parents, or other individuals.

FRAMEWORK FOR INSTRUCTION

Curriculum and instruction at the high school level reflect a developmental approach that centers on the concepts, skills and processes in the individual subject areas. Each student is viewed as a unique person with an individual growth rate. Curriculum and instruction are responsive to individual differences in ability and interests. Different levels of ability, development, and learning styles are expected, accepted, and used to plan and design appropriate learning experiences for each student.

The Virginia Standards of Learning provide the framework for what is to be taught at each grade level. The curriculum, used division-wide, emphasizes basic skills and is rich in informational facts, along with problem solving and decision-making strategies. Technology plays an important role in instruction and skills in the use of technology are incorporated throughout the curriculum. The VDOE Curriculum Framework can be found on the Virginia Department of Education Website.

Our curriculum focuses on content knowledge, workplace skills, community and civic responsibility, career planning to include creative thinking, critical thinking, collaboration, communication and citizenship.

In accordance with expectations from the General Assembly the school VLA plan will be

implemented during the 2024-2025 school year and the plan can be found on the division website.

GRADING PROCEDURES/HOMEWORK PROCEDURES /MISSED WORK PROCEDURES

Refer to the division grading procedures located on the division website.

HALL PASS

All students are required to use Securely (formerly called E-Hall Pass) to sign out when using the restroom, and water fountain,

INTERIM(Progress Reports)/REPORT CARD SCHEDULE

The School Board of CBPS operates on a nine-week reporting system for all students. Students will receive interims/progress reports half way through the nine weeks grading period and report cards are sent home four (4) times during the school year. These dates can be found on the school calendar.

LEARNING OBJECTIVES

At the beginning of each school year teachers provide parents/guardians with a copy of each teacher's syllabus. The syllabus will contain information on learning objectives and more specific course information.

LIBRARY

The high school school library houses a collection of books and other materials to support the curriculum as well as children's independent reading interests. Students in grades 8 - 12 can visit the library and check out books. Librarians encourage responsible library usage by instructing students on proper book care. Families are responsible for paying for lost or excessively damaged books.

LOCKS/LOCKERS

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and are responsible for the content of their assigned locker at all times. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. The contents of a student's locker are the responsibility of the student. Students are not to share lockers or use vacant lockers. Locker privileges may be removed for failure to follow regulations.

NETWORK ACCEPTABLE USE AND RESPONSIBILITY/DEVICE RENTAL AGREEMENTS

Refer to the division Student Code of Conduct.

OPERATION COOPERATION: Morning Drop-Off and Afternoon Pick-Up

Student Safety is our TOP Priority

The Colonial Beach High School and Elementary School share the same campus. During the summer of 2022, the campus was newly paved and redesigned as part of the CBPS Capital Improvement Plan. The plan was designed under the leadership of the Division Superintendent, Dr. Clint Mitchell, and approved by the CBPS School Board in July of 2022. Please read the information below carefully so you are prepared for changes to drop off and pick up. It's imperative that parents/guardians follow staff instructions. Your patience, understanding, and support of "Operation Cooperation" is appreciated. The CBHS/CBES staff will be on duty directing the flow of traffic to maximize safety.

STUDENT DROP OFF in the MORNING

- Morning student drop off procedures start at 7:35am for both elementary and high school students.
- Parents who have both elementary and high school students will enter at the gate on First Street. Refer to the diagram below and you will find an "enter here" sign. The gate entrance leads to the back of the elementary school from First Street.
- Drive along the pavement around the building. Staff will be there to guide you. Refer to the arrows on the diagram below.
- If you have a high school student as well as an elementary student, you will turn right and enter the inside lane so you can **drop off your high school student(s)** at the corner of the high school building. You will then proceed to exit onto First Street.
- **If you only have a high school student(s),** you will NOT enter on First Street. Instead, you will enter the back of the school property using Lincoln Avenue. You will drive straight to the end of the high school using the inside lane, drop off your high school student(s), and proceed to exit on First Street. Refer to the diagram below.
- **IMPORTANT:** In order to keep students and staff safe, all parents are expected to follow the instructions provided by staff members.
- The high school starts at 8:00am. The gate at the back of the high school will be closed promptly at 8:00am.
- If you arrive at school after 7:55am for elementary and 8:00am for high school, you will need to park and sign your student in at their respective schools.

