

# Colonial Beach Elementary School

Where everyone is productive, responsible  
and respectful!



Student Handbook  
2023-2024

# Colonial Beach Elementary School

“Home of Drifter Pride”

2023-2024



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

Colonial Beach Elementary School Grades PK-7  
102 First Street Colonial Beach, VA 22443  
804-224-9897

Dr. Clint Mitchell – Superintendent of Schools  
Dr. Felix Addo, Executive Director of Accountability and Operations  
Dr. Kimbrelle Barbosa Lewis, Executive Director of Instruction and Professional Learning  
Mrs. Michele K. Coates – Principal  
Mrs. Sierra Huber – Assistant Principal  
Mrs. Lacey Neitzey – Director of Special Education  
Ms. Amy Wilkins, Student Support Services  
Mrs. Rebecca Tabler – School Counselor

“At CBES everyone is productive, responsible and respectful!”

This student handbook belongs to:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP Code \_\_\_\_\_

PHONE \_\_\_\_\_

# Colonial Beach Elementary School

2023-2024



## Student Handbook and Family Information

### HOURS

Office Hours: 7:30 AM - 3:30 PM

Student Instructional Day: 7:55 AM – 2:55 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 the building at 7:55AM. 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 Elementary School (CBES). Upon arrival, all visitors must report to the elementary 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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## Colonial Beach Public Schools

### 2023-2024 School Year Calendar

Approved-February 8, 2023.

| JULY    |    |    |    |    | AUGUST   |    |    |    |    | SEPTEMBER |    |    |    |    | July   | February                                       | Instructional Days   |  |         |
|---------|----|----|----|----|----------|----|----|----|----|-----------|----|----|----|----|--|--|--|--|---------|
| M       | T  | W  | Th | F  | M        | T  | W  | Th | F  | M         | T  | W  | Th | F  | 4-Staff Holiday  | 6 Interims (23 days)                           | August   | 14 Days  |         |
|         | 3  | 4  | 5  | 6  | 7        |    | 1  | 2  | 3  | 4         |    |    |    |    | 1  | 5-20 Extended School Year Dates (Possible)     | 15 Parent/Teacher Conf 4-6   | September  | 19 Days |
|         | 10 | 11 | 12 | 13 | 14       | 7  | 8  | 9  | 10 | 11        | 4  | 5  | 6  | 7  | 8  | 24- Eleven month employees return              | 19-Holiday   | October  | 21 Days |
|         | 17 | 18 | 19 | 20 | 21       | 14 | 15 | 16 | 17 | 18        | 11 | 12 | 13 | 14 | 15   | 31 New Teacher Workday                         |  | November   | 18 Days |
|         | 24 | 25 | 26 | 27 | 28       | 21 | 22 | 23 | 24 | 25        | 18 | 19 | 20 | 21 | 22   | <b>August</b>                                  | <b>March</b>   | December   | 13 Days |
|         | 31 |    |    |    |          | 28 | 29 | 30 | 31 |           | 25 | 26 | 27 | 28 | 29   | 1-4 New Teacher Workdays                       | 8 End of Quarter (45 days)   | January  | 19 Days |
|         |    |    |    |    |          |    |    |    |    |           |    |    |    |    |  | 7-11 Teacher/Para Workdays (all)               | 11 No school for students, Teacher/Staff PD/Workday                  | February   | 20 Days |
|         |    |    |    |    |          |    |    |    |    |           |    |    |    |    |  | 14- First day for students                     | 18-Report Cards  | March  | 19 Days |
| OCTOBER |    |    |    |    | NOVEMBER |    |    |    |    | DECEMBER  |    |    |    |    | <b>September</b>   | 29- Spring Break                               | April  | 17 Days  |         |
| M       | T  | W  | Th | F  | M        | T  | W  | Th | F  | M         | T  | W  | Th | F  | 1,4 Holiday, No School for staff or students                               | <b>April</b>                                   | May  | 13 Days  |         |
|         | 2  | 3  | 4  | 5  | 6        |    |    | 1  | 2  | 3         |    |    |    |    | 1  | 15 Interims (day 23)                           | 1-5 Spring Break   | June   |         |
|         | 9  | 10 | 11 | 12 | 13       | 6  | 7  | 8  | 9  | 10        | 4  | 5  | 6  | 7  | 8  | 21- Teacher/Parent Conf 4-6 pm                 | 17 Interims (21 Days)  | <b>Total Days -- 173 Days</b>  |         |
|         | 16 | 17 | 18 | 19 | 20       | 13 | 14 | 15 | 16 | 17        | 11 | 12 | 13 | 14 | 15   |  | <b>October</b>   |  |         |
|         | 23 | 24 | 25 | 26 | 27       | 20 | 21 | 22 | 23 | 24        | 18 | 19 | 20 | 21 | 22   | <b>October</b>                                 | <b>May</b>   |  |         |
|         | 30 | 31 |    |    |          | 27 | 28 | 29 | 30 |           | 25 | 26 | 27 | 28 | 29   | 9- Holiday, No School for staff and students   | 16-Kindergarten & 7th Grade Graduation                               | <b>Days in Grading Periods</b>   |         |
|         |    |    |    |    |          |    |    |    |    |           |    |    |    |    |  | 13 End of Quarter 1 (42 days)                  | 17 Last Student Day/End of Quarter 4/early dismissal/teacher workday | <b>42, 43, 45, 43</b>  |         |
|         |    |    |    |    |          |    |    |    |    |           |    |    |    |    |  | 23 Report Cards                                | 18- High School Graduation   |  |         |
| JANUARY |    |    |    |    | FEBRUARY |    |    |    |    | MARCH     |    |    |    |    | <b>November</b>  | 20-21 Teacher/Para Workdays                    |  |  |         |
| M       | T  | W  | Th | F  | M        | T  | W  | Th | F  | M         | T  | W  | Th | F  | 7-Election Day - No School for Students, Teacher/Para PD/Workday (Virtual) | 27- Staff Holiday                              |  |  |         |
|         | 1  | 2  | 3  | 4  | 5        |    |    |    | 1  | 2         |    |    |    |    | 1  | 15 Interims (day 22)                           | <b>June</b>  |  |         |
|         | 8  | 9  | 10 | 11 | 12       | 5  | 6  | 7  | 8  | 9         | 4  | 5  | 6  | 7  | 8  | 22-24 Holiday                                  | 5-30 Extended School Year Dates (Possible)                           | <b>Holidays</b>  |         |
|         | 15 | 16 | 17 | 18 | 19       | 12 | 13 | 14 | 15 | 16        | 11 | 12 | 13 | 14 | 15   |  | June 19- Holiday   | <b>Teacher Workdays</b>  |         |
|         | 22 | 23 | 24 | 25 | 26       | 19 | 20 | 21 | 22 | 23        | 18 | 19 | 20 | 21 | 22   | <b>December</b>                                | June 21 - Last day for eleven month employees                        | <b>*Teachers and paras are required to work from 7:30-3:30 each day</b>                |         |
|         | 29 | 30 | 31 |    |          | 26 | 27 | 28 | 29 |           | 25 | 26 | 27 | 28 | 29   | 19 - End of Quarter 2 (43 days)                | 20-30 Holiday- 12 month Employees Work 20-21 & 27-28                 |  |         |
|         |    |    |    |    |          |    |    |    |    |           |    |    |    |    |  | <b>January</b>                                 |  |  |         |
| APRIL   |    |    |    |    | MAY      |    |    |    |    | JUNE      |    |    |    |    |  |  |  |  |         |
| M       | T  | W  | Th | F  | M        | T  | W  | Th | F  | M         | T  | W  | Th | F  |  |  |  |  |         |
|         | 1  | 2  | 3  | 4  | 5        |    |    | 1  | 2  | 3         | 3  | 4  | 5  | 6  | 7  | 1- Holiday                                     | <b>Number of Staff Workdays</b>                                      | <b>*Teachers are required to attend all scheduled PD and workdays</b>                  |         |
|         | 8  | 9  | 10 | 11 | 12       | 6  | 7  | 8  | 9  | 10        | 10 | 11 | 12 | 13 | 14   | 2-3- No School for Students/ Staff PD/Workdays | 10 Month - 184 Day (New Teachers - 189)                              | <b>*Paras are required to attend all scheduled PD and workdays</b>                     |         |
|         | 15 | 16 | 17 | 18 | 19       | 13 | 14 | 15 | 16 | 17        | 17 | 18 | 19 | 20 | 21   | 8 - Report cards                               | 11 Month - 215 Days  | <b>*The School Board reserves the right to modify the calendar as deemed necessary</b> |         |
|         | 22 | 23 | 24 | 25 | 26       | 20 | 21 | 22 | 23 | 24        | 24 | 25 | 26 | 27 | 28   | 15-Holiday                                     | 12 Month - 238 Days  |  |         |
|         | 29 | 30 |    |    |          | 27 | 28 | 29 | 30 | 31        |    |    |    |    |  |  |  |  |         |



