MISSION STATEMENT

The mission of the Chesapeake Public Schools is to ensure that students attain the knowledge, skills, and attitudes to become lifelong learners and productive citizens by combining the efforts of students, parents, community, and staff to provide a quality education in a safe, orderly environment in which human dignity is valued.

STATEMENT OF PURPOSE AND PHILOSOPHY

Our society places great value upon the rights and responsibilities of each individual. Reflecting this emphasis, the School Board believes that one of its most important goals is to provide a safe and comfortable environment that is conducive to learning. Students, staff, and parents have a joint responsibility to provide this desired learning environment. Such an environment may be achieved through appropriate education, teamwork, policies, and disciplinary action. This handbook is developed to make students aware of their responsibility for their own conduct. It also is developed to make students and parents aware of the consequences of behavior when it, in any way, interrupts or disrupts the educational process.

STATEMENT OF POLICY

The School Board, aware of its responsibility to provide each student a safe, comfortable, and non-threatening learning environment, has established a policy regarding student conduct. The School Board promotes student behavior that encourages students to become effective citizens of the school community. For students to grow and mature, they must accept the responsibilities and obligations of good citizenship which enable self-discipline, good health, reasonable standards of behavior, and a favorable atmosphere for learning. Students on school grounds or in places under school jurisdiction must abide by the rules established to achieve this goal.

Admission to a Chesapeake public school requires that students conduct themselves as responsible members of the school community. Discipline is based on mutual respect; thus, the School Board recognizes the need for parents, teachers, and administrators to work together to ensure that students, as they become aware of their rights, understand the responsible behavior which must accompany them. Students shall accept responsibility for their own conduct, obey the law, adhere to the policies of the school system, comply with regulations, safeguard the property of the school, and respect the rights and privileges of others in the school community. Propriety of conduct and good order in our schools are essential at all times.

COMMITMENT TO EQUAL OPPORTUNITY

Chesapeake Public Schools is committed to offering inclusive academic, extra-curricular, and co-curricular educational programs free from harassment, racial or sexual bias, or discrimination. In order to become well-rounded individuals, all students are encouraged to participate not only in the educational opportunities provided them but also in after-school activities offered at their schools. Membership in all sports, clubs, and organizations is open to all students who meet minimal eligibility requirements regardless of race, sex, national origin, color, religion, age, or disability.
STATEMENT OF RECEIPT

We understand that the Chesapeake School Board is committed to providing each student a safe, comfortable, non-threatening environment that is conducive to learning. In order to achieve this, students must conduct themselves as responsible members of the school community.

We have read and discussed this handbook, which includes the Student Conduct Policy Guidelines, and the Acceptable Telecommunications And Internet Use Policy and the Privately Owned Electronic Devices Policy found on pages 1-3. After reading the handbook in its entirety, we agree to abide by the guidelines outlined. We recognize that parents have a responsibility to assist the school in disciplining their children and maintaining order.

By signing this 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. In addition, parents shall have the right to express disagreement with a school’s or the school division’s policies or decisions.

The Student Conduct Policy Guidelines will be updated online throughout the year.

Student Name________________________________________ Grade________

School_____________________________________________________

Student Signature____________________________________________

Parent Name_________________________________________________

Parent Signature________________________________________________Date________

STATEMENT TO THE PARENTS

The School Board believes one of its most important goals is to provide a safe and comfortable learning environment for every student. One way to achieve this goal is to establish discipline policies that will assure good student behavior. We realize most children behave appropriately; however, there are a few whose behavior sometimes interrupts the education of others. It is our hope you will assist us in stressing to your child the need for good student behavior in the school.

This handbook presents guidelines and procedures for behavior and student conduct based on School Board Policy. Please take time with your child to review these policies and to discuss the importance of proper conduct in school.

Your School Board appreciates your support in enforcing its discipline policies. With your cooperation, we believe we can provide our students with a learning environment that will promote academic and personal success.

IMPORTANT: Chesapeake Public Schools utilizes an Opt-Out Form. Please see page iii to view the form and learn the details. Complete the Opt-Out Form ONLY if you select to have your child opt-out of one or more of the four components stated on the form.
Be sure to complete the information at the bottom of this form if you have checked **ANY** of the four sections below. *If this form is not returned or the information is not completed, you are giving your child permission to participate in all four sections below.*

**PART 1: Media Participation**

During the 2018-2019 school year, there will be times when the School Division and/or organizations authorized by the School Division, such as media representatives, will seek to interview, photograph and/or videotape students both on school grounds and/or at student activities. This generally will lead to students being featured in publications, social media, websites, television programs, radio shows, and video productions. **Please note that CPS carefully screens all requests from outside groups to help ensure that student work and accomplishments are highlighted in a responsible and appropriate way, and outside media is not permitted on school grounds during regular school hours without prior approval through the CPS Public Information Office.** Parents will normally be notified prior to their child participating in an interview with commercial media, and parents may choose to opt-out of that specific event. Parents who do not wish for their child to participate in any media opportunities as listed above must check the box below. This opt-out opportunity will not prevent news or sports reporting, including images, undertaken by the media without going through CPS.

☐ I do NOT allow my child to be photographed, audio recorded, or videotaped for the purpose of publishing his or her likeness in CPS video productions, CPS publications, CPS webpages, or commercial media (including television, radio, the newspaper, and the Internet) with or without identifying information. I understand that media news or sports reporting, including images, may occur without the prior approval of CPS.

**PART 2: Yearbook**

The school division includes yearbooks as “directory information” as set forth in the Federal Educational Rights and Privacy Act (FERPA). Parents who do not wish for their child’s photo/information to be included in the school’s yearbook must check the box below.

☐ I do NOT allow my child’s photograph or name to be included in the school yearbook.

**PART 3: Student Work**

Your child may participate in and/or create original works as a result of a class assignment or a program/activity sponsored by CPS. This participation may include, but is not limited to, stories, essays, charts, graphs, diagrams, poems, plays, cartoons, drawings, paintings, sculptures, musical compositions, video and audio recordings, and photographs. Parents who do not wish for their child’s work to be recorded, published or displayed must check the box below.

☐ I do NOT allow my child’s class participation and/or original works to be recorded, published, displayed, and/or used for any medium, including print, electronic, announced (i.e., radio), or television.

**PART 4: Directory Information**

From time to time, school divisions receive requests for student directory information from outside persons and entities. Examples include legislators who want to send congratulatory letters, external organizations with whom CPS has contractual agreements (e.g., yearbook, class rings, senior photos), and scholarship opportunities. Except as stated below, school systems are required to provide military recruiters and institutions of higher education with secondary students’ names, addresses, and telephone listings upon request. Parents (or a student if he or she is 18 years old or a legally emancipated minor) may request that the student’s name, address, and telephone listing not be released to any such agencies without prior written consent. Check the appropriate box below if you wish for directory information not to be released.

☐ I do NOT allow the release of my child’s directory information to any third-party requests. (If this is selected, you do not need to select any other boxes below.)

☐ I do NOT allow the release of my child’s directory information to any third-party requests.

☐ I do NOT allow the release of my child’s directory information to military recruiters.

If you have checked any of the four sections above, please complete the section below and return this entire form to your child’s school.

School Name: ____________________________  Date: ____________

Student Name (Print name): ____________________________  Grade: ____________

Parent/Guardian Name (Print name): ____________________________

Parent/Guardian Signature: ____________________________
IMPORTANT PHONE NUMBERS

Adult Education 757.482.5680 Internal Audit 757.548.0650
Art Department 757.547.0153 Language Arts K-5/Reading 757.547.0153
Assessment and Accountability (Testing) 757.436.3316 Math Department 757.547.0153
Career and Technical Education 757.547.1098 Music Department 757.547.0153
Chesapeake Juvenile Services 757.382.6788 Parent Resource Center 757.482.5923
Chesapeake PTA 757.487.2700 Physical Education/Health Department 757.547.0153
CPS Educational Foundation 757.842.4081 Planetarium 757.547.0153
Clerk of the Board 757.547.1047 Public Information Office 757.547.1033
English Department Grade 6-12 757.547.0153 Pupil Discipline 757.547.1318
Family Life Education 757.547.0153 School Nutrition Services 757.547.1470
Financial Services & Risk Management 757.547.1343 Science Department 757.547.0153
Foreign Language Department 757.547.0153 Social Studies Department 757.547.0153
Gifted Education 757.547.0153 Special Education Department 757.494.7600
School Counseling Services 757.547.0153 Staff Development 757.547.0914
Health Services 757.494.7628 Student Development 757.547.1340
Human Resources 757.547.0001 or 757.547.0107 Student Services 757.547.0585
Information Technology 757.482.5635 Transportation 757.547.1617

MAIN NUMBER: 757-547-0153
WHO DO YOU CALL WHEN YOU NEED ASSISTANCE?

Chesapeake Public Schools prides itself on providing all of our students a quality education. We are also mindful that we are here to serve our parents and community members. There are times throughout the school year when you may need to contact one of our staff members regarding an issue or concern that needs to be addressed. The following procedures are provided below to assist you in resolving or answering your questions/concerns:

1. First contact the person closest to the problem. An example: You have a question about something that happened in your child’s classroom, the first person to contact is the teacher.

2. If the incident in question is not resolved at that level, then discuss the issue with the supervisor of that individual, in most cases the next person to discuss your concern with is the person who supervises that individual, for instance, the assistant principal or department head.

3. If at this point, you still feel your concerns have not been addressed appropriately, we ask that you contact the School Principal if you have only spoken with the assistant principal. Most issues can be resolved at this level. Please give our school principals an opportunity to address your concerns.

If your concerns cannot be addressed at the principal level, we encourage you to contact the appropriate department listed below that can best address your questions and/or concerns:

If your concern is regarding grades and/or curriculum issues, then you would contact the Department of Curriculum and Instruction (547-0153) after speaking with the school principal:

i. Director of Curriculum (Elementary, Middle, High School)

ii. Assistant Superintendent for Curriculum and Instruction

You would contact the Department of Pupil Discipline (547-1318) if your concern deals with a discipline matter after speaking with the school principal:

i. Supervisor of Pupil Discipline

ii. Director of Student Services

iii. Assistant Superintendent for Student Services

If your concern has to do with athletics, extra-curricular activities, or clubs, please contact the Department of Student Activities (547-1340) after speaking with the school principal:

i. Supervisor of Student Services

ii. Director of Student Services

iii. Assistant Superintendent for Student Services

The Department of Special Education (494-7600) is the department you would contact if you have concerns about Special Education Services, an IEP or a 504 plan after speaking with the school principal:

i. 504 Compliance Officer — Special Education Administrator

ii. Assistant Director of Special Education

iii. Director of Special Education

iv. Assistant Superintendent for Curriculum and Instruction

Related concerns regarding school personnel should be addressed by the Department of Human Resources (547-0001) after speaking with the school principal:

i. Human Resources Administrator (Elementary, Middle, High School)

ii. Assistant Director of Human Resources

iii. Director of Human Resources

iv. Assistant Superintendent for Human Resources and School Services
CHESAPEAKE PUBLIC SCHOOLS

ELEMENTARY SCHOOLS

Butts Road Intermediate School
Mrs. Nancy L. Cruz, Principal
Mr. Wayne Mills, Assistant Principal
1571 Mt. Pleasant Road/23322 · 482-4566/4417 (Grades: 3-5)

Butts Road Primary School
Mrs. Brenda Hobbs, Principal
Mrs. Amy Dyer, Assistant Principal
1000 Mt. Pleasant Road/23322 · 482-5820/5310 (Grades: K-2)

Camelot Elementary School
Mr. Robert Sander, Principal
Ms. Khadijah Alexander, Assistant Principal
2901 Guenevere Drive/23323 · 558-5347/48 (Grades: K-5)

Carver, G. W. Intermediate School
Mrs. Michelle A. Ferebee, Principal
Mr. Joseph Branco, Assistant Principal
2601 Broad Street/23324 · 494-7505/06 (Grades: 3-5)

Cedar Road Elementary School
Mrs. Tracy A. Cioppa, Principal
Mrs. Kristin R. Rankin, Assistant Principal
1605 Cedar Road/23322 · 547-0166 (Grades: K-5)

Chittum, E. W. Elementary School
Mrs. Bridget C. Outlaw, Principal
Mrs. Susan Page, Assistant Principal
2008 Dock Landing Road/23321 · 465-6300/01 (Grades: K-5)

Crestwood Intermediate School
Dr. Tonita G. Joyner, Principal
Mrs. Kimberly Leary, Assistant Principal
1240 Great Bridge Blvd/23320 · 494-7565/66 (Grades: 3-5)

Deep Creek Central Elementary School
Mrs. Barbara H. Fortner, Principal
Mrs. Heather A. Brusso, Assistant Principal
2448 Shipyard Road/23323 · 558-5356/54 (Grades: K-5)

Deep Creek Elementary School
Dr. Barry Brown, Principal
Mrs. Heather K. Febus, Assistant Principal
2809 Forehand Drive/23323 · 558-5333/35 (Grades: K-5)

Georgetown Primary School
Mrs. Terry A. Reitz, Principal
Ms. Pamela Laster, Assistant Principal
436 Providence Road/23325 · 578-7060/62 (Grades: K-3)

Grassfield Elementary School
Dr. Kimberly Pinello, Principal
Mrs. Karen R. Settles, Assistant Principal
2248 Averill Drive/23323 · 558-8923 (Grades: K-5)

Great Bridge Intermediate School
Mrs. Heather D. Martin, Principal
Mr. Merlin Vaughan, Assistant Principal
253 West Hanbury Road/23322 · 482-4405 (Grades: 3-5)

Great Bridge Primary School
Mrs. Theresa L. Myers, Principal
Dr. Kathryn Galford, Assistant Principal
408 Cedar Road/23322 · 547-1135/1060 (Grades: K-2)

Greenbrier Intermediate School
Mr. Keith C. Hyater, Principal
Mrs. Leigha Canterbury, Assistant Principal
1701 River Birch Run, North/23320 · 578-7080/81 (Grades: 3-5)

Greenbrier Primary School
Mrs. Joan B. Raybourn, Principal
Ms. Andrenette Ingram, Assistant Principal
1551 Eden Way, South/23320 · 436-3428 (Grades: K-2)

Hickory Elementary School
Mr. Jay Lewter, Principal
Ms. Dina Taylor, Assistant Principal
109 Benefit Road/23322 · 421-7080 (Grades: K-5)

Marshall, Thurgood Elementary School
Mrs. Karen Y. Lopez, Principal
Mrs. Helene M. Robinson, Assistant Principal
Ms. Cynthia A. Mueller, Assistant Principal
2706 Border Road/23324 · 494-7515/16 (Grades: K-5)

Norfolk Highlands Primary School
Mrs. Shawnia C. Smiley, Principal
Mrs. Julia J. Webb, Assistant Principal
1115 Myrtle Avenue/23325 · 578-7092/93 (Grades: K-3)

Portlock Primary School
Mrs. Leslie S. Russell, Principal
Mr. Howard J. Parrish, Assistant Principal
1857 Varsity Drive/23324 · 494-7555/56 (Grades: K-2)

Southeastern Elementary School
Dr. Donna Weingand, Principal
Ms. Melissa A. Fuller, Assistant Principal
1853 Battlefield Blvd., South/23322 · 421-7676 (Grades: K-5)

Southwestern Elementary School,
Mr. Thomas P. Moyer Principal
Mrs. Mattie Gould, Assistant Principal
4410 Airline Blvd/23321 · 465-6310/11 (Grades: K-5)
ELEMENTARY SCHOOLS (continued)

Sparrow Road Intermediate School
Ms. Sharon L. Popson, Principal
Mr. Chad Troleo, Assistant Principal
1605 Sparrow Road/23325 · 578-7050/51 (Grades: 4-5)

Treakle, G. A. Elementary School
Mrs. Shelia J. Johnson, Principal
Mr. Joel Robins, Assistant Principal
2500 Gilmerton Road/23323 · 558-5361/62 (Grades: K-5)

Truitt Intermediate School
Mrs. Kimberley G. Lowden, Principal
Mrs. Latashia Baker-Hardison, Assistant Principal
1100 Holly Avenue/23324 - 494-8014 (Grades: 3-5)

Western Branch Intermediate School
Dr. Jatauné N. Jones, Principal
Mrs. Kimberly L. Kithcart, Assistant Principal
4013 Terry Drive/23321 · 638-7941/42 (Grades: 3-5)

Western Branch Primary School
Mrs. Sonya L. Beasley, Principal
Mrs. Latrina K. Baldwin, Assistant Principal
4122 Terry Drive/23321 · 638-7951/55 (Grades: K-2)

Williams, B. M. Primary School
Mrs. Brighid M. Gates, Principal
Mrs. Felicia A. Gray-Frazier, Assistant Principal
1100 Battlefield Blvd., North/23320 · 547-0238 (Grades: K-2)

Wright, Rena B. Primary School
Mrs. Micheal Ottley, Principal
Ms. Sharae B. Brown, Assistant Principal
600 Park Avenue/23324 · 494-7585/86 (Grades: K-2)

MIDDLE SCHOOLS

Crestwood Middle School
Mr. Michael R. Ward, Principal
Mrs. Ginny Culpepper, Assistant Principal
Mrs. Faith Rubin, Assistant Principal
1420 Great Bridge Boulevard/23320
494-7560/61 (Grades: 6-8)

Deep Creek Middle School
Mr. Brian Haughinberry, Principal
Dr. Lychellia Cheeks, Assistant Principal
Mrs. Tracey Sabbato, Assistant Principal
Mr. Ress Walker, Assistant Principal
1955 Deal Drive/23323
558-3321/22 (Grades: 6-8)

Great Bridge Middle School
Mr. Craig K. Mills, Principal
Mrs. Lisa Delisle, Assistant Principal
Mr. Andrew Hoffer, Assistant Principal
Ms. Becky Grandinetti, Assistant Principal
441 Battlefield Boulevard, South/23322
482-5128/29 (Grades: 6-8)

Greenbrier Middle School
Dr. Michael J. Mustain, Principal
Mrs. Jill Lee, Assistant Principal
Dr. Kimberly Handley, Assistant Principal
Dr. Johnna Byrd-King, Assistant Principal
1016 Greenbrier Parkway/23320
548-5309 (Grades: 6-8)

Hickory Middle School
Dr. Deborah T. Hutchens, Principal
Mr. Douglas Connolly, Assistant Principal
Ms. Kari Smith, Assistant Principal
Mr. Chad Foltz, Assistant Principal
Mrs. Latricia T. Davenport, Assistant Principal
1997 Hawk Boulevard/23322
421-0468 (Grades: 6-8)

Indian River Middle School
Ms. Terre J. Werts, Principal
Mrs. Deidre Williams, Assistant Principal
Mr. John P. Cavanaugh, Assistant Principal
Mrs. Stephanie Galloway, Assistant Principal
2300 Old Greenbrier Road/23325 (Grades: 6-8)
578-7030/31 (Main Building & Annex)

Jolliff Middle School
Mr. Quentin E. Hicks, Principal
Mr. Robert Harrell, Assistant Principal
Mrs. Alicia Hall, Assistant Principal
Mrs. Allison Taylor, Assistant Principal
1021 Jolliff Road/23321
465-5246 (Grades: 6-8)

Owens, Hugo A. Middle School
Mrs. Alaina C. Britt, Principal
Ms. Stephanie Horton, Assistant Principal
Mr. John Wecht, Assistant Principal
Mr. Michael Dunbar, Assistant Principal
1997 Horseback Run/23323
558-5382/83 (Grades: 6-8)
MIDDLE SCHOOLS (continued)

Smith, Oscar Middle School
Mrs. Kinyatta Garrett, Principal
Dr. David J. Richels, Assistant Principal
Mr. Bruce Bossout, Assistant Principal
Ms. Cynthia N. Brady, Assistant Principal
Mr. Ed Ewing, Assistant Principal
2500 Rodgers Street/23324
494-7590/91 (Grades: 6-8)

