

# Student/Parent Handbook 2016- 2017

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## WELCOME

Welcome to Colonial Heights Middle School. The students at Colonial Heights Middle School have an outstanding tradition of excellence. We strive to make a seamless transition from elementary school to high school with support from parents, staff and the students themselves. We encourage the students to get active in both their school work and extra-curricular activities and hope they will make good sound choices daily.

Parents; education is a team effort, and our administration, faculty and staff are committed to working with you to ensure your student has a positive educational experience. Please make sure you go over the contents of this hand book with your child and check out the CHMS school report card at

<https://p1pe.doe.virginia.gov/reportcard/>

We look forward to another great year at Colonial Heights Middle School.

## GENERAL INFORMATION

### **ACCIDENTS**

In case of an accident, the office should be notified at once so that the injured student can receive the quickest possible aid. For the protection of your child, it is absolutely necessary that school officials have current telephone numbers in order to reach the parent to communicate an emergency situation. Parental permission and direction are necessary in order for a pupil to receive medical treatment beyond routine first aid. **So that proper treatment can occur in an emergency, it is imperative that the school be notified when home or emergency phone numbers and or home address changes.**

### **ARRIVAL**

The school day begins for students at 7:40 AM. **Starting at 7:30** students may enter the building, go to their lockers and report to their classroom. Students who are having breakfast should go to the cafeteria immediately upon arrival at school. After eating they may go to their locker or to their 1<sup>st</sup> block. **Parents are asked to assist in enforcing this time by dropping students off after 7:30 AM and by helping students who walk or ride bicycles to plan their arrival for after 7:30 AM.**

### **ATTENDANCE - STUDENT ABSENCES AND ATTENDANCE:**

School Board Policy JED Student Absences/Excuses/Dismissals, which implements the Code of Virginia at §22.1-258 (Compulsory Attendance), will be administered as follows:

1. Each teacher will take roll daily and attendance data will be entered into the student data system.
2. The school will attempt to contact the parent/guardian via the automated phone system to notify them when the child is not in school at the beginning of the school day.
3. A parent/guardian may notify the school by phone or email when their child is absent and, if the notification is received early enough in the day, the dialer will be disabled. However, a phone call, email, or social media message will not replace the need for a written excuse.
4. A written note, from either a medical office or a parent/guardian, must be submitted to the school office or the child's homeroom teacher on the day the student returns to school. The note should include the child's full name, the date(s) of absence, reason for the absence, a valid signature, and a contact phone number. All notes will be kept on file.
5. An absence will remain "unexcused" until written documentation is received.
6. Parents are encouraged to make every effort to plan medical and dental appointments during non-school hours.

7. Parents are encouraged not to plan family vacations at a time that will conflict with regular school days.
8. Students must attend school for the full scheduled school day unless they are excused by a parent/guardian. Absences will be coded as follows:  
 An **excused absence** and a **parent note absence** are any absences for which the school has received written documentation to support the absence. These types of absences may include:
  - a. Medical or dental appointments;
  - b. Illness;
  - c. Court appearance;
  - d. Religious holiday observances;
  - e. Death in the family;
  - f. Funeral;
  - g. Extenuating circumstances that have been communicated by the parent/guardian and approved by the principal
 An **unexcused absence** is any absence for which the school has not received written documentation to support it. These absences include but are not limited to:
  - a. Any absence not verified by a parent/guardian or deemed invalid by the school principal/designee;
  - b. Skipping class (missing 10 minutes or more of class time);
  - c. Truancy;
  - d. Students not signed out properly through the school office or tardy station for early release;
  - e. High school students who elect to drive to school (or who ride with students who drive) and arrive late or miss school as a result of traffic conditions or problems with personal vehicles.
9. After five (5) unexcused daily absences, a system-generated letter will be sent to the parent/guardian as notification of the unexcused absences.
10. After six (6) or more unexcused daily absences, a referral may be made to the Division Attendance Officer who may schedule a formal attendance meeting with the parent/guardian and school personnel.
11. An excessive number of unexcused absences may result in school action, community intervention, and/or possible legal action against the student and/or parent.
12. Possible consequences for unexcused absences (truancy) and skipping class include but are not limited to:
  - a. Detention;
  - b. Prohibition from participating in extracurricular activities;
  - c. In-school suspension (ALC);
  - d. Referral to an intervention team;
  - e. Referral to Juvenile and Domestic Relations Court;
  - f. Other consequences as assigned by administration.
13. Students are automatically withdrawn from school after fifteen (15) consecutive unexcused daily absences.
14. High school exam exemption information is available in the high school handbook.

### **Make-Up Work for Excused Student Absences**

Students are permitted to make-up missed work for credit. This includes students on suspension or recommended for expulsion. Upon the student's return to school, all make-up work must be completed within five (5) school days. Additional time may be granted by the principal due to extenuating circumstances that have been communicated and discussed by the parent/guardian and approved by the principal.

## **BICYCLES**

Students who wish to ride a bicycle to school must have a **Bicycle Permit** on file in the Principal's Office. **Bicycle permits will not be issued unless the bicycle to be used has a registration sticker from the Colonial Heights Police Department.** Students who are granted a bicycle permit will be required to follow all rules listed on the permit. Bicycles will be brought to school at the student's risk. They should be parked and locked at the rack located near the main entrance. Bikes should be locked separately to the rack. Two or more bikes should not be locked together. **Students who fail to meet the expectations listed on the bicycle permit risk losing the privilege of riding their bike to school.**

## **BINDERS**

All students will be expected to organize their work for all classes in a standard 3" 3-ring binder.

## **BOOK BAGS**

Students who bring book bags to school must put the book bag in their locker prior to reporting to 1<sup>st</sup> block, and it must remain in the locker throughout the day. Book bags may not be carried in the halls or to individual classrooms. Large handbags, purses or drawstring (shoe) bags should be placed in lockers upon entering the school building.

## **BUS RIDING PRIVILEGES**

Riding a school bus is a privilege. Should any child be reported for misconduct on the school bus, or at bus stops, school administrators will be responsible for the disciplinary action, including loss of the privilege of bus transportation. The parent or guardian will be responsible for the transportation of any pupils who have lost school bus transportation privileges. Conferences with the bus driver should be scheduled through the school administrator. **Students wishing to ride home on the bus with another student must have a signed letter, verified by administrative staff, to give to the bus driver.**

**CELL PHONES, I-Pods, iPads, TABLETS MP3 PLAYERS OR ANY ELECTRONIC GAMING OR LISTENING DEVICE AND HEADPHONES ARE NOT ALLOWED TO BE IN USE IN THE SCHOOL BUILDING. Any of these items found on or being used during this time, will be confiscated and will be returned only to that student's parent or guardian. There will be no use of these items during after-school remediation.**

## **CHRONIC ABSENTEEISM**

**Students attending Colonial Heights City Schools may not receive credit in a subject or class if absenteeism exceeds a total of twenty (20) days for a full-year class; ten (10) days for a semester-long class.** Absences documented by a physician, or by the courts, will not count in the 10/20-day policy.

