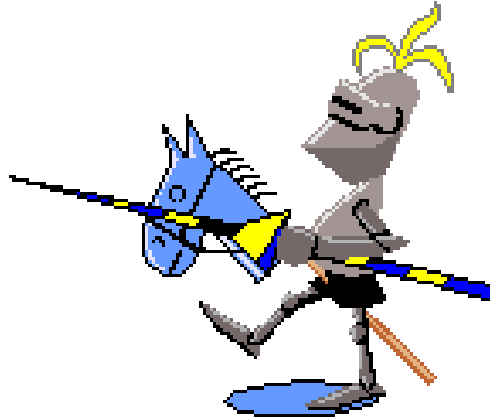


# Cumberland County Elementary School

*Student Centered; Teacher Inspired*



## 2023-2024

### STUDENT/PARENT HANDBOOK

*Cumberland County Elementary School has the responsibility of setting high expectations for all students and providing the environment, instruction, and support to ensure that all students are learning and achieving as measured by rigorous standards.*

Mrs. Virginia Silveira Gills, Principal  
Mrs. Wendy Lehman Tillett, Assistant Principal

P. O. Box 190  
Cumberland, Virginia 23040  
(804) 492-4212  
Fax – 492-9867  
[www.cucps.k12.va.us](http://www.cucps.k12.va.us)

**Please visit our school website for updates  
and additional information. [www.cucps.k12.va.us](http://www.cucps.k12.va.us)  
Follow us on Twitter at [#ccesdukes](https://twitter.com/ccesdukes) [#wearecucps](https://twitter.com/wearecucps)  
Check out our CCES Facebook Page  
<https://www.facebook.com/groups/860254407489019/>**

Any amendments to this handbook made after publishing, will be labeled *Supplement to 2023-2024 Student Handbook*, and a copy will be provided to enrolled students.

# CUMBERLAND COUNTY ELEMENTARY SCHOOL

## 2023-2024

### **Mission/Vision:**

**Committed to Building Character and Community and Empowering Students**

### **Beliefs:**

- *All children can learn, and it's our job to see that they do.*
- *We have the skills and the will to make a difference in the learning of each child. Failure is not an option.*
- *Each faculty/staff member is responsible for the learning of each child in our school. We share collective responsibility for their learning.*

### **PRINCIPAL'S MESSAGE**

Dear Students and Parents,

I would like to welcome our new and returning students to Cumberland Elementary School. I hope you are excited and ready for a great year filled with learning and fun!

This handbook contains essential information regarding our school and school procedures as well as important Board of Education policies. I hope that you find it a helpful resource. Please read this handbook thoroughly and discuss it with your family. If you have any questions, do not hesitate to ask your teacher or a principal. Once you have read and discussed the handbook, the student and parent/guardian should sign the Acknowledgement Form and return it to the student's homeroom teacher.

Cumberland Elementary School staff, parents, and community are committed to providing our students with a safe and supportive school environment. Our mission is to create an atmosphere where students are engaged in hands-on activities, collaboration, questioning, and making connections between academics and the real world. It is our goal to provide a variety of instructional models, to include individual and small group instruction, so that accommodations may be made to address students' academic strengths and weaknesses, specific learning styles, and cultural differences. Sharing the responsibility for their education and the success of our school, Cumberland Elementary School students will understand and keep the following promise:

At Cumberland Elementary School, we are a family of learners.

We respect and care about each other.

We are One Family at CCES, and believe that together, we can and will achieve more.

We are confident that each child will have a positive educational experience this year, and we are looking forward to working together to help all students succeed.

*Virginia Silveira Gills*

Virginia Silveira Gills, Principal

## NON-DISCRIMINATING STATEMENT

The Cumberland County School Board does not discriminate on the basis of race, color, national origin, sex, age, marital status, creed, limited English proficiency, or handicap in its programs, activities, or employment practices as required by Title VI, Title IX, and Section 504. Contact the Director of Human Resources or the Assistant Superintendent, Cumberland County School Board, 804-492-4212, with questions regarding alleged discrimination.

### Standards of Student Conduct and Attendance/Acceptable Computer System Use

*These forms will be provided by your child's homeroom teacher. After reading, reviewing, and discussing this information with your child, please sign and promptly return to your child's homeroom teacher.*

## ARRIVAL AND DISMISSAL

### REGULAR ARRIVAL TO SCHOOL

Buses begin unloading at the school at 7:25 a.m. **Parents should not deliver students to school prior to 7:25 a.m. since proper supervision will not be available.**

### LATE ARRIVAL TO SCHOOL

**Students arriving at school after 7:50 a.m. will be considered tardy.** Students entering after 7:50 a.m. must report to the front office. **The parent should accompany the student to the front door and ensure they are signed in for the day.** A tardy slip will be issued, and the students will report promptly to class. *Late arrivals are strongly discouraged.*

### LEAVING SCHOOL EARLY

**The school day ends at 2:45pm Please do not pick up your child before this time.** If a student has to leave school prior to the end of the day, the student must:

1. Bring a signed note from a parent or guardian **stating the reason** for the early dismissal, how the student will be leaving, and the designated time for leaving.
2. Submit the request for early dismissal to the homeroom teacher, or office
3. Students will report to the office at the designated early dismissal time, once the adult picking up the student has arrived. We will not call up students early. This ensures the safety of our students and provides an environment conducive to healthy school operation.

**Under no circumstances will any student be released to the custody of any individual other than a parent or guardian** unless permission is obtained from the parent or guardian.

**\*Students on Permanent Parent Pick-Up will be dismissed to Parent Pick-Up at 2:45pm daily. Permanent Pick-Up students will not be called to the office before 2:45pm. Emergencies will be addressed accordingly.**

Parents or Guardians must present a Picture ID or a Driver's License to sign a student out before a student may leave. Teachers are not permitted to dismiss any student without authorization from the office.