**Colonial Beach Elementary School  
102 First Street, Colonial Beach, VA 22443**



Dr. Clint Mitchell, Superintendent  
Mrs. Michele C, Principal  
Mrs. Sierra Huber, Assistant Principal  
Mrs. Rebecca Tabler, School Counselor  
Office 804-224-9897 Fax 804 -410 -3849  
[www.cbschools.net](http://www.cbschools.net)

**SUPERINTENDENT'S LETTER**

August 1, 2023

Dear CBPS Families,

Welcome to the 2023-2024 school year! I cannot believe we are getting ready to welcome students back to school. On behalf of the Colonial Beach Public Schools (CBPS) Board, I want to thank you in advance for sharing your child or children with us.

For the 2023 - 2024 school year, CBPS will be launching a new *Five-Year Strategic Plan*. The plan contains five goals, focusing on Academic Achievement, Learning Environment, Staff Recruitment/Retention, Family/Community Engagement, and Fiscal Stewardship. To that end, one of the key goals of the superintendent's staff, building-level administrators, teachers, and other school personnel is to ensure that all students are provided with a safe and productive environment so that they can maximize their academic potential.

One of the key facets to maximizing students' potential is to ensure they and their families are provided with a comprehensive Student Handbook with key policies and procedures in CBPS. While this handbook does not contain all policies in our school Division, it is important for parents to take time to read, understand, and familiarize themselves with the expectations stated within this handbook. Parents should take the time to go over the handbook with their child or children. Our teachers and staff will dedicate time during the first week of school to review the expectations in the handbook with all students.

For a list of all CBPS policies please visit the link below:  
<https://go.boarddocs.com/va/cbpsd/Board.nsf/Public>

It is important to remember that all school expectations apply when students are present on school grounds, before school, traveling to and from school, riding the school bus and other forms of transportation by CBPS staff, participating in extracurricular events and activities, as well as representing the Division in any events outside of the district.

Parents are also encouraged to review the Student Handbook with their child or children throughout the year. This will ensure that students are reminded of the expectations of CPBS. We look forward to a safe and productive 2022-2024 school year.

Sincerely,

*Clint M. Mitchell, Ed. D.*  
Division Superintendent



**Colonial Beach Elementary School  
102 First Street, Colonial Beach, VA 22443**



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**PRINCIPAL'S LETTER**

August 7, 2023

Dear CBES School Family,

Welcome to the 2023-2024 school year! The CBES faculty and staff are committed to partnering with parents/guardians to provide students with a quality education in a safe and welcoming school environment and will focus on meeting individual student needs academically, socially and emotionally while continuing to model Drifter Pride by being productive, responsible and respectful! Our building is filled with love, laughter and learning each and every day. We are blessed with such a supportive school community!

As your building principal, I am honored to be entering my 30<sup>th</sup> year as an educator. Prior to becoming principal, I was an assistant principal, a school counselor, a reading coordinator and a classroom teacher. My undergraduate degree in teaching is from Westminister College in New Wilmington, Pennsylvania. I earned my Master Degree in Counselor Education and Post Master's Certificate in Educational Leadership from Virginia Commonwealth University. Being an educator is a blessing that I treasure.

Below you will find my purpose as an educator.

*Education is a gift, one that all children deserve to unwrap. My purpose is to inspire students to become life-long learners by empowering them to be themselves and to OWN their education, in an environment that is student-centered, highly engaging, rich with learning experiences, warm, caring and safe. It is my responsibility to encourage and support teachers, build capacity and make decisions that are in the best interest of students. Every Student. Every Minute. Every Day.*

We need you! Your partnership in your child's education is important and valued! We will stay in contact with you throughout the year in a variety of ways. Please be sure to sign-up for ClassDojo. Our entire school family uses this program to keep in frequent contact with parents regarding school news and events. It's also an easy way to message your child's teacher(s), school counselor and principal.

As always, I am available and can be reached at 804-224-9897 or [mcoates@cbschools.net](mailto:mcoates@cbschools.net). I look forward to a wonderful and productive school year.

With Drifter Pride,

Michele K. Coates  
Principal



**Colonial Beach Elementary School  
102 First Street, Colonial Beach, VA 22443**



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Mrs. Michele Coates, Principal  
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**ASSISTANT PRINCIPAL'S LETTER**

Dear CBPS School Families,

I hope you and your families had a relaxing summer break and your students are ready and refreshed for a new school year!

I am very excited to be starting my second full year at CBPS as Division Assistant Principal! I have a background in Music Education from West Virginia University. I started my teaching career here at Colonial Beach Elementary and High School as the Director of Music Programs back in 2006. I have spent sixteen years teaching kindergarten through twelfth-grade general music, band, chorus, drama, and guitar! Throughout my teaching journey, I gained a new passion for administration and earned my Master's Degree in Administration and Leadership from Old Dominion University in 2021.

What I love most about education are the relationships built within classrooms, between home and school, and between educators. I genuinely believe that those relationships are paramount for students and educators to succeed in the educational world - and we cannot do that with our families! I encourage everyone to reach out with concerns and suggestions and participate in volunteer opportunities to bring your world into our school walls!

With Drifter Pride,

*Sierra Huber*

Division Assistant Principal  
shuber@cbschools.net  
804-224-9897 (Elementary)  
804-224-7166 (High)



# POSITIVE EXPECTATIONS OF ALL STUDENTS

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

CBES 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.