The principal may excuse absence for a physician certified illness. This should be documented by the doctor and given to the 1<sup>st</sup> block teacher within three (3) school days after returning from an absence. The principal has the option not to accept doctor's notes that come in after this deadline or can extend the number of days of excused absence based on extenuating circumstances.

Students missing classes for the purpose of representing the school at a school-sponsored activity shall not be penalized with an absence.

Any absence for disciplinary reasons will be counted under the above mentioned policy. For the year, however, no student may be put over the limit by a suspension, even if the number of days for which the student is suspended might carry him beyond the 10/20-day maximum. Where this would occur, the student would be considered to have reached the maximum at the end of the suspension, and any further days of absence, including a subsequent suspension, would cause the student to be over the limit.

**If the student misses more than 20 (10 for Semester-long Class) days in any one class for the year, the student may receive an "F" in that class for the year.** Parents will be notified by letter when the sixth, eighth, and tenth uncovered absences occur in a given class or classes.

**Any student under the age of 18 whose absences exceed 20 days without the advice of a physician will be referred to the School Social Worker for possible court action under the Compulsory Attendance Law** - Code of Virginia 22-275.1 and/or 22-275.20 which cover parents who habitually allow their children to be absent from school.

### **CLASS PREPARATION**

Students are expected to come to every class prepared to do the daily assignments. This specifically means that they must have binder, textbooks, writing utensils, and completed homework. Failure to meet these expectations will affect a student's ability to complete classroom work.

### **CLASSROOM RULES**

**The following are rules which will be applicable to all students:**

1. Students are to be in their assigned seats in their room ready to begin class when the bell rings.
2. Students are to have all of their books, binder, pencils, pens, completed assignments, and other necessary materials with them at the beginning of each class. Failure to do so will result in appropriate discipline as determined by the teacher.
3. Homework or any longtime assignments due for the day should be ready at the beginning of the period and placed in the teacher's hand, or as directed. **Copying another student's homework is absolutely unacceptable and will be treated as cheating on the part of both students involved.**
4. Late homework may not be accepted or may be marked down up to one (1) letter grade or seven (7) points per day late, at the discretion of the teacher.
5. Long-term assignments may be marked down up to one (1) letter grade or seven (7) points per day late and may not be accepted after five (5) days.
6. Proper courtesy and respect will be extended to teachers and fellow students (raising hand, one person talking at a time, etc.).
7. There should be no unapproved communication while testing is in progress.
8. **No chewing gum allowed in school.** Eating candy or other food items is only allowed with teacher permission and may only be eaten in the classroom that it is given.
9. Eating or drinking in any area except the cafeteria is not allowed.
10. Personal issues (make-up work, attendance, after-school discipline, etc.) will be resolved with the teacher privately before or after class--never during instructional time.
11. Students will always be dismissed by the teacher--not the bell.  
**\*Teachers may add to these basic rules other appropriate rules relative to their subject.**

### **CLINIC INFORMATION**

#### **CLINIC VISITS**

Students visiting the clinic must have a clinic pass from the class in which they are assigned, stating the reason for the visit. Students are not permitted to visit the clinic between class changes with the exception of an emergency. These students will be assessed by clinic personnel to determine the course of treatment, or return to class.

#### **ILLNESS/INJURY**

Any student requiring medical attention will be sent to the clinic and assessed by clinic personnel. Students that are feeling sick will rest in the clinic until they are able to return to class, or they will be sent home. A student sent home with a fever of 100.0 or greater should remain at home until fever free for 24 hours. School related injuries will be referred to the clinic for assessment and first aid. Students requiring first aid will return to class or will be sent home depending on the injury. Serious injuries will be referred to a physician/hospital emergency room and the parent will be notified.

#### **PRESCRIPTION MEDICATION**

Students requiring prescription medication during school hours need a written order from a physician, physician assistant, or nurse practitioner along with written permission from the parent/guardian. Prescription medication

must be in the original pharmacy container with the current date and delivered to the school by the parent/guardian of the student.

Students diagnosed with asthma, diabetes or life threatening allergies will be permitted to carry and use supplies, including asthma inhaler, auto-injectable epinephrine and insulin pump with parental consent and written approval from a physician

This equipment may also be used on school buses, on school property, and at school sponsored activities. All medication forms can be obtained from CHMS website or, from the school nurse's office.

#### NON-PRESCRIPTION – OVER THE COUNTER MEDICATION

Students requiring over the counter medication during school hours need written permission from the parent/guardian. All over the counter medication need to be in the original sealed container and delivered to the school by the parent/guardian. This medication will remain in the clinic and dispensed as needed.

#### SELF-ADMINISTRATION OF NON-PRESCRIPTION MEDICATION

Students are permitted to carry a one day dose of over-the-counter medication to school with written permission from the parent/guardian and a parental medication form on file in the nurse's office. This medication has to be in the original container appropriately labeled with the manufacturer's directions and the student's name affixed to the container. Please note: The student may only possess the amount of non-prescription medication for one school day/activity.

### CONDUCT

It is the responsibility of each student to conduct him/herself in such a manner as to promote the safety and well being of him/herself and others. The student conduct code covers all school sponsored events including sports events and activities at other schools. The school may take disciplinary action regardless of whether the student is a participant or a spectator at these events.

Any student who fails to cooperate with school authorities, fails to comply with their directions, or knowingly withholds information that leads to endangering the safety and welfare of other students is subject to suspension from school. Any disruption of the learning environment may lead to suspension from school. A student who intentionally damages school materials or property will be required to pay restitution.

*\*Students who violate criminal codes of Virginia will be reported to the police authorities.*

**CONDUCT - Parental Responsibility and Involvement Requirements:** 22.1-279.3 of the Code of Virginia contains provisions addressing parental responsibility and involvement that are intended to promote proper student conduct. Through the enactment of this legislation, the Assembly has asserted its position that parents do not relinquish their responsibility for disciplining or managing their children while they are attending public schools. Rather, parents must work in partnership with school administrators to maintain a safe and orderly school environment. Most of our parents are involved and support our schools, helping to create the environment that is necessary to promote learning. It is essential that all parents work with the school administration in order to promote a good learning environment for all students. **NOTE:** Parents may express, through the appropriate channels, disagreement with the implementation of the School Board's standards of conduct. **Parents continue to maintain the right to appeal a suspension or expulsion under 22.1-277 of the Code of Virginia.**

### CURRICULUM

All courses/activities at Colonial Heights Middle School are available and open to students of both sexes. Discrimination based on the sex of a student is prohibited. Any grievance in this area should be directed to the Principal, who is the Title IX Coordinator for Colonial Heights Middle School.

### DISCIPLINARY ACTION

**1. Teacher Detention of Pupils:** Students may be kept before school, after school or during lunch by an individual teacher. A day's notice will be given. Students failing to stay for detention will be subject to further disciplinary action. If a student is unable to stay, the teacher may give an alternative assignment.