***Leaving school prior to regular dismissal should be reserved for appointments or emergencies only.***

## **BUS TRANSPORTATION**

A parent or other responsible adult **must be visible** before an elementary student will be released at the bus stop. Parents/Guardians should plan to be at the bus stop five minutes prior to drop-off time. If a parent or responsible adult is not present, the student will be transported back to school, and it will be the parent's responsibility to pick him/her up.

## **CHANGE IN REGULAR BUS OR PICK UP**

There will be no bus notes for this school year. This is due to bus driver shortage and buses at full capacity.

## **LEAVING THE SCHOOL GROUNDS**

Students are not permitted to leave the school grounds during the school day unless authorized by the office.

## **ATTENDANCE**

Attendance on a daily basis is a mandatory requirement for all students. The Code of Virginia, Section 22.1-254, requires that all children who have reached their fifth birthday on or before September 30 and who have not yet reached their eighteenth birthday must attend school. This requirement does not apply to any child who has obtained a high school diploma, its equivalent, or a certificate of completion or who is exempted pursuant to the provisions of the law.

When a student accumulates more than seven (7) unexcused absences in an academic year, the Truancy Officer will enforce the provisions of the Code of the State of Virginia, Section 22.1-258, by either or both of the following:

- 1) filing a complaint with the Juvenile and Domestic Relations Court alleging the pupil is a child in need of supervision; or
- 2) instituting proceedings against the parent for contributing to the delinquency of a minor.

## **I. ABSENCES**

Students are expected to be in school every day. Parents/guardians are expected to contact their child's school on the day of the child's absence to inform the school of that absence. Parents/guardians are encouraged to notify the school of pre-arranged appointments as soon as the dates of such appointments are known. For any reason, a written note providing the dates of and reasons for the child's absence is required from the parent/guardian within five (5) days of the child's return to school. The purpose of this note is to determine whether or not the student's absence is excused or unexcused. This note will be maintained in the school office until the end of the school year for documentation purposes.

## A. EXCUSED ABSENCES

In support of the mandatory attendance law, Cumberland County Public Schools defines excused absences as the following conditions which represent acceptable reasons for a student's absence from school:

- ***Illness*** – When a student is unable to attend school due to an illness, a note written by the parent or a physician documenting the illness will provide evidence of the illness for the school. Students will be allowed five (5) excused absences per semester with a documented parent note for illness. After five (5) excused absences, a physician's note will be required.
- ***Chronic/Extended Illness*** – For students who are absent because of chronic illness, a disability, or because of a need for homebound services, the parent must complete a ***Chronic/Extended Illness Notification Form*** with the principal at the beginning of the enrollment of the student in school or upon the onset of the student's condition that affects regular attendance. Documentation from a physician will be required. **This form is available in the front office and online.**  
  
If the parent does not complete the form or does not provide documentation from a physician of a chronic or extended illness, the principal will review the child's attendance for needed services and/or applicable sanctions of the attendance law (Code of Virginia 22.1-258).
- ***Prearranged Appointments*** – For appointments with the court, social services or other state agencies and appointments with health care providers, official documentation must be presented to the school.
- ***Family Death or Emergency*** – For absences because of death in the family or an emergency beyond the family's control, the parent must notify the school and provide documentation for the absence. ("Family" is defined as the immediate family of mother, father, siblings, and grandparents.)
- ***Religious Observances*** – Absences as a result of observances of religious holidays should be pre arranged by the parent with school personnel. If the parent/guardian is unable to prearrange the absence, a request for exemption must be received no later than the second day after the student's return to school from the absence occasioned by the religious observance.
- ***Exceptional Circumstances*** – The principal may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interest of the student and his/her family (example: college visitation). Prior to the student's absence, the parent or guardian must complete **the Request for Exceptional Circumstance to Attendance Form**. The parent/guardian will document on this request form the rationale for the absence, dates of absence, and siblings within the school division for whom the exception will also be requested. The principal must provide the response to the **Requests for Exceptional Circumstance** in writing to the parent/guardian. In documented extenuating circumstances, the principal may approve an absence after the fact as exempt from the sanctions of the attendance policy.

For those circumstances which cause the student to be absent and prior request for approval is not possible, the parent/guardian must complete the *Request for Exceptional Circumstances* within two (2) days of the student's return to school.

No more than **two (2)** days may be approved by the principal for exceptional circumstances during a school year. For requests for **more than two (2)** days, the request must be approved by the principal and reported to the Truancy Officer.

## **B. UNEXCUSED ABSENCES**

In compliance with the Code of Virginia 22.1-258, the school division has established procedures that school division personnel are required to follow when a student fails to report to school and no indication has been received by school personnel that the pupil's parent/guardian is aware or supports the student's absence.

- **Suspensions** – For absences because of a suspension, the parent will be notified of the suspension and the date when the student will be expected to return to school. The student must return on the indicated date.
- The law mandates that, whenever any student fails to report to school and no indication has been received by school personnel that the student's parent/guardian is aware of and supports the student's absence (unexcused absence), an effort to notify the parent by telephone to obtain an explanation for the student's absence shall be made.

## **II. PROCEDURES FOR UNEXCUSED ABSENCES**

- **Whenever a student fails to report to school for a total of three (3) unexcused days**, a letter will be sent to the parent/guardian by the school explaining the consequences when a parent/guardian and student are in violation of *Code of Virginia 22.1-258*.
- **Whenever a student fails to report to school for a total of five (5) unexcused days**, a parent conference will be held at the school with the principal, teacher, school counselor, and student to discuss the accrued absences. The meeting will be held to discuss the attendance of the student and to develop an "Attendance Contract" with the student and parent, outlining goals for improved attendance.
- **Whenever a student accumulates between seven (7)-10 unexcused absences**, the parent/guardian will meet in person with school officials to determine the reason for the continued absences.
- **Whenever a student fails to report to school for a total of (11) unexcused days**, the parent/guardian and child will meet with the division truancy officer and the Juvenile Probation Officer to discuss the continued unexcused absences and the possibility of a "Child In Need of Supervision" (CHINS) petition being filed against the

student in Juvenile and Domestic Relation District Courts and/or the filing of a petition against the parent or guardian if the unexcused absences keep occurring.