Student expectations at CBES are as follows:

BE PRODUCTIVE  
BE RESPONSIBLE  
BE RESPECTFUL

"Leveled Voices" will be used school-wide as part of Drifter Pride:

0 = No Voice  
1 = Whisper  
2 = Inside/Table Voice  
3 = Yelling/Outside

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. An additional pamphlet

with detailed information is sent home in the Beginning of the Year paperwork for parents/guardians. Please refer to the pamphlet for more information about Drifter Pride expectations.

## **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 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

## **CODE OF STUDENT CONDUCT, COMPULSORY ATTENDANCE LAW, & PARENTAL RESPONSIBILITY AND INVOLVEMENT**

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

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

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

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

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

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

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

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

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

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

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

I. All references in this section to the juvenile and domestic relations court shall be also deemed to mean

any successor in interest of such court.

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

## **ATTENDANCE**

### **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 5<sup>th</sup> 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. Parents/guardians who have concerns about their child's readiness to start school in kindergarten, may request counseling or complete an Exemption from Kindergarten form for one year.

## **STUDENT ABSENCES/EXCUSES/DISMISSALS**

### **STUDENT ABSENCES/EXCUSES/DISMISSALS**

#### **I. Student Attendance Policy**

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
- a maximum of 5 school days per academic year for participation in a 4-H educational program or activity; no credit will be provided for a student whose participation in a 4-H educational program or activity occurs during scheduled Standards of Learning assessments or during any period of time that the student is suspended or expelled from school; the student's principal or assistant principal may request a representative of 4-H to provide documentation of a student's participation in order for the student's absence to be excused

- 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
- **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, or the parent provides a reason for the absence that is unacceptable to the school administration, 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 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.

### III. 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.

#### IV. 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.

#### V. Dismissal Precautions

Principals do not release a student during the school day to any person not authorized by the student's parent/guardian to assume responsibility for the pupil. Students are released only on request and authorization of parent or guardian. 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.

#### Notes for Absences:

Adopted: August 11, 2010  
Amended: August 17, 2011  
Amended: September 25, 2013  
Amended: August 9, 2017  
Amended: October 8, 2017  
Amended: September 24, 2018  
Amended: June 2, 2021  
Amended: June 24, 2022

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-227.1, 22.1-254, 22.1-258, 22.1-260, 22.1-279.3, 46.2-323, 46.2-334.01, and 54.1-3900.

8 VAC 20-730-10.  
8 VAC 20-730-20.

Cross Refs.: IGAJ                      Driver Education  
                  JFC                              Student Conduct

## **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.

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## **PERFECT ATTENDANCE "Bell-to-Bell"**

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.

ISS, 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.

## **PARENT AND FAMILY ENGAGEMENT**

The Code of Virginia requires parents/guardians to work in partnership with school administrators to maintain a safe and orderly school environment. Teachers and administrators cannot be expected to provide all necessary guidance to all students. The parent/guardian role in appropriate student behavior is essential. It is the responsibility of the parent/guardian to ensure that their student attends school and obey all school rules and regulations. Parents/guardians shall be required to attend conferences involving certain offenses. Parents/guardians of a student shall be notified by the principal or designee of all non-minor disciplinary



actions taken by school officials against their student.

## HOW TO HELP YOUR STUDENT

- See that your student gets adequate exercise, sleep and proper nutrition.
- Read with your student and encourage the use of school and public libraries.
- Provide opportunities for your student to have responsibilities at home.
- Provide a time and place for your student to study at home each day. Get to know your student's teachers and help them understand some of the experiences your student has had that may influence success in school.
- Help your student to understand that teachers, the principal and other adults at school are there to help.
- Ensure that school supplies and homework are carried to school each day.
- Make school and education a priority in your home.
- Ensure that your student has good school attendance including being on time each day.
- Assist your student in being organized and prepared for each school day.
- Work collaboratively with the school staff.
- Teach your student (grades 3-7) to monitor their own progress in school by accessing PowerSchool and checking grades/attendance on a weekly basis.
- Participate in school wide events.
- Sign-up for ClassDojo to monitor your student's daily behavior and to communicate with the faculty/staff. The principal also has a Class Dojo account.
- If your student is suspended, isolated or quarantined, be sure your student logs-in to Canvas daily and completes assignments.

*Please refer to 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 **three general rules are followed:**

### **Drifter Pride Expectations**

**Be Productive**

**Be Responsible**

**Be Respectful**

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

### **Referrals and After School Activities/Detention:**

Students who have referrals will not participate in after school activities, including athletics, dances, etc., until disciplinary action has been completed. Discipline actions will not be rescheduled to accommodate

student schedules, including after school activities.

## **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**

A detailed student code of conduct is in a separate document. This document is found on our division website [www.cbschools.net](http://www.cbschools.net).

## **CBES 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 for Dress Code information found on our division website.

### **BIKES**

Bikes must be secured to the bike rack with a locking mechanism and may not be parked at other locations on school property. CBPS is not responsible for lost or stolen property. Students who are not in the walking zone and in grades 6 and 7 cannot ride their bikes to and from school.

### **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 school secretary. 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 Power School 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.

## **CODE OF CONDUCT**

Refer to the division-wide Code of Conduct located on the division website: [www.cbschools.net](http://www.cbschools.net).

## **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 CBES 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 and in accordance with the division-wide student code of conduct. Only parents/guardians are able to take students home after school events unless written permission by the parent is given in advance and the individual is listed as an emergency contact.

## **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.*

## **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. The document is titled “Eating Disorders Parent Information Sheet” (VA Code § 22.1-273.2). Additionally, a letter is sent home to students in grades 5-7 at the beginning of the year.

## **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’s imperative that parents/guardians update phone numbers when changed.

## **FAMILY LUNCH TABLE**

Parents/Guardians are welcome to eat lunch with their student. There is a designated family lunch table in the cafeteria. Parents must check in the office and get a visitor pass.

## **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 associate costs.

## **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/unopened, and include the ingredient list.** Nothing homemade can be brought in. Store bought items are required in order to avoid food allergy issues.

## **FRAMEWORK FOR INSTRUCTION**

Curriculum and instruction at the elementary 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.

## **GRADING PROCEDURES/HOMEWORK PROCEDURES /MISSED WORK PROCEDURES**

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

## **INVITATIONS AND ANNOUNCEMENTS**

Invitations and announcements for private, personal events (birthday parties, etc.) are not to be distributed by students or members of the school staff. Parents/guardians are asked not to make such requests. The school will provide an opportunity for parents/guardians to share contact information at the beginning of the school year (classroom directory) for this and similar purposes.

## **INTERIM/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 the learning objectives to be achieved at their student's grade level.

## **LIBRARY**

The elementary 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 PreK - 5 visit the library weekly for lessons that support the Standards of Learning and information literacy as well as time for book checkout. Sixth and seventh grade students participate in library class one quarter of each school year. 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**

Access to the school Network, which includes the Internet, will be available to your student within the classroom under the guidance and supervision of faculty. A Colonial Beach Schools Network Acceptable Use and Responsibility Policy Agreement will be sent home during the first week of school. Please review and discuss this policy with your student and return the signed agreement to the school as instructed (***no student will be allowed access to the CBPS Network unless a signed agreement is on file***). If you do not receive a copy of this policy, please contact the school. Disciplinary action will be taken for any unauthorized use of technology, computer data, or equipment or access to on-line services.