**2. Grade Discipline** This may include, but is not limited to, a Team Conference with the student, a Team Conference with the parent, and/or Team Detention. **Students who display serious or chronic discipline problems may not be allowed to go on team, class, or club sponsored field trips.**

**3. Administrative Detention:** Students may be kept after school with an administrator. They will be given an assignment to complete during this time. Typically administrative detention lasts from 2:40 until 3:30. Parents must provide transportation to any student kept for this.

**4. Time Out Referral /Pink Slip:** Teachers may send students to time out in ALC if they are disruptive to the learning process. Students may be sent for being excessively late to class, talking rudely or at an inappropriate time, being disrespectful to the teacher or classmates, being out the seat without permission, not having needed supplies or materials, not following teacher directions, throwing objects, distracting others in class, or for other reasons deemed necessary by the teacher. Students who report directly to ALC upon receiving a time out referral from a teacher may return to their school schedule the next class period. If the disruption is of a serious nature or if the student is defiant or disrespectful to the teacher, the school administration may administer additional punitive measures up to and including suspension from school. Multiple “Pink Slips” will result in additional consequences.

**5. Discipline Referral:** Students whose behavior continues to be disruptive, disrespectful, or unimproved after repeated efforts by the teacher and/or the Team to correct the situation will be referred to an administrator for disciplinary action. This is considered to be serious, and the home will be contacted.

**6. Suspension/Expulsion:** Students may be suspended when their behavior adversely affects the welfare of an individual or the school, or when the student refuses the supervision of school officials. Suspension may be served in the Alternative Learning Center at school, or Out-of-School Suspension may be given at the discretion of the principal or assistant principal. Students assigned to the Alternative Learning Center must earn their way back into the regular classroom by satisfactorily completing all assigned work and adhering to all A.L.C. policies. A parent conference with the principal or assistant principal will be necessary before the student may return to the classroom. Continued misconduct may lead to School Board review and possible expulsion of the student.

**The Colonial Heights School Board Code of Student Conduct and Standards of Student Conduct are included on the final pages of this student handbook. Parents are encouraged to review these expectations for behavior with their children.**

**DAMAGE TO PROPERTY** -See **Standards of Student Conduct**, item number 11.

### **DELIVERIES TO SCHOOL**

Deliveries of flowers, balloons, or other such gift items that arrive at school for students will be held in the office until dismissal in the afternoon. No glass items or balloons are allowed on the school bus. **Students may not call to order take-out food for delivery to school. Parents wishing to bring in lunch for their child must limit it to their child only. They may not bring food to other students.**

### **DISMISSAL AT 2:32 P.M.**

Students are required to leave the school premises immediately upon dismissal and are not to loiter on school property. **For reasons of safety, Students must exit the building by 2:45. Any students in the building after 2:45 PM must be under the direct supervision of a teacher, staff member or coach.**

### **DRESS AND APPEARANCE**

Cleanliness and proper dress are required of all pupils. Grooming/attire will not be permitted which, in the judgment of the Principal, exerts a disruptive, demoralizing influence or health hazard. ***It may be necessary to update the dress code to cover issues throughout the school year.***

1. Shoes or sandals must be worn to ensure the health and/or safety of the pupil. **No foam/rubber-soled flip-flops will be allowed. Structured-soled flip-flops are considered acceptable.**
2. Apparel which is classified as undergarments or pajamas or night clothes (including slippers) cannot be worn as outer garments. Boxer-type shorts worn as outer wear will not be acceptable. Undergarments may not be exposed by the clothing worn.

3. Clothing that presents an immodest appearance or that could cause a class disruption may not be worn. **Examples include, but are not limited to:** clothes with revealing holes, short skirts, short shorts, including bubble-shorts and cheer shorts (finger-tip length that remains finger-tip length while walking), see-through blouses, bare midriffs, spaghetti straps or tank tops which do not cover the shoulder, tops that expose undergarments, tops that are cut too low and present an immodest appearance, halter tops, tank or tube tops, tube skirts, muscle tops, pants worn that expose the undergarments, shirts or blouses that are so short that they expose the midriff and spandex yoga or other legging-like pants.
4. **Fingertip length (while walking) should be used as a guideline for appropriate school dress.**
5. Pants/shorts should be worn at the wearer's waist line. Sagging pants are not allowed. T- shirts, sweatshirts etc. should not extend lower than the pants pockets of the wearer.
6. Students are not to wear or display any apparel or item which suggests or advertises illegal drugs, alcohol, tobacco products, racism, sex, profanity or violence.
7. No garment may be worn that creates a safety hazard or causes disruption to the educational process. The wearing of chains of any type, other than as a necklace or bracelet, is prohibited, as is the wearing of any long strap which hangs down from the wearer's waist or pocket which may pose a safety hazard.
8. Students may not wear bandanas, trench coats or oversized coats in the building. These items, if worn to school, must be removed and stored in the student's locker.
9. Extremes in hair styles that cause a disruption of the educational process are unacceptable.
10. Hats are **NOT** to be worn in the school building.
11. The school administration reserves the right to determine if a particular item, not specifically addressed in the dress code, is inappropriate.

\*These guidelines will be reviewed before the opening of school each year for revision if needed.

## **DRUG POLICY**

Possession of a controlled substance, imitation controlled substance or marijuana, as defined in Chapter 34 of Title 54.1 and section 18.2-247 of the Code of Virginia, on school property or at a school-sponsored activity is prohibited.

**Mandatory Expulsion** - A student who is determined to have brought a controlled substance, imitation controlled substance or marijuana onto school property or to a school-sponsored activity shall be expelled in accordance with Policy JGD/JGE. The School Board may determine, based on the facts of the particular case that special circumstances exist and another form of discipline is appropriate. Any such discipline shall be taken in accordance with Policy JGD/JGE.

**Prevention and Intervention** - Any student who violates this policy shall participate in the prevention and intervention activities identified in Colonial Heights Public School division's drug and violence prevention plan.

**Required Reporting to Parents and Local Law Enforcement** - The Principal shall report a violation of this policy to parents and local law enforcement as required by Policy CLA.

**Students with Disabilities** - A disabled student who knowingly possesses or uses illegal drugs, as defined in section 615 (k) of the Individuals with Disabilities Education Act, or sells or solicits the sale of a controlled substance, as defined in the federal Controlled Substances Act, while at school or a school function may be placed in an alternative education setting for not more than forty-five days in accordance with federal and state law and Policy JGDA

The use or possession of alcohol, hallucinogenic drugs, or drug paraphernalia is also not permitted on school property at any time, or at school sponsored events or trips. Persons already under the influence of any of the above mentioned substances who come to school or to school events will be subject to prompt and appropriate disciplinary action.

**EARLY DISMISSAL** (Sickness, Medical Appointment, Etc.)

Pupils must check out through the Welcome and Security Desk – 524-3420 ext. 28, before leaving school. **Students will not be permitted to leave the building unless picked up by a parent or person designated by the parent on the student emergency card or on a verified, signed note from parent. YOU MUST PROVIDE PROPER IDENTIFICATION TO PICK UP ANY STUDENT.**

**ELEVATOR USE:**

The elevator provides for the needs of temporarily and permanently handicapped students and teachers. Only students with permission from the school nurse or their physician for medical reasons may use the elevator. The elevator is not to be used for emergency situations--including drills for same.

