Charlottesville City Schools

Highlights & Handbook

2018–19
New Teachers:

- Professional Learning Days (no students) 8/15-16, 9/21, 11/2, 2/18; see also 6/7 - Last School Day (students dismissed early/full day for teachers)

6/6 - Tentative date for CHS Graduation, JPJ Arena, 7pm

End of 9-week Grading Period

- Student Holiday
  - August 2018

Make-up days:

- Teacher Workdays (no students); 11/6 & 3/29 are flex-days with the option for Early Dismissal Followed by Afternoon Professional Learning (1/18, & 3/28)

8/22 - First School Day

Instructions are at "Academic Calendar" contains the dates shown below. Schools' calendars contain school-specific events. Subscribe to one or more! Instructions are at charlottesvilleschools.org/calendar — click “Add events to your calendar.”

**SCHOOL HOURS**

- Grades Pre-K–4: 8:30 a.m.–3:30 p.m.
- Grades K–8: 8:30 a.m.–3:15 p.m.
- Grades 9–12: 9:05 a.m.–3:50 p.m.

**EARLY RELEASE TIMES**

- 3-year-olds: 11:00 a.m.
- Grades Pre-K–4: 12 noon
- Grades K–8: 12:45 p.m.
- Grades 9–12: 1:40 p.m.

**Make-up days:**

- 2/2 - First School Day
- 6/6 - Tentative date for CHS Graduation, JPJ Arena, 7pm

Add these dates to your calendar now — or even better, add them automatically to your e-calendar by subscribing to Charlottesville City Schools Google calendars, which you can access from our website.
August 2018

Dear families,

Welcome to the 2018–19 school year! Thank you for partnering with us for the education of your child and the young people of Charlottesville. This publication presents highlights from last year, plus a practical handbook about our schools.

Although the 2017–18 school year started with many challenges in Charlottesville, our staff and students rose to the occasion. They modeled how to respond to adversity with grace and strength and honesty. Our teachers guided students to conversations, films, literature, art, music, theater, and experiences that spread light — and even beauty — on the issues at hand. In addition, our students and staff continued to excel and make progress toward the goals of our 2018-2023 Strategic Plan. Read the “Highlights” section to learn more.

In the handbook section of this guide, you’ll find answers to questions such as, “Can I get text messages about school updates? Can I see my child’s lunch balance online?” (Yes and yes!) This booklet doesn’t answer every question, but it points you in the right direction and lets you know where to look or who to call. We want to work with you to answer your questions and make sure you and your child are taking full advantage of the many opportunities and resources that our schools offer.

As the first day of school approaches, please complete your back-to-school paperwork online by logging into your PowerSchool parent portal. The online forms are quick and easy since you’re simply reviewing and updating last year’s information. Check your mail for an envelope with your PowerSchool log-in information.

In addition to this book, you can find updates and information in a variety of ways. Stay in touch through social media at @CvilleSchools or visit our web site. Our PowerSchool and Canvas platforms help you and your students access grades, homework assignments, resources, and more. You can even subscribe to our Google calendars so you never need to enter another school holiday on your calendar again. (You’re welcome.) You can also customize how you hear from us — choose phone, email, or text. If you don’t want a phone call at 5:45 a.m. on a snow day, please log into PowerSchool and change your Contact Manager settings now!

We’re happy to offer these online services that make life more convenient for you and more efficient for us. But a strong personal connection is even more important than a good internet connection. If you have questions or concerns, please reach out via email, phone call, or by setting up an appointment. Your teachers, your principal, the School Board, and all of us in the division’s central offices want to work with you to support your student.

Best wishes for the school year to come!

Sincerely,

Rosa S. Atkins
Superintendent

Top and left middle cover photos by Aaron Eichorst.
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Charlottesville High School

CHS serves approximately 1,200 students in grades 9–12.
CHS students are accepted by top colleges around the world
and are honored with many awards and recognitions.

Principal: Dr. Eric Irizarry
1400 Melbourne Road, Charlottesville, VA 22901
chs@charlottesvilleschools.org
Office: 434-245-2410; Attendance: 434-245-2697;
Fax: 434-245-2610

Buford Middle School

Through a comprehensive program of study and extra-
curricular activities, Buford prepares students in grades 7
and 8 for success in high school and beyond.

Principal: Mrs. Stephanie Carter
1000 Cherry Avenue, Charlottesville, VA 22903
buford@charlottesvilleschools.org
Office: 434-245-2411; Fax: 434-245-2611

Walker Upper Elementary

Walker offers children in grades 5 and 6 a balanced curric-
ulum that bridges the gap between lower elementary grades
and middle school.

Principal: Dr. Adam Hastings
1564 Dairy Road, Charlottesville, VA 22903
walker@charlottesvilleschools.org
Office: 434-245-2412; Fax: 434-245-2612

Burnley-Moran Elementary

Nested in a city neighborhood convenient to the historic
downtown mall, Burnley-Moran has a mission to nurture
the academic and social potential of each of its students.

Principal: Dr. Elizabeth Korab
1300 Long Street, Charlottesville, VA 22901
burnley-moran@charlottesvilleschools.org
Office: 434-245-2413; Fax: 434-245-2613

Clark Elementary

Named for American frontiersman George Rogers Clark,
Clark provides a safe, friendly, and caring environment in
the Belmont neighborhood.

Principal: Ms. Anna Isley
1000 Belmont Avenue, Charlottesville, VA 22902
clark@charlottesvilleschools.org
Office 434-245-2414; Fax: 434-245-2614

Greenbrier Elementary

Greenbrier has a long history of family involvement and
student success, and consistently performs at high levels,
having been named a Title I Distinguished School for nine
consecutive years.

Principal: Mr. Pat Cuomo
2228 Greenbrier Drive, Charlottesville, VA 22901
greenbrier@charlottesvilleschools.org
Office: 434-245-2415; Fax: 434-245-2615
Jackson-Via Elementary

Jackson-Via is known for its welcoming atmosphere and nurturing culture. The school focuses on meeting the needs of each individual student and providing quality learning experiences.

Principal: Dr. Justin Malone
508 Harris Road, Charlottesville, VA 22903
jackson-via@charlottesvilleschools.org
Office: 434-245-2416; Fax: 434-245-2616

Johnson Elementary

Johnson Elementary offers small class sizes and steady focus on achievement to create a climate for academic excellence.

Principal: Ms. Summerlyn Thompson
1645 Cherry Avenue, Charlottesville, VA 22903
johnson@charlottesvilleschools.org
Office: 434-245-2417; Fax: 434-245-2617

Venable Elementary

Venable has an established history of enriching student lives through high academic standards and a strong connection to the surrounding U.Va. community.

Principal: Ms. Erin Kershner
406 14th Street, Charlottesville, VA 22903
venable@charlottesvilleschools.org
Office: 434-245-2418; Fax: 434-245-2618

Charlottesville-Albemarle Technical Education Center (CATEC)

CATEC is a regional technical education center serving students in central Virginia.

Director: Dr. Daphne Keiser
1000 East Rio Road, Charlottesville, VA 22901
Office: 434-973-4461; Fax: 434-973-4876

Hospital Education Program

CCS offers educational services for patients at the University of Virginia Children’s Hospital.

Principal: Mr. Eric Johnson
610 Kirtley Lane, Charlottesville, VA 22903
johnso1@charlottesvilleschools.org
Office: 434-924-2658; Fax: 434-982-3744

Lugo-McGinness Academy

Lugo-McGinness Academy is a small, non-traditional academy that serves Charlottesville students in grades 9–12.

Administrator: TBA
341 11th Street NW, Charlottesville, VA 22903
Office: 434-245-2406; Fax: 434-245-2978

Photo of UVa Medical Center courtesy UVA Health System.
Charlottesville City Schools

Charlottesville City Schools by the Numbers

- Rank among U.S. school divisions: Top 4%
- Percentage of fully accredited schools: 100%
  (state-wide figure: 86%)
- Rank among high school SAT scores in Virginia: #5
  (and Virginia beats the national averages!)

4,313
Student Enrollment K–12
(October 2017)
Out of division/tuition students: 295

Number of Blue Ribbon Awards for Excellence in Music Education: 11

- Percentage of K–12 students in gifted education: 24%
- Percentage of CHS students taking at least one AP exam: 35%
- Number of AP exams taken: 965
- Special education students: 13%
- ESL students: 15%

Our Students:
- 42% White
- 33% Black
- 12% Hispanic/Latino
- 7% Asian/Pacific Islander/Hawaiian
- 6% Other
Introduction

Operating Budget:

$78.5 million
(FY 18)

Per pupil expense:

$16,840
(FY 18 estimate, includes capital expenses)

Teachers: 456
Other staff: 379
71% of teaching staff hold advanced degrees
Average years of experience: 13
Number of preschoolers served: 250
Number of students in our CLASS program: 386
Languages spoken by students: 35

Average Class Size (per teacher):
Preschool: 16
K–4 Elementary: 19 to 24
Walker: 19.5
Buford: 19.5
CHS: 20.5

Green Ribbon Schools District Sustainability Award from the U.S. Department of Education plus "Virginia Naturally" state recognition
Highlights from 2017–18

Charlottesville City Schools
This year, we launched our new strategic plan, with goals for academic excellence, safe and supportive schools, and organizational supports. Read on for a quick glimpse of our vision and the ways we’re bringing it to life. To explore the full plan, visit charlottesvilleschools.org/strategic-plan.