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

**Colonial Beach Public Schools  
Operation Cooperation 2023-2024  
CBHS/CBES Morning Parent Drop Off and Afternoon Parent Pick Up Expectations**

**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.



- Stop your vehicle at the back of the elementary school cafeteria entrance and **drop off your elementary student(s)**. Say goodbyes and be ready to exit before your turn to unload. This will help keep cars moving in line. Backpacks must go inside the passenger area of the car, not in the trunk. There should be little room between your vehicle and the vehicle in front of you. Students are to exit their vehicle only on the passenger side and they must be able to get themselves out of the vehicle without any help from their parents. Parents are to remain inside their vehicles. Vehicles should never be left unattended. Follow the directions of staff members on duty. Parents should refrain from using cellphones during drop off.
- After you drop off your elementary aged student(s), continue to follow the traffic pattern. Turn right at the end of the high school building and enter the outer lane to exit back onto First Street. Staff will be there to direct traffic. Refer to 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.
- The elementary school starts at 7:55am. The gate will be closed promptly at 7:55am. The elementary school start time is 7:55am.
- **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**

- **If you are a high school student driving to school** 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 outside 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.

### **BUSES**

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

### **STUDENT PICK-UP in the AFTERNOONS**

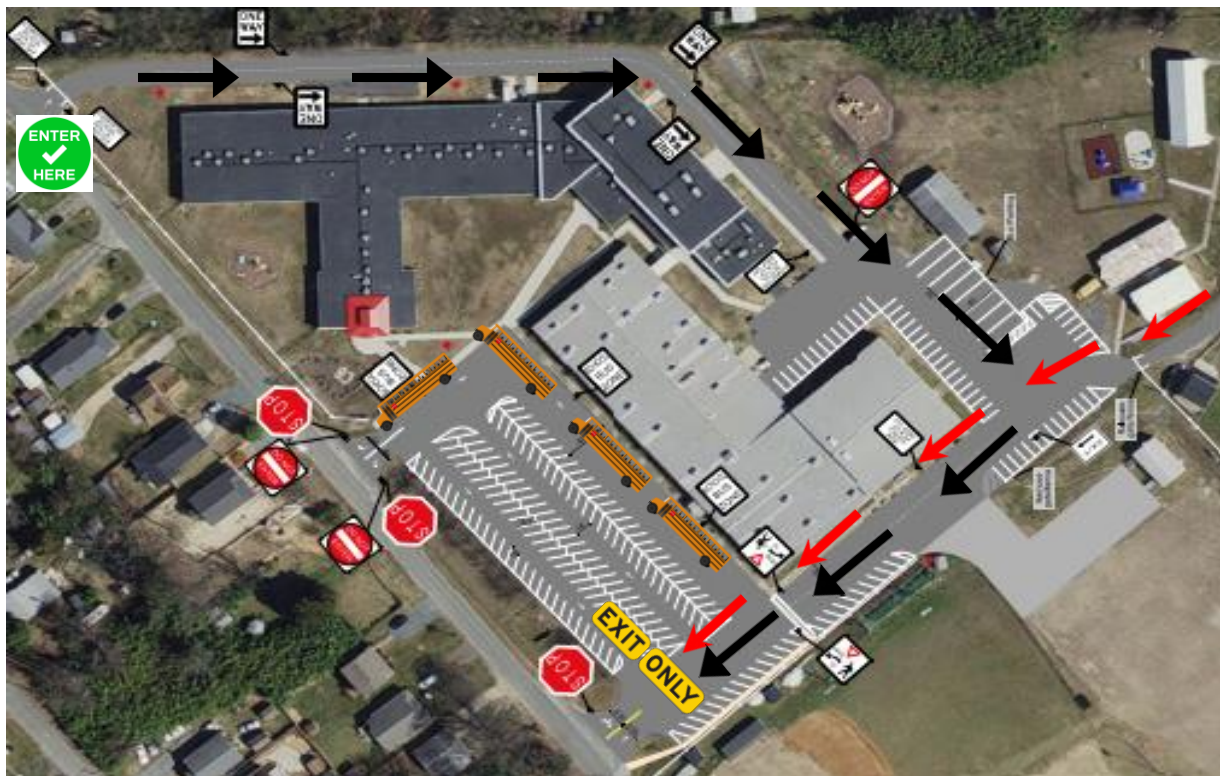
- Follow the same procedures as Operation Cooperation.
- The gates to First Street and Lincoln Avenue will open at 2:30pm and close at 2:55pm.
- Elementary pick up students will be in the cafeteria waiting for their number to be called.
- If you arrive after 2:55pm, you will need to park in the parking lot and go to the main office to check out your student.

### **ELEMENTARY CAR RIDER PASS SYSTEM FOR DROP OFF AND PICK UP**

- There is a car rider pass system for elementary students in grades PreK - 7. Refer to the [Permanent Pick Up Information Letter](#).

### **IMPORTANT INFORMATION**

- No transportation changes will be made/honored after 2:00pm 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 STUDENT INFORMATION**

### **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.

#### **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. Three 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.

## **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.

## **PROMOTION OR RETENTION CRITERIA**

There are two components to the overall criteria when considering the promotion or retention of our students:

### Achievement Level

Achievement level will be considered in all content areas: Reading, Math, Social Studies, Language Arts (Spelling, Writing) and Science. If a student is not proficient in any single content area, he or she **may** be considered for retention. If a student is not proficient in any two of the content area classes, he or she **will automatically** be considered for retention.

Proficiency will be determined by the following measures (this is not an inclusive list):

- Criterion Referenced tests
- Norm referenced tests
- Daily assignments and assessments
- SOL test results
- Benchmarks
- Written assessments

### Attendance

- Student attendance during the school year will be a factor in determining retention and promotion.
- Attendance includes tardiness and early dismissals.
- Extenuating circumstances will be considered.

Parents/guardians will be notified and ***required*** to attend parent/teacher conferences if a student does not meet either of the two components for promotion and retention. Parents/guardians will receive written notice of possible retention prior to the 4<sup>th</sup> nine-week grading period.

## **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection are prohibited.

## **RECESS**

Students in grades PreK-5 receive daily physical activity, which is essential in a healthy learning environment. Individual student recess should only be removed as a last resort in an effort to correct inappropriate student behaviors. If weather conditions limit outdoor activity, recess may be coordinated in the classroom

## **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

| <b>Third Grade</b> | <b>Fourth Grade</b> | <b>Fifth Grade</b> | <b>Sixth Grade</b> | <b>Seventh Grade</b> |
|--------------------|---------------------|--------------------|--------------------|----------------------|
| Reading            | Reading             | Reading            | Reading            | Reading              |
| Math               | Math                | Math               | Math               | Math                 |
|                    | Virginia Studies    | Science            |                    | Civics               |

## REMEDATION PROGRAMS AND SUMMER SCHOOL

Generally: Any student who fails to achieve a passing score on any of the Standards of Learning assessments for the relevant grade level in grades three through eight may be required to attend a summer school or to participate in another form of remediation. 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 requirements for SOL testing if appropriate.

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 OF BUILDING, GROUNDS, AND PERSONAL VEHICLES

The school building, grounds, and personal vehicles may be searched by the police department. Substances or contraband found will be considered the student's property and the student will be subject to any penalties allowed by law. Refer to the division-wide Student Code of Conduct located on the division website.

