

**Welcome
to
Colonial Beach High School
2015-2016**



Student Handbook and Family Information

HOURS

Student instructional hours are 7:55am – 3:00pm
Office Hours are 7:30am – 3:30pm

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 to school before 7:35 AM or stay on school grounds after the end of the school day unless prior arrangements have been made. Students are tardy if they arrive in first block after 8:00AM. Breakfast is available each day and ends promptly at 7:55 AM. Students should arrive at school by 7:45 AM in order to allow time for breakfast.

VISITORS

Visitors are welcome at Colonial Beach High School. ***The Principal or designee must approve all visits that occur during the school day*** (including lunch) in order to avoid disruption of instructional time and the school environment. Such visits will be made on a case-by-case basis. Upon arriving at a school, all visitors must report to the administrative office with a picture ID and visitor badges must be worn at all times. 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.



Colonial Beach High School
100 1st Street, Colonial Beach, VA 22443

Mrs. Jennifer Grigsby, Principal
Mrs. Tricia Williams, Student Academic Coordinator
Mrs. Michelle Wells, School Counselor
Mr. Jeremy Jack, Athletic Director
Office 804-224-7166 www.cbschools.net

Dear Colonial Beach High School Families,

As I begin my second year as the principal of Colonial Beach High School and my tenth year in this school division, I am thrilled and committed to providing our children with an exemplary education that will help them attain epic accomplishments throughout their lives. We have a new focus on reading and writing in the content areas as well as adding courses at the honors, dual enrollment, and advanced placement level. The faculty, staff, and administrative team will implement an educational plan that provides a safe, consistent, positive environment that will allow our students to grow. In order to maximize student achievement, all community members' attributes will need to be utilized. A team effort by administrators, teachers, students, parents, and community members focused on ensuring student success will be essential for us to meet our goals. Our CBHS graduates will leave us with the ability to be prosperous, benevolent, and responsible members of their community after the experiences they have while in our halls. Please feel free to email me at jgrigsby@cbschools.net or call 804-224-7166 with any questions, comments, or concerns you may have. I look forward to watching our students excel in academics, athletics, club involvement, and as service members to our community throughout this school year. Best wishes for a wonderful year!

Sincerely,

Mrs. Jennifer M. Grigsby, M.S.

Principal
Colonial Beach High School

ATTENDANCE

STUDENT ABSENCES

I. Student Attendance Policy

Student attendance is a cooperative effort and the School Board shall involve parents and students in accepting the responsibility for good attendance. The Code of Virginia 22.1-279.3.C(iii) requires that each parent/guardian or person having control or charge of a child within the compulsory attendance age shall be responsible for each child's regular and punctual attendance at school as required under provisions of the law.

Students who are absent must bring a valid note stating the reason for absence upon returning to school. Excused absences are accepted for court dates and appearances, family deaths and funerals and/or doctors' notes for illness. Unexcused absences shall be handled according to regulations issued by the superintendent. Attendance encompasses tardy arrivals and early dismissals as well.

II. Compulsory Attendance Procedures

A. If the student fails to report to school for a total of five (5) school days, the parents will receive written notification.

B. After eight (8) unexcused absences, the attendance officer or designee will visit the home of the student to discuss with the parents/guardians the reason for absence. The attendance officer or designee will issue a letter from the superintendent with a recommendation for referral to the Juvenile and Domestic Relations (JDR) Court, if additional unexcused absences are documented.

C. After ten (10) unexcused absences, the school will refer the student and family to the JDR Court for explanation as to the excessive absences from school.

III. Parental Cooperation in Remediating Excessive Unexcused Absences

It is expected that parents will cooperate with the attendance officer and other school officials to remedy the student's attendance problem. Where direct contact with the parent cannot be made, despite reasonable efforts, or where parents otherwise fail to cooperate in remediating the student's attendance problem, the superintendent may seek immediate compliance with the compulsory attendance laws. The attendance officer, with the knowledge and approval of the superintendent, shall institute proceedings against any parent who fails to comply with the requirements of the compulsory attendance laws.

TARDY/EARLY DISMISSAL

It is imperative that students attend school every day on time. **Three instances of unexcused tardiness and/or early dismissals will equal one absence.** If a student has more than three (3) tardies, disciplinary action may be imposed. This may include before, during, or after school detention or ISS in order to make up missed instructional time.

Students are tardy if they arrive to school and check in any time after 8:00 AM. Students are considered an early dismissal if they leave school prior to dismissal at 3:00 PM. Parents or guardians must report to the HS office with a picture ID in order to check their child out early.

PERFECT ATTENDANCE

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 may also count against the Perfect Attendance Award. Every teacher will take attendance during each class period. Arriving to school and/or to class late and leaving school early may affect students' daily grades.

Please refer to School Board Policy JEA; JED; JEG

STUDENT CODE OF CONDUCT

STUDENT CODE OF CONDUCT

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:**

- 1. Observe commonly accepted rules of courtesy and good behavior at all times.*
- 2. Maintain good study habits.*
- 3. Attend school on time every day.*

Violations of specific school regulations may include, but are not limited to, one or more of the following disciplinary actions.

- Notification to Parent/guardian
- Referral to Counseling Services and/or outside services
- Admonition/Reprimand
- Loss of access to the School Division's computer system
- Student, Teacher, Counselor, Parent, and/or Administrative conferences
- Tasks, assignments, and/or community service assigned by the principal or designee
- Detention before, during, or after school
- Alternative instructional arrangements within the school setting
- Suspension from school-sponsored activities or events prior to, during, or after the regular school day
- In-school suspension
- Out-of-school suspension
- Suspension from school transportation privileges
- Referral to an alternative education program
- Notification of legal authority where appropriate
- Recommendation for expulsion
- Evaluation for alcohol or drug abuse
- Participation in a drug, alcohol or violence intervention, prevention or treatment program or other counseling program or evaluation process deemed necessary
- Mandatory expulsion for bringing a firearm onto school property or to a school-sponsored activity 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

SPECIFIC REGULATIONS

ACTIVITIES/ASSEMBLIES

All students are expected to behave properly during after-hours activities such as athletic contests, dances, etc. Improper behavior at activities will result in being restricted from attending these activities and may also result in additional disciplinary action.