HIGH SCHOOL STUDENTS DRIVING TO SCHOOL

- **<u>If you are a high school student driving to school</u>** you will enter the back of the school property using Lincoln Avenue with all high school only drivers. You will drive straight to the end of the high school using the <u>outside</u> lane.
- High school drivers park in spaces adjacent to the baseball field only. You will be assigned a parking space based on your parking pass.
- Parking passes should be clearly visible in the dash of the car at all times while parked. Violations could result in loss of parking privileges, disciplinary action or a vehicle being towed. Refer to the diagram below.
- After parking your vehicle, please use the sidewalk and crosswalk to cross traffic. Do not walk through the parking lot!
- **IMPORTANT:** In order to keep drivers safe, all high school drivers are expected to follow the instructions provided by staff members. Additionally, drivers are expected to follow appropriate distances, clear signaling and safe speeds.

<u>BUSSES</u>

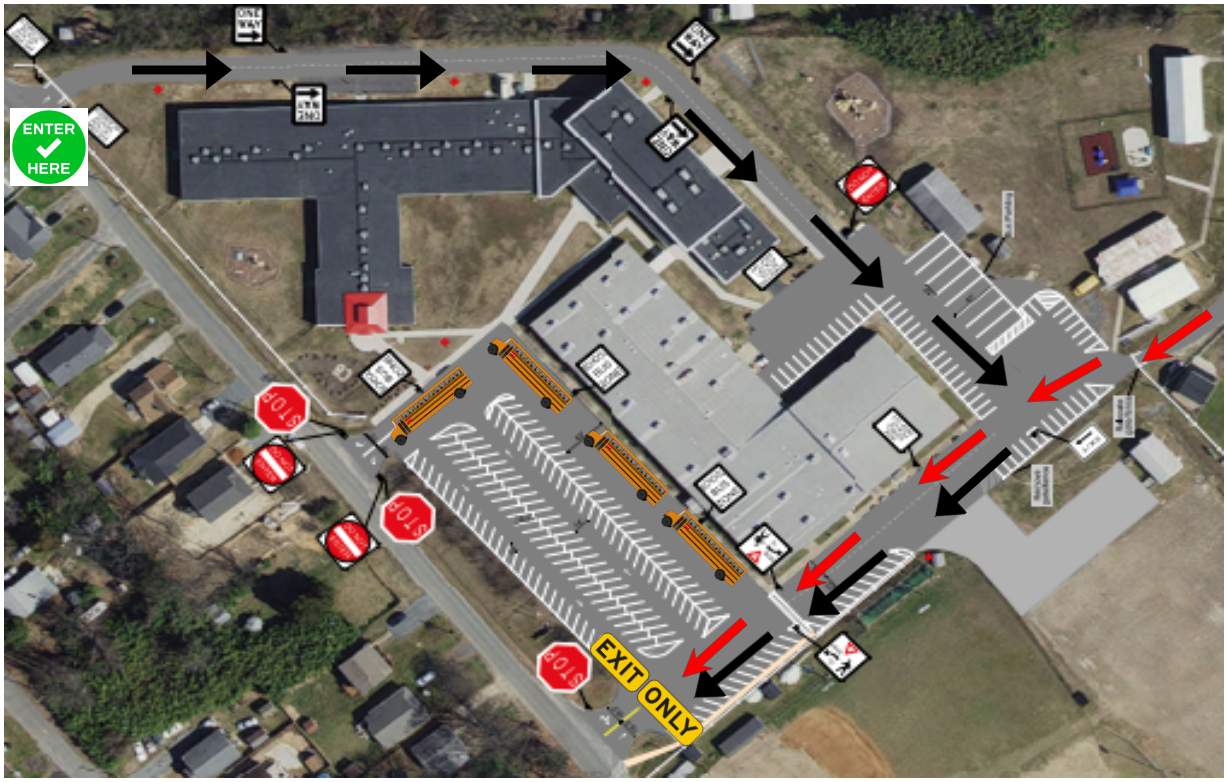
- Buses will drop off and pick up students in the front of the high school and elementary school buildings.

<u>STUDENT PICK-UP in the AFTERNOONS</u>

- Follow the same procedures as above.
- The gates to First Street and Lincoln Avenue will open at 2:30pm and close at 2:55pm.
- If you arrive after 2:55pm, you will need to park in the parking lot and go to the main office to check out your student.

