OVERVIEW

WELCOME TO THE 2022-23 SCHOOL YEAR

Chesterfield County Public Schools is committed to providing a safe, supportive and nurturing learning environment. This parent handbook offers helpful information for families; una versión en español de esta publicación está disponible en línea en mychesterfieldschools.com.

• New: Chesterfield County Public Schools opened its 40th elementary school this fall (Moseley Elementary), Virginia’s first virtual school (Chesterfield Virtual School for grades K-8) and Virginia’s first recovery high school (Chesterfield Recovery Academy for central Virginia students who are in recovery from substance abuse disorders).

• Photos: This publication features photos from the 2022-23 school year, when masks were required and photos show mixed mask use.

JUST THE FACTS

• Chesterfield County Public Schools is the largest school system in central Virginia, the fifth-largest school system in Virginia and among the 70 largest school systems in the United States.

• More than 63,000 students attend 67 schools: 1 prekindergarten, 1 virtual school (grades K-8), 40 elementary schools (grades K-5), 12 middle schools (grades 6-8), 11 high schools (grades 9-12), which include 13 specialty centers, and two career and technical centers.

• Vision: create a better tomorrow.

• Mission: ignite passion through captivating and authentic experiences.

• Values: integrity, equity, teamwork and ingenuity.

• 100% of schools accredited.

• 92% on-time graduation rate.

• 96% daily attendance rate.

• $836.3 million operating budget for FY 2023 (71.1% for instruction; 9% for operations and maintenance; 8.2% for debt service; 5.4% for transportation; 3.6% for administration, attendance and health; and 2.7% for technology).

• $13,346 projected cost per student.

• 7,972 full-time and part-time positions in technology.

• 3,445 staff members have master’s degrees, 131 have doctorates, and 100+ are National Board Certified Teachers.

• Student population is 45% White, 26% Black, 19% Hispanic, 5% multiple races, 3% Asian, <1% American Indian and <1% Native Hawaiian.

• Almost 40% of students are economically disadvantaged; 12.7% have disabilities; and 12.2% are English learners, representing about 100 different languages.

• 8 National ESEA Distinguished Schools: Crestwood Elementary in 2021; Ettrick Elementary in 2018; Bensley Elementary in 2016 and 2002; Elizabeth Scott Elementary in 2014; Bellwood in 2011; Beulah Elementary in 2010; Harrowgate Elementary in 2006; and Chalkley Elementary in 2005.

• 7 National Blue Ribbon Schools: Midlothian High in 2019; Cosby High in 2015; Winterpock Elementary in 2014; Grange Hall Elementary in 2009; Robious Elementary in 2005; Clover Hill Elementary in 2003; and James River High in 2000.

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• Facebook (facebook.com/chesterfieldschools)
• Twitter (twitter.com/ccpsinfo)
• Instagram (instagram.com/oneccps)
• YouTube (youtube.com/ccpsva)
• LinkedIn (linkedin.com/company/oneccps)
• Chesterfield EdTV on Comcast channel 96 and Verizon channel 26
• Email ccppsinformation@ccpsnet.net or call 804-748-1405

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 (Teaching and Learning, Technology, Professional Learning, Creative and Media Services, Family and Community Engagement, Constituent Services, Equity/Student Support Services), 13900 Hull Street Road, Midlothian, VA 23112

• Career and Technical Center @ Courthouse (Adult Continuing Education, Career Development), 10101 Courthouse Road, Chesterfield, VA 23832

PHONE NUMBERS

Main number
804-748-1405

Adult Continuing Education/GED
804-768-6140

Attendance Zones
804-706-2960

Business and Finance
804-748-1729

Career and Technical Education
804-639-8668

Communications and Community Engagement
804-639-8906

Constituent Services
804-639-8666

Elementary School Leadership
804-639-8915

English for Speakers of Other Languages
804-706-6077

Environmental Health
804-717-6466

Food and Nutrition Services
804-743-3717

Gifted Education
804-639-8620

Home Schooling
804-639-8628

Homebound Instruction
804-639-8787

Human Resources
804-748-1984

Middle and High School Leadership
804-639-8916

Online Learning
804-639-2751

Professional Learning
804-639-8923

Family and Community Engagement
804-639-8699

Preschool Services
804-706-6065

School Board
804-748-1897

School Counseling
804-639-8627

School Psychologists
804-639-8624

School Security
804-248-1144

School Social Workers
804-639-2755

Special Education
804-639-8918

Student Conduct/Pupil Placement
804-639-8666

Student Transcripts
804-639-8900, ext. 1651

Summer School
804-639-8639

Superintendent’s Office
804-748-1424

Teaching and Learning
804-639-8917

Title I
804-639-8697

Transportation
804-748-1656

Cover photo on right: official White House photo by Erin Scott
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Homebound Instruction 804-639-8877
Human Resources 804-748-1405
Middle and High School Leadership 804-639-8916

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Cover photo on right: official White House photo by Erin Scott
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Board School work sessions and business meetings are held in the Public Meeting Room, located at 10001 Iron Bridge Road. Unless otherwise noted, board work sessions begin at 4 p.m. and business meetings begin at 6:30 p.m. Work sessions and business meetings are shown live on Comcast channel 98 and Verizon channel 28 and are live streamed at chesterfieldschoolsva.swagit.com/live. The board’s policy manual, meeting schedule, meeting presentations and minutes can be found online at mychesterfieldschools.com under the School Board tab in the School Board policies section. If more information is needed, call 804-748-1897 or email ccpsschoolboard@ccpsnet.net.

**MAGISTERIAL DISTRICTS**

<table>
<thead>
<tr>
<th>Bermuda</th>
<th>Dale</th>
<th>Clover Hill</th>
<th>Matoaca</th>
<th>Midlothian</th>
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<td>Chester Early Childhood Learning Academy, Bellwood, Bensley, Margaret Christian, Curtis, Ecott, Enon, Harrowgate, Elizabeth Scott, Wells</td>
<td>Clover Hill, Crenshaw, Evergreen, Gordon, Providence, Reams Road, Swift Creek, Woolridge</td>
<td>Clover Hill, CTC@Courthouse, Thomas Dale</td>
<td>Ettrick, Grange Hall, Matoaca, Moseley, Alberta Smith, Spring Run, Winterpock</td>
<td>Bon Air, Chalkley, Crestwood, Davis, Greenfield, Old Hundred, Robious, Watkins, Betty Weaver</td>
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<td><strong>Middle</strong></td>
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<td>Carver, Elizabeth Davis</td>
<td>Swift Creek, Tomahawk Creek</td>
<td>Clover Hill, CTC@Hull, Monacan</td>
<td>Bailey Bridge, Matoaca</td>
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**SCHOOL TIME**

- 178 days long but exceed the state’s minimum requirements for seat time.
- The people authorized to pick up your child if you are absent from school. If you are having difficulty sending your child to school for any reason, please contact your child’s school’s social worker or counselor. For more information, please see School Board policy 4020.
- Students are expected to attend school daily unless they are sick. This creates good habits and shows that school is important to your family.
- Parents are asked each year to fill out emergency contact 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.
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Parents can update certain contact information through ParentVUE. A parent who does not have access to ParentVUE should contact their child’s school to get login information. Up-to-date contact information is vital to the school division’s ability to communicate effectively with parents.

**PHONE AND EMAIL MESSAGES**

Chesterfield County Public Schools uses SchoolMessenger to communicate with parents via phone, email and text messages. 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.

**EMERGENCY CONTACT INFORMATION**

Parents are encouraged to plan ahead for holidays and early dismissals, by shifting work schedules so that they can be with their children, contacting after-school programs or coordinating with friends and neighbors. This publication includes the 2022-23 calendars and school starting times.

**ATTENDANCE**

School attendance is vital to academic achievement. Every day counts! Good attendance boosts academic success and prepares students for future employment. Absences add up, and excessive absences may affect receiving credit for classes or promotion to the next grade.

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Please notify the school if your student will need to be absent from school. If you are having difficulty sending your child to school for any reason, please contact your child’s school’s social worker or counselor. For more information, please see School Board policy 4020.

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**Matoaca**
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- **Middle:** Bailey Bridge, Matoaca
- **High:** Cosby, Manchester, Matoaca

**Midlothian**
- **Elementary:** Bon Air, Chalkley, Crestwood, Davis, Greenfield, Old Hundred, Robious, Watkins, Bettie Weaver
- **Middle:** Manchester, Midlothian, Providence, Robious
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**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 2022-23 calendars (the regular calendar and the year-round calendar followed by Bellwood and Falling Creek elementaries) are 178 days long but exceed the state’s minimum requirements for seat time.
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**Contact Information**

- **Ann Coker**, chair
  - Bermuda District
  - 804-543-7407
  - ac_coker@ccpsnet.net

- **Dorothy Heffron**, vice chair
  - Clover Hill District
  - 804-543-9161
  - dh_heffron@ccpsnet.net

- **Debbie Bailey**, District 1
  - Dale District
  - 804-543-6780
  - dg_bailey@ccpsnet.net

- **Ryan Hatter**, District 2
  - Matoaca District
  - 804-543-7992
  - rhatter@ccpsnet.net

- **Kathryn Haines**, District 3
  - Midlothian District
  - 804-543-7948
  - ks_haines@ccpsnet.net

- **Dr. Merv Daugherty**, Superintendent
  - 804-748-1434
  - superintendent@ccpsnet.net
SCHOOL LIBRARIES
The purpose of school libraries is to provide students and teachers with a wide range of educational and recreational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, and allowing for the presentation of many different points of view.

- At the elementary level, weekly library time is part of the resource cycle along with health/PE, art, music and STEAM or world languages. During weekly library time, students have lessons on topics related to research skills and digital citizenship. Students are also able to check out books.
- At the secondary level, teachers may bring classes into the library for research or reading related to a class assignment. While library time is not built into the weekly bell schedule, secondary students are able to access the library and library resources for research or personal interests at any time.

Through the student dashboard (my.ccpsnet.net), all parents can access their students’ library accounts via the CCPS library catalog tool. Also, parents may choose to opt in to receive an email when their student checks out a book. The email will include title, checkout date and due date. Here is how parents may opt in:

- Go to your school’s website and click the academics tab in the main navigation.
- Click the library link.
- On the library page, click the checkout notifications link.
- Fill out the Google form to opt in for checkout notifications.
The process for opting in to parental notifications is also communicated annually with the start of school time is part of the resource cycle along with health/PE, art, music and STEAM or world languages. During weekly library time, students have lessons on topics related to research skills and digital citizenship. Students are also able to check out books.

PHOTOGRAPHS AND VIDEO
The school division, news media and community partners 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.

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 any CCPS staff member at the school or you may report it directly to the building level Title IX coordinator 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 online at mychesterfieldschools.com under the School Board tab in the School Board policies section.

STUDENT CONDUCT
To provide a safe environment conducive to learning, the system maintains and enforces uniform written regulations stating the system’s standards for student conduct and attendance. Policy 4010 and the corresponding policy regulation pertain to the standards for student conduct. 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. The School Board strongly supports the weapons and drugs regulations. 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. 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 (804-748-0660).

PHONES AND PERSONAL DEVICES
Schools may establish procedures that allow a student to possess, turn on and use a personal cellphone or other personal device while on school property during the instructional day. Students may also establish in these procedures that violations may result in confiscation of the cellphone and repeated violations could result in the loss of these privileges and may result in before- or after-school detention or out-of-school suspension of up to 10 days.

A student found using a cellphone during any testing situation will have the cellphone immediately confiscated and will lose the privilege for the remainder of the school year. Any student who uses a cellphone for unlawful activity while on school property or while attending any school function or activity will be subject to disciplinary action that may include out-of-school suspension or a recommendation for expulsion.