Instructional assemblies are held for the benefit of the student body as part of the educational program. Students are expected to conduct themselves in a manner that reflects good behavior and respect for participants in assembly programs. Students are to remain with their assigned classes and sit in assigned areas as required by teachers or the administration.

ALTERNATIVE EDUCATION STUDENTS

Alternative Education students will wait for the bus at the front entrance only, and not come into the main part of the building for any reason. This is also in effect after school and includes using the restrooms or going to the snack area. Concurrently, regular students must stay in the cafeteria area, not in the hallway or the foyer, from the time they arrive at school until the first bell rings at 7:55 a.m.

ASSAULT & BATTERY

Intentional touching or striking of another student and/or school personnel to physically cause harm is prohibited.

ATHLETICS

Please see the Athletic Handbook.

BIKES

Bikes must be secured to the bike racks located on the side of the high school adjacent to the baseball field.

BOMB THREATS, FALSE FIRE ALARMS, SMOKE BOMBS, STINK BOMBS, FIREWORKS AND OTHER EXPLOSIVE MATERIALS OR DEVICES

Bomb threats of any kind, false fire alarms, fireworks, and/or possession of explosive materials or devices are strictly prohibited by VA Code at any school-sponsored activity or on school grounds. Violation will result in suspension and/or expulsion and prosecution under the law.

BULLYING

In accordance with the Code of Virginia 22.1-279.6, a student, either individually or as part of a group, shall not harass or bully others either in person or by the use of any communication technology including computer systems, telephones, pagers, or instant messaging systems. Prohibited conduct includes, but is not limited to, physical, verbal, or written intimidation, taunting, name-calling, and insults and any combination of prohibited activities. Prohibited conduct includes verbal or written conduct consisting of comments regarding race, gender, religion, physical abilities or characteristics or associates of the targeted person.

CAFETERIA

This school participates in a federal breakfast and lunch program. The implementation requirements of this program allows all students to receive free meals. A la carte items will be available for purchase by students and faculty.

No outside food, other than bagged lunches, will be permitted in the building. This includes McDonald's, Dominos, etc. Students may not bring this food to school and it may not be delivered to a student by a parent/guardian. Any outside food not part of a student's bagged lunch will be thrown away upon arrival. Please see new federal guidelines outlined in The National School Lunch Program.

CELL PHONES, PAGERS, LASER POINTERS, AND ELECTRONIC EQUIPMENT

Cell phones are permitted in school but must be turned off and put away during the school hours. Any violation will result in the cell phone being given to an administrator and will only be released at the end of the school day. Students who drive to school may leave their cell phone in their vehicle. Consistent violations will result in disciplinary action.

Pagers, laser pointers, and other electronic equipment and/or devices are strictly prohibited at any school-sponsored activity. Electronic recording devices are prohibited unless approved by the administration. Violation will result in confiscation of the item and disciplinary action.

CHEATING / MISREPRESENTATION (ACADEMIC DISHONESTY)

Academic dishonesty will include cheating, plagiarism, forgery, and unethical computer use and will not be tolerated. Those students who are guilty of academic dishonesty will receive a zero (0) for the given assignment/test and a referral. This includes those who provide and those who receive the said materials/information.

CLOSING DUE TO INCLEMENT WEATHER OR EMERGENCIES

In the event it is necessary to close or delay the opening of school because of inclement weather or other circumstances, the following radio stations, television stations and website will carry the information. Every effort will be made to announce this type of important news by 6:00 a.m. When no announcement is made on the days in question, this will indicate that school is in session and on the regular schedule.

- TV Channel 4, WNBC- Washington
- TV Channel 6, WTVR- Richmond
- TV Channel 7, WJLA- Washington
- WFLS 93.3- Fredericksburg
- WFVA 101.5- Fredericksburg
- WNNT 102.9- Warsaw
- WRAR 105.5- Tappahannock

Closings will also be posted at the 7-11 store on Colonial Avenue, the CB Police Department, Get & Zip store, and www.cbschools.net. We will also utilize our school division alert phone system.

DANCES

All guests are subject to the approval of the administrator. Guests must be under the age of 21. Students must remain in the building until the dance is over. Dress appropriate to the occasion will be required. The use or possession of alcoholic beverages, drugs, or tobacco on school property and/or at any school function is prohibited. No front to back dancing or sexually explicit dancing will be tolerated. Guest approval forms will be required of all guests who are **not** Colonial Beach High School students prior to a dance.

DEFIANCE OF THE AUTHORITY OF SCHOOL PERSONNEL

Students will comply with any verbal or written instructions made by school personnel within the scope of their authority as provided by board policies and regulations. This includes all school personnel, PK-

12, including administration, teachers, custodians, paraprofessionals, cafeteria workers, bus drivers, Central Office personnel, administrative assistants, and so on.

DETENTION

Detention is considered a valid consequence for inappropriate actions that disrupt student learning. Teachers may assign their own detention to be served during lunch. Assignments will be provided and required for those students serving office-assigned lunch detention.

Athletic events and other extracurricular activities are not considered a valid excuse for missing detention. Work and other out-of-school activities are not considered valid excuses for missing detention. This policy applies to both teacher-assigned and office-assigned detentions.

DISRUPTION OF CLASS

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.

DOORS (Classroom)

The doors in the building are fire doors and may not be propped open.

EXAM SCHEDULE

Please refer to the school calendar for exact dates of exams.

- Students with an excused absence must make-up exams within 3 days. Excuses are obtained through the main office. If the exam is not made-up in that time frame, please see the principal.
- Transportation will run on a normal schedule on these days.
- Students must remain in the exam for the entire examination period.
- The exam will count as 10% of the semester grade.
- Exams will be given at the end of each semester.

EXAM EXEMPTION POLICY

Exemption Criteria:

- In SOL tested courses, the students must earn the verified credit—both the SOL test(s) and the course must be passed.
- In non-SOL tested courses, the student must earn a 90% or above for the semester.

Any student who meets the criteria will be eligible for final exam exemption.

EXTORTION, GAMBLING

These activities are strictly prohibited. Any student who engages in either is subject to suspension, expulsion, and/or prosecution under the law.

FIGHTING

Fighting or engaging in any activity that could intentionally cause physical harm to another person on school grounds or at school sponsored activities is prohibited. Disciplinary action will be enforced for ALL PARTIES INVOLVED. Students may be charged with assault and/or battery. Students who feel a fight may develop must report it to the administration immediately. Threats of physical harm are also included in this section.