Western Branch Middle School
Dr. Kambar Khoshaba, Principal
Ms. Katherine C. Clifford, Assistant Principal
Mrs. Johanna Howell, Assistant Principal
Ms. Wendy Chatman, Assistant Principal
4201 Hawksley Drive/23321
638-7920/21 (Grades: 6-8)

HIGH SCHOOLS

Deep Creek High School
Mrs. J. Page Bagley, Principal
Mr. Dwayne Godette, Assistant Principal
Ms. Jacqueline Milteer, Assistant Principal
Mrs. Christine Sperelakis-Babb, Assistant Principal
Mr. Jason Walker, Assistant Principal
2900 Margaret Booker Drive/23323
558-5302/03 (Grades: 9-12)

Grassfield High School
Mr. Michael N. Perez, Principal
Dr. Kelly Kitchens, Assistant Principal
Mr. Sylvester Freeman, Assistant Principal
Mr. Mathew Fulford, Assistant Principal
Mrs. Beth Pallister, Assistant Principal
Dr. Chris Vail, Assistant Principal
2007 Grizzly Trail/23323
558-4749 (Grades: 9-12)

Great Bridge High School
Mr. Jeffrey S. Johnson, Principal
Mr. Nathan Brown, Assistant Principal
Mr. Bryan Carter, Assistant Principal
Mrs. Elizabeth Haskins, Assistant Principal
Mrs. Karen D. Black, Assistant Principal
301 West Hanbury Road/23322
482-5191/92 (Grades: 9-12)

Hickory High School
Ms. Amber N. Dortch, Principal
Mr. K. Brian Porter, Assistant Principal
Mr. Steven Carter, Assistant Principal
Ms. Alveria Coles, Assistant Principal
Mrs. Julienne H. Freeman, Assistant Principal
1996 Hawk Boulevard/23322
421-4295/7170 (Grades: 9-12)

Indian River High School
Mrs. Naomi R. Dunbar, Principal
Mrs. Kathy Roberts-Walker, Assistant Principal
Ms. Brenna Anderson, Assistant Principal
Dr. Lisa Harding, Assistant Principal
Mr. Derrell Jopy, Assistant Principal
Mr. Scott Mincheff, Assistant Principal
1969 Braves Trail/23325
578-7000/01 (Grades: 9-12)

Smith, Oscar High School
Mr. Paul A. Joseph, Principal
Dr. Lamont E. Ricks, Assistant Principal
Mr. Brian Dugan, Assistant Principal
Mrs. Jessica Austin, Assistant Principal
Mr. Jerome Degnan, Assistant Principal
Ms. Kimberley Turner, Assistant Principal
1994 Tiger Drive/23320
548-0696/0127 (Grades: 9-12)

Western Branch High School
Dr. Thomas A. Whitley, Principal
Mr. Alvetta Alexander, Assistant Principal
Mr. John Close, Assistant Principal
Mr. David Grady, Assistant Principal
Mrs. Amanda Bittner, Assistant Principal
Mrs. Alexandria Taylor, Assistant Principal
1968 Bruin Place/23321
638-7900/01 (Grades: 9-12)

CENTERS

Chesapeake Alternative School
Dr. Penny K. Schultz, Principal
Ms. Kristina Elkins, Assistant Principal
Indian River Middle School Annex
605 Providence Road/23325
578-7046

Chesapeake Career Center
Dr. Shonda Pittman-Windham, Program Administrator
Mr. Richie Babb, Supervisor
1617 Cedar Road/23322
547-0134
# 2018-2019 School Calendar

### Chesapeake Public Schools

312 Cedar Road  
Chesapeake, VA 23322  
757-547-0153

**We Promote Excellence**

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**February 2019**

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### Graduation Schedule

- **Jun 12**: 7:30 p.m. - WHS
- **Jun 13**: 4:00 p.m. - DCH; 7:30 p.m. - OSH
- **Jun 14**: 9:30 a.m. - HHS; 12:45 p.m. - GFH; 4:15 p.m. - IRH; 7:30 p.m. - GBH

**Note:** If emergency closings become necessary, days will be made up according to the schedule below.

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<th>Semester 2</th>
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<tr>
<td><strong>1st Day - Banked</strong></td>
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<td><strong>2nd Day - Banked</strong></td>
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<td><strong>3rd Day - Jan 28</strong></td>
<td><strong>3rd Day - Banked</strong>* (Optional - Superintendent's Discretion)</td>
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<tr>
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* In the event of emergency school closings, the Superintendent may need to adjust the exam schedule. Please note that the early release for students will be on the last day of exams.

** In the event of school closings due to inclement weather and the exam schedule has to be revised, it may be necessary for the Superintendent to adjust the scheduling of the teacher workday/in-service day.

*** Optional banked time may be used at the Superintendent's discretion. Optional banked time may be available only if there have been no delayed school openings or early closings during the second semester.

**Teaching Days = 180**  **Non-Teaching Days = 10**  **Quarter 1 = 44 days**  **Quarter 2 = 46 days**  **Quarter 3 = 47 days**  **Quarter 4 = 43 days***

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*2018-2019 Student Conduct Policy Guidelines - ix*
August 2018

Dear Parent or Guardian:

The School Board believes one of its most important goals is to provide a safe and comfortable learning environment for every student. One way to achieve this goal is to establish discipline policies that will assure good student behavior. We realize most children behave appropriately; however, there are a few whose behavior sometimes interrupts the education of others. It is our hope you will assist us in stressing to your child the need for good behavior in the school.

We appreciate your support of the School Board in enforcing its discipline policies. With your cooperation, we believe we can provide our students with a learning environment that will promote academic and personal success.

Sincerely,

Chesapeake School Board Members
Ms. Victoria L. Proffitt, Chairman
Mrs. Colleen C. Leary, Vice Chairman
Mr. Samuel L. Boone, Jr.
Mr. C. Jeff Bunn
Patricia Y. King, MD
Mr. Thomas L. Mercer, Sr.
Mr. Harry A. Murphy
Mrs. Christie New Craig
Mr. Michael J. Woods

Dr. Jean A. Infantino
Clerk of the Board
Dear Parent or Guardian:

The mission of our school system is “to ensure that students attain the knowledge, skills, and attitudes to become lifelong learners and productive citizens by combining the efforts of students, parents, community, and staff to provide a quality education in a safe, orderly environment in which human dignity is valued.” In striving to fulfill this mission, the Chesapeake School Board and the school administration view the safety of students and staff as a top priority. The teachers and principals in your child’s school take this responsibility very seriously and strive to keep our schools safe and secure. With each new year, we continue to maintain our proud tradition of excellence.

As we embark on the 2018-2019 school year, Chesapeake Public Schools will continue our efforts to maintain settings in which students feel emotionally and physically safe. Over the last several years, our school system has taken important steps to keep our schools safe such as expanding the use of technology, acquiring additional security personnel, securing access to our schools during school hours, enhancing sign-in/sign-out procedures, and implementing additional safety protocols. These initiatives are evaluated and improved upon on a regular basis to ensure we are doing everything we can to support a safe learning environment that optimizes student success.

While the aforementioned safety precautions will certainly increase safety in our schools, our school division requires a strong partnership with students, parents, and community members to best protect our students. School and student safety are everyone’s responsibility. As a result, I ask that you take this opportunity to review the 2018-2019 Student Conduct Policy Guidelines thoroughly with your child at the start of the new school year. Please help us emphasize that Chesapeake Public Schools will deal quickly and firmly with any incidents that (1) jeopardize the safety of students and staff or (2) involve the use, possession, sale, or distribution of drugs or alcohol. In cases involving threats, assaults, or the possession or use of guns, look-alike weapons, other dangerous articles, drugs, or alcohol, students will be subject to severe disciplinary action, including expulsion.

In addition, I ask that you help us reinforce that any threat made against any one of our schools, students, or staff, will have serious consequences, including potential criminal charges and a possible recommendation for expulsion from school. When a student makes the poor decision to make threats like these, the resulting consequences can have an immediate, negative impact on a student’s academic career. In addition, these negative consequences can follow them well into adulthood. Our administrators plan to reinforce this message with students, and we ask for your support with this message at home. Finally, we plan to remind students that it is everyone’s responsibility to report any information related to student safety to school personnel or law enforcement immediately. Quite simply, if you hear or see something, say something. It is not appropriate, however, to share or spread rumors related to student safety through social media channels. Sharing misinformation or spreading rumors online will only create panic. This is certainly not helpful to preventing or resolving the safety concern.

I firmly believe that students are more likely to be successful in school when they receive support and direction at home. Please support our efforts by reminding your child that every student is responsible not only for abiding by the student conduct policy guidelines but also for helping us keep our schools safe. By working in partnership, we can ensure that all of our students continue to enjoy a safe and supportive learning environment that promotes academic success.

I wish for your son or daughter the most successful school year ever!

Sincerely,

Jared A. Cotton
Superintendent

We Promote Excellence

The Chesapeake Public School System is an equal educational opportunity school system. The School Board of the City of Chesapeake also adheres to the principles of equal opportunity in employment and, therefore, prohibits discrimination in terms and conditions of employment on the basis of race, sex, national origin, color, religion, age, or disability.
KEEPPING OUR SCHOOL BUILDINGS SAFE THROUGHOUT THE DAY

Dear Parents/Guardians:

As you are aware, the school division has revisited and updated each school’s safety plan in light of the recent events around the country. After careful consideration and in consultation with the Police and Fire Departments, doors to all of our schools are locked during the instructional day.

To obtain access to our school buildings during school hours, all guests will now be required to show an ID upon entrance. Anyone wanting to enter our schools should ring the doorbell, have their ID ready, and sign in through our Identification System known as Raptor. Raptor will produce a picture identification that all guests are asked to prominently display for all staff members to see. Our school security officer, school resource officer, or a school employee will be present at the front entrance to check in guests and provide them with directions. This change went into effect at all our school facilities on March 9, 2018.

Consequently, if we discover any student who has opened a door to allow an individual to gain access to our school buildings without following our safety protocols during the instructional day, disciplinary action will be taken. Allowing an individual to enter the building through an alternate entrance during instructional hours places all students and staff at risk. This behavior will be viewed as a threat to the safety and security of everyone in the school building and by doing so will be subject to disciplinary action which may include suspension and/or a recommendation for expulsion.

We appreciate your patience and understanding as we work to implement safety precautions to keep everyone safe; safety is our top priority.

Sincerely,

Jared A. Cotton
Superintendent
Chesapeake Public Schools

Information provided by Chesapeake Fire and Police Departments

Lockdown Drills

As a result of House Bill 1279, introduced and passed during the 2016 Virginia General Assembly legislative session, every school building in Virginia must conduct lockdown drills. HB 1279 Public schools; fire drills and lock-down drills:

Public schools; fire drills; lock-down drills. Requires every public school to hold a fire drill at least twice during the first 20 school days of each school session and at least two additional fire drills during the remainder of the school session. The bill also requires every public school to hold a lock-down drill at least twice during the first 20 school days of each school session and at least two additional lock-down drills during the remainder of the school session.

Chesapeake Public Schools, the Chesapeake Fire Department and the Chesapeake Police Department have partnered together. We practice and conduct these drills to better prepare the school staff, emergency responders and most importantly your children for potential emergencies. The following information covers general points about lockdown drills:

What is a lockdown? A school lockdown confines all staff and students to the classroom due to a perceived or real threat; isolation of staff and students inside the school limits exposure to risk from the outside. The practice of lockdown drills acclimates both staff and students to the process.

When should a school go into “lockdown” and who makes this decision? There are several reasons. There may be an unwelcome person or persons on the campus grounds; local law enforcement has identified a threat in the immediate area of the school; or a menacing animal is on school grounds. In short there is some sort of event occurring, or threat to occur, that the school believes can be mitigated by limiting access to staff and students. Building Principals and Administrative staff can initiate lockdown status or be prompted by the city’s emergency responders (Fire/Police)

Why do we perform lockdown drills? Just as fire drills have prepared students and staff for many years, we expect that lockdown drills will accomplish the same objectives under different circumstances. We also perform drills to find ways to make the emergency plan better. We use documentation, observations and feedback to evaluate what works and what can be improved upon.

What should parents do? During a lockdown drill or situation, parents must not attempt to enter the building until the area has been secured by local Law Enforcement or cleared by School Administration. During an event, School Administration and Public Safety Officials will provide directions and information to parents.

What to Tell Students/Children? Our children are keenly aware of lock downs and the current need for safety. With this in mind, please share with the students simply that this drill or event is designed to keep them safe. Advise them to follow instructions during drills and remember how important it will be to follow what they are learning.

The Chesapeake Police and Fire Department are aware of the impact this has on the school professionals, parents and students. The staff and students safety has always been, and will continue to be our top priority. We do not take this matter lightly. We will always try to limit the disruption to the school and their valuable teaching/learning time. We hope you find this information helpful. If you have any questions please feel free to contact the Chesapeake Fire Prevention Office at (757) 382-6566, or the Chesapeake Police Department’s Crime Prevention Unit at (757) 382-6223.
2018 – 2019 School Year

Dear Parent or Guardian:

Please be advised that the Commonwealth of Virginia, by law, requires children between the ages of five (5) and eighteen (18) to attend school. Similarly, the law imposes an obligation upon you to ensure that your child(ren) attend as mandated.

Virginia Code Section 22.1-254 states in relevant part, that “every parent, guardian, or other person in the Commonwealth having control or charge of any child who will have reached the fifth birthday before September 30 of any school year and who has not passed the eighteenth birthday shall, during the period of each year the public schools are in session…send such child to school...”

Willful disobedience of the law has several consequences. The most serious of which may result in there being formal charges brought. Any parent or guardian who willfully disobeys the law could be jailed if found guilty. Similarly, a juvenile offender could be confined in the detention home.

The court’s truancy docket is dedicated exclusively to the prompt and timely disposition of all truancy matters and to the efficient administration of justice. Its structure ensures that the court will be able to hear truancy cases at the earliest instance following the filing of a petition or other pleadings.

Your cooperation will benefit and enhance the academic experience for your child(ren). Thank you for taking your obligations seriously under the law.

Sincerely,

Larry D. Willis, Sr.
Chief Judge
Dear Parent of Students in Grades Five through Twelve:

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

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

After reviewing the information on the Virginia Department of Education website, http://www.doe.virginia.gov/support/health_medical/index.shtml, under the section titled, Eating Disorders, if you think your child may be showing signs of a possible eating disorder, please contact your primary health care provider, school nurse, or one of the resources listed below.

- Academy for Eating Disorders (AED)

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

- National Eating Disorders Association
  www.nationaleatingdisorders.org
  Toll free, confidential Helpline, 1-800-931-2237

Sincerely,

Jared A. Cotton
Superintendent
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2018-2019 Student Conduct Policy Guidelines - xvi
ASBESTOS MANAGEMENT PLAN

The Chesapeake Public School Division, in compliance with Section 763.84 of 40 CFR Part 763, commonly known as the Asbestos Hazard Emergency Response Act (AHERA), has prepared for public review an asbestos management plan for each public school in Chesapeake. This plan contains information on the presence of any asbestos and the response action developed by the school system to monitor and maintain said material. The asbestos management plan for your child’s school is available in the main office.

Please be assured that the school system is in compliance with all requirements set forth under Federal and State statutes and that asbestos containing materials are properly maintained in good condition and pose no health concerns to students, faculty and other building occupants.

ACCEPTABLE TELECOMMUNICATIONS AND INTERNET USE POLICY

School Board Policy P 6-36 and subsequent regulations R 6-36 were approved by the School Board on June 9, 2008. This policy governs the acceptable telecommunications and Internet use for students. The policy and the specific regulations that this policy governs can be found in the student packet that is sent home by the schools on the first day of school or by calling your child’s school and requesting a copy of the policy and regulations.

It should be understood that all use of the Internet and the telecommunications systems must be in support of education and research and consistent with the educational objectives of Chesapeake Public Schools. Use of the telecommunications systems, including the Internet, is a privilege and inappropriate use will result in a cancellation of those privileges.

All users of Chesapeake Public Schools’ telecommunication and computing resources are responsible for being aware of this policy. Violations of this policy that result in inappropriate or improper use of Chesapeake Public Schools’ resources are subject to disciplinary action. Offenders may be prosecuted under the terms described in the Code of Virginia 18.2-.152.4. The Virginia Computer Crimes Act authorizes sanctions that range from a misdemeanor to a Class 6 felony for computer fraud, trespass, invasion of privacy, theft of services, forgery, or damage to computer data, networks, programs, or software. In all such cases, the proper law enforcement officials shall be notified and appropriate charges shall be filed.

Policy for Students

Chesapeake Public Schools provides its students access to telecommunications networks, (including the Internet, together with the necessary hardware and software) to support research and education. All components of the telecommunications network shall be used in ways that are legal, respectful of the rights of others, and protective of juveniles and that promote the educational objectives of Chesapeake Public Schools.

This Policy prohibits any Division student from using the Chesapeake Public Schools telecommunications system for any unlawful purpose and from the sending, receiving, viewing or downloading of any unlawful matter that the Division deems harmful to juveniles as defined in Section 18.2-390 of the Code of Virginia. The Division staff charged with designing and maintaining the Chesapeake Public Schools telecommunication system will select and install appropriate filtering devices to block Internet access to child pornography as set forth in Section 18.2-374.1 and obscenity (Section 18.2-372).

The Superintendent shall establish guidelines for Acceptable Telecommunications and Internet Use. Violation of this policy or these guidelines by students of Chesapeake Public Schools may result in suspension and/or termination of access privileges, appropriate school disciplinary action, up to and including suspension and/or expulsion, and/or legal action. The Superintendent shall also assure that the Division’s instructional program shall include a component on Internet safety.

Applicability

These Guidelines shall apply to all student users of telecommunications systems, including the Internet (Network), that are entered via equipment and access lines located in Chesapeake Public Schools (CPS). Privately owned electronic devices used on school property and/or off school property at school sponsored events are also subject to this regulation. Student use of the Network, including Internet access, requires consent of the student (if 18 years or older) or the parent or guardian (if under 18 years) by signing an appropriate form indicating that the student, parent, or guardian has received, read, understands, and agrees to abide by applicable policies and guidelines. The parent or guardian may withdraw his or her approval at any time.

Purpose

The purpose of these Guidelines is to encourage and promote appropriate knowledge, procedures, and use of the Network, when entered through CPS equipment and Internet resources, or through privately owned electronic devices used on school property or at school sponsored events.

Compliance

All students will comply with these Guidelines and policies adopted, changed, or implemented from time to time by CPS. All users will abide by proper Network etiquette (Netiquette), electronic communication ethics and rules, and user responsibilities. Netiquette requires users to be polite, use only appropriate language at all times, work efficiently so others may use the equipment, and avoid using or revealing personal information, especially when this might embarrass or harm another person.

Penalties for Inappropriate Behavior

Violations of these Guidelines may result in suspension and/or termination of access privileges. Violations may also result in appropriate school disciplinary action, up to and including suspension and/or expulsion, and/or legal action. Each user will be obligated to indemnify CPS from and against any and all liabilities, expenses (including attorney’s fees) and damages arising out of claims based upon the user’s use (or the use by anyone who gains access to the Network through the user’s account) of the Network, including any claim of libel, defamation, violation of rights of privacy or publicity, or infringement of intellectual property or other rights.

No Expectation of Privacy

The use of the Network carries no right or expectation of privacy. CPS reserves the right to monitor, review, and restrict any user’s Network access and use. The Network and all files on this system, including personal files, are the property of and belong to CPS, and the contents are subject to review at any time for any reason.
Acceptable Network Use

CPS’s objective in providing and accessing the Network is to support research and educational activities, and use must be in support of this objective. Specific guidelines shall be as follows:

1. Sending, knowingly receiving, viewing, storing, or downloading material via the Network which might reasonably be determined unlawful or inappropriate for or harmful to juveniles, including defamatory or obscene or pornographic materials, is prohibited.