### III. PROCEDURES FOR ABSENCES AND TARDIES

- **Make-Up Work** - When students are absent, including absences for suspension or expulsion recommendations, an opportunity to make up work will be provided. Make-up work is encouraged so that students will profit from future instruction. Work (including tests) missed due to an absence may be made up and credit given for such work. Upon the student's return to school, he/she must make up the work within *five (5) school days*. Additional time may be granted by the principal due to the extenuating circumstances.
- **Perfect Attendance** - For the purpose of determining perfect attendance, the student must be in attendance during the school day to be counted as present for the school day. *Pre-arranged, excused absences for religious observance will not count against perfect attendance.*

### IV. REPORTS OF CHILDREN ENROLLED AND NOT ENROLLED

*Code of Virginia, 22.1-260*, requires that within ten (10) days after the opening of the school, each public school principal will report to the division superintendent:

The name, age and grade of each pupil enrolled in the school, and the name and address of the pupil's parent or guardian: and to the best of the principal's information, the name of each child subject to the provisions of this article who is not enrolled in school, with the name and address of the child's parent or guardian. Within one calendar month of the opening of school, the principal of each school will send to the parents or guardian of each student enrolled in the school a copy of the compulsory school attendance requirements of the law and the enforcement procedures and the policies established by the School Board.

The school division will typically comply with the above requirements by supplying a copy of the student **Code of Conduct Handbook** to students and their parents at the beginning of the school year. Attendance law, policies and procedures will be reflected in that handbook.

### DISCIPLINE - CODE OF CONDUCT

Specific codes and categories for discipline referrals can be found in the **Division Code of Conduct Handbook** on the Division Website. You may also request a paper copy from your child's school or the school board office.

## CUMBERLAND COUNTY SCHOOL OATH

*As a student at Cumberland County Elementary School, I pledge to be a student of good character. I will be worthy of trust. I will be determined and engaged, doing what I must. I will always act with kindness as I go through each day. I will be a unified citizen and will always be safe.*

At Cumberland Elementary, **“Character Counts”**.

Our Motto is: “Dukes are Determined, Unified, Kind, Engaged, and Safe.”

**Determined** acting in a way that demonstrates resolve, purposefulness, and commitment.

**Unified** acting and thinking in a way that values the needs of the team over those of the individual. Taking care of the school community and respecting the authority of the teacher.

**Kind** being considerate, helpful, and generous toward others. Showing others you care about their feelings, well-being, and property.

**Engaged** being involved and committed in a focused manner. Completing tasks with quality and efficiency.

**Safe** acting in a way that protects oneself and others from danger or risk to bodily injury.

## POSITIVE BEHAVIOR AND INTERVENTION SUPPORT (PBIS)

At Cumberland County Elementary School, we are proud to implement the Positive Behavior Intervention and Support (PBIS) system at our school. This is a nationally used school-wide behavior system that rewards students for following our school’s expectations, and celebrates great behavior throughout the year. Research shows that as positive behaviors increase, so does academic success.

Students earn “Duke Dollars” for making positive choices in and around our school, which can be cashed in for fun activities and rewards. Additionally, Positive Duke Shout-outs are given for students who exhibit one or more of our school-wide expectations. A school-wide goal is determined, and the reward for making our goal is a Duke Pride Event. All CCES students may participate in this event, once the school-wide goal is met.

### Cafeteria/Meal Expectations

In the cafeteria, Dukes walk through the lunch line quietly, prepared to receive lunch choices. Dukes are engaged by getting all necessary materials, such as milk and utensils, while going through the line. Dukes speak in a clear voice and use Duke manners. Dukes eat their meals and speak in conversational tones. It is important to eat all of our food in order to fuel our brain for the rest of the day, and to make sure that the noise level remains low, and that we can hear our teacher at all times. In order to be safe, it is important that Dukes stay in assigned seats/areas. Dukes show unity by keeping the cafeteria and classroom clean, and by picking up trash even if it isn’t our own.



### **Hallway Expectations**

In the Hallway, Dukes show unity by maintaining a quiet zone. We keep our voices at zero or 1 so that we do not disturb classes that are learning. Dukes use walking feet in a straight line to quickly move from place to place. We keep our eyes forward at all times, and we keep hands and feet to ourselves. This ensures everyone's safety, and that our class will move with purpose and efficiency to our next destination.

### **Classroom Expectations**

In the Classroom, Dukes show determination by completing all assignments and never giving up, even when the work is challenging. We are unified by acting as a learning community and working cooperatively toward a common goal with both teachers and peers. Dukes are kind when we help, praise, and support others, and we remain engaged by staying on task and purposeful in our work. Remember to demonstrate safety by following all classroom rules, using materials appropriately, and by always keeping hands, feet, and objects to ourselves.

### **Classroom Meal Expectations**

When Dukes have meals in the classroom, Dukes eat their meals and speak in conversational tones. It is important to eat all of our food in order to fuel our brain for the rest of the day, and to make sure that the noise level remains low, and that we can hear our teacher at all times. In order to be safe, it is important that Dukes stay in assigned seats/areas.. Dukes show unity by keeping the classroom clean, and by picking up trash even if it isn't our own.

### **Playground Expectations**

The playground is a great place for Dukes to show determination as we use our time wisely in order to exercise and try out new activities. Dukes remain unified by playing as a team and including everyone. We show kindness by sharing materials and equipment, cooperating, showing good sportsmanship, and encouraging and praising others. It is important to remain engaged while on the playground by focusing on playing and exercising. Don't miss out by standing on the sidelines - participate, be involved, and have fun! Finally, Dukes must stay safe while outside by using equipment properly, and maintaining appropriate personal space and bodily awareness. It is important to always play responsibly, and make sure that the adult knows where we are at all times.

### **Bathroom Expectations**

In the bathroom, Dukes are expected to use walking feet, and keep voices off. We help keep the bathroom clean by placing trash in the trashcan and cleaning up after ourselves. We only use the amount of soap and paper towels that we need, remembering that those after us will need these materials. We always use the bathroom in a timely manner, so that we have more time for learning and playing.