GANG ACTIVITY

Any individual or group activity that threatens, that is illegal and/or violent, or that portends the development of gang activity, will not be tolerated. This includes but is not limited to wearing gang-related apparel, inappropriate congregating, hand signals, writings/drawings/"tagging"/graffiti, bullying, and harassment. Clothing or other accessories depicting such are prohibited and must be removed immediately. These decisions are solely at the administrator's discretion. Administration may also give disciplinary action and/or refer suspected gang involvement to law enforcement agencies.

IN-SCHOOL SUSPENSION PROGRAM

ISS is an alternative to Out-of-School Suspension. ISS is a consequence where the student is isolated from his/her fellow students for the day. The student is not considered absent from school. The student will be permitted to complete assignments, quizzes and/or tests which are being administered that day in his/her regular classes and any additional missing assignments. The student will complete ISS write-offs as assigned when all work is completed. Work that is due on the day of ISS must also be submitted before the student leaves for the day.

Absences to ISS may result in additional time assigned or more severe disciplinary actions being assigned. Continued violation of school rules will lead to out-of-school suspension, behavior contracts, and other disciplinary actions.

INSURANCE

Parents are encouraged to provide medical insurance for their children. In the event this is not possible, each pupil is strongly urged to participate in the optional school insurance program. Several options for insurance are available at minimal cost. Catastrophic insurance is provided by the school that covers athletics, field trips and other activities sponsored by the school. This policy has a \$25,000 deductible, so we recommend purchase of one of the optional insurance plans if you do not have family health insurance.

You may receive more information and applications for these programs early in the school year. If your child has not brought this information home by the end of the first week and you are interested, please contact the school immediately.

LIBRARY/MEDIA CENTER

The library/media center is provided for all administrators, teachers, staff, and students for interest and information with emphasis on user needs and continued educational growth. It is intended to enrich and supplement learning at all levels. Keep in mind there is a wealth of written information and materials in all subjects. These include books, magazines, atlases, videos, DVDs, audio-tapes, audiovisual equipment and reference resources.

Students in the eighth through twelfth grades are encouraged to visit the library/media center on a regular basis. During open times, students are encouraged to visit. If students are doing research and taking notes, others should be sure not to disturb the learning atmosphere. When a class is in the library and a lesson is in progress, others need to be considerate of them. Interruptions are a distraction. Loud talking and boisterous behavior will not be tolerated. These students will lose their library/media privileges and will be referred to the office.

LOCKERS

There will be a \$3.00 rental fee for locks and lockers. The P.E. Department assigns gym lockers. Hall lockers are assigned through homeroom. It will be the responsibility of all students to take care of their locker. Any key or combination lock not belonging to the school and placed on the lockers (without administrative approval) will be cut off. Students should NOT give their locker combinations to anyone.

Students should make sure that their lockers are empty on the last day of school. Material left in the locker after the last day of school becomes school property and will be removed and disposed. Lockers remain the property of Colonial Beach Public Schools and may be inspected at any time.

MARITAL OR PARENTAL STATUS OF STUDENTS

CBHS mandates that no rule concerning a student's actual or potential parental, family or marital status may be applied which treats students differently.

MOTOR VEHICLES

Parking spaces are reserved. Students wishing to drive to school and park on school property must purchase a parking pass. A parking pass may be purchased from the bookkeeper and is first come-first serve. Only 27 student passes will be sold due to the combination of school campuses. The pass must be displayed on the dash of the vehicle. Students are not to visit, sit in, or operate motor vehicles during the school day, except to leave the premises. Once a student arrives at school, the vehicle is to be parked and locked. Loud music is not to be played on or near school property. Operating a motor vehicle on school property is a privilege and failure to observe all regulations and common courtesies will result in the loss of this privilege. Vehicles may be randomly searched at any time by administrators or police officers. The student owner/driver of the vehicle is responsible for its contents. Parking areas are assigned and students must use their assigned areas only.

NETWORK ACCEPTABLE USE AND RESPONSIBILITY

Access to the school Network, which includes Internet, will be available to your child 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 child and return the signed agreement to the school as instructed (*no student will be allowed access to the Colonial Beach Public Schools 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.

PROFANE, OBSCENE 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.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection are prohibited.

SEXUAL HARASSMENT

Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. This type of behavior will not be tolerated and will result in disciplinary action. All students and/or employees are encouraged to immediately report inappropriate behavior to the teacher and/or principal.

STUDENT PICTURES

CBHS will offer individual student pictures in the fall through Lifetouch. We also will offer athletic pictures for both teams and individuals throughout the athletic seasons. Detailed information concerning this service is available later in the year. Digital pictures of students are included in the student database.

STUDENT PREGNANCY

As soon as a licensed physician medically confirms a student is pregnant, the student may notify the school counselor, principal, and/or the superintendent. The pregnant student will attend regular classes unless there is a medical reason which requires homebound instruction. An acceptable date will be established as to when enrollment will be temporarily interrupted and for the length of time. The student will have the responsibility of making arrangements with teachers to keep up with class assignments during this brief hiatus.

THEFT

Stealing school or personal property is strictly prohibited. Theft or possessing stolen property will result in disciplinary action and may be subject to prosecution under the law.

THREATS AGAINST PERSONS OR PROPERTY

Threats against any person or property will not be tolerated. Threats against school personnel are reportable incidents and are required to be prosecuted. Any student threatening staff will be charged under the law (VA. Code 18.2-60 and 22.1-280.1).

TOBACCO & ELECTRONIC CIGARETTES

The possession or use of chewing tobacco, snuff, cigarettes or any tobacco product (including electronic cigarettes and/or their fluid) is prohibited anywhere within 1000 feet of school property (VA. Code: Drug Free Zone). Odor of tobacco may be considered as evidence of use.

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. Colonial Beach Public Schools 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. We will not accept phone calls requesting a change of transportation. No changes can be made after 2:00 PM for the same day.

Per 8VAC20-70-110, parents 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 are not present at the bus stop.

WALKING TO SCHOOL

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

Students in Grades K-5 may not walk home unless they are accompanied by an older sibling and they must have a note on file from the parent. *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 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.

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

VANDALISM

Students shall not willfully or maliciously damage or deface any school building or other property owned by 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.