2. The Network, including the Internet, may not be used to make or disseminate hate mail, threats, personal attacks, defamatory statements, harassment, or discriminatory remarks; to violate any person’s rights of privacy or publicity; or to engage in similar behaviors. Harassment or discrimination is conduct that is intended or has the effect of identifying or affecting another person in an unfavorable way on the basis of race, sex, age, religion, national origin, disability or other factors.

3. Use of the Network for personal and private business use, including product advertisement or financial gain, is prohibited.

4. Use of the Network for political lobbying is prohibited. Communications concerning political issues for educational purposes is permissible.

5. Use of the Network for advancing a private or non-profit cause, however worthwhile, is prohibited. The Network is not a public place for the user to express his or her personal beliefs or opinions. The use of the Network as a public forum is prohibited.

6. Network users must abide by the rules of any other network that is accessed from CPS Network.

7. Each user is responsible for his or her own password and Network use and shall not intentionally seek information on or use passwords belonging to other users, or misrepresent themselves as other users on the Network. A user shall not allow others to use his or her password or allow Network access by anyone else under the user’s own password.

8. Any improper use of the Network or any other system such as developing or using programs or any other means to threaten or harass others; intercept e-mail; infiltrate a computer or computing system (e.g., hacking); interfere, clog, or damage the performance, files, data, or the software components of a computer or computing system (e.g., introducing a computer virus or “spamming”); or to attempt any of the foregoing, is prohibited. Users shall not disrupt any discussion group, mailing list or newsgroup with frivolous, vulgar, or repetitious postings; by posting of binary, or excessively large, unrelated text files; or by posting articles that are off-topic according to the charter or other public statement of the forum. Any breach or suspected breach of Network security must be reported to the teacher. Users should not attempt to locate or duplicate a security breach because this may be construed as improper use.

9. The illegal installation, copying, distribution, or downloading of material (e.g., without authorization of the owner of such material) that has not been made generally available, or the unauthorized use of copyrighted or trademarked materials, including those containing trade secrets, on the network or with CPS computers is prohibited. Academic use of materials obtained from the Network shall be properly cited.

10. The unauthorized installation of hardware or software to the Network or any of its components is strictly prohibited.

11. CPS maintains the right to determine whether specific uses of the Network are consistent with these Guidelines, its educational objectives, and generally acceptable practices.

12. Personal information regarding minors should not be provided or used across the Network through electronic mail, chat rooms, bulletin boards, or other direct electronic communication methods (e.g., last name, pictures, video files, audio files, address, telephone numbers, Social Security numbers, date of birth) unless specifically authorized by the principal.

13. The Network may not be used to send unsolicited bulk e-mail, or otherwise unsolicited e-mail messages where the recipient objects to the content of the message or to receipt of the message in general. Each user should understand that unauthorized use of the Network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the user.

14. CPS has implemented appropriate software to block and/or filter Network access provided by CPS, and such software is designed to filter or block obscene material, pornographic material, and other material that is harmful to minors. Efforts to disable, tamper with, or otherwise interfere with the filtering software shall be deemed by CPS to be an improper and unacceptable use of the Network by the user for which the user can be disciplined.

15. Users shall not agree to meet with persons contacted online. Users shall promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the user feel uncomfortable.

16. Specific exceptions to these Guidelines that are consistent with CPS research and educational objectives may be proposed. Any requested exception must be submitted in writing with an explanation and justification of the exception and must be approved in advance by the Superintendent or designee.

17. The document titled Telecommunications and Internet Terms and Conditions: Student Consent Agreement shall be reviewed, signed and returned by students and their parent or guardian prior to usage of the CPS Network. The signature page can be found on page ii.

TELECOMMUNICATIONS AND INTERNET TERMS AND CONDITIONS:

STUDENT CONSENT AGREEMENT

PLEASE READ THE FOLLOWING BEFORE SIGNING THE CONSENT FORM:

1. Acceptable Use - The purpose and educational objectives of using the Chesapeake Public Schools (CPS) Telecommunications network, including access to the Internet (Network), is to support research and education. All use of the Network must be in support of and be consistent with the educational objectives of CPS.

2. Privileges - Each student accessing the Network will be trained on its proper uses. Teachers and staff will make reasonable efforts to provide Internet Safety training and supervise student use of the network and Internet access. However, use of the Network is a privilege, and inappropriate use may result in suspension and/or termination of that privilege and further school discipline, up to and including suspension and/or expulsion, if appropriate.

3. Netiquette - Students using the Network will follow the generally accepted rules of network etiquette. These include the following:
   a. Be polite.
   b. Use appropriate language at all times. Inappropriate language includes obscene, abusive or threatening language and/or profanity or obscenity.
   c. Work efficiently so that others may use this shared resource.
   d. Do not reveal any personal information about yourself or others (e.g., last name, pictures, video files, audio files, address, telephone numbers, Social Security numbers, or date of birth).
   e. Do not place any information on the Internet that might upset or embarrass you or anyone else.

4. Remember that electronic mail (e-mail) is not guaranteed to be private. People who operate various e-mail systems have access to all mail. Any messages relating to or in support of illegal activities may be reported to the authorities. The contents of all files that reside on CPS equipment are the property of CPS, and the student has no expectation of privacy for his or her use of the Network.

5. Security on any computer system is a high priority, especially when the system involves many users. If you identify a security problem, you must notify your teacher or the school principal. Do not demonstrate the problem to other users. Attempts to access the Network without permission will result in cancellation of user privileges.

6. It is important that student users develop respect and appreciation for the privilege of using the Network. To further this goal, CPS requires improper use to be reported to a teacher or principal if observed.

7. If you have any questions about the acceptable use of the Network, please contact the Director of the Department of Information Technology at (757) 482-5635.
8. Parents and/or guardians for students under the age of 18 have the right to opt out of allowing their children to have access to the Internet services provided by Chesapeake Public Schools. If a parent and/or guardian choose to exercise such option, he or she should provide written notice to the student’s school principal.

By signing the statement of receipt on page ii of the Student Conduct Policy Guidelines handbook, all students, parents and/or guardians are affirmatively stating that they have received, read and fully understand the Acceptable Telecommunications and Internet Use for Students and have reviewed and explained the policy to their children, if applicable. By signing the cover sheet to the student handbook, all students, parents and/or guardians also are agreeing that they understand that any violation of the policy may result in the student’s access to the Network being suspended and/or terminated and that disciplinary action and/or appropriate legal action may be taken. The students, parents and/or guardians understand that Network access is a privilege as opposed to a right and may be terminated at any time. The student, parent and/or guardian further understand that this access is designed for educational purposes and that CPS has taken reasonable precautions to eliminate Network use for non-educational purposes. The student, parent and/or guardian also recognizes, however, that it is impossible for CPS to restrict access to all controversial or inappropriate materials, and the student, parent and/or guardian will not hold CPS, the School Board, or any individuals employed by CPS responsible for damages related to the student’s use of the Network or for material reviewed by any student on the Network.

AFTER-SCHOOL ACTIVITIES

1. Students are subject to conditions of the Code of Student Conduct while attending and participating in after-school student activities and athletic events as provided in S.B. Regulation R 9-20. Regulations outlined in the Code of Student Conduct apply at all after-school activities (such as athletic events, club meetings, dances, etc.) and the like.
2. Students are not allowed to loiter in concession areas.
3. Students must be seated during athletic activities (when seating is available).
4. Students are expected to leave school grounds at the conclusion of the activity.
5. Students waiting for a ride should meet their ride at the school’s designated student drop-off/pick-up location.
6. Metal detectors may be utilized at after-school activities and special events in order to ensure the safety of students and spectators.
7. Parental involvement is encouraged at all school-related activities.
8. If parents are not attending a school-sponsored event, plans should be made to pick up their child at the conclusion of the event.

AMERICANS WITH DISABILITIES ACT NOTICE

It is the policy of Chesapeake Public Schools to afford individuals with disabilities opportunities for full participation in its programs, services, or activities. In accordance with the requirements of the Americans with Disabilities Act (ADA), the school system will provide auxiliary aids and services, upon request, to qualified individuals with disabilities. Individuals who need to request reasonable accommodations should contact the principal of the school providing the programs, services, or activities at least one week in advance.

AUTOMOBILE USE BY STUDENTS

High school students are granted permission to park on school premises. Students must apply for permission to park their vehicles in the student parking lot. Students are issued a parking permit and may park their vehicles on school property in areas assigned by the school administration for student parking. Students are not allowed to access their vehicles during the school day without permission from an administrator.

BUS INFORMATION – REGULATIONS FOR PUPILS RIDING SCHOOL BUSES

TO: PARENTS AND GUARDIANS OF CHESAPEAKE PUBLIC SCHOOLS CHILDREN
FROM: Jared A. Cotton, Superintendent of Schools

I am requesting your assistance in providing a SAFE and EFFICIENT transportation program for your child. Please read the Regulations for Pupils Riding School Buses with your child. It is important that you and your child understand the regulations covering the conduct of your child when he/she rides a Chesapeake Public Schools bus. Please encourage your child to abide by these regulations in the interest of safety. The school principal has the authority to discipline pupils attending public schools and riding buses to and from school. The principal also has the authority to suspend bus riding privileges to students who create disciplinary problems on the bus, posing a hazard to themselves, their fellow students, the bus driver, and the motoring public.

JUST A REMINDER, PLEASE STOP FOR SCHOOL BUSES LOADING OR UNLOADING STUDENTS. THANK YOU FOR YOUR COOPERATION.

GENERAL

These regulations are furnished for all pupils who ride Chesapeake Public Schools buses on regular runs, field trips, or extracurricular trips. Parents or guardians and pupils should read this information, sign the appropriate form on page ii, and return it to your child’s school.

NON-TRANSPORTATION ZONES

Each year our Transportation Department reviews and updates all bus routes to ensure the most efficient routes are used to transport students to and from school. During this process, the non-transportation zones for each school are also reviewed. With the growth throughout the city, as new developments are added, adjustments may be made to some non-transportation zones. This is to ensure current bus routes serving the area are not overloaded.

MEETING THE BUS

Parents and guardians are encouraged to accompany primary- and elementary-age students to and from bus stops.

Pupils Must:

- Be on time. Be at their bus stop at least five minutes before the regular pickup time, but no earlier than ten minutes before the bus arrives. (It should also be noted that if your student does not ride the bus for five consecutive days, without communicating any extenuating circumstances to the bus driver or our Transportation Department, the bus stop will be dropped from the route. Should this occur prior to returning to school the parent or guardian must contact our Transportation Department to have the bus stop reinstated.)
Not stand on the traveled portion of the roadway while waiting for a bus.
Not engage in play or activities that will endanger themselves or their companions while waiting beside the road.
Watch for the bus driver’s signal that it is safe to cross a highway or road. They should cross at least ten feet in front of the bus and never cross behind it.
Respect the property of home owners in the area.
Board the bus in an orderly fashion.
Immediately report to the driver illness/injury sustained on or around the bus.

CONDUCT ON THE BUS
The bus driver is the authority on the bus. Obey the bus driver, and be courteous to him/her and to fellow students. The driver has the authority to assign seats, to maintain order and discipline, and to promote safety.

Pupils Must:
- Go directly to their assigned seats and remain seated unless directed by the driver to do otherwise.
- Not mar or deface the bus. Willful or careless damage must be paid for by the pupil performing the act.
- Not use profanity or indecent language.
- Not use tobacco, or electronic cigarettes on the school bus, or the bus stop.
- Not be in possession of drugs or alcohol.
- Not extend arms, legs, or head out of the bus.
- Not talk to the driver while the bus is in motion except in an emergency.
- Not fight, scuffle, or slap others.
- Not tamper with the emergency door.
- Not wave or shout at pedestrians or passengers in other vehicles.
- Not throw objects at the bus, in the bus or out of the bus window.
- Not carry on the bus oversized objects that would block the aisle, emergency exits, cause loss of passenger seat space, obstruct the driver’s view, or create a safety hazard. Objects shall never be placed in the aisle or at the front of the bus. All carryon items should be secured in the student’s lap while on the bus. Oversized objects that cannot be accommodated, due to limited space, will be the parent’s responsibility to transport the item to and from school.
- Not throw paper or litter on the floor.
- Not sell or consume food or beverages.
- Not run alongside a moving bus, but must wait until it has stopped, then walk to the front door.
- Not open windows without permission from the driver.
- Only operate electronic devices, including cell phones, if they do not cause a distraction or disruption on the school bus. Should this occur, the bus driver may require that the device be put away.
- Not sit on textbooks and other objects. Standing or sitting in the aisle is not permitted.
- Not have any unsafe objects (water pistols, animals, reptiles, insects, matches, knives, firearms, etc.) in their possession.
- Ride the bus to which assigned. No change in a bus may be made without the permission of the school principal and/or the transportation director.
- Have completed Alternate Bus and Stop Permission Slip form (available on the CPS website) from parents to go home on an alternate route or to use an alternate bus stop, subject to approval of the school principal.
- Bus drivers must be notified by the school when approval is given to a pupil to change a bus trip.
- Be aware that no change will be made in the location of bus stops or bus routing without the approval of the Transportation Office.
- Be aware that buses are equipped with video cameras to promote safety and monitor student behavior.
- Be aware that only the bus driver is permitted to open and close the entrance door.
- Be aware that drivers will not make a habit of waiting for students who are late getting to the bus stop.
- Be aware that school buses are school property and loitering or trespassing on buses or other school property is a violation of state law.
- Be subject to all conditions of the Code of Student Conduct while at the bus stop, going to and from the bus stop, or riding the bus.

LEAVING THE BUS
An individual designated by the parent or guardian, via our Four Card System, should meet their kindergarten, pre-k, or early adventure student at the bus stop. If a designated individual is not at the bus stop the student will be returned to the school. If your child has to be returned to school more than two times, absent of extenuating circumstances, parents may have to provide transportation for their child. This practice is being put in place because returning a child to the school because parents are not present to receive their child delays the pick-up time for middle and high school students.

Pupils Must:
- Remain seated until the bus comes to a full stop. Leave the bus in an orderly manner; pupils in the front seats unload first.
- Leave the bus at their regular stops.
- Wait for the bus driver’s signal that it is safe to cross a highway or road. They should cross at least ten feet in front of the bus and never cross behind it.

Parents Are Prohibited From Boarding Buses to Address Concerns While the Drivers Are on Their Routes.
The School Board shall own, operate, and maintain school buses for the purpose of transporting students to and from school and for other approved uses. Equal transportation services shall be available free of charge to all eligible students who are similarly situated as stipulated by the State Board and according to general law. The Superintendent shall develop rules and regulations to assure that the transportation system meets all conditions stipulated by the State Board and under general law. These rules and regulations are for your information and your child’s benefit. Bus drivers are instructed to report any infractions to the school principal. Riding a school bus is a privilege. Should any child be referred to the school principal, the principal will investigate and take appropriate disciplinary action, which may include the loss of the privilege of bus transportation and/or suspension and expulsion from school. Parents and guardians will be responsible for the transportation of any pupil who has lost school bus transportation privileges. If we can be of any help to you with problems relative to the transportation of your child, please feel free to contact the school principal or Transportation Office at 547-1617. Your cooperation in the safe transportation of your child is appreciated.

CHILD ABUSE REPORTING
According to the Code of Virginia § 22.1-291.3. Notice of duty to report child abuse or neglect.
Each public school board and each administrator of every private or parochial school shall post, in each of their schools, a notice, pursuant to § 63.2-1509, that: (i) any teacher or other person employed in a public or private school who has reason to suspect that a child is an abused or neglected child, including any child who may be abandoned, is required to report such suspected cases of child abuse or neglect to local or state social services agencies or the person in charge of the relevant school or his designee; and (ii) all persons required to report cases of suspected child abuse or
neglect are immune from civil or criminal liability or administrative penalty or sanction on account of such reports unless such person has acted in bad faith or with malicious purpose. The notice shall also include the Virginia Department of Social Services’ toll-free child abuse and neglect hotline.

CORPORAL PUNISHMENT

Corporal punishment may not be used as a means of discipline. However, this does not prevent teachers and principals from using “reasonable and necessary force” to maintain order and control, remove a student from a disturbance which threatens physical injury to persons or property damage, prevent self-inflicted harm, defend oneself, or obtain possession of weapons, controlled substances, or paraphernalia.

DAILY OBSERVANCE OF ONE MINUTE OF SILENCE

22.1-203 of the Code of Virginia requires one minute of silence at the opening of each school day. In accordance with the law, students attending Chesapeake Public Schools will be required to observe this one minute of silence at the start of each day. In order to keep parents and students informed as to what the law allows and does not allow, a copy of the law is provided below.

22.1-203 Daily Observance of One Minute of Silence

In order that the right of every pupil to the free exercise of religion be guaranteed within the schools and that the freedom of each individual pupil be subject to the least possible pressure from the Commonwealth either to engage in, or to refrain from, religious observation on school grounds, the school board of each school division shall establish the daily observance of one minute of silence in each classroom of the division.

During such one-minute period of silence, the teacher responsible for each classroom shall take care that all pupils remain seated and silent and make no distracting display to the end that each pupil may, in the exercise of his or her individual choice, meditate, pray, or engage in any other silent activity which does not interfere with, distract, or impede other pupils in the like exercise of each individual choice.

The Office of the Attorney General shall intervene and shall provide legal defense of this law.

DISCIPLINE

DISCIPLINE DISPOSITIONS

After consideration of the circumstances surrounding the incident, the student’s previous record, and the age and developmental stage of the student, disposition of the case may be selected from the following alternatives which are listed in alphabetical order:

ADMINISTRATIVE CONFERENCE - By School Board mandate, by the Superintendent’s directive, or at the principal’s request, the student and parent may be required to attend a conference with a representative of the Office of Pupil Discipline before readmittance to school. At the conclusion of the conference, the representative notifies the school if this requirement is satisfactorily completed and the student is permitted back in school, subject to any additional probationary rules as stipulated at the administrative conference.

ALTERNATIVE PLACEMENT - When a student experiences repeated behavior issues or a significant behavior incident, the school principal and/or Office of Pupil Discipline may refer this student to an alternative setting for increased structure and behavioral support.

CONSCUALION - Any item prohibited by the Code of Virginia or School Board Policy will be removed from the student’s possession.

COURT REFERRAL - In the case of a drug offense, assault, weapon possession, truancy, or other violation of the Code of Virginia, the student may be taken to court. Usually the school resource officer of the Chesapeake Police Department will be involved in filing the charges. The plaintiff may be either the school or the victim.

DETENTION - This is a method of discipline which may be employed by any teacher or administrator to keep a student before or after school, or during lunch (in which case students will receive lunch in an isolated, supervised area), or on Saturday in the hope of correcting the inappropriate behavior. Parents must be notified in advance of the detention.

EXPULSION - Expulsion is the denial of the right of a student to attend school or its functions because of disruptive behavior or behavior that presents a hazard to the safety and well-being of other students or school staff. Authority to expel a student is reserved for the School Board. Students may be expelled for sufficient cause.

IN SCHOOL ALTERNATIVE - This option of discipline provides a student an opportunity to re-direct and correct behavior(s) in a defined location within the school as determined by administration.

INSTRUCTIONAL SUPPORT SERVICES INTERVENTION - When a student experiences repeated problems in school, the school personnel may refer this student to instructional support services for intervention (e.g., child study committee, student assistance team, school counselor).

LOSS OF PRIVILEGE TO RIDE A SCHOOL BUS - An administrator may suspend a student from the privilege of riding a school bus in order to correct inappropriate behavior. If bus privileges are denied, the parents are responsible for providing transportation to and from school.

PARENT/GUARDIAN CONTACT - The most effective persons in dealing with a discipline problem are the parents or guardians. Teachers, counselors, and administrators will contact the parents by phone, letter, email, or visit in an effort to keep parents informed of student conduct.

REFERRAL TO LAW ENFORCEMENT AGENCIES - In cases of all violations of the Code of Virginia, the school resource officer or other representative of the Chesapeake Police Department, Child Protective Services, and/or Juvenile Probation departments may be notified of the violation.