**EMERGENCY PROCEDURES**

In the event of a serious emergency, students will be evacuated from the building and moved to the bleachers at the Colonial Heights High School Football Stadium. If necessary, they will be transported to Colonial Heights High School and housed in the auditorium. Such an emergency will be reported to the local radio and television stations. In the case of such an event, parents will need to monitor these sources for further information.

**EXEMPLARY ATTENDANCE**

Exemplary Attendance will be awarded at the end of the school year to students who do not have a combination of more than four late arrivals or early dismissals during the entire school year. On each of those days the student must be present a minimum of four class periods.

**EXTRACURRICULAR ACTIVITIES:**

Students participating in extracurricular activities which require they miss classes must make arrangements with teachers to make up missed work. **In order to participate in an after-school extracurricular activity, a student must have been present for two full blocks on that day. A student assigned to the Alternative Learning Center or out-of-school suspension cannot attend/participate in after-school extracurricular activities on that day or until reinstated.**

**FAMILY LIFE INSTRUCTION**

Family Life Instruction will be offered to all middle school students as part of the Health & P. E. Curriculum. Family Life curriculum and instructional materials are available at the school for parental review. Parents have the option to exclude their children from FLE instruction. Parents who desire that their children “opt – out” of FLE instruction should do so on the FLE Form provided.

**FEES**

The following fees have been approved by the Colonial Heights School Board:

Breakfast for a Student	\$ 1.45
Lunch for a Student	\$ 2.55
P.E. gym shirt	\$10.00
P.E. gym shorts	\$10.00
Payment for damaged or lost book	Replacement cost

**From time to time, students in some classes will be assigned in-class projects and may be assessed a fee to cover the cost of materials for the individual project.**

**FIELD TRIPS:**

Field trips which support or enhance the educational process are sponsored by teams, classes, and clubs. Regular rules of conduct apply on all school-sponsored field trips. **Students who display serious or chronic behavioral problems during the regular school day/year may be denied the privilege of participating in a field trip.**



## **GRADE EXPUNGING POLICY**

Per the Virginia Department of Education, parents of students taking courses for high school credit while in middle school may have the grade for these courses removed from the student's transcript. For this to be done the parent must submit their request on the appropriate form (available in the guidance office) no later than the published deadline in June of the year in which the course was completed. The student must retake the entire course in order to earn the credit.

## **GRIEVANCES/COMPLAINTS**

Parents and students are expected to follow proper channels in registering complaints or seeking solutions to problems dealing with the school. The proper steps are as follows:

1. **Contact the Teacher FIRST**-then if necessary
2. Bring the problem to the Principal and finally
3. The Superintendent of Schools

In the interest of fairness and courtesy to all, please follow this procedure.

## **GUIDANCE**

The Guidance and Counseling program at Colonial Heights Middle School shall include the following components:

1. **Academic Guidance** -Guidance which assists students and parents in acquiring knowledge of the curricular choices available, plan a program of studies, arrange and interpret academic testing, and prepare to seek post-secondary academic opportunities.
2. **Career Guidance** -Guidance which helps students to acquire information about work, jobs and post-secondary career opportunities. This is ongoing throughout the curriculum during the year. A career day is held annually allowing students to hear career speakers of their choice.
3. **Personal /Social Counseling** -Counseling which assists students in developing an understanding of themselves, the rights and needs of others, how to resolve conflict, and define individual goals reflecting their interests, abilities, and aptitudes. Such counseling may be provided in groups in which generic issues of social development are addressed.

Personal / Social Counseling may also be provided through structured individual or small group multi-session counseling which focuses on the specific concerns of the participant(s). Parents will be contacted individually for written permission for their student's participation in these group or individual counseling activities. **\*Information and records of personal / social counseling shall be kept confidential and separate and not discussed with third parties without prior parental consent or as otherwise provided by law.**

The Colonial Heights School Board has approved an opt-out policy with respect to personal/social counseling. Parents may contact the middle school guidance office if they have questions or comments about guidance and counseling services or if they would like to review any materials used in the guidance and counseling program. Parents shall notify the school in writing if their student is not to participate in the personal/social counseling program.

## **HALL PASSES**

Any student going from one area of the building to another must have a hall pass signed by a teacher. Hall passes are in the student planner. Loitering in the halls is not permitted. **Absolutely no student should report to any office, front desk, restroom, classroom or the clinic, without a pass from a teacher. If you are in the hallway during school hours you need a pass.**

## **HEALTH SCREENING**

Trained personnel conduct an annual screening of weight, height, vision and hearing for all 7th grade and new enrolling students. Parents will be notified by a letter mailed home if a professional evaluation is recommended.

## **HOMEWORK**

Students will be given homework assignments to reinforce concepts taught in the classroom, or to prepare them for the next day's work. Long range projects may be assigned which are intended to develop foresight and planning skills in completing major work tasks. These assignments should be pursued systematically each day in order to achieve the desired goal. **Students will be expected to record homework assignments in their Planner. The copying of another student's homework is absolutely unacceptable and will be treated as cheating for both students.**

## **HOMEWORK / CLASSWORK REQUESTS (full day absences only):**

Students who are legitimately absent are not expected to do homework on the day of their absence and will be given full opportunity to make up work upon returning to school. **A parent may request work by calling the school at 524-3420, ext 28, between 7:30 a.m. and 8:30 a.m. Assignments will be ready to be picked up in the office at 3:00 PM.**

## **HONOR ROLL:**

Students earning A's and/or B's in all subjects in their program each nine weeks will be considered for honor roll for that reporting period. Any student receiving an unsatisfactory conduct code would be disqualified for honor roll status for that reporting period.

## **Honors Criteria**

Students who have been formally identified as gifted and placed in the CREATE program are automatically eligible for placement in honors courses in sixth grade. Students (including CREATE students) must complete CHMS honors courses with a final grade of "A" or "B" in order to be eligible for continuing enrollment in the corresponding honors course(s) the following year. The following criteria will be used to place other students in honors courses which are offered at the various grade levels:

- Final grade of "A" in the target subject *before* any grade adjustment points are awarded due to SOL test performance, AND
- SOL scores from the previous year at the "pass advanced" level for SOL-tested subjects

***Teachers from the previous school year recommend students who meet these criteria for honors placement in rank order. Students are enrolled in honors courses in this order until the list is exhausted or honors courses reach capacity.***

Since standardized tests of achievement are no longer a part of the assessment program in the Colonial Heights Public Schools, achievement test scores are not routinely used to determine honors placement. In circumstances where such scores are available (i.e. for transfer students) scores at or above the 85<sup>th</sup> percentile may qualify students for honors placement.

## **ILLNESS/INJURY:**

Minor injuries will be treated in the clinic, 524-3420 ext. 13. Injured or sick students will be sent **with a clinic pass** to the clinic for first aid. After treatment, the pupil will either return to the class or be sent home. A student sent to the clinic must have a pass from the class in which they are assigned. **Students are not to go to the clinic during class changes** but should instead obtain a pass from the teacher whose class they are in. **The nurse or clinic staff will contact parents of students who are ill.** A student sent home with a fever of 100 degrees or higher should remain at home until they have been fever-free for 24 hours.