## 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. Identification and referral
2. Evaluation
3. Determination of eligibility
4. Development of an individualized education program (IEP) and determination of services
5. 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 and State rules. 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 are:

"**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/about-vdoe/search?q=procedural%20safeguards>

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

### **SPECIALS: ART, MUSIC, LIBRARY, AND PHYSICAL EDUCATION**

Students in the elementary grades participate in art, music, and physical education classes taught by a specialist in each area. A sequential curriculum includes both skills and concepts in each of these areas. Physical fitness is emphasized in Physical Education (P.E.). Proper shoes must be worn for safety in physical education class.

### **TECHNOLOGY**

Parents will receive information about technology and the acceptable use procedures from the technology department. Each student will be assigned their own iPad.

### **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 online textbooks and/or hardcopy textbooks are issued to students free of charge.

### **TITLE 1: GRADES K-7**

Title 1 is a federally funded program that provides additional reading and math support for eligible elementary schools. The primary focus of Title 1 is to supplement classroom instruction through small



groups, one-on-one instruction, and/or collaborative teaching.

## 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.** Parents/guardians must be waiting at the bus stop for students in Grades PK-2. Students will be returned to the school and/or the police station if parents/guardians are not present at the bus stop.

## WALKING TO SCHOOL

Students in Grades 6-12 must walk if they live between Colonial Avenue and 6<sup>th</sup> 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.

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 submit a written request to the school. 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 school counselor.

# **MEDICATION POLICY**

## **PRESCRIPTION MEDICATIONS**

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.

## **NONPRESCRIPTION MEDICATIONS**

Students may be permitted to carry and self-administer other non-prescription medications when the following conditions are met:

- Written parental/guardian permission for self-administration of specified non-prescription medication is on file with the school.
- The non-prescription medication is in the original container and appropriately labeled with the manufacturer's directions.
- The student's name is affixed to the container.
- The student possesses only the amount of non-prescription medicine needed for one school day/activity.

## **SELF-ADMINISTRATION OF MEDICATION**

Self-administration of any prescription medication with the exception of asthma medication and auto-injectable epinephrine is prohibited.

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

- carry with them 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 their own blood glucose levels on school buses, on school property, and at school-sponsored activities.

Parents/guardians must meet with the nurse in advance if students will be carrying the above medications with them. The required paperwork must be completed upon meeting with the school nurse.

Public elementary or secondary schools students are permitted to possess or use topical sunscreen, in its original packaging on a school bus, on school property, or at a school- sponsored event without a note or prescription from a licensed healthcare provider. The sunscreen must be approved by the Food and Drug Administration (FDA) for nonprescription use for the purpose of limiting damage to skin caused by exposure to ultraviolet light.

Students are permitted to self-carry and apply FDA approved sunscreen products on the school bus, on school property or during school events.

*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.

**Code Green:** Schools are closed for students. All employees report to work by 10:00 am.

**Code Red:** All schools and school board facilities are closed to students and no employees are to report to work. This declaration will be made when forecasted weather conditions make it possible that opening the following day is unlikely or if the day following the closure is a non-school day (i.e. school closure on a Friday).

**Code Orange:** Virtual Instruction will take place to include synchronous and/or asynchronous instruction. All non-instructional staff will report to work before 10:00 am.

**TWO-HOUR DELAYED OPENING**

- All students, teachers, teacher assistants, and bus drivers shall report on a two-hour delay.
- Certain classified employees, 12-month contracts, all administrators and all cafeteria workers report at normal times or as soon as able to safely.

**EARLY RELEASE (both one-hour and two-hour early release)**

- Teachers and paraeducators may be excused early by the principal only after students have safely departed the building and grounds.
- Administrative staff and classified employees (except teacher assistants) will remain on the normal schedule unless specifically excused by an announcement from the superintendent.

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.**

|  |
|--|
| <b>Online Notification</b>   |
| Colonial Beach Public Schools website ( <a href="http://www.cbschools.net">www.cbschools.net</a> ) |
| Colonial Beach Schools Community Facebook Page   |
| ClassDojo  |
| <b>Telephone/Email Notification</b>  |
| Instant Alert Phone Call and/or Email  |
| <b>** To sign up for instant alert, please call the technology department at 804-224-7166.</b>     |

## 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)**

FERPA affords parents/guardians and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the CBPS receives a request for access. Parents/guardians or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents/guardians or eligible students who wish to ask to amend a record should write to the school principal and clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

NOTE: One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent/guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student, or other volunteer assisting another school official in performing their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the CBPS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

## **DIRECTORY INFORMATION**

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

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent/guardian or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents/guardians of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

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.)

*Please refer to CBPS Policy JO.*

**COMPREHENSIVE OPT OUT–RELEASE OF DIRECTORY INFORMATION:** The types of publications listed above will be available to anyone within the CBPS community and to the general public (including the press) unless you opt out. If you opt out, however, your student’s name and photograph will not appear in the school yearbook or in other school- produced publications available to the public. You may prohibit public disclosure of any “directory information” about your student by completing the opt-out form on page 5. Signing this form will result in the complete exclusion of your student from school publications available to the public; from all CBPS-sponsored photographs, video productions, and related activities; and from all student directories.

**IMPORTANT:** If you want your student to be included in school publications, but excluded from student directories and/or CBPS photographic productions, you should sign one or both “Limited Directory Information Opt-Out” forms, which are described below.

**Limited Opt Out— Release of Directory Information (Photographic Productions and Other Publicity).** CBPS produces and participates in television, videotape, motion picture, audio recordings, and still photograph productions that may use your student’s name, likeness, or voice. Such productions may be sold or used for educational purposes, and may be copyrighted, edited, and distributed by CBPS. You may prevent your student from participating in such productions by completing the opt-out form on page 6.

**Limited Opt Out – Release of Directory Information (Student Directories and School- Related Organizations).**

Student addresses and phone numbers also are directory information, but CBPS will not release them to the press or general public. Disclosures of addresses and phone numbers will be made only for school-related

activities (such as PTAs, booster clubs, and volunteer activities), and to county agencies. Student addresses and phone numbers are most frequently used in student directories. You may exclude your student's name, address, and phone number from your school's student directory by completing the opt-out.

**OTHER STUDENT RECORDS INFORMATION:** CBPS destroys the records of each student with disabilities who has been enrolled in a special education program five years after the student leaves school, graduates, or reaches age 22, whichever comes first.

Parents/guardians should be aware that information from the record could be needed by the student or the parents/guardians for Social Security or other benefits.

All student information other than that described above will be released only in accordance with the provisions of FERPA and Regulation 2701.3P.

**COMMERCIAL USE OF STUDENT INFORMATION:** You have the right to opt your student out of any collection of personal information, if that information will be marketed or sold by CBPS, or if CBPS collects it for others to sell. CBPS does not collect or market information for such purposes except in the case of high school graduation ceremony photographs.

**MILITARY RECRUITERS:** Federal law requires secondary schools to release the names, addresses, and telephone numbers of secondary school students to military recruiters who request that information. You or the student (even if the student is not 18 or emancipated) may withhold this information from military recruiters by completing the opt-out form.

**GUIDANCE AND COUNSELING:** You have the right to withdraw your student from academic or career guidance provided by the school, personal-social counseling provided by the school, or both.