Chesterfield County Public Schools is not responsible for lost or stolen personal cellphones or other personal electronic devices.

DRESS CODE
All students who attend any public school in Chesterfield County are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is prohibited and may result in disciplinary consequences. Dress codes at Chesterfield schools shall:

- Permit any student to wear any religiously and ethnically specific or significant head covering or hairstyle, including hijabs, yarmulkes, head wraps, braids, locks and cornrows
- Maintain gender neutrality by subjecting any student to the same set of rules and standards regardless of gender
- Not have a disparate impact on students of a particular gender
- Be clear, specific and objective in defining terms, if used
- Prohibit any School Board employee from enforcing the dress or grooming code by direct physical contact with a student or a student’s attire
- Prohibit any School Board employee from requiring a student to undress in front of any other individual, including the enforcing School Board employee, to comply with the dress or grooming code
- Prohibit clothing that depicts language or images that are vulgar, discriminatory or obscene; that contains threat such as gang symbols; that depicts illegal or violent behavior or items prohibited in a school setting such as weapons, drugs, alcohol, tobacco products, nicotine vapor products or drug paraphernalia

EMERGENCY CLOSINGS
If it becomes necessary to close schools or delay opening because of bad weather or for any other reason, such as a power failure, announcements will be communicated via phone, text and email and posted online at mychesterfieldschools.com, Facebook and Twitter. 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.

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 5990 online at mychesterfieldschools.com under the School Board tab in the School Board policies section.

SCHOOLS ARE NOT METATHESES
PHOTOGRAPHS AND VIDEO
The school division, news media and community partners 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.

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 any CCPS staff member at the school or you may report it directly to the building level Title IX coordinator 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 online at mychesterfieldschools.com, Facebook and Twitter. 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.

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SCHOOL LIBRARIES
The purpose of school libraries is to provide students and teachers with a wide range of educational and recreational materials on all levels of difficulty and in a variety of formats, with diversity of appeal, and allowing for the presentation of many different points of view.

- At the elementary level, weekly library time is part of the resource cycle along with health/PE, art, music and STEAM or world languages. During weekly library time, students have lessons on topics related to research skills and digital citizenship. Students are also able to check out books.
- At the secondary level, teachers may bring classes into the library for research or reading related to a class assignment. While library time is not built into the weekly bell schedule, secondary students are able to access the library and library resources for research or personal interests at any time.

Through the student database (my.ccpsnet.net), all parents can access their students’ library accounts via the CCPS library catalog tool. Also, parents may choose to opt in to receive an email when their student checks out a book. The email will include title, checkout date and due date. Here is how parents may opt in:

- Go to your school’s website and click the academics tab in the main navigation.
- Click the library link.
- On the library page, click the checkout notifications link.
- Fill out the Google form to opt in for checkout notifications.

The process for opting in to parental notifications is also communicated annually with the start of school information and can be updated at any time.

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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. Policy 4010 and the corresponding policy regulation pertain to the standards for student conduct. 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. The School Board strongly supports the weapons and drugs regulations. 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. 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 (804-748-0660).

PHONES AND PERSONAL DEVICES
Schools may establish procedures that allow a student to possess, turn on and use a personal cellphone or other personal device while on school property during the instructional day. Schools may also establish in these procedures that violations may result in confiscation of the cellphone and repeated violations could result in the loss of these privileges and may result in before- or after-school detention or out-of-school suspension of up to 10 days.

A student found using a cellphone during any testing situation will have the cellphone immediately confiscated and will lose the privilege for the remainder of the school year. Any student who uses a cellphone for unlawful activity while on school property or while attending any school function or activity will be subject to disciplinary action that may include out-of-school suspension or a recommendation for expulsion.

CHESTERFIELD COUNTRY PUBLIC SCHOOLS IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL CELPHONES OR OTHER PERSONAL ELECTRONIC DEVICES.

DRESS CODE
All students who attend any public school in Chesterfield County are expected to dress appropriately for a K-12 educational environment. Any clothing that interferes with or disrupts the educational environment is prohibited and may result in disciplinary consequences. Dress codes at Chesterfield schools shall:

- Permit any student to wear any religiously and ethnically specific or significant head covering or hairstyle, including hijabs, yarmulkes, headwraps, braids, locks and cornrows
- Maintain gender neutrality by subjecting any student to the same set of rules and standards regardless of gender
- Not have a disparate impact on students of a particular gender
- Be clear, specific and objective in defining terms, if used
- Prohibit any School Board employee from enforcing the dress or grooming code by direct physical contact with a student or a student’s attire
- Prohibit any School Board employee from requiring a student to undress in front of any other individual, including the enforcing School Board employee, to comply with the dress or grooming code
- Prohibit clothing that depicts language or images that are vulgar, discriminatory or obscene; that contains threat such as gang symbols; that depicts illegal or violent behavior or items prohibited in a school setting such as weapons, drugs, alcohol, tobacco products, nicotine vapor products or drug paraphernalia

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EXTRACURRICULAR ACTIVITIES

There are many ways that students can become involved in their school. The school division’s policy on extracurricular activities provides guidance to schools, complies with legal requirements and ensures consistency in the treatment of student organizations and clubs. School Board policy 4070 is online at mychesterfieldschools.com under the School Board tab in the School Board policies section.

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 the 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 follows policy 3031, which is available online at mychesterfieldschools.com under the School Board tab in the School Board policies section.

FEES

Chesterfield County families can pay many school fees and charges online at osp.osmsinc.com/ChesterfieldVA. Parents can also pay in person during fee nights when they are arranged by individual schools. Some fees can be waived or reduced for students with economic hardships (please communicate directly with your school principal about this).

Fees include $210 for behind-the-wheel driver education and $50 for full-year parking permits for high school students. There may be fees for damaged, lost or stolen Chromebooks, and there are fees for individual classes for items that are considered consumables. Fees are subject to change. Returned checks will be sent for collection to Envision Payment Solutions, which will charge a fee of up to $50 in addition to the amount collected on behalf of the student.

The school division's policy 3080 covers student instructional fees and other charges.

HOMELESS STUDENTS

The McKinney-Vento Homeless Assistance Act is a federal law that provides educational supports and services for students experiencing homelessness. Attending school and accessing supplies and/or school-sponsored activities may be difficult during a time of transition or while living in temporary housing. The purpose of the McKinney-Vento Act is to support school access, school stability and academic success for students residing in transitional living situations.

Chesterfield County Public Schools will ensure that all students who are experiencing homelessness shall have equal access to the same free, appropriate public education as provided to other children and youth and are given meaningful opportunities to succeed in school. Homeless children and youth shall not be stigmatized or segregated on the basis of their status as homeless.

Students may be eligible for McKinney-Vento supports and services if they are living in the following situations:

- Sharing the housing of others due to loss of housing, economic hardship or a similar reason
- Living in a hotel, campground or trailer due to a lack of alternative adequate accommodations
- Living in an emergency or transitional shelter
- Having a primary nighttime residence that is a place not designed for sleeping

Under the McKinney-Vento Act, there are specific rights that a student has:

- Enroll in school immediately, even if you do not have all of the required documents
- Attend classes while the school gathers needed documents
- Enroll in the local school or continue attending the school of origin (the school attended when permanently housed or the school in which the student was last enrolled)
- If the school district believes that the school selected is not in the best interest of the student then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision
- Transportation to and from the school of origin if requested
- Educational services comparable to those provided to other students, according to the student’s needs
- Free school breakfast and lunch and school fee waivers

To assist families during this time of transition, McKinney-Vento packets of information are available at all Chesterfield County schools. Contact the McKinney-Vento support specialist at 804-717-6466 for help.

ENVIRONMENTAL QUESTIONS

The school system actively monitors and addresses environmental issues. For more information, call 804-717-6466.

- Chesterfield County Public Schools proactively addresses indoor air quality concerns by conducting periodic inspections and placing work orders for building repairs when necessary.
- The school system’s program calls for testing for radon on every occupied ground floor room, including classrooms and offices. If an area is found to have a radon concentration of concern, the radon will be mitigated.
- An 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 system 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.

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ANYTIME, ANYWHERE LEARNING

Chesterfield County Public Schools provides Chromebooks to students at all grade levels. In addition to using the computers throughout the school day, students have the opportunity to use their Chromebooks outside of school and engage in anytime, anywhere learning. This blended learning initiative puts thousands of Chromebooks into the hands of Chesterfield County students. A mobile device agreement for students and parents to fill out is online at mychesterfieldschools.com.

Chesterfield County Public Schools has created a digital teaching and learning environment to better prepare students for college and careers. A key component of this digital ecosystem is our learning management system, Canvas. All teachers use Canvas for online instructional management and course communication. Additionally, Canvas integrates with the many applications students use for learning. Computers and internet access are vital in education because they are vital in almost all 21st-century careers.

When teachers leverage rich, interactive digital content in their instruction, students are provided with greater opportunity to personalize and tailor learning to their personal and immediate needs. In addition to engaging students in self-directed and relevant learning, this approach allows the teacher to help more students individually when needed rather than teaching large groups at the same pace through the same content. This method of instruction, which combines technology with face-to-face teaching, is called blended learning.

When all students have mobile computing devices, teachers are more apt to provide small group and individualized instruction rather than lecturing to an entire class. When every student has a device, students have additional opportunities to develop higher order and critical thinking skills. Mobile devices allow students more choice in directing their learning, help them create products that demonstrate their knowledge and provide easy access to up-to-date information; all of this leads to increased student engagement and academic achievement.

With anytime and anywhere learning, education extends beyond the classroom and the traditional school day. With increased access to collaborative tools like Google Drive, students will find it easier to manage their materials. Instead of using printed workbooks that are quickly outdated, students can access current information. Computer-fluent students rapidly shift from being consumers of information to becoming producers of creative and innovative work. As a result, students are more likely to take greater pride in their knowledge and schoolwork and are more likely to see the value of education, thereby reducing the dropout rate and raising the community’s level of education.

GIFTED EDUCATION

The Office of Gifted Education recognizes and identifies gifted learners and provides a comprehensive program that:
- Delivers an appropriately differentiated instructional program responsive to student ability, assists students in actualizing potential to achieve personal success.
- Provides a continuum of program service options.
- Addresses social and emotional concerns.
- Supports an educational environment that challenges gifted learners and enables students to perform at levels of excellence.
- Facilitates the development of self-directed learners and development of talent.

Gifted elementary and middle school students are cluster-grouped with other identified gifted learners as possible. Students in grades 3-8 may further qualify to participate in a center-based gifted program. Advanced academic needs of gifted high school students are met through honors, Advanced Placement and dual-enrollment courses self-selected by students. In addition, high school specialty centers and regional governor’s schools exist to serve the different needs of gifted high school students by offering programs that concentrate on various disciplines. Teachers consider readiness, achievement and interests to modify curriculum and instruction while striving to provide an appropriate challenge.

For a student to be evaluated for possible gifted services, a referral form must be submitted by the individual wishing to refer a child. A link to the form is available at mychesterfieldschools.com/gifted/. Parents/guardians, community members, teachers or students may refer a child for gifted services; private and homeschooled students in second grade or higher also may be referred by following this referral process and testing at the school they would attend if currently enrolled. Referral forms must be submitted before the referral deadline for the child’s current grade level.

SPECIAL EDUCATION AND 504 PLANS

In accordance with the Individuals with Disabilities Education Improvement Act, special education and related services are provided at no cost to eligible CCPS students with disabilities ages 2 through 21. Determining a child’s eligibility for special education and related services is a detailed process that involves making decisions that significantly affect a child’s educational programming, preparation for school completion and postsecondary life. The eligibility process involves reviewing the student’s academic and behavioral data, observing the student in educational environments and compiling information from families, teachers and specialists who have knowledge of the student’s academic and functional performance. Members of the eligibility team determine the need for a psychological, educational and sociocultural evaluation and review and interpret the results of assessments once they are completed. During the special education eligibility process, a team (including the parents) determines whether the child has a disability that requires special education. Once a child is found eligible for services under the IDEA, an individualized education program will be developed to address the student’s academic and functional needs.

Chesterfield County Public Schools and school staff members are subject to the rules and laws as outlined in the Regulations Governing Special Education Programs for Children with Disabilities in Virginia and the Individuals with Disabilities Act (2004).

Section 504 of the Rehabilitation Act of 1973 protects qualified students determined, through an eligibility process, to have a physical or mental impairment that substantially limits one or more major life activities. Section 504 requires that school divisions provide a free appropriate public education to qualified students.

If you suspect your child may have a disability, you may make a referral to your school’s special education coordinator or school administrator. If your child is not enrolled in Chesterfield County Public Schools, contact an administrator at the school your child would attend based on your home address.

Parent partnerships are an essential component of the special education and Section 504 processes. If you have questions, contact your child’s school or the Department of Special Education at 804-639-8918.

KINDERGARTEN REGISTRATION

Children who will be 5 years old on or before Sept. 30, 2023, can register to enter kindergarten in the 2023-24 school year. Registration starts online at mychesterfieldschools.com with a preregistration form.

APPLYING FOR PREKINDERGARTEN

Prekindergarten serves 4-year-olds with the greatest need, helping them build skills and prepare for kindergarten. Children who reach their fourth birthday by Sept. 30 and who live in a school attendance zone where prekindergarten is offered may apply. A limited number of spots are available. Applications are accepted beginning in February. Call 804-706-6061 or check out the prekindergarten page on mychesterfieldschools.com.
CHESFIELD COUNTY PUBLIC SCHOOLS PROVIDES
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SUMMER PROGRAMS AND SOL/SAT/ACT/W!SE ACADEMIES

Summer school programs provide a second exposure to the curriculum with in-person and virtual opportunities. Enrichment opportunities include high school career and technical center camp, middle school visual and performing arts camp and elementary school cultural arts camp. Academy offerings in the summer and during the school year include free SAT prep for high school juniors and seniors to help prepare for these college entrance exams. The SOL/WISE Academy provides support for students who have passed a class but have not passed the end-of-course test required for graduation. Talk to your child’s counselor to determine what requirements they may need to fulfill and for more information about the academy. Details can also be found on mychesterfieldschools.com.

STATE TESTING

Historically, federal and state legislation has required yearly Standards of Learning testing in grades 3-8 for reading and math. The Virginia Assessment Program now requires schools to administer reading and math standards-based growth tests in fall and winter, and spring SOL assessments for grades 3-8, to assess student growth and achievement over the course of the school year. Additional tests are administered for fourth-grade history, fifth-grade science and eighth-grade writing, social studies and science. End-of-course tests are traditionally administered to students enrolled in any high school credit course for which there is an associated SOL test, if needed to satisfy state or federal requirements. English 11 students will test in reading, and English 10 students will test in writing.

Students enrolled in Virginia public schools are expected to take the applicable state tests. The Virginia regulations do allow opting out. If parents refuse to have their student participate in one or more of the required Virginia assessments, they should be aware that their student’s state assessment score report will reflect a score of 0 for any test that is refused.

Student graduation requirements are different based on a student’s year of high school entry. Your school counselor is a valuable resource in explaining the exact graduation requirements for your student.

LOCAL TESTING

The Cognitive Abilities Test is administered to all second-grade students. The test measures a child’s abilities in verbal skills, mathematics reasoning and nonverbal reasoning skills. The Naglieri Nonverbal Ability Test is administered to all fifth-grade students to measure nonverbal reasoning and general problem-solving abilities. The results of both tests are used in the review process for accelerated and gifted education program opportunities. The Preliminary SAT is administered in the fall; it is a standardized test that measures skills in critical reading, math problem-solving and writing. The test will be offered at no cost during the school day to all students in grades 8-11. 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 learning opportunities. The SAT will be administered during a school day in March. This test measures skills in critical reading, math and writing, and it provides a measure of a student’s readiness for college. The SAT will be offered to all 11th-grade students at no cost.

TESTING DATES

As Chesterfield County Public Schools continues to examine the best balance in student testing, school principals work within Virginia Department of Education and division testing windows to ensure the best balance in student testing and student learning. In addition to required testing, principals determine additional types of assessments that may best guide student learning.

PROMOTION

Middle school students must pass five subjects (math, science, social studies, language arts and an elective, which can be two-semester courses) to be promoted to the next grade. Failing a high school credit subject, such as Algebra I or earth science, cannot be a barrier to promotion to ninth grade. Virginia requires that each middle school student take at least one course related to career exploration (such as career investigations) or receive this curriculum in an alternative way before exiting the eighth grade; however, this course is not a barrier to promotion. High school promotion standards are:

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

Virginia requires high school students to meet additional diploma requirements such as passing an economics and personal finance course, completing an online course experience, etc. Additional information about the state’s graduation requirements is available at doe.virginia.gov/ instruction/graduation.

For more information about promotion standards, see School Board policy 3042 at mychesterfieldschools.com under the School Board tab in the School Board policies section.
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Academy offerings in the summer and during the school year include free SAT prep for high school juniors and seniors to help prepare for these college entrance exams. The SOL/W!SE Academy provides support for students who have passed a class but have not passed the end-of-course test required for graduation. Talk to your child’s counselor to determine what requirements they may need to fulfill and for more information about the academy. Details can also be found on mychesterfieldschools.com.

STATE TESTING

Historically, federal and state legislation has required yearly Standards of Learning testing in grades 3-8 for reading and math. The Virginia Assessment Program now requires schools to administer reading and math standards-based growth tests in fall and winter, and spring SOL assessments for grades 3-8, to assess student growth and achievement over the course of the school year. Additional tests are administered for fourth-grade history, fifth-grade science and eighth-grade writing, social studies and science. End-of-course tests are traditionally administered to students enrolled in any high school credit course for which there is an associated SOL test, if needed to satisfy state or federal requirements. English 11 students will test in reading, and English 10 students will test in writing.

Students enrolled in Virginia public schools are expected to take the applicable state tests. The Virginia regulations do allow opting out. If parents refuse to have their student participate in one or more of the required Virginia assessments, they should be aware that their student’s state assessment score report will reflect a score of 0 for any test that is refused.

Student graduation requirements are different based on a state assessment score report. If a student refuses any test that is refused, the SOL/W!SE Academy provides support for students who have passed a class but have not passed the end-of-course test required for graduation. Talk to your child’s counselor to determine what requirements they may need to fulfill and for more information about the academy. Details can also be found on mychesterfieldschools.com.

LOCAL TESTING

The Cognitive Abilities Test is administered to all second-grade students. The test measures a child’s abilities in verbal skills, mathematics reasoning and nonverbal reasoning skills. The Naglieri Nonverbal Ability Test is administered to all fifth-grade students to measure nonverbal reasoning and general problem-solving abilities. The results of both tests are used in the review process for accelerated and gifted education program opportunities. The Preliminary SAT is administered in the fall; it is a standardized test that measures skills in critical reading, math problem-solving and writing. The test will be offered at no cost during the school day to all students in grades 8-11. 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 learning opportunities. The SAT will be administered during a school day in March. This test measures skills in critical reading, math and writing, and it provides a measure of a student’s readiness for college. The SAT will be offered to all 11th-grade students at no cost.

TESTING DATES

As Chesterfield County Public Schools continues to examine the best balance in student testing, school principals work within Virginia Department of Education and division testing windows to ensure the best balance in student testing and student learning. In addition to required testing, principals determine additional types of assessments that may best guide student learning.

PROMOTION

Middle school students must pass five subjects (math, science, social studies, language arts and an elective, which can be two-semester courses) to be promoted to the next grade. Failing a high school credit subject, such as Algebra I or earth science, cannot be a barrier to promotion to ninth grade. Virginia requires that each middle school student take at least one course related to career exploration (such as career investigations) or receive this curriculum in an alternative way before exiting the eighth grade; however, this course is not a barrier to promotion.

High school promotion standards are:
- Promotion from ninth to 10th grade: 5 credits earned
- Promotion from 10th to 11th grade: 11 credits earned
- Promotion from 11th to 12th grade: must satisfy the requirements to be a candidate for June graduation

Virginia requires high school students to meet additional diploma requirements such as passing an economics and personal finance course, completing an online course experience, etc. Additional information about the state’s graduation requirements is available at doe.virginia.gov/instruction/graduation.

For more information about promotion standards, see School Board policy 3042 at mychesterfieldschools.com under the School Board tab in the School Board policies section.
The CCPSOnline program is built for flexibility and offers all students the opportunity to choose from a comprehensive online collection of high school credit courses. All courses are taught by licensed CCPS teachers and are delivered through the Canvas learning management system. Students choose coursework through CCPSOnline for a variety of reasons related to the need for personalized academic solutions and flexible scheduling, but many students simply prefer or are more successful with online coursework. Students can take all of their courses through CCPSOnline or take courses in addition to a full schedule in their brick-and-mortar school.

Common reasons families choose CCPSOnline include:
- Provides flexibility in the daily schedule by offering an opportunity to complete coursework anytime and anywhere.
- Provides the opportunity to take additional courses in order to become current with the student’s appropriate grade level.
- Provides the opportunity to take additional courses in order to free space in the academic program to attend a specialty center or career and technical education program or to access advanced coursework in later years.
- Provides an opportunity for home-school and private school students to enroll in up to two courses per year, space permitting.
- Provides an opportunity for students residing outside of Chesterfield County to take up to two qualifying online courses during the regular school year through status as an approved Virginia Department of Education multivendor online provider.

Complete information, including a list of courses and fee details, is available at mychesterfieldschools.com/ccpsonline.

WHAT IS PACE?
PACE is a centralized program offered through CCPSONLINE that allows students to complete high school course requirements in an accelerated format. Schools identify students who, for a variety of reasons, require personalized solutions to meet their anticipated graduation timeline. CCPSOnline works with the school to provide a licensed teacher, courseware and student supports. Ask your school counselor for details.

ACADEMY 360
Academy 360 is a one-year opportunity for overage middle school students who have been retained at least once. This program offers students the opportunity to complete middle school requirements while earning up to four high school credits to get back on track for graduation. Academy 360 provides a safe learning environment and nontraditional option for middle school students to improve their social and study skills and achieve academic success. There is small-group instruction, mentoring, positive behavior interventions and supports and restorative practices. There is a strict no-cellphone policy.

Transportation is provided from students’ homes to the Career and Technical Center Courthouse for academic instruction. Student referrals will be evaluated from middle school counselors in the spring for the following school year.

NIGHT SCHOOL
Night School provides high school students the opportunity to complete and earn high school credits for free in the evening. Students engage in intense academic study to complete a traditional yearlong course in a single semester. Classes meet twice a week 5:30-9 p.m. at Carver College and Career Academy. Because of the accelerated nature of the program, students will be withdrawn with a failing grade after five unexcused absences. Students must arrange their own transportation to and from Night School. For more information and registration, please contact your school counselor.

CHESTERFIELD RECOVERY ACADEMY
Virginia’s first recovery high school program, Chesterfield Recovery Academy is open to central Virginia Region 1 high school students who are in recovery from substance abuse disorders. Chesterfield Recovery Academy students will receive the academic, emotional and social support necessary to complete their high school education and set a path toward continued success. Once enrolled, students may remain in the program as long as needed to ensure continued success. To be considered for enrollment, students should complete the interest form at mychesterfieldschools.com.

GED PREPARATION
A GED preparation program is available at Carver College and Career Academy. SPACE is limited. For more information, please call 804-768-6165, ext. 3.

HOME-SCHOOLING
Each year by Aug. 15, families who choose home instruction rather than school attendance for their children must notify the school-home support 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-school support specialist with evidence of progress. Details regarding the evidence of progress requirement can be found in the Virginia Department of Education Parent Handbook, at mychesterfieldschools.com and in the verification letter that is sent upon receipt of the notice of intent.

Each academic year, home-schooled students may apply to enroll in up to two middle school or high school courses at their home-based school or through CCPSOnline or may apply to enroll in one course at either of the two Chesterfield Career and Technical Centers. Students must apply for classes by March 1 of the preceding school year, and participation is on a space-available basis.

High school-aged home instruction students may participate in Advanced Placement and Preliminary SAT/ National Merit Scholarship Qualifying Test examinations. Contact the school counseling department of your child’s home-based high school by Sept. 15 for PSAT registration information and by Sept. 30 for Advanced Placement 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 is available at mychesterfieldschools.com/home-schooling and www.doe.virginia.gov or by calling 804-639-8628.

ADULT CONTINUING EDUCATION
Adult Continuing Education provides opportunities for residents 18 and older in workforce training. GED classes and testing and English for 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 804-768-6140 or go to tinyurl.com/CCACEcatalog.

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GRADING SCALES

<table>
<thead>
<tr>
<th>Grade</th>
<th>Meaning</th>
<th>GPA</th>
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<tbody>
<tr>
<td>A+</td>
<td>Excellent</td>
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<tr>
<td>A</td>
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<tr>
<td>B+</td>
<td>Satisfactory</td>
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<tr>
<td>B</td>
<td>Minimal Progress</td>
<td>3.0</td>
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<tr>
<td>C+</td>
<td>2.5</td>
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<tr>
<td>C</td>
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<td>1.0</td>
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<tr>
<td>F</td>
<td>Failing</td>
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Grades 2-5 Grade Range

A 90-100
B+ 86-89
B 80-85
C+ 76-79
C 70-75
D+ 66-69
D 60-65
F Below 60

Grades 6-12 Grade Range

A+ 97-100
A 90-96
B+ 86-89
B 80-85
C+ 76-79
C 70-75
D+ 66-69
D 60-65
F Below 60

*Industry certification courses can be found online at mychesterfieldschools.com.
CCPSONLINE

The CCPSONLINE program is built for flexibility and offers all students the opportunity to choose from a comprehensive online collection of high school credit courses. All courses are taught by licensed CCPS teachers and are delivered through the Canvas learning management system. Students choose coursework through CCPSONLINE for a variety of reasons related to the need for personalized academic solutions and flexible scheduling, but many students simply prefer or are more successful with online coursework. Students can take all of their courses through CCPSONLINE or take courses in addition to a full schedule in their brick-and-mortar school.

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**INDUSTRY CERTIFICATION COURSES**

*Industry certification courses can be found online at mychesterfieldschools.com.*
### PRekindergarten

<table>
<thead>
<tr>
<th>School</th>
<th>Principal</th>
<th>Phone</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chester Early Childhood</td>
<td>Lesley Harris</td>
<td>804-818-5631</td>
<td>9:25 a.m.-3:35 p.m.</td>
</tr>
<tr>
<td>Learning Academy</td>
<td></td>
<td></td>
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### Elementary Schools

<table>
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<tr>
<th>School</th>
<th>Principal</th>
<th>Phone</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bellwood</td>
<td>Jennifer Ruddy</td>
<td>804-743-3600</td>
<td>9:25 a.m.-3:35 p.m.</td>
</tr>
<tr>
<td>Besley</td>
<td>Dr. Patrice Wilson</td>
<td>804-743-3610</td>
<td>7:45 a.m.-2:35 p.m.</td>
</tr>
<tr>
<td>Bruton</td>
<td>Dr. Christina Allen-Roach</td>
<td>804-743-3620</td>
<td>9:25 a.m.-3:35 p.m.</td>
</tr>
<tr>
<td>Bon Air</td>
<td>Dr. Angie Klyce</td>
<td>804-560-2700</td>
<td>7:45 a.m.-2:15 p.m.</td>
</tr>
<tr>
<td>Chalkley</td>
<td>Guillermo Gonzalez</td>
<td>804-674-1300</td>
<td>8:30 a.m.-3:00 p.m.</td>
</tr>
<tr>
<td>Marguerite Christian</td>
<td>Rovez Ingram</td>
<td>804-530-5733</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>Clover Hill</td>
<td>Karyn Andersen</td>
<td>804-739-6220</td>
<td>7:45 a.m.-2:15 p.m.</td>
</tr>
<tr>
<td>Crestridge</td>
<td>Brian Campos</td>
<td>804-739-6250</td>
<td>7:45 a.m.-2:15 p.m.</td>
</tr>
<tr>
<td>Curtis</td>
<td>Susan Wilson</td>
<td>804-768-6175</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>Davis</td>
<td>Dr. Kenya Batts</td>
<td>804-674-1310</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>Ecoff</td>
<td>Kristin Tait</td>
<td>804-768-6185</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>Enon</td>
<td>Dr. Paula Huffman</td>
<td>804-530-5720</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>Ettrick</td>
<td>Dr. Randi Smith</td>
<td>804-520-6005</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>Evergreen</td>
<td>Matt Wahl</td>
<td>804-739-2400</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>Falling Creek</td>
<td>Reichaud Johnson</td>
<td>804-743-3630</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>Gates</td>
<td>Giuliana Brink</td>
<td>804-768-6195</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>Gordon</td>
<td>Natalie Bare</td>
<td>804-378-2410</td>
<td>9:25 a.m.-3:35 p.m.</td>
</tr>
<tr>
<td>Grange Hall</td>
<td>Courtney Jones</td>
<td>804-739-6265</td>
<td>8:30 a.m.-3:00 p.m.</td>
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<tr>
<td>Greenfield</td>
<td>Jennifer Andrews</td>
<td>804-560-2720</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>Harrowgate</td>
<td>Christina Serola</td>
<td>804-520-6015</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>Henting</td>
<td>Kristin Saady</td>
<td>804-743-3651</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>Hopkins</td>
<td>Dr. Tsch Hill</td>
<td>804-743-3665</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>Jacobs Road</td>
<td>Jennifer Lenz</td>
<td>804-674-1320</td>
<td>7:45 a.m.-2:15 p.m.</td>
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<tr>
<td>Matoaca</td>
<td>Melanie Jasinkiewicz</td>
<td>804-590-3100</td>
<td>8:30 a.m.-3:30 p.m.</td>
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<tr>
<td>Moseley</td>
<td>Karen Dubiel</td>
<td>804-818-5581</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>Old Hundred</td>
<td>Lindsay Mottley</td>
<td>804-379-2008</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>Providence</td>
<td>Dr. Sharon Rucker</td>
<td>804-674-1345</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>Robious</td>
<td>Karen Chapman</td>
<td>804-378-2500</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>Salem Church</td>
<td>Natasha Wade</td>
<td>804-768-6215</td>
<td>8:30 a.m.-3:30 p.m.</td>
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<tr>
<td>Elizabeth Scott</td>
<td>Julie Buntich</td>
<td>804-541-4660</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>Alberta Smith</td>
<td>Jana Kline</td>
<td>804-739-6295</td>
<td>8:30 a.m.-3:00 p.m.</td>
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<tr>
<td>Spring Run</td>
<td>Christopher Hart</td>
<td>804-639-6352</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>St. Patrick</td>
<td>Lillaus Harris</td>
<td>804-739-6265</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>Watkins</td>
<td>Debbie Weatherford</td>
<td>804-378-2530</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>Bettie Weaver</td>
<td>Robin Riley</td>
<td>804-378-2540</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<td>Wells</td>
<td>Fredrick Geissler</td>
<td>804-768-6265</td>
<td>7:45 a.m.-2:15 p.m.</td>
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<tr>
<td>Winterpock</td>
<td>Tylea Owens</td>
<td>804-763-5051</td>
<td>9:25 a.m.-3:35 p.m.</td>
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<tr>
<td>Woolridge</td>
<td>Katie Matheny</td>
<td>804-739-6330</td>
<td>9:25 a.m.-3:35 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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<tbody>
<tr>
<td>Bailey Bridge</td>
<td>Dr. Melanie Knowles</td>
<td>804-739-6200</td>
<td>7:35 a.m.-2:05 p.m.</td>
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<tr>
<td>Carver</td>
<td>Dr. Bryan Hicks</td>
<td>804-524-3620</td>
<td>7:35 a.m.-2:05 p.m.</td>
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<tr>
<td>Elizabeth Davis</td>
<td>Matthew Strittmatter</td>
<td>804-541-4700</td>
<td>7:35 a.m.-2:05 p.m.</td>
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<tr>
<td>Falling Creek</td>
<td>Sheryl Doswell</td>
<td>804-743-3640</td>
<td>7:35 a.m.-2:05 p.m.</td>
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<tr>
<td>Manchester</td>
<td>David Patsche</td>
<td>804-674-1355</td>
<td>7:35 a.m.-2:05 p.m.</td>
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<tr>
<td>Matoaca</td>
<td>Dr. Gayle Tines</td>
<td>804-530-3110</td>
<td>7:35 a.m.-2:05 p.m.</td>
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<tr>
<td>Midlothian</td>
<td>Arianne Hayes</td>
<td>804-378-2460</td>
<td>7:35 a.m.-2:05 p.m.</td>
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<tr>
<td>Providence</td>
<td>Michael-Jon Rodney</td>
<td>804-674-1355</td>
<td>7:35 a.m.-2:05 p.m.</td>
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<tr>
<td>Robious</td>
<td>Matthew Diamond</td>
<td>804-378-2510</td>
<td>7:35 a.m.-2:05 p.m.</td>
</tr>
<tr>
<td>Salen Church</td>
<td>Nicholas Olson</td>
<td>804-768-6225</td>
<td>7:35 a.m.-2:05 p.m.</td>
</tr>
<tr>
<td>Swift Creek</td>
<td>Ed. Maynes</td>
<td>804-739-6315</td>
<td>7:35 a.m.-2:05 p.m.</td>
</tr>
<tr>
<td>Tomahawk Creek</td>
<td>Rebecca Thompson</td>
<td>804-378-7120</td>
<td>8:30 a.m.-3:00 p.m.</td>
</tr>
</tbody>
</table>

### Virtual Options

- Chesterfield Virtual School (K-8)
  - CCPSOnline (high school)
    - Dr. Bruce Fillman
    - Dr. Beth Sepelyak
    - 804-818-5630
    - 804-639-2751
    - 7:45 a.m.-2:15 p.m.
    - flexible
### Prekindergarten

<table>
<thead>
<tr>
<th>School</th>
<th>Principal</th>
<th>Phone</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chester Early Childhood Learning Academy</td>
<td>Lesley Harris</td>
<td>804-818-5631</td>
<td>9:25 a.m.-3:35 p.m.</td>
</tr>
</tbody>
</table>
SAFE SCHOOLS
School safety is a priority. Chesterfield County Public Schools maintains a safe, supportive and nurturing learning environment so students and staff members feel secure, comfortable and supported and can achieve their best.

The school system works with the Chesterfield County Police Department to assign school resource officers to each secondary school and child safety officers to each elementary school, while also assigning school security officers to each high school and career and technical center. 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 and Twitter will be used to communicate when it is safe to release students and how parents will be reunited with their children.

SCHOOL VISITORS
To keep students safe, the school division will check the names of school visitors, including volunteers, against the Virginia Sex Offender and Crimes Against Minors Registry. The sex offender registry is online at sex-offender.vsp.virginia.gov/sor.