OTHER CONDUCT

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

Please refer to School Board Policy JFC; JFC-R

ILLEGAL SUBSTANCES AND WEAPONS POLICY

USE AND/OR POSSESSION OF ALCOHOL, TOBACCO, ANABOLIC STEROIDS, AND OTHER DRUGS

Student shall not:

- 1) possess, procure or purchase or
- 2) attempt to possess, procure, or purchase, or
- 3) be under the influence of (legal intoxication not required), or
- 4) use or consume or attempt to use or consume, the following:
 - 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.

This regulation applies to school property, on school buses, or during school activities, on or off school property. This regulation incorporates Policies JFCF and JHCD.

Restricted Substances include tobacco products alcoholic drinks, marijuana, narcotic drugs, hallucinogens, stimulants, depressants, and anything else covered by the Drug Control Act referenced below. Further, any inhalable glue, paint and similar materials, anabolic steroids and both prescription and non-prescription drugs if they are not taken according to the prescription or directions on the package. A restricted substance also includes anything that a student represents to be a restricted substance or which a student believes is a restricted substance.

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.

WEAPONS

The act of or inference/threat that one is carrying, bringing, using or possessing any firearm, dangerous device, or other dangerous or deadly weapon in any school building, on school grounds, in any school vehicle or at any school-sponsored activity without the authorization of the school or the school division is prohibited, and grounds for disciplinary action. The disciplinary sanction for bringing a firearm to

school or to a school sponsored activity is expulsion for at least one year in accordance with Policy JGD/JGE. Violation of this policy shall require that proceedings for the discipline of the student involved be initiated immediately by the principal.

Please refer to School Board Policy JFCD

OTHER REGULATIONS

APPEARANCE AND/OR DRESS CODE

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. At Colonial Beach High School, all students are expected to exercise good taste in dress. Questions pertaining to students' appearance will be dealt with on an individual basis.

Be aware of the following restrictions:

Clothing worn by students shall be neat, clean, and in good repair. Immodest clothing of a type that distracts from the learning process shall not be worn. This includes clothing bearing printed slogans or mottos not in good taste, any gang-affiliated attire, as well as advertisements for alcoholic beverages, tobacco, or drugs. The following items are not permitted: chains, tank tops, spaghetti strap tops, mesh tops, tube tops, halters, bare midriff fashions, and low cut shirts/blouses.

Skirts (culottes, skorts, split skirts, and skirts) must not be shorter than 3" above the knee (the height of a dollar bill). Shorts are acceptable attire for both men and women. Like any other clothing worn at school, shorts must be suitable and appropriate. The maximum of 3" above the knee hem applies for shorts on both males and females.

Blouses should cover from armpit to armpit and only sleeveless shirts are allowed (not tank tops).

Shoes must be worn at all times. Bedroom slippers are **NOT** to be worn.

Sunglasses and pajamas may not be worn anywhere in the school building.

Head coverings except those for specific religious customs will not be worn in school buildings. Head coverings include hats, bandanas, hoodies, etc. Combs, picks, and other items should not be worn in the hair.

Undergarments for both males and females are not to show. If necessary, a belt should be worn. If a violation of the dress code occurs, disciplinary action will follow.

Please refer to School Board Policy JFC-R.

FOOD

Commercially prepared fast foods may not be consumed in the building during the school day. No food or drink will be permitted in classroom environments, except for water in a clear bottle. This water must be plain and unflavored.

GUM

Chewing gum is prohibited on school grounds.

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.

TEXTBOOKS

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

MEDICATION POLICY

PRESCRIPTION MEDICATIONS

Colonial Beach Public School 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 or 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.

NONPRESCRIPTION MEDICATIONS

Colonial Beach Public School personnel may give nonprescription medication to students under the same policy for Prescription Medications above.

SELF-ADMINISTRATION OF MEDICATION

Self-administration of any medication with the exception of asthma medication and auto-injectable epinephrine is prohibited. Parents must meet with the nurse in advance if students will be carrying the above medications with them.

HEAD LICE

If adult lice or cemented nits are found, the child 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 child or parent.

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

Please refer to School Board Policy JHCD.

GRADING PROCEDURES

GRADE SCALE

CBPS adopted a new 10-point grading scale, effective July 1, 2013, for Grades 3-12.

- A = 90 – 100
- B = 80 – 89
- C = 70 – 79
- D = 60 – 69
- F = Below 60

INTERIM/REPORT CARD SCHEDULE

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

MISSED WORK

Students are responsible for completing all missed work. The student must assume responsibility for meeting with each teacher and arranging times for the completion of work missed due to being absent. While teachers will determine the amount of time allowed to complete the missing work, the right to make-up work will be lost after 10 days of the child's return to school date. ISS students will receive their work from their teachers for the day they are serving ISS. OSS students are encouraged to see their teachers prior to OSS if possible, but absolutely must see their teachers the day of their return. All students are encouraged to utilize PowerSchool and classmates when it is necessary to miss classes. Work not completed may result in a zero.

HOMEWORK – Policy IKB

Homework can provide an essential communication link between the school and the home. One measure of a program or course is the quality of the work done at home by the student. A strong home-school partnership, with many lasting benefits for the individual student and his/her family, can be greatly enhanced by a sound program of homework. In addition, homework should be an important tool in developing independent thought, self-direction, and self-discipline. It can assist the student in developing good work habits and in the wise use of time.

Guidelines for homework include:

1. Homework should be assigned after introduction and thorough explanation of the skills necessary to successfully complete the assignment.
2. Homework should be assigned in such a manner that it will be clearly understood by all students.
3. Homework should serve a valid purpose and be closely related to classroom activities.
4. A student's access to resource materials should be considered when making assignments.
5. Homework should be evaluated promptly and returned to the student. Effort and competency may be recognized and rewarded.
6. Teachers should seek to determine the causes if a student regularly fails to complete assigned work.
7. Teachers should not avoid giving homework because they believe students will not do the work.
8. Excessive homework, like the absence of homework, should be avoided.
9. Homework should not be used for disciplinary purposes.

10. Teachers and administrators should take appropriate steps to communicate with parents regarding the division's homework policy and to solicit their support.

REMEDIATION PROGRAMS AND SUMMER SCHOOLS

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 twelve 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 his parent, 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.