### **LOST / FOUND:**

Students are required to turn in found items immediately to the nearest teacher or to the office. Noncompliance will result in appropriate disciplinary action. Items may be claimed **before and after school or during the student's lunch period only**. Lost articles will be kept in the storage room until display time. The items are placed on display every other month for a period of 5 days. At the end of 5 days unclaimed items are then donated to Goodwill.

**Students are encouraged to have their name on lunch bags, coats, gym clothes, purses and all other personal belongings.**

### **LUNCHROOM/CAFETERIA RULES**

Students will eat lunch during one of scheduled lunch shifts each day. Students are not permitted to leave the building for lunch. A student's lunch costs \$2.45 (Students will have a cafeteria account that they can access with a PIN if parents choose to deposit funds into this account and you may call Mrs. Laine at 524-3420 ext. 20 for further information.). The following rules must be observed at lunch:

1. When students enter the cafeteria, they must be seated at a table and remain there until the table is dismissed by a duty teacher to get into line.
2. It is not permitted for students to cut into line or to allow another student to cut into line.
3. Loud talking, yelling, running, and throwing food or other items will not be permitted.
4. Students will be responsible for returning trays and trash to the disposal area.
5. Students may not change seats during lunch. The general practice for students is to stay seated unless they are getting lunch or discarding trash once they have finished eating.

**\* STUDENTS MUST EAT LUNCH IN THE CAFETERIA UNLESS ASSIGNED TO SUPERVISED LUNCH DETENTION !**

### **MAKE-UP WORK POLICY**

**It is the student's responsibility to make up work for all classes missed as soon as possible, and not to exceed five (5) days from return to school.** The teacher will determine the limitations and conditions of the make-up work. On the day the student returns, he will verify what is to be made up before or after class. Students who are negligent in meeting this responsibility may receive zeroes for missed work. Students can be asked to make up missed work before and after school.

Long-term assignments such as term papers or projects will be due on the date originally designated unless prior arrangements have been made with the teacher.

Teachers will **not** be required to provide work in advance of a planned absence. In instances where advanced work is provided it will be due on the date of the student's return to school.

**According to School Board Policy students making up work while on OSS (Out Of School Suspension) may receive no grade higher than a 73 (D).**

### **MEDIA CENTER/ LIBRARY:**

The Library can be contacted by calling 524-3420 ext. 22. The Middle School Library is a valuable part of the student's educational/social growth and enrichment.

Teachers will schedule class visits for library skills, reading appreciation, and checking out books with the librarian. The library staff will issue passes to students who wish to visit the library after eating lunch. To visit the library in the mornings after 7:35, students should report to 1<sup>st</sup> block teacher first then get a pass to the library. Passes must be signed by the library staff before leaving the library.

Books may be checked out for two weeks and may be renewed once with or without the book being present. **Students may have out a total of no more than three books at one time.**

No overdue library fines will be charged. However, **if a book or other material is lost or damaged, the student will be charged the replacement cost of the item. Students who have overdue obligation will be restricted from checking out additional materials until obligations have been met.** Students who continuously have overdue obligations for a semester will be restricted from checking out additional materials for the remainder of the year.

## **MEDICATION**

*Parents who come to administer medication during the school day must do so in the clinic.*

## **Messages for Students**

Parents who would like to get a message to their student should call 524-3420 ext. 10. A message will be taken and given to the student as soon as possible. **Students will not be called to the phone to take calls.**

## **PROGRESS/INTERIM REPORTS**

Every student will be issued progress reports from each of his teachers in the middle of each nine-week reporting period. Students are to get their parents signature and return them to the teacher.

## **PROHIBITED ITEMS ON SCHOOL PROPERTY**

See Standards of Student Conduct. **Students are not to bring large sums of money or items of value. The school will not be responsible or accountable for loss or damage to such items.**

## **PROMOTION POLICY**

Students must maintain satisfactory grades and satisfactory attendance, per "Chronic Absenteeism" policy, in order to pass a subject. **The minimum requirements for promotion to the next grade are as follows:**

To be promoted from the **6th Grade to the 7th Grade**, the student must pass **English, Math, Science and History.**

To be promoted from the **7th Grade to the 8th Grade**, the student must pass **Math, English, Science and History.**

To be promoted from the **8th Grade to the 9th Grade**, the student must pass **Math, English, Science and History.** The following additional criteria regarding SOL testing is in effect:

\*If a student passes the SOL test in a required subject, the second semester average will be impacted:

- If the student passes the SOL test in the required subject with a Pass Advanced score, four points will be added to the student's second semester average
- If the student passes the SOL test in the required subject with a Pass Proficient score two points will be added to the student's second semester average.

## **REMEDICATION (REQUIRED):**

By mandate of the State of Virginia, students who have failed any part of the Standards of Learning (SOL) Test, or who score below the 25th percentile on total language, total math, or the reading portion of the Virginia State Assessment Program (VSAP), or who are below average in achievement in a required course and need supplemental work to function successfully at grade level in that course must receive remedial instruction.

After-school remediation will be offered to address these needs. If your student has been recommended for remediation, you will receive an enrollment form prior to the start of the program.

Remedial needs may be met through attendance at after school or summer instruction, Remediation will be individualized to meet each student's need.

### **REPORT CARDS:**

Report cards will be issued after each nine-week period. The report card envelope is to be signed by the parent/guardian and returned to the homeroom teacher the following day.

### **SALES OF ITEMS OR DISTRIBUTION OF LITERATURE ON SCHOOL PROPERTY**

All sales of items or distribution of literature by students on school premises must be approved by the Principal in advance. Fund raising activities for non-school organizations are strictly prohibited. The practice of individual students selling gum, candy, etc., on school property is strictly prohibited.

### **SCHEDULE CHANGES:**

Students are scheduled into appropriately leveled classes based on teacher recommendation, classroom performance, and standardized test scores. Schedule changes are to be requested through the guidance office @ 524-3420 ext. 16.

1. Parents requesting level changes or schedule changes must do so **in writing** and all changes must have teacher and/or administrative approval.
2. Parental requests for changes will be accepted through the end of the **first semester only**.
3. Level or class changes that result in a student repeating a class that has already been passed will **not** be permitted. And when schedule or level changes occur, all grades previously earned will be used in computing the semester and yearly average.
5. Classes for which High School Credits are awarded may not be changed after the 10<sup>th</sup> (tenth) day of school.

### **SCHOOL EXTRA-CURRICULAR ACTIVITIES AND SOCIALS:**

**Athletics:** Prior to trying out for an athletic team or cheerleading a student must have the official Virginia High School League physical form completed by a physician attesting that the student has been found physically fit for athletic competition. Parental written permission must accompany this statement. All eighth grade students at CHMS may try out for any High School Junior Varsity sports.