- The guidance program is part of the comprehensive education provided to all students and focuses on teaching positive approaches toward school and learning and the knowledge and skills for life and employment. It includes:
- Academic guidance, which helps students and their parents/guardians learn about required curriculum and testing and choose appropriate courses leading to graduation and a transition to college, career, and other educational opportunities; and
- Career guidance, which helps students acquire information and skills in order to plan for work, jobs, apprenticeships, and postsecondary education and career opportunities.

The counseling program helps students develop an understanding of themselves and of the rights and needs of others; learn to resolve conflicts; and set individual goals reflecting their interests, abilities, and aptitudes. Personal-social counseling may be provided in groups (e.g., all fifth graders) in which general issues of social development are addressed (e.g., peer relationships) or in structured individual or small group multi-session counseling that focuses on the specific concerns of the participant(s) (e.g., social skills, grief, or anger management).

Participation in short-term personal-social counseling of an individual or small-group nature requires written parental/guardian consent. The principal may permit such counseling of a specific nature without parental/guardian consent if the principal believes the student would benefit from such counseling, but only after the student's parents/guardian fail to respond either affirmatively or negatively to reasonable written requests for consent. Parental/guardian consent is not required for short-term personal-social counseling and/or crisis intervention that is needed to maintain order, discipline, or a productive learning environment.

You may excuse your student from academic or career guidance or from personal-social counseling at any



time by completing the opt-out form on page 7. An opt-out request will remain in effect from the day received by the school throughout the student's K-12 career in CBPS, unless the opt-out request is rescinded by the parents/guardians in writing.

Parents/guardians who elect to have their student excused from academic or career guidance shall have sole responsibility to ensure that all academic and graduation requirements are fulfilled.

**INSPECTION PROCEDURES:** All policies and regulations referenced in this document are available requesting copies from your school principal. If you wish to inspect student records, or any of the materials described in this notice, please contact your student's guidance counselor.

**COMPLAINTS:** If you have a complaint regarding any of the above rights, you may contact the school principal. In addition, if you believe that your rights in regard to surveys, educational materials, commercial use of information, physical examinations, military recruiters, inspection or amendment of student records, directory information, or privacy of student records have been violated, you may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington D.C. 20202-4605.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent/guardian;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents/guardian; or
8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of:*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use:

1. Protected information surveys of students;

2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

CBPS has developed policies, in consultation with parents/guardians, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

CBPS will directly notify parents/guardians of these policies at least annually at the start of each school year and after any substantive changes. CBPS will also directly notify, such as through U.S. Mail or email, parents/guardian of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent/guardian to opt their student out of participation in the specific activity or survey. CBPS will make this notification to parents/guardians at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents/guardians will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their student out of such activities and surveys. Parents/guardians will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

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

*Parents/guardians who believe their rights have been violated may file a complaint. For more information, see CBPS Policy KFB:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

## **PARENTS' AND ELIGIBLE STUDENTS' RIGHTS RELEVANT TO STUDENT SCHOLASTIC RECORDS**

It is the desire of the Town of Colonial Beach Public School System that families have a clear understanding of the content of your student's school record, how the record is being handled, and your rights with regard to the record. Our School Counselor is responsible for our student records. Our School Counselor may be contacted at CBES. The content of the student's scholastic record includes data needed by the school to assist the student in their post-high school placement.

The following information will be maintained as part of the student's scholastic record:

1. Name and address of the student and parent/guardian
2. Date of birth
3. Scholastic work completed and level of achievement (grade, grade-point average, standardized achievement test)
4. Disciplinary data
5. Special aptitudes and interests including scores on standardized group ability, aptitude, and interest instruments
6. Record of employment counseling and placement
7. Health and physical fitness data, including immunization record, preschool physical examination report and school physical examination report
8. Program of studies plan
9. Results of Stanford 9, Stanford 10, Standards of Learning and literacy testing
10. Social Security Number (unless a waiver is granted)
11. Report cards, grades, and/or transcript

In addition, potentially useful data is gathered for some students and classified as confidential. This data, when collected, is housed in a separate file apart from the cumulative folder (which contains the information listed above).

The confidential data could consist of the following:

1. Social history
2. Legal, psychological, and medical reports
3. Records of sensitive mental or physical problems
4. Verified reports of serious or recurrent behavior patterns
5. Required reports of evaluation for special-education placement, to include educational, physiological, psychological, and sociological assessments
6. Reports from juvenile court, social welfare, and other agencies
7. Case studies
8. Vocational assessment data
9. Individualized Education Plan (IEP) and report of annual review of placement
10. Permission for testing, placement, and release of information
11. Confidential interviews and/or recommendations
12. Records of referral
13. Summary of minutes of eligibility findings for special-education students
14. Report of appeals

The principal and/or professional personnel he/she designates are responsible for the collection of information, security of data, and access and control of dissemination of information from the records based upon the Town of Colonial Beach School Board policy. There is a periodic evaluation of the records by professional personnel and data no longer pertinent is removed.

## **TEACHER QUALIFICATIONS**

Parents/guardians may request and the division will provide (in a timely manner) information regarding the professional qualifications of the student's classroom teachers, including whether the teacher:

- has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- is teaching under emergency or other provisional status
- is teaching in the field or discipline of the teacher's certification

Parents/guardians may also request information regarding whether the student is provided services by paraprofessionals and, if so, their qualifications.

## **SEX OFFENDER REGISTRY NOTIFICATION**

The Colonial Beach 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, electronic notification of the registration or re-registration of any sex offender in the same or contiguous zip codes as the school is received at the school.

Such requests and notifications shall be made according to the procedure established by the Virginia Department of State Police. (VSP) Information can be found in the Sex Offender and Crimes Against Minors Registry at <http://sex-offender.vsp.virginia.gov/sor/>.

*Please refer to CBPS Policy KN Sex Offender Registry Notification*

## **MEALS AND SNACKS**

All CBPS students receive free meals at school.

Students may add money to their accounts to purchase snacks.

## **AVAILABILITY OF SCHOOL DIVISION POLICIES & REGULATIONS**

Current copies of all division policies and regulations are available on the division's website at [https://cbschools.sharpschool.net/school\\_board/school\\_board/policy\\_regulation\\_manual](https://cbschools.sharpschool.net/school_board/school_board/policy_regulation_manual).

Printed copies of school division policies and regulations are available to citizens who do not have online access (CBPS Policy BF Board Policy Manual; VA Code § 22.1-253.13:7.E).

## **HOMELESS STUDENTS**

The Colonial Beach School Board is committed to educating homeless children and youth. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless. The school division will coordinate 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.

The Colonial Beach School Division will serve each homeless student according to the student's best interest and will:

- continue the student's education in the school of origin for the duration of homelessness
- if the student becomes homeless between academic years or during an academic year; or

- for the remainder of the academic year, if the student becomes permanently housed during an academic year; or
- enroll the student in any public school that non homeless students who live in the attendance area in which the student is actually living are eligible to attend.

In determining the best interest of a homeless student, the Colonial Beach School Board shall:

- to the extent feasible, keep the student in the school of origin, except when doing so is contrary to the wishes of the student's parent/guardian;
- provide a written explanation, including a statement regarding the right to appeal as described below, to the homeless student's parent/guardian, if the division sends the student to a school other than the school of origin or a school requested by the parent/guardian; and
- in the case of an unaccompanied youth, ensure that the division's homeless liaison assists in placement or enrollment decisions regarding the student, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal described below.