SCHOOL CONFERENCE WITH PARENT/GUARDIAN - Parents are encouraged to set-up an appointment with any teacher, school counselor, or administrator to discuss their child’s progress or problems. In a time of suspension, a parent may be asked to come to the school to reinstate the student.

SUSPENSION - Three options will be available:

In-School Suspension (ISS): The student will be assigned to a detention room and ISS students will not communicate with other students in any manner. During ISS, a student is not considered absent from classes. The student is responsible for requesting and completing, in a timely manner determined by his/her teacher, all work missed.

Out-of-School Suspension (OSS): The student will be sent home for one to ten school days with proper notification being made to the parent/guardian. The student’s absence is considered an excused absence from school during the suspension. A suspended student must not return to school premises at any time during the term of suspension (including before and after-school activities) and is considered trespassing, without the permission of the principal. The student is responsible for requesting and completing, in a timely manner determined by his/her teacher, all work missed.

**Long-Term Suspension:** The student will be sent home for eleven or more school days with proper notification being made to the parent/guardian. The student’s absence is considered an excused absence from school during the suspension. A suspended student is not permitted on any Chesapeake Public School property for any reason (including before and after-school activities) and is considered trespassing, without the permission of the principal.

**EXPECTATIONS OF CONDUCT AND VIOLATION DISPOSITION ACTIONS**

The School Board believes that one of its most important goals is to provide a safe and comfortable learning environment for every student. One way to achieve this goal is to establish discipline policies that will ensure appropriate student behavior. It is impossible for teaching or learning to take place in a classroom unless order is maintained. The following list of offenses includes only the most common infractions of school rules; however, no misconduct will be permitted. School officials are authorized to utilize any and all the disciplinary actions permitted by Virginia state law, including suspensions and expulsions. Consequences apply to offenses occurring on any Chesapeake City School Board property, during any school-sponsored activity, on any Chesapeake school bus, at a designated school bus stop, or while traveling to or from school.

Certain activities or offenses which do not occur while the student is under the authority of the Chesapeake Public Schools, but which may be reasonably expected to pose a danger to the health and safety of students or school personnel or to disrupt the school environment, may be subject to disciplinary action up to and including expulsion.

**Violations that shall be subject to disciplinary action up to and including expulsion:**

I. **Assault and/or Battery**

   **Explanation:** Students are prohibited from verbally and/or physically assaulting and/or battering other students, school visitors, or members of the school staff.

   Any collection of people, assembled for the purpose and with the intention of committing an assault and/or battery upon any person or an act of violence without authority of law, shall be deemed a “mob.” Any and every person composing a mob which commits an act of violence shall be guilty of that act of violence.

II. **Bomb Threats, False Fire Alarms, Smoke Bombs, and Fireworks**

   **Explanation:** BOMB THREATS - Communicating, by any means, a threat to bomb, burn, destroy, or damage a school building or school property in any manner, any place of assembly, any building or structure, or any means of transportation.

   FALSE ALARMS — Threat of pulling a false fire alarm or communicating false information about the existence of any danger of bombing, burning, destruction, or damage to the school building or property, a place of assembly, any building or structure or means of transportation and knowing the information is false.

   FIREWORKS - Possessing, transporting, manufacturing, storing, selling, offers or exposes for sale, or buys, uses, ignites, or explodes any firecracker, torpedo, skyrocket, or other substance or thing, of whatever form or construction, that contains any explosive or inflammable compound or substance commonly known as fireworks.

   SMOKE BOMBS - Possessing, willfully and intentionally setting off, or causes to be set off any chemical bomb capable of producing smoke in the school building, on school property, or in any building used for public assembly or regularly used by the public.

III. **Bullying and Cyberbullying**

   **Explanation:** In addition to maintaining a safe environment, free of disruptions, it is important for every student and parent to know that Chesapeake Public Schools is committed to providing an educational atmosphere free from harassment, intimidation, and bullying. Students who threaten to cause harm or harass others will be referred to the principal or assistant principal for appropriate disciplinary action.

**Bullying, Intimidation, Threatening, and Incitement**

All parents/guardians, effective July 1, 2017, the Code of Virginia updated the law pertaining to allegations of “bullying.” The revised CPS School Board Policy P-20 (D) regarding the change is as follows:

Any student who bullies (including cyberbullying), intimidates, threatens, or incites another to threaten injury to a person or damage to school property shall be subject to disciplinary action, including suspension and/or expulsion, and criminal prosecution. In accordance with section 22.1-276.01 of the Code of Virginia bullying is defined as “any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying does not include ordinary teasing, horseplay, argument, or peer conflict.

In accordance with section 22.1-279.6 of the Code of Virginia, the principal shall notify or cause to be notified, the parent of any student involved in an alleged incident of bullying of the status of any investigation within five school days of the allegation of bullying.

**Cyberbullying** is using information and communication technologies, such as cell phone text messages and pictures, internet email, social networking websites, defamatory personal websites, and defamatory online personal polling websites to support deliberate, hostile behavior intended to harm others. Any authorized or unauthorized use in school or out of school of computer software, computer networks, communication technologies, information technology, and related technologies, which disrupts or interferes with the educational process in any manner is prohibited and may result in a recommendation for expulsion. Should a student be aware of any act of cyberbullying committed by another student that takes place in school or disrupts the educational process at school, he or she should immediately report this incident to the administration.

Understanding how emotionally painful bullying and cyberbullying can be to a child, Chesapeake Public Schools’ staff remain committed to preventing this type of harmful activity during the school day and at school-related activities. There are numerous initiatives and programs in place to create a culture that embraces respect for one another. In addition to being familiar with the school division’s policies, please review the following Virginia legal codes with your child:

**Virginia Code Ann. Sec. 18.2-152.7:1 states, “If any person, with the intent to coerce, intimidate, or harass any person, shall use a computer or computer network to communicate obscene, vulgar, profane, lewd, lascivious, or indecent language, or make any suggestion or proposal of an obscene nature, or threaten any illegal or immoral act, he shall be guilty of a Class I misdemeanor.”**

**Virginia Code Ann. Sec. 18.2-60 states that if a threat is written, signed or unsigned, and contains a threat to kill or to do bodily injury to an individual or member of his/her family, it is a Class 6 felony. (This would include written threats to kill or to do bodily harm that are communicated via electronic communication.).**

Should a student be aware of any act of bullying committed by another student that takes place in school, on school property, at a bus stop, on a school bus, or at any school activity, he or she should immediately report this incident to the administration.

IV. **Destroying or Defacing School Property**

**Explanation:** A student will not willfully or maliciously deface, damage, or destroy property belonging to another, including school property at any time and private property while the student is under the school’s jurisdiction. A student or parent/guardian will be held financially responsible, as allowed by Virginia law, for willful or malicious destruction of school property. Examples are as follows: writing on walls, mirrors, or desks; damaging another’s clothing or property; and graffiti.

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V. Disruptive Behavior
Explanation: Conduct which constitutes cause for discipline by school officials shall include, but is not limited to:
- disruptions to the educational process or to the orderly atmosphere for learning,
- repeated failure to comply with directions of teachers or other authorized school personnel,
- obscene actions, the use of obscene words or gestures, the use of profanity, or the use of ethnically derogatory statements or gestures, and
- participation in or commission of any criminal act.

VI. Extortion:
Explanation: When a student uses threats or intimidation to demand money or something of value from another (no weapon).

VII. Fighting
Explanation: Fighting is defined as mutual participation in an incident involving actual or threatened physical aggression or violence, regardless of whether any participant is injured as a result or which student actually initiated the physical contact. Students are prohibited from fighting of any kind while under the authority of the Chesapeake Public Schools.

VIII. Gambling
Explanation: Section 18.2-325. of the Code of Virginia defines illegal gambling as the “making, placing or receipt, of any bet or wager of money or other thing of value, made in exchange for a chance to win a prize, stake or other consideration or thing of value.” A gambling device includes any device, machine, paraphernalia, equipment, or other thing, including books, records, and other papers, which are actually used in illegal gambling operations or activity. A student shall not bet money or other things of value, or knowingly play or participate in any game involving a bet on school property or during any school-sponsored activity.

IX. Gang-Related Activity
Explanation: Students are prohibited from involvement in any gang-related activity during the time that they are under the jurisdiction of Chesapeake Public Schools. Such activities may include, but are not limited to the display of symbols of gang membership (i.e., clothing, jewelry, or other accessories that are deemed to symbolize gang membership or affiliation), recruitment of or invitation to other students to join or otherwise affiliate themselves with gangs, gang related extortion, gang-related violence, possession or distribution of gang related literature, lyrics, or drawings, or gang-related vandalism (including graffiti).

X. Hazing
Explanation: Hazing means to recklessly and intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a club, organization, association, fraternity, sorority, team, or student body, regardless of whether the student or students so endangered or injured participated voluntarily in the activity. In addition to any disciplinary consequences that are imposed by the School Board, under provisions of Section 18.2-56 of the Code of Virginia, hazing is a Class I misdemeanor punishable by confinement in jail for up to twelve (12) months, a fine of up to $2,500.00, or both. Such code provision also states that any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adult or minor.

XI. Inappropriate Use of Electronic Devices
Explanation: The act of attempting to circumvent computer filtering systems, whether the attempt is on a school computer or electronic device without authorization/permission and/or violating the Acceptable Telecommunication and Internet Use Policy and the Privately Owned Electronic Devices Policy.

XII. Insubordination
Explanation: Students should obey the directions of any staff member. Examples of insubordination are: failure to comply with direction or instruction of a staff member, refusal to work in class, refusal of detention, refusal to participate in in-school alternatives, and refusal to report to in-school suspension.

XIII. Irregular School Attendance
Explanation: The Code of Virginia requires Compulsory Attendance. Teachers and principals shall require students to be regular and punctual in attendance. Regular school attendance and being on time to school and each class is important in the academic development of the students. Excessive or unexcused absence from school is harmful to such development. Parents of students who accumulate five (5) unexcused absences are required to meet with the school administration to develop an Attendance Improvement Plan for the student. At seven (7) unexcused absences, the parents are required to meet with the school to resolve the issues leading to the unexcused absences. A determination will be made if outside resources can provide assistance. At ten (10) unexcused absences, students and/or parents will be referred to Chesapeake Juvenile and Domestic Relations Court services. (Code of Virginia §22.1-258)
To receive credit for courses using traditional class schedules, a student shall not miss more than 30 days for a full-year course and not more than 15 days for a semester course, unless extenuating circumstances, such as a long illness, that would affect the student’s school attendance are established. To receive credit for courses using the 4 x 4 block schedule, a student shall not miss more than 9 days for a course unless extenuating circumstances are established. A high school student enrolled in a year-long two-credit class, such as an Advanced Placement course, shall not miss more than 18 days to receive credit, unless extenuating circumstances are established. The principal shall be the judge of extenuating circumstances. Sickness of a student, medical appointments, severe illness or death in the family, exposure to contagious disease, religious holidays, or extenuating circumstances such as fire, accident, or extremely inclement weather shall be considered the only legitimate excuses for absence or tardiness unless an exception is authorized by the principal. In all cases of absence or tardiness, the parent or guardian shall give an excuse, in writing, stating the cause of the absence or tardiness. Absences for any reason other than those stated above must be with the advance permission of the principal or his or her representative. Such requests must be made in writing stating the reason for and time of absence.

XIV. Sale or Distribution of Medication, Prescription Medication, Alcohol, Drugs, and Drug Paraphernalia
Explanation: Students will not give, sell, distribute, or possess with the intent to give, sell, or distribute on school property or at school-sponsored activities, medication, prescription medication, alcoholic beverages of any kind, synthetic cannabinoids, marijuana, anabolic steroids, other controlled substances as defined in the Code of Virginia, 18.2-247 et. seq., drug paraphernalia, or imitation controlled substances. As used in this policy, drug paraphernalia will mean those items described in 18.2-265.1 of the Code of Virginia. As used herein, imitation controlled substances will mean a pill, capsule, tablet, or other item which is not a controlled substance, an alcoholic beverage, synthetic cannabinoids, or marijuana, but which by overall dosage, unit appearance, including color, shape, size, marking, or packaging, or by representations made, is intended to lead or would lead a reasonable person to believe that such a pill, capsule, tablet, or other item is a controlled substance, alcoholic beverage, synthetic cannabinoids, or marijuana. Students will not bring a controlled substance, synthetic cannabinoids, or marijuana to school or school-sponsored activities.
The principal shall suspend the student from school pending a hearing and shall refer the student to the Office of Pupil Discipline with the recommendation that the student be expelled (See Regulation R 9-22).* In all such cases, the proper law enforcement officials shall be notified and appropriate charges may be filed.

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XV. Possession or Use of Medications, Prescription Medication, Alcohol, Drugs, Drug Paraphernalia, or Imitation Controlled Substances

Explanation: Students will not use, be under the influence of, or have in their possession on school property or at school-sponsored activities, medication, prescription medication, alcoholic beverages, synthetic cannabinoids, marijuana, anabolic steroids, controlled substances, drug paraphernalia, or imitation controlled substances (as defined in the Code of Virginia 18.2-247 et. seq.).

For the first offense, the principal shall suspend a student for a minimum of five days* In extenuating circumstances in which the student is considered to represent a threat to self or others or where the conduct would result in school disruption, a first offense may also result in a recommendation for expulsion.

For a second offense, the principal shall suspend the student from school pending a hearing and shall refer the student to the Office of Pupil Discipline with the recommendation that the student be expelled.*

In all such cases, the proper law enforcement officials shall be notified and appropriate charges may be filed.

*In all cases involving substance abuse, the principal shall refer the student to the Office of Pupil Discipline. Such referral shall include the recommendation that the student remain suspended until written proof is provided to the Office of Pupil Discipline indicating that the student has scheduled a substance abuse assessment by a licensed public or private substance abuse agency/counselor approved by Chesapeake Public Schools and met with a staff member in the Office of Pupil Discipline. Failure to attend the appointment with the substance abuse agency or follow recommendations provided in the assessment from that agency may result in a recommendation of expulsion from Chesapeake Public Schools or placement at an alternative setting. It shall be the responsibility of the parent, legal guardian, or student, if emancipated or 18 years of age, to provide the Office of Pupil Discipline, at intervals determined by the Office, with evidence of compliance with the recommendations of the assessment. A list of licensed public and private substance abuse agencies/counselors shall be distributed to affected families. The cost of the assessment, treatment, or counseling shall be the responsibility of the parent, legal guardian, or emancipated student.

The Code of Virginia establishes drug-free school zones to include school bus stops on public property or any private property open to public use which is within 1,000 feet of such school bus stops during the time when school children are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity.

XVI. Possession or Use of Guns

Explanation: Any student possessing, handling, or brandishing a gun of any type while under the jurisdiction of Chesapeake Public Schools or while on any school-owned or leased real estate property and/or vehicle operated by or on behalf of the School Board has violated both state and federal law, and criminal prosecution will most certainly be severe. Guns may include but are not limited to pistols, shotguns, rifles, BB guns, air soft guns, flare guns, and pellet guns. Students possessing a look-alike or toy gun will be subject to disciplinary action which may include suspension and/or a recommendation for expulsion.

XVII. Possession or Use of Weapons and/or Dangerous Articles

Explanation: Any student while under the jurisdiction of Chesapeake Public Schools who possesses, handles, or brandishes any object that may be used as a weapon has violated Chesapeake School Board Policy. These items may include but are not limited to stun guns, lasers, laser pointers, knives, pepper spray, or similar objects. A student shall not supply, handle, use, transmit, or possess pepper gas/spray, mace, chemical stink bomb, or similar substances on School Board property, on the way to or from school, or at school-sponsored activities.

XVIII. Possession or Use of Tobacco or Tobacco Products

Explanation: The use or possession of electronic cigarettes, liquid vapors, vaporizers, tobacco or tobacco products by students on school grounds is prohibited.

XIX. Sexual Harassment and Offenses/Harassment Based on Race, Color, Gender, National Origin, Age, Disability, Ethnicity or Religion

Explanation: Chesapeake Public Schools is committed to maintaining a learning/work environment free from sexual harassment as well as harassment based on race, gender, national origin, age, disability, or religion. Therefore, Chesapeake Public Schools prohibits sexual harassment and harassment based on race, color, gender, national origin, age, disability, ethnicity or religion of students or school personnel at school or any school-sponsored activity. A student will not engage in sexual or immoral behavior such as offensive touching, sexual harassment, indecent exposure, amorous behavior, obscene phone calls, inappropriate sexual behavior, or acts of sexual assault or battery.

XX. Student Dress

Explanation: The Chesapeake School Board expects all students to dress in a manner appropriate for the promotion of learning. Student appearance shall not be disrespectful, indecent, dangerous to the health and welfare of students, or disruptive to the school environment. Each school shall be responsible for disseminating dress code information annually in accordance with regulations established by the Superintendent.

• Students will not be allowed to wear clothes, jewelry, or other apparel or personal belongings that advocate violence, use of alcohol, tobacco products or drug use and/or distribution; that represent gang activity and/or membership; use obscenities; or reflect adversely on persons due to race, gender, creed, religion, disability, or sexual orientation.

• Students who wear revealing attire may be removed from school until properly dressed.

• Hats may not be worn in school buildings.

• For reasons of health and safety, all students are required to wear appropriate shoes when on school property.

• Students whose dress is considered contrary to good hygiene or in any way disruptive to the learning process will be required to meet the school standards.

• Prior to the end of the first month of each school year, each local school will make available to parents and students school dress code standards.

XXI. Theft

Explanation: Students are not to steal, or attempt to steal, anything belonging to another.

XXII. Threats and Incitement

Explanation: A threat is an act perceived or actual intended to create fear, injury, threats of violence, harm or danger to school, staff or students whenever the threat is made on or off school property, directly or indirectly via in person, in writing, or through the use of technology. Inciting is provoking another to engage in violent, threatening, or disruptive behavior.

XXIII. Trespassing

Explanation: Unless directly supervised by a school staff member, students are prohibited from being in a school building or on school property any time school is not in session or schools are closed.

XXIV. Violation of Driving and Parking Rules

Explanation: Any automobile, truck, or motorcycle which is driven to school by a student and parked on school property must be registered with the school principal. Upon arrival at school, the student driver must park the car in the designated student parking area, lock it, and leave it immediately. The area designated for student parking will be off limits at all times, except to students who are arriving and departing. Students who violate these regulations will be subject to disciplinary action including loss of parking privilege on school property and possible referral to law enforcement authorities. It is a privilege to drive a vehicle to school, and this privilege will be denied to those students who violate the rules or cause a safety problem.
DISCIPLINE AND BEHAVIOR POLICIES

While in transit to or from school, at bus stops, or while under the jurisdiction of Chesapeake Public Schools, students are under school authority and are bound by all School Board policies pertaining to discipline and control. In order to maintain a climate conducive to a safe and comfortable education, discipline policies require students who violate minimal standards to be referred for disciplinary actions. These actions may include suspension, expulsion, and/or police referral as deemed appropriate.

DISCIPLINE PROCEDURES

At all times, on property owned by Chesapeake City School Board, during any school-sponsored activity, on any Chesapeake school bus, at a designated school bus stop, or while traveling to or from school, students are under school jurisdiction and are expected to conduct themselves in an orderly, courteous, dignified, and respectful manner. In order to maintain a climate conducive to a safe and comfortable education, discipline policies require that students who violate standards be referred for disciplinary action. Disciplinary procedures for disruptive student behavior may require action by the teacher, assistant principal, principal, central office personnel, and/or the School Board.