<u>IMPORTANT INFORMATION</u>

- No transportation changes will be made/honored after 2:00 pm each day.
- If you are picking your child up from school early, you must do so prior to 2:30pm. If you arrive after 2:30pm, you will have to wait until walkers, buses and pick-ups are dismissed.



OUT OF TOWN STUDENTS

School Admission Out-of-Town Students

If a student is a resident of the Commonwealth but not of the school division, that student may be admitted into the Colonial Beach Public Schools. Full details are outlined in the code of conduct.

Admission Procedures:

Parents who seek admission to Colonial Beach Public Schools as an "Out-of-Town" student must first complete an enrollment application. The following supporting documentation must be submitted with the enrollment application:

- Grades/Transcripts if applicable
- Discipline File (or indication from previous school setting that there is a behavior concern)
- Attendance Records
- Standardized Test Scores
- Criminal history
- Other applicable documents as requested

Review Process

After the application and supporting documentation is received, the school-level committee, led by the building principal, will proceed as follows:

1. The school-level committee will review the application and supporting documentation.
2. The review committee will make one of the following recommendations:
    - Recommendation for full enrollment
    - Recommendation for probationary enrollment (plan to be developed and attached)
    - Not Recommended for enrollment
3. The building principal will present the completed "Out of Town" application

    recommendation to the Division Superintendent

Superintendent's Recommendation

The Division Superintendent shall have sole discretion for accepting or rejecting such applicants based on the best interest of Colonial Beach Public Schools. The following will be considered when making the final decision:

- School-level admission team recommendation
- Grades/Transcripts if applicable
- Current Class Size
- Discipline File (or indication from previous school setting that there is a behavior concern)
- Attendance Records
- Standardized Test Scores
- Criminal history
- Parental Involvement
- Other applicable documents

Following a review of all documentation The Division Superintendent will:

1. Accept or deny the recommendation or not accept the recommendation.
2. Sign and mail a decision letter to the parent/guardian.
3. Include the terms of probationary status, if applicable, in the acceptance letter.

Admission for full enrollment is valid through the end of the school year and will be reviewed each year for continuation. In order to maintain full enrollment status, the student must continue to maintain the standards by which they were accepted. If the student continues to maintain the standards, parents/guardians do not have to reapply for admission as an "Out of Town Student."

Students who do not maintain the standards set forth by the Division, or adhere to expectations in the probationary status letter, will be denied continued admission to Colonial Beach Public Schools. They may reapply for admission as an "out-of-town" student after one year.

Revocation Procedures:

In order to revoke a student's admission as an "Out-of-Town" student, the principal or designee will:

1. Review the student's record at the end of each quarter.
2. Provide the parent/guardian with a letter detailing any concerns and/or progress toward the goals outlined in the probationary contract.
3. Provide the parent/guardian with a letter, at the end of the third quarter (February/March), with supporting documentation stating his/her intent to revoke the student's status for the following school year.
4. Provide the parent/guardian with a letter, at the end of the fourth quarter, with supporting documentation to revoke the "Out-of-Town" transfer.
5. Contact the base school, where the student will be enrolled to inform them of the revocation of the student from Colonial Beach Public Schools.

Transportation:

Parents will have the sole responsibility of transporting their children to and from school. Transportation shall not be furnished to nonresident students except in those cases where:

- agreements between divisions specify transportation services, or
- federal or state legislation mandates the provision of transportation services; or
- transportation services can be provided for students in Westmoreland Shore, Placid Bay, and Hamblin Field, as a community pick-up location.

Policy JEC-BR 2

FAMILY CONFERENCES

Family Conferences are an effective means of establishing and maintaining close cooperation between the home and the school. Two dates during the school year have been selected for Family conferences (please check your school calendar for dates and times). If you have not been assigned an appointment time, but would like to request a conference, please contact your student's teacher. In addition to these pre-established conference dates, teachers are available throughout the year to meet with parents/guardian. Teachers are not available for conferences while classes are in session.

Parents/guardians ***are required*** to attend conferences with teachers, counselors, and/or administration as a result of certain disciplinary action before the student is permitted to return to school or if the student is at risk of retention.

OPT OUT FORMS AND INSTRUCTIONS

Refer to the division Code of Conduct.

POSSESSION OF CELLULAR TELEPHONES, TABLETS, OR SIMILAR DEVICES

Refer to the division-wide Student Code of Conduct.