COMPULSORY ATTENDANCE FOR SUMMER SCHOOL AND AFTER SCHOOL REMEDIATION

The Division Superintendent may seek immediate compliance with the compulsory school attendance law as set forth in Va. Code § 22.1-254 after a reasonable effort to seek the student's attendance in summer school or program of prevention, intervention or remediation has failed. This includes direct notification of the parents of such student of the attendance requirement and failure of the parents to secure the student's attendance, when:

1. A student is required to take a special program of prevention, intervention, or remediation in a public summer school; and
2. The Superintendent determines that remediation of the student's poor academic performance, passage of the Standards of Learning Assessment in grades three through twelve, or promotion is related directly to the student's attendance in the summer school program.

GENERAL INFORMATION

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 consent form

before participating in a field trip. Cost should never prohibit a student from attending a field trip. Please contact your child's teacher if assistance is needed.

FIRE, TORNADO, EMERGENCY DRILLS

Fire, tornado, and emergency drill rules and regulations are posted in every classroom and will be explained early in the year by each teacher. State regulations require that a minimum of one (1) fire drill be conducted each week during the first month of school and once each month thereafter, regardless of weather conditions. 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.

PARENT CONFERENCES

Parent-Teacher 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 Parent-Teacher conferences (please check your school calendar for dates and times). If you would like to request a conference, please contact the main office. In addition to these pre-established conference dates, teachers are available throughout the year to meet with parents. Teachers are not available for conferences while classes are in session.

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

TELEPHONES

Students may use 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.

CHARACTER EDUCATION PROGRAM

The Character Education program teaches students to enforce their character for future behavior. Students are socially and emotionally empowered to improve their future through positive change and personal choices. This program teaches students the importance of positive personal relationships, setting goals and priorities through planning, and creating a positive school culture.

MONTHLY WORDS

- SEPTEMBER:** Respect
- OCTOBER:** Responsibility
- NOVEMBER:** Self-Discipline
- DECEMBER:** Honesty
- JANUARY:** Perseverance
- FEBRUARY:** Kindness
- MARCH:** Leadership
- APRIL:** Compassion
- MAY:** Integrity
- JUNE:** Dedication

SCHOOL COUNSELING & CAREER SERVICES

Mission Statement

The Colonial Beach High School Counseling department will collaborate with students, parents, teachers, administrators, and the community to provide a comprehensive counseling program. **All** students will have access to services that will assist them in working towards their potential as lifelong learners with a commitment to their community, state, and nation. As an advocate, the school counselor will provide safe, supportive, and confidential school counseling services directed at the needs of students in the following domains: academic, personal/social, and career planning.

Students, parents, community members, faculty, and staff are encouraged to utilize the services of the School Counseling & Career Services Department. The School Counseling & Career Services office is open year round from 7:35 a.m. to 3:30 p.m. Scheduling an appointment will ensure the availability of the school counselor.

School Counseling & Career Services is an integral part of Colonial Beach High School. The School Counselor works with students, parents, teachers, administrators, and the community at large to aid students in the process of self-exploration and career exploration to attain educational, career, and personal/social development. The office of School Counseling & Career Services has resources for college/university information, financial aid and scholarship news, occupational outlooks, military options, and technical and business school information. Computers are available during office hours to access VA Wizard, college and scholarship applications, SAT/ACT registration, and additional future planning resources.

Information for upcoming workshops, college/university and military representative visits, field trips, testing dates, scholarship news, etc., will be posted on the School Counseling & Career Services website: http://cbschoolshs.sharpschool.net/staff_directory/mrs__wells/

In addition to career planning services, students are encouraged to make an appointment with the School Counselor to discuss academic concerns such as course selection and scheduling, study skills, problem solving, current academic performance, communication skills, dual enrollment and Northern Neck Regional Technical Center opportunities. The School Counselor is also available for personal issues such as decision making, stress management, relationship concerns, alcohol and drug abuse, grief and loss, thoughts of suicide, divorce, bullying, struggles with school/friends, and pregnancy.

VA WIZARD ONLINE CAREER PORTFOLIO

The Wizard Online Career Portfolio provides a gateway to lifelong career planning that allows individuals to store personal and academic information; search and save educational and occupational data; build résumés; and access assessment progress and results 24 hours a day from any Internet connection.

System features include:

- Education Planner – for planning coursework and tracking educational progress
- Planning Timeline – for guiding education and career planning with a suggested sequence of events
- Note Taker – for documenting the career development process
- Occupation Search and Career Comparison – for career exploration by cluster, title, or Holland Code
- College Major and Instructional Program Search – for learning more about a major as well as the postsecondary options within your state
- College Search and Comparison – for researching approximately 7,000 postsecondary colleges, universities, education training centers, and other institutions
- Financial Aid Information and Scholarship Search – for understanding your college financing options
- Résumé Builder – for creating and managing multiple résumés

Research-based assessments, available in either English or Spanish, help system users discover their interests, skills, and work values and how those characteristics relate to the world of work. The assessments are designed to adapt to a variety of settings including homes, classrooms, career centers, and workforce development offices. On average, each assessment may be completed in 20 minutes or less. Individuals also have the ability to begin an assessment and complete it at a later time. All assessments feature immediate online scoring and reporting.

GRADUATION REQUIREMENTS

The requirements for a student to earn a diploma from a Virginia high school shall be those in effect when the student enters the ninth grade for the first time. Students may be awarded a diploma or certificate upon graduation from a Virginia high school.

When students below the ninth grade successfully complete courses offered for credit in grades nine through twelve, credit shall be counted toward meeting the standard units required for graduation provided the courses meet SOL content requirements or are equivalent in content and academic rigor as those courses offered at the secondary level.

Electives

Sequential Electives

- ◆ Sequential electives may be in any discipline as long as the courses are not specifically required for graduation
- ◆ Courses used to satisfy the one unit of credit in a fine arts or career and technical education course may be used to partially satisfy this requirement
- ◆ An exploratory course followed by an introductory course may not be used to satisfy the requirement
- ◆ An introductory course followed by another level of the same course of study may be used
- ◆ Sequential electives do not have to be taken in consecutive years

Fine Arts and Career and Technical Education

- ◆ The Standard, Advanced Studies, and Modified Standard Diplomas each contain a requirement for one standard unit of credit in Fine Arts or Career and Technical Education. The Standards of Accreditation do not require that courses used to satisfy the requirement of Fine Arts or Career and Technical Education be approved by the Board. Therefore, local school officials should use their own judgment in determining which courses students take to satisfy the requirement of a unit of credit in Fine Arts or Career and Technical Education for the Standard, Advanced Studies, and Modified Standard Diplomas.