### **Enrollment**

The school selected in accordance with this policy shall immediately enroll the homeless student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, birth records, medical records, proof of residency, or other documentation. The enrolling school shall immediately contact the school last attended by the student to obtain relevant academic and other records. If the student needs to obtain immunizations, or immunization, birth, or medical records, the enrolling school shall immediately refer the parent/guardian of the student to the division's homeless liaison, who shall assist in obtaining necessary immunizations, or immunization, birth, or medical records. If the documentation regarding the comprehensive physical examination required by Policy JHCA Physical Examinations of Students cannot be furnished for a homeless student or youth, and the person seeking to enroll the pupil furnishes to the school division an affidavit stating that the documentation cannot be provided because of the homelessness of the student or youth and also indicating that, to the best of their knowledge, such pupil is in good health and free from any communicable or contagious disease, the school division shall immediately refer the student to the division's homeless liaison who shall, as soon as practicable, assist in obtaining the necessary physical examination by the county or city health department or other clinic or physician's office and shall immediately admit the pupil to school. The decision regarding placement shall be made regardless of whether the student lives with the homeless parents/guardian or has been temporarily placed elsewhere.

### **Enrollment Disputes**

If a dispute arises over school selection or enrollment in a school:

- the homeless student shall be immediately admitted to the school in which enrollment is sought and provided all services for which he or she is eligible, pending resolution of the dispute;
- the parent/guardian of the student shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent/guardian, or student to appeal the decision;
- the student, parent/guardian shall be referred to the division's homeless liaison who shall carry out the appeal process as expeditiously as possible after receiving notice of the dispute; and
- in the case of an unaccompanied youth, the homeless liaison shall ensure that the youth are

immediately enrolled in school pending resolution of the dispute.

### **Appeal Process Oral Complaint**

In the event that an unaccompanied student or the parent/guardian of a student (hereinafter referred to as the Complainant) disagrees with a school's decision regarding the student's eligibility to attend the school, the Complainant shall orally present their position to the division's homeless liaison.

### **Written Complaint**

If the disagreement is not resolved within five (5) school days, the Complainant may present a written complaint to the homeless liaison. The written complaint must include the following information: the date the complaint is given to the homeless liaison; a summary of the events surrounding the dispute; the name(s) of the school division personnel involved in the enrollment decision; and the result of the presentation of the oral complaint to the homeless liaison. Within five (5) school days after receiving the written complaint, the homeless liaison will reach a decision regarding the contested enrollment and shall provide a written statement of that decision, including the reasons therefore, to the Complainant. The liaison will inform the Superintendent of the formal complaint and its resolution.

### **Appeal to Superintendent**

If the Complainant is not satisfied with the written decision of the homeless liaison, the Complainant may appeal that decision to the Superintendent by filing a written appeal. The homeless liaison shall ensure that the Superintendent receives copies of the written complaint and the response thereto. The Superintendent or designee shall schedule a conference with the Complainant to discuss the complaint. Within five (5) school days of receiving the written appeal, the Superintendent, or designee, shall provide a written decision to the Complainant including a statement of the reasons therefore.

### **Comparable Services**

Each homeless student shall be provided services comparable to services offered to other students in the school attended by the homeless student including the following:

- transportation services;
- educational services for which the student meets the eligibility criteria, such as services provided under Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- programs in vocational and technical education;
- programs for gifted and talented students; and
- school nutrition programs.

### **Transportation**

At the request of the parent/guardian (or in the case of an unaccompanied youth, the liaison), transportation will be provided for a homeless student to and from the school of origin as follows:

- if the homeless student or youth continues to live in the area served by the division in which the school of origin is located, the student's or youth's transportation to and from the school of origin

- shall be provided or arranged by the division in which the school of origin is located.
- if the homeless student's or youth's living arrangements in the area served by the division in which the school of origin is located terminate and the student or youth, though continuing their education in the school of origin, begins living in an area served by another division, the division of origin and the division in which the homeless student or youth is living shall agree upon a method to apportion the responsibility and costs for providing the student with transportation to and from the school of origin. If the divisions are unable to agree upon such a method, the responsibility and costs for transportation shall be shared equally.

## **Definitions**

The term “homeless student” means an individual who lacks a fixed, regular, and adequate nighttime residence and includes:

- children and youths, including unaccompanied youths who are not in the physical custody of their parents/guardians, who are sharing the housing of other persons due to loss of housing, economic hardship, or other causes; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations or in emergency, congregate, temporary, or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement; b. have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; or c. are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- migratory children who qualify as homeless for the purposes of this policy because the children are living in circumstances described above. The term “migratory child” means a student who is, or whose parent/guardian or spouse is; a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, has moved from one school division to another in order to obtain, or accompany such parent/guardian or spouse in order to obtain, temporary or seasonal employment in agricultural or fishing. The term "school of origin" means the school that the student attended when permanently housed or the school in which the student last enrolled. The term "unaccompanied youth" includes a youth not in the physical custody of a parent/guardian.

## **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. The following person has been designated to handle inquiries regarding the non-discrimination policies:

*Elizabeth Byrd  
Director of Human Resources*

400 Lincoln Ave.  
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.*



# NON RESIDENT STUDENT ENROLLMENT PROCESS FOR OUT OF TOWN STUDENTS



## COLONIAL BEACH PUBLIC SCHOOLS

400 Lincoln Avenue  
Colonial Beach, Virginia 22443  
(804) 224-0906  
(804) 224-8357 (Fax)  
[www.cbschools.net](http://www.cbschools.net)

*Clint Mitchell, Ed.D.*  
*Superintendent*

*Mrs. Michelle Payne, Chairman*  
*Colonial Beach School Board*

Dear Parent(s)/Guardian of Out of Town Colonial Beach Public School Students,

This letter is to remind you of our Out of Town Procedures which refer to CBPS policy regulation JEC-R. A student identified as Out of Town is one who resides outside of Colonial Beach Town limits and attends CBPS through the use of an Out of Town Waiver.

Below you will find a copy of policy JEC-R that explains the out of town policy and the admission requirements for non-resident students.

Please review the policy to ensure that your student is in good standing with CBPS. We value our out of town students and partnerships with families. Upon reviewing the policy, contact the building principal if you have any questions or concerns.

Each year, out of town student criteria is reviewed for each out of town student enrolled in CBPS. Out of Town students who do not meet the criteria may be asked to reapply or be ineligible for admission for the upcoming school year. Please don't hesitate to contact me if you have any questions or concerns.

Sincerely,

Dr. Clint Mitchell  
Superintendent

### **Key Points within Policy JEC-R**

If a student is a resident of the Commonwealth but not of the school division, that student may be admitted into the CBPS without being charged tuition. The Division Superintendent shall have sole discretion for accepting or rejecting such applicants based on the best interest of CBPS, as determined by the Superintendent after a review of the student's application and other relevant evidence.

The following condition shall also be met: Space is available in the requested school. For purposes of this policy, a school has available space only if the Division Superintendent has designated the school as significantly under-enrolled for the year of the student's application for admission. The burden of establishing and/or providing proof of the student's residence is the responsibility of the parent/guardian.