### **Bus Expectations**

While on the Bus, Dukes show determination to stay in our seats, even if something or somebody else tempts us to get up. We are unified because we demonstrate kindness by making sure the tone and volume of our voices are respectful of the bus driver and others. We are engaged and safe when we remain seated, face forward with our feet toward the front, and when we keep the aisles clear, making sure that our hands, feet, and objects are to ourselves.

**Students who follow these School-Wide Expectations will have the opportunity to earn Duke Dollars that can be cashed in for great rewards and fun activities.**

**MINOR FORM**

A Minor Form is used to document a discipline incident that is handled by the teacher, and does not warrant a discipline referral to the office. Parent/guardian contact is made each time a student receives a minor form so that the teacher, parent/guardian, and student can work together to address the misconduct.

**MAJOR FORM REFERRAL**

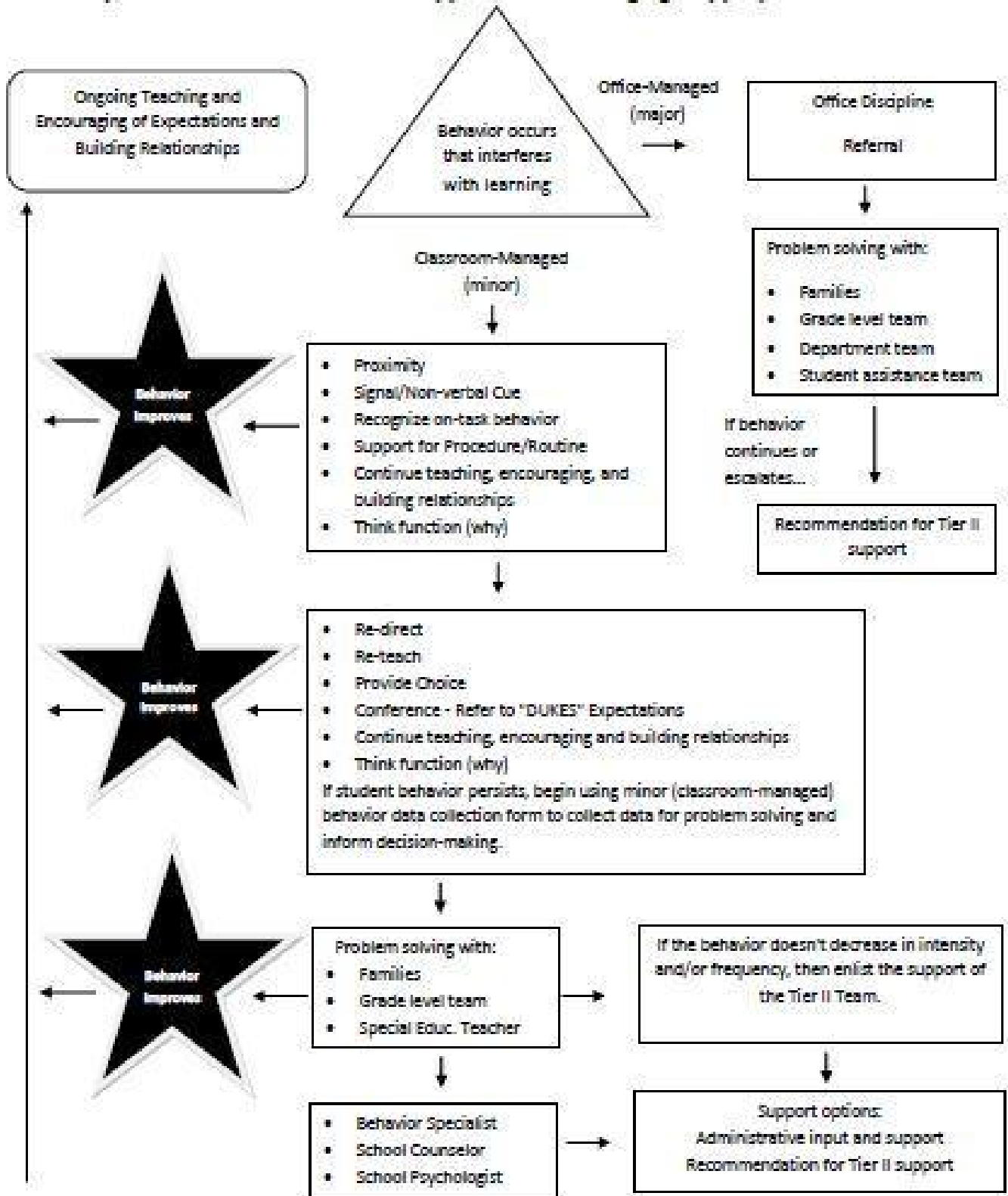
A Major Form Referral is written when a discipline incident occurs that should be managed by the administration. In addition to the Student Code of Conduct, the following are instances in which a Major Form Referral may be written.

- \*Repeated/severe physical aggression
- \*Bullying/harassment (constant and purposeful)
- \*Verbal assault
- \*Threatening Others

- \*Destruction of property
- \*Theft
- \*Drugs or alcohol
- \*Weapon

# Cumberland Elementary School

## Discipline Process: Continuum of Support for Discouraging Inappropriate Behavior



## **CUMBERLAND COUNTY SCHOOLS STUDENT CODE OF CONDUCT**

CCES follows the Division Code of Conduct which can be found on the Division website at [www.cucps.k12.va.us](http://www.cucps.k12.va.us). A hard copy can be provided by request.

### **EXAMPLES OF CORRECTIVE ACTIONS**

The following corrective actions are among those available to the school administration for violation of the Student Code of Conduct. The facts and circumstances of each offense are considered fully in determining reasonable corrective actions.