Board Certified Credential

- ◆ Effective with ninth grade classes 2013-2014 and beyond, students earning a standard diploma are required to earn a Board-Approved industry credential.

Virtual Course

- ◆ Effective with ninth grade classes 2013-2014 and beyond, all students are required to complete a virtual course, which may be non-credit bearing.

GRADUATION REQUIREMENTS

Standard Diploma: Minimum Course & Credit Requirements

Discipline Area	Standard Credits Effective with ninth grade classes 2003-2004 through 2010-2011	Revised Standard Credits Effective with ninth grade classes 2011- 2012 and beyond	Verified Credits Effective with ninth grade classes 2003-2004 and beyond
Discipline Area	Standard Credits Effective with ninth grade classes 2003-2004 through 2010-2011	Revised Standard Credits Effective with ninth grade classes 2011- 2012 and beyond	Verified Credits Effective with ninth grade classes 2003-2004 and beyond
English	4	4	2
Mathematics ^A	3	3	1
Laboratory Science _{B,F}	3	3	1
History & Social Sciences ^{C,F}	3	3	1
Health & Physical Education	2	2	N/A
Fine Arts or Career & Technical Education	1	N/A	N/A
Foreign Language, Fine Arts, or Career & Technical Education ^G	N/A	2	N/A
Economics and Personal Finance	N/A	1	N/A
Electives ^D	6	4	N/A
Student Selected Test ^E			1
Total	22	22	6

NOTE A

Students entering the ninth grade in 2003-2004 through 2010-2011: Courses completed to satisfy this requirement shall be at or above the level of algebra and shall include at least two course selections from among: Algebra I, Geometry, Algebra II or other mathematics courses above the level of algebra and geometry.

Students entering the ninth grade for the first time in 2011-2012 and beyond: Courses completed to satisfy this requirement shall include at least two different course selections from among: Algebra I; Geometry; Algebra, Functions, and Data Analysis; Algebra II or other mathematics courses above the level of Algebra II.

NOTE B

Students entering the ninth grade for the first time in 2003-2004 through 2010-2011: Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines: Earth science, biology, chemistry, physics. **Students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines: Earth sciences, biology, chemistry physics.

NOTE C

Students entering the ninth grade for the first time in 2003-2004 through 2010-2011: Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and one course in either world history or geography or both. **Students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy this requirement shall include; U.S. and Virginia History, U.S. and Virginia Government, and one course in world history or geography.

NOTE D

Courses completed to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.

NOTE E

For students entering the ninth grade for the first time in 2003-2004 through 2010-2011: A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education or other areas as prescribed by the Board in 8 VAC 20-131-110. For students entering the ninth grade for the first time in 2011-2012 and beyond: A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education, economics or other areas as prescribed by the Board in 8 VAC 20-131-110.

NOTE F

Students who complete a career and technical education program sequence and pass an examination or occupational competency assessment in a career and technical education field that confers certification or an occupational competency credential from a recognized industry, or trade or professional association or acquires a professional license in a career and technical education field from the Commonwealth of Virginia may substitute the certification, competency credential or license for (1) the student selected verified credit and (2) either a science or history and social science verified credit when the certification, license or credential confers more than one verified credit. The examination or occupational competency assessment must be approved by the Board of Education as an additional test to verify student achievement.

NOTE G

For students entering the ninth grade for the first time in 2011-2012 and beyond: Pursuant to Section 22.1-253.13:4, Code of Virginia, credits earned for this requirement shall include one credit in fine or performing arts or career and technical education.

GRADUATION REQUIREMENTS

Advanced Studies Diploma: Minimum Course & Credit Requirements

Discipline Area	Standard Credits Effective with ninth grade classes 2003-2004 through 2010-2011	Revised Standard Credits Effective with ninth grade classes 2011- 2012 and beyond	Verified Credits Effective with ninth grade classes 2003-2004 and beyond
English	4	4	2
Mathematics ^a	4	4	2
Laboratory Science ^b	4	4	2
History & Social Sciences ^c	4	4	2
Health & Physical Education	2	2	N/A
Foreign Language ^g	3	3	N/A
Fine Arts, or Career & Technical Education ^f	N/A	2	N/A
Economics and Personal Finance	N/A	1	N/A
Electives ^d	4	2	N/A
Student Selected Test ^e			1
Total	24	26	9

NOTE A

Students entering the ninth grade in 2003-2004 through 2010-2011: Courses completed to satisfy this requirement shall be at or above the level of algebra and shall include at least two course selections from among: Algebra I, Geometry, Algebra II or other mathematics courses above the level of algebra and geometry.

Students entering the ninth grade for the first time in 2011-2012 and beyond: Courses completed to satisfy this requirement shall include at least two different course selections from among: Algebra I; Geometry; Algebra, Functions, and Data Analysis; Algebra II or other mathematics courses above the level of Algebra II.

NOTE B

Students entering the ninth grade for the first time in 2003-2004 through 2010-2011: Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines: Earth science, biology, chemistry, physics. **Students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy this requirement shall include course selections from at least two different science disciplines: Earth sciences, biology, chemistry physics.

NOTE C

Students entering the ninth grade for the first time in 2003-2004 through 2010-2011: Courses completed to satisfy this requirement shall include U.S. and Virginia History, U.S. and Virginia Government, and one course in either world history or geography or both. **Students entering the ninth grade for the first time in 2011-2012 and beyond:** Courses completed to satisfy this requirement shall include; U.S. and Virginia History, U.S. and Virginia Government, and one course in world history or geography.

NOTE D

Courses completed to satisfy this requirement shall include at least two sequential electives as required by the Standards of Quality.

NOTE E

For students entering the ninth grade for the first time in 2003-2004 through 2010-2011: A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education or other areas as prescribed by the Board in 8 VAC 20-131-110. For students entering the ninth grade for the first time in 2011-2012 and beyond: A student may utilize additional tests for earning verified credit in computer science, technology, career and technical education, economics or other areas as prescribed by the Board in 8 VAC 20-131-110.

NOTE F

For students entering the ninth grade for the first time in 2011-2012 and beyond: Pursuant to Section 22.1-253.13:4, Code of Virginia, credits earned for this requirement shall include one credit in fine or performing arts or career and technical education.