Academic Excellence

Life-Ready Graduates
By tapping into real-world resources and exploring actual problems, our students can integrate the skills that will prepare them for life.

• At CHS, art students responded to the devastation in Puerto Rico by creating keepsakes for families there. Based on snapshots taken of young Puerto Ricans, our students painted portraits that were sent to grateful parents and grandparents on the islands.

• Clark students conducted a school-wide “Wishing for Wells” project by engaging in math and literacy activities relating to world water issues. Students even made a video featuring their immigrant peers sharing experiences about clean water shortages in their countries of origin. Finally, students donated their own coins (more than $1,000!) to benefit football star Chris Long’s Waterboys Foundation, which digs wells in East Africa. When Long surprised students at their school-wide morning meeting, he himself was surprised to learn about the students’ generosity and global awareness!

• Our engineers at Buford and CHS continued to apply their expertise to our community — working on an attendance-tracker and a student ID-scanner, for instance. They shared their experiences with STEM teachers and leaders at conferences across the country. After qualifying (again) for the global Zero Robotics programming finals, team members earned individual awards and speaking invitations.

• CHS students pitched proposals for community projects — and earned cash support — at events such as the Tom Tom Founders Festival and CFA Institute’s Project SERVE.

• Our locally developed iSTEM program offers hands-on projects that cross boundaries to bring engineering design skills to art, history, and reading. From wind turbines to solar ovens to working models of the human respiratory system, our students are applying their skills to the world around them.

• CATEC students model future-readiness in a wide variety of areas, such as the program’s partnership with tech leader CISCO or their newly launched “food bus”! At CATEC and in career and technical education classes at CHS, students can earn college credits and industry certifications.

Centered on Students
We want to foster the unique talents of our students, and we want students to “own” their learning by setting goals, making choices, and reflecting on their progress.

• Student-centered learning can be as small as students choosing how to start their day with reading, drawing, or journaling. In some of our engineering and other classes at Buford and CHS, students advance through the curriculum at their own pace.

• CHS hosted a ribbon-cutting to celebrate a new partnership, the CHS/CFA Institute Finance Academy. The partnership will impact three programs: the Student Investment Group (see next item), the AVID program (including a business-style renovation of the AVID seniors’ classroom), and the economics and personal finance classes required of all CHS students.

• For the second time in three years, the CHS Student Investment Group was one of six American finalists in the University of Pennsylvania Wharton Global High School Investment Competition!

• Student-centered learning connects learners with resources to advance their own passions, leading to state and national recognition in art, athletics, community leadership, creative writing, debate, engineering, geography, investing, math, music, programming, robotics, and theatre.

• Special, competitive opportunities like the Virginia Governor’s School help our students (eight this year) explore their interests, whether in the arts, agriculture, French, or humanities.
At Clark and Venable, student-led conferences offered an opportunity for students to reflect on their learning and share their progress with parents and grandparents.

Equitable Opportunities

We want all of our students to find success and opportunities in our schools and in life after graduation.

- The white nationalist rallies in Charlottesville last summer presented both challenges and opportunities. In age-appropriate ways, our teachers embraced ways to explore the events and the deeper issues they raised. Young people studied our local history and monuments. They created art and music that spoke to our values. A community-wide One Book campaign was launched to encourage readership of The Hate U Give, an award-winning young adult novel exploring race and community. After all ninth-graders read the book, parent and professor Lisa Woolfork led a powerful student workshop. To learn more about these efforts, visit charlottesvilleschools.org/August12.

- Our honors and advanced classes are increasingly diverse — African-American enrollment in honors classes is up 29 percent in the last three years. This is in part due to greater use of “honors-optional” classes that allow students within a single class to elect assignments and readings that qualify for honors credit.

- Our students have elected a wide variety of their peers as class presidents, homecoming queens, School Board reps, and other key positions. Recent leaders and honorees have included students from many racial and ethnic groups, special needs students, and immigrants and refugees.

- Our AVID program sends first-generation college students to U.Va., Howard, and many more top universities.

- Our iSTEM pathway and the engineering programs at Buford and CHS are attracting females and other students who have traditionally been underrepresented in STEM fields.
• Special events provide ways to celebrate differences and commonalities, including International Nights. To their African-American history celebration, Burnley-Moran added a career day, inviting many of the area’s black leaders (including a lot of CHS alumni!) to speak about their professions and community contributions.

• We offer high-quality preschool for qualifying three- and four-year-olds who face economic challenges, need to learn English, or require special services.

Safe and Supportive Schools

Social and Emotional Well-Being

We want to focus on the four R’s — reading, writing, ‘rithmetic, and relationships.

• A strong sense of community is at the heart of our new division-wide framework for supporting students’ academic and behavioral needs. These efforts have earned state and national attention from groups such as the Annie E. Casey Foundation. We’ve particularly gotten recognition for putting mental wellness at the forefront as we establish practices that build community, encourage good behavior, and deepen relationships.

• From school-wide meetings at Venable to Fun Fridays at Clark to our division’s new family engagement coordinator, our elementary schools promote a positive sense of community.

• We believe in mentoring, whether that means Buford eighth-graders serving as reading buddies at neighboring Johnson Elementary, upperclassmen at CHS welcoming ninth-graders through Link Crew, or teachers and coaches guiding students at every step of the way. Our Link Crew mentors will attend a national training conference this fall!

• Our school counselors foster social-emotional health in a variety of ways. They offer classroom lessons and even a division-wide Kindness Week in celebration of community, care, and compliments. Counselors also sponsor clubs and groups such as the Walker Peace Squad or the Jackson-Via Bully-Nots.

• Relationships (and reading skills) can deepen even during the summer through our teachers’ and librarians’ Books on Bikes program! The BoB team visits neighborhoods to deliver free books, popsicles, and smiles. (A therapy dog even makes the rounds!)

• Students Hallie Goode and Allie Floyd have been awarded the Red Cross Youth Heroes Award for our region for their kindness and persistence in helping and befriending Walker’s functional skills students. Way to model kindness and inclusivity, girls!

• Peer mentors at Walker not only welcomed the City’s fourth-graders for a visit, but they even wrote personalized letters to each student (delivered at the elementary schools) to express greetings!

Physical Health

Charlottesville City Schools has made a strong commitment to healthy habits.

• When we speak about the wellness benefits of our partnership with City Schoolyard Garden, do we mean nutrition, exercise, or the mental health benefits of getting students’ hands in the dirt? All of the above, and much, much more.
• Our nutrition program has won awards for its commitment to healthy foods, but there’s always room for improvement. Our “Local on the Line” program offers local foods (such as strawberries or salad greens) in monthly menu items.

• While gym and recess are very important, physical wellness is bigger than that. Throughout-the-day movement also comes from simple things like students working on the floor or standing to take a quick “brain break” or heading outside to create a calculus problem on the slope of a hill outside CHS.

• Clubs and special events also support physical health, such as the family color run that the Burnley-Moran PTO sponsors, or the Girls on the Run program at our schools.

• Athletic teams are a big part of the movement and physical wellness picture. This year’s state qualifiers include boys’ soccer and a number of golf, swimming, and track/field athletes. Beyond wins and losses, sports build fitness, relationships, and leadership.

• Our neighborhood schools encourage students to walk or ride their bikes, And through community partnerships, our gym students learn life-long skills like swimming, biking, and golfing. Thanks to our PE teachers and their partners such as the Ben Hair — Just Swim for Life Foundation, the City’s Parks and Rec department, the City’s Safe Routes to School program, and First Tee!

Updating Facilities for Safety and Learning
Even small, smart changes can help our school spaces support safety and innovation.

• Updates to our interior door locks complement our recent installation of clear exterior door signage (to aid responders in case of emergency), front door-locking management, a visitor screening system, and more.

• Aside from security, we want our facilities to support creativity, teamwork, and other 21st-century skills. This year’s facilities improvements include the Curtis Elder Track at CHS and classroom modernizations at Clark School.

Organizational Supports

Laying a Foundation for Excellence
Organizational supports enable our goals for academic excellence and safe and supportive schools.