1. Counseling
2. Admonition
3. Reprimand
4. Loss of privileges, including access to the School Division's computer system
5. Parental conferences
6. Modification of student classroom assignment or schedule
7. Student behavior contract
8. Referral to student assistance services
9. Removal from class
10. Initiation of child study process
11. Referral to in-school intervention, mediation, or community service programs
12. Tasks or restrictions assigned by the principal or his designee
13. Suspension from school-sponsored activities or events prior to, during, or after the regular school day
14. Out-of-school suspension
15. Notification of legal authority where appropriate
16. Recommendation for expulsion including recommendation for expulsion for possessing a firearm, destructive device, firearm muffler, firearm silencer or pneumatic gun on school property or at a school-sponsored event
17. Recommendation for expulsion for having brought a controlled substance, imitation controlled substance or marijuana, synthetic cannabinoids, on to school property or ~~at~~ to a school sponsored activity
18. Evaluation for alcohol or drug abuse
19. Participation in a drug, alcohol or violence intervention, prevention or treatment program

### **POLICY MANUAL**

The Policy Manual is located on the division's webpage. The Director of Human Resources, Dr. Jamerson, is the CUCPS Title IX Compliance Officer.

## ACHIEVEMENT

The instructional program shall be developmental, flexible, integrated, relevant, student-centered, and resourceful in fulfilling the needs of each student in a global, technological society. It shall be designed to meet the Standards of Learning (SOLs), the Standards of Accreditation (SOA), and the Standards of Quality (SOQ) as established by the Virginia Department of Education. If you are aware of any instructional objective and/or SOL objective that are in violation of your religious beliefs, please send written notification to the Office of the Principal within fifteen (15) days of your enrollment.

### Grading Scale

90-100 A	B 80-89	C 70-79	D 60-69	below 60 F
Student will earn S, N, or U in resource classes: Art, Music, Media, Physical Education, and Technology				

### HOMEWORK

The amount of homework will vary according to the age, grade, and maturity of the child involved. Students should have a study area that is quiet and comfortable and can be used regularly. Homework assignments should be recorded in the agenda book that is provided to every student by the school. Each grade level sets its own homework expectations. A copy of these expectations will be given to parents at the beginning of the school year. It is expected that both parents and students will take an active role in seeing that homework assignments are completed and returned to school.

### HONOR ROLL

To qualify for *Shining Star Honor Roll*, students must...

- Have grades of A or B and no more than one C (with an A in at least one content area ) in the content areas (reading, math, social studies, and science).
- For a student to receive an end-of-year Shining Star Honor Roll Certificate, a student must have made the Shining Star Honor Roll for all four nine-weeks grading periods.

To qualify for *Principal's Honor Roll*, students must...

- Have a grade of A in each content area (reading, math, social studies, and science)
- For a student to receive an end-of -year Principal's Honor Roll Certificate, a student must have made the Principal's Honor Roll for all four nine-weeks grading periods.

## **NOTIFICATION OF RECORDS DESTRUCTION**

Cumberland County Public Schools maintain all permanent academic records in accordance with the State Board of Education's regulations and guidelines, the Code of Virginia, and the Records Management Division of the Library of Virginia, which manages the retention and destruction of all public agency records. Certain records, including Special Education, discipline, health, and immunization records, have a retention period of five years after the student moves to another school district, graduates, or (for special education records) stops receiving special education services. CUCPS will shred all materials that are no longer educationally useful at the end of the five-year period. If parents wish to review and/or have a copy of this data, they must contact the individual schools before the end of the regulation period. This will constitute notice and no further notification will be given at the end of the five years.

## **PROMOTION AND RETENTION**

In general, the following criteria are to be considered when making promotion/retention decisions:

- **In all cases, promotion and retention must be what's in the best interest of the child.**
- Academic achievement, as evidenced by teacher evaluation, classroom assessments, products/portfolios, standardized achievement measures, and Standards of Learning (SOL) test results.
- Social/emotional development as evidenced by observation of maturity, motivation, and attitude.
- Physical development, including chronological age, size, overall health and well-being.
- A committee must make the final recommendation. The committee will be made up of the School Counselor, Teachers, Assistant Principal, and the Parent.
- All final decisions on promotion and/or retention will be made by the Principal or his/her designee.

**When a student is retained**, additional support will be planned and provided.

## **REPORT CARDS/PROGRESS REPORTS**

**Report cards will be issued every nine weeks. Progress reports will be issued midway through each quarter.** Please address any questions you may have to your child's teacher.

## **SCHOOL RECORDS**

The CCES office maintains accurate and complete individual, permanent and cumulative records for every student enrolled. These records are maintained under the supervision of the building principal and shall include cumulative and confidential information. The specific data collected for all students include:

- Record data disclosure form
- Name and address of students
- Birth date and social security number
- Name and address of parent
- Level of achievement, including grades
- Attendance
- Test data, including results of normative tests, such as achievement batteries and inventories, and the Virginia State Assessment Program
- Cumulative Health Records including pre-school physical examination report, school entrance examination report, and certificate of immunization

- Specialized information for identified students such as special education information, gifted education information, discipline information, and legal documents.

## **STANDARDS OF LEARNING**

The Virginia Standards of Learning provide an outline of basic knowledge and skills that Virginia school children should be taught as they move from kindergarten through twelfth grade, in the four essential academic subjects of English, math, science, and history/social science. State tests are administered in grades three and four. Students are expected to master the skills taught, and demonstrate mastery on these tests.

Students are expected to master grade level objectives before moving to the next grade level. Students who fail one or more areas on the Standards of Learning Tests administered in the spring will be encouraged to attend summer school.

## **GENERAL INFORMATION**

### **COMPLAINTS AND GRIEVANCES**

The procedure to follow for complaints and grievances is to contact the school administration. This should only be done after the proper chain of command has been followed. Parents should address classroom concerns first with the classroom teacher. If the problem is unresolved, parents may contact the Office of the Principal to schedule a meeting.

### **FEES**

An *activity fee of \$10.00 per student* will be collected at the beginning of the school year. This fee will be used for student programs and activities.