POWERSCHOOL PARENT/GUARDIAN ACCESS (PSPA)

PSPA is an online system that allows parents/guardians to receive up-to-date information (grades, attendance, SOL scores, etc.) about their children. Please contact your school if you do not have access to your student's PowerSchool account. It's important that parents/guardians review PowerSchool on a regular basis.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection are prohibited.

SELLING AND SOLICITING

Students are not allowed to sell or buy items from one another at school, as selling or soliciting on school property is prohibited. Salespersons are prohibited from using school property for activities as a means for sales promotion or advertising. Parents/guardians are asked not to send items to school to be sold to students or staff members. School fundraisers are sponsored by the school or parent/guardian organization under prescribed guidelines.

TESTING TRANSPARENCY & PARENT OPT OUT

On December 10, 2015, the *Every Student Succeeds Act of 2015 (ESSA)* was signed into law. Section 1112(e)(2) of ESSA states that parents/guardians of students in Title 1 schools have a right to know about state or division policies regarding student participation in any assessments mandated by ESSA, including any policy, procedure, or parental/guardian right to opt students out of such assessments. If you would like to receive information about this topic, please contact Karen Camlin, Director of Federal Programs, either by phone at 804-224-0906, or in writing at 16 North Irving Avenue, Colonial Beach, VA., 22443.

All students enrolled in Virginia public schools are expected to take the applicable state tests. The *Virginia Board of Education Regulations Establishing Standards for Accrediting Public Schools in Virginia* state:

"In kindergarten through eighth grade, where the administration of Virginia assessment program tests are required by the Board of Education, each student shall be expected to take the tests" and "each student in middle and secondary schools shall take all applicable end-of-course SOL tests following course instruction".

The Virginia regulations do not provide for what is sometimes referred to as an "opt out policy" for students regarding the Virginia assessments. If parents/guardians refuse to have their student participate in one or more of the required Virginia assessments, they should be aware that their student's state assessment score report will reflect a score of "0" for any test that is refused.

REQUIRED SOL TESTING

8th Grade	**Math**	**Science**	**English**	**History**
Integrated Reading & Writing	Algebra 1	Biology	Reading	World Geography
Reading 8	Geometry	Chemistry	Writing	World History I
Math 8	Algebra II			World History II
Physical Science				US/VA History
World Geography				

REMEDIATION PROGRAMS AND SUMMER SCHOOL

Generally, any student who fails to achieve a passing score on any of the Standards of Learning assessments will be required to attend a form of remediation which may include summer school. The courses offered and the quality of instruction in the summer school program shall be comparable to that offered during the regular school term. Students must meet the remediation requirements for SOL testing.

Eligibility: The Division Superintendent may require students who are educationally at risk to take special programs of prevention, intervention, or remediation before, during, and/or after school and/or in summer school. The requirement for remediation may, however, be satisfied by the student's attendance in a program of prevention, intervention or remediation which has been selected by their parent/guardian, in consultation with the superintendent or designee.

The selected program is either (i) conducted by an accredited private school or (ii) a special program which has been determined to be comparable to the required public school remediation program by the division superintendent. The costs of such private school remediation program or special program shall be borne by the student's parent/guardian.

SEARCH AND SEIZURE

Refer to the division Student Code of Conduct.

SPECIAL EDUCATION AND RELATED SERVICES

The Individuals with Disability Education Act (IDEA) guarantees a free appropriate public education to all eligible children with disabilities. The steps in the special education process include:

1. Child Find
2. Identification and Referral
3. Evaluation
4. Determination of Eligibility
5. Development of an Individualized Education Program (IEP): determination of services and placement
6. Reevaluation

There are timelines schools must follow for each step. Timelines help to prevent any delay. Procedural safeguards, which are rights given to the parents/guardians of a student with a disability and the student upon reaching the age of majority (age 18), ensure that the student is provided a free appropriate public education according to the Federal, State, and Local laws and regulations. The services and placement of students with disabilities who need special education are developed through an IEP, which is the responsibility of local public school divisions. The Federal and State definition of special education and specially designed instruction is as follows:

"**Special education**" means specially designed instruction, at no cost to the parent/guardian, to meet the unique needs of a student with a disability, including instruction conducted in a classroom, in the home, in hospitals, in institutions, and in other settings and instruction in physical education.

Your Family's Special Education Rights:

https://www.doe.virginia.gov/home/showpublisheddocument/922/638102617269200000

Please contact Lacey Neitzey, Director of Special Education for Colonial Beach Public Schools, for any questions regarding special education under the IDEA or Section 504 of the Rehabilitation Act.