All athletic programs or activities will be chaperoned by a school official. Participants are representatives of our school and must be considered a student in good standing in order to participate. In order for a student to participate in interscholastic sports or cheer leading, he/she must have passed five (5) subjects in the previous semester.

**Clubs:** The following clubs are open to students at Colonial Heights Middle School: Drama Club; F.C.A. (Fellowship of Christian Athletes); S.A.D.D. (Students Against Destructive Decisions); F.C.C.L.A.(Family, Career & Community Leaders of America); National Junior Honor Society, Crime Solvers, and S.C.A. (Student Cooperative Association). Sponsors will be present at all meetings and activities. All functions of each club are subject to the approval of the sponsor and Principal.

**Students must be present for 2 full blocks on the day of the activity in order to attend (no exceptions will be made for this). Students who are in the Alternative Learning Center or serving Out-of-School Suspension on the day of the social/activity, may not attend the activity.**

### **SCHOOL COLORS AND EMBLEM:**

The school colors are red and blue, and the emblem is the "Continental Minute Man."

## **SCHOOL LOCKERS:**

Students will be assigned a hall locker and a P.E. Locker with combinations. **The combinations to lockers should not be shared with other students or friends.** Students may not put additional locks on their lockers. Lockers are to be kept neat and in orderly condition.

**Lockers must not be shared.** School Board policy requires that students and their parents sign the SCHOOL LOCKER AGREEMENT FORM given out in the back-to-school packet.

**\*STUDENTS MUST KEEP THEIR HALL AND GYM LOCKERS LOCKED AT ALL TIMES !**

## **SCHOOL SOCIALS**

Our PTO and other clubs or groups may sponsor socials throughout the year which will include a variety of activities for our students. These school socials will be open to Colonial Heights Middle School students only. Students will be expected to follow school rules and regulations at socials. Failure to do so will result in dismissal from the activity and possible prohibition from attending future activities or other after-school functions.

**Students must be present for 2 full blocks on the day of the activity in order to attend (no exceptions will be made for this). Students who are in the Alternative Learning Center or serving Out-of-School Suspension on the day of the social/activity, may not attend the activity.**

## **SEXUAL HARASSMENT**

Sexual harassment or harassment of race, national origin, disability, and religion is illegal behavior that harms the victim and negatively impacts the school system by creating an environment of fear, distrust, and intolerance. Because the Colonial Heights Public Schools are committed to providing a safe, healthy environment for all students that promotes respect, dignity, and equality, it is the purpose of this regulation to create and preserve an educational environment free from unlawful harassment and discrimination on the basis of sex, race, national origin, disability or religion.

The Colonial Heights Public Schools strictly prohibits all forms of sexual, race, national origin, disability, or religious harassment on school grounds, school buses, and at all school-sponsored activities, programs and events. It shall be a violation of this regulation for any student, employee or third party (school visitors, vendors, etc.) to harass or discriminate against any student on the basis of sex, race, national origin, disability, or religion. Sexual harassment means unwelcome sexual advances, requests for sexual favors or other physical verbal conduct or communications of a sexual nature, and any other gender-based harassment, whether initiated by students, employees or third parties, when (1) submission to or rejection of such conduct is used as the basis for decisions affecting a student's academic performance: (2) such conduct creates an intimidating, hostile or offensive learning environment: or (3) submission to such conduct is made either explicitly or implicitly a term of condition of the student's participation in school-sponsored activities.

In compliance with applicable federal law, it is a policy of the Colonial Heights Public Schools to investigate promptly and resolve equitably all complaints of harassment and discrimination on the basis of sex, race, national origin, disability, or religion. Victims of harassment shall be afforded avenues for filing complaints that are free from bias, collusion, intimidation, or reprisal. Victims of harassment should document the harassment as soon as it occurs with as much detail as possible, including the nature of the harassment, dates, times, and places it has occurred; name of the harasser(s), witnesses and the victim's response to their harassment.

To the extent they feel safe and comfortable doing so, victims are first encouraged to confront the harasser, verbally or in a letter and/or with someone else present, and tell the harasser to stop the

conduct because it is unwelcome. Any such communication should be documented. If the victim's concerns are not resolved satisfactorily by communicating with the harasser, or if the victim feels he/she cannot discuss the concerns with the harasser, the victim should directly inform the principal of his/her school of the complaint and should clearly indicate what action he/she wants taken to resolve the complaint. While victims are encouraged to submit a complaint in writing, complaints may be made orally. Any school employee who receives a complaint of harassment from a student shall inform the student of the employee's obligation to report the complaint to the school principal, and then shall immediately notify the principal of the complaint. Any employee who fails to investigate student complaints of harassment may be disciplined, up to and including dismissal.

Students are encouraged to report complaints as soon as possible and at least within 30 calendar days of the incident, so that the complaint can be effectively investigated. The principal shall promptly investigate the complaint, at least within 10 school days of its receipt, and report the results to the parties in writing, if appropriate. If the principal determines that the complaint is well founded, he/she shall take appropriate disciplinary action and/or refer the matter within two school days to the Director of Support Services, who serves as the Title IX compliance officer for the school system, for appropriate action. The Director of Support Services shall take appropriate action within ten school days of receiving the report from the school principal. In the event the investigation of a complaint reveals that a change in the school system's policies or procedures may be appropriate, the Superintendent shall be notified within two school days of the completion of the investigation and he shall take appropriate action within five school days thereafter.

A complainant who is not satisfied with the action of the principal may appeal to the Director of Support Services within two days of the principal's action, and the Director shall review the matter and render his decision within five school days of receipt of the appeal. The principal shall give the name and address of the Director of Support Services to the student when he communicates his decision. A complainant who is not satisfied with the action of the Director of Support Services may appeal to the Superintendent within two school days of the Director's action, and the Superintendent will review the matter and render his decision within five school days of receipt of the appeal. The Superintendent and the Director may, in their discretion, hold meetings among the student, the student's parents, the principal and the Director as part of their reviews. The decision of the Superintendent shall be final. Any appeal to the Director of Support Services or the Superintendent shall state precisely the reasons for dissatisfaction with the action being appealed and shall be limited to the matter under appeal.

A person with a complaint concerning an alleged violation of Title IX may file that complaint directly with the Office for Civil Rights of the United States Department of Education. However, in reviewing any complaint, OCR may examine whether and the degree to which the complainant availed him or herself of these procedures and, on the basis of that examination, determined whether OCR should intervene in the matter.

The privacy and confidentiality of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced against the school system's obligation to cooperate with the criminal justice authorities, to afford due process to the accused, to conduct a thorough investigation, and to take appropriate corrective measures, the school system reserves the right to disclose the identity of parties and witnesses in appropriate circumstances to individuals with a need to know. However, any act of retaliation against any person who opposes the harassment, who has filed a complaint, or who has testified, assisted or participated in any way in the handling of a harassment complaint is prohibited and is subject to disciplinary action up to and including dismissal. False or malicious complaints of harassment may result in disciplinary action against the complainant.

## **STANDARDIZED TESTING**

All students at CHMS will participate in the Virginia State Assessment Program (VSAP). Students at all grade levels will participate in Virginia Standards of Learning tests.