### **FIELD TRIPS**

Students obtain valuable first-hand educational experience by participating in field trips. All trips will be designed for educational purposes, and parents will receive advance notification. A permission slip signed by the parent or guardian is required prior to any child participating in any field trip experience. **A student may be denied the opportunity to attend a field trip if the administration deems that the child may present a safety risk to him/herself or others, or if the child demonstrates a pattern of unacceptable behavior.**

If families desire to attend the trip, but are not serving as chaperones, they will be required to sign the student out through a CCES staff member, and move away from the school group. The parent or guardian would become the responsible party for the student, and the student would not be permitted to ride school transportation home. This ensures the safety of all students.

### **FIELD TRIP CHAPERONES**

Names of chaperones will be submitted to the administration for approval through Ident-a-Kid. Chaperones are required to sign in through the Front Office before going to the student's classroom. Chaperones will be assigned a group of students, and are required to ride school transportation to and from the field trip. Chaperones may not use tobacco, including electronic cigarettes during the field trip. Chaperones who violate chaperone expectations, may be prohibited from serving as a chaperone for future trips. The number of chaperones may be restricted based upon seating availability or directives from the field trip establishment. These procedures are implemented for the safety of all students.

## **FIRE DRILLS**

All students must move quickly, quietly, and orderly during evacuation of the building. If the alarm should sound, all students should follow the assigned route, which will take them away from the building. The students will remain orderly. Fire drills are held at irregular intervals throughout the school year.

### **Remember these basic rules:**

1. Follow your teacher's instructions. The instructions will be explained to you and then posted in the classroom;
2. Walk.
3. Do not talk.
4. Move quickly and quietly to the designated area.

## **FOOD SERVICE**

Meals are provided at the school at no charge to the student. Students may opt to bring their lunch from home. Milk can be bought at school.

### **Breakfast**

School Breakfast will be served each day in the morning. Students will go through the cafeteria line and choose a breakfast and take the meal to their classroom. Students may also bring breakfast and snacks from home.

### **Lunch**

Students may choose to take one entrée, fruit, vegetable, bread, and milk, or students may choose to take as few as three of the offered items. Fewer than three items will be charged by item.

### **Menus**

Each day at least one entree (meats) will be offered. On some days more than two vegetables will be offered. Each child will be able to choose one meat, one or two vegetables, depending on the menu, one fruit, a roll, and milk.

## **GUIDANCE SERVICES**

The Cumberland County School Board affirms that parents are the student's first teachers and that the public schools should serve to strengthen family and parental support. No student will be required to participate in any counseling program to which the student's parents object.

Personal/social counseling programs are available to students within the Cumberland Elementary School. For the purpose of the policy as set forth by the Cumberland County School Board, personal/social counseling is defined as counseling which assists students to develop an understanding of themselves and the rights and needs of others. It is also used to assist students in defining individual goals by reflecting on their interests, abilities, and aptitudes. School counseling is also used for conflict resolution. Counseling may be provided either in groups in which generic issues of social development are addressed, or through structured individual or small group multi-session counseling which focuses on the specific concerns of the participant (s). **It shall be the policy of the school board with respect to personal/social counseling that parents will notify the school division in writing if the student is not to participate in the personal/social counseling program.** Information and records of personal/social counseling shall be kept confidential and separate and not disclosed to third parties without prior parental consent or as otherwise provided by law.



Counseling techniques, which are beyond the scope of the professional certification or training of the counselor, including hypnosis, or other psychotherapeutic techniques that are normally employed in medical or clinical settings and focus on mental illness or psychopathology, are prohibited.

### **LOST AND FOUND**

All articles that are found are taken to the office for students to check in the morning or afternoon or with permission from their teacher. Items that are not picked up in a timely manner will be discarded.

### **PICTURES AND VIDEOS**

School pictures are usually taken during the fall and sometimes during the spring. Students and parents will be informed in advance of the dates. Parents may choose to purchase or not purchase the pictures.

Throughout the school year, your child may be photographed or videotaped in several different instances. These instances may occur during regular classroom activities, assemblies, sporting events, or special projects. These photos or videos may be used for classroom activities, yearbook, the local newspaper and on the school webpage. Please notify the Office of the Principal **within fifteen (15) days** of enrollment if you do not want your child photographed or videotaped.

### **SCHOOL-COMMUNITY RELATIONS**

Parents are encouraged to participate in their child's education by contacting teachers and administration and being actively involved in school-related activities. Teachers and administrators are available daily during designated times or by appointment. Please contact the school office with comments, questions or concerns. We value our families and the community and welcome feedback.

### **SELLING, SOLICITING, AND ADVERTISING**

Students may not sell any items at school without the permission of the principal. Fundraising activities that involve elementary students in door-to-door solicitation are prohibited.

### **SEVERE WEATHER**

All students move quickly, quietly, and orderly to their assigned part of the building. Students should remember to follow the same rules as for fire drills.

### **STUDENT/PARENT/SCHOOL COMPACT**

Parents and students will receive a compact to sign at the beginning of the school year. This compact will list the responsibilities of the school, the student, and parents. This compact is to be signed by all parties and returned to school.

### **TELEPHONES**

The telephones in all offices are for school use only. The telephone may be used in emergency situations only with the approval of the office personnel.

### **SCHOOL MATERIALS**

The Cumberland County Schools will provide textbooks/school materials for students. Students are expected to exercise care when using these items. **Students are responsible for lost or damaged items, including payment for replacement.**

## **VISITORS**

Visitors must report to the office to sign into the Identi-kid system and obtain a pass before visiting any area on campus. Visitors must bring a picture ID in order to sign into the system. Students are not allowed to invite guests to school.

Parents or guardians are asked to schedule conferences during non-academic times. **Teachers will not be able to meet with parents or guardians for a conference when they are engaged in the supervision and instruction of students.**

It shall be prohibited for any person, whether or not a student, to enter upon or remain upon any school property after

- (1) being directed to vacate the property by an individual authorized to give such direction or
- (2) any posted notice that contains such information is posted at a place where it reasonably may be seen.