When visitors arrive at a school, they must enter through the main entrance after communicating with office staff via the intercom and show photo identification (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 the sex offender database 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. School Board policies 6141 and 6142 detail expectations for visitors and public conduct on school property and Policy 6133 relates to sex offenders. They can be found online at mychesterfieldschools.com under the School Board tab in the School Board policies section.

VIDEO SURVEILLANCE
As a component of a comprehensive safe school plan, video surveillance with or without audio 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. In a criminal investigation, law enforcement representatives may view video surveillance.

Parents may view video surveillance recordings where their student is the subject of the video without the consent of the parents of other students who may be seen in the same video recording. However, no parent will be allowed to have a copy of a video surveillance recording where multiple students can be seen.

INTERNET SAFETY
Internet safety is incorporated into the curriculum. As students learn to use the internet, they also learn about online safety, digital citizenship and manners, cyberbullying and intellectual property including copyright, plagiarism and piracy. In addition, the school division has contracted with a third-party vendor (Gaggle) to support the safety of students by combining machine learning technology, which flags content, with people who review questionable content in online file storage.

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 work daily 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.

ANTI-BULLYING INITIATIVE
Parents who are concerned about bullying should contact their student’s school and follow the reporting procedure. 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. Chesterfield County Public Schools standards for student conduct (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 system’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 supporting students and informing 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 these three steps to respond to bullying: approach, intervene and follow-up.

SCHOOL COUNSELING
The purpose of school counseling is to develop mindsets and behaviors in support of academic, social/ emotional and college/career readiness development. School counseling services in Chesterfield County Public Schools are provided by licensed professional school counselors.

Academic counseling and advisement help 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.

College and career counseling helps students acquire information about a range of postsecondary options, access career planning resources and develop decision-making skills to plan for and access postsecondary education and career opportunities. Students also learn how coursework and career technical training opportunities offered in Chesterfield County Public Schools can help explore career pathways of interest and earn industry credentials before graduation.

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Classroom lesson plans and materials to be used at each grade level are available for review. 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 lessons facilitated by the counselor. If a parent does not want a child to participate, a request should be made in writing to the principal before the scheduled classroom lesson. 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 social/emotional counseling that is needed to maintain order, discipline or a productive learning environment.

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MENTAL HEALTH
Chesterfield County Public Schools approach to supporting student mental health is preventive and responsive and focuses on partnering with students, families, educators and community resources to maximize student safety and adjustment. Our Mental Health Support Services team includes mental health support specialists who collaborate with school-based personnel to provide training to educators about signs of psychological distress and how to assess threats of harm to self or others. They facilitate our seventh- and 10th-grade Signs of Suicide prevention program in partnership with school counselors, school social workers, school psychologists and Chesterfield County Prevention Services professionals. Additionally, Chesterfield County Public Schools partners with county, regional and state mental health service providers to help families access mental health support services for students in need.

Chesterfield County Public Schools also uses Gaggle, an online tool that scans Google files written by students on their Chromebooks. If students write or share something that suggests a mental health or safety concern related to self or others, engages in bullying behavior or uploads inappropriate content to their Google Drive, Gaggle sends an alert to schools and the Mental Health Support Services team for assessment and response. During school days, the school-based administrative and counseling team reviews documents and meets with students to assess concerns and collaborates with students and their parents to address alerts and offer resources. After school hours, parents are notified of alerts and resources for mental health or community support by mental health support interventionists who are on call to respond to alerts about student mental health and safety as quickly as possible. This information is shared with parents immediately with possible. This information is shared with parents and students may call Crime Solvers at 804-748-0660.

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 Chesterfield County Mental Health Support Services at 804-748-1227. To anonymously report suspicious behavior or other concerns, parents and students may call Crime Solvers at 804-748-0660.

THREAT ASSESSMENT
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 that includes student support services staff members. 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 threat 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. See School Board policy 5031 for more information.

20
Mental Health

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as it relates to equitable considerations.

**Equity Design Team**

The Equity Design Team, which consists of a diverse group of CCPS educators and community members, was charged with identifying current and best-practice findings in the division and making recommendations that would enhance current practices or introduce new ones. As part of the committee’s work, the group was tasked with providing an annual report surrounding educational equity and recommendations for enhanced practices. The committee was divided into subcommittees to look at practices and policies across the areas of access and opportunity, disciplinary practices, engaging stakeholders, policy and practice, professional development and staffing, recruiting and retaining. This work led to the Equity Advisory Committee presenting 27 final recommendations for implementation consideration. Of the 27 recommendations, 16 are either in progress or have been addressed and 11 are currently categorized as pending.

**Equity Advisory Committee**

The Equity Advisory Committee continues to address the remaining 11 recommendations with the understanding that the work of equity is the responsibility of all and strives to align the Equity Policy (School Board policy 1014) with all other CCPS policies. The policy can be found online at mychesterfieldschools.com under the School Board tab in the School Board policies section.

In 2020, the division’s Equity Design Team was formed. The Equity Design Team, which consists of a diverse group of Chesterfield County Public Schools leaders (knowledge, insight, influence), works collectively to explore structural, institutional and individual root causes to address systemic inequities. Additionally, each Chesterfield County school has an equity lead who serves as a liaison to schools and supports creating opportunities for further work as it relates to equitable considerations.

**School Meals**

During the pandemic, the federal government issued a waiver allowing all children to eat free at school. This meant the application for free or reduced-price meals was not required during this time. However, the federal waiver has expired, and families now must complete an application to receive free or reduced-price meals during the 2022-23 school year. All others will pay for meals as they did before the pandemic.

Go to www.myschoolapps.com to complete an application for free or reduced-price meals. If you need a paper form, please contact your student’s school. In addition to free or reduced-price meals, filling out the application can connect families with P-EBT food assistance, reduced or waived internet fees and waived school and testing fees. Parents will be notified of the status of their application by email or letter, so be sure your student’s school has the correct email and mailing address.

Several Chesterfield schools qualify for the Community Eligibility Provision under the Healthy, Hunger-Free Kids Act of 2010. This program serves schools in economically distressed areas and allows all students enrolled at these schools to eat breakfast and lunch each day for free. Families with students attending these schools are not required to submit a free or reduced meal application form:

- Elementary schools: Bellwood, Besley, Beulah, Byrd, Cameron, Constance, Crestwood, Curtis, Davis, Ecoff, Enon, Ettrick, Fall Creek, Hargrove, Hening, Hopkins, Jacobs Road, Madison, Providence, Reams Road, Salem Church and Elizabeth Scott.
- Middle schools: Carver, Fallin Creek, Manchester, Providence and Salem Church.
- High schools: Bird, Carver College and Career Academy and Meadowbrook.

**MENUS ON AN APP**

A mobile app makes it easy to find out what is being served in Chesterfield County Public Schools. The free app — MealViewer — can be downloaded from Apple’s App Store and Google Play. Also, the school system’s website provides a link: schools.mevalviewer.com/district/ccps.

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. Menus are subject to change.

**Meal Money on an APP**

Are you tired of searching every morning for cash to pay for meals or a la carte items in school cafeterias? MySchoolBucks.com can help make your mornings easier. Go to myschoolbucks.com or download the app to get started.

**LIFE-THREATENING ALLERGIES**

Students with life-threatening food allergies should have a physician fill out the Food Allergy/Food Modification Medical Statement each school year. This form is available from the school nurse or at: mychesterfieldschools.com/food-and-nutrition-services/food-forms/.

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.

**Opt-Out Form**

If parents do not wish for their child to purchase meals in the cafeteria, an opt-out form must be submitted annually. Parents can elect for their child not to be allowed to purchase breakfast, lunch or both. Parents can also check that a meal cannot be charged to the child’s account, meaning a meal will not be provided if there are no funds to purchase the meal. This form is available at mychesterfieldschools.com/food-and-nutrition-services/food-forms/.
EQUITY
As defined in our strategic plan, Imagine Tomorrow, the CCPS core value of equity ensures fair and unbiased access to all resources and opportunities. This is present in our core value commitments:

• Create a culture open to different backgrounds and accepting of all voices and viewpoints.
• Recognize biases and identify acceptance and inclusion barriers to be removed.
• Demonstrate an appreciation of diversity and develop compassionate relationships.
• Be good stewards of resources that support opportunities for all.
• Hold high expectations while understanding challenges and identifying strengths.

The effort to remove barriers has resulted in a number of accomplishments as it relates to access and opportunities. This is present as it relates to the CCPS core value of equity.

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Are you tired of searching every morning for cash to pay for meals or a la carte items in school cafeterias? MySchoolBucks.com can help make your mornings easier. Go to myschoolbucks.com or download the app to get started.

LIFE-THREATENING ALLERGIES
Students with life-threatening food allergies should have a physician fill out the Food Allergy/Food Modification Medical Statement each school year. This form is available from the school nurse or at: mychesterfieldschools.com/food-and-nutrition-services/food-forms/.

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.

OPT-OUT FORM
If parents do not wish for their child to purchase meals in the cafeteria, an opt-out form must be submitted annually. Parents can elect for their child not to be allowed to purchase breakfast, lunch or both. Parents can also check that a meal cannot be charged to the child’s account, meaning a meal will not be provided if there are no funds to purchase the meal. This form is available at mychesterfieldschools.com/food-and-nutrition-services/food-forms/.

MENUS ON AN APP
A mobile app makes it easy to find out what is being served in Chesterfield County Public Schools. The free app — MealViewer — can be downloaded from Apple’s App Store and Google Play. Also, the school system’s website provides a link: schools.mealviewer.com/district/ccps. 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. Menus are subject to change.
TRANSPORTATION

BUSES
School bus transportation is available to most students attending county schools in accordance with School Board policy 7160. The policy is available online at chesterfieldcountyschools.com under the School Board tab in the School Board policies section.

• Families are asked to keep up-to-date student transportation information by logging into ParentVUE and checking your home address and any alternative addresses. For a link to ParentVUE and more details, go to bit.ly/3PzeEfv.
• Bus stops are placed in the safest location possible with a walk distance of 0.3 miles for students in grades K-5 and 0.5 miles for students in grades 6-12 when possible during the school year; distances may be greater during summer school.
• Bus routes are available to parents via e-Link by using a student’s ID to sign in. Routes and stops are subject to change at any time.
• Students must be at their bus stop five minutes before their bus is due to arrive. School buses will not wait for students.

The My Stop web and mobile application allows you to locate your child’s bus via GPS tracking to see where the bus is and its estimated arrival to your bus stop. The bus’s location is updated on the map every five seconds so in the event of a delay, there are no surprises. Here’s how to access My Stop:
• Via app: Search for My Stop in the app store and select “Versatrans My Stop.” There are several My Stop apps; choose the Versatrans version.
• Via computer: chesterfield.tylertech.com/elinkrp/.

Bus transportation is a privilege, and students riding school buses are required to obey all rules and regulations established by the school and driver. All buses are equipped with surveillance cameras to assist in safe transportation. Parents are encouraged to remind their children to respect the property of the school division and neighbors living near a bus stop. Inappropriate conduct while riding a school bus may result in denial of this privilege. The school principal and Transportation Department make disciplinary decisions about school bus transportation.

Radio frequency identification cards (or RFID cards) add an extra level of safety for the youngest students as they board and disembark school buses.
• Cards and lanyards were issued to elementary students in 2021-22 and are issued to additional students as supplies become available. New students who enrolled by July 1, 2022, will receive cards and lanyards at the start of school.
• Students place the card against a sensor as they board and disembark the bus. The tablet will make a happy sound if the student is boarding/disembarking at the correct locations.
• Parents can use My Stop to follow the bus the student rides, and the points at which the student enters and leaves the bus are recorded.
• RFID cards do not track students. The cards only associate students to the bus they are riding so parents know where their students are and drivers know which stops are the correct stops.

FAMILY RESPONSIBILITIES
Families are responsible for getting their children to the bus stop safely, reviewing safety and behavior expectations and reinforcing these with children.
• Know which days your student will need transportation to school.
• Use ParentVUE to indicate any alternate addresses (i.e. day care provider) where they will be picked up and/or dropped off on a routine basis. For a link to ParentVUE and more details, go to bit.ly/3PzeEfv.
• Know your bus stop location before school begins.
• Visit e-Link at chesterfield.tylertech.com/elinkrp/ to locate your designated stop.
• Accompany prekindergarten and kindergarten students at the bus stop in the morning and afternoon.
• Parents/guardians or authorized individuals are not permitted to board the bus unless requested by the bus driver.

Prekindergarten and kindergarten students will be returned to school if a designated individual is not present at the bus stop to collect the student. At the driver’s discretion, older students may also be returned to school if a designated individual is not present to pick them up.
• Review school procedures for temporary changes to bus boarding procedures. Students who plan to use transportation other than their regular bus or load/unload at a different stop must have written parental permission and receive prior written approval from the appropriate school official. Documentation of the school’s approval must be presented to the bus driver. Final approval is provided by the transportation department based on bus capacity.
• Teach your children about school bus safety, and talk about it often. Ask questions to make sure they understand.
• Wait to meet your child on the side of the bus they will exit. Eager children may disregard safety training.
• Recognize the bus drivers for performing their jobs safely.

STUDENT RESPONSIBILITIES
The bus should be considered an extension of the classroom, and families should emphasize this to students. Riding the bus is a privilege that can be taken away if not obeyed. Review the Chesterfield County Public Schools standards for student conduct, which also apply at bus stops and on school buses.

Before loading the bus, students should
• Walk to the bus, not run.
• Arrive to the bus stop at least five minutes early, and 10 minutes early during the first week of school.
• Stand at least 10 feet from the road while waiting for the bus.
• Stand at least 10 feet from a moving bus and wait until the bus stops before approaching.
• Wait for the driver to motion the direction to cross in front of the bus if needed.
• Form a line and take turns to board the bus in an orderly way.
• Be picked up only at their designated bus stop. Students who are ill (vomiting, diarrhea, high fever, etc.) at the start of the school day or at dismissal time will not be allowed to ride the bus.

While on the bus, students should
• Always remain in the assigned bus seat.
• Exit the bus only at the assigned stop.
• Respect the bus driver, other students and property.
• Obey the bus driver’s instructions.
• Keep hands and feet off others and their property.
• Face forward while the bus is in motion.
• Keep the aisle clear.
• Place trash in the wastebasket.
• Keep hands and feet off others and their property.
• Exit the bus only at designated stops unless approved by the driver.

• Never eat, drink, litter or use alcohol, tobacco or drugs.
• Never bring weapons, dangerous objects or weapons replicas on a school bus.
• Never vandalize a school bus. This may result in restitution, loss of riding privileges, suspension from school and/or legal prosecution.

After leaving the bus, students should
• Wait until instructed to exit the bus.
• Walk away from the bus immediately after exiting.
• Wait for the driver’s thumbs-up signal before getting in front of the bus.
• Maintain 10 feet of separation from the bus.
• Exit only at designated bus stops unless approved by the transportation department.
• Never walk behind the bus.
• Never crawl under a bus; if an item is dropped, tell the driver and they will determine next steps.
• Follow the directions of school staff regarding entering school.

Additional guidance for prekindergarten, kindergarten and early childhood special education bus riders
• Before the student rides a bus for the first time, the parents/guardians must confirm the correct bus route and bus stop with the student’s teacher and school.
• Prekindergarten, kindergarten and early childhood special education students may sit with an older sibling at the front of the bus.
• For safety purposes, students attending prekindergarten must carry the red backpack to and from school daily. There are no exceptions.
• Prekindergarten, kindergarten and early childhood special education students may not under any circumstances wait for the school bus at the bus stop without prior approval from a designated individual. Authorized individuals include those who are listed on the student’s transportation plan and present a valid school ID or an authorized individual.
• Students who are not met at the bus stop by an authorized individual as indicated in the transportation plan will be returned to school and the parent/guardian will be required to pick up the student from school.
• Parents/guardians must have the symbol/number identifier tag or a valid government-issued picture ID/ driver’s license.
• Students who are not met at the bus stop by an authorized individual as indicated in the transportation plan will be returned to school and/or legal prosecution.

Avoid last-minute changes in your student’s bus route (for example, different buses in the morning vs. the afternoon or variation on different days of the week).
• Soiled clothing cannot be transported on the school bus and must be picked up from school within 24 hours. Students who soil their clothing at the time of dismissal may not ride the bus and will have to be picked up by a parent/guardian or authorized individual.
TRANSPORTATION

BUSES
School bus transportation is available to most students attending county schools in accordance with School Board policy 7160. The policy is available online at chesterfield.k12.va.us under the School Board tab in the School Board policies section.

- Families are asked to keep up-to-date student transportation information by logging into ParentVUE and checking your home address and any other address changes. For a link to ParentVUE and more details, go to bit.ly/3PZeEfv.
- Bus stops are placed in the safest location possible with a walk distance of 0.3 miles for students in grades K-5 and 0.5 miles for students in grades 6-12 when possible during the school year; distances may be greater during summer school.
- Bus routes are available to parents via e-Link by using a student account to sign in. Routes and stops are subject to change at any time.
- Students must be at their bus stop five minutes before their bus is due to arrive. School buses will not wait for students.

The My Stop web and mobile application allows you to locate your child’s bus via GPS tracking to see where the bus is and its estimated arrival to your bus stop. The bus’s location is updated on the map every five seconds so in the event of a delay, there are no surprises. Here’s how to access My Stop:
- Via app: Search for My Stop in the app store and select “Versatrans My Stop.” There are several My Stop apps; choose the Versatrans version.
- Via computer: chesterfield.tylertech.com/elinkrp.

Bus transportation is a privilege, and students riding school buses are required to obey all rules and regulations established by the school and driver. All buses are equipped with surveillance cameras to assist in safe transportation. Parents are encouraged to remind their children to respect the property of the school division and neighbors living near a bus stop. Inappropriate conduct while riding a school bus may result in denial of transportation or dismissal at the correct locations.

FAMILY RESPONSIBILITIES
Families are responsible for getting their children to the bus stop safely, following safe and behavior expectations and reinforcing these with children.

- Know which days your student will need transportation to school.
- Use ParentVUE to indicate any alternate addresses (i.e., day care provider) where they will be picked up and/or dropped off on a routine basis. For a link to ParentVUE and more details, go to bit.ly/3PZeEfv.
- Use the My Stop app to track the bus stop location before school begins. Visit e-Link at chesterfield.tylertech.com/elinkrp to locate your designated stop.
- Accompany prekindergarten and kindergarten students at the bus stop in the morning and afternoon.
- Parents/guardians or authorized individuals are not permitted to board the bus unless requested by the bus driver.
- Prekindergarten and kindergarten students will be returned to school if a designated individual is not present at the bus stop to collect the student. At the discretion of the bus driver, older students may also be returned to school if a designated individual is not present to pick them up.
- Review school procedures for temporary changes to bus routines. Students who plan to use transportation other than their regular bus or load and unload at a different stop must have written parental permission and receive prior written approval from the appropriate school official. Documentation of the school’s approval must be presented to the bus driver. Final approval is provided by transportation department based on bus capacity.
- Teach your children about school bus safety, and talk about it often. Ask questions to make sure they understand.
- Wait to meet your child on the side of the bus they will exit. Eager children may disregard safety training.
- Recognize the bus drivers for performing their jobs safely.

STUDENT RESPONSIBILITIES
The bus should be considered an extension of the classroom, and families should emphasize this to students. Riding the bus is a privilege that can be taken away if abused. Review the Chesterfield County Public Schools standards for student conduct, which also apply at buses and on school buses.

Before loading the bus, students should:
- Walk to the bus, not run.
- Arrive to the bus stop at least five minutes early, and 10 minutes early during the first week of school.
- Stand at least 10 feet from the road while waiting for the bus.
- Stand at least 10 feet from a moving bus and wait until the bus stops before approaching.
- Wait for the driver to motion the direction to cross in front of the bus if needed.
- Form a line and take turns to board the bus in an orderly way.
- Be picked up only at their designated bus stop.
- Students who are sick (vomiting, diarrhea, high fever, etc.) at the start of the school day or at dismissal time will not be allowed to ride the bus.

While on the bus, students should:
- Always remain in the assigned bus seat.
- Exit the bus only at the assigned stop.
- Respect the bus driver, other students and property.
- Obey the bus driver’s instructions.
- Know the bus route and stay seated.
- Face forward while the bus is in motion.
- Keep all body parts inside the bus.
- Speak only to those nearby using an inside voice and respectful words.
- Share the seat with others.
- Place bookbags under the bus seat or in the lap.
- Place trash in the wastebasket.
- Communicate problems or conflicts with the bus driver.
- Use cellphones for personal entertainment and communication only; use of photo, video and audio is not allowed.
- Sit with siblings when applicable, up to two per seat.
- Never tamper with emergency equipment or damage the bus.
- Never throw objects.
- Never eat, drink, litter or use alcohol, tobacco or drugs.
- Never bring weapons, dangerous objects or weapons replicas on school bus.
- Never vandalize a school bus. This may result in restitution, loss of privileges, suspension from school and/or legal prosecution.

After leaving the bus, students should:
- Wait until instructed to exit the bus.
- Walk away from the bus immediately after exiting.
- Wait for the driver’s thumbs-up signal before crossing in front of or near bus.
- Maintain 10 feet of separation from the bus.
- Exit only at designated bus stops unless approved by the bus driver.
- Never walk behind the bus.
- Never crawl under a bus; if an item is dropped, tell the driver and they will determine next steps.
- Follow directions from school staff regarding entering school.

Additional guidance for prekindergarten, kindergarten and early childhood special education bus riders:
Before the student rides a bus for the first time, the parents/guardians must confirm the correct bus route and bus stop with the student’s teacher and school.
- Prekindergarten, kindergarten and early childhood special education students may sit with an older sibling at the front of the bus.
- For safety purposes, students attending prekindergarten must carry the red backpack to and from school daily. There are no exceptions.
- Prekindergarten, kindergarten and early childhood special education students may not under any circumstances wait for the school bus at the bus stop other than at the point designated. Authorized individuals include those who are listed on the student’s transportation plan and present the symbol/number identifier tag or a valid government-issued picture ID/license.
- Students who are not met at the bus stop by an authorized individual as indicated in the transportation plan will be returned to school and the parent/guardian will then be required to pick up the student from school.
- Parents/guardians must have the symbol/number identifier with them at the stop to pick up the student.
- In emergency situations, it is the parent/guardian’s responsibility to contact the school office to provide the name of the individual who will pick up the student from school or meet the student at the bus stop. They must present a valid picture ID. An updated emergency card may be required. Check with the school regarding their emergency procedures.
- Avoid last-minute changes in your student’s bus route (for example, different buses in the morning vs. the afternoon or variation on different days of the week).
- Weapon possession on school property is prohibited.
- Soiled clothing cannot be transported on the school bus and must be picked up from school within 24 hours. Students who soil their clothing at the time of dismissal may not ride the bus and will have to be picked up by a parent/guardian or authorized individual.
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.

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 after handling pets. Encourage your children to wash their hands before touching their eyes, nose or mouth. Children should follow these five steps each time they wash their hands:

1. Wet your hands with clean, running water (warm or cold), turn off the tap and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

If soap and water are not available, hand sanitizer may be used. For more information, see the hand sanitizer section of this handbook.

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 six months through adulthood.

Teach your child to do the following when ill:

• Cover nose and mouth with a tissue when coughing or sneezing, and throw the tissue in the trash.
• Wash hands often with soap and water, especially after coughing or sneezing.
• Avoid touching the eyes, nose and mouth as that can spread germs.
• Stay home until recovered to prevent exposure to others.

When Your Child Is Ill

If your child has symptoms of illness that would prevent participation at school, then 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 100.4 degrees Fahrenheit 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 are vomiting or have diarrhea. Children may be asked to stay 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, crust, 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.

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.

The full student wellness policy (4190) is available online at mychesterfieldschools.com under the School Board tab in the School Board policies section.

Tobacco and Vaping

It is illegal for anyone under 21 in Virginia to purchase, use or possess any tobacco or nicotine product. It is also illegal for anyone to purchase tobacco products for (or sell to) underage youth. Nicotine in any form is highly addictive. E-cigarettes/vapes are the most commonly used tobacco product among U.S. and Chesterfield County youth. Vapes may contain nicotine, although they may be used to deliver marijuana and other drugs. Other tobacco products youth may use include cigarettes, cigarillos, cigars, nicotine pouches and synthetic nicotine products.

Most youth who vape or use tobacco products want to quit. If you talk to youth early and often about substance use, including tobacco and nicotine, they are more likely to respect your rules and advice. Here are resources that offer help:

• Live Vape Free: LiveVapeFreeVA.org or text VapeFreeVA to 873-373
• This is Quitting: text DITCHVAPE to 88709
• American Cancer Society: cancer.org/healthy
• SAMHSA: samhsa.gov/talk-they-hear-you
• CDC: cdc.gov/tobacco
are young, then these habits will follow them as they life. The key is to start healthy habits when your children many of these healthy habits also translate to success in can do to promote your child’s success in school. In fact, Parents often ask, “How can we help our children succeed in school?” Good news! There is a lot you of historical sites and cool places to explore. and opportunities that surround you. Central community. We all want to make a difference. Help your student identify ways to manage times of stress through breathing exercises, meditation or other supportive activities. Connect with other parents at your child’s school, in local faith communities and in clubs and other after-school activities. Help them connect to school and build a positive community with others. Connect with other parents at your child’s school, in local faith communities and in the neighborhood. The full student wellness policy (4190) is available online at mychesterfieldschools.com under the School Board tab in the School Board policies section. TOBACCO AND VAPING It is illegal for anyone under 21 in Virginia to purchase, use or possess any tobacco or nicotine product. It is also illegal for anyone to purchase tobacco products for (or sell to) underage youth. Nicotine in any form is highly addictive. E-cigarettes/vapes are the most commonly used tobacco product among U.S. and Chesterfield County youth. Vapes may contain nicotine, although they may be used to deliver marijuana and other drugs. Other tobacco products youth may use include cigarettes, cigarillos, cigars, nicotine pouches and synthetic nicotine products. Most youth who vape or use tobacco products want to quit. If you talk to youth early and often about substance use, including tobacco and nicotine, they are more likely to respect your rules and advice. Here are resources that offer help: • Live Vape Free: LiveVapeFreeVA.org or text VapeFreeVA to 873-373 • This is Quitting: text DITCHVAPE to 88709 • American Cancer Society: cancer.org/healthy • SAMHSA: samhsa.gov/talk-they-hear-you • CDC: cdc.gov/tobacco

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 after handling pets. Encourage your children to wash their hands before touching their eyes, nose or mouth. Children should follow these five steps each time they wash their hands:
1. Wet your hands with clean, running water (warm or cold), turn off the tap and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

WHEN YOUR CHILD IS ILL
If your child has symptoms of illness that would prevent participation at school, then 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 100.4 degrees Fahrenheit 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 are vomiting or have diarrhea. Children may be asked to stay 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, crust, 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.

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. The WHEN YOUR CHILD IS ILL

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.
SCHOOL CLINICS
School nurses are part of the staff at every Chesterfield County school. School nurses are registered nurses 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, 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.

In addition to school nurses, clinic assistants are also available in 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.

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 policy 4130 and its accompanying regulation (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 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 all refills 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 May or June.

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.

SUNSCREEN
Students may possess and use topical sunscreen in its original packaging on a school bus, on school property or at a school-sponsored event without a note or prescription from a licensed health-care professional if the topical sunscreen is approved by the U.S. Food and Drug Administration for nonprescription use for the purpose of limiting damage to skin caused by exposure to ultraviolet light.

HEALTH SCREENINGS
The school system’s health team schedules these 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 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 before Sept. 2, 2022.

Vision screening is completed using either an eye chart or a hand-held portable device called a photoscreener. In the 2022-23 school year, Chesterfield County Public Schools is partnering with Conexus to provide vision screenings for students in kindergarten, third grade, seventh grade and 10th grade. Your child is not required to participate in this free program. If you do not want your child to receive this free service, contact your school nurse to opt out.

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 and that an updated individualized health-care plan is completed by a licensed health-care provider and provided to the school at the beginning of each school year.

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.

The policy can be found online at mychesterfieldschools.com under the School Board policies section.
SCHOOL CLINICS
School nurses are part of the staff at every Chesterfield County school. School nurses are registered nurses 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, 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.

In addition to school nurses, clinic assistants are also available in 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.

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 policy 4130 and its accompanying regulation (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 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. Students must provide all medication 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 May or June.

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.

SUNSCREEN
Students may possess and use topical sunscreen in its original packaging on a school bus, on school property or at a school-sponsored event without a note or prescription from a licensed health-care professional if the topical sunscreen is approved by the U.S. Food and Drug Administration for nonprescription use for the purpose of limiting damage to skin caused by exposure to ultraviolet light.

HEALTH SCREENINGS
The school system’s health team schedules these 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 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 before Sept. 2, 2022.

Vision screening is completed using either an eye chart or a hand-held portable device called a photoscreener. In the 2022-23 school year, Chesterfield County Public Schools is partnering with Conexus to provide vision screenings for students in kindergarten, third grade, seventh grade and 10th grade. Your child is not required to participate in this free program. If you do not want your child to receive this free service, contact your school nurse to opt out.

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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 fully and 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.

It starts with the parent. 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 school bus.

- In addition to the school nurse, contact annually about the student’s life-threatening allergy the student’s teachers; student’s school counselor in middle and high school; the school’s cafeteria manager (provide 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 before- or after-school activities; and adults supervising the student on 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 school.

- At the end of the school year, retrieve 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 May or June.

EPINEPHRINE AUTO-INJECTORS

Chesterfield County Public Schools stocks epinephrine auto-injectors (EpiPens® or other brand or generic auto-injectors) in every school clinic, as required by Virginia law. These epinephrine auto-injectors 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 epinephrine auto-injectors 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 signed by a medical provider. Stock epinephrine auto-injectors are not available for field trips.
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 fully and 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.

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- 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 school bus.
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- 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.
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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 signed by a medical provider. Stock epinephrine auto-injectors are not available for field trips.
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 10-18 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 healthcare provider if you observe any of these signs: prominent shoulder blades (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.

Eating Disorders

According to the National Eating Disorders Association:

- Eating disorders are serious but treatable mental and physical illnesses that can affect people of all genders, ages, races, religions, ethnicities, sexual orientations, body shapes and weights. While no one knows for sure what causes eating disorders, a growing consensus suggests that it is a range of biological, psychological and sociocultural factors.
- Eating disorders are not fads or phases and can have serious consequences for health, productivity and relationships.
- Eating disorders can develop or re-emerge at any age. Eating Disorder specialists are reporting an increase in the diagnosis of children, some as young as 5 or 6. Many eating disorder sufferers report that their thoughts and behaviors started much earlier than anyone realized, sometimes even in early childhood. Although most people report the onset of their eating disorder in their teens and young adulthood, there is some evidence that people are being diagnosed at younger ages.

Early detection and treatment of eating disorders offer the best opportunity for positive outcomes and minimal long-term consequences. Additional information can be found at mychestrifieldschools.com.

HPV Vaccine

The Virginia Department of Health, American Academy of Family Physicians and American Academy of Pediatrics strongly recommend the human papillomavirus vaccine for children at age 11 or 12. The vaccine prevents infection with the virus that causes six types of cancer, including most cases of cervical cancer. Get more information at bit.ly/3mSkM5w.

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, see School Board Policy 4135 located online at mychestrifieldschools.com under the School Board tab in the School Board policies section.

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.

Outoor Recess Guidelines

If the outside temperature is 32°F to 35°F, elementary schools are encouraged to limit outdoor recess. The judgment of 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 (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 and 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 in 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.
ALBUTEROL
Chesterfield County Public Schools stocks albuterol inhalers in every school clinic, as required by Virginia law. These inhalers are for students who have not been diagnosed with asthma, but who experience respiratory distress during the school day. Parents of students with known asthma are expected to provide information and all necessary medications to the school.

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, along with trained response personnel, are in place in every school in Chesterfield County Public Schools.

OTHER FOOD
Chesterfield 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 challenging, so schools take reasonable precautions to manage exposure that involves food during the school day. Many Chesterfield County Public Schools are trained to respond to food allergies.

If you have questions, it is best to ask your child’s teacher at school.

SCHOOL
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BECOME A CCPS CHAMPION

There are many ways to support Chesterfield County Public Schools as a volunteer or partner, and we encourage you to share your time and talents. Whether you are looking for ways to contribute as an individual, via an organization or through a donation, we are always seeking champions to support students and schools. We are always better together!

Chesterfield schools have many volunteer opportunities available, both in person and virtual. Most volunteers must complete an application, which goes through a central approval process that includes a background check. This could take two to four weeks, so be sure to allow ample time for your application to be reviewed.

You must submit an application if you plan to:
• Chaperone a field trip.
• Advise a club or sports team.
• Participate in mentor groups.
• Work with students unsupervised.
You do not have to submit an application if you are:
• Visiting for lunch.
• Helping in the library or office.
• A college student in classrooms for program credit.
• 18 and under.
• A supervised classroom helper such as a room parent.

Find volunteer opportunities by using the volunteer portal at mychesterfieldschools.com. Questions? Call 804-639-7089 or email volunteer@ccpsnet.net.

FAMILY AND COMMUNITY ENGAGEMENT

The Office of Family and Community Engagement works to maximize partnerships between the school division, families and community. We work with schools to help provide families diverse pathways to engage in their child’s education, as well as providing professional development for staff members to ensure that engagement efforts are linked to student success. At the center of our work is the belief that our families are their child’s first teacher, want the very best for their child and play a vital role in their child’s education.
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First day of school

Elementary schools:
- Aug. 22 is the first day for all students in grades pre-K-5.
- All pre-K and kindergarten students will attend school during the first week; however, there will be a staggered schedule for students.
  - Some students will attend Aug. 22-23; others will attend Aug. 24-25. (Schools will assign students to specific days.) This will allow students to become more familiar with their new surroundings in a smaller classroom setting.
  - All pre-K and kindergarten students will report to school daily starting Aug. 26.

Middle and high schools:
- Aug. 22 is the first day for sixth- and ninth-grade students only.
  - This will allow for a successful transition of students moving from one school level to another, and will allow staff members to begin to build relationships and share expectations.
- All other middle and high school students will start school Aug. 23.

Important Dates

August 2022
22 - first day of school for grades pre-K, 1, 2, 3, 4, 5, 6 and 9 (see details above for pre-K and kindergarten)
23 - first day of school for grades 7, 8, 10, 11 and 12

September 2022
2 - holiday
5 - holiday

October 2022
5 - holiday
27 - end of Q1
28 - student early release

November 2022
7 - student holiday/parent-teacher conference day
8 - student holiday
23-25 - holiday

December 2022
19-30 - winter break

January 2023
2 - winter break
3 - schools reopen after winter break
16 - holiday
20 - end of Q2
23 - student early release

February 2023
20 - holiday

March 2023
24 - end of Q3
27 - student early release

April 2023
3-7 - spring break

May 2023
22-26 - graduation week
29 - holiday

June 2023
1-2 - student early release
2 - last day of school
26 - start of summer school

July 2023
4 - summer school holiday
20 - last day of summer school

Instructional days:
Q1 9/22/22 to 10/27/22 46 days
Q2 10/28/22 to 1/20/23 44 days
Q3 1/21/23 to 3/24/24 44 days
Q4 3/25/23 to 6/2/23 178 days

Makeup time
The superintendent determines makeup times. The School Board retains the right to modify the calendar.

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.

Legend
1/2 Day
Interim break
Last day of school
Student holiday/conference day
Holiday

*See reverse side for additional information about first week of school.
First day of school

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- 5 • holiday

October 2022
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- 27 • end of Q3
- 28 • student early release

November 2022
- 7 • student holiday/parent-teacher conference day
- 8 • student holiday
- 23-25 • holiday

December 2022
- 19-30 • winter break

January 2023
- 2 • winter break
- 3 • schools reopen after winter break
- 16 • holiday
- 20 • end of Q2
- 23 • student early release

February 2023
- 20 • holiday

March 2023
- 24 • end of Q3
- 27 • student early release

April 2023
- 3-7 • spring break

May 2023
- 22-26 • graduation week
- 29 • holiday

June 2023
- 1-2 • student early release
- 2 • last day of school
- 26 • start of summer school

July 2023
- 4 • summer school holiday
- 20 • last day of summer school

Instructional days:
- Q1 9/22/22 to 10/27/22 46 days
- Q2 10/28/22 to 12/23/22 44 days
- Q3 1/23/23 to 3/24/24 44 days
- Q4 3/25/23 to 6/2/23 178 days

Makeup time

The superintendent determines makeup times. The School Board retains the right to modify the calendar.

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.

Legend

1/2 Day
Interim break
Last day of school
Student holiday/conference day
Holiday

*See reverse side for additional information about first week of school.
Whether you are looking for ways to contribute as an individual, via an organization or through a donation, Chesterfield County Public Schools is seeking volunteers and partners to support students and schools. We are always better together! Find volunteer opportunities by using the volunteer portal at mychesterfieldschools.com. Questions? Call 804-639-7089 or email volunteer@ccpsnet.net.

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### Chesterfield County Public Schools - 2022-23 Student Year Round Calendar

#### First day of school
All pre-K and kindergarten students will attend school during the first week; however, there will be a staggered schedule for students.

Some students will attend July 18 and 19; others will attend July 20-21. This will allow students to become more familiar with their new surroundings in a smaller classroom setting.

All pre-K and kindergarten students will report to school daily starting July 22.

July 18 is the first day for all students in grades 1-5.

#### Intersections
Intersections are held quarterly throughout the calendar. These are not days when students are required to attend; however, they may be recommended to attend. Academic support and enrichment opportunities are offered during this time. Additional information is available at the school.

#### Important Dates

**July 2022**
- 18 • first day of school grades 1, 2, 3, 4, 5 (see details above for pre-K and Kindergarten)

**August 2022**
- 2 • holiday
- 5 • holiday
- 16 • end of Q1/student early release
- 19-30 • intersec/th break (academic/enrichment programming)

**September 2022**
- 2 • holiday
- 16 • end of Q1/student early release
- 20-31 • intersec/th break (academic/enrichment programming)

**October 2022**
- 5 • holiday

**November 2022**
- 23-25 • holiday

**December 2022**
- 9 • end of Q2/student early release
- 12-16 • intersec/th break (academic/enrichment programming)
- 19-30 • winter break

**January 2023**
- 2 • winter break
- 3 • schools reopen after winter break
- 16 • holiday

**February 2023**
- 20 • holiday

**March 2023**
- 17 • end of Q3/student early release
- 20-31 • intersec/th break (academic/enrichment programming)

**April 2023**
- 3-7 • spring break

**May 2023**
- 22-26 • graduation week
- 29 • holiday

**June 2023**
- 1-3 • student early release
- 2 • last day of school
- 5-16 • intersec/th break (academic/enrichment programming)

**Instructional days: 178**

- Q1: 7/18/22-9/16/22 43 days
- Q2: 10/3/22-12/19/22 44 days
- Q3: 1/3/23-3/17/23 52 days
- Q4: 4/10/23-6/23/23 39 days

- New teacher assisted days: 190
- Teacher assisted days: 165

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Whether you are looking for ways to contribute as an individual, via an organization or through a donation, Chesterfield County Public Schools is seeking volunteers and partners to support students and schools. We are always better together! Find volunteer opportunities by using the volunteer portal at mychesterfieldschools.com. Questions? Call 804-639-7089 or email volunteer@ccpsnet.net.

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**First day of school**

All pre-K and kindergarten students will attend school during the first week; however, there will be a staggered schedule for students.

Some students will attend July 18 and 19; others will attend July 20-21. This will allow students to become more familiar with their new surroundings in a smaller classroom setting.

All pre-K and kindergarten students will report to school daily starting July 22.

July 18 is the first day for all students in grades 1-5.

**Intersessions**

Intersessions are held quarterly throughout the calendar. These are not days when students are required to attend; however, they may be recommended to attend. Academic support and enrichment opportunities are offered during this time. Additional information is available at the school.

**Important Dates**

**July 2022**

18 - first day of school grades 1, 2, 3, 4, 5 (see details above for pre-K and Kindergarten)

**August 2022**

16 - end of Q1/student early release
19-30 - intersession break (academic/enrichment programming)

**September 2022**

2 - holiday
5 - holiday
16 - end of Q1/student early release
19-30 - intersession break (academic/enrichment programming)

**October 2022**

5 - holiday

**November 2022**

7 - student holiday/parent-teacher conference day
8 - student holiday
23-25 - holiday

**December 2022**

9 - end of Q2/student early release
12-16 - intersession break (academic/enrichment programming)
19-30 - winter break

**January 2023**

2 - winter break
3 - schools reopen after winter break
16 - holiday

**February 2023**

20 - holiday

**March 2023**

17 - end of Q2/student early release
20-31 - intersession break (academic/enrichment programming)

**April 2023**

3-7 - spring break

**May 2023**

22-26 - graduation week
29 - holiday

**June 2023**

1-2 - student early release
2 - last day of school
5-16 - intersession break (academic/enrichment programming)

**Instructional days: 178**

| Q1 | 7/18-8/22/9/16/8/22 43 days |
| Q2 | 10/3-12/19/12/21 44 days |
| Q3 | 1/3-3/23/3/17 32 days |
| Q4 | 4/10-5/23/6/22 39 days |

New teacher assigned days: 190
Teacher assigned days: 165

**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.**
**DISCLAIMER**

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. (Policies and regulations are available online at mychesterfieldschools.com under the School Board tab in the School Board policies section.) 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 editions of the parent handbook.

**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 educational records for an individual student are maintained in a cumulative file.

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.

The school division discloses or makes available to a guardian ad litem, on request, any information, records or reports concerning a student for whom a petition for guardianship or conservatorship has been filed that the guardian ad litem determines are necessary to perform his duties under Virginia Code §64.2-2003.

Directory information is information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received and the student recent educational institution attended. Directory information may not include the student’s Social Security number. Directory information may be made public unless a parent or eligible student notifies the principal of their wish not to disclose the information by Oct. 1. 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 11th, 12th and 13th 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 education records policy and procedures from the principal. A fee of 10 cents per page may be charged for the reproduction of records.

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. To make a record request, contact your last school of record or visit the school system’s transcript website at mychesterfieldschools.com/community/alumni/transcripts.

**PROTECTIVE ORDERS AND ORDERS PROHIBITING CONTACT WITH A CHILD**

Under School Board policy 4100, principals who receive notice that a circuit court, general district court, juvenile and domestic relations district court or magistrate has issued a protective order for the protection of any child enrolled at the school or any other order prohibiting contact with such a child will notify licensed instructional personnel and other school personnel who provide direct educational or support services to the child, have a legitimate educational interest in the information and are responsible for the direct supervision of the child subject.

**FERPA**

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, 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; 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.

The legal and ethical maintenance of student records is important, and the school system 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.
The most recently published expectations will guide our work and will be included in future editions of the parent handbook.

**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 educational records for an individual student are maintained in a cumulative file. 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.

The school division discloses or makes available to a guardian ad litem, on request, any information, records or reports concerning a student for whom a petition for guardianship or conservatorship has been filed that the guardian ad litem determines are necessary to perform his duties under Virginia Code §64.2-2003.

Directory information is information contained in a student’s education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information may include information such as the student’s name, address, telephone listing, electronic email address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received and the student’s most recent educational institution attended. Directory information may not include the student’s Social Security number. Directory information may be made public unless a parent or eligible student notifies the principal of their wish not to disclose the information by Oct. 1. 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 education records policy as an administrator, supervisor, teacher or support staff member, including health staff members; a School Board member; a person or company with whom the school division has contracted to perform a special task, such as an attorney, auditor, medical consultant, therapist or contracted provider of web-based educational applications; or a parent, student or other volunteer helping another school official. A school official has a legitimate educational interest if the official needs to help another school official. A school official may not include the student’s Social Security number. Directory information may include information such as the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received and the student’s most recent educational institution attended. Directory information may not include the student’s Social Security number. Directory information may be made public unless a parent or eligible student notifies the principal of their wish not to disclose the information by Oct. 1. 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.

**FERPA**

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 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 special education and related services personnel, and someone who meets the definition of a school official in section 99.31(1) or (2) of the Code of Virginia. 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 responsibilities.)
- file a complaint with the U.S. Department of Education concerning alleged failures by the school division to comply with FERPA requirements.

The legal and ethical maintenance of student records is important, and the school system 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.
PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parent; or
  8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.

- Inspect, upon request and before administration or use:
  1. Protected information surveys of students and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law. Parents who believe their rights have been violated may file a complaint with the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.
PUBLIC NOTICE OF NONDISCRIMINATION

In compliance with the Executive Order 11246, Title II of the Education Amendments of 1976, Title VI of the Civil Rights Act of 1964, 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 is committed to nondiscrimination with regard to sex, sexual orientation, gender, gender identity, race, color, national origin, disability, religion, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, military status, genetic information or any other characteristic protected by law. This commitment prevails in all of its policies and practices concerning staff, students, educational programs and services and individuals and entities with whom the board does business.

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 shall be available for all students, without regard to sex, sexual orientation, race, creed, color, national origin, gender, gender identity, ethnicity, religion, disability, ancestry, marital or parental status or any other unlawful basis.

Individuals holding the following positions have been designated to handle inquiries regarding nondiscrimination policies:

Nondiscrimination policies and specific complaints of alleged discrimination, personnel matters:
Chief of Human Resources and Employee Services
9900 Krause Road, Chesterfield, VA 23832
804-748-1405

Nondiscrimination policies and specific complaints of alleged discrimination, student matters, including student matters under Title IX:
Executive Director
Department of Constituent Services and Student Leadership
13900 Hull Street Road, Midlothian, VA 23112
804-639-8666

Nondiscrimination policies and specific complaints from students of alleged discrimination, matters under Section 504 and the Americans with Disabilities Act:
Department of Special Education
13900 Hull Street Road, Midlothian, VA 23112
804-639-8918

PROTECTION OF PUPIL RIGHTS AMENDMENT

The Protection of Pupil Rights Amendment affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes and certain physical exams. These include, but are not limited to, the right to:

• Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education:
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or student's parent;
  8. Income, other than as required by law to determine program eligibility;
• Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
• Inspect, upon request and before administration or use:
  1. Protected information surveys of students and surveys created by a third party;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law. Parents who believe their rights have been violated may file a complaint with the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202.