• At the top of the list is a great staff. Our teachers regularly receive awards and fellowships, and this year, in light of a growing national teacher shortage, we recognized them with a 4 percent salary increase for 2018–19.

• We’re grateful for our community partners and volunteers. Our acclaimed engineering program at Buford Middle School is supported by a partnership with U.Va. and the Smithsonian Institution.
• We want smart and efficient systems. Families, this August, skip the printed paperwork and go online to review your students’ back-to-school forms! Streamlined processes help all of us focus on learning.

• Educational programs increasingly rely on robust technology. For a second straight year, Charlottesville City Schools earned national recognition for tech innovations through the Digital School Districts Survey Award. In addition, our iSTEM programs were featured in EdTech Magazine’s “School STEM Labs Inspire Students, Power Innovation.”

• Our growing student enrollment presents an opportunity to expand and modernize our facilities. See sidebar, right.

Every Learner. Every Day. Everyone.

At the heart of this plan is the idea that we are all learners — not only our students, but teachers, staff members such as bus drivers, and families at home. We are growing and working together for the benefit of our community.

Growing Enrollment Presents Opportunities for the Future

Thanks to all who joined in our community conversations this year as we presented information about our growing student enrollment and the options under consideration for our facilities.

Since 2011, our enrollment has grown about 100 students per year, or 3 percent annually. Projections from U.Va.’s Weldon Cooper Center for Public Service suggest that our preschool-to-high school enrollment will likely grow from 4,451 in 2017 to 5,190 for the 2026–2027 school year.

The growth of the last few years has already brought most of our schools to the limits of our capacity. We have repurposed storage rooms, large closets, and auditoriums. We have done research about where to place modular “learning cottages” at our schools in case they are needed this fall.

Long-term growth calls for a long-term plan, and our School Board has utilized the expertise of local firm VMDO Architects. During the 2017–18 school year, CCS hosted a series of community conversations about our growth. We presented a number of options and offered a preliminary survey to solicit additional input. We also briefed leaders such as City Council and the Planning Commission.

In response, we heard valuable feedback. Based on the needs of our students and the feedback from our community, we are likely to pursue a centralized preschool facility, which best serves our youngest students and frees up space in our elementaries. Particularly if we return 5th grade to the elementaries, we will need additional room in our elementary schools. We could expand one or more elementary schools or build a seventh school (a cheaper option, and based on community feedback, a more popular option). Middle-grade options include maintaining the current model, modernizing a single 5–8 or 6–8 campus, and creating a specialty academy to serve students in the elementary and/or middle-grade years. (CHS is not currently facing capacity limits.)

At our meetings, we also discussed our out-of-division students. We will continue to strive to admit only those students who will fill otherwise unused seats in existing classrooms. Relatedly, we heard support for continuing to offer spaces to the children of City and City Schools employees, an important workplace benefit in an era of a national teacher shortage.

The last topic we heard from the community was a reminder to seize available opportunities to tie in our modernization efforts with these capacity decisions to assure that we are getting the biggest bang for our buck and creating modern learning spaces.

There’s much to consider, and we ask for you to stay tuned and join in the conversation. To learn more, visit charlottesvilleschools.org/facilities.
Hours and Schedules, Attendance & Tardies

Let's get to school on time and ready to go! Regular, prompt attendance is tied to success at school. Do your best to be at school and on time.

School Hours

- 3-year-olds: 9 a.m.–2 p.m.
- Grades Pre-K–4: 8 a.m.–2:30 p.m.
- Grades 5–8: 8:30 a.m.–3:15 p.m.
- Grades 9–12: 9:05 a.m.–3:50 p.m.

Early Release Times

- 3-year-olds: 11 a.m.
- Grades PreK–4: 12 noon
- Grades 5–8: 12:45 p.m.
- Grades 9–12: 1:40 p.m.

Class Schedules

School bell schedules that show when each period starts and stops are posted on the Walker, Buford, and CHS websites. Note that most months, CHS has a delayed start and modified schedule on the second Thursday.

Excused Absences

Principals shall excuse students who are absent because of:
- Personal illness or illness in the immediate family
- Death in the family
- Medical or dental appointment
- Court appearance
- Religious holiday or instruction
- Emergency that, in the judgement of the principal, requires absence from school
- A trip that extends or enhances education, when such a trip is approved in advance by the principal.

Do I Call or Send Notes When My Child is Sick?

Call the main number of your school (or at CHS, call the attendance line at 434-245-2697). Once you have called, you will not receive notifications from the school. When a student is sick, please call, email, or send a note to the school to report the absence. (At CHS, the attendance line is 245-2679.) For extended absences, other documentation may be required.

Can We Request Make-Up Work?

Yes, following excused absences, students are responsible for requesting make-up assignments immediately upon their return to school. They must complete the work on the timeline set by their teacher. Make-up work completed on time following an excused absence will be graded on the same basis as other work.

When Should My Child Stay Home Sick?

Keep your child home when:
- Your child has had fever of 100 degrees or more in the last 24 hours
- There is nausea, vomiting, and/or diarrhea in the last 12 hours
- Your child has red, itchy, draining eyes
- It is a young child having trouble managing respiratory secretions
- Your child has a contagious disease. No child with a suspected communicable disease, including pertussis, ringworm, impetigo, lice, or conjunctivitis, is permitted to remain in school. In order to return to school, the principal/nurse must receive written notice that the student has received adequate treatment.

Leaving School Early

If students need to leave school early, a parent or guardian should sign them out (or give prior permission). A child who attends school for part of the day is considered present for the day. However, students who leave school early without permission will be marked unexcused for the class periods they miss.

Tardiness

Students are expected to arrive at school promptly and attend all classes on time. Students are tardy when they do not cross the threshold of the instructional area before the tardy bell rings. Students who arrive late should be checked in by a parent or guardian, or the guardian should call, email, or send a note to explain the delay.

Compulsory Attendance

Virginia law requires the parents of children 5 (by September 30) through 18 to ensure their child’s regular daily attendance for the entire school day. The School
Board promotes regular attendance by providing the services of attendance counselors, social workers, and school nurses to assist families in resolving attendance or medical problems. Working closely with other staff members, attendance counselors follow through with referrals for consistently truant students and are authorized and required to file petitions in the Juvenile and Domestic Relations Court. Learn more about the state’s Compulsory Attendance Law at charlottesvilleschools.org/attendance.

Modified Schedules
All students must maintain a full schedule unless they have a waiver for a bona fide work program, an Individual Education Plan, or an approved senior release plan. Parents or guardians should make a request to the principal in writing.

Meals & Nutrition
What’s for lunch? How can I check my child’s meal account balance? Find the answers here!

About our Nutrition Program
Charlottesville City Schools strives to serve fresh, healthy, and tasty meals. We offer breakfast and lunch as well as a snack for our after-school programs. When possible, we purchase local food and cook from scratch to minimize salt, sugar, and fat. We also provide custom salads to offer choices for everyone, including vegan and vegetarian students. Parents can find school menus online—look for the links on the bottom of every web page. For more information about school meals, visit charlottesvilleschools.org/nutrition.

Free and Reduced-Price Meal Program
Free and reduced-price meals ensure that all students have access to fresh, healthy food. Because of a school-wide free meal program, students at Clark, Jackson-Via, and Johnson do not need to apply. All families who qualify for Medicaid automatically qualify for free meals and do not need to apply. To apply for assistance with meals, see our web site at (charlottesvilleschools.org/nutrition), call your school, or call the coordinator of nutrition at 434-245-2808.

Prices
Breakfast:
K–12 full price: $1.50
K–12 reduced price: $0.30
Adult: $1.75

Lunch:
K–8 full price: $2.50
Grades 9–12 full price: $2.75
Student reduced price: $0.40
Adult: $3.25

Photo courtesy of Aaron Eichorst.
Online Payment and Balance Checks

When meal account balances drop below -$10, families will receive an alert to remind them to top off their account (or complete an application for free & reduced meals; see previous page). Parents can also set up free balance alerts or make online payments using the service My Payments Plus at mypaymentsplus.com. Families can pay online with a convenience fee of 3.99 percent of the total amount paid. To avoid the fee, send cash (including prepayments) with your child to the lunch line, or call the Director of Nutrition at 435-245-2830.

Allergy Information

Severe allergies are becoming more frequent in American life and schools. Parents and guardians should notify the school nurse of their students’ known allergies and related information as part of the back-to-school forms or by contacting the nurse. At the beginning of the year, schools will send families a letter outlining important information about meal and snack procedures as well as alerting families to common or school-specific allergens. To stay updated on national recommendations and maintain a proactive plan to support students and families, Charlottesville City Schools has worked with the Thomas Jefferson Health Department as well as the “Code Ana” and “Wahoo Cool for School Food Allergy Initiative,” both part of the University of Virginia School of Medicine’s Division of Asthma, Allergy & Immunology. For more information, see charlottesvilleschools.org/allergies.

Transportation

Bus riders, bike riders, car riders, and walkers…. However your child gets to school, let’s be safe.

School Bus Information

Charlottesville City Schools provides separate bus runs for preschoolers, for special needs students, for elementary students, for middle-graders, and for high schoolers. Schools also have one or two after-school runs to encourage students to participate in activities and athletics. Students are expected to behave well on the bus, following school rules as outlined in the “Parent Guide to Bus Safety” in the Code of Student Conduct. Students who present disciplinary challenges on the buses shall be reported to the principal and may have their riding privileges suspended. Parents/guardians (or their designee) are required to escort 1st-graders and younger students to and from the bus stop.

Bus route information is mailed to homes in August. To make arrangements for a child to ride a different bus, make requests in writing to the principal. For more information, visit charlottesvilleschools.org/bus or call the Assistant Superintendent for Administration at 434-245-2400.

Bike Riders & Walkers

We encourage students to bike or walk to school; students are responsible for their own safety. Bike riders are responsible for the security of their bikes, and they may lose biking privileges if they use their bicycles improperly or recklessly. Many schools have walk-to-school days to encourage walkers. To learn more or inquire about the safest routes to your school, call the school.

Car Riders

Parents should drop off students in the designated zone only. This zone is typically not near the front door or where buses drop students off. Parents are reminded not to pass loading or unloading buses. Be mindful when driving near schools, bus stops, or along routes where students are walking or driving to school.

Student Drivers

Students who have legal permission are allowed to drive to CHS. Students must obtain a parking tag (available for a nominal fee) to display in the vehicle, and students must park in the student lot. Student-driven vehicles without the pass or parked in a non-student lot are subject to towing at the owner’s expense.
Daily Routines at School

From the minutes before the bell rings to when homework is completed in the evening, there are some basics you should know about the schools’ daily routines.

When to Arrive
Arrive a few minutes early! When the bell rings, students should be at their seats, perhaps completing the teacher’s “bell ringer” activity.

Pledge of Allegiance and Minute of Silence
As required by the state, our schools have a daily Pledge of Allegiance and Minute of Silence. Students who do not wish to participate should sit or stand while maintaining a respectful silence.

Dress Code
The School Board and administration understand that clothing and dress are important forms of expression for students. All students are expected to dress appropriately for a K–12 environment. For students requiring accommodation for religious beliefs, disabilities, or other good causes, parents should contact the principal. Students not complying with the dress code will be asked to cover the non-complying clothing or wear clothes provided by the school. Repeated infractions will result in disciplinary action. For details about the dress code, please visit: charlottesvilleschools.org/dress-code.

Cell Phones and Other Electronic Devices
Cell phones, headphones, and other personal devices should be kept out of sight and used only with staff authorization. The school and district are not responsible for theft or loss, and devices that pose a distraction may be confiscated by school officials and returned only to the student’s parent or guardian following a disciplinary process.

Chromebooks
Students in grades 3–12 are assigned their own Chromebooks for school work. Schools have different policies about bringing the computer home, but all students are expected to take care of their devices and use them appropriately. Students are expected to bring them to school each day charged and ready to work, carrying them in their protective cases. For information about the use of these computers, see charlottesvilleschools.org/chromebooks.

Internet Use
Students should follow the “acceptable use” policy for technology and internet access. At the beginning of the year, students and parents sign this policy in the back-to-school forms. See policy at: charlottesvilleschools/AUP.

Discipline
All students should conduct themselves with respect — be responsible, safe, and prepared. State law, as well as district policies and regulations, authorize certain school officials to impose disciplinary measures. Officials follow clearly stated procedures set forth in the Code of Student Conduct, which is distributed by mail or in person to every student household. You may also request a copy at your school. The Code of Student Conduct describes the expected behavior for various situations and possible consequences for when behavior standards are not met. It is a guide for parents, students, and educators. Through the back-to-school forms, all are required to acknowledge that they have received and agree to support the Code (including school bus regulations). Discipline at Charlottesville City Schools takes place in a context of positive behavioral and academic supports; see Virginia Tiered Systems and Supports on page 22.

Expectations
Each school communicates their expectations to students in unique ways, such as the Clark Bees’ “Five Bees” (Be Kind, Be Safe, Be Respectful, Be Responsible, Be a Thinker). We expect our students to be learners who are working towards their futures—with a brief stop on the graduation stage at the end of their senior year.

Fees for students
Occasionally, Charlottesville City Schools classes, clubs, teams, and activities will charge student fees. Fees should not be a barrier to student participation; impacted families should speak with the teacher, advisor, or principal to make arrangements for fee waivers. Fees may also be charged when Chromebooks, textbooks, or library books are lost, damaged, or overdue. An annual fee schedule is posted at charlottesvilleschools.org/fee-schedule.

Gifts, Invitations, and Money at School
Students are discouraged from bringing gifts, invitations, or excessive money to school. Parents can pre-pay lunch accounts through the My Payments Plus service (see previous page). If a student purchases an item or pays a fee, a receipt can be requested.
Fundraising
While certain clubs or programs can engage in pre-approved fundraising campaigns, activities which involve students in door-to-door solicitation are prohibited.

Homeroom, Advisory, and Black Knight Time
Students at Walker, Buford, and CHS have scheduled periods when they meet in homerooms or advisory groups. These times are important for students to get organized or for academic, personal/social, or career counseling.

Homework
Most school work is completed during school hours under the supervision of a teacher. Teachers assign additional work to be done outside the school as part of the learning process. A Canvas login (see page 28) helps students and parents access homework assignments and resources.

Parents are encouraged to speak with the teacher or principal if they have specific questions about how homework is handled. For guidance on homework, see charlottesvilleschools.org/homework.

Field Trips
Field trips are an important extension of classroom learning. In the back-to-school or registration paperwork, parents can sign a blanket permission for local field trips. Students must have written permission to participate. If a field trip requires a fee, the school principal can find resources to make sure that every child can participate.

Visitors and Volunteers
Parents and other volunteers are welcome in our schools. Set up a time to join your child for lunch, volunteer to help in the classroom, tutor individuals, or share a talent during or after school. Volunteers must complete an application and undergo a background check; see charlottesvilleschools.org/volunteering. If you would like to speak with a particular teacher or staff member, it is best to call to make an appointment. Visitors must check in at the front office showing a photo ID.

Before & After School Offerings
Learning doesn’t stop when the school day does. Our schools offer clubs, sports, and extended-day programs—get involved! An activity bus will take you home.

Clubs
All our schools have after-school clubs to encourage students to learn skills, make friends, and develop new interests. In clubs, students can run, dance, step, garden, code, make movies, perform plays, and more. Encourage your students to get involved—or better yet, join them and share your talents and skills with the club! At Walker, the extensive club program is called EDGE and meets Tuesdays and Thursdays; at Buford clubs and tutoring meet Monday, Tuesday, and Thursday. At Buford and CHS, clubs have won state and even international acclaim in areas such as academic team, investing, journalism, and science. Schools will distribute information about clubs and activity bus information.
Athletics

Competitive athletics programs are in place at both Buford and CHS with fall, winter, and spring seasons. At Walker and the elementary schools, the EDGE program and after-school clubs encourage and teach a variety of sports, including a special tennis program at Walker. To be eligible to play at CHS, students must be enrolled in at least five classes and have passed a minimum of five classes the previous semester. Athletes participating in sports must complete a VHSL Physical Form as well as a CHS-administered concussion baseline test (for students in contact sports). Parents must complete concussion education provided through the athletic trainer. At Buford, athletes attend an Academic Power Hour (study hall) prior to practices and must satisfy Buford’s positive behavior and academic requirements. For more information about CHS athletics, visit gocville.org or call 434-245-2410. To learn about Buford sports, call 434-245-2411.

CLASS After School Program (Creative Learning After School And Summer)

CLASS is an affordable enrichment program that is offered after school at all elementary schools. CLASS also provides a before- and after-school program at Walker Upper Elementary School that complements the EDGE club program. CLASS incorporates physical activity, computer technology, music, science, history, and arts and crafts. Homework, free play, and student choice are part of the daily schedule.

Early-Morning Classes at Buford and CHS

Some students choose to take an early-morning class at CHS or Buford. Most often, this is a gym/health class, although the morning choir class is also popular at CHS. There is not an early-morning bus run. If transportation is a barrier, please contact your school. To learn more, contact your school counselor.

Extended Day Learning (“Building Bridges to Literacy”)

In 2016–17, Charlottesville City Schools began an innovative, grant-funded program to assist certain students in grades K–4 in the area of literacy. To learn more about “Extending the Bridges to Literacy,” contact your school.

Extra Assistance

Charlottesville City Schools offers additional programs to support student achievement. If you have concerns about your student’s progress, please contact your school.
Special Programs

All our students are unique. To meet special needs, interests, and abilities, we offer a wide range of special programming.

Academic Assistance

Charlottesville City Schools offers a number of programs to assist students in their academic progress. One is the new extended-day program for students in grades K–4 who need extra assistance with literacy. To learn more about our other programs to support students in their educational goals, contact your school.

AVID (College Preparatory Program)

The national AVID (Advancement Via Individual Determination) is a college preparatory program, particularly for first-generation college students. At Walker, AVID is a school-wide emphasis. At Buford and CHS, special classes guide cohorts to develop their study skills, visit colleges, and foster college-readiness. At CHS, the program also offers assistance with college applications. To learn more, visit charlottesvilleschools.org/AVID or call 434-245-2421.

Career and Technical Education (CTE)

CHS students can explore careers in fields such as computer technology, culinary arts, health care and much more by either taking classes at the high school or by enrolling in school-day programs offered by nearby CATEC (Charlottesville/Albemarle Career and Technical Education Center). The CTE class sequences are designed to give college credits or an industry-recognized career-readiness certificate or credential. They also prepare students to continue their learning in college or advanced training programs. To learn more about CTE classes at CHS or CATEC, see charlottesvilleschools.org/CTE.

Class “Level” Choices, College Credits, and Dual Degree Plans

CHS offers classes on several levels of study, including “honors-optional” classes where students within the same class can elect academic or honors credit. In addition, CHS offers approximately 30 AP and dual-enrollment classes, and CATEC also offers dual-enrollment classes — all free of charge. Thanks to a partnership with PVCC, it’s possible to graduate high school with a dual degree!

College and Career Planning

Our schools emphasize college readiness while exposing our students to career options. Career days, college nights, and college visits can begin even in elementary school. At Walker School, college readiness is a schoolwide emphasis through the AVID program. At Buford, students can select the AVID college-readiness program, but all students begin making college visits, can begin taking classes for high-school credit, and learn more about classes at CATEC and CHS. At CHS, a variety of college supports are in place through the counseling program, the AVID program, the Virginia College Advising Corps, and more.

Elementary Spanish and World Languages

All 1st through 5th grade students receive Spanish lessons through our original (and often-duplicated) Foreign Language in the Schools program. At Walker, students continue with Spanish; at Buford, students can continue with Spanish or branch out into Latin or French. At CHS, students can study all these plus Chinese, German, and online American Sign Language. To learn more, visit charlottesvilleschools.org/world-languages.
Handbook 2018–19

English Language Learners
For students who are learning the English language as a second (or third, or fourth) language, we offer in-school services. To learn more visit: charlottesvilleschools.org/ESL or call the school. PVCC’s Adult Learning Center also offers English classes for adults in the community.

Fine Arts (and ArtQuest)
In Charlottesville City Schools, we recognize that the fine arts are not a frill, but they are integral to our students’ education. We offer acclaimed programs in visual art, band, choir, orchestra, and theatre. Art and music classes begin in the elementary schools. All 4th-graders participate in a partnership with the Richmond Ballet called Minds in Motion, and middle-grade students can audition to continue their involvement with the dance program. For students who are identified as being gifted in the visual arts, we offer ArtQuest for further development. To learn more, visit charlottesvilleschools.org/fine-arts.

Gardens (City Schoolyard Garden)
Charlottesville City Schools partners with the local nonprofit City Schoolyard Garden. We have active garden-classrooms at all elementary schools, plus Buford, CHS, and Lugo-McGinness Academy. The gardens offer hands-on activities in math, science, ecology, nutrition, and more. To learn more, visit cityschoolyardgarden.org.

Gifted (Quest)
Quest, Charlottesville’s gifted education program, provides intellectually gifted students in grades K through 12 appropriate educational experiences. The schools also offer ArtQuest programs for students gifted in the visual arts. Teachers, parents, or others may nominate students for the Quest program. Nomination forms are available in each school office or by contacting the Coordinator of Gifted Instruction at 434-245-2421. To learn more, visit charlottesvilleschools.org/gifted.

Hospital Education Program
We are proud to oversee the educational programs at the University of Virginia’s Children’s Hospital, a partnership with the Virginia Department of Education. The program serves patients, helping students stay on track academically and emotionally through resources such as personalized instruction, a media center, and an art therapy program. For school-aged students, our hospital educators serve as the link between the family, the hospital staff, and the student’s home school (wherever that school may be). To learn more, visit charlottesvilleschools.org/hospital-education.

Lugo-McGinness Academy
Charlottesville City Schools operates the Lugo-McGinness Academy for students in grades 9–12 who would benefit from a smaller, more personalized learning environment. Students may self-select or be referred for admission to the program. For another option, see WALK (page 22). To learn more about Lugo-McGinness Academy, call 434-245-2406 or visit charlottesvilleschools.org/lma.

Preschool
Charlottesville City Schools offers free preschool programs for eligible 3- and 4-year-olds, including students with special needs. Classes for 4-year-olds meet Monday–Friday, 8 a.m.–2:30 p.m. Classes for 3-year-olds meet Monday–Friday, 9 a.m.–2 p.m. Bus transportation is available. To learn more about how to apply, call 434-245-2797 or visit charlottesvilleschools.org/preschool.
Scholarships
Attestng to the work and support of CCS faculty, staff, and the Charlottesville community, a wide variety of scholarships and awards are available to graduating seniors at Charlottesville High School. Awarded based on areas such as academic, personal, or athletic merit, these scholarships provide recognition of achievement and support for future learning and growth. Many scholarships require a special application. Visit the counseling department or its website to find out about available scholarships, deadlines, forms, assistance, or more. For additional information, check with your counselor.

Special Education and Student Services
Charlottesville City Schools offers a wide range of programs to meet our students’ diverse needs. To learn more, please see pages 25–27.

STEM (Science, Technology, Engineering, and Math)
Charlottesville’s STEM programs are nationally recognized for their innovative, hands-on curricula. Buford Middle School has partnered with the University of Virginia, the Smithsonian Institution, and local school divisions to implement a cutting-edge engineering program, which dovetails with the engineering programs at CHS and PVCC. Our iSTEM teachers work at all schools to offer STEM activities across the curriculum.

Student Awards and Recognition
Each school has its own ways of recognizing students who have been exemplary in a variety of ways. Some schools have “students of the month” or programs to recognize students who have earned strong report cards. Buford and CHS participate in the National Honor Society program to recognize excellence and promote community service. Both also have a year-end awards program. CHS also offers an extensive scholarship program for seniors (see above). To learn more about how your school recognizes students, contact the school.

Transitioning Between Schools
To make the transitions between schools easier, we offer special tours and activities. In their year prior to starting a new school (4th grade, 6th grade, and 8th grade), students participate in programs such as tours, open houses, and visits from the principal or fine arts teachers. Charlottesville High School offers a “Link Crew” mentoring program to help students acclimate to high school.

Virtual/Online Education
Charlottesville City Schools is a leader in online education. We offer more than 30 classes in addition to those made possible by our partnership with the state’s “Virtual Virginia” program. To learn more, visit charlottesvilleschools.org/virtual.

Virginia Tiered Systems and Supports/Positive Behavioral Interventions and Supports
Positive school culture is supported by the ongoing division-wide implementation of Virginia Tiered Systems of Support, or VTSS. VTSS recognizes that students’ academic performance and behavior are closely aligned, and it calls for a division-wide framework for supplying quick, consistent responses to students’ academic and behavioral needs. Within the VTSS framework, a program called Positive Behavioral Interventions and Supports (PBIS) promotes community, celebrates good behavior, and deepens relationships. Learn more at charlottesvilleschools.org/supports.

WALK (Working Achieves Lasting Knowledge) at CHS
The year-round WALK Program at CHS and Lugo-McGinness Academy serves students who are at risk of not graduating. Students take self-paced online classes to get back on track. WALK instructors offer assistance and help students set goals. To learn more, call 434-245-2636 or visit charlottesvilleschools.org/WALK.

Wellness Programs
Charlottesville City Schools recognizes the strong link between a child’s health and their ability to learn. Schools also play an important role in teaching children about health. In 2016, our school division won a U.S. Department of Education Green Ribbon Schools District Sustainability Award in recognition of our policies in place to promote healthy choices for our students and staff. The School Health Advisory Board—made up of health professionals, community agencies, parents, educators and students—advises the School Board in the development of school health programs.
and evaluation of policies and programs that support the health and wellbeing of students, families, and school staff. For more, see charlottesvilleschools.org/wellness.

Curriculum, Graduation Requirements, and Promotion/Retention
We guide students step by step toward graduation!

Curriculum Pacing Guide
Our teacher-developed Guides for Pacing and Standards (GPS) provide an instructional framework for equitable teaching and learning for all students. With the Virginia Standards of Learning as a foundation, the GPS ties together standards, the curriculum framework, the enhanced scope and sequence, SOL Test Blueprints, assessment tools, and other resource materials. We also teach social and emotional learning, supported by Virginia Tiered Systems of Support (see page 22). To learn more about our curriculum, contact the Associate Superintendent for Curriculum and Instruction at 434-245-2400.

High School Credits at Walker or Buford
At Walker School, some 6th-graders are recommended to take Spanish I for high-school credit. Buford Middle School students are eligible to enroll in several high school credit-bearing courses towards graduation requirements: Algebra I, Geometry, Earth Science, Engineering I, Spanish I, Spanish II, French I, Family & Consumer Science III, and Latin I. The summer prior to students enrolling at Charlottesville High School, parents and guardians have the option of accepting the high school credit earned in middle school or declining the credit depending on student performance.

Class “Level” Choices at CHS
CHS offers classes on several levels of study, including “honors-optional” classes where students within the same class can elect grade-level or honors credit. Students who choose honors, Advanced Placement, dual enrollment, or dual credit classes can earn quality points toward their weighted grade point average. For details, speak with your counselor or visit charlottesvilleschools.org/program-of-studies.

College Credit Classes
CHS offers approximately 30 AP and dual enrollment classes. Dual credit classes are sometimes available through PVCC. In addition, some CATEC programs also offer dual enrollment classes. No fees are charged.

Dual Degree Program
Thanks to a partnership with PVCC, it’s possible to graduate high school with a dual degree in biochemistry, general studies, information systems technology, or engineering. The complete dual degree requires advanced planning. If you are interested, please speak with your counselor as early as middle school and no later than 9th grade. More information is at charlottesvilleschools.org/program-of-studies.

Virginia Standards of Learning (SOLs)
The Virginia Board of Education mandates statewide standards in four core subject areas: English, history/social sciences, math, and science. These SOLs describe the basic skills students are expected to learn at each grade level. In grades 3–8, students must demonstrate mastery of these items, either through standardized tests, or, in some areas, through school-developed project-based assessments. At the high school level, students must pass an end-of-course test to verify the high school credit. Learn more at the Virginia Department of Education’s website at www.doe.virginia.gov/testing.

Program of Studies
Each year, Charlottesville City Schools updates the Program of Studies, which presents the various offerings at Walker, Buford, and CHS. We offer a wide range of courses that culminate with approximately 30 college-level classes on the AP or dual-enrollment level. The enrollment process takes place in January and February, with events such as a high school curriculum fair and meetings with counselors. To find the program of studies, go to charlottesvilleschools.org/program-of-studies or request a printed copy from your school.

Virtual/Online Education
Charlottesville City Schools is a leader in online education. We offer more than 30 classes in addition to those made possible by our partnership with the state’s “Virtual Virginia” program. To learn more, visit charlottesvilleschools.org/virtual or speak with your counselor.
# Virginia High School Graduation Requirements

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Class of 2019, 2020, and 2021&lt;sup&gt;1&lt;/sup&gt;</th>
<th>Class of 2022 and Beyond&lt;sup&gt;1&lt;/sup&gt;</th>
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<td>Advanced Diploma</td>
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<tr>
<td></td>
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<tr>
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1: Class of refers to the cohort of students who entered high school four years previously. For instance, the Class of 2019 refers to students who entered 9th grade for the first time in 2015–16. Students who do not graduate in four years still adhere to the requirements in place during their initial 9th-grade year.

2: For details about additional requirements and which course selections meet these class credits, visit http://doe.virginia.gov/instruction/graduation/ or contact your counselor.

3: A verified credit is earned by passing a course and its related end-of-course assessment.

Photo courtesy of Lifetouch.
Graduation Requirements

Charlottesville City Schools offers graduation diplomas and program completion certificates which meet the Virginia Department of Education’s Standards of Accreditation. Graduation requirements may be found in the Program of Studies. In 2018, the Virginia Department of Education changed graduation requirements for students entering 9th grade for the first time in 2018-19 or later. (Students who attended high school last year will follow the previous requirements.) Basic information about both sets of requirements is shown on page 24. For additional details, see notes below the chart.

Credit Accommodations for Students with Disabilities

Students with disabilities are eligible to receive credit accommodations, which allow students with disabilities to earn a standard or advanced diploma through alternative means. If students with disabilities successfully complete the requirements set forth in their Individual Education Plans (IEP), but do not meet the requirements for other diplomas, they are eligible for an applied studies diploma. Students with disabilities who have an IEP and who fail to meet the requirements for graduation have the right to a free and appropriate education to age 21, inclusive.

Certificates of Program Completion

A certificate of program completion will be awarded to any student who completes a prescribed program of studies defined by the local school board but who is not eligible to receive a diploma.

Any parent/guardian or student who has questions about graduation or completion requirements should contact the principal of CHS or one of the school counselors at 434-245-2410.

Promotion and Retention

Decisions about retaining a student in the same grade will be made by the principal and teachers in consultation with parents/guardians. For students in grades K-8, the decision will be based on the acquisition of skills and knowledge, as well as other evidence of growth. For students at CHS, promotion to grades 10, 11, or 12 will be based on the number of credits earned. All schools offer remediation programs to assist students in meeting their academic goals and targets. If you have questions about your student’s progress, contact your school or the Associate Superintendent for Curriculum and Instruction at 434-245-2400. For more information, visit charlottesvilleschools.org/promote-retain.

Student Services

Charlottesville City Schools provides a host of services to meet our students’ needs.

Nurses

Licensed practical and registered nurses conduct health screenings, dispense medications, administer first aid, and assist with health problems that occur at school.

Medications at School

Administration of medications, especially short term, should be done at home whenever possible. However, if a student is required to take prescription or nonprescription medication during the school day, the following guidelines must be met:

- An **annual** “Permission for Medication” form signed by doctor and parent/guardian.
- Prescription medication must be in a container that has been labeled by the pharmacy and has the most current prescription date. Over-the-counter medication must be in a sealed, unopened new bottle.
- Parent/guardian must deliver medication to the school clinic, as students are not permitted to transport medication.
- Medicines must be picked up at year’s end or they will be disposed.

To find the “Permission for Medication” form and further information, visit: charlottesvilleschools.org/health.

Health Screenings & Information

Nurses screen students for vision and hearing. They notify families if results indicate a need for further evaluation.

On the back-to-school paperwork for students in grades 3–10, parents give or decline permission for their child’s height, weight, and BMI (body mass index) to be privately measured during physical education class (once a year). Nationally and regionally, schools collect summary — not individual — data for health research, and locally, we use summary data to support grants that fund health initiatives.

Information is sent home annually about scoliosis (for students in grades 5–10) and eating disorders (grades 5–12).

When to Keep Your Child Home from School

For guidelines about when to keep your child at home, see page 14.
Procedures for Accidents and Illness at School

Parents MUST provide a telephone number where they may be reached in an emergency. First aid will be given to accident victims and students who become ill. Parents will be notified and requested to take students home or to a physician in cases requiring follow-up care.

Health Insurance and FAMIS

Does your child need health insurance? FAMIS is Virginia’s health insurance program for qualifying children. To learn more, visit coverva.org/programs_famis.cfm or call toll-free 1-855-242-8282.

Counselors

Counselors provide a comprehensive and developmentl counseling and guidance program for students in kindergarten through grade 12. Through a sequence of appropriate individual and group activities, counselors help students to develop positive self-concepts, effective relationships, decision-making skills, understanding of present and future life roles, and to make appropriate and meaningful educational and career decisions and choices. Counselors may provide individual and group counseling, group and classroom guidance activities, parent and teacher consultation, and referral assistance to community services and programs. To learn more about counseling programs or limit your child’s participation, see your school counselor.

School Psychologists

School psychologists evaluate students involved in the special education eligibility process and provide both short-term individual and/or group counseling and teacher consultation regarding both general education and special education students.

School Social Workers

School social workers help to coordinate home-school communication, interview parents to obtain family histories when needed for special education eligibility, and represent the school system to other community agencies. The social workers are also a resource to parents for programs and services available in the community.

Special Education

Special Education is a term for the program that serves students formally identified as having disabilities. The disability may be physical, emotional, intellectual and/or neurological, and it must adversely impact the child’s educational progress. If a student is to be evaluated for services, parental permission is required. For students who have been found eligible for services, Individualized Education Plans (IEPs) can use a variety of instructional models, such as resource, collaborative/inclusion, and self-contained classes. The Special Education Advisory Committee meets regularly to foster cooperation and communication.
between parents and the schools. To learn more about Special Education at Charlottesville Schools, visit [charlottesvilleschools.org/special-education](http://charlottesvilleschools.org/special-education).

**Speech/Language Pathologists**

Speech/language pathologists provide articulation, language, voice, and/or fluency therapy to eligible students with disabilities and participate in screenings for speech/language concerns.

**Hearing/Vision Specialists**

To learn more about services that might be available, visit: [charlottesvilleschools.org/student-services](http://charlottesvilleschools.org/student-services).

**Educational Support Services**

Educational Support Services are offered for students who are learning behaviors that will best serve them in a traditional classroom. Lugo-McGinness Academy (see page 20) is one option for students in grades 9–12. The WALK program also offers support to high schoolers. In addition, we partner with Region Ten, Elk Hill, and YCAPP (Youth Challenged and Positively Promoted) to provide services to qualifying students. To learn more, speak with your counselor.

**Child Abuse and Neglect**

School employees are required by law to report all suspected cases of child abuse or neglect to the Child Protective Services Office of the Charlottesville Department of Social Services.

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**Safety and Emergency Preparedness**

*Safety is our top priority!*

**Emergency and Safety Preparation**

School leaders and resource officers work throughout the year in evaluating security measures and planning for crises and emergencies. Student safety is our top priority. We work with local police, develop building-specific security procedures, and participate in emergency management training and activities. Each school has a threat assessment team to promote safety in the schools. Through a partnership with the Charlottesville Police Department, School Resource Officers work at Walker, Buford, and CHS and visit our elementary schools. To learn more about school safety, visit [charlottesvilleschools.org/safety](http://charlottesvilleschools.org/safety).

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**Customize Your School Messenger Settings**

Log in to your PowerSchool account. Click “Contact Manager” in the lower left corner. Confirm name and contact information. In the top-right corner, hover over your name and select “Preferences.” Then edit or add new telephones or email addresses. For each type of message, you can check/uncheck phone/email/text. Finally, click “save.”

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**Winter Closings!**

We notify parents of school closings via phone, email, and/or text even when the decision is announced at 5:45 a.m. If you do NOT want an early-morning notification, log in to PowerSchool (see directions above) to unsubscribe. You can also check our web site, our social media accounts, our snow closing line (434-245-2401), and local media. To learn more about closings, visit [charlotteschools.org/snowclosings](http://charlotteschools.org/snowclosings).

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**¡Se habla español!**

Si tiene preguntas sobre las escuelas de la ciudad de Charlottesville, llame a nuestra línea telefónica para hispanohablantes al 434-245-2548. Una maestra de español le devolverá la llamada. También, se puede leer nuestro sitio en el web en español. En [charlottesvilleschools.org](http://charlottesvilleschools.org), escoja “Translate” (traducir) en la parte por encima de la página y escoja “Spanish.”

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**Non-Discrimination Notice**

The Charlottesville City School division is committed to nondiscrimination with regard to sex, gender, race, color, national origin, disability, religion, ancestry, age, marital or veteran’s status, physical or mental genetic information, sexual orientation, gender identity or expression, or any classification protected by applicable law. This commitment will prevail in all its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business. The Director of Student Services shall act as the Compliance Office for discrimination issues regarding students under Title IX and Section 504 of Rehabilitative Act of 1973. The compliance officer may be contacted at the Administrative Offices of Charlottesville City Schools, 1562 Dairy Road, Charlottesville, VA 22903. The phone number is 434-245-2400.
Harassment

CCS does not tolerate harassment by any student or employee against another student or employee. Policy and Regulation JFHA (Harassment) are available on the web site and at each school. They include the complaint procedure for any student who believes he or she has been harassed by an employee or student. Students and families can contact a trusted school employee or a central office administrator for assistance. Questions about harassment should be addressed to the principal or the Director of Student Services at 434-245-2405.

Sex Offender Registry

Charlottesville City Schools recognizes the danger sex offenders pose to student safety, and Policy KN establishes that each school in the school division shall request electronic notification of the registration or re-registration of any sex offender in the same or contiguous zip codes as the school. The website for the Sex Offender and Crimes against Minors Registry is sex-offender.vsp.virginia.gov/sor. Contact the principal or the Assistant Superintendent for Administration at 434-245-2400 with questions.

Asbestos Notification

All Charlottesville City School Division buildings are inspected according to state and federal regulations to identify all known and assumed asbestos-containing building materials (ACBMs). For any location that may need additional inspection or response action, parents/guardians will be notified by the Assistant Superintendent for Administration. For questions about asbestos inspections, call 434-245-2400 or check charlottesvilleschools.org/asbestos.

Staying Informed

Communication is key, and at Charlottesville City Schools, we offer parents a number of ways to stay connected and informed.

“Robocalls” & More … Customize How We Contact You

Charlottesville City Schools uses a service called “School Messenger” to send automatic calls, emails, and texts for announcements. You can choose how you would like to receive these messages, which include attendance calls, general updates, emergency messages, and winter closing information. See instructions on page 27.

Social Media

Follow us on Facebook or Twitter at @CvilleSchools or look for your school’s accounts. Find us on the web at charlottesvilleschools.org.

Checking Grades and More

PowerSchool helps you keep an eye on your student’s grades, attendance, and more. If you need help with your log-in, call 434-245-2943. New families will receive this log-in information in September.

Canvas also offers information about grades, but in addition, it shows assignments, teacher feedback, class hand-outs, and more. Students will create accounts in school. To create parent accounts, find directions at charlottesvilleschools.org/canvas.

Report cards and progress reports are important. Report cards are issued four times a year, at the end of each nine-week grading period.

“Backpack Mail”

Students bring home school announcements, forms, community flyers, and samples of completed work. Please keep informed and sign any necessary paperwork. If you have questions about how your school sends materials home, please speak with your teacher or principal.

Conferences and Face-to-Face Meetings

Schools hold parent-teacher conferences in the fall and spring. Any time you have a question or concern, please call or email your teacher or a school administrator. If you have a division-wide concern or need extra assistance, contact our division office at 434-245-2400.
Other Ways to Stay Connected

Get involved and stay tuned! Open house programs, PTO events, school and class newsletters, and brief notes, emails, or telephone calls are important ways to stay tuned and strengthen the relationship between home and school. Subscribe to our Google calendars to add our division-wide or school-specific events to your electronic calendars.

Student Photographs and Records

Privacy is more important than ever. We respect your wishes about how to use your child’s image, schoolwork, and more.

Use of Student Information for Promotional Purposes

At Charlottesville City Schools, we celebrate our students’ activities and accomplishments in our own publications and in the media. In the back-to-school paperwork, parents can set limits on how we use your child’s image or other information. Per federal law, unless parents opt out, the schools can release so-called “directory information” (see below) or exemplary school work in public communications to celebrate students’ accomplishments.

Details about Using Your Child’s Photo, Video, or Art and Schoolwork:

- For photos and videos in publications, social media, or the media, students’ names will not be included unless the parent gives further permission or unless the student is being recognized for an award or accomplishment. (Yearbook permission is given separately.)

- When exemplary art or schoolwork is posted online, elementary students will be identified by first name, grade, and school. In all other cases, full names will be used with grade and school.

If you have questions about the use of your child’s image or schoolwork, please contact the Community Relations Liaison at 434-245-2962.

PTO Emails and Directories

In the back-to-school paperwork, families are asked if they want to receive emails from the school’s Parent Teacher Organization, or to be included in a family directory published by the PTO. For questions, please contact your school.

Directory Information

Student records are confidential, but school divisions can designate basic information as “directory information” which can be released without parental consent for such purposes as athletic rosters, agendas or programs for school events, or the yearbook. Charlottesville’s “directory information” is listed below. If you do not want your student’s information released without consent, please contact the Community Relations Liaison at 434-245-2962 or goodnews@charlottesvilleschools.org.

Directory information may include information such as the student’s name, photograph, major field of study, grade level, 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 most recent educational institution attended. Address, telephone listing, and email address will be released only with further permission.

Scholastic Records

Charlottesville City Schools maintains a confidential educational record for each student who is enrolled in the school division. The record contains official academic and school-related health information. We follow Guidelines for the Management of the Student’s Scholastic Record in Virginia Public Schools. The content of a scholastic record is limited to data needed by the school to assist the student in his/her personal, social, educational, and vocational development. To see the list of information maintained in students’ records (including special education records), see charlottesvilleschools.org/scholastic-records.

Educational records are maintained confidentially following the Family Educational Rights and Privacy Act (FERPA). FERPA gives parents and students 18 or older specific rights of reviewing records, requesting corrections to records, and consenting to the disclosure of the records (except to the extent that FERPA authorizes disclosure without consent). FERPA also gives parents the right to file a complaint with the U.S. Department of Education if the parent believes that FERPA has not been followed. To learn more about FERPA and your rights, or to learn more about the Charlottesville City Schools policy about records disclosure and destruction, see charlottesvilleschools.org/scholastic-records.

Any questions or concerns regarding educational records should be directed to the school principal or the Director of Student Services at 434-245-2405.
Release of Student Records to Colleges and Military Recruiters

Charlottesville High School will comply with the federal statute about releasing names, addresses, and telephone numbers of its students to military recruiters and to institutions of higher education that request them. Parents/guardians who do not want their child's information released for these purposes can opt out using the back-to-school forms.

Student Enrollment & Changing Your Address

New to town? Change in address? Here's the information you need to enroll your student or update your records.

Admission Requirements

Students entering Charlottesville City Schools for the first time must register at the school the child will attend. The following documentation is required:

• Original birth certificate (or certified copy)
• Proof of city residency (a current lease or mortgage, a real estate tax statement, OR a photo ID plus city utility bill with matching addresses)
• A physical examination performed by a physician within a year of enrollment
• Completed immunization record

Online Registration

Parents and guardians should complete registration paperwork online at charlottesvilleschools/registration. Families who are registering new students or students at a new address will need to visit the school to show proof of residency (and for new students, other documents as shown above).

Special Enrollment Situations

Federal and state laws provide for the rights of homeless students and undocumented school-age children (without United States citizenship or a student visa). When possible, students are allowed to attend the same school that he/she attended prior to being identified as homeless. For children registering under kinship care provisions, a notarized affidavit is required, as well as verification from the Department of Social Services. Questions about these situations should be addressed to the Director of Student Services at 434-245-2405. For more information, visit charlottesvilleschools.org/special-enrollment.

Zoning for Elementary Schools

The attendance area for the elementary schools is established by the School Board. A student attends the school in the attendance area in which he/she resides with a parent or legal guardian. To see the attendance map, visit charlottesvilleschools.org/registration.

Required Immunizations

Documentary proof shall be provided of adequate age-appropriate immunization with the prescribed number of doses of vaccine required by the state. Religious and medical exceptions to immunization requirements are permitted, but documentation must be provided to the school. To learn the vaccination requirements, visit www.vdh.virginia.gov/immunization/requirements. Students whose records do not contain evidence of completed health requirements will be notified that these requirements must be completed within 30 days. If records of immunizations are unavailable at the time of registration, parents must take action to obtain records or begin the process of immunization again.

Out-of-Division Enrollment

As space is available, non-resident students are welcome at Charlottesville City Schools. In fact, almost 300 students attend our schools by choice. In the spring, parents may apply for available spaces during the following year. To learn more, visit charlottesvilleschools.org/registration.

Child Custody and Legal Guardianship

The school division recognizes that issues related to the legal and physical custody of students are complicated and can impact the student’s educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student’s academic progress. Parents and guardians are encouraged to maintain their PowerSchool, Canvas, and School Messenger accounts and contact information so that they can check student grades and keep up-to-date. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. If the non-custodial parent wishes to receive a duplicate copy, submit a request in writing to the school. The non-custodial parent may need to document that they have rights to the records. Concerns regarding custody and
visitation should be directed to the school principal. For additional information, see charlottesvilleschools.org/guardianship-and-custody.

**Change of Residence**

When you move, please notify the school so your records and contact information can be updated. A new proof of residency will be required. In some cases, a student who moves will be allowed to finish the year—and possibly future years—at the original school if the family can provide transportation. For more information, check with your principal or the Assistant Superintendent for Administration at 434-245-2400. To learn more, visit charlottesvilleschools.org/change-of-residence.

**Testing and Accountability**

*Why test?* Aside from the fact that it’s required, limited testing can be useful.

**Virginia Testing Program**

In Charlottesville City Schools, we participate in the Virginia Assessment Program, which includes required assessments in certain subjects at various grade levels. The program includes PALS testing for elementary school students as well as Standards of Learning (SOL) testing in grades 3 through 8 and in certain high school courses. In most cases, these SOL tests are written assessments, but the state is now also accepting some project-based assessments in certain areas.

**How Do Schools Use the Testing Data?**

Scores from the SOL and other indicators are used to determine federal benchmarks and Virginia accreditation for the schools. Charlottesville City Schools has a history of high performance on these exams. Schools also use the test results to identify students with special instructional needs, to identify the need for special courses and programs, to provide data for instructional improvement, and to pinpoint areas of the school program which need further study.

The school will notify parents when the city-wide tests are given during the year and will provide parents with information on their child’s performance as measured by the tests. Parents who have questions about the testing program or their child’s school performance should contact the classroom teacher.

**English Language Proficiency Tests**

Each year English language proficiency assessments are administered at all grade levels to English learners. This assessment is a state and federal requirement.

**Testing Accommodations**

Students with disabilities and English language learners may require special testing accommodations and have additional rights; parents should consult the principal for further information. Additional assessment programs may also be administered to students as appropriate for instructional planning.

**Title I Program in Elementary Schools**

Title I is a federally funded program that helps K–12 schools provide assistance to students who may need additional help in meeting success at school. Five Charlottesville City elementary schools use Title I funding to provide support to students in reading and mathematics instruction, including additional resources for classroom and home use, staffing, professional development, or parental involvement activities. Parents at Title I schools may request and receive information regarding the professional qualifications of their child’s classroom teachers as well as about student participation in any federally mandated assessments (including any policy, procedure, or parental right to opt students out of such assessments). For more information about the Title I program, visit charlottesvilleschools.org/TitleI or contact the Director of Student Services at 434-245-2400.
School Quality Profiles by the Virginia Department of Education

The Virginia Department of Education posts “School Quality Profiles” about every public school in the state. The School Quality Profile for Charlottesville City Schools can be found at www.doe.virginia.gov.

Policies & Notifications

Need to know a policy for your situation? They’re available online, or printed copies are available at your school.

Policy Manual

The Charlottesville City School Board has adopted policies to guide the operation of the school division. Policies are revised as needed, and all are reviewed at least every five years. A copy of the Policy Manual is located in each school and a copy is located on the school division website at charlottesvilleschools.org/home/policy-manual. For questions about the policy manual, parents/guardians or students should contact the School Board’s policy contact person at 434-245-2400.

Parental Involvement Policy

Charlottesville City Schools recognizes that the education of each student is a responsibility shared by the school and the family. Although a Parental Involvement Policy is required for only the schools designated as Title I schools, the school division has Parental Involvement goals for each school. To learn more, visit charlottesvilleschools.org/parental-involvement or contact the School Board’s policy contact person at 434-245-2400.

Parent Responsibility Law

Parents and guardians are extremely important to the educational success of students. All parents/guardians are encouraged to be actively involved in the educational program of students in Charlottesville City Schools. The Commonwealth of Virginia has recognized the importance of parents/guardians and has developed the Parent Responsibility Law. Learn more at charlottesvilleschools.org/parental-involvement or contact the Director of Student Services at 434-245-2400.

Budget

Parents are encouraged to stay informed about our budget and its development process. During the winter, we host parent forums at schools. We also keep our website updated throughout the year at charlottesvilleschools.org/budget. We publish our estimated average per-pupil costs at charlottesvilleschools.org/fast-facts.

Protection of Public Rights Amendment (PPRA)

The PPRA allows parents and students who are 18 years old or emancipated minors (eligible students) certain rights regarding conducting surveys, the collection and use of information for marketing purposes, and certain physical exams by Charlottesville City Schools. To learn more about your rights, visit charlottesvilleschools.org/PPRA.

Photo courtesy of Aaron Eichorst.
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Superintendent

Dr. Gary Blair
Director of Human Resources

Mr. Jeff S. Faust
Director of Technology

Jim Henderson
Associate Superintendent for Curriculum and Instruction

Ms. Renee Hoover
Director of Finance

Dr. Kendra King
Director of Student Services and Achievement

Ms. Kim A. Powell
Assistant Superintendent for Finance and Operations

Charlottesville City School Board Members

Dr. Sherry Kraft, Vice-Chair

Ms. Lisa Larson-Torres

Ms. Amy Laufer

Ms. Jennifer McKeever

Ms. Leah Puryear

Mr. Juandiego R. Wade, Chair

The Charlottesville City School Board is an equal opportunity employer, committed to nondiscrimination with regard to sex, gender, race, color, national origin, disability, religion, ancestry, age, marital or veteran’s status, physical or mental genetic information, sexual orientation, gender identity or expression, or any classification protected under applicable law. This commitment will prevail in all its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business. The Director of Student Services shall act as the Compliance Office for discrimination issues under Title IX and Section 504 of Rehabilitative Act of 1973. The Compliance officer may be contacted at the Administrative Offices of Charlottesville City Schools, 1562 Dairy Road, Charlottesville, VA 22903. The phone number is 434-245-2400.

Back cover photos: middle: Dinendra Haria/REX/Shutterstock; lower right: City Schoolyard Garden.