### **Procedure for Admission**

The following procedure shall be followed for application and review of applications for admission of students.

A parent/guardian of a student shall apply for admission on behalf of their student by completing the division application. The application form shall contain information and agreements including, but not limited to:

- the current legal residence of the student and the school division in which he/she is currently enrolled;
- the student's social security number, if applicable;
- the basis for requesting admission;
- the specific building and grade level (elementary) or course offerings (secondary) in which the student desires to be enrolled if accepted by the division; and,
- the agreement that the student is subject to all policies, regulations, and guidelines of the school division, including the Code of Student Conduct.

### **Process for Students Applying for Admission Who Are Not Residents of the School Division:**

1. Each school shall have a review committee (principal, guidance counselor, special education teacher, general education teacher) to evaluate student admission data. Student data shall include but not be limited to: grades, achievement scores, absences, tardiness, the number of discipline referrals and the level of parental support and involvement at the previous school.
2. The review committee will complete their evaluation of the student application at their next available meeting.
3. Upon the approval of the superintendent, parents/guardians will receive letters regarding the decision within 3 business days of the review committee meeting.

If the application is denied, the Colonial Beach School Board Office shall notify the parent/guardian of the right to have the transfer reviewed by sending a written request to the superintendent/designee within seven calendar days. Applications denied based upon the student's suspension, expulsion, or withdrawal of admission shall be reviewed as provided in Policy JEC. For all other denials of admission, the superintendent/designee shall respond in writing to the request for review within 10 calendar days. If the request is denied, the superintendent or designee shall notify the parent/guardian of the right to petition the

School Board, upon five calendar days prior notice, for review of the decision and to have a hearing before the Board at its next regular meeting. Following the hearing by the Board, a final decision shall be promptly communicated to the parent/guardian in writing. If the review is not requested within the timelines specified, the recommended denial of the request for admission shall be submitted to the Board at its next regular meeting.

### **Transportation**

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 at no cost to the division.

- Statement: For a complete review of policy JEC/JEC-R, please visit [http://www.cbschools.net/contact\\_school\\_board/school\\_board/policy\\_regulation\\_manual](http://www.cbschools.net/contact_school_board/school_board/policy_regulation_manual)

## **Administrative Staff**

Dr. Clint Mitchell  
Superintendent  
804-224-0906

[cmitchell@cbschools.net](mailto:cmitchell@cbschools.net)

Mrs. Michele K. Coates  
Principal  
804-224-9897

[mcoates@cbschools.net](mailto:mcoates@cbschools.net)

Mrs. Sierra Huber  
Assistant Principal  
804-224-9897

[shuber@cbschools.net](mailto:shuber@cbschools.net)

## **School Board Members**

Mrs. Michelle Payne  
Chair  
[mpayne@cbschools.net](mailto:mpayne@cbschools.net)

Mrs. Patrice Lyburn  
Vice Chair  
[plyburn@cbschools.net](mailto:plyburn@cbschools.net)

Mrs. Laura Allison  
Board Member  
[lallison@cbschools.net](mailto:lallison@cbschools.net)

Ms. Theresa McClure  
Board Member  
[tmclure@cbschools.net](mailto:tmclure@cbschools.net)

Ms. Audra Lucas-Peyton  
Board Member  
[alucaspeyton@cbschools.net](mailto:alucaspeyton@cbschools.net)

## OPT-OUT FORMS AND INSTRUCTIONS

**All this information is explained in detail in the student handbook. Sign and return only if opting out.**

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### OBJECTION TO RELEASE OF INFORMATION FOR GRADUATION PHOTOS FOR COMMERCIAL PURPOSES

TO: \_\_\_\_\_, Principal of CBES

Regarding (student name-please print) \_\_\_\_\_

I object to the release of my student's name and address to commercial photographers for purposes of marketing graduation ceremony photographs.

Parent/guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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### OBJECTION TO RELEASE OF ANY DIRECTORY INFORMATION (COMPREHENSIVE OPT-OUT)

TO: \_\_\_\_\_, Principal of CBES

Regarding: (student's name-please print) \_\_\_\_\_

I object to the release of directory information (name, address, phone number, participation in school activities and sports, honors and awards, height and weight of athletic team members, dates of attendance, school, grade, photographs, and other images) about my student. I understand this means exclusion from school documents that typically are made public, such as yearbooks, graduation programs, honor roll and other recognition lists, and sports activity and theatrical programs. I also understand that this means exclusion of my student's name, address and phone number from the school directory, from other documents relating to school-related organizations and activities, and from county agencies. Finally, I understand this means that my student will not be included in CBPS videotape, motion picture, audio recording, television and still photograph productions.

Parent/guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**OBJECTION TO INCLUSION OF STUDENT IN SCHOOL ADDRESS AND TELEPHONE DIRECTORY  
(LIMITED OPT-OUT)**

TO: \_\_\_\_\_, Principal of CBES

Regarding: (student's name-please print) \_\_\_\_\_

I object to the release of directory information (name, address, and telephone number) to school-related organizations such as the PTA and booster clubs for school-related activities and to county agencies. I understand this means my student will not be included in the school directory of student names, addresses, and phone numbers.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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**OBJECTION TO USE OF PHOTOS AND OTHER IMAGES IN CBPS PRODUCTIONS  
(LIMITED OPT-OUT)**

TO: \_\_\_\_\_, Principal of CBES

Regarding: (student's name-please print) \_\_\_\_\_

I object to the release or use of my student's name, likeness, or voice in any videotape, television, motion picture, audio recording, or still photograph production that will be produced, used, or distributed by CBPS for educational purposes. This includes the yearbook.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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**GUIDANCE AND COUNSELING OPT-OUT FORM**

Complete and return this form, only if you **DO NOT** want your student to participate in an aspect of the guidance and counseling program. An opt-out request will be in effect on the day it is received by the school and will remain in effect throughout the 2023-2024 school year.

I request that my student \_\_\_\_\_, in grade \_\_\_\_\_, **NOT** participate in the following:

- \_\_\_\_\_ Academic or career guidance that is provided by their school.
- \_\_\_\_\_ Personal-social counseling that is provided by their school.

I understand that parental permission is not required for counseling and/or crisis intervention that is needed to maintain order, discipline, or a productive learning environment. I understand that parents who elect to have their student excused from academic or career guidance shall have sole responsibility to ensure that all academic and graduation requirements are fulfilled.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_  
Student's name: (please print) \_\_\_\_\_  
Student's school: (please print) \_\_\_\_\_

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**FAMILY LIFE OPT-OUT FORM**

The Colonial Beach school system will be teaching the family life education program in grades K-7 during the 2023-2024 school year. State law requires this program. The lessons to be taught are available for your inspection at the elementary school. We encourage you to review these materials before making a decision. **IF YOU DO NOT WISH FOR YOUR STUDENT TO PARTICIPATE IN ALL, OR PART, OF THE FAMILY LIFE EDUCATION, PLEASE SIGN THE FORM BELOW.**

***Complete and return this form, only if you DO NOT want your student to participate in family life classes.***

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(Student's Name)

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(Grade & Teacher's Name)

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(Parent/Guardians Signature)

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(Date)

My student is not to participate in the family life education lesson or lessons listed below: