GET IN TOUCH

Phone Numbers

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Addresses

Chesterfield County Public Schools
P.O. Box 10
Chesterfield, VA 23832

School Administration Building
(Superintendent, Budget, Finance, Operations, Human Resources, Legal)
9900 Krause Road
Chesterfield, VA 23832

Career and Technical Center @ Hull
(Adult Continuing Education, Career Development)
13900 Hull Street Road
Midlothian, VA 23112

Career and Technical Center @ Courthouse
(Career and Technical Education, Teaching and Learning, Organizational Development)
10101 Courthouse Road
Chesterfield, VA 23832

Info for parents

Through this parent handbook, Chesterfield County Public Schools offers helpful information to parents at the start of each school year. Also, the school division website (mychesterfieldschools.com) is a great way to keep up with news and activities throughout the year. Here are others:

- Facebook (facebook.com/chesterfieldschools)
- Twitter (twitter.com/ccpsinfo)
- YouTube (youtube.com/ccpsva)
- Instagram (instagram.com/oneccps)
- #oneCCPS Insider (Sign up for this free newsletter by going to mychesterfieldschools.com.)
- Chesterfield EdTV on Comcast Channel 96 and Verizon Channel 26 and online at chesterfieldschoolsva.swagit.com.

For questions, email ccpsinfo@ccpsnet.net or call 748-1405.

A Spanish version of this publication is available online at mychesterfieldschools.com. Una versión en español de esta publicación está disponible en-linea en mychesterfieldschools.com.

#oneCCPS
Team Chesterfield:

It’s an exciting time to be a part of Chesterfield County Public Schools, or as we like to call it #oneCCPS.

We have a dynamic Superintendent, Dr. James Lane, who was recognized as the 2016 Virginia Superintendent of the Year and a Superintendent to Watch as identified by the National School Public Relations Association. We have outstanding teachers and leaders routinely recognized by their peers and organizations as leaders in their respective subject areas and disciplines. We have schools recognized as National Blue Ribbon Schools, National Title I Distinguished Schools, National School Change Award winners and Schools to Watch.

As a former Secretary of Education for the Commonwealth of Virginia, I have seen firsthand how much the state views Chesterfield County as a leader in education and how other school divisions rely on ours for guidance, leadership and innovative teaching and learning methods. As a former teacher and school-based administrator in the county, I am extremely proud of the dedicated, hard-working employees of our school division — from instruction to support to operations — who work diligently to provide high-quality instruction in a safe, supportive and nurturing learning environment.

Approximately 45,000 households entrust their most precious possessions — more than 60,000 children — to us daily. Your School Board is deeply invested in Chesterfield County equity and providing all students every opportunity to experience success. How invested? Four Board members have children attending our schools, and the fifth member has grandchildren who will be attending in several years. We are excited about what the future holds for our students.

Working together, we will help our children achieve their hopes and dreams. We will continue to create classrooms that are engaging and relevant, so that our students see firsthand how what they are learning applies to what they will be doing in the future. We will reignite the love of learning for our students and measure their success not by results of a one-time test, but by looking at where they started the year and where they ended it.

From an operational standpoint, we remain committed to securing our schools and providing safe havens for our students and staff members. We also remain focused on being good stewards of the resources we are provided and to effective and efficient operations that create trusting relationships with community stakeholders.

As a school division, we have purposefully worked to embrace the concept of oneness: One district working with a community of engaged stakeholders to transform the face of education. Our catchy hashtag, #oneCCPS, represents our singular dedication to creating a learning environment for all students centered on innovative collaboration and fueled by partnerships of all kinds.

Chesterfield County loves its schools, and our students and staff benefit from an engaged, involved community. And everyone benefits from our schools! Together, we are #oneCCPS!

Dr. Javaid Siddiqi
Chair, Chesterfield County School Board
MESSAGE FROM THE SUPERINTENDENT

Welcome to Team Chesterfield!

I am excited and honored you have selected our nationally recognized school division to meet your child’s academic needs. Chesterfield County parents have high hopes for their children, and I have big dreams for our students as well. We have exceptional students who care deeply about learning and about making their community a better place to live. I’m excited about what the future holds and what these students can become based on the work samples and project-based learning exercises I’ve seen. We also have outstanding teachers, support staff and administrators working to provide our students with every chance to succeed. And we have an invested community that supports our work, with hundreds of parents, residents and other volunteers in our schools daily supplementing our efforts.

Today’s schools aren’t the same types of elementary, middle and high schools that you and I attended. They can’t be; otherwise, our students will be left behind in the race to succeed in a world we may not even be able to imagine yet. As educators, we are working diligently to provide a program of study that meets the needs of your child and equips students with skill sets necessary to have successful futures. We’re doing just that by creating:

- safe, supportive and nurturing learning environments that reinforce positive decision-making skills and good behavior.
- innovative, engaging and relevant lessons through hands-on learning that build a love of learning in our students.
- partnerships that bring subject-matter experts and additional resources into classrooms, creating lab-like learning experiences that demonstrate relevance and focus on real-life application.

Chesterfield County Public Schools’ on-time graduation rate is an impressive 91 percent, and our students’ performance on state-mandated assessments routinely surpasses Virginia averages. However, judging student success based on a one-day snapshot in time doesn’t tell the whole story of a child’s learning experience. We believe that a child’s success should be measured by how much he or she grows academically during the course of one year and are developing a balanced assessment model that will track growth through multiple measures.

Understanding our students must know more than how to select the right bubble on a multiple-choice test, we’ll help students realize their dreams by demonstrating the relevance between classroom learning and real-life application. Using technology, project-based learning opportunities and work-related skills such as collaboration, creativity and effective communication, we will help students learn to think critically and solve problems as they master curriculum. Moving forward, we’ll continue to prepare students for a rapidly changing world by focusing on innovation and critical thinking. We’ll strengthen home-to-school partnerships through effective communication and continue to create partnerships that support student and family engagement. We’ll operate in a transparent manner, understanding that we serve a community of 340,000 residents who all benefit from a strong public school system.

Thank you for trusting us with our community’s most important asset: your children. Working together, we will help them recognize their hopes and dreams.

Sincerely,

James F. Lane, Ed.D.
Superintendent
Get involved
Willing hands and hearts are welcome in Chesterfield County schools, where volunteers play a vital role in the academic success of students. It is easy to participate — whether you can help every day, once a week, once a month or once a year. There are many ways to volunteer: reading to students, helping in a school office, selling tickets at a game, speaking at career day or filling another need. Please talk to a school PTA representative or your school’s volunteer coordinator about specific ways to help.

Volunteers are asked to fill out a confidential registration form. To keep students safe, the school division will check the names of volunteers against the Virginia Sex Offender and Crimes Against Minors Registry. Parents should be aware that the sex offender registry is online at sex-offender.vsp.virginia.gov/sor. Chesterfield County School Board policy 6133 about sex offenders is online at boarddocs.com/vsba/chesterfield/Board.nsf/Public.

We have apps
Chesterfield County Public Schools has free apps to help students, parents and the community easily access information. All three apps are available through Apple’s App Store and Google Play; links are also on mychesterfieldschools.com:

● New this fall, Chesterfield County Public Schools will have a free mobile app that makes it easier than ever to connect with the school system.

● The School Lunch by Nutrislice app serves up details about what is for breakfast and lunch in cafeterias.

● The Chesterfield Career and Technical Education app enables quick access to the who, what, when and where for career and technical education.

Diverse community
Chesterfield County Public Schools provides opportunities for all students. A publication titled “Educating a Diverse Community” provides details about the array of services available within the school division. It is available in the publications section of mychesterfieldschools.com.

School registration

Children must be 5 years old on or before Sept. 30 of the school year to be eligible to attend kindergarten; there are no exceptions to this state requirement. Daylong prekindergarten programs for at-risk 4-year-olds are available at 20 elementary schools. Also, there is a prekindergarten program for children with disabilities who must be 2 years old by Sept. 30 to enroll.

New students should register during office hours at their home school. For school attendance zone information, call 318-8743 or go to mychesterfieldschools.com.

Students must reside with a parent or legal guardian in Chesterfield County to attend Chesterfield County Public Schools. The school system may re-verify residency any year a student is enrolled in Chesterfield County Public Schools. Students attend the schools in their attendance areas unless a waiver is granted or they are accepted in a center-based or specialty program.

To register for school, proof of county residency is required by providing one of these documents:

- lease for at least one year or deed of a residence in Chesterfield County
- contract or lease free of contingencies to occupy a Chesterfield residence within two months of the date of enrollment
- resident manager's letter on company letterhead stating that residence is a corporate residence in Chesterfield
- weekly receipts for temporary residence in a hotel or motel for up to 60 days (requires renewal or evidence of more permanent residency within 60 days of enrollment)

Parents submitting a “lives with” form when registering must bring the person they live with. That person must provide proof of county residency, and the parent of the incoming student must provide two supporting documents with name and correct address.

It is helpful if transferring students provide a report card from their previous school and, if applicable, a copy of an individualized education program. After registration is completed, the Chesterfield school will request a transfer of records from the previous school. In addition, a student enrolling in a Virginia public school for the first time must provide a certified original birth certificate, record of a physical examination (performed within the past 12 months) and updated records listing dates of each state-required immunization. Documentation is required of age-appropriate immunizations for measles, mumps, rubella (MMR), diphtheria, tetanus, pertussis (DTP), polio, hepatitis B and varicella (chickenpox). A one-time booster of tetanus, diphtheria, acellular pertussis (Tdap) is required for all sixth-, seventh-, eighth- and ninth-grade students.

Three doses of properly spaced human papilloma virus (HPV) vaccine are required for girls, with the first dose administered before entering sixth grade. Parents or guardians may elect that their child not receive the HPV vaccine. Documentation of HPV exemption or vaccination is not required; if provided, documentation will be accepted by the school.

For more information about immunization, go to vdh.virginia.gov/epidemiology/Immunization/requirements.htm. The Chesterfield County Health Department offers immunizations, and many childhood vaccines are free. Call 768-7558 for details.

Kindergarten registration

Registration day for children who will enter kindergarten in September 2018 will take place April 19, 2018, at every elementary school.

Applying for prekindergarten

Children who reach their fourth birthday by Sept. 30 and who live in a school attendance zone where prekindergarten is offered may apply for prekindergarten. A limited number of spots are available. Applications are taken starting in January. For details, call 279-7357.

Emergency information card

Parents are asked each year to fill out emergency information cards for every student. The importance of these cards cannot be overemphasized. They let school officials know about student health issues and provide contact information that is used to reach parents if an emergency arises. Please complete, sign and quickly return your student’s card. Also, be sure to update your child’s information whenever there is a change in:

- your child’s health
- your address, email address, cellphone, home phone, work phone or workplace
- the people authorized to pick up your child if you cannot be reached during an emergency

#oneCCPS
**ACADEMICS**

**Academic achievement**

The school system’s Design for Excellence 2020 strategic plan sets three goals for students:

**Goal 1.** All learners will acquire, analyze, synthesize and evaluate information to solve meaningful problems and to achieve success as productive, thriving global citizens.

**Goal 2.** All learners will demonstrate the 21st-century learning and technology skills and knowledge that will prepare them for success in school, postsecondary education, work and life in a global society.

**Goal 3.** Working in partnership with school and family, all learners will understand, model and embrace the important attitudes and attributes necessary to be responsible global citizens.

Detailed information about the school division’s curriculum is available at mychesterfieldschools.com. The Virginia Department of Education’s website (doe.virginia.gov) provides additional details about Standards of Learning for every grade along with requirements for earning a high school diploma.

**Attendance**

Every day counts! Good attendance boosts academic success and prepares students for future employment. Under the attendance policy, students are expected to arrive on time and attend class at least 95 percent of the time. Excessive absences may affect receiving credit for classes or promotion to the next grade. Whenever a student will be absent for all or part of a school day, parents must notify the school.

Excused absences are limited to illness, medical or dental appointment, court appearance, death in the family, observance of a religious holiday or extenuating circumstances as determined by the principal. Families who become homeless should contact their school social worker. The complete attendance policy (School Board policy 4020) is online at boarddocs.com/vsba/chesterfield/Board.nsf/Public.

**Anytime, anywhere learning**

To enable anytime, anywhere learning, Chesterfield County Public Schools provides Chromebooks to middle school and high school students. In addition to using the laptops throughout the school day, students take them home so they can learn anytime, anywhere. This blended learning initiative puts more than 38,000 Chromebooks into the hands and homes of Chesterfield County students. Also, students in grades 3-5 are receiving Chromebooks to use at school.
School time

Virginia public schools must be in session at least 180 days or provide a minimum of 990 instructional hours each school year. Chesterfield’s 2017-18 calendar is 180 days long and meets the state’s minimum requirements for seat time.

On seven days, students will be dismissed three hours early to give teachers time for planning and professional development. Parents are encouraged to plan ahead for early dismissals by shifting work schedules so that they can be with their children, contacting after-school programs or coordinating with friends and neighbors. The calendar on the back page shows the early-release days. The School Board retains the right to modify the calendar.

School starting times for each school for this school year can be found at the back of this book. Beginning in the 2018-19 school year, school start times will change to align high school starting times with research-based recommendations that say high schools should start at 8:30 a.m. or later due to pubertal-related changes to teens’ circadian rhythms. To find out more information about the school starting time changes for the 2018-19 school year, visit mychesterfieldschools.com/school-starting-times/.

Internet safety

Internet safety is incorporated into the curriculum. As students learn to use the internet, they also learn about online safety, cyber citizenship and manners, cyberbullying and intellectual property including copyright, plagiarism and piracy.

Online instruction

Through CCPSOnline, Chesterfield students can take high school credit classes in the core subject areas of math, science, English and social studies, as well as health and P.E., economics and personal finance, sociology, psychology and forensic science. There is no fee for Chesterfield students during the regular school year, and honors-level courses are available in several subjects. The Virginia Department of Education has approved Chesterfield County Public Schools as a multidivision online provider, and the NCAA has approved CCPSOnline as a nontraditional program. About a dozen CCPSOnline classes are available for a fee to students outside Chesterfield County. For more information, go to ccpsonline.ccppsnet.net.

Summer session

Summer session provides a second exposure to the curriculum in a project-based learning instructional model and offers enrichment opportunities. These include, but are not limited to, the Fine Arts Academy, Chesterfield Career and Technical Center camps, summer sports camp, Camp Invention, and college readiness camp. Details can be found at mychesterfieldschools.com.
Special Education and 504 plans
Chesterfield County Public Schools maintains an active and continuing Child Find program to identify children with disabilities who may be in need of special education services or Section 504 accommodations. Procedures include screening, referral, evaluation and eligibility determination. Students who are found eligible for special education services are provided specialized supports and services according to individualized education programs (IEPs) governed through federal and state regulations and division procedures. Section 504 of the Rehabilitation Act of 1973 ensures that supports are in place for students who have a physical or mental impairment that substantially limits a major life activity.

If you suspect your child may have a disability, request a referral form from your child's teacher, counselor or school administrator. If your child is not enrolled in Chesterfield County Public Schools, you may contact an administrator at the school your child would attend based on your home address.

Parents are integral participants in all facets of the special education and Section 504 process, including referral, evaluation, eligibility and developing plans to support the student's achievement. If you have questions about the special education or Section 504 process, contact the school administrator who supervises the special education or Section 504 process in your school or contact the Department of Special Education at 639-8918.

Gifted students
Evaluation of eligibility for gifted education services begins with a student being referred to the Gifted Education Identification and Placement Committee. Chesterfield County residents in public school, private school or home school may be referred. Forms may be obtained from the counselor at the school based on the student's home address. There are no exceptions to referral deadlines. If a deadline falls on a weekend or holiday, then referrals are due on the first instructional day after these deadlines:
- Oct. 15 for students in grade 5
- Jan. 15 for students in grades 2-4 and 6-12
- March 15 for students in grades K-1 (K-1 applies only to students enrolled in Chesterfield County Public Schools)

Home schooling
Each year by Aug. 15, families who choose home instruction rather than school attendance for their children must notify the home instruction specialist of Chesterfield County Public Schools and provide a list of the subjects to be studied, as well as evidence they meet the criteria to provide home instruction.

Each year by Aug. 1, home-schooling families must provide the home instruction specialist with evidence of progress from the previous school year. Each spring, Chesterfield County Public Schools offers home-schooling families the opportunity to take a nationally normed standardized achievement test at no cost. Students are tested by trained administrators in small grade-level groups. Students who participate fulfill the reporting requirement.

Each academic year, home-schooled students may apply to enroll in up to two middle school or high school courses in Chesterfield County Public Schools. Students must apply for classes by March 1 of the preceding year, and participation is on a space-available basis. This may include online classes offered by Chesterfield County Public Schools.

High school-aged home instruction students may participate in Advanced Placement (AP) and Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) examinations. Please contact the school counseling department of your child(ren)'s home-based high school by Sept. 15, 2017 for PSAT registration information and by Feb. 1, 2018 for AP test registration information, including the availability of financial assistance from College Board to low-income or qualified students.

Additional information including required forms and deadlines are available at doe.virginia.gov, mychesterfieldschools.com or by calling 639-8900, ext. 1652.
Parent input

Regular and meaningful communication among home, school and community is encouraged at every level in the school division.

Because family life education is first and foremost a function of the home, the curriculum is designed to encourage students to examine the family unit for values that build individual character and family stability and to strengthen communication within families. Parents and guardians have the right to review the family life education program, including written and audiovisual materials, and may excuse their child from all or part of family life education instruction. Detailed curriculum information is available online at mychesterfieldschools.com.

Virginia's Standards of Learning include topics that may create differences of opinion. Instruction is designed to help students express themselves as individuals and grow as creative and independent thinkers while developing the core values of respect and responsibility. Despite the care the school system takes in writing curriculum and selecting learning resources and instructional strategies, parents or students may sometimes object to sensitive or controversial topics, books or resources. To engage in fair and meaningful communication about sensitive or controversial topics or policies, the School Board has adopted policy 3031, which is available at boarddocs.com/vsba/chesterfield/Board.nsf/Public.

Parent-Teacher Resource Center

As part of the Office of Family and Community Engagement, the Parent-Teacher Resource Center works to connect families, students and staff to resources available throughout the community to foster strong family-school partnerships. The center offers resources and regular workshops designed to help all stakeholders navigate a variety of topics.

The center addresses issues in special education and general education, including academic strategies, organizational skills and communication among home, school and student. The center offers many resources online, including a list of books and videos available for lending, a list of tutors and links to other resources. The Parent-Teacher Resource Center is located at 13900 Hull Street Road. For more information, call 639-8699 or visit mychesterfieldschools.com.

Adult Continuing Education

Adult Continuing Education provides opportunities for residents 18 and older in workforce training, GED classes and testing, and English Speakers of Other Languages classes. Enrichment classes are open to all ages. Adult Continuing Education is also an authorized Pearson Vue testing center. Program guides are printed and posted online in July and December. For more information, call 768-6140 or go to ace.mychesterfieldschools.com.

Student records

Schools maintain an education record for each student. The principal is responsible for education records. These records contain information about scholastic work, grades, evaluations, registration, health, attendance, standardized test results, programs of study and discipline. Students with special needs and certain students requiring differentiated programs or special services have records related to their educational programs maintained in the education records. All data for an individual student are maintained in a single record. Chesterfield County Public Schools forwards education records upon request of a school in which a student intends to enroll.

Access to a student’s education record is limited to parents, eligible students (over 18 years old), school officials and others who have the written permission of the parent or eligible student. Natural parents, regardless of custody status, have the right of access to all student records unless specifically prohibited by a court order.

Directory information — which includes student name, gender, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, the weight and height of members of athletic teams, dates of attendance, degrees or awards received and photographs (whether maintained by hard copy or in digital format, still or in motion) — may be made public unless a parent or eligible student notifies the principal of their wish not to disclose the information. The names, addresses and phone numbers of 11th- and 12th-grade students are disclosed to military recruiters unless the school is notified by Oct. 1 to remove a student's name. Students’ directory information will be used for armed services recruiting and for informing young people of scholarship opportunities.

School officials review and evaluate scholastic records at the fifth, eighth and 12th grades. Information required under state law is retained permanently. The school system will provide to parents upon request a list of the types and location of education records collected and maintained by the schools, as well as written policies and procedures on the management of education records. A parent or eligible student may request a copy of the records policy and procedures from the principal. A fee of 10 cents per page may be charged for reproduction of some records.
The legal and ethical maintenance of student records is important, and the school division recognizes its responsibility to protect the rights and privacy of the student and parents and to adhere strictly to statutes designed to safeguard information in your child’s record. If you have questions, please contact the principal.

### State testing

As required by federal legislation and local options, yearly testing will continue in grades 3-8 in reading and math. Additional tests are administered for fourth-grade history, fifth-grade science and eighth-grade writing, history and science. End-of-course tests are administered to students enrolled in any high school credit course for which there is an associated SOL test. English 10 students will test in writing, and English 11 students will test in reading. Students must pass at least six high school end-of-course tests in specific content areas to earn a standard diploma or pass nine high school end-of-course tests in specific content areas to earn an advanced diploma. Advanced Placement, International Baccalaureate, and other approved tests may substitute for SOL tests. All English for Speakers of Other Languages students will take the WIDA ACCESS language proficiency test as required by the Virginia Department of Education.

### Local testing

The Cognitive Abilities Test is administered to all third-grade students. The test measures a child’s abilities in verbal skills, mathematics reasoning and nonverbal reasoning skills. The results are used to provide teachers and parents information about each child's strengths and weaknesses in those areas. The test results are also part of the selection process for accelerated mathematics instruction and placement into the gifted education program. The Preliminary SAT is administered in October; it is a standardized test that measures skills in critical reading, math problem-solving and writing. The test will be offered at no cost to all 10th- and 11th-grade students; ninth-graders may take the PSAT at their own expense after registering with their school counseling office. The PSAT provides feedback on strengths and weaknesses on critical high school knowledge and skills, helps with SAT preparation and identifies student potential for Advanced Placement and dual enrollment courses in 11th and 12th grades.

### Testing dates

Some testing dates are printed here, and a detailed calendar of 2017-18 testing dates is available at mychesterfieldschools.com.

- **Sept. 18-Oct. 13:** Phonological Awareness Literacy Screening for grades 1-3
- **Oct. 16-Nov. 10:** Phonological Awareness Literacy Screening for prekindergarten and kindergarten
- **Oct. 11:** PSAT for students in grades 10-11
- **Nov. 28-Dec. 1:** Cognitive Abilities Test for grade 3
- **Jan. 3-26:** Fall end-of-course SOL tests for some middle and high school students
- **March 12-30:** SOL writing tests for grade 8 and students enrolled in English 10
- **April 16-May 25:** End-of-course SOL tests
- **April 30-May 25:** Phonological Awareness Literacy Screening for prekindergarten through grade 3
- **May 7-18:** Advanced Placement exams
- **May 1-25:** SOL tests for grades 3-8

Chesterfield County Public Schools maintains student records at the last school attended for at least five years after a student graduates or withdraws from the school system. Parents or students 18 and older may request a copy of the student record within that five-year window. After that period, student records are purged and information that is not required to be permanently retained is destroyed.

The Family Educational Rights and Privacy Act affords parents and students over 18 years of age certain rights with respect to the student’s education records. They have the right to:

- inspect and review the student’s education records within 45 days of the day the principal receives a request for access. (Parents or eligible students should submit a written request that identifies the records they wish to inspect. The principal will notify the parent or eligible student of the time and place where the records may be inspected.)
- request in writing to the principal the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading or in violation of the student’s privacy rights under FERPA. (If the principal decides not to amend the record as requested, the principal will advise the parent or student of the decision and of their right to a hearing. Additional information regarding hearing procedures will be provided.)
- consent to disclosures of personally identifiable information contained in the student’s education record, except to the extent that FERPA authorizes disclosure without consent. (One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the division as an administrator, supervisor, teacher or support staff member, including health staff members and law enforcement unit personnel; a School Board member; a person or company with whom the division has contracted to perform a special task, such as an attorney, auditor, medical consultant, therapist or contracted provider of web-based educational applications; a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer helping another school official. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.)
- file a complaint with the U.S. Department of Education concerning alleged failures by the school division to comply with FERPA requirements.
TESTING AND GRADES

Grading Scales

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<th>Grades K-5 number scale</th>
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<td>4</td>
<td>Student’s performance exceeds standard/expectation, and student consistently produces outstanding work.</td>
</tr>
<tr>
<td>3</td>
<td>Student’s performance meets standard/expectation, and student consistently produces quality work.</td>
</tr>
<tr>
<td>2</td>
<td>Student’s performance is approaching standard/expectation, and student inconsistently applies learned skills.</td>
</tr>
<tr>
<td>1</td>
<td>Student’s performance is below standard/expectation, and student frequently requires re-teaching.</td>
</tr>
<tr>
<td>NA</td>
<td>This skill or concept was not assessed during this grading period.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grades 2-5 grade range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100 Excellent</td>
</tr>
<tr>
<td>B</td>
<td>80-89 Very Good</td>
</tr>
<tr>
<td>C</td>
<td>70-79 Satisfactory</td>
</tr>
<tr>
<td>D</td>
<td>60-69 Minimal Progress</td>
</tr>
<tr>
<td>F</td>
<td>Below 60 Failing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grades 6-12 grade range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100 Excellent GPA 4.5 GPA for honors/dual enrollment 5.0 GPA for AP/IB/industry certification 5.5</td>
</tr>
<tr>
<td>A</td>
<td>90-96 GPA 4.0 GPA for honors/dual enrollment 4.5</td>
</tr>
<tr>
<td>B+</td>
<td>86-89 Very Good GPA 3.5 GPA for honors/dual enrollment 4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-85 GPA 3.0 GPA for honors/dual enrollment 3.5</td>
</tr>
<tr>
<td>C+</td>
<td>76-79 Satisfactory GPA 2.5 GPA for honors/dual enrollment 3.0</td>
</tr>
<tr>
<td>C</td>
<td>70-75 GPA 2.0 GPA for honors/dual enrollment 2.5</td>
</tr>
<tr>
<td>D+</td>
<td>66-69 Minimum Passing GPA 1.5 GPA for honors/dual enrollment 2.0</td>
</tr>
<tr>
<td>D</td>
<td>60-65 GPA 1.0 GPA for honors/dual enrollment 1.5</td>
</tr>
<tr>
<td>F</td>
<td>Below 60 Failing GPA 0.0 GPA for honors/dual enrollment 0.0</td>
</tr>
</tbody>
</table>

Promotion

Middle school students must pass five subjects, including math, science, social studies and language arts, to be promoted to the next grade. Failing a high school credit subject, such as Algebra I, cannot be the sole barrier to promotion to ninth grade.

Here are high school promotion standards:

- promotion from ninth to 10th grade — 5 credits
- promotion from 10th to 11th grade — 11 credits
- promotion from 11th to 12th grade
  — must satisfy the requirements to be a candidate for June graduation

Virginia now requires high school students to pass an economics and personal finance course and complete at least one online course experience; students seeking a standard diploma must also earn a career and technical education credential. (These requirements only apply to students who first entered ninth grade in 2013-14 and beyond.) Details about how Chesterfield County Public Schools is helping students meet these three requirements are available here: elearning.ccpsnet.net/newgradreq1/. For more information about promotion standards, see School Board policy 3042 at boarddocs.com/vsba/chesterfield/Board.nsf/Public.
STUDENT SUPPORT

School counseling
The purpose of school counseling is to share knowledge and build skills for academic, career and social/emotional development. School counseling services in Chesterfield County Public Schools are provided by licensed professional school counselors.

- Academic counseling helps students and parents learn about curriculum choices, plan an appropriate program of studies, arrange and interpret academic testing and seek postsecondary academic opportunities. School counselors also work with students, teachers, administrators and parents to address obstacles to student learning and teach skills that improve academic achievement.

- Career counseling helps students acquire information, access resources and develop decision-making skills to plan for postsecondary education and career opportunities.

- Social and emotional counseling helps students develop an understanding of themselves and the rights and needs of others, resolve conflict constructively and define individual goals that reflect their interests, abilities and aptitudes. This counseling may be provided in classroom guidance lessons (for example, all fifth-graders) in which universal issues of social development are addressed or through structured individual or small group counseling sessions that focus on specific student concerns (for example, changing families, students new to school or aggressive behavior).

Lesson plans and material to be used at each grade level are available for review before classroom group guidance lessons. Parents can review the lesson plans at specific grade levels for each classroom group guidance activity. To review lesson plans or school counseling materials, parents should contact their student’s counselor to set up an appointment for the review. Parents may exclude their child from personal or social counseling and classroom group guidance. If a parent does not want a child to participate, a request should be made in writing to the principal before the scheduled classroom group guidance lessons. Alternative lessons will not be provided.

Participation in small group counseling requires written parental permission for all students. Parental consent is not required for any student for brief personal or social counseling that is needed to maintain order, discipline or a productive learning environment.

The school counseling curriculum of Chesterfield County Public Schools is consistent with the Standards for School Counseling Programs in Virginia Public Schools, which are online at mychesterfieldschools.com.

Problem solving
Problems may arise during the course of a student’s school experience. Teachers, school counselors, assistant principals and principals are the adults most directly involved in a student’s school life. The majority of problems can be solved by meeting with one or more of these professionals who daily work with students in academic as well as social settings. Parents and students are encouraged to seek resolutions to problems or answers to questions from these people whenever there is a need. If problems cannot be resolved at the school level, then the director of elementary education (639-8915) or the directors of middle or high school education (639-8916) may be helpful.
SAFETY AND SECURITY

Safe schools
School safety is a priority. Schools have written plans to prevent and respond to emergencies, and there are trained safety teams in every school. Tornado, fire, lockdown and other emergency drills are practiced on a regular basis. A school emergency may require a lockdown, shelter in place, evacuation or other actions. Please do not call or come to the school during an emergency, as it will tie up phone lines and endanger you and others. SchoolMessenger, the school division’s website (mychesterfieldschools.com), Facebook, Twitter, TV and radio will be used to communicate when it is safe to release students and how parents will be reunited with their children.

School visitors
When they arrive at a school, visitors must show a photo ID (driver’s license, military ID, passport or other identification issued by a government agency), which will be scanned into a computer to be checked against national sex offender and school-specific alert databases. Only the visitor’s name, photo and date of birth will be stored in the computer. No other personal information will be collected. The visitor check-in system and other security measures help ensure the safety of students and staff members. For more information, call 706-2552.

Video surveillance
As a component of a comprehensive safe school plan, video surveillance with or without audio capability may be used in the common areas of schools and on school buses. Surveillance equipment may or may not be monitored at any time. Video recordings also may be used for disciplinary purposes. To protect the confidentiality of all students, only school personnel may view surveillance recordings that include more than one student. In a criminal investigation, law enforcement representatives may view video surveillance.

Getting help for students
While youth may show spontaneous aggressive behavior or signs of difficulty fitting in, parents should become concerned when alienation or antisocial behavior is shown over a period of time. Parents can seek help from their child’s school by contacting a school counselor, school social worker or school psychologist. Additional help is available from the county’s Mental Health Department at 748-1227. To anonymously report suspicious behavior or other concerns, parents and students may call Crime Solvers at 748-0660.

School Resource Officers
The Chesterfield County Police Department provides a uniformed school resource officer for each middle and high school. Beginning with 2017-18 school year officers are expected to be equipped with body cameras.

Threat-assessment information
Students may sometimes behave in ways that suggest the threat of violence to themselves or to others. Threatening behaviors may be spoken, written or gestured. To maintain a safe learning environment for all students, Chesterfield County Public Schools takes every threat seriously.

Every threat is investigated by a school-based team of professionals led by a building administrator and includes school counselors, a school social worker and a school psychologist. The threat-assessment team, which is trained annually, follows a procedure developed by the University of Virginia that is used by hundreds of schools. If a student threatens to harm self or others comes to the attention of the Threat Assessment Team, members of the group will conduct an assessment to determine how serious the threat is and what can be done to prevent it from being carried out. In most cases, students who are considering acts of violence will communicate their intent to peers, teachers or family members. Therefore, it is vital for everyone to be aware of and report all student threats of violence so that assessments can take place and steps can be taken to prevent threats from being carried out.

The threat-assessment process involves collecting information about the student through interviews with the student, parents, friends, teachers and others, as well as a review of the student’s school file. The student is always seen the day the referral is received, and parents are always contacted. An action plan is completed, detailing what the team has concluded and seeking parental support in resolving the threat. In some cases involving out-of-school assistance or intervention, a follow-up plan is developed jointly by parents, school professionals and other interventionists to support the student’s transition back into the school community.

The threat-assessment process does not eliminate discipline procedures outlined in the standards for student conduct (School Board policy 4010-R). At the end of the threat-assessment process, parents receive copies of the action plan summary, any signed agreements, the follow-up plan and list of community resources. These documents are also filed in the student’s educational record.

Suspected child abuse
Employees of Chesterfield County Public Schools who, in their professional or official capacity, have reason to suspect that a child is abused or neglected, are to immediately report the situation to the appropriate authorities. For more specific information, please see School Board policy 5031.
Buses

School bus transportation is available to most students attending county schools in accordance with School Board Policy 7160. Bus routes are posted on mychesterfieldschools.com and at each school, but the routes and stops are subject to change at any time. Students must be at their bus stop five minutes before their bus is due.

Chesterfield County parents can now get information via Twitter if school buses are delayed. Here are the Twitter handles for the five area transportation offices, which transport students in all grades of Chesterfield County Public Schools:

- Follow @busBirdMBK for information from area 1, which oversees transportation in the area around Bird High and Meadowbrook High.
- Follow @busMidloMonJR for information from area 2, which oversees transportation in the area around Midlothian High, Monacan High and James River High.
- Follow @busCHCosbyMan for information from area 3, which oversees transportation in the area around Clover Hill High, Cosby High and Manchester High.
- Follow @busMatDale for information from area 4, which oversees transportation in the area around Matoaca High and Thomas Dale High.
- Follow @busSpecialNeeds for information for students who have special needs.

Parents who are unsure which area office their children’s school buses operate from can find out by going to mychesterfieldschools.com/transportation/bus-routes/, locating their children’s school and bus route, then following the Twitter feed for that area office.

Bus transportation is a privilege, and students riding school buses are required to obey all rules and regulations established by the school and driver. Those rules are as follows:

1. Follow directions the first time they are given.
2. Keep all objects and body inside bus.
4. Stay in seat.
5. No cursing, swearing, loud talking or teasing.
6. No pushing, shoving or fighting.
7. Do not litter or damage the bus.
8. Do not misuse electronic or communication devices.
9. No food, sodas, eating or drinking.
10. No violation of Chesterfield County Public Schools Standards of Student Conduct.

Most buses are equipped with surveillance cameras to assist in safe transportation. Parents are encouraged to remind their children to respect the property of neighbors. Disorderly conduct while riding a school bus may result in denial of this privilege. The school principal makes disciplinary decisions about school bus transportation.

Parents are responsible for the safety of their children to and from bus stops and while waiting at the stops and are expected to accompany young children. Kindergarten, prekindergarten and Head Start parents must arrange for someone older to meet their child in the afternoon at the bus stop every day of the school year; this can be an older sibling. The responsibility of this person (who should be someone the bus driver knows is connected to the student) is to escort the student home, to child care or to another location chosen by the parent. Kindergarten, prekindergarten and Head Start students who are not met at their bus stop may be returned to school, and their parent will be contacted to pick them up.
**School meals**

Think outside the lunchbox and encourage your children to choose school meals! They are the best deal in town: $1.50 for breakfast in all schools, $2.40 for elementary school lunch, $2.50 for middle school lunch and $2.75 for high school lunch. Adults pay $1.85 for breakfast and $3.55 for lunch in school cafeterias.

In addition to offering great value, school meals are a huge convenience for busy families. Schools provide nutritious breakfasts and lunches, offering milk, fruits, vegetables, proteins and grains and meet strict limits on saturated fat and portion size.

Peanut butter and jelly sandwiches and other items that obviously contain peanuts have been removed from school menus. Many cafeterias provide allergy aware tables where students are not to have food that could cause an allergic reaction. Diet modifications can be made for students who are lactose intolerant or gluten intolerant or who have life-threatening food allergies.

Students with life threatening food allergies should have a physician fill out the Food Allergy/Food Modification Medical Statement annually.

Meals may be charged at any school in emergency situations only with the expectation that the repayment will be made the following day. Parents or students may pay in advance using MySchoolBucks.com or by sending cash or check to the school cafeteria.

**Free or reduced-price meals**

To apply for free or reduced-price meals, families must complete an application. Only one application is needed per household, and forms are available in school offices and school cafeterias. Parents may apply online at mychesterfieldschools.heartlandapps.com for quicker approval.

For the 2017-18 school year, the reduced fees will be waived so that students who qualify for reduced-price breakfasts and lunches will receive them free. The entire Federal Child Nutrition Programs (School Board policy 7010) is available online at boarddocs.com/vsba/chesterfield/Board.nsf/Public and includes: meal charge policy, communicating the meal charge policy, notification to the household of low or negative balance in student cafeteria account, delinquent meal charge debt, bad meal charge debt and collection procedures for delinquent and bad meal charge debt and adverse action.

**School Lunch by Nutrislice**

A mobile app makes it easy to find out what’s being served in Chesterfield County Public Schools. The free app — School Lunch by Nutrislice — can be downloaded from Apple’s App Store and Google Play. Also, the school division’s website provides a link at mychesterfieldschools.nutrislice.com. App users simply choose the school they are interested in, select breakfast or lunch, then view detailed nutritional information (including possible allergens) about the entrees and side dishes available each day. Because food and ingredients change from year to year, parents need to check ingredients annually if their child has food allergies.

**Other food**

Chesterfield County Public Schools encourage healthy snacks and limit celebrations that involve food during the school day. Many students have food sensitivities that can lead to life-threatening reactions. At home, parents can manage the foods their children are exposed to. Managing exposure at school is more of a challenge, so schools take reasonable steps to meet that challenge by asking all parents to follow four simple guidelines:

- If you bring food to your child at school, do not bring food for anyone else’s child and do not share your food with any other child.
- If you wish to send treats for other students, for a birthday or any other celebration, send non-food treats such as pencils, bookmarks, etc.
- Unless specifically asked to do so, do not send any food to school for consumption by other students.
- Talk to your children about the problems associated with sharing food at school and discourage them from doing so.

If you have questions, it is best to ask your child’s teacher about guidelines for food in the classroom.
Student conduct

To provide a safe environment conducive to learning, the school system maintains and enforces uniform written regulations stating the system's standards for student conduct and attendance. These standards are sent home with each student at the beginning of the school year, with a form for parents to sign acknowledging receipt. They also are online at mychesterfieldschools.com.

The standards apply to students on school property including school buses, at school-sponsored events and going to and returning from school. Included in these standards are regulations prohibiting weapons and drugs on school property. Lookalike and toy guns are included in the weapons policy. Students who violate these regulations are subject to expulsion and, if the offense is a violation of the law, to prosecution. A student's intent for having a weapon on school property has no bearing on a recommendation for expulsion.

Parents and students also should be aware that by order of the Chesterfield Juvenile Court, police officers take every juvenile charged with a firearms offense directly to the Juvenile Detention Home where he or she is held until a detention hearing takes place before a Juvenile Court judge. Anyone who knows or suspects that someone has a weapon at school should report it immediately to a school official — teacher, school counselor or principal — or should call Crime Solvers at 748-0660.

Sexual harassment and assault

Chesterfield County Public Schools does not condone acts of sexual or gender-based harassment. If a student experiences any form of sexual harassment or gender-based harassment or sexual assault, then this should immediately be brought to the attention of the principal (who is the school's Title IX coordinator) or to a school counselor or other school administrator so that the school can respond promptly and investigate. For details about the school division's Title IX practices and procedures, see School Board policy 6131.

Anti-bullying initiative

Everyone plays an important part in creating safe, supportive and nurturing learning environments by modeling respectful behaviors every day and reporting disrespectful or bullying behaviors. The standards for student conduct of Chesterfield County Public Schools (School Board policy 4010-R) prohibit bullying, which 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."

The school division's anti-bullying program is Promote Respect, which teaches and models respectful expectations and behaviors when interacting with others. All schools use a common language and approach to respond to actions of disrespect, and each school has identified expectations of respect and a procedure to follow if there is a concern of bullying behaviors. Staff members are trained in these expectations before informing students and reaching out to parents.

It is important for all stakeholders — adults and students — to be informed of Promote Respect expectations and how to respond if they observe or are involved with an act of disrespect or bullying. Everyone is encouraged to be an upstander by safely intervening and following the reporting procedures with the intention of stopping the behavior. Upstanders use three steps to respond to bullying: approach, intervene and follow-up. Parents who are concerned about bullying should contact their student's school and follow the reporting procedure.

Dress code

Students are expected to dress appropriately. Clothing should fit, be neat and clean and conform to standards of safety, good taste, appropriateness and decency. Clothing that interferes with the educational environment is prohibited. School Board policy 4009 sets minimum expectations; individual schools may adopt more restrictive expectations. Among other things, the following are prohibited:

- clothing with language or images that are vulgar, discriminatory or obscene
- clothing that promotes or depicts illegal or violent behavior or items prohibited in schools (weapons, drugs, alcohol, tobacco)
- clothing that contains threats, such as gang symbols
- clothing that exposes cleavage, private parts, midriff or undergarments
- sagging or low-cut pants
- tube tops, halter tops, tank tops, backless blouses or blouses with only ties in the back
- clothing made of see-through material
- head coverings, unless required for religious or medical purposes (The parent of a student required to wear a head covering based on religious beliefs, medical needs or other good cause should contact the principal.)
Emergency closings

If it becomes necessary to close schools or delay opening because of bad weather or for any other reason, such as power failure, announcements will be communicated via phone and email; posted online at mychesterfieldschools.com, Facebook and Twitter; made on Comcast Channel 96 and Verizon Channel 26; and submitted to local radio and television stations. Parents should make emergency closing child care arrangements at the beginning of the school year so that students know what to do and where to go if there is an early dismissal.

Phone and email messages

Chesterfield County Public Schools uses SchoolMessenger to communicate with parents via phone and email. SchoolMessenger is used to notify a parent about a child’s absence, share information about upcoming events, deliver messages about lunch accounts and provide updates in the event of an emergency. So that this communication tool can work effectively, please make sure that your child’s school has your correct phone numbers (home, work and cell) and email addresses. You may choose to opt out of phone and email messages by contacting your child’s school. Opting out means that you will receive no communication whatsoever via SchoolMessenger; this includes information about a child’s absences, school lockdowns and emergency closings.

Phones

Because each school has a limited number of telephones, student use is restricted to emergencies. If parents need to get in touch with students during the school day, a message may be left with the school office, and students will be notified as soon as possible. Elementary students may not have cellphones on school property or on a school bus. Middle and high school students may have cellphones at school but may not turn them on or use them during the school day. During the instructional day, student cellphones must be turned off and left in a locker or car or kept out of sight in a purse or backpack. A student who uses a cellphone during a testing situation will have the phone confiscated and will not be allowed to have a cellphone on school property for the rest of the school year. Confiscated cellphones may be picked up by the student’s parent or guardian after meeting with a school administrator. Chesterfield County Public Schools is not responsible for the loss, destruction, damage or theft of any cellphone.

Photographs and video

The school division and the media regularly photograph and tape events, activities and success stories at schools. If you do not want your child’s image or name used in publications or other media, you must annually notify the principal in writing within the first month of school.
Health

Wellness policy
In partnership with families and the community, schools play an important role in promoting student well-being. Through our commitment to support the whole child, schools are actively creating a culture of wellness by enhancing opportunities to make healthy choices and be physically active in all areas of the school environment. Among other strategies, schools are creating school wellness councils and developing annual wellness goals that align with our wellness policy and best practices that support student success in and out of the classroom. The student wellness policy (School Board policy 4190) is available at boarddocs.com/vsba/chesterfield/Board.nsf/Public. For questions or comments, call 639-8986.

Help prevent illness
Hand washing prevents the spread of disease and illness. Wash hands frequently using soap and water, especially before eating, after using the bathroom and handling pets. Be sure your children’s immunizations are up-to-date and they have routine well-child exams. Flu vaccinations are recommended for everyone from the age of 6 months through adulthood.

Sleep

Medicine
If it is necessary for a student to receive medication during school hours, parents should contact the school for more information on the medication policy. Under School Board policies 4130 and 4130-R, all medications and refills must be brought to school by a parent or guardian. Prescription medication requires a written doctor’s order. Parents must sign a student medication administration request form. Except as provided in School Board policies 4130 and 4130-R, students found with medication are subject to disciplinary action.

Prescription medication must be in the original container labeled by a pharmacist. Over-the-counter medication must be in a new, unopened container. Parents of a student with a chronic health condition must provide to the school clinic all medication prescribed by a health care provider and related supplies/equipment in the student’s emergency action plan, keeping both refilled as needed throughout the school year.

Parents should be aware that medication is not accessible from the clinic during before- or after-school activities.

At the end of each school year, parents must pick up their child’s medication from the school or it will be discarded. The deadline to pick up medication will be announced in June.

When your child is ill
If your child has symptoms of illness that would prevent participation at school, please keep your child at home and call the school to report that your child is sick. Returning to school too soon may delay recovery from illness and may potentially expose others.

- fever — Children should not be in school if they have a temperature of 100°F or higher and should stay home until the fever is gone for 24 hours without medication. During influenza season, children with a fever and other flu-like symptoms may be asked to stay home longer.
- vomiting and diarrhea — Children should not attend school if they have vomiting or diarrhea. Please keep children home until 24 hours after the last time they vomited or had diarrhea.
- skin rash — Skin rashes or irritation develop for many different reasons. Some are highly contagious and can cause serious problems. In some cases, children may need to stay home until the rash is assessed by a licensed health care provider and the student is cleared to return to school.
- cough, cold or sore throat — Children with productive coughing, sneezing, headaches, body aches, earache or sore throat may not be well enough to participate in school. Seek medical advice immediately if your child experiences difficulty breathing, wheezing or sudden high fever, chills and body aches.
- eye irritation — Eye drainage, crusting, pain or redness may be a sign of infection and should be evaluated. Children diagnosed with an infection requiring treatment should stay home for 24 hours after treatment begins.
HEALTH

Chronic health conditions

The parent or guardian of a student with a chronic health condition is key to the process of keeping the child safe at school.

Parents are at the center of collaborating each year with the school nurse and student’s health care provider to develop an emergency action plan for their child. The plan provides vital information to teachers and other staff members. Using guidelines from the school nurse, the parent talks with the student’s health care provider to make sure all appropriate measures, including medication, are in place.

Parents must provide all medication and related supplies/equipment prescribed by the health care provider. Parents are responsible for maintaining refills as needed throughout the school year.

Additional information and forms are available at mychesterfieldschools.com and are included in the packets provided to parents or guardians of students with serious health conditions. School Board policy 4133 details how the school system serves students with serious health conditions.

Hand sanitizer

Students may bring alcohol-based, colorless, fragrance-free hand sanitizer to school. Hand sanitizers that contain dye, aloe or moisturizers are not allowed. Alcohol-free hand sanitizers are not allowed.

Tobacco-free

Chesterfield County Public Schools is a tobacco-free school system. Students, employees, parents and visitors are prohibited at all times from smoking or using tobacco products in schools, school grounds, offices, facilities, buses and other school vehicles. This ban includes electronic cigarettes and similar devices. For more information, see School Board policy 5390.

Healthy habits

Parents often ask, “How can we help our children succeed in school? What can we do?” Good news! There is a lot you can do to promote your child’s success in school. In fact, many of these healthy habits also translate to success in life. The key is to start healthy habits when your children are young, then these habits will follow them as they transition from school to college or career:

- Start each day with a healthy breakfast.
- End each day with a good dinner. Research indicates that families that eat dinner together are happier and healthier and their children do better in school.
- Establish daily routines. Set a regular time and place for homework, prepare book bag before bed each night and establish a habit of reading together.
- Promote the habit of good attendance because every day counts! Students cannot benefit from instruction if they are not in school. Good attendance includes coming to school on time and limiting early dismissals.
- Managing stress is important for both children and adults. Help your student identify ways to manage times of stress through breathing exercises, meditation or other supportive activities.
- Encourage your children to participate in sports, clubs and other after-school activities. Help them connect to school and build a positive community with others and build social and emotional awareness.
- Connect with other parents at your child’s school, in local faith communities and in the neighborhood.
- Encourage your child to give back to the community. We all want to make a difference. Helping others helps students understand that they have value and can contribute.
- Get active as a family and explore the resources and opportunities that surround you. Central Virginia is full of wonderful natural resources, tons of historical sites and cool places to explore.
Life-threatening allergies

Providing a safe, supportive and nurturing environment is a goal of Chesterfield County Public Schools. This includes preventing and managing life-threatening allergic reactions so that all students can safely participate in school activities.

Because it is difficult to predict the time or severity of an allergic reaction, it is vital to be prepared to respond rapidly in order to maintain a safe educational environment for all students. Supporting the success of a student with a life-threatening allergy requires a team approach and a coordinated plan, so that all team members understand their roles. Team members include the parent/guardian, student, school staff members, health care provider, school nurse and community. Additional information about life-threatening allergies is available at mychesterfieldschools.com.

The parent or guardian of a student with a life-threatening allergy is key to the process of keeping the child safe at school. They are at the center of developing a plan that works for their child. The parent or guardian should:

- Empower the student to manage his/her allergy, making sure he/she is knowledgeable about allergens; first symptoms of allergic/anaphylactic reaction; the importance of hand washing before and after eating; strategies for avoiding exposure to the allergen (including not sharing or trading food, if allergen is a specific food); how and when to tell an adult that he/she may be having an allergy-related problem; how to safely carry emergency medication, if student's health emergency plan requires this; self-administration of medication, if ordered by student's health care provider.

- Promptly complete Chesterfield County Public Schools emergency information card annually.

- Collaborate annually with the school nurse and student's health care provider to create an emergency action plan for the student. Using guidelines from the school nurse, talk with the student’s health care provider to make sure all appropriate measures are in place. Discuss with the student’s health care provider whether or not emergency medication should accompany the student throughout the school day, including on the bus.

- In addition to the school nurse, contact the following annually about the student's life-threatening allergy: the student's teachers, student’s school counselor in middle and high school and the school’s cafeteria manager, providing physician documentation of food allergies. When the student eats school breakfasts or lunches, use the cafeteria's online payment system because it lessens the chances of the student buying food he/she is allergic to; school system's Transportation Department; coaches and other adults supervising student before or after school and adults supervising field trips.

- May also speak with the school system's nutritionist and the student's bus driver.

- Provide the school with all daily and emergency medications prescribed by the student's health-care provider and all necessary supplies (such as wipes), following school system medication administration policies. Keep medications up to date.

- Be aware that emergency medication is not accessible from the clinic during before- or after-school activities.

- If you suspect your child may have a disability, ask your child's teacher, counselor or administrator for a referral to consider eligibility for 504 or special education services.

- Communicate any changes in the student's health or medications to principal, school nurse, clinic assistant, teacher and other staff members.

- Notify the school nurse if the student will transfer during the school year to another Chesterfield County school.

- At the end of the school year, retrieve the student's medication and any unused supplies from the school clinic. Medication not picked up by a parent will be discarded. The deadline to pick up medication will be announced in June.
School clinics

School nurses are registered professionals who serve as health consultants for students, parents, school staff members and community members. Services include health education, health counseling, case management, communicable disease investigation and control, immunization assessment, medication administration, emergency medical care, first aid, education and administration, screening and prevention programs.

Parents of students with health concerns such as asthma, diabetes, seizures, cardiac conditions or life-threatening allergies should contact the nurse serving the child’s school. Working with the parent, student, health care provider, appropriate school staff members and community resources, the school nurse will address the health needs of the student.

Nurses are not available in all schools every day, but facilities staffed by clinic assistants operate at all schools to handle minor illnesses, offer first aid, administer medication and help with other student health needs that occur during the school day. Parents or guardians are contacted when a student becomes ill or injured and are asked to make arrangements to pick up the student as soon as possible. In an emergency, the school will call 911.

EpiPens®

Chesterfield County Public Schools stocks EpiPens® (epinephrine auto-injectors) in every school clinic, as required by Virginia law. These EpiPens® are for students who have not been diagnosed with a life-threatening allergy but who have a life-threatening reaction during the school day. Stock EpiPens® are not available for field trips. At least two staff members at every school are trained to administer the emergency medication in the event of a life-threatening allergic reaction.

Parents of students who have been diagnosed with life-threatening allergies are still expected to provide their child’s prescribed medication to the school, along with health-related information and forms.

Concussions

A concussion is a brain injury characterized by impaired cognitive or physical functioning that is caused by a blow to the head, face or neck or a blow to the body that causes a sudden jarring of the head. Students who sustain such a blow will be removed from activity immediately. If it is suspected they have a concussion, they may not return to any extracurricular physical activity until their health care provider provides a written medical release. Parents are encouraged to notify the school nurse if their child sustains a concussion during a non-school activity. For more information, read School Board policies 4132 and 4135.

AEDs

Automated external defibrillators, commonly known as AEDs, are devices that can detect specific cardiac arrhythmias and administer an electrical shock to help a person’s heart re-establish its rhythm. AEDs are in place in every school in Chesterfield County Public Schools.
What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious.

Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly.

What are the signs and symptoms of a concussion?

You can’t see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how your child or teen is acting or feeling, if symptoms are getting worse, or if s/he just “doesn’t feel right.” Most concussions occur without loss of consciousness.

If your child or teen reports one or more of the symptoms of concussion listed below, or if you notice the symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

### SIGNS AND SYMPTOMS OF A CONCUSSION

#### SIGNS OBSERVED BY PARENTS OR GUARDIANS

- Appears dazed or stunned
- Is confused about events
- Answers questions slowly
- Repeats questions
- Can’t recall events prior to the hit, bump, or fall
- Can’t recall events after the hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes
- Forgets class schedule or assignments

#### SYMPTOMS REPORTED BY YOUR CHILD OR TEEN

**Thinking/Remembering:**
- Difficulty thinking clearly
- Difficulty concentrating or remembering
- Feeling more slowed down
- Feeling sluggish, hazy, foggy, or groggy

**Emotional:**
- Irritable
- Sad
- More emotional than usual
- Nervous

**Physical:**
- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Fatigue or feeling tired
- Blurry or double vision
- Sensitivity to light or noise
- Numbness or tingling
- Does not “feel right”

**Sleep**
- Drowsy
- Sleeps less than usual
- Sleeps more than usual
- Has trouble falling asleep

*Only ask about sleep symptoms if the injury occurred on a prior day.*

To download this fact sheet in Spanish, please visit: www.cdc.gov/Concussion. Para obtener una copia electrónica de esta hoja de información en español, por favor visite: www.cdc.gov/Concussion.
What Are Eating Disorders?

Eating disorders are real, complex, and devastating conditions that can have serious consequences for health, productivity, and relationships. They are not afad, phase or lifestyle choice. They are potentially life-threatening conditions affecting every aspect of the person’s functioning, including school performance, brain development, emotional, social, and physical well-being.

- Eating a lot of food that seems out of control (large amounts of food may disappear, you find a lot of empty wrappers and containers hidden)
- Develops food rules—may eat only a particular food or food group, cuts food into very small pieces, or spreads food out on the plate
- Talks a lot about, or focuses often, on weight, food, calories, fat grams, and dieting
- Often says that they are not hungry
- Skips meals or takes small portions of food at regular meals
- Cooks meals or treats for others but won’t eat them
- Avoids mealtimes or situations involving food
- Goes to the bathroom after meals often
- Uses a lot of mouthwash, mints, and/or gum
- Starts cutting out foods that he or she used to enjoy

- Exercises all the time, more than what is healthy or recommended—despite weather, fatigue, illness, or injury
- Stops doing their regular activities, spends more time alone (can be spending more time exercising)

- Feels cold all the time or complains of being tired all the time. Likely to become more irritable and/or nervous.
- Any vomiting after eating (or see signs in the bathroom of vomiting—smell, clogged shower drain)
- Any use of laxatives or diuretics (or you find empty packages)
- Any use of laxatives or diuretics (or you find empty packages)

- Believes that they are too big or too fat (regardless of reality)
- Asks often to be reassured about how they look
- Stops hanging out with their friends
- Not able to talk about how they are feeling
- Reports others are newly judgmental or “not connecting”

If Your Child Shows Signs of a Possible Eating Disorder

Seek assistance from a medical professional as soon as possible; because they are so complex, eating disorders should be assessed by someone who specializes in the treatment of eating disorders. The earlier a person with an eating disorder seeks treatment, the greater the likelihood of physical and emotional recovery.

More information about eating disorders is available from the Virginia Department of Education here: doe.virginia.gov.
Health screenings

The school system’s health team conducts the following screenings of students within 60 administrative days of the beginning of school and notifies parents in writing of any concerns so that they may follow up with their health care providers:

- vision and hearing screening for kindergarten, and grades 3, 7 and 10
- scoliosis screening for individual students, if requested by parent

Parents of students with an Individualized Education Program (IEP) or Section 504 Plan for vision or hearing disabilities or those who object to screening on religious grounds may opt out of screening for their student in these grades by contacting the school nurse at their child’s school prior to Sept. 15, 2017.

Scoliosis

Scoliosis is a sideways, backward or forward curve of the spine. Curves are often described as S-shaped or C-shaped. Early detection provides the best treatment options in order to minimize the likelihood of complications.

People of all ages can have scoliosis. The most common type is idiopathic scoliosis, which occurs in children after the age of 10 during their growth spurt. Girls are more likely than boys to have this type of scoliosis. A screening by your child’s health care provider is recommended each year between the ages of 10 and 18 years. This screening may include medical and family history, physical exam, X-ray of the spine and other tests.

If scoliosis is diagnosed, the doctor may recommend observation, bracing to stop a curve from getting worse or surgery to correct a curve or stop it from getting worse when the person is still growing. Other treatments have not been shown to keep curves from getting worse.

Your child should be evaluated by a health care provider if you observe any of these signs: prominent shoulder blade (one sticks out more), uneven hips, one shoulder higher than the other or uneven appearance of the back when bent over.

The nurse in your child’s school is available to answer questions and provide information.
Outdoor recess guidelines

If the outside temperature is 32-35°F, elementary schools are encouraged to limit outdoor recess. The judgment of the school staff members is, however, the ultimate guide. They should be sensitive to weather conditions such as wind, overcast skies, relative humidity and precipitation and their effect on how cold it feels to be outside. As important as the other conditions, students must be dressed for the weather.

In determining whether or not outside activities should be conducted in the heat, school staff should refer to the National Weather Service heat index. According to the National Weather Service, the heat index is a measure of how hot it really feels when relative humidity is factored in with the actual air temperature. If outdoor activities are permitted, they should be limited midday when it is the hottest part of the day; activity should be paced, start slowly and build up; water intake should be increased while exercising; and, sugary liquids should be avoided. Students with chronic health conditions may be affected more quickly by extreme temperature conditions.

A heat index of 80°F or below is considered comfortable; 90°F is beginning to feel uncomfortable, 100°F is uncomfortable and may be hazardous, and 110°F is considered dangerous. Athletic practices, events and ancillary after-school activities (such as band practice) shall be guided by the athletic trainer, if on site, or shall follow established Virginia High School League guidance.

Pests

Head lice may be spread among children who share hats, combs or brushes or who have head-to-head contact. The adult insect is about the size of a grain of rice. Eggs, called nits, are whitish and about half the size of a pinhead. They attach firmly to the base of hair strands especially at the nape of the neck and behind the ears. When lice are found on a student at school, the parent will be contacted and given information about treating lice. If you have concerns, contact your school nurse.

Although bedbugs are increasing in the United States, few have been observed in Chesterfield County schools. If a bedbug is found, school staff members will follow cleaning and monitoring procedures and will notify parents as appropriate.
Environmental questions

The school system actively monitors and addresses environmental issues.

- Inspections of indoor air quality often reveal that air inside Chesterfield County schools is better than the outside air.
- The school division’s program calls for testing for radon on every ground floor room, including classrooms and offices. If a sample indicates a potential problem, then the area is retested. If an area is found to have a consistently high radon concentration, the radon will be mitigated.
- The asbestos management plan is available for review in school offices.
- When it becomes necessary to control a pest problem, the school will use the least toxic products possible and will post notices 24 hours before applying pesticides. Parents who want to be notified in advance of pesticide use may ask the school to place their name on a registry. Exemptions to this notification include cleaners and disinfectants, baits and gels.

- To help keep Virginia waterways clean, school division employees and contractors do not put pollutants or other substances into outside drains and do not leave litter on the ground that could get washed into drains. Students and parents are asked to help protect waterways, too.

For more information, call 717-6466.

MRSA

Staphylococcus aureus, also known as staph, is a common bacterium that can live in people’s noses or on their skin. Some staph infections are harder to treat because the bacterium has become resistant to antibiotics. Skin infections caused by Methicillin-resistant Staphylococcus aureus, or MRSA, are diagnosed each year. The Chesterfield Health Department and Chesterfield County Public Schools work together to provide ongoing information to families about this common bacterium and ways to prevent its spread.
On mychesterfieldschools.com, there are links to school websites and to a find-my-school feature that lists the schools connected to your home address.

### Elementary Schools

<table>
<thead>
<tr>
<th>School</th>
<th>Principal</th>
<th>Phone</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bellwood</td>
<td>Jennifer Rudd</td>
<td>743-3600</td>
<td>9:15 a.m.-3:45 p.m.</td>
</tr>
<tr>
<td>Bensley</td>
<td>Dr. Patrice Wilson</td>
<td>743-3610</td>
<td>8:25 a.m.-2:55 p.m.</td>
</tr>
<tr>
<td>Beulah</td>
<td>Dr. Christina Allen-Roach</td>
<td>743-3620</td>
<td>9:15 a.m.-3:45 p.m.</td>
</tr>
<tr>
<td>Bon Air</td>
<td>Elizabeth Lowe</td>
<td>560-2700</td>
<td>8:25 a.m.-2:55 p.m.</td>
</tr>
<tr>
<td>Chalkley</td>
<td>Nicole Boone</td>
<td>674-1300</td>
<td>8:25 a.m.-2:55 p.m.</td>
</tr>
<tr>
<td>Marguerite Christian</td>
<td>Jennifer Lenz</td>
<td>530-5733</td>
<td>9:15 a.m.-3:45 p.m.</td>
</tr>
<tr>
<td>Clover Hill</td>
<td>Allie Strollo</td>
<td>739-6220</td>
<td>8:25 a.m.-2:55 p.m.</td>
</tr>
<tr>
<td>Crenshaw</td>
<td>Brian Campos</td>
<td>739-6250</td>
<td>9:15 a.m.-3:45 p.m.</td>
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<tr>
<td>Crestwood</td>
<td>Lindsay Porzio</td>
<td>560-2710</td>
<td>9:15 a.m.-3:45 p.m.</td>
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<tr>
<td>Curtis</td>
<td>Susan Pereira</td>
<td>768-6175</td>
<td>8:25 a.m.-2:55 p.m.</td>
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<tr>
<td>Davis</td>
<td>Kenya Batts</td>
<td>674-1310</td>
<td>9:15 a.m.-3:45 p.m.</td>
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<tr>
<td>Ecoff</td>
<td>Dr. Joshua Cole</td>
<td>768-6185</td>
<td>9:15 a.m.-3:45 p.m.</td>
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<tr>
<td>Eton</td>
<td>Jennifer Hinson</td>
<td>530-5720</td>
<td>9:15 a.m.-3:45 p.m.</td>
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<tr>
<td>Ettrick</td>
<td>Dr. Randi Smith</td>
<td>520-6005</td>
<td>9:15 a.m.-3:45 p.m.</td>
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<tr>
<td>Evergreen</td>
<td>Matthew Maher</td>
<td>378-2400</td>
<td>9:15 a.m.-3:45 p.m.</td>
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<tr>
<td>Falling Creek</td>
<td>Pamela Johnson</td>
<td>743-3630</td>
<td>9:15 a.m.-3:45 p.m.</td>
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<tr>
<td>Gates</td>
<td>Giuliana Brink</td>
<td>768-6195</td>
<td>9:15 a.m.-3:45 p.m.</td>
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<tr>
<td>Gordon</td>
<td>Rosemary Harris</td>
<td>378-2410</td>
<td>9:15 a.m.-3:45 p.m.</td>
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<tr>
<td>Grange Hall</td>
<td>Courtney Jones</td>
<td>739-6265</td>
<td>9:15 a.m.-3:45 p.m.</td>
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<tr>
<td>Greenfield</td>
<td>Melissa Reams</td>
<td>560-2720</td>
<td>9:15 a.m.-3:45 p.m.</td>
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<tr>
<td>Harrowgate</td>
<td>Christina Serola</td>
<td>520-6015</td>
<td>9:15 a.m.-3:45 p.m.</td>
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<tr>
<td>Hening</td>
<td>Bruce Fillman</td>
<td>743-3655</td>
<td>9:15 a.m.-3:45 p.m.</td>
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<tr>
<td>Hopkins</td>
<td>Dr. Lisa Hill</td>
<td>743-3665</td>
<td>9:15 a.m.-3:45 p.m.</td>
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<tr>
<td>Jacobs Road</td>
<td>Eileen Traveline</td>
<td>674-1320</td>
<td>8:25 a.m.-2:55 p.m.</td>
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<tr>
<td>Matoaca</td>
<td>Mary Thrift</td>
<td>590-3100</td>
<td>9:15 a.m.-3:45 p.m.</td>
</tr>
<tr>
<td>Providence</td>
<td>Dr. Sharon Rucker</td>
<td>674-1345</td>
<td>9:15 a.m.-3:45 p.m.</td>
</tr>
<tr>
<td>Reams Road</td>
<td>Jodi Seitz</td>
<td>674-1370</td>
<td>9:15 a.m.-3:45 p.m.</td>
</tr>
<tr>
<td>Robious</td>
<td>Casta Childress</td>
<td>378-2500</td>
<td>9:15 a.m.-3:45 p.m.</td>
</tr>
<tr>
<td>Salem Church</td>
<td>Monique Booth</td>
<td>768-6215</td>
<td>8:25 a.m.-2:55 p.m.</td>
</tr>
<tr>
<td>Elizabeth Scott</td>
<td>Julie Buntich</td>
<td>541-4660</td>
<td>9:15 a.m.-3:45 p.m.</td>
</tr>
<tr>
<td>Alberta Smith</td>
<td>Jana Kline</td>
<td>739-6295</td>
<td>8:25 a.m.-2:55 p.m.</td>
</tr>
<tr>
<td>Spring Run</td>
<td>Christopher Hart</td>
<td>639-6352</td>
<td>8:25 a.m.-2:55 p.m.</td>
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<tr>
<td>Swift Creek</td>
<td>Peggy Innes</td>
<td>739-6305</td>
<td>9:15 a.m.-3:45 p.m.</td>
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<tr>
<td>Watkins</td>
<td>Deborah Weatherford</td>
<td>378-2530</td>
<td>9:15 a.m.-3:45 p.m.</td>
</tr>
<tr>
<td>Betty Weaver</td>
<td>Lindsay Mottley</td>
<td>378-2540</td>
<td>9:15 a.m.-3:45 p.m.</td>
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<tr>
<td>Wells</td>
<td>Fredrick Geissler</td>
<td>768-6265</td>
<td>8:25 a.m.-2:55 p.m.</td>
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<tr>
<td>Winterpock</td>
<td>Karen Dubiel</td>
<td>763-5051</td>
<td>8:25 a.m.-2:55 p.m.</td>
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<tr>
<td>Woolridge</td>
<td>Katie Matheny</td>
<td>739-6330</td>
<td>9:15 a.m.-3:45 p.m.</td>
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## Middle Schools

<table>
<thead>
<tr>
<th>School</th>
<th>Principal</th>
<th>Phone</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Bailey Bridge</td>
<td>Melanie Knowles</td>
<td>739-6200</td>
<td>8:25 a.m.-2:55 p.m.</td>
</tr>
<tr>
<td>Carver</td>
<td>Jason Trueblood</td>
<td>524-3620</td>
<td>7:35 a.m.-2:05 p.m.</td>
</tr>
<tr>
<td>Elizabeth Davis</td>
<td>Ed Maynes</td>
<td>541-4700</td>
<td>8:25 a.m.-2:55 p.m.</td>
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<tr>
<td>Falling Creek</td>
<td>Aurelia Ortiz</td>
<td>743-3640</td>
<td>8:25 a.m.-2:55 p.m.</td>
</tr>
<tr>
<td>Manchester</td>
<td>Sarah Fraher</td>
<td>674-1385</td>
<td>8:25 a.m.-2:55 p.m.</td>
</tr>
<tr>
<td>Matoaca</td>
<td>Dr. Gayle Hines</td>
<td>590-3130, 590-3110</td>
<td>8:20 a.m.-2:50 p.m.</td>
</tr>
<tr>
<td>Midlothian</td>
<td>Dr. Patrick Stanfield</td>
<td>378-2460</td>
<td>8:25 a.m.-2:55 p.m.</td>
</tr>
<tr>
<td>Providence</td>
<td>Dr. Amanda Voelker</td>
<td>674-1355</td>
<td>7:35 a.m.-2:05 p.m.</td>
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<tr>
<td>Robious</td>
<td>Dr. Derek Wasnock</td>
<td>378-2510</td>
<td>8:25 a.m.-2:55 p.m.</td>
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<tr>
<td>Salem Church</td>
<td>Lashante Knight</td>
<td>768-6225</td>
<td>7:25 a.m.-2:05 p.m.</td>
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<tr>
<td>Swift Creek</td>
<td>Dr. J. Calvin Frye</td>
<td>739-6315</td>
<td>7:35 a.m.-2:05 p.m.</td>
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<tr>
<td>Tomahawk Creek</td>
<td>Dr. David Ellen</td>
<td>378-7120</td>
<td>8:25 a.m.-2:55 p.m.</td>
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## High Schools/Specialty Centers

<table>
<thead>
<tr>
<th>School</th>
<th>Principal</th>
<th>Phone</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Lloyd C. Bird</td>
<td>Dr. Laura Hebert</td>
<td>768-6110</td>
<td>7:20 a.m.-1:50 p.m.</td>
</tr>
<tr>
<td>Governor’s Academy for Engineering Studies</td>
<td>Dr. Ken Butta</td>
<td>768-6156</td>
<td>7:20 a.m.-1:50 p.m.</td>
</tr>
<tr>
<td>Carver College and Career Academy</td>
<td>Dr. Deborah Marks</td>
<td>639-4940</td>
<td>7:20 a.m.-1:50 p.m.</td>
</tr>
<tr>
<td>Night School</td>
<td>Benjamin Snyder</td>
<td>639-8340</td>
<td>7:20 a.m.-1:50 p.m.</td>
</tr>
<tr>
<td>Clover Hill Mathematics and Science</td>
<td>Pamela Lumsden</td>
<td>768-6245, 768-6145</td>
<td>7:20 a.m.-1:50 p.m.</td>
</tr>
<tr>
<td>Cosby Health Science</td>
<td>Benjamin Snyder</td>
<td>639-8340</td>
<td>7:20 a.m.-1:50 p.m.</td>
</tr>
<tr>
<td>Thomas Dale Visual and Performing Arts</td>
<td>Dr. Jennifer Coleman</td>
<td>768-6245, 768-6145</td>
<td>7:20 a.m.-1:50 p.m.</td>
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<tr>
<td>James River Leadership and International Relations</td>
<td>Dr. Colleen Bryant</td>
<td>378-2420</td>
<td>7:20 a.m.-1:50 p.m.</td>
</tr>
<tr>
<td>Manchester Spanish Immersion</td>
<td>Christin Ellis</td>
<td>739-6275</td>
<td>7:20 a.m.-1:50 p.m.</td>
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<tr>
<td>Manchester Information Technology</td>
<td>Dr. John Murray</td>
<td>590-3108</td>
<td>7:20 a.m.-1:50 p.m.</td>
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<tr>
<td>Meadowbrook International Baccalaureate</td>
<td>Joi Lowery</td>
<td>743-3675</td>
<td>7:25 a.m.-2:00 p.m.</td>
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<tr>
<td>Academy for Digital Entrepreneurship</td>
<td>Shawn Abel</td>
<td>378-2440</td>
<td>7:20 a.m.-1:50 p.m.</td>
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<tr>
<td>Matoaca International Baccalaureate</td>
<td>Dr. William Broyles</td>
<td>378-2480</td>
<td>7:20 a.m.-1:50 p.m.</td>
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<tr>
<td>Monacan Humanities</td>
<td>Dr. Colleen Bryant</td>
<td>768-6160</td>
<td>7:20 a.m.-1:50 p.m.</td>
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<tr>
<td>Monacan Health and Physical Therapy</td>
<td>Brian Russell</td>
<td>639-8668</td>
<td>7:20 a.m.-1:50 p.m.</td>
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<tr>
<td>Career and Technical Center @ Courthouse</td>
<td>Dr. James Victory</td>
<td>722-0200</td>
<td>8:30 a.m.-3:30 p.m.</td>
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<tr>
<td>Career and Technical Center @ Hull</td>
<td>Dr. Robert Lowerre</td>
<td>354-6800</td>
<td>8:40 a.m.-3:15 p.m.</td>
</tr>
<tr>
<td>Appomattox Regional Governor’s School/Petersburg</td>
<td>Dr. David Rankin</td>
<td>639-2751</td>
<td>24 hours a day</td>
</tr>
<tr>
<td>Maggie L. Walker Governor’s School/Richmond</td>
<td>Dr. Robert Lowerre</td>
<td>354-6800</td>
<td>8:40 a.m.-3:15 p.m.</td>
</tr>
</tbody>
</table>
DISCLAIMER NOTICE
The information in this handbook has been collected and compiled using data current at the time of publication. As an organization responds to new information and plans for improvement, it may need to revise the policies and regulations that communicate expectations for students. As those occur, Chesterfield County Public Schools will communicate those to students and their parents or guardians. The most recently published expectations will guide our work and will be included in future publications of the Parent Handbook.

PUBLIC NOTICE OF NON-DISCRIMINATION
In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal and State laws and school policies and regulations, Chesterfield County Public Schools does not discriminate on the basis of race, color, national origin, religion, sex, age, political affiliation, disability or veteran status in the education program and activities, or employment and provides equal access to the Boy Scouts and other designated youth groups.

It is the intent of Chesterfield County Public Schools to comply with both the letter and spirit of the law in making certain that discrimination does not exist in its policies, regulations, and operations. Grievance procedures, for Title IX and Section 504, have been established for students, their parents and employees who feel discrimination has been shown by the school division.

All students attending Chesterfield County Public Schools may participate in education programs and activities, including but not limited to health and physical education, music and career and technical education. Educational programs and services will be designed to meet the varying needs of all students and will not discriminate against any individual for reasons of race, color, national origin, sex, religion, age, political affiliation, disability or veteran status.

Questions concerning the application of the school division’s non-discrimination policy may be made to:

Nondiscrimination policies and specific complaints of alleged discrimination, personnel matters:
Director of Human Resources/Personnel
Chesterfield County Public Schools
9900 Krause Road
Chesterfield, VA 23832
804-768-7542

Nondiscrimination policies and specific complaints of alleged discrimination, student matters, including student matters under Title IX:
Director of High School Leadership
Chesterfield County Public Schools
Career and Technical Center @ Hull
10101 Courthouse Road
North Chesterfield, VA 23832
804-639-8916

Nondiscrimination policies and specific complaints from students of alleged discrimination, matters under Section 504 and the Americans with Disabilities Act:
Director of Special Education
Chesterfield County Public Schools
Career and Technical Center @ Hull
10101 Courthouse Road
North Chesterfield, VA 23832
804-639-8918
Report cards
Report cards will be issued for all students Nov. 17, Feb. 16, and April 27. Final report cards will be issued June 15 for elementary and mailed June 25 for secondary students.

Instructional days
44 • in first quarter (21 even and 23 odd)
48 • in second quarter (24 even and 24 odd)
44 • in third quarter (22 even and 22 odd)
44 • in fourth quarter (21 even and 23 odd)
180 • total days (89 even and 91 odd)

More details
8 • teacher workdays
7 • three-hour early release days for students

Makeup time
The superintendent determines makeup times. Jan. 15 and May 28 will not be used for makeup time. Makeup time may include the lengthening of some instructional days and the loss of the Feb. 19 holiday and the March 16 early release day. The School Board retains the right to modify the calendar.

Up-to-date information
Chesterfield County Public Schools provides up-to-date information via:
mychesterfieldschools.com
Facebook.com/chesterfieldschools
Twitter.com/ccpsinfo
Comcast 96 and Verizon 26
School Notes digital newsletter

Chesterfield County Public Schools does not unlawfully discriminate on the basis of sex, race, color, age, religion, disability or national origin in employment or in its educational programs and activities.
Carrie Coyner, Bermuda District
Dianne Smith, Clover Hill District
John Erbach, Dale District
Robert Thompson, Matoaca District
Dr. Javaid Siddiqi, Midlothian District

Dr. James Lane, Superintendent