TECHNOLOGY

CBPS provides appropriate technology for all students. No personal devices are permitted to be used during instructional time. For full information please refer to the division Student Code of Conduct technology guidelines.

TELEPHONES

Students may use school phones for emergency use only with teacher or office permission.

Forgotten homework, supplies, notes and/or books do not constitute an emergency call. Students will not be called from class to come to the phone.

TEXTBOOKS

At the beginning of each school year textbooks may be issued to students free of charge. The teacher records the condition of the text upon its issue and upon its return. Proper care of textbooks is the responsibility of the student. Fees will be assessed for damaged or lost books. Students are not to share textbooks, nor leave them in lockers that are not locked.

TRANSPORTATION

All regulations applying to students on school grounds and at school sponsored activities also apply to students traveling to and from school and to school events on school provided transportation. CBPS provides transportation to students as a privilege. Inappropriate behavior will result in the loss of this privilege and/or additional disciplinary action. Students are assigned a permanent bus based on their residential address. Any changes to transportation must be made IN WRITING by the parent/guardian unless there are extenuating circumstances approved by the principal. **No changes to transportation can be made after 2:00 PM for the same day.**

Students are required to conduct themselves on school buses in a manner consistent with established standards for classroom behavior. The school principal may suspend or revoke the riding privileges of students and/or take other disciplinary actions for students who are disciplinary problems on the bus. Parents (or guardians) of children whose behavior and misconduct on school buses violates the Student Code of Conduct or otherwise endangers the health, safety, and welfare of other riders shall be notified that their child/children face the loss of school bus riding privileges and/or other disciplinary actions. If a student's riding privileges are suspended or revoked, the student's parents are responsible for seeing that the student gets to and from school safely. The bus driver is responsible for maintaining the orderly behavior of students on school buses and shall report misconduct to the student's principal and provide a copy of the report to the transportation office.

School Board Policy JFCC.

WALKING TO SCHOOL

Students in Grades 6-12 must walk if they live between Colonial Avenue and 6th Street. This includes students living on Colonial Avenue, on the 7-11 side. Students should not cross Colonial Avenue.

Students in Grades K-5 may not walk home unless they are accompanied by an older sibling and they must have a permission to walk form on file. *These requests will be granted on a case-by-case basis depending on the safety of the route to the home.*

Any note requesting a change in transportation (including walking, etc.) must contain the following:

Student name; Parent/guardian name; Drop Off Address; Name of adult at bus stop (Grades PK-2) dates the change of transportation will be in effect; phone number in case of emergency. Requests MUST be made prior to 2:00 pm.

Please refer to additional policies in the document titled "Bus Regulations" and School Board Policy JFCC.

WEATHER GUIDELINES

Stated below are guidelines that will be used before taking students outside:

- Temperature – In general, not below 35 degrees, nor above 90 degrees.
- Clothing – Children should have appropriate clothing and appropriate shoes for both warm and cold weather.
- Type of Activity – If the children are to be outdoors in the lower temperatures, they should be reasonably active. Strenuous activity should be avoided when temperatures are above 90 degrees. Activities should be conducted in shaded areas during excessive heat, whenever possible.
- Heat index system is specially designed for athletic practices and often allows participation in excess of the guidelines stated above. Therefore, it should not be used as the standard to determine whether or not physical education classes should be taken outside. However, when the Heat Index reaches 90-95 and above, exercise and activities should be inside.
- Teachers are not permitted to put sunscreen on children at any time.

Please Note: Please have students appropriately dressed for various weather conditions.

VIRTUAL LEARNING/DISTANCE LEARNING

In the event that virtual/distance learning takes place, students are responsible for following rules/expectations of the Student Handbook and Division Student Code of Conduct and more information will be provided.

Parents/guardians and students are responsible for any devices/hotspots received to aid with virtual learning in the home.

WITHDRAWAL

If it becomes necessary to withdraw the student from the school he or she is attending either during the school term or over the summer, the parent/guardian must notify the school registrar at 804-224-0906. If the name and address of the school to which the student will be moving is known at the time of withdrawal, please include that information. The request should be done in a timely manner to give adequate notice for the school to prepare your student's records and ensure that all textbooks and library books have been returned. Please contact the division registrar at 804-224-0906.