NOTE G

The Advanced Studies diploma requires either three years of one foreign language or two years of two foreign languages.

MODIFIED STANDARD DIPLOMA

The Modified Standard Diploma is intended for certain students who have a disability and are unlikely to meet the credit requirements for a Standard Diploma. Eligibility and participation in the Modified Standard Diploma program shall be determined by the student's Individual Education Plan (IEP) team after the student's eighth grade year.

The requirements for a student to earn a diploma shall be those in effect when the student enters the ninth grade for the first time.

The student who has chosen to pursue a Modified Standard Diploma shall also be allowed to pursue the Standard or Advanced Studies Diploma at any time throughout their high school career. The student may not be excluded from courses and tests required to earn a Standard or Advanced Studies Diploma.

Beginning with the ninth grade class of 2000-2001, students pursuing the Modified Standard Diploma are required to pass the eighth grade Standards of Learning (SOL) tests in both English (Reading, Literature, and Research) and mathematics to meet the literacy and numeracy requirements for this diploma.

For students entering ninth grade beginning 2013-2014, this is no longer a diploma option.

APPLIED STUDIES DIPLOMA

Special needs students who meet the requirements of their individualized education plan (IEP), but do not meet the requirements for the Advanced Studies, Standard, or Modified Standard (prior to 2013-2014) Diplomas, will be awarded an Applied Studies Diploma.

These students are not ranked for class standing.

REQUIREMENTS FOR DIPLOMA SEALS

Board of Education Seal

Students who complete the requirements for a Standard Diploma or Advanced Studies Diploma with a final grade point average of “A” (4.0) or better at the end of their senior year will receive a Board of Education Seal on the diploma.

Governor’s Seal

Students who complete the requirements for the Advanced Studies Diploma with an average of “B” (3.0) or better and successfully complete college-level coursework that will earn the student at least nine transferable college credits through Advanced Placement or Dual Enrollment courses shall receive the Governor’s Seal on the diploma.

Board of Education Career & Technical Education Seal

The Board of Education’s Career and Technical Education Seal will be awarded to students who:

Earn a Standard or Advanced Studies Diploma and complete a prescribed sequence of courses in a career and technical education concentration or specialization that they choose and maintain a “B” (3.0) or better average in those courses

OR pass an examination or an occupational competency assessment in a career and technical education concentration or specialization that confers certification or occupational competency credential from a recognized industry, trade, or professional association

OR acquire a professional license in that career and technical education field from the Commonwealth of Virginia. The Board of Education shall approve all professional licenses and examinations used to satisfy these requirements.

Board of Education’s Advanced Mathematics and Technology Seal

This seal will be awarded to students who earn either a Standard or Advanced Studies Diploma and satisfy all of the mathematics requirements for the Advanced Studies Diploma (four units of credit including Algebra II; two verified units of credit) with a “B” (3.0) average or better; and either pass an examination in a career and technical education field that confers certification from a recognized industry, trade or professional association

OR acquire a professional license in a career and technical education field from the Commonwealth of Virginia

OR pass an examination approved by the board that confers college-level credit in a technology or computer science area.

The Board of Education shall approve all professional licenses and examinations used to satisfy these requirements.

Board of Education’s Excellence in Civics Education Seal

This seal will be awarded to students who meet each of the following four criteria:

1. Satisfy the requirement to earn a Standard Diploma or an Advanced Studies Diploma
2. Complete Virginia and United States History and Virginia and United States Government courses with a grade of “B” or higher
3. Complete 50 hours of voluntary participation in community service or extracurricular activities, such as:
 - Volunteering for a charitable or religious organization that provides services to the poor, sick, or less fortunate;
 - Participating in Boy Scouts, Girl Scouts, or similar youth organizations;
 - Participating in political campaigns or government internships, Boys State, Girls State, or Model General Assembly;
 - Participating in school-sponsored extracurricular activities that have a civics focus.Any student who enlists in the United States military prior to graduation will be deemed to have met this community service requirement.
4. Have good attendance and no disciplinary infractions as determined by local school board policies.

ADVANCED PLACEMENT COURSES

Colonial Beach High School offers nineteen Advanced Placement courses. Enrollment is screened using the same criteria for placement as in the Honors Program. Course work is comparable to an introductory college course. Students who take Advanced Placement courses must take an exam that can offer college credit if a qualifying score is achieved.

At Colonial Beach High School, the following courses will be designated Advanced Placement courses and be given an additional 1 quality point value.

English	Math	Science	Social Studies	Foreign Language	Electives
AP English 11	AP Calculus AB	AP Biology	AP Govt. Comparative	AP Spanish Language	AP Art History
AP English 12	AP Calculus BC	AP Chemistry	AP Gov't & Politics	AP French Language	AP Human Geography
	AP Comp. Science	AP Environ. Science	AP European History	AP Latin Lit	AP Studio Art
	AP Statistics	AP Physics	AP World History		AP Psychology
		AP Psychology	AP U.S. History		

VALEDICTORIAN & SALUTATORIAN

For the purpose of representing the senior class, the determination of valedictorian and salutatorian is made based upon the weighted grade point average at the end of the first semester of the senior year. In addition, the student shall not have been enrolled in the last four years of high school for a period of more than eight consecutive semesters, beginning with the semester in which he/she was enrolled for the first time in the ninth grade.

The eight consecutive semesters shall be counted continuously from that point, regardless of whether or not he/she remains continuously enrolled in school. On the student's final transcript, final class rank including valedictorian (number one in class) and salutatorian (number two in class) is calculated following graduation.

PROMOTION

In order to progress to the next grade level a student must:

9th to 10th: Student must have earned a minimum of 6 credits. Three credits must be in required courses.

10th to 11th: Student must have earned a minimum of 12 credits. Six credits must be in required courses.

11th to 12th: Student must have earned a minimum of 18 credits. Nine credits must be in required courses.

CREDIT INFORMATION

A standard unit of credit is awarded for a course in which the student successfully completes the objectives of the course and the equivalent of 140 clock hours of instruction.

A verified unit of credit is awarded for a course in which the student earns a standard unit of credit and achieves a passing score on a corresponding end-of-course SOL test or a substitute assessment approved by the Board of Education.

SOL INFORMATION

Students may retake end-of-course tests as often as a school division's testing schedule permits.

Students who score between 375-399 on a test are eligible for an expedited retake and may retake a test before the next scheduled test administration.