The teacher’s authority extends to all students, whether or not the teacher teaches the student in class. Action* taken by a teacher may include, but is not limited to:

- Warning/Reprimand
- Phone Call/Email
- Conference
- Detention
- Referral

*Actions listed are not listed in a required sequential order

A discipline referral should be sent to the assistant principal or principal when the teacher feels the behavior cannot be corrected through the teacher’s classroom management procedures. After providing due process, the administrator will determine the appropriate course of action required to provide a safe, comfortable, and conducive learning environment. Administration will determine which of these sanctions would be appropriate (for example, a fight might begin with suspension). Action* taken by an administrator may include, but is not limited to:

- Warning/Reprimand
- Phone Call
- Conference
- Detention
- In-School Suspension
- In-School Alternative
- Out-of-School Suspension
- Alternative Placement
- Recommendation for Long-Term Suspension
- Recommendation for Expulsion

*Actions listed are not listed in a required sequential order

When a student is suspended from school, the principal or assistant principal will notify the parent by telephone when possible and in writing of the reason for the suspension and the date(s) of the suspension. A suspension ordinarily will be for a definite number of school days. However, in some instances, the terminal date will be indeterminate, dependent upon actions such as the completion of an investigation, attendance of a parent at a conference, or action by the Superintendent, his designee, or the School Board. Holidays and days when school is not in session, for any reason, including inclement weather do not count as suspension days. A suspended student is not permitted on any Chesapeake Public Schools’ property for any reason, including before and after-school activities, without the permission of the principal. Student disciplinary files (suspensions and expulsions) are part of the scholastic record and must be forwarded to any other school division to which the student transfers.

Please note that certain activities or offenses which do not occur while the student is under the jurisdiction of the Chesapeake Public Schools, but which reasonably may be expected to pose a danger to the health or safety of students or school personnel, or disrupt the school environment, may be subject to disciplinary actions. Such misconduct may result in placement in an alternative education program or disciplinary action up to and including expulsion.

APPEALS OF SUSPENSIONS:

According to School Board Regulations (R 9-21), the parent or emancipated student may request a hearing, in writing within five calendar days of the suspension, with the Superintendent or designee. A hearing shall be conducted within seven school days, and a decision shall be rendered within three school days of the conclusion of the hearing. This decision may be appealed to the School Board by request in writing delivered to the Clerk of the School Board by hand, U.S. Mail or commercial delivery service within seven calendar days of the of the date of notification of the hearing results. Appeals to the School Board must be in writing from the parent or guardian and shall be decided by the School Board on the basis of written record within thirty days of the prior hearing. The student and parent may be invited to a closed meeting by the board, if the board so deems additional information is necessary to make a proper finding. Pending a decision by the Superintendent or the School Board, the suspension shall remain in force for the number of days imposed. If the appeal is sustained, the days missed shall be treated as an excused absence.

TEACHER REMOVAL OF STUDENTS FROM CLASS - Teachers shall have the initial authority to remove students from class for disruptive behavior. Disruptive behavior is defined as a violation of School Board regulations governing student conduct that interrupts or obstructs the learning environment. This policy shall not be construed to limit or restrict other School Board policies and regulations from maintaining order in the classroom.

PLACEMENT OF CERTAIN STUDENTS IN ALTERNATIVE PROGRAMS

Students involved in violent behavior or other inappropriate behaviors within or outside the school may be identified to school officials. A student who has been charged with, or who has been found guilty or not innocent of identified crimes may be required to attend an alternative education program. These crimes and activities include, but are not limited to: weapons, alcohol or drugs, or intentional injury to others. The School Board has this authority regardless of where the incident occurred.

STUDENTS WITH DISABILITIES DISCIPLINE

Students with disabilities, including students with 504 Plans, may be suspended on a short-term basis of ten (10) school days or less following the same procedures applicable to students without disabilities. Such suspension does not constitute a change in placement. The student is subject to normal disciplinary procedures whether or not the behavior is a manifestation of the student’s disability.

Additional procedural protections may need to be provided when a student with a disability is removed from class or school for more than ten (10) school days. A manifestation determination may be made to ascertain whether or not there is a direct relationship between the student’s disability and the misconduct.
DISCRIMINATION, HARRASSMENT, AND SEXUAL HARASSMENT POLICY

All members of the Chesapeake Public Schools community are reminded that the Chesapeake City School Board and all Chesapeake public schools are committed to avoiding discrimination and sexual harassment at all times.

As School Board Policy P9-23 indicates: Sexual harassment/discrimination committed by or against one or more students by either student or School Division staff of the opposite or same sex constitutes inappropriate behavior and is prohibited. Such misconduct may be unlawful and if determined after investigation to have occurred will result in disciplinary action up to and including expulsion of students and/or discharge of employees.

School Board Policy 3-6 indicates: The School Board is committed to the principle of equal opportunity for all and shall not permit unfair discrimination on the basis of race, color, national origin, sex, age, religion, or disability. This principle shall apply to students, employees, patrons, vendors, and all others who serve or are served by the school system.

These requirements extend to all aspects of the school program, including the educational and extracurricular programs. Procedures for seeking resolution of grievances resulting from alleged sexual harassment and/or discrimination are available through the School Division website: www.cpschools.com or from the Director of Student Services who serves as the Title IX Coordinator: 312 Cedar Road, Chesapeake, VA 23322 - 757-547-0585.

DUE PROCESS PROCEDURE

Principals know the importance of fairness in the administration of student discipline. Discipline is most effective when it is “firm and fair,” and the administration strives to achieve that standard even when it is impossible to obtain consensus among teachers, students, and parents. Due Process requires that the student be given oral or written notice of the charges against him/her, an explanation of the evidence the administration has, and an opportunity to present his/her side of the story.

EFLYERS: PEACHJAR SERVICE

Chesapeake Public Schools implemented Peachjar eflyers in September of 2014, nearly eliminating the use of paper flyers, newsletters, and other communications that were previously sent home with our students. Eflyers may be viewed via your email inbox, or by clicking on the Peachjar logo that is shown on each school's homepage. This "green" initiative has saved the division 28,176,074 sheets of paper and save approximately 3,381 trees and reduced significant dollars in copying costs. Additionally, paperless delivery of school flyers embraces innovative technology and reaches more families. This system is used exclusively for distribution of school-approved eflyers.

Parents and guardians who had an email address on file during the 2017-2018 school year will automatically receive eflyers for the 2018-2019 school year. Parents and guardians who are not currently receiving eflyers via email, but are interested in this service, may add their email address to their child’s blue Student Emergency card, or visit our Chesapeake Public Schools homepage and click on the Peachjar logo to register.

Please note that receiving eflyers electronically by email is optional. All flyers will be posted to individual school’s homepages for easy access. This system is used exclusively for distribution of school-approved eflyers and email addresses will not be shared or used for any other purpose. Please feel free to notify your child’s school for assistance if you do not have access to the Internet or email. If you have any additional questions, please contact the Public Information Office at 547-1033.

ENROLLMENT POLICIES

ENROLLMENT ELIGIBILITY

In order to attend a public school in the City of Chesapeake, the following general requirements must be met: A student must (1) be residing with a natural parent, the court appointed legal guardian, or the court appointed legal custodian, who must provide satisfactory documentation of Chesapeake residency in the form of either a current electric, gas, or water bill; (2) satisfy the Code of Virginia requirements dealing with proof of birth, immunization, and a current physical completed by a licensed physician within the calendar year prior to enrollment (5th grade and below) or provide records establishing that the pupil furnished such a report upon prior admission to another school or school division; and (3) not be under expulsion, threat of expulsion, or exclusion from a public or private school at the time of enrollment.

SCHOOL ATTENDANCE AREAS

School attendance areas are legally established boundaries and can be located at http://www.cpschools.com/departments/newconstruction_planning/planning/mapcenter.php. Attendance zones are designated by the Chesapeake School Board. Students are required to attend the school which has been designated to serve their legal residence, where he or she physically resides. Chesapeake Public Schools will inform the Commonwealth’s Attorney of any violation of the Code of Virginia 22.1-264.1.

$22.1-264.1. It is a misdemeanor to make false statements as to school division or attendance zone residency.

MCKINNEY VENTO STUDENTS

Students who are homeless (fack fixed, regular, or adequate housing) will be enrolled immediately. The parent will be given time to present the normal required enrollment documents. Please contact the Office of Student Enrollment, Homeless Liaison for assistance at 547-0545.

CHANGE OF ADDRESS

Any change of address and/or telephone number(s) must be reported immediately to the appropriate school(s). Proof of residence will be required in the form of either a current electric, gas, or water bill.

FIRE LAKES

An Important Message from the Fire Department

Please do not leave vehicles parked or standing in fire lanes. Visitors and staff are prohibited from parking in areas marked as fire lanes at all school buildings. Parking or standing vehicles may prevent the timely arrival of first responders to the scene of a police, medical or fire emergency. Leaving a vehicle unattended in a fire lane may hamper emergency efforts.

In addition, simply parking the vehicle in fire lanes is against the law and may result in a $250.00 fine. We ask that all visitors please park in spots especially designated for visitors at our school buildings.

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Parents interested in applying for free or reduced-price meals may obtain applications from the school office. Applications may be turned into the office or may be mailed directly to School Nutrition Services. The mailing address is on the application and also may be found on the school system web site https://fanonlineapp.cps.k12.va.us/.

**MYPAYMENTSPLUS**

MyPaymentsPlus is the online payment system we use for school meals. MyPaymentsPlus has several great benefits:

- allows for quick payments towards your student’s account
- allows you to see what your child is purchasing
- eliminates the worry of forgotten lunch money
- mobile app to quickly check balances and make payments

When you create your free account at www.mypaymentsplus.com, you will have the option to put money on your student’s Meal Account or General Account. Money in the Meal Account will only allow your student to purchase a full meal. Money in the General Account can be used toward meals and a la carte/ snack items.

For other questions regarding MyPaymentsPlus and payment of school meals, please contact the School Nutrition office at 547-1470.

**SCHOOL COUNSELING PROGRAM ANNUAL NOTIFICATION**

The Chesapeake School Board affirms that parents are the student’s first teachers and that the public schools should serve to strengthen family and parental support. Pursuant to the Standards of Quality, guidance and school counseling services will be made available to all students enrolled in Chesapeake Public Schools. For the purposes of this policy, the following descriptions apply:

a) Academic Development - Academic guidance and school counseling assists students and their parents to acquire knowledge of the curricular choices available to students, to plan a program of studies, to schedule and interpret academic testing, and to seek post-secondary academic opportunities.

b) Career - Career guidance and school counseling assists students and their parents to acquire information and plan for work, jobs, apprenticeships, and post-secondary educational and career opportunities.

c) Personal/Social Counseling - Personal/Social guidance and school counseling assists students to develop an understanding of themselves, the rights and needs of others, and how to resolve conflict. Such school counseling will assist students to define individual goals which reflect their interests, abilities, and aptitudes.

Parents may review materials to be used in guidance and school counseling programs at their child’s school by making a request to the school principal or their child’s school counselor. The principal or school counselor will schedule an appointment for the parent to review the materials. In addition to this annual notification, information concerning school counseling activities will be provided to parents by such means as parent bulletins, school calendars, or school newsletters. Parents may elect in writing to have their child not participate in structured individual or small group multi-session school counseling in the personal/social domain. Parents who consent to their child’s participation in school counseling may withdraw consent by providing written notification to the school principal or designee. Parental permission is not required for short duration personal/social school counseling which is needed to maintain order, discipline, or a productive work environment, or to assist a child in crisis. Parents are encouraged to contact the school principal or school counselor regarding the guidance and school counseling program offered at their child’s school.

**HIGH SCHOOL AND MIDDLE SCHOOL STUDENT ACTIVITIES**

**Background**

In June 1997, the Superintendent, recommended to the School Board that students be required to maintain a minimum 2.0 Grade Point Average (GPA) in order to be eligible to participate in Virginia High School League (VHSL) activities. Following two public hearings, the School Board, in October 1997, passed a motion to require a 2.0 GPA for students to be eligible to participate in VHSL activities.

In June 2008, the School Board passed a motion to require a 2.0 GPA for middle school students to be eligible to participate in Chesapeake Middle School League (CMSL) activities. The middle school program will be governed by the CMSL.

**High School/Middle School Definition of 2.0**

A 2.0 average is defined as a GPA of 2.0 or better on the following scale: “A” = 4 points, “A-” = 3.7 points, “B+” = 3.3 points, “B” = 3 points, “B-” = 2.7 points, “C+” = 2.3 points, “C” = 2 points, “C-” = 1.7 points, “D+” = 1.3 points, “D” = 1 point, and “E” = 0 points.

**CPS 2.0 Initial Eligibility**

In order to be eligible, a VHSL-activity participant must maintain at least a 2.0 GPA prior to initial participation, regardless of when initial participation begins. Under this provision, in order to be eligible for the first semester, a ninth-grade participant must have maintained a 2.0 GPA for either the second semester of the eighth grade or the entire eighth-grade year.

Any student entering a VHSL activity and establishing eligibility for the first time must have maintained a 2.0 GPA for the previous semester or have maintained a 2.0 cumulative GPA.

**CPS 2.0 Probationary Semester**

After meeting the 2.0 GPA requirement for initial participation, the student may have one probationary semester during the period of high school eligibility (grade 9-12). This means that, once participation has begun, the student must receive at least a 2.0 GPA for all except one semester of eligibility. That semester may be used as a probationary semester in which the student is allowed to continue participation in VHSL activities and attend mandatory study hall. Any student participating in a sport while in the probationary semester may not practice or participate unless the study hall is attended.

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The probationary period is defined as the semester following a semester in which a participant falls below the 2.0 GPA requirement and meets the VHSL eligibility requirements. A student who does not comply with the VHSL Scholarship Rule or other VHSL eligibility rules as found in section 28 of the Virginia High School League Handbook will be ineligible to participate. In determining if a participant met the 2.0 requirements, grades from the previous semester will be evaluated first. If the participant did not maintain a 2.0 for the previous semester, the cumulative GPA of the student will be used to determine if the student maintained a 2.0 GPA.

### VHSL Eligibility

As well as meeting the requirements established by the Chesapeake School Board, all participants in VHSL-sanctioned activities must also meet all eligibility requirements as set forth by the VHSL and found in Section 28 of the Virginia High School League Handbook (http://vhsl.org).

### Middle School Initial Eligibility

In order to be eligible, a CMSL-activity participant must maintain at least a 2.0 GPA prior to initial participation, regardless of when initial participation begins. Under this provision, in order to be eligible for the first nine-weeks, a sixth-grade participant must have maintained a 2.0 GPA for either the last nine-weeks of the fifth grade or the entire fifth-grade year.

Any student entering a CMSL activity and establishing eligibility for the first time must have maintained a 2.0 GPA for the previous nine-weeks or have maintained a 2.0 cumulative GPA.

### Middle School Probationary Nine-Weeks

After meeting the 2.0 GPA requirement for initial participation, the student may have one probationary nine-weeks during the period of middle school eligibility (grade 6-8). This means that, once participation has begun, the student must receive at least a 2.0 GPA for all except one nine-weeks of eligibility. That nine-weeks may be used as a probationary nine-weeks in which the student is allowed to continue participation in CMSL activities and attend mandatory study hall. Students in the probationary nine-weeks may not practice or participate in a sport unless the study hall is attended.

The probationary period is defined as the nine-weeks following a nine-weeks in which a participant falls below the 2.0 GPA requirement and meets the CMSL eligibility requirements. A student who does not comply with the CMSL Scholarship Rule or other CMSL eligibility rules as found in the CMSL 2.0 Eligibility Handbook will be ineligible to participate. In determining if a participant met the 2.0 requirements, grades from the previous nine-weeks will be evaluated first. If the participant did not maintain a 2.0 for the previous nine-weeks, the cumulative GPA of the student will be used to determine if the student maintained a 2.0 GPA.

### CMSL Eligibility

As well as meeting the requirements established by the Chesapeake School Board, all participants in CMSL-sanctioned activities must also meet all eligibility requirements as set forth by the CMSL and found in the CMSL 2.0 Eligibility Handbook.

### Sportsmanship, Ethics, and Integrity

The School Board recognizes the importance of extracurricular activities in the educational process and the values that students develop when they have the opportunity to participate in an organized activity outside the traditional classroom.

A primary goal of the Chesapeake Public Schools’ extracurricular and co-curricular programs is the promotion of good sportsmanship, ethical behavior, and integrity. All participants in extra- and co-curricular activities, including athletes and other student-participants, support groups, fans, coaches, and administrators, shall be guided at all times by a philosophy of good sportsmanship, sound ethics, and high integrity. This philosophy emphasizes that extracurricular activities are a part of the total educational process and that the same level of responsibility and behavior is expected at practice and competitions as is expected in the classroom. The school administration supports this philosophy by maintaining positive attitudes that promote good sportsmanship. All high schools and middle schools are required to conduct all their relations with other schools in a spirit of good sportsmanship.

The School Board further encourages the development and promotion of sportsmanship, ethics, and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups, and support booster groups.

For more information regarding the 2.0 eligibility requirements or the sportsmanship policy of Chesapeake Public Schools, contact your school athletic director or the Supervisor of Student Services at 547-1340.

### HOW DO I?

If you have a questions regarding a specific subject, our school division website may help to answer your question. We have a link that is entitled: How Do I? It is located at http://www.cpschools.com/how.php. We encourage all students and parents to explore this site anytime you need to find a resource that will provide you with answers.

### HUMAN PAPILLOMAVIRUS (HPV) VACCINES

The 2007 Virginia General Assembly passed a law requiring the Virginia Department of Health to provide parents of rising 6th grade girls with information on HPV and the HPV vaccine to ensure the parents are well informed of the Centers for Disease Control and Prevention (CDC) recommendation that girls 11-12 years old, receive the vaccine. In 2011, the Centers for Disease Control and Prevention made an additional recommendation that boys of the same age also routinely receive HPV vaccine.

Information can be found by asking your child’s school health advisor, healthcare provider or by calling 800-CDC-Info (800-232-4636). Information can also be found on the website http://www.cdc.gov/vaccines/WHO/teens/index.html.

### MILITARY FAMILIES

Welcome to Chesapeake and thank you for all that you do for our country! We want you to know about the School Liaison Officer Program that is connecting military families, commands, and K-12 Schools. The Military School Liaison Officer Program helps level the playing field for transitioning students, prepares schools and installations to respond confidently to the complexities of transition and deployment while providing families the assurance that their children's academic well-being is a military priority.
What Services Do School Liaison Officers Provide? The School Liaison Officer (SLO) specializes in serving military families and offers a wide spectrum of services, enabling families to become more involved in their child’s educational experience. Services include: • School Transition Services • Deployment Support • Special Needs System Navigation • Installation, School and Community Communications • Partnerships in Education • Home School Linkage Support • Post-Secondary Preparation Opportunities.

For more information, contact your SLO: Tiffany Johnson NSA Hampton Roads (757) 953-7332 tiffany.o.johnson@navy.mil. You can also visit our school division’s website link for Military families at http://www.cpschools.com/military.php. This link provides information and resources for all of our military families.

NON-CUSTODIAL PARENTS’ RIGHTS

The Code of Virginia § 22.1-4.3 explains participation by and notification of the noncustodial parent.

Unless a court order has been issued to the contrary, the noncustodial parent of a student enrolled in a public school (i) shall not be denied the opportunity to participate in any of the student’s school activities in which such participation is supported or encouraged by the policies of the school solely on the basis of such noncustodial status and (ii) shall be included, upon the request of such noncustodial parent, as an emergency contact for the student.

School activities shall include, but shall not be limited to, lunch breaks, special in-school programs, parent-teacher conferences and meetings, and extracurricular activities. It is the responsibility of the custodial parent to provide the most up-to-date court order to the school.

PARENTAL RESPONSIBILITY

The Chesapeake School Board is required by law to provide parents notice of 16.1 - 241.2 & 22.1 - 279.3 of the Code of Virginia, relating to parental responsibility and involvement requirements. “Parent” or “parents” means any parent or guardian, legal custodian, or other person having control or charge of a child. Each parent or parent, if both parents have legal and physical custody, of a student enrolled in a public school has a duty to assist the school in enforcing the standards of student conduct and attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons and property and supportive of individual rights.