### **STUDENT PROPERTY**

The school is not responsible for and has no insurance to cover personal property including **(but not limited to)** musical instruments, glasses, watches, gym clothing, etc.; therefore, students must take proper security measures to protect their property. **\*STUDENTS MUST KEEP THEIR HALL AND GYM LOCKERS LOCKED AT ALL TIMES !**

### **STUDENTS' SCHOLASTIC RECORDS:**

Students' scholastic records are maintained and secured in the Guidance Department of the school. It is the responsibility of this department, under the supervision of the principal, to keep all records accurately, in proper order, and updated. The school policy concerning students' scholastic records is as follows:

1. The contents of the scholastic record are limited to data needed by the school to assist the student in his personal, social, educational, and vocational development and in his educational and vocational placement. Types of data included are name, address, and birthday of student; photograph; name, address, and employer of parents; scholastic work completed with grades; standardized test scores; attendance; health/physical fitness data; copies of suspension letters; textbook agreement, emergency care permit; and other vital educational information.
2. Only school officials with a legitimate educational interest will have access to a student's record.
3. Upon request, parents may review their child's school record and receive explanation of data contained therein. Students under 18 years of age may not have access to their records without the parent's written permission. Any data questioned will be checked for accuracy and corrected as needed. All reviewing of records may be done in the Guidance Department assisted by the counselor or school official.
4. With the exception of a court order, no scholastic data will be given or forwarded to a third party without the written consent of the parent.
5. Parents and eligible students shall have an opportunity for a hearing to challenge the content of their child's records to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student and to provide an opportunity for the correction or deletion of inaccurate, misleading, or inappropriate information therein and for the insertion of a written explanation of the parents respecting the content of the record.
6. Periodically the school posts and/or publishes students' names as they are involved in the following school activities: class lists, honor rolls, school sponsored programs and activities, and special awards and recognition. In addition, the student's social security number will be used as his/her state testing number if one has not been assigned by another school division.

### **TARDINESS POLICY:**

Your child's education is of the utmost importance to us. Attendance and timely arrival to school are essential components of being prepared for their school day and for your student's educational success. All student tardiness may be subject to disciplinary action as follows:

- If a student is late four (4) times they may be required to serve morning detention on both Tuesday **and** Thursday from 7:20-7:35 a.m. (30 minutes of detention time total).

- If a student is late seven (7) times they may be required to serve *at least* one (1) day in the Alternative Learning Center (ALC).
- If a student continues to be tardy to school, further disciplinary action will be taken.

### **TELEPHONES**

School telephones are for official school use only and are not to be used by students except in emergency situations. The student phone will not be used to call for forgotten items such as lunch money, gym uniforms, homework etc. In the case of illness of a student, the parent/guardian will be called by the school nurse or clinic staff member.

### **TESTS / EXAMS:**

All students will be required to take quizzes and tests (including 9-week tests). Students in high school level classes will be required to take semester exams that will equal one-fifth of the semester grade. Students in Algebra I, Latin I, Latin II, French I, Spanish I, Art I, Drama I, Chorus I, Family Living I, Production Technology I, Advanced Band and Principals of Business and Marketing will be required to take semester exams since these are high school level classes. Eighth grade students will be administered a cumulative test in core classes at the end of the first semester that will be weighted as a regular test. The SOL test will be administered in the spring in lieu of a semester test in the spring.

High school courses taught at the middle school will be administered a semester test at the end of the first semester which will count as a test grade. A second semester exam will be required for all students except for students who pass the Algebra I SOL test in the spring. The second semester exam will count 10% of the student's grade. This aligns with high school grading policies, where final exams count as 10% of the student's grade.

All middle school students who are enrolled in high school courses, whether the course is taken at the middle school or the high school, are eligible to have the grade expunged upon request.

During any test, quiz, or exam, students are not to talk or participate in any form of unapproved communication. Violators of this policy could receive a grade of zero (0) on that particular test, quiz, or exam, and be subject to disciplinary action.

Normally, students are not expected to take more than two (2) tests in one day. However, if such a conflict arises, **it is the student's responsibility** to notify the teacher of this conflict **at the time that a third test is announced.**

**Algebra I students may exempt the final Algebra I exam if they pass the SOL Algebra I End of Course test, providing SOL scores are received from the Virginia Department of Education in time.**

### **TEXTBOOKS**

Should a textbook be lost or damaged requiring repair or replacement, the student will be charged the full current purchase price of a new book.

### **TRAFFIC POLICY - Parents may use any of these options.**

- ❖ **Option A:** Parents are to drop students off in the front loop. Parents are to have their children **EXIT** their cars **AT THE RIGHT CURB ONLY.**
- ❖ **Option B:** Parents may enter the lot adjacent to the football stadium and allow the crossing guard to assist their children across Conduit Road.
- ❖ **Option C:** Parents (**AFTER ALL BUSES HAVE DEPARTED at 7:30**) may enter the bus lot and drop their children off at the right curb of the bus lot or the handicapped entrance.

❖ **ALL PARENT AND VISITOR PARKING IS RESTRICTED TO THE PARKING SPACES IN THE FRONT LOOP OR THE LOT ACROSS ADJACENT TO THE FOOTBALL STADIUM. PARENTS MAY NOT USE THE STAFF PARKING LOT OFF LYNCHBURG TO DROP OFF OR PICK UP STUDENTS. NO PARKING ALLOWED IN THE BUS LOT.**

### **VISITORS TO SCHOOL**

Parents are always welcome and are encouraged to visit the school and classes when possible. **For reasons of security, visitors are required to report directly to the Welcome and Security Station or to the main office, sign in, and receive a visitor's pass before going anywhere in the building. Visitors must also sign out and return the visitors pass in the main office or the Welcome and Security Station before leaving.** Students are not permitted to bring visiting relatives and friends to school. If you choose to eat lunch with your student you will not be permitted to eat in the cafeteria with the group of students. You may not bring food for other children besides your child.

### **WITHDRAWAL PROCEDURES**

The withdrawal process/policy is currently under review by our School Administration/Board. This policy will be sent home with students upon approval.

### **STUDENT CONDUCT STANDARDS**

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

The superintendent shall issue Standards of Student Conduct and a list of possible corrective actions for violation of the Standards of Conduct. The Standards of Student Conduct and a notice of the requirements of Section 22.1-279.3 of the Code of Virginia, 1950, as amended, shall be sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of the Standards of Student Conduct shall be sent. The statement shall also acknowledge the receipt of state law concerning parental assistance in maintaining discipline and order. Parents shall be notified that by signing the statement of receipt, parents are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each school shall maintain records of the signed statements. The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or 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, and to discuss improvement of the child's behavior and educational progress. The administrator of the building should exercise reasonable judgment and consider the circumstances in determining the disciplinary action to be administered.

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

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

The school principal shall notify the parents of any student who violates a School Board policy when such violation could result in the student's suspension, whether or not the school administration has imposed any disciplinary action. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior; and (3) that, if the student is

suspended, the parent may be required to accompany the student to meet with school officials. The principal or his designee shall notify the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education.