ADMINISTERING MEDICATION TO STUDENTS

Prescription Medication

Colonial Beach Public School trained personnel may give prescription medication to students only pursuant to the written order of a physician or nurse practitioner and with written permission from the student's parent/guardian. Such medicine must be in the original container and delivered to the principal, school nurse or school division designee by the parent/guardian of the student. Please remember, do not send prescription medication to school with a student. In order for prescription medication to be administered at school the request to administer medication form must be completed by a physician and signed by the legal parent/guardian.

Self-Care and Self-Administration of Medication

Each enrolled student who is diagnosed with diabetes, with parental consent and written approval from the prescriber, is permitted to

- carry with him and use supplies, including a reasonable and appropriate short-term supply of carbohydrates, an insulin pump, and equipment for immediate treatment of high and low blood glucose levels, and

- self-check his own blood glucose levels on school buses, on school property, and at school-sponsored activities.

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

Self-Administration of Asthma Medications and Auto-Injectable Epinephrine

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

asthma medication, or auto-injectable epinephrine, or both, when the following conditions are met:

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

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

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

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

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

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

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

Epinephrine

Pursuant to an order or standing protocol issued by the prescriber within the course of his

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

Albuterol Inhalers

Albuterol inhalers and valved holding chambers are stocked in each school in the division to be administered by any school nurse, employee of the School Board, employee of a local appropriating body, or employee of a local health department who is authorized by the local health director and trained in the administration of albuterol inhalers and valved holding chambers for any student believed in good faith to be in need of such medication.

Regulation

The superintendent shall develop a regulation for administration of medicines to students. The regulation shall include provisions for the handling, storage, monitoring, documentation and disposal of medication.

Please refer to CBPS Policy JHCD.

HEAD LICE

If adult lice or cemented nits are found, the student will be sent home immediately. In a classroom where lice or nits have been discovered, the entire class may be examined as well as school-age siblings. It has been determined to be unnecessary to screen the entire population of the bus; however, it may be suggested to screen those children who sit together on the same seat. Appropriate treatment instructions will be given to the student or parent/guardian.

BEFORE riding the bus or returning to the classroom, the student must be brought by the parent/guardian to the office to be re-examined for head lice. If the student is free of head lice and their eggs (nits), the student will be allowed to re-enter the classroom and ride the bus as appropriate. If the student continues to have head lice or nits are present, the student will return home with the parent/guardian.

SCREENINGS

The Code of Virginia 22.1-273 requires that vision and hearing screenings for kindergarten, grades two or three, grades seven and ten as well as all new students to the school division be conducted. CBPS has the services of a full time registered nurse. The nurse will perform the screenings. Parents/guardians and teachers may request that a student be screened at any time. Parents/guardians will be notified if the screening results indicate the need for professional

evaluation. Additionally, information on scoliosis will be provided to the parents/guardians of all students in grades five through grade ten.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER OR EMERGENCY

Following is a list of different closing options available to the superintendent and how they affect CBPS. School closings will be posted on the school website and CPBS Social Media Accounts. Families will be notified with an alert.

Code Green: Schools are closed for students. Offices are closed to the public. All school activities are canceled. All non school activities are cancelled. 10 month and 11 month contracted employees do not report to work. All 12 month contracted employees report to work by 10:00 am. All inclement weather employees (custodians, maintenance) report on time.

Code Red: All schools and school board facilities are closed. All school activities are canceled. All non school activities are canceled. Employees to not report to work unless they are inclement weather employees (custodians/maintenance)

Code Orange: Schools are closed for students. Virtual learning day for students (synchronous and asynchronous). All school activities and non school activities are canceled. Bus will not operate. All employees on a 10 month contract are required to provide remote instruction in the school building or home with reliable internet connection. Employees whose jobs who cannot be done remotely will receive specific instructions from their direct supervisor. Inclement weather employees are expected to report on time.

TWO-HOUR DELAYED OPENING **Gov School, NNTC**

- All school buildings and offices will open two hours late.
- In person classes will begin 2 hours late.
- AM bus transportation will operate on a 2 hour delay.
- Field trips are canceled.
- "If a particular school district is closed or delayed due to inclement weather or any other circumstance which prevents normal transportation services to be provided, but CBGS and/or NNTC is open, then students from that school district are excused from CBGS and/or NNTC and not expected to attend. This is to ensure the safety of all students.

In the event it is necessary to close or delay the opening of school because of inclement weather or other circumstances, the following media may carry the information. Please check multiple sources, as reports may not be available on every media format for every weather event.

When no announcement is made on the day(s) in question, this will indicate that school is in session and on the regular schedule.

ANNUAL NOTIFICATIONS

SCHOOL DIVISION POLICIES AND REGULATIONS

Copies of all division policies and regulations are available on the division's website. Printed copies of school division policies and regulations are available by contacting the school board office at 804-224-0906.

SCHOOL-BASED INTERVENTION TEAM (SBIT)

Parents/guardians have a right to request an SBIT if they have concerns about their student's progress in school. For more information regarding this process, please contact the Director of Special Education or building principal. To request a meeting contact the school principal or Director of Special Education.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Refer to division Student Code of Conduct.

DIRECTORY INFORMATION

Refer to division Student Code of Conduct

COMPREHENSIVE OPT OUT–RELEASE OF DIRECTORY INFORMATION

Refer to division Student Code of Conduct

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

Refer to division Student Code of Conduct.

TEACHER QUALIFICATIONS

Refer to division Student Code of Conduct.

SEX OFFENDER REGISTRY NOTIFICATION

SEX OFFENDER AND CRIMES AGAINST MINORS REGISTRY INFORMATION

Generally

Each school in the division registers with the Department of State Police to receive electronic

notice of the registration, reregistration, or verification of registration information of any person required to register with the Sex Offender and Crimes Against Minors Registry (the Registry) within the division.

The superintendent establishes procedures regarding the use and distribution of information received from the Registry. Information received from the Registry may not be used to intimidate or harass.

Visitors to Schools

When the school division learns that a parent, other than a parent who has been convicted of a Tier III offense as defined in Va. Code § 9.1-902, of an enrolled student is required to register with the Registry, the parent is notified in writing that he or she is barred from being present at school or at school functions without the express written approval of the student's principal. Such approval must be obtained in advance of the proposed visit and will state the conditions under which the parent may be present. When such a parent is permitted at school or at school functions the parent is monitored to ensure that he or she does not come into contact with any children other than the parent's own children.

When the school division learns that any person other than the parent of an enrolled student, who is required to register with the Registry, but who has not been convicted of a Tier III offense, as defined in Va. Code § 9.1-902, seeks to be present at school or at school functions, the person is notified in writing that he or she is barred from being present at school or school functions without the express written approval of the principal of the school the person seeks to visit or which sponsors the event the person seeks to attend. Such approval must be obtained in advance of the proposed visit and, if obtained, will state the conditions under which the person may be present. One of the conditions will be that the person will be monitored to ensure the safety of students, staff, and others.

Principals consider requests to be present at school or at school-sponsored activities from all persons who are required to register with the Registry but have not been convicted of a Tier III offense as defined in Va. Code § 9.1-902 in accordance with procedures established by the superintendent.

No adult who has been convicted of a Tier III offense, as defined in Va. Code § 9.1-902, may enter or be present during school hours, and during school-related or school-sponsored activities on any property the person knows or has reason to know is a school or child day center property, school bus, or on any property, public or private, when such property is solely being used by an elementary or secondary school for a school-related or school-sponsored activity unless

- *the person is a lawfully registered and qualified voter and is coming upon such property solely to vote;*
- *the person is a student enrolled at the school; or*
- *the person has obtained a court order pursuant to Va. Code 18.2-370.5.C allowing the person to enter and be present upon such property, and has obtained the permission of*

the School Board or its designee for entry within all or part of the scope of the lifted ban, and is in compliance with the School Board's terms and conditions and those of the court order.

School Board Policy KN

GRADUATION REQUIREMENTS

At the beginning of each school year, every school must provide to students in all grade levels a notice of all requirements for the Board of Education-approved diplomas.

Please refer to CBPS Policy IKF - The Virginia Assessment Program and Graduation Requirements; 8 VAC 20131-270.B

LAWS GOVERNING PROSECUTION OF JUVENILES AS ADULTS

The Colonial Beach School Board annually provides 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.

For more information visit CBPS Policy JFCL

NON-DISCRIMINATION

CBPS does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities including Title VI, Title IX Section 504, Age Discrimination Act, and Title II and provides equal access to the Boy Scouts and other designated youth groups.[1] The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Human Resources
400 Lincoln Avenue
Colonial Beach, VA 22443
804-224-0906

For further information on notice of non-discrimination, visit
https://www2.ed.gov/about/offices/list/ocr/index.html
for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Administrative Staff

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Mr. Scott Lush
Principal
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School Board Members

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