Parents may, through appropriate channels, express disagreement with the manner in which the school’s code of conduct has been implemented. Further, parents may exercise their right to appeal a suspension or expulsion as provided in School Board Policy and the Code of Virginia. If parents willfully and unreasonably fail to meet, pursuant to the request of the principal, to review the School Board standards of student conduct and the parent’s/parents’ responsibility; to assist the school in disciplining the student and maintaining order; and to discuss improvement of the child’s behavior and educational progress, the School Board is authorized to petition the juvenile and domestic relations court.

The Court, under 16.1 - 241.2 of the Code of Virginia, may, upon finding that parents have willfully and unreasonably failed to cooperate, order that parents do the following:

- Meet, to fulfill the request of the principal, to review the code of student conduct and discuss their responsibility in that process;
- Participate or have their child participate in programs or treatment, or be subject to other limitations and conditions as the court deems appropriate for failure to meet with school officials if their child is to be readmitted after a suspension, or is receiving a second suspension, or is being expelled; or
- Pay a $500 fine for failure to meet with school officials if their child is to be readmitted after a suspension, is receiving a second suspension, or is being expelled.

Parents have a responsibility to communicate with school officials concerning disagreement in a courteous and professional manner. Communication through electronic means can be appropriate as long as they do not become excessive, threatening, or harassing in their content or nature.

PHOTOGRAPHS OF STUDENTS

Photographs and/or video taken at school or school functions containing images of minor students should not be posted on the Internet in any manner, including but not limited to social networking websites such as Facebook, YouTube, Instagram, and Snapchat, regardless of whether sites are private or public, without the expressed permission of the student’s parent or guardian. School functions include, but are not limited to, field trips, sporting events, and social events (prom, ring dance, etc.).

PHYSICIAN PRESCRIBED AND OVER-THE-COUNTER MEDICATION

Because of the dangers of misuse of drugs, we attempt to discourage administration of medication during school hours and, whenever possible, request that doses of medication be scheduled at times other than school hours. We recognize that this is not always possible and will cooperate in the administration of medication that must be given during school hours. In order to undertake this, these regulations are required:

1. A physician’s written order and parent/guardian authorization are required for all prescription medications and oral non-prescription medications.
2. A medication order form completed by the physician and parent is required for a student to be administered medication at school. The parent can obtain the form from the school principal, health advisor or on the health services webpage under health forms. The physician provides information detailing the name of the medication, dosage, time interval, possible side effects, duration of order, and the medical condition for which medication is prescribed.
3. Requests for changes in the dosage must be authorized by the physician.
4. Each school year a new medication order form has to be provided for the current year.
5. For the safety and welfare of all students, medication cannot be brought to school by the student. The medication must be delivered in a container appropriately labeled by the pharmacy or physician to the principal or school nurse by the parent/guardian or another adult designated by the parent.
6. The medication will be kept in a locked area of the school clinic and dispensed as prescribed by the physician.
7. Additional information regarding students needing inhaled medication for asthma and for self-administered auto-injectable epinephrine is available through the school nurse.
8. Oral over-the-counter medication will be given only if prescribed by a physician. Topical sunscreen, insect repellant, and ointments can be provided by the parent with a completed “Permission Form For Non-Prescription Agents,” that can be obtained at the school and valid for no more than one month. Over-the-counter medication has the potential for adverse side effects; therefore, the same regulations as for prescription medication must be met. In addition, over-the-counter medication must be delivered to the school in an unopened container.
9. Prescribed medication that has been discontinued by the student’s physician must be picked up by the parent within two (2) weeks. All medication that has not been given at the end of the school year shall be picked up by the parent by the last day of school, or that medication will be destroyed.
Incidents resulting from possession or failure to use medications as indicated by instructions given by the physician or packaging, which could endanger student safety, may subject the student to disciplinary actions which may include suspension and/or a recommendation for expulsion.

**Medications for After School Activities/Events:** It is extremely important that parents/guardians notify the school nurse and individual(s) in charge of an activity/event their child will be participating in if their child needs to have available any emergency medication such as, an Epi-pen, Insulin, Glucagon, etc. The school clinic is closed and there is no nurse available after regular school hours. Please note that a student may carry inhaled asthma medication, auto-injectable epinephrine, or other emergency medications as long as the proper procedure is followed as stated in the medication policy. Please develop a plan with the nurse and individual in charge of the activity/event so a safe environment of all children may be maintained.

### POLICE INTERROGATION

Except in cases of suspected child abuse or neglect, or in an emergency involving imminent threat to the safety of the public, student body or school staff, or when investigating a crime involving drugs, weapons, or bodily harm, or otherwise when determined by the School Resource Officer (SRO) that timely access to a student is needed for the prevention of a crime or apprehension of a suspect, law-enforcement officers shall not be allowed to question students while they are under the school’s authority unless the parents or legal guardian of the child are contacted and have given permission for such questioning.

### PRIVATELY OWNED ELECTRONIC DEVICES

**Below is School Board Policy P 9-20.2 and Regulation R 9-20.2 which can be found on the Division’s website, [www.cpschools.com](http://www.cpschools.com).**

A privately-owned electronic device (device(s)) is permitted on school property for the purpose of supporting and promoting the educational objectives of the Chesapeake Public Schools at the discretion of the Superintendent and building administration and consistent with the terms of this policy. This policy and its accompanying regulation explain the terms under which a device will be allowed on school property. However, no devices will be allowed on school property unless and until the Superintendent or his designee separately authorizes the presence of such devices, and only within the grade levels authorized by the Superintendent or his designee. In the absence of such guidance from the Superintendent, students will comply with Policy P9-20.1.

The Superintendent will develop appropriate regulations to ensure compliance with the objectives of this policy. These regulations will identify conditions under which students can use devices while on school property, including school buses, and/or off school property at school-sponsored events. Such procedures shall be established in accordance with local, state, and federal requirements.

**Students — Policy on Electronic Devices**

#### A. Possession and Use of Devices

Upon authorization of the Superintendent or his designee, students may possess devices on school premises for specific educational purposes and may use these devices under the direct supervision of a professional staff member. The following stipulations apply:

1. Student use of a device requires consent of the student and the parent/guardian by signing an appropriate form indicating that the student and parent/guardian have received, read, understand, and agree to abide by all applicable policies and guidelines (see page ii).
2. All devices are to be used only for supporting research and education as well as promoting the educational objectives of Chesapeake Public Schools and are not to be used for other purposes unrelated to curricular goals. This would include making or receiving calls or texting.
3. The use of a device during state or standardized testing is strictly prohibited.
4. The use of a device on school property, including school buses, and/or off school property at school-sponsored events, carries no right or expectation of privacy. CPS reserves the right to monitor, review, and restrict the use of any device. The contents of the equipment are subject to review at any time, for any lawful reason, consistent with the policies of the School Division and applicable law.
5. Devices used on school property, including school buses, and/or off school property at school-sponsored events, are also subject to Policy 6-36, Acceptable Telecommunications and Internet Use.
6. All material on the device and accessed on school property, including school buses, and/or off school property at school-sponsored events, must comply with the educational objectives of Chesapeake Public Schools.
7. All use of devices must otherwise comply with all School Division policies.
8. All devices must have cellular and network capabilities disabled (turned off) during the instructional day.
9. All devices must be used at appropriate times in accordance with teacher instruction. A device must not be a distraction or disruption for the student or others.
10. If a device is a distraction or disruption on a school bus, the bus driver may require the device be put away.
11. Students are responsible for knowing how to properly and effectively use their devices. The School Division will not provide any means of support for any device.
12. Students are responsible for appropriate use and non-use of their devices at all times.
13. Use of any device in the classroom is up to the discretion of the teacher. Use of any device is a privilege, not a right. The teacher may request at any time that the device be turned off and put away. Failure to do so may result in disciplinary action.
14. Sound should be muted unless the teacher grants permission for use of sound associated with the instructional activities.
15. Building level administration will determine when, where, and how devices may be used on school property, including school buses, and/or off school property at school-sponsored events.
16. Building level administration reserve the right to determine the appropriateness of a device itself or a student’s use of a device.
17. Unauthorized audio or video recording is prohibited. Voice, video, and image capture applications may only be used with prior teacher permission and for a specific instructional purpose.
18. Establishment of a wireless ad-hoc or peer-to-peer network using a device or any other wireless device while on school property, including school buses is prohibited. This includes but is not limited to using a privately-owned electronic device as a cable or wireless hotspot.

#### B. Fiscal Responsibility

Chesapeake Public Schools assumes no responsibility in any circumstance for loss, destruction, damage, theft, or charges made on monthly statements for any device. Students will be responsible for locating any lost/stolen items and for other expenses accrued to their device accounts.

#### C. Data Responsibility

Chesapeake Public Schools assumes no responsibility for any data contained on any device.

#### D. Misuse of the Device

1. Any action that is disruptive of the educational process will be subject to disciplinary action, up to and including suspension and/or expulsion, and/or legal action.

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2. Any action that includes the initiation and/or passing on of threats against persons or property will be subject to disciplinary action, up to and including suspension and/or expulsion, and/or legal action.
3. Violations of these Guidelines may result in confiscation of the device, suspension, and/or termination of the privilege to bring a device to school.
4. Violations may also result in appropriate school disciplinary action, up to and including suspension and/or expulsion, and/or legal action.

PROSECUTION OF JUVENILES AS ADULTS FOR CERTAIN CRIMES

22.1-279.4 - CODE OF VIRGINIA

The following information has been developed by the Office of the Attorney General regarding the prosecution of juveniles as adults:

School boards shall provide information developed by the office of the Attorney General to students regarding laws governing the prosecution of juveniles as adults for the commission of certain crimes. Methods of providing such information may include, but not be limited to, public announcements in the schools, written notification to parents, publication in the student conduct manual, and inclusion in those materials distributed to parents pursuant to § 22.1-279.3.

The following information in question and answer format provides the notice required by this section of the Code:

Who is a juvenile? Section 16.1-228 of the Code of Virginia defines a juvenile as “a person less than 18 years of age.” Section 16.1-269.1 of the Code permits juveniles, 14 years of age or older, at the time of an alleged offense, to be prosecuted as adults for specific crimes under certain circumstances. This process is called a transfer to the appropriate circuit court for trial as an adult.

How is the age of the juvenile calculated? Section 16.1-241 of the Code of Virginia provides that for the purpose of transferring a juvenile to circuit court for trial as an adult, the child must have been age 14 or older at the time of the offense.

Under what circumstances does the law permit the transfer of juveniles for trial as adults? The Code of Virginia permits the transfer of juveniles for trial as adults under three specific circumstances. Following is a description of each circumstance and the procedure that is followed in order to determine whether the student is transferred to circuit court.

Circumstance #1

A transfer can occur when a juvenile, who is age 14 or older at the time of the offense, is charged with a crime which would be a felony if committed by an adult (§ 16.1-269.1 A. of the Code of Virginia). Offenses are either felonies or misdemeanors. Those offenses that are punishable by confinement in a state correctional facility or death are felonies; all other offenses are misdemeanors. Felonies are classified for the purposes of punishment and sentencing into six classes. The authorized punishments for conviction of a felony are as follows:

- Class 1 felony — death if the person convicted was 18 years of age or older at the time of the offense and is not determined to be mentally retarded and a fine of not more than $100,000. If the person was under 18 years of age at the time of the offense or is determined to be mentally retarded, the punishment shall be imprisonment for life or imprisonment for life and a fine of not more than $100,000.
- Class 2 felony — imprisonment for life or for any term not less than twenty years or imprisonment for life or for any term not less than twenty years and a fine of not more than $100,000.
- Class 3 felony — a term of imprisonment of not less than five years nor more than twenty years or a term of imprisonment of not less than five years nor more than twenty years and a fine of not more than $100,000.
- Class 4 felony — a term of imprisonment of not less than two years nor more than ten years or a term of imprisonment of not less than two years nor more than ten years and a fine of not more than $100,000.
- Class 5 felony — a term of imprisonment of not less than one year nor more than ten years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than $2,500, either or both. (§§ 18.2-9 and 18.2-10 of the Code of Virginia)
- Class 6 felony — a term of imprisonment of not less than one year nor more than five years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than twelve months and a fine of not more than $2,500, either or both. (Code of Virginia)

In this circumstance, the Commonwealth’s Attorney’s office makes a formal request to the judge of the juvenile court for the juvenile to be transferred to the circuit court. The juvenile court holds a transfer hearing and may retain jurisdiction or transfer the juvenile to the appropriate circuit court for criminal proceedings. Any transfer to the circuit court is subject to the following conditions: (1) notice; (2) probable cause to believe that the juvenile committed the alleged delinquent act or a lesser included delinquent act; (3) the juvenile is competent to stand trial; and, (4) the juvenile is not a proper person to remain within the jurisdiction of the juvenile court.

The decision regarding whether the juvenile is not a proper person to remain within the jurisdiction of the juvenile court is based upon, but not limited to, the following factors:

- The juvenile’s age
- The seriousness and number of alleged offenses
- Whether the juvenile can be retained in the juvenile justice system long enough for effective treatment and rehabilitation
- The appropriateness and availability of the services and dispositional alternatives in both the criminal justice and juvenile justice systems needed by the juvenile
- The record and previous history of the juvenile in the jurisdiction where the alleged crime occurred or in other jurisdictions
- Whether the juvenile has escaped from a juvenile correctional facility in the past
- The extent, if any, of the juvenile’s degree of mental retardation or mental illness
- The juvenile’s school record and education
- The juvenile’s mental and emotional maturity
- The juvenile’s physical condition and maturity

Circumstance #2

A transfer can occur when a juvenile 14 years of age or older is charged with an offense which would be a felony if committed by an adult. (§ 16.1-269.1 C of the Code of Virginia)

In this circumstance, transfer is requested at the discretion of the Commonwealth’s Attorney. If the Commonwealth’s Attorney wishes to transfer the juvenile for trial as an adult, the juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§ 16.1-269.1 C of the Code of Virginia)
Circumstance #3
A transfer occurs when a juvenile 14 years of age or older at the time of the alleged offense is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding. (§ 16.1-269.1 B of the Code of Virginia)

Transfer under this circumstance is automatic. Whenever a juvenile 14 years of age or older is charged with capital murder, first or second degree murder, lynching or aggravated malicious wounding, he or she must be tried as an adult. The juvenile court holds a preliminary hearing to determine whether there is probable cause to believe the juvenile committed the alleged delinquent act. Upon a finding of probable cause, the juvenile is transferred for prosecution as an adult. (§ 16.1-269.1 B of the Code of Virginia)

If a juvenile is transferred for prosecution as an adult on one offense, what happens if he or she has also been charged with other offenses? If any one charge is transferred, all other charges of delinquency arising out of the same act will be transferred. (§ 16.1-269.6 of the Code of Virginia)

Does the transfer impact subsequent alleged criminal offenses? Yes. Once a juvenile is convicted of a crime as an adult in circuit court, all subsequent alleged criminal offenses of whatever nature, will be treated as adult offenses and no transfer hearing will be required. (§ 16.1-269.6 of the Code of Virginia)

What happens when an adult is sentenced for a crime he or she committed as a juvenile? When the juvenile court sentences an adult who has committed, before attaining the age of 18, an offense which would be a crime if committed by an adult, the court may impose a penalty up to a maximum of 12 months in jail and/or a fine up to $2,500. (§ 16.1-284 of the Code of Virginia)

What can happen if a juvenile is tried as an adult? There are significant differences between a juvenile being tried as a juvenile and a juvenile being tried in the circuit court as an adult. In the juvenile system, a juvenile is given added protections because of his or her youth. First, records pertaining to the charge and adjudication of delinquency are confidential and may not be available to the public unless the crime is a felony. Second, if the adjudication is for a misdemeanor, the juvenile court record is expunged when the juvenile reaches the age of majority and is considered an adult. Third, a juvenile who is adjudicated delinquent remains in the juvenile system where a judge has discretion in the determination of the punishment or consequences to be imposed. In the juvenile system, the emphasis is on treatment and education.

In contrast, if a juvenile is prosecuted as an adult the issues and information related to the charge and the conviction of a crime are part of the public record. Because the information becomes an adult criminal record, it is not expunged when the juvenile reaches the age of 18. Additionally, the judge does not have the same discretion in sentencing. The judge in circuit court must impose at least the mandatory minimum sentence that is prescribed in sentencing guidelines. The circuit court does have the discretionary power to commit the juvenile to the juvenile system even if prosecuted as an adult.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) NOTIFICATION

PPRA affords parents and students who are under 18 or emancipated minors ("eligible students") certain rights regarding the conducting of surveys, the collection and use of information for marketing purposes, and the administration of 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 —

  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 to market, 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.

Chesapeake Public Schools has developed and adopted a policy and regulations, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Chesapeake Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Chesapeake Public Schools will also directly notify parents and eligible students, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

• 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 U.S. Department of Education; and
• Any non-emergency, invasive physical examination, or screening as described above.

Parents/eligible students 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. 20202-4605
RECORD DESTRUCTION

Chesapeake Public Schools will be destroying short-term retention documentation from official student records of students who graduated or left Chesapeake Public Schools in 2013-2014. Documents (including special services, special education, health files) may be removed and shredded. If you would like copies of these records from your child’s file, please call the school from which your child left by June 1, 2019. If we do not hear from you by this date, the records will be destroyed. Long-term documents will be retained as required by the Library of Virginia.

The Library of Virginia’s record retention and disposition schedule can be found at: http://www.lva.virginia.gov/agencies/agencies/sched/sched.html

RESIDENCY

Any person who knowingly makes a false statement concerning the residency of a child, as determined by §22.1-3, in a particular school division or school attendance zone, for the purposes of (i) avoiding the tuition charges authorized by §22.1-5 or (ii) enrollment in a school outside the attendance zone in which the student resides, shall be guilty of a Class 4 misdemeanor and shall be liable to the school division in which the child was enrolled as a result of such false statements for tuition charges, pursuant to §22.1-5, for the time the student was enrolled in such school division.

SCHOOL-BASED SCREENING PROGRAMS

Chesapeake Public Schools will, in accordance with state and local regulations conduct speech-language, hearing, vision, and motor development screening programs.

Speech, language, motor development, hearing, and vision are all vital in ensuring school success. Hearing and vision screenings will be conducted on all newly enrolled students who have not previously been screened and speech-language and motor screening will be completed on all newly enrolled students through grade three.

To complete this requirement, Chesapeake Public Schools will conduct speech-language, hearing, vision, and motor development screenings during the first few months of school. In addition, vision and hearing screenings will be assessed on all students in grades K, 3, 7, and 10. Vision will also be screened in grade 5. The speech pathologist, school nurse, clinic assistant, and other appropriate school personnel will complete these screenings. The screenings for grades K, 3, and 5 will be supported through the services of the local branch of the Lion’s Club International.

It is through this screening process that potential problems can be identified and addressed prior to any adverse effect on school performance. Parents/Guardians will be notified of the screening process results only if the need for further evaluation is indicated.

Students may be exempt if parents object on religious grounds and the student shows no evidence of any defect or disease of the eyes or ears (Code of Virginia 22.1-273).

Parents/Guardians may request a vision and/or hearing screening at any time. If teachers request a vision and/or hearing screening and the student is not in a screening year, written parental permission must be obtained.

If you have any specific questions related to this information, you may contact the school nurse assigned to your child’s school.

SCHOOL INSURANCE

The student accident insurance information including the application and prices can be found online at http://markel.sevencorners.com. You may also call 1-877-444-5014 to enroll or if you have any questions.

SCHOOL PRANKS

A school prank is considered a “practical joke” pulled at school or a school event by a student or group of students against another student, teacher, or school property; usually with the intent to produce a humorous outcome or suffering at the expense of another student, teacher, or the school. A school prank includes the willful and malicious act to deface, damage, or destroy school property. Since the set-up or deception usually reveals a victim, the school prank is; therefore, considered an intent to make the other student, teacher, or school appear inferior or victimized. If a prank produces sufficient emotional or physical injury, the act may be legally treated as assault. Such assault may include sexual harassment or a violent crime.