Students who fail a retake of history/social studies or science test but achieve a score of 375 or better, may be awarded a verified credit by their local school board, following a review of their class work and/or demonstration of their mastery of the content of the course. Verified credits awarded in this manner are given at the discretion of local school boards and apply only toward a Standard Diploma.

The Board of Education has approved a number of tests that students may take to earn verified credits toward graduation. The Board has also approved a schedule of career and technical examinations for licensure or certification that may be substituted for SOL tests to earn student-selected verified units of credit. Tests for licensure or certification that require the demonstration of knowledge and skills beyond what is associated with a single course may result in the awarding of two units of verified credit.

CAREER & TECHNICAL EDUCATION

Colonial Beach High School offers three Career & Technical Education (CTE) programs onsite: Business Finance, Business Management and Administration, and Hospitality and Tourism. Students should refer to their Colonial Beach High School Course Catalog for a list of CTE programs offered through the Northern Neck Regional Technical Center or ask the school counselor. Listed below are the three programs and the courses which students must complete in order to receive a CTE seal:

Business Finance	Business Management and Administration
<p>Three credits in any of the following courses:</p> <p>Business Law Computer Applications Computer Information Systems Economics and Personal Finance Principles of Business and Marketing</p>	<p>Three credits in any of the following courses:</p> <p>Business Law Business Management Computer Applications Computer Information Systems Economics and Personal Finance Principles of Business and Marketing</p>

Hospitality and Tourism	Northern Neck Regional Technical Center
<p>Three credits in any of the following courses:</p> <p>Business Law Computer Applications Internet Marketing Principles of Business and Marketing Sports, Entertainment, and Recreation Marketing Travel and Tourism Marketing</p>	<p>Completion of any 2 year course sequence, or completion of a 1 year course with industry certification credentials:</p> <p>Auto Body Repair I & II Automotive Technology I & II Carpentry I & II Computer Systems Technology I & II Cosmetology I & II Culinary Arts I & II Electricity and Cabling I & II Emergency Medical Technician (must pass state exam) Nurse Aide (must pass state exam)</p>

To earn a *Career and Technical Education Seal*, a student must fulfill the requirements for either a standard or advanced studies diploma, and complete a prescribed sequence of courses in a CTE concentration or specialization, and maintain a B or better average in those CTE courses, or pass an exam that confers certification from a recognized industry, trade, or professional association or acquire a professional license in a career and technical field.

ELIGIBILITY TO ATTEND CBPS

A person who has not reached 20 years of age on or before August 1 of the school year is eligible for admission on a non-tuition basis if residing in the Town of Colonial Beach. A student shall be deemed to reside in the town when such student meets one of the following criteria:

1. Is living with a natural parent or parent by legal adoption or a legal guardian who resides in the town of Colonial Beach. The student may not live with the guardian for the sole purpose of obtaining Colonial Beach School privileges as determined by the superintendent after full review of all related evidence.
2. Reaches the age of 18 and resides independently in the town of Colonial Beach. A student who presents evidence that he/she is registered to vote, is living outside the parent home, is able to write his/her own absence excuses.
3. Individuals who seek to enroll a student in school as a non-resident student must apply through the division registrar. Applicants must be approved by the Superintendent.

TRANSCRIPT REQUEST

A student and/or parent may request a transcript. In order to request a transcript:

1. Complete a Transcript Request Form
2. Attach the secondary school report form and an addressed envelope
3. Transcripts to colleges/universities need to be requested with three weeks' advance notice
4. School Counseling & Career Services will prepare a packet to be sent which includes:
 - a transcript
 - college entrance test scores (SATs and ACTs)
 - CBHS school profile
 - counselor's recommendation, if requested

ANNUAL NOTIFICATIONS

FAMILY RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the CBPS receives a request for access. Parents 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 or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask to amend a record should write 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 or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service 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 or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] 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

DIRECTORY INFORMATION

FERPA permits the disclosure of PII from students' education records, without consent of the parent 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 or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents 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 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 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 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))

Please refer to CBPS Policy JO.

EATING DISORDER AWARENESS

Eating Disorders can be dangerous to the health of any child. Parents can locate specific information through the VA Department of Education at www.doe.virginia.gov/support/health_medical/index.shtml. The document is titled "Eating Disorders in the Public School Setting."

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents 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;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

•*Receive notice and an opportunity to opt a student out of –*

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

•*Inspect, upon request and before administration or use –*

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

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. CBPS has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

CBPS will directly notify parents 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 of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **CBPS** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

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

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

Parents who believe their rights have been violated may file a complaint with:

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

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 child'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 Colonial Beach

Elementary School. The content of the student's scholastic record includes data needed by the school to assist the student in his/her 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 or guardian
2. Date of birth
3. Scholastic work completed and level of achievement (grade, grade-point average, standardized achievement test scores)
4. Attendance data
5. Disciplinary data
6. Special aptitudes and interests including scores on standardized group ability, aptitude, and interest instruments
7. Record of employment counseling and placement
8. Health and physical fitness data, including immunization record, preschool physical examination report, and school physical examination report
9. Program of studies plan
10. Results of Stanford 9, Stanford 10, Standards of Learning and literacy testing
11. Social Security Number (unless waiver is granted)
12. 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.

PARENTAL RESPONSIBILITY AND INVOLVEMENT

Parental involvement helps ensure student success. Below are guidelines regarding parental responsibility and involvement in schools. Please refer to Code of Virginia § 22.1-279.3 to see full policy.

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. 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. 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.

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.

SEX OFFENDER REGISTRY NOTIFICATION

The Code of Virginia requires each school division to have policies related to sex offenders. Parents may review CBPS School Board Policy KN and KNA as reference. Further, parents may view the Virginia Registry at <http://sex-offender.vsp.virginia.gov/sor/>

Colonial Beach Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.¹The following person has been designated to handle inquiries regarding the non-discrimination policies:

*Tricia Williams, Academic Support Coordinator
100 1st Street
Colonial Beach, VA 22443
804-224-7166*

*For further information on notice of non-discrimination, visit
<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>
for the address and phone number of the office that serves your area, or call 1-800-421-3481*

NOTE

All references to CBPS School Board Policy can be accessed on the CBPS website. If you do not have online access, hard copies of specific policies may be requested.

Ref: Va Code 22.1-253.13:7.E.