## **STUDENT HEALTH**

### **ALLERGIES**

Students diagnosed with life-threatening allergic conditions should have documentation of known allergies from a licensed provider prior to entry into school or immediately after the diagnosis. A signed statement from a doctor will be required to administer epinephrine or substitute milk or juice. Please make the school nurse aware of any known allergies.

### **ILLNESS AND ACCIDENTS**

Students who become ill or are injured at school should report the condition to the teacher. The teacher will arrange for the child to see the nurse.

It is important that the school has a telephone number where a parent can be reached promptly in case of an emergency. If the parents do not have a telephone, arrangements should be made to provide a neighbor's telephone number and address. If the telephone number changes, please notify the school immediately.

### **STUDENT HEALTH PROBLEMS**

If you suspect your child is having a health problem, please contact the school. Health problems may have a direct effect on classroom function and need to be brought to our attention.

### **ILLNESS AND ACCIDENTS**

Sometimes students may become ill or injured at school, and display a variety of symptoms which have not been diagnosed by a doctor, but are serious enough to warrant school personnel sending the student home and recommending a follow-up evaluation with a doctor. A student will be required to go home from school if he/she exhibits the following

1. body temperature of 100 degrees or more
2. persistent diarrhea/vomiting

3. severe wheezing or respiratory distress
4. red eyes with drainage
5. infected areas of the skin with yellow, crusty exudates
6. evidence of live lice
7. serious or uncontrolled bleeding/serious injury
8. Any symptoms of Covid-19

### **MEDICATION ADMINISTRATION INFORMATION**

A student may receive prescription medication at school if the following procedure is followed:

1. A medication consent form is completed by the parent.
2. The prescription medication is in the original container with the label from the pharmacy.
3. A written order from the licensed prescriber is either brought by the parent or faxed to the school clinic.

A student may receive over-the-counter medication at school if the following procedure is followed:

1. Written permission by the parent or legal guardian.
2. The written permission includes the name of the medication, the required dosage of the medication, and the time the medicine is to be given.
3. The medication is in the original packaging.

### **Please Note:**

1. No medication will be accepted in a baggie, envelope, plastic container, wrapped in foil or tissue, or any container that is not the original container for that medication.
2. Parents or another responsible adult must bring any student's medication to the school clinic.
3. Medication dosages that exceed the recommended daily dosage will not be administered by school personnel. In such cases, parents may make arrangements to come to school to give the medication.
4. **PARENTS/GUARDIANS HAVE UNTIL THE LAST DAY OF SCHOOL TO PICK UP ANY UNUSED MEDICATION. ANY MEDICATION NOT PICKED UP BY THE LAST DAY OF SCHOOL WILL BE DISCARDED BY SCHOOL PERSONNEL.**

### **SELF-CARE AND SELF-ADMINISTRATION OF MEDICATION**

Each enrolled student who is diagnosed with diabetes, with parental consent and written approval from the prescriber, is permitted to:

1. Carry with him/her and use supplies, including a reasonable and appropriate short-term supply of carbohydrates, an insulin pump, and equipment for immediate treatment of high and low blood glucose levels, and
2. Self-check his/her own blood glucose levels on school buses, on school property, and at school-sponsored activities.

### **Self-Administration of Asthma Medications and Auto-Injectable Epinephrine**

Students with a diagnosis of asthma or anaphylaxis, or both, are permitted to possess and self-administer inhaled asthma medications or auto-injectable epinephrine, or both, as the case may be, in accordance

with this policy during the school day, at school-sponsored activities, or while on a school bus or other school property. A student may possess and self-administer asthma medication, or auto-injectable epinephrine, or both, when the following conditions are met:

- Written parental consent that the student may self-administer inhaled asthma medications or auto-injectable epinephrine, or both, is on file with the school.
- Written notice from the student's health care provider is on file with the school, indicating the identity of the student, stating the diagnosis of asthma or anaphylaxis, or both, and approving self-administration of inhaled asthma medications or auto-injectable epinephrine, or both, that have been prescribed for the student; specifying the name and dosage of the medication, the frequency in which it is to be administered and the circumstances which may warrant its use; and attesting to the student's demonstrated ability to safely and effectively self-administer the medication.
- An individualized health care plan is prepared, including emergency procedures for any life-threatening conditions.
- There is a consultation with the student's parent before any limitations or restrictions are imposed on a student's possession and self-administration of inhaled asthma medications and auto-injectable epinephrine, and before the permission to possess and self-administer inhaled asthma medications and auto-injectable epinephrine at any point during the school year is revoked.
- Self-administration of inhaled asthma medications and auto-injectable epinephrine is consistent with the purposes of the Virginia School Health Guidelines and the Guidelines for Specialized Health Care Procedure Manual, which are jointly issued by the Virginia Department of Education and the Virginia Department of Health.
- Information regarding the health condition of the student may be disclosed to school board employees in accordance with state and federal law governing the disclosure of information contained in student scholastic records.

Permission granted to a student to possess and self-administer asthma medications or auto-injectable epinephrine, or both, will be effective for a period of 365 calendar days, and must be renewed annually. However, a student's right to possess and self-administer inhaled asthma medication or auto-injectable epinephrine, or both, may be limited or revoked after appropriate school personnel consult with the student's parents.

### **Epinephrine**

Pursuant to an order or standing protocol issued by the prescriber within the course of his professional practice, any school nurse, School Board employee, employee of a local appropriating body or employee of a local health department who is authorized by a prescriber and trained in the administration of epinephrine may possess epinephrine and administer it to any student believed to be having an anaphylactic reaction.

**PLEASE CONTACT THE SCHOOL NURSE IF FURTHER INFORMATION IS REQUIRED.**

### **Infectious Diseases**

State and local health departments have guidelines regarding the treatment and exclusion of students with infectious diseases. Some infectious diseases that are commonly seen in the school setting include impetigo, ringworm, chicken pox, pink eye, and head lice. Students who come to school with suspected infectious diseases will be managed at the discretion of the school nurse in accordance with state and

local guidelines. **All students must be lice free and have their heads checked by the nurse before being admitted back into school.**

### **Non-Participation for P.E and Recess**

The school nurse does not excuse students from physical education or recess participation. If a student is unable to participate in physical education class and recess due to a health issue, a **doctor's note should be submitted to the school and will be kept on file, and the student will not participate in physical education or recess until documentation is provided by the medical professional to indicate the student is cleared for participation.**

### **INSURANCE**

The VSBA Student Accident Insurance program policy is written through the VSBA Insurance Services program. Coverage is from the first dollar of any loss, up to a maximum \$25,000.00 per accident. The program insures all students, including athletes, for all school-related injuries. In essence, this blanket accident insurance will cover all school and athletic injuries to the maximum of \$25,000.00 per accident. However, this insurance program is supplemental coverage. Your insurance company, if any, must be presented with the original bills. Cumberland's insurance will cover whatever is not paid by your insurance. The amounts reimbursed will include deductibles, co-payments, and co-insurance amounts under standard insurance programs, as well as all charges for which there is no insurance. The policy includes a schedule of benefits that may limit payments for some medical procedures and charges. **This policy does not cover benefits for treatment of illness/sickness related expenses.**

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE FOR DIRECTORY INFORMATION**

**Note: Per § 99.37(d), your school may adopt a limited directory information policy. If you do so, the directory information notice to parents and eligible students must specify the parties and/or purposes that may receive directory information.]**

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving

assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want Cumberland County Public Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing within 15 days of enrollment. Cumberland County Public Schools has designated the following information as directory information: **[Note: an LEA may, but does not have to, include all the information listed below.]**

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Major field of study
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

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

1. The right to inspect and review the student's education records within 45 days after the day the school division receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the Cumberland County Public Schools to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to

amend the record as requested by the parent or eligible student, the school division will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

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

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school division to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

#### **Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of–*
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  - *Inspect, upon request and before administration or use –*
    1. Protected information surveys of students;
    2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
    3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

**Cumberland County Public School has developed and adopted** policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Cumberland County Public Schools** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **Cumberland County Public Schools** will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **Cumberland County Public Schools** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

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

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



## **SCREENING NOTIFICATION**

- 1. Each local school division shall have procedures, including timelines, to document the screening of children enrolled in the division, including transfers from out of state as follows:**
  - a. Children shall be screened in the areas of hearing and vision in accordance with the requirements of 8VAC20-250-10. (§ 22.1-273 of the Code of Virginia)
  - b. Children shall be screened for scoliosis in accordance with the requirements of 8VAC20-690-20. (§ 22.1-273.1 of the Code of Virginia)
  - c. Children shall be screened in the areas of speech, voice, language, and fine and gross motor functions to determine if a referral for an evaluation for special education and related services is indicated.
  - d. Children who fail any of the above screenings may be rescreened if the original results are not considered valid.
  - e. The local educational agency may recognize screenings reported as part of the child's pre-school physical examination required under the Code of Virginia. (§22.1-270 of the Code of Virginia)
  - f. Children shall be referred to the special education administrator or designee if results suggest that a referral for evaluation for special education and related services is indicated. The referral shall include the screening results.
- 2. The local school division shall provide all applicable procedural safeguards. These include the following:**
  - a. Written notice to parents of the scheduled screening and, if the child fails the screening, the results of the screening;
  - b. Confidentiality; and
  - c. Maintenance of the student's scholastic record.
- 3. Screening for instructional purposes is not an evaluation. The screening of a student by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation shall not be considered to be an evaluation for eligibility for special education and related services. (34CFR 300.302)**

## **REFERRAL PROCESS FOR SPECIAL EDUCATION**

- 1. Each school shall have procedures to process in a timely manner all referral requests for a child suspected of having a disability.**
- 2. Each school shall have a team to review records and other performance evidence of the child being referred in order to make recommendations to meet the child's educational and behavioral needs.**
  - a. The team shall include:
    - (1) The referring source, as appropriate (except if inclusion of a referring source would breach the confidentiality of the child);
    - (2) The principal or designee;
    - (3) At least one teacher; and
    - (4) At least one specialist.

b. Other members may be included according to the school division's procedures, or when the school division determines that the special needs of the child identified in the referral request requires additional information that should be provided by individuals with specialized training or specific knowledge.

c. One member of the team must be knowledgeable about alternative interventions and about procedures required to access programs and services that are available to assist with children's educational needs.

**3. Children may be referred through a screening process, or by school staff, the parent(s), or other individuals.**

a. The referral may be in written, electronic, or oral form to the principal or designee of the school the child attends, or if initially enrolling in the school division, in the school in the parent's district.

b. If the referral is made to the special education administrator or designee, the administrator shall within three business days:

(1) Initiate the evaluation eligibility process in accordance with 8VAC20-81-60, 8VAC20-81-70, and 8VAC20-81-80;

(2) Require that the school-based team review and respond to the request; or

(3) Deny the request.

If the request is denied, prior written notice in accordance with 8VAC20-81-170 shall be given to the parent(s), including the parent's right to appeal the decision through the due process hearing procedures. (34 CFR 300.507)

**4. In reviewing the child's performance, the team may use a process based on the child's response to scientific, research-based interventions or other alternative research-based procedures. (34 CFR 300.307)**

a. The team shall ensure that these interventions are documented and do not needlessly delay a child suspected of having a disability from being evaluated for special education and related services.

b. If the child has not made adequate progress after an appropriate period of time during the implementation of the interventions, the team shall refer the child to the special education administrator or designee for an evaluation to determine if the child needs special education and related services. (34 CFR 300.309)

**5. Timelines for referral process.**

a. The team shall meet within 10 business days following the receipt of the referral.

b. The team shall refer the child to the special education administrator or designee within three business days if the team determines that the child should be referred for an evaluation for special education and related services.

c. If the team decides not to refer for an evaluation for special education and related services, prior written notice in accordance with 8VAC20-81-170 shall be given to the parent(s), including the parent's right to appeal the decision through the due process hearing. (34 CFR 300.507)