No suspended student shall be admitted to the regular school program until such student and his parent have met with school officials to discuss improvement of the student's behavior, unless the school principal or his designee determines that readmission, without parent conference, is appropriate for the student. If the parent fails to comply with this requirement, the School Board may ask the Juvenile and Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

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

- in school or on school property
- on a school vehicle
- while participating in or attending any school sponsored activity or trip
- on the way to and from school
- off school property, when the acts lead to: (1) an adjudication of delinquency or a conviction for an offense listed in 16.1-305.1 of the Code of Virginia, 1950, as amended (unlawful purchase, possession or use of a weapon, homicide, felonious assault and bodily wounding, criminal sexual assault, manufacture, sale, gift, distribution or possession of Schedule I or II controlled substances or marijuana, arson and related crimes, and burglary and related offenses) or (2) a charge that would be a felony if committed by an adult.

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

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

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

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

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

## **STANDARDS OF STUDENT CONDUCT**

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

1. **Student Dress:** A student's dress and appearance shall not be such that it causes disruption, distracts others from the educational process or creates a health or safety problem. Students must comply with specific building dress regulations of which students will be given prior notice.

2. **Unexcused Absence or Tardiness:** Students shall not be absent from or report late to class or school without appropriate parental permission, school permission or an otherwise valid excuse.

3. **Disruptive Conduct**: Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function or process of the school or is dangerous to the health or safety of students or others.
4. **Profane or Abusive Language**: Students shall not use language, a gesture, or engage in conduct that is vulgar, profane, obscene or disrupts the teaching and learning environment.
5. **Threats or Intimidation**: Students shall not make any verbal or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason.
6. **Assault and Battery**: A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery. Physical assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to kicking, shoving, pushing, hitting and fighting. Battery is the unlawful application of force to the person of another.
7. **Bullying**: A student, either individually or as a part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to, physical intimidation, taunting, name-calling, and insults and any combination of prohibited activities. Prohibited conduct includes verbal conduct consisting of comments regarding the race, gender, religion, physical abilities or characteristics or associates of the targeted person.
8. **Gambling**: A student shall not play or participate in any game in which the outcome is uncertain or a matter of chance, or bet for money or other things of value during any school related activity.
9. **Use and/or Possession of Alcohol, Tobacco, and Other Drugs**: A student shall not possess, use, and/or distribute alcohol, tobacco and/or tobacco products, or other drugs on school property, on school buses, or during school activities, on or off school property. This includes, but may not be limited to, smokeless tobacco, anabolic steroids, look-alike drugs, drug paraphernalia, and any prescription or nonprescription drug not possessed in accordance with Policy JHCD.

A student shall not possess, procure or purchase or attempt to possess, procure, or purchase or be under the influence of (legal intoxication not required), or use or consume or attempt to use or consume, any of the restricted substances listed in this regulation or what is represented by or to the student to be any of the restricted substances listed in this regulation or what the student believes is any of the restricted substances in this regulation.

Restricted substances include alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below, as well as any abusable glue, paint and similar materials, anabolic steroids and both prescription and nonprescription drugs if they are not taken according to the prescription or directions on the package, and includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance.
10. **Distribution or Sale of Illegal Drugs or Possession or Distribution with Intent to Sell**: Students shall not manufacture, give, sell, distribute or possess with intent to give, sell or distribute marijuana or other controlled substance as defined in the Drug Control Act, Chapter 15.1 of Title 54 of the Code of Virginia.
11. **Vandalism**: Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school-sponsored events.
12. **Defiance of the Authority of School Personnel**: Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Board policies and regulations.
13. **Possession or Use of Weapons or Other Dangerous Articles**: Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether it is commonly accepted as such. This regulation incorporates Policy JFCD.
14. **Theft**: A student shall not intentionally take the personal property of another person without consent, under duress, threat or otherwise.
15. **Behavior on School Bus**: Students shall not behave in a disruptive manner or otherwise violate these Standards of Conduct while waiting for a school bus, while on a school bus or after being discharged from a school bus.
16. **Cheating**: Students shall not cheat, plagiarize or knowingly make false statements with respect to any assigned school work or tests.
17. **Trespass**: The student shall not trespass on school property or use school facilities without proper authority or permission, or during a period of suspension or expulsion.
18. **Gang Activity**: A student shall not engage in gang activities as defined in Policy JFCE, incorporated by reference.

19. **Sexual Harassment:** A student shall not sexually harass another student or any school employee, volunteer, student teacher or any other person present in school facilities or at school functions. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment.

20. **Possession of Beepers, Cellular Telephones, or Similar Devices:** Students may possess a beeper, cellular telephone, Personal Digital Assistant (PDA) or other communication device on school property, including school buses, provided that the device must remain off and out of sight during instructional time. Cell phones or other communication devices that are misused or devices that are not permitted by this policy will be confiscated and returned only to the parent.

21. **Reports of Conviction or Adjudication of Delinquency Pursuant to 16.1-305.1:** Students convicted or adjudicated delinquent of an offense listed in the Code of Virginia, 1950 as amended, 16.1-305.1, may be suspended or expelled.

22. **Laser Pointers:** Students shall not have in their possession laser pointers.

23. **Acceptable Use of the Internet:** Student shall abide by the Colonial Heights School Division's Acceptable Computer Use Policy and Regulation.

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

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

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

## **CORRECTIVE ACTIONS**

The following corrective actions are **among those available to the school administration** for violation of the Student Code of Conduct. Each offense shall be considered fully in determining reasonable corrective actions.

- |   |  |
|---|--|
| 1. Counseling   | 11. Referral to an alternative education program   |
| 2. Admonition   | 12. Notify legal authority where appropriate   |
| 3. Reprimand  | 13. Recommendation for expulsion   |
| 4. Loss of privileges, including access to the School Division's computer system                          | 14. Mandatory expulsion for firearm possession or use or possession of a controlled substance, imitation controlled substance or marijuana, as defined in Chapter 34 of Title 54.1 and 18.2-247 of the Code of Virginia, on school property or at a school sponsored activity. |
| 5. Parental conferences   | 15. Evaluation for alcohol or drug abuse.  |
| 6. Tasks or restrictions assigned by the principal or his designee  | 16. Participation in a drug, alcohol or violence intervention, prevention or treatment program.  |
| 7. Detention after school or before school  |  |
| 8. Suspension from school-sponsored activities or events prior to, during or after the regular school day |  |
| 9. In-school suspension   |  |
| 10. Out-of-school suspension  |  |

## **Colonial Heights Public Schools Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("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 of the day the School receives a request for access.

Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing

regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

### **Colonial Heights Public Schools Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Colonial Heights Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Colonial Heights Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Colonial Heights Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Colonial Heights Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Colonial Heights Public Schools has designated the following information as directory information:

Student's name	Participation in officially recognized activities and sports
Address	Telephone Listing
Electronic mail address	Weight and height of members of athletic teams
Photograph	Degrees and awards received
Grade level	Major field of study
Dates of attendance	Date and Place of Birth
The most recent educational agency or institution attended	