Any student found to be involved in any school prank will be subjected to disciplinary action, including expulsion, criminal prosecution, and banishment from school property. Students may also be financially liable to the fullest extent of the laws of the Commonwealth of Virginia and School Board policy for any damage incurred.

Seniors are reminded that, in addition to the above possible disciplinary sanctions, eligibility for graduation may be revoked or delayed and participation in senior activities and graduation ceremonies may be denied.

SCHOOL RESOURCE OFFICER PROGRAM

The goal of the School Resource Officer (SRO) Program is to improve cooperation between the police and schools in preventing delinquency and crime. The duties of a SRO are to: act as an advisor to students apart from or in conjunction with school personnel; maintain contact with parents/guardians of students exhibiting antisocial behavioral patterns; solicit assistance from parents/guardians in maintaining avenues of communication; act as an instructor before various schools, groups, and classes, explaining the reasons for pertinent laws, their meaning, consequences of violations, and the police function; make appearances before various community organizations to demonstrate police concern with the prevention of delinquency; and work with school personnel and the law enforcement agencies of the community in bridging the gap that often impedes the efforts of all organizations in effectively carrying out mutual responsibilities to the youth of the area. Written guidelines indicate that the SRO does not assume authority in matters of student discipline when it involves school policies governing behavior. In matters which constitute both a violation of school rules and regulations as well as law violations, however, the SRO may investigate and charge for the law violations.

SCHOOL QUALITY PROFILES

What are School Quality Profiles?

According to the Virginia Department of Education, School Quality Profiles are a new way to look at the performance of Virginia’s public schools and factors that can impact student learning and achievement. School Quality Profiles were developed by the state Board of Education in response to the 2015 Virginia General Assembly, which directed the board to redesign online reports for schools and school divisions to more effectively communicate to parents and the public about the status and achievements of Virginia’s public schools. School Quality Profiles are available for all schools, school divisions, and for the state. To find your child’s School Quality Profile and the Profile for Chesapeake Public Schools use the following link: http://schoolquality.virginia.gov/
SCHOOL SAFETY AND EMERGENCY PREPAREDNESS

With more and more school violence happening throughout the country, we realize that our parents, staff, and school community as a whole are thinking about the school safety precautions in our schools. We want to reassure you that our number one priority is the safety and security of our students and employees. The safety efforts that are in place at each of our schools are developed in conjunction with the Chesapeake Police and Fire Department. Together, we have been very proactive in our approach to school safety for students and staff throughout the school division. While it is important not to expose to the public every safety measure that is set in place, we feel it is important that you understand some of the relevant safety plans that are continually reviewed and updated throughout the school year. For example, each school is required to draft a Safe Schools and Crisis Plan. This plan addresses a variety of crisis situations such as lockdowns, fire drills, bomb threats, etc. While we certainly hope that initiating our emergency measures will never be necessary, we continue to review our safety plan, practice safety drills, review our safety practices and procedures, and communicate the importance of safety to our students and staff. Students and staff are required by the State to practice mandatory lockdown drills four times a year with two drills taking place during the first 20 days of school. The third drill is conducted anytime during the first semester, and the fourth is conducted anytime during the second semester. One of the three drills conducted in the fall is a level-three lockdown drill that is completed in partnership with the Chesapeake Police and Fire Department. After the drill, a debriefing session is held to allow members of each organization the opportunity to provide feedback, citing any areas in need of improvement.

During the 2017-18 SY, we began requiring all school doors to be locked during the instructional day. To gain access visitors must ring the door buzzer and present identification that is processed through the visitor management system known as Raptor. Raptor will produce a photo identification sticker that should be visibly worn while visiting any CPS school. Additionally all of our schools have security cameras and school security monitors. These security monitors participate in table-top training through the Department of Criminal Justice Services. Our Occupational Safety/Loss Control Specialist along with members from the Office of Pupil Discipline also participate in reunification training through the Department of Criminal Justice Services. In addition, we have 14 School Resource Officers assigned by the Chesapeake Police Department on site each day specifically to monitor and provide support to our schools.

Lastly, we ask parents to take time to remind your children that it is important that students, staff, and parents work together in keeping our schools safe. If they “hear something” or “see something” of concern, they should “say something” either to their parent, teacher, counselor, administrator, or another adult. We realize that many people use social media to communicate; however, postings on social media sites have not been vetted as factual and oftentimes incites rumors, panic and hinders serious attempts to decipher fact from fiction. Contacting a school administrator directly or utilizing the tipline that can be found on the CPS website and all school websites or the 24-hour hotline for the Chesapeake Police Department at 757-382-6161 are the best methods for relaying information regarding school safety.

Again, please know that the commitment to the safety of our students, employees, and visitors is always our top priority. We appreciate your continued support.

SCHOOL ZONING

Students are expected to attend the schools zoned for their parents’ or guardians’ address. School Board Policy P9-10 paragraph E states, “...nonresident students may not attend Chesapeake Public Schools.”

Chesapeake Public Schools will inform the Commonwealth’s Attorney of any violation of the Code of Virginia 22.1-264.1.

22.1-264.1. Misdemeanor to make false statements as to school division or attendance zone residency; penalty;

Any person who knowingly makes a false statement concerning the residency of a child, as determined by §22.1-3 in a particular school division or school attendance zone, for the purposes of (i) avoiding the tuition charges authorized by 22.1-3 or (ii) enrollment in a school outside the attendance zone in which the student resides, shall be guilty of a Class 4 misdemeanor.

Punishment for conviction of a misdemeanor: The authorized punishment for conviction of a Class 4 misdemeanor is a fine of not more than $250.00.

SCOLIOSIS SCREENINGS

Just What is Scoliosis?

Everyone’s spine has natural curves. These curves round our shoulders and make our lower back curve slightly inward. Some people have spines that also curve from side to side. These curves cannot be corrected simply by learning to stand up straight. This condition of side-to-side spinal curves is called scoliosis.

Scoliosis affects a small percentage of the population. The cause is virtually unknown, usually developing in middle or late childhood. Warning signs such as uneven shoulders, prominent shoulder blades, uneven waist, elevated hips, or leaning to one side for example. Early detection is important so a student’s pediatrician or physician can monitor curve progression. Only a physician can accurately diagnose scoliosis. Early detection is most important for successful treatment. The goal of the treatment is to stop the deformity. If left untreated scoliosis can cause problems with heart and lung functions. Treatment of scoliosis, once diagnosed, depends upon the cause and severity of the deformity. Treatment may include close observations, exercise, bracing, electrical stimulation, surgery, or a combination of these. Additional information on scoliosis can be obtained from your family physician and the school nurse.

SEARCH AND SEIZURES

School administrators have the authority to search a student, a student’s personal property, a student’s vehicle, and/or a student’s locker when a reasonable suspicion exists that prohibited, illegal, stolen, or dangerous articles are contained on a student, in a student’s property, or in the locker assigned to a student. School officials may seize any illegal or unauthorized articles discovered in the search. Unauthorized articles may be defined as any items dangerous to the health or safety of students or school personnel, disruptive of any lawful function, mission, or process of school, or any items described as unauthorized by individual schools. If illegal substances or objects are found in a search, law enforcement officers shall be notified.

Students, parents, and visitors entering a school may be subject to periodic, unannounced metal detector screening. Student lockers, school parking lots, and classrooms, once students are removed, may be subject to periodic, unannounced searches by trained drug-detection canines.

Strip searches are discouraged except in cases where there is an imminent threat of death or great bodily injury to the student or another person or persons.

SECTION 504

Should you have any questions concerning the application of Section 504, please direct them to the school division’s Section 504 Coordinator at: 2107 Liberty Street, Chesapeake, VA 23324 • 757-494-7600
SECURITY AND SURVEILLANCE CAMERAS

Security/Surveillance cameras are installed in each Chesapeake public school and on school buses to promote safety and monitor student behavior and illegal or illicit activity. While they record activity in certain areas of the school building and grounds, these cameras do not cover all areas and are not constantly monitored.

Video and audio footage contained on these tapes may only be viewed by school personnel who have a specific need to do so. It is a violation of students’ FERPA rights (see “Student Records – Rights”) for parents or any other individual to view security tapes without a court issued subpoena.

Parents and students should be aware that our buses are equipped with video and audio recorders which may be used as an aid in reviewing incidents of misconduct. Recordings are used only when necessary and only for proper purposes.

SEIZURE MANAGEMENT GUIDELINES

Information on seizures can be found at the following website: http://www.doe.virginia.gov/support/health_medical/seizure_management.pdf.

SEX OFFENDER AND CRIMES AGAINST MINORS REGISTRY

During the 2006 session of the General Assembly, the Code of Virginia was amended to require that “Local school boards shall develop and implement policies to advise the parent of each student enrolled in the school division of the availability of information in the Sex Offender and Crimes Against Minors Registry and the location of the Internet website.” Every volunteer who comes into contact with our students will be screened in the registry. This will include parent volunteers as well as volunteers from outside groups.

Parents can access the Sex Offender and Crimes Against Minors Registry at http://sex-offender.vsp.virginia.gov.

STUDENT RECORDS – RIGHTS

In compliance with the Family Educational Rights and Privacy Act (FERPA), Chesapeake Public Schools (CPS) provides annual notification to parent(s)/guardian(s) or eligible student concerning their rights in the maintenance and disclosure of student records. Copies of the CPS policy on student records may be obtained from the principal of the school the student attends or on the Division’s website: www.cpschools.com.

I. The policy provides that an educational record for each student be maintained. Each record may include:
   A. Directory information which includes name; address; date and place of birth; telephone number; dates of attendance; participation in officially recognized activities and sports; height and weight; if member of an athletic team; major field of study; awards and honors received; most recent previous educational facility attended; e-mail; photograph; and student user ID or other unique personal identifier that cannot be used to access education records without a password.
   B. Confidential and sensitive information written by CPS employees or received from the records of other schools or agencies.
   C. Cumulative records of significant factual information regarding the personal growth and educational progress of individual students.
   D. Teachers, administrators, and other professional school personnel, as well as some contractors, consultants, and volunteers, who have a legitimate educational interest in the records, shall have access to student records. Typically, a legitimate educational interest will exist when the records are needed to assist a student in personal, social, educational, and vocational development and placement.

II. The principal or designee is responsible for maintaining student records. The records are located primarily in the office of the local school. Copies of designated records for special education students are located in Central Files at Edwards-Wilson Center.

III. Parent(s)/guardian(s) or eligible student has the right to inspect or obtain copies of the student’s record. Requests for access or copies should be made in writing to the student’s school principal. Requests will be granted as soon as possible, but within forty-five (45) calendar days after the receipt of the request. The parent(s)/guardian(s) or eligible student may request copies of items in the student’s scholastic records. A fee for copying scholastic record data may be charged, provided that the fee does not exceed the actual cost of reproduction.

IV. It is the policy of CPS to maintain the confidentiality of student records. Records will not be disclosed without written consent of the parent(s)/guardian(s) or eligible student, except as provided by law. Student records may be disclosed without consent in the following:
   A. Under federal law, the name, address, and telephone listing of a student may be provided to military recruiters, upon request, unless parent(s)/guardian(s) or eligible student have advised CPS that they do not want the student’s information disclosed without prior consent. 20 U.S.C. 7908; §9528 ESEA (part of the Elementary and Secondary Education Act, also known as the No Child Left Behind Act of 2001).
   B. If the parent(s)/guardian(s) or eligible student believes that information found in the scholastic record of the student is inaccurate, misleading, or violates the privacy or other rights of the student, the parent(s)/guardian(s) or eligible student may challenge the questionable contents. The parent(s)/guardian(s) or eligible student may contact the school principal to receive a document describing the procedure for requesting an amendment to a student’s scholastic record. In addition, the parent(s)/guardian(s) or eligible student may file a complaint with the FERPA Office concerning an alleged failure by the school system to comply with the FERPA.
   C. In compliance with §42.1–82, Code of Virginia, CPS follows the guidance of the Virginia State Library and Archives (VSLA) prior to destroying any public school records. The majority of a student record typically is maintained for five (5) years after a student graduates from a secondary school, completes a program adopted by the Board of Education, or leaves school.
**STUDENT RIGHTS AND RESPONSIBILITIES**

Parents and guardians enrolling a student must provide the following:

- a sworn statement as to whether or not the student has been expelled or is under threat of expulsion for any offense including one involving drugs, weapons, or willful injury to someone else, and
- a sworn statement as to whether or not the student has been found guilty of or adjudicated delinquent for any offense listed in subsection G of the Code of Virginia 16.1-260 or any substantially similar offense under the laws of any state, the District of Columbia, or the United States or its territories.

**EDUCATION**

**Right** - Students have the right to a free and appropriate public education unimpaired because of gender, race, religion, national origin, disabling conditions, or intellectual ability. This public education right begins with kindergarten and extends through the twelfth grade and is guaranteed by the Constitution of Virginia. Students with disabilities who have an individualized education program are entitled to a free and appropriate education until the age of 21, inclusive, pursuant to Article 2 (§22.1-213 et seq.) of Chapter 13. General education students who have not reached 20 years of age on or before August 1st of the school year are entitled to a free and appropriate education, pursuant to Chapter 1 (§22.1-1 et seq.).

**Responsibility** - Students have the responsibility to attend school regularly, make a conscientious effort in classroom work, and conform to school rules and regulations. Students also have the responsibility to avoid actions or activities, individually or in groups, which interfere with the right of any other person to receive a public education.

**ENVIRONMENT**

**Right** - Students have a right to a safe and orderly school and classroom environment which is conducive to learning.

**Responsibility** - Students have the responsibility to ensure that their actions do not disrupt the classroom or school activities and that they abide by the laws of the United States, Virginia, and the City of Chesapeake, as well as the regulations and policies of the Chesapeake School Board and the individual school.

**RESPECT**

**Right** - Students have a right to expect and receive courtesy, fairness, and respect from members of the school staff and other students.

**Responsibility** - Students have the responsibility to respect the rights and authority of teachers, administrators, and all others included in the educational process. Students have a responsibility to respect each other.

**PROPERTY**

**Right** - Students have a right to expect that other students and school personnel will respect their personal property.

**Responsibility** - Students have the responsibility to respect the personal property rights of other students, teachers, and administrators as well as the public’s property, including equipment, buses, and school buildings.

**PARTICIPATION**

**Right** - Students who comply with all rules and regulations have a right to participate in school activities.

**Responsibility** - Students have a responsibility to comply with all rules and regulations for student behavior at all school functions.

**EXPRESSION**

**Right** - Students have the right to exercise freedom of expression, through appropriate channels, including the right to address policies publicly, privately, in writing, or orally. Students may advocate change in any law, policy, or regulation.

**Responsibility** - Students have a responsibility to see that their expressions do not interfere with the educational program. Students have a responsibility not to use profane, obscene, slanderous, ethnically derogatory, or libelous statements; not to use disruptive tactics; and not to advocate violation of the law or school regulations.

**APPEAL**

**Right** - Students and their parents have the right to appeal policies both publicly and privately, in writing and orally, through appropriate channels. Students may advocate change in a law, policy, or regulation that is considered not to be in their best interest.

**Responsibility** - Students and their parents who believe that conditions of the school or decisions made by staff members are not in their best interest and wish to appeal have the responsibility of presenting these complaints to the teacher or school administrator, who shall make himself/herself available or schedule an appointment to hear these complaints. If a student or a parent is not satisfied that a complaint previously presented has been resolved satisfactorily, a meeting may be requested with the student, parent, and principal. The student or the parent who continues to feel that the matter has not been resolved satisfactorily may contact the Office of Pupil Discipline.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance will be recited in the schools and at many school activities. Students have the right to refrain from participation in the Pledge of Allegiance but may not interfere with the rights of others to participate in the Pledge of Allegiance.

**SCHOOL BOARD POLICY MANUAL**

The Clerk of the Board maintains a printed copy of the School Board Policy Manual for public use. Please contact the Clerk at (757) 547-1047 or visit the office located at 312 Cedar Road. The School Board Policy Manual can also be accessed through the School Division website: www.cpschools.com.
TARDIES
Parents of students who are excessively tardy to school are in violation of the Code of Virginia 22.1-265, “Inducing children to absent themselves” and may be referred to Court Services.

TDAP IMMUNIZATION REQUIREMENT FOR 6TH GRADERS
The Code of Virginia, 32.1-46, requires all rising 6th graders to have a booster dose of pertussis-containing vaccine prior to entering 6th grade. Documentation is required to be submitted before the first day of classes or the student may not attend class. Please call the school nurse with any questions.

TEXTBOOKS
Textbooks are provided for student use free of charge. Students will be responsible for payment of recovery costs relative to the loss or damage of books. Parents who want to purchase additional textbooks for personal use are encouraged to utilize online retailers and used bookstores. Search engines such as Yahoo, Google, or websites such as Amazon.com or addall.com are among the many Internet resources used to locate new or used textbooks. Be sure to use the textbook’s ISBN number found in the front of the book to ensure you purchase the correct edition. For additional information, parents may call 547-1470.

TORNADO INFORMATION
SAFE SCHOOLS AND CRISIS MANAGEMENT PLAN
The purpose of this plan is to develop for the Chesapeake Public Schools a framework within which each school can prepare for the threat of a tornado strike. Tornadoes are quite a different weather threat where time of preparation can be very limited or nonexistent. Therefore, the thrust of preparation and training for a tornado strike will be within each local school unit. The decision-making responsibilities for tornado preparedness will have to come initially from within each local school. Timing is of essence in tornado preparedness; therefore, special weather alert radios have been purchased for each school to have available. The National Weather Service activates these radios when watches and/or warnings are issued due to impending weather threats. These radios will provide each school with access to the most up-to-date weather information during tornadoes, hurricanes, thunderstorms, winter storm watches, etc., or whenever current weather information is needed.

Each teacher is provided with a poster to be displayed in each classroom containing general information on tornadoes and directions to follow to prevent or reduce injury or loss of life. This tornado poster should be displayed adjacent to the Fire Drill Poster in each classroom.

TORNADO WATCH
Tornado Watches are not Tornado Warnings. Watches are issued to alert persons to the possibility of tornado development in a specified area, for a specified period of time. Until a tornado warning is issued, persons in watch areas should not interrupt their normal routines except to watch for threatening weather. When a watch is declared, all schools should be in an ALERT STATUS which means that all school personnel should be aware of the potential bad weather and be alert. Students and faculty should be prepared to take cover immediately if weather conditions become increasingly severe.

TORNADO WARNING
Tornado Warnings are issued when a tornado is imminent. Warnings indicate the location of the tornado at the time of detection, the area through which it is expected to move, and the time period during which the tornado will move through the affected area. Under a warning condition, it is recommended that all schools be prepared to move into the Drill Status. Drill Status means that all school personnel and students should move to the designated locations and assume the safety positions as called for in the local plan.

The principal of each school will exercise judgment in determining if present or anticipated weather conditions warrant movement to Drill Status.

Once Drill Status is declared by the principal, all students should be moved to the area designated for their class and sit facing away from the ends of corridors or windows. Once danger appears imminent, it is recommended that students draw knees to chest, with head down, with the protection of hands, clothing or a book on the back of the head and neck as illustrated on the poster. Protect students nearest the external doors, from debris, with clothing or books if possible. Any extra wraps that they may have should be used to cover their arms and legs. In cases of limited shelter areas, two rows of students may be positioned against either wall in corridors, with a narrow, cleared aisle down the center (to maintain discipline).

BUS DISMISSAL DELAY PLAN
In the event of a tornado watch, buses will depart from each school and continue to operate in a normal fashion. In the event of a tornado warning, buses will not be permitted to depart. Should a bus delay occur, the Transportation Department, as well as personnel in the School Administration Building will be notified at once.

The Assistant Superintendent for Student Services and/or the school principal/designee shall have the final-decision making authority regarding bus dismissal in the event of a tornado warning.

TRANSCRIPTS
How to request your records (Please read thoroughly)
You may obtain an official copy of your High School Transcript, SAT Scores, Immunization Record, or Entire School Record by following this process:

1. If you graduated or left the Chesapeake Public Schools division more than five (5) years ago, you may contact the Microfilm department for any of the above information. Obtain a transcript request form from the Microfilm Department or http://www.cpschools.com/departments/microfilm/transcripts.php then send it to:
   Chesapeake Public Schools
   Microfilm Department
   2107 Liberty Street
   Chesapeake, VA 23324

2. Because your school records are protected by federal law, we must have your permission in writing with your signature to release your records.

3. You may submit a written request by mail along with a copy of your picture ID. Please note that it is very important that you provide ALL of the following information because any request

2018-2019 Student Conduct Policy Guidelines - 21
The Code of Virginia §22.1-254 requires all students to attend school regularly. Schools are required by §22.1-258 to refer students to truancy court after the student accumulates ten (10) unexcused absences. The court determines consequences on a case by case basis which could result in detaining the student or parent or removal of the child from the home. To ensure all excused absentences enumerated in Chesapeake Public Schools Policy are properly documented, the parent/guardian should send a written note every time his/her student is absent from school within four (4) days of his/her return to school.

Valedictorian and Salutatorian

The determination of valedictorian and salutatorian will be based on the weighted grade point average at the end of the second semester of the senior year.

Virginia Income Stratification

School Board Regulation R 4-8 and state code require uniformity of student fees across the division. Fees listed under “Level I” on the fee chart are the standard fee for the item listed. Families who seek a reduction in the Level I fee must make a written request to the principal and provide documentation of family income or other special circumstances related to the reduction request. The Income Stratification chart provides the parameters which will be used by the principal for requests for a reduction in the Level I fee.

Income Stratification Chart

Based upon Child Nutrition Programs, Income Eligibility Guidelines — Department of Agriculture — Federal Register, May 8, 2018

<table>
<thead>
<tr>
<th>Household Size</th>
<th>Federal Poverty Guidelines Annual Income</th>
<th>Level II — Reduced Meal 185% Income Parameters</th>
<th>Level III — Free Meal 130% Income Parameters</th>
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<tbody>
<tr>
<td></td>
<td>Annual</td>
<td>Monthly</td>
<td>Weekly</td>
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<tr>
<td>1</td>
<td>$12,140</td>
<td>$2,245</td>
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<tr>
<td>2</td>
<td>$16,460</td>
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<td>$2,538</td>
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<td>3</td>
<td>$20,780</td>
<td>$3,837</td>
<td>$3,204</td>
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<td>4</td>
<td>$25,100</td>
<td>$4,633</td>
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<tr>
<td>5</td>
<td>$29,420</td>
<td>$5,427</td>
<td>$4,536</td>
</tr>
<tr>
<td>6</td>
<td>$33,740</td>
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</tr>
<tr>
<td>7</td>
<td>$38,060</td>
<td>$7,016</td>
<td>$5,868</td>
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<tr>
<td>8</td>
<td>$42,380</td>
<td>$7,811</td>
<td>$6,534</td>
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<tr>
<td>Each Add'l Family Member, Add</td>
<td>$4,320</td>
<td>$7,992</td>
<td>$666</td>
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School Nutrition Services

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<thead>
<tr>
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<th>Level I</th>
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<th>Level III</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$1.35</td>
<td>$0.30</td>
<td>$0</td>
<td>Student</td>
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<tr>
<td>Lunch</td>
<td>$2.70</td>
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Summer School Tuition

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<tr>
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<th>Comments</th>
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<tbody>
<tr>
<td>Resident</td>
<td>$300</td>
<td>$150</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Non-resident</td>
<td>$600</td>
<td>$600</td>
<td>$600</td>
<td></td>
</tr>
<tr>
<td>Middle School Enrichment &amp; Non-Credit</td>
<td>$150</td>
<td>$100</td>
<td>$75</td>
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</tr>
<tr>
<td>Elementary Enrichment</td>
<td>$150</td>
<td>$100</td>
<td>$75</td>
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<tr>
<td>Summer Parking Decals (HS only)</td>
<td>$10</td>
<td>$7</td>
<td>$5</td>
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Administrative

<table>
<thead>
<tr>
<th></th>
<th>Level I</th>
<th>Level II</th>
<th>Level III</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculator: Graphing</td>
<td>$88 - $125</td>
<td>$88 - $125</td>
<td>$88 - $125</td>
<td>FOIA and others - First 10 pages per request fee; first copy IEP free</td>
</tr>
<tr>
<td>Copies</td>
<td>$0.10</td>
<td>$0.05</td>
<td>$0.03</td>
<td>FOIA and others - First 10 pages per request fee; first copy IEP free</td>
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<tr>
<td>Diplomas</td>
<td>Free</td>
<td>Free</td>
<td>Free</td>
<td>Graduating Student</td>
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<tr>
<td>Dual Enrollment</td>
<td>$45</td>
<td>$45</td>
<td>$45</td>
<td>Per Credit Hour - Assistance available for students on Free and Reduced Meals</td>
</tr>
<tr>
<td>Goggles - Replacements</td>
<td>$10</td>
<td>$10</td>
<td>$10</td>
<td></td>
</tr>
<tr>
<td>NSF Fee</td>
<td>Per Bank</td>
<td>Per Bank</td>
<td>Per Bank</td>
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<tr>
<td>Parking Permit/Decals (HS)</td>
<td>$25</td>
<td>$15</td>
<td>$10</td>
<td>Initial and replacements</td>
</tr>
<tr>
<td></td>
<td>Level I</td>
<td>Level II</td>
<td>Level III</td>
<td>Comments</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>---------</td>
<td>----------</td>
<td>-----------</td>
<td>----------</td>
</tr>
<tr>
<td>Parking Fines</td>
<td>$25</td>
<td>$25</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td>Planners/Agendas Replacements</td>
<td>$5</td>
<td>$3</td>
<td>$2</td>
<td></td>
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<tr>
<td>Transcripts - Official</td>
<td>Free</td>
<td>Free</td>
<td>Free</td>
<td>“Parchment” electronic copies</td>
</tr>
<tr>
<td>Transcripts - Unofficial</td>
<td>$5</td>
<td>$5</td>
<td>$5</td>
<td>Paper copy</td>
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<tr>
<td>Transportation - Limit 2 per School</td>
<td>$65</td>
<td>$65</td>
<td>$65</td>
<td>Per Hour, Per Bus - Non-Title I Schools</td>
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<tr>
<td></td>
<td>$65</td>
<td>$65</td>
<td>$65</td>
<td>Round Trip - Title I Schools</td>
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<thead>
<tr>
<th>Library/Media</th>
<th>Level I</th>
<th>Level II</th>
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<th>Comments</th>
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<tbody>
<tr>
<td>Lost Book or Media</td>
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<td></td>
<td>Cost</td>
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<tr>
<td>Damaged Book/Media</td>
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<td>$15</td>
<td>$15</td>
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<tr>
<td>Overdue Fine (per day)</td>
<td>0.05</td>
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<td>0.02</td>
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<table>
<thead>
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<th>Comments</th>
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<td>School Time Coverage: Low Plan</td>
<td>$15</td>
<td>$15</td>
<td>$15</td>
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<tr>
<td>School Time Coverage: Middle Plan</td>
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<td>$36</td>
<td>$36</td>
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</tr>
<tr>
<td>School Time Coverage: High Plan</td>
<td>$66</td>
<td>$66</td>
<td>$66</td>
<td></td>
</tr>
<tr>
<td>24-hour Coverage: Low Plan</td>
<td>$68</td>
<td>$68</td>
<td>$68</td>
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<tr>
<td>24-hour Coverage: Middle Plan</td>
<td>$144</td>
<td>$144</td>
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<tr>
<td>24-hour Coverage: High Plan</td>
<td>$266</td>
<td>$266</td>
<td>$266</td>
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<td>Interscholastic Football Annual: Low Plan</td>
<td>$109</td>
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<td>$109</td>
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<tr>
<td>Interscholastic Football Annual: Middle Plan</td>
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<tr>
<td>Interscholastic Football Annual: High Plan</td>
<td>$435</td>
<td>$435</td>
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<tr>
<td>Interscholastic Football Spring Only: Low Plan</td>
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<td>$118</td>
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<tr>
<td>Interscholastic Football Spring Only: Middle Plan</td>
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<th>Level I</th>
<th>Level II</th>
<th>Level III</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Lost</td>
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<tr>
<td>Damaged</td>
<td>$15</td>
<td>$15</td>
<td>$15</td>
<td></td>
</tr>
<tr>
<td>Overdue Fine (per day)</td>
<td>0.05</td>
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<th>Class Dues</th>
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<tr>
<td>Freshman</td>
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<td>$3</td>
<td>$2</td>
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<tr>
<td>Sophomore</td>
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<td>$3</td>
<td>$2</td>
<td></td>
</tr>
<tr>
<td>Junior</td>
<td>$5</td>
<td>$3</td>
<td>$2</td>
<td></td>
</tr>
<tr>
<td>Senior</td>
<td>$5</td>
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<table>
<thead>
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<th>Exam Fees</th>
<th>Level I</th>
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<tr>
<td>Advance Placement (AP) Exams</td>
<td>$94</td>
<td>$94</td>
<td>$94</td>
<td>Assistance available for students on Free and Reduced Meals</td>
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<td>International Baccalaureate (IB) Exams</td>
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<td>$46,773</td>
<td>$46,773</td>
<td>2017-2018 total exam cost; No Fee for Students</td>
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<td>SAT Exams</td>
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<td>$46</td>
<td>$46</td>
<td>Standard SAT Test</td>
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<td>(Additional fee information is available on the College Board website)</td>
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<td>$60</td>
<td>Subject Test Language w/Language</td>
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<td>PSAT Exams</td>
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<td>Other Subject Test</td>
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<table>
<thead>
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<th>Physical Education</th>
<th>Level I</th>
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<th>Level III</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Shirt: Youth</td>
<td>$4</td>
<td>$4</td>
<td>$4</td>
<td>Mini Mesh – 7 Inch</td>
</tr>
<tr>
<td>Shirt: Adult SM–XLG</td>
<td>$5</td>
<td>$5</td>
<td>$5</td>
<td>Mini Mesh – 7 or 9 Inch</td>
</tr>
<tr>
<td>Shirt: Adult 2XL–5XL</td>
<td>$6</td>
<td>$6</td>
<td>$6</td>
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</tr>
<tr>
<td>Shorts: Youth</td>
<td>$7</td>
<td>$7</td>
<td>$7</td>
<td></td>
</tr>
<tr>
<td>Shorts: Adult SM–XLG</td>
<td>$8</td>
<td>$8</td>
<td>$8</td>
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</tr>
<tr>
<td>Shorts: Adult 2XL–4XL (NO 5XL)</td>
<td>$9</td>
<td>$9</td>
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<table>
<thead>
<tr>
<th>Fine Arts</th>
<th>Level I</th>
<th>Level II</th>
<th>Level III</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Middle School - Band, Orchestra, and Chorus</td>
<td>$9 - $16</td>
<td>$9 - $16</td>
<td>$9 - $16</td>
<td>Informal Performance Attire</td>
</tr>
<tr>
<td>Polo Shirt &amp; T-Shirt</td>
<td></td>
<td></td>
<td></td>
<td>Formal Performance Attire</td>
</tr>
<tr>
<td>Performance Formal Attire</td>
<td>Up to $80</td>
<td>Up to $80</td>
<td>Up to $80</td>
<td>Determined and Set by VBODA, VCDA, and VMEA*</td>
</tr>
<tr>
<td>Audition Fees - District, Regional, &amp; All State</td>
<td>$5 - $25</td>
<td>$5 - $25</td>
<td>$5 - $25</td>
<td></td>
</tr>
<tr>
<td>Audition Fee - Honor Choir</td>
<td>$10</td>
<td>$10</td>
<td>$10</td>
<td></td>
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</tbody>
</table>

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### Chesapeake Career Center (CCC)

<table>
<thead>
<tr>
<th>Course</th>
<th>Level I</th>
<th>Level II</th>
<th>Level III</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Nursing Aide</td>
<td>$102</td>
<td>$102</td>
<td>$102</td>
<td>Uniforms (2), Stethoscope, Lab Jacket</td>
</tr>
<tr>
<td>CPR Fee</td>
<td>$10</td>
<td>$10</td>
<td>$10</td>
<td>CPR for Healthcare classes</td>
</tr>
<tr>
<td>Cosmetology I</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>Uniforms and Mannequins</td>
</tr>
<tr>
<td>Cosmetology II</td>
<td>$130</td>
<td>$130</td>
<td>$130</td>
<td>Additional Mannequins for second year</td>
</tr>
<tr>
<td>Emergency Medical Tech</td>
<td>$25</td>
<td>$25</td>
<td>$25</td>
<td>Uniform</td>
</tr>
<tr>
<td>Firefighting</td>
<td>$36</td>
<td>$36</td>
<td>$36</td>
<td>Uniform and T-Shirt</td>
</tr>
<tr>
<td>HVAC</td>
<td>$10</td>
<td>$10</td>
<td>$10</td>
<td>OSHA Card</td>
</tr>
<tr>
<td>LPN I &amp; II - High Student</td>
<td>$280</td>
<td>$280</td>
<td>$280</td>
<td>ATI Test, Uniform</td>
</tr>
<tr>
<td>LPN I &amp; II - Post Graduate</td>
<td>$2,880</td>
<td>$2,880</td>
<td>$2,880</td>
<td>Tuition, ATI, Uniform, Supplies</td>
</tr>
<tr>
<td>LPN III - Post Graduate</td>
<td>$3,130</td>
<td>$3,130</td>
<td>$3,130</td>
<td>Tuition, ATI, Uniform, Supplies, Graduation Fee &amp; Pin</td>
</tr>
<tr>
<td>Nail Technician</td>
<td>$114</td>
<td>$114</td>
<td>$114</td>
<td>Smocks, Hand/ Foot Mannequins, Practice Fingers</td>
</tr>
<tr>
<td>Parking Fee</td>
<td>$10</td>
<td>$10</td>
<td>$10</td>
<td>School Year</td>
</tr>
<tr>
<td>Photo ID</td>
<td>$3</td>
<td>$3</td>
<td>$3</td>
<td>Photo ID Card</td>
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</table>

### High School - Band, Orchestra, and Chorus

<table>
<thead>
<tr>
<th>Activity</th>
<th>Level I</th>
<th>Level II</th>
<th>Level III</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation Fees - District, Regional &amp; All State</td>
<td>$30</td>
<td>$30</td>
<td>$30</td>
<td>Determined and Set by VBODA, VCDA, and VMEA*</td>
</tr>
<tr>
<td>Participation Fee - Honor Choir</td>
<td>$80 - $100</td>
<td>$80 - $100</td>
<td>$80 - $100</td>
<td>Determined and Set by VCDA*</td>
</tr>
<tr>
<td>Performance Formal Attire</td>
<td>Up to $150</td>
<td>Up to $150</td>
<td>Up to $150</td>
<td>Formal Performance Attire</td>
</tr>
<tr>
<td>Maintenance Fee - School Owned Instruments</td>
<td>$30</td>
<td>$30</td>
<td>$30</td>
<td>Maintain instruments loaned by the schools</td>
</tr>
<tr>
<td>Audition Fees - District, Regional, &amp; All State</td>
<td>$10 - $25</td>
<td>$10 - $25</td>
<td>$10 - $25</td>
<td>Determined and Set by VBODA, VCDA, and VMEA*</td>
</tr>
<tr>
<td>Participation Fees - District &amp; Regional</td>
<td>$30</td>
<td>$30</td>
<td>$30</td>
<td>Determined and Set by VBODA, VCDA, and VMEA*</td>
</tr>
<tr>
<td>Fees for Band &amp; Chorus Assessments</td>
<td>$400</td>
<td>$400</td>
<td>$400</td>
<td>Determined and Set by VBODA &amp; VCDA*</td>
</tr>
<tr>
<td>Marching Band Fee</td>
<td>$600</td>
<td>$600</td>
<td>$600</td>
<td></td>
</tr>
<tr>
<td>Winter Guard Fee</td>
<td>$600</td>
<td>$600</td>
<td>$600</td>
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</tr>
</tbody>
</table>

*Acronyms - VBODA = Virginia Band and Orchestra Directors Association; VCDA = Virginia Choral Directors Association; VMEA = Virginia Music Educators Association

### Voluntary Students Activities: Clubs

<table>
<thead>
<tr>
<th>Activity</th>
<th>Level I</th>
<th>Level II</th>
<th>Level III</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Honor Societies</td>
<td>$15</td>
<td>$15</td>
<td>$15</td>
<td></td>
</tr>
<tr>
<td>Special Interest - Community</td>
<td>$5 - $10</td>
<td>$5 - $10</td>
<td>$5 - $10</td>
<td>Drama, Language, Pep, Etc.</td>
</tr>
<tr>
<td>Service Groups</td>
<td>$15</td>
<td>$15</td>
<td>$15</td>
<td>Key club, etc.</td>
</tr>
<tr>
<td>T.S.A</td>
<td>$10</td>
<td>$10</td>
<td>$10</td>
<td></td>
</tr>
<tr>
<td>D.E.C.A</td>
<td>$15</td>
<td>$15</td>
<td>$15</td>
<td>Competing Member</td>
</tr>
<tr>
<td>D.E.C.A.</td>
<td>$10</td>
<td>$10</td>
<td>$10</td>
<td>Non-competing Member</td>
</tr>
<tr>
<td>F.B.L.A</td>
<td>$10 - $15</td>
<td>$10 - $15</td>
<td>$10 - $15</td>
<td></td>
</tr>
<tr>
<td>F.E.A.</td>
<td>$10</td>
<td>$10</td>
<td>$10</td>
<td></td>
</tr>
<tr>
<td>F.C.C.L.A.</td>
<td>$10</td>
<td>$10</td>
<td>$10</td>
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</tr>
<tr>
<td>H.O.S.A.</td>
<td>$15</td>
<td>$15</td>
<td>$15</td>
<td></td>
</tr>
<tr>
<td>Skills USA</td>
<td>$17.50</td>
<td>$17.50</td>
<td>$17.50</td>
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</tr>
<tr>
<td>Model United Nations</td>
<td>$15</td>
<td>$15</td>
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<tr>
<td>ROTC</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
<td>Uniform cleaning</td>
</tr>
</tbody>
</table>

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CHESAPEAKE SCHOOL BOARD
Ms. Victoria L. Proffitt, Chairman
Mrs. Colleen C. Leary, Vice Chairman
Mr. Samuel L. Boone, Jr.
Mr. C. Jeff Bunn
Patricia Y. King, MD
Mr. Thomas L. Mercer, Sr.
Mr. Harry A. Murphy
Mrs. Christie New Craig
Mr. Michael J. Woods

Dr. Jean A. Infantino, Clerk of the Board

ADMINISTRATIVE OFFICERS
Dr. Jared A. Cotton
Superintendent

Dr. Anita B. James
Assistant Superintendent for Curriculum and Instruction

Ms. Victoria R. Lucente
Assistant Superintendent for Budget and Finance

Dr. Jacqueline C. Miller
Assistant Superintendent for Student Services

Ms. J. Paige Stutz
Assistant Superintendent for Operations

Dr. Alan L. Vaughan
Assistant Superintendent for Human Resources and School Services

Dr. Jean A. Infantino
Executive Director of Administrative Services

Mrs. Kathleen R. Pitchford
Director of Information Technology

DEPARTMENT OF STUDENT SERVICES
Mr. Wayne B. Martin, Director of Student Services

Dr. Cassandra C. Brooks, Supervisor of Student Enrollment

Mr. Kevin J. Cole, Supervisor of Student Activities

Mrs. Trudy Jelderks, Supervisor of Health Services

Dr. Brooke S. Rudis, Supervisor of Pupil Discipline

The Chesapeake Public School System is an equal educational opportunity school system.
The School Board of the City of Chesapeake also adheres to the principles of equal opportunity in employment and, therefore, prohibits discrimination in terms and conditions of employment on the basis of race, sex, national origin, color, religion, age, or disability.