Charlottesville City Schools 2019–2020 Calendar

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. The Google calendar called “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.”

August 19
Open Houses—Elementaries, Walker, Buford

August 20
Open House—CHS

August 21
First Day of School

September 2
Labor Day—school division closed

September 30
Professional Learning Day (no school for students)

October 1
Professional Learning Day (no school for students)

October 4
Teacher Workday (no school for students)

November 5
Teacher “Flex” Workday (no school for students)

November 27–29
Thanksgiving Break

December 23–January 3
Winter Break

January 6
Students return from Winter Break

January 17
Early Dismissal (afternoon teacher professional learning); End of second grading period

January 20
Martin Luther King, Jr. Holiday—school division closed

January 21
Teacher Workday (no school for students)

March 2
Professional Learning Day (no school for students)

March 3
Teacher “Flex” Workday (no school for students)

April 3
Early Dismissal (afternoon teacher workday); End of third grading period

April 6–10
Spring Break

May 25
Memorial Day—school division closed

June 4
CHS Graduation (tentative)

June 5
Early Dismissal/Last Day of School

Inclement Weather Make-Up Days
At the discretion of the School Board, snow days will be made up or covered with banked hours or made up in the case of excessive lost instructional time.

iSe habla español!
Consulte la página 27 para obtener más información.
August 2019

Dear families,

Welcome to the 2019–20 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.

Throughout the 2018–19 school year, Charlottesville City Schools fostered important conversations about educational equity and racial justice. This season of listening is a response to the reality that despite years—even decades—of work and programs designed to promote educational equity, our schools have not made consistent or satisfactory progress for all students. In response to this community feedback, the schools have recommitted to moving beyond good intentions to real impact. To learn more about our priorities and commitments, see page 10 of this booklet or go online to charlottesvilleschools.org/equity-updates.

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.

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 School Messenger 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
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Charlottesville City Schools

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 extracurricular activities, Buford prepares students in grades 7 and 8 for success in high school and beyond.
Principal: Dr. Jesse Turner
1000 Cherry Avenue, Charlottesville, VA 22903
buford@charlottesvilleschools.org
Office: 434-245-2411; Fax: 434-245-2611

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

Walker Upper Elementary
Walker offers children in grades 5 and 6 a balanced curriculum 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

Clark Elementary
Known for community engagement such as its annual 5K, 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

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Charlottesville-Albemarle Technical Education Center (CATEC)

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

Director: Mrs. Stephanie Carter  
1000 East Rio Road, Charlottesville, VA 22901  
sarter@k12albemarle.org  
Office: 434-973-4461; Fax: 434-973-4876

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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

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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  
johnsoe1@charlottesvilleschools.org  
Office: 434-924-2658; Fax: 434-982-3744

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

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Lugo-McGinness Academy

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

Administrator: Mrs. Jill Dahl  
341 11th Street NW, Charlottesville, VA 22903  
Dahlj1@charlottesvilleschools.org  
Office: 434-245-2406; Fax: 434-245-2978

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[Photo of UVA Medical Center courtesy UVA Health System.]
Charlottesville City Schools by the Numbers, 2018–19

Charlottesville City Schools

Rank among U.S. school divisions: **Top 3%**

On-time graduation rate: **93%**
African-American students’ rate: 88%

Percentage of schools offering social-emotional learning for students/staff: **100%**
Earning state and national recognition

4,337
Student Enrollment K–12
(October 2018)
Out of division/tuition students: **305**

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

Percentage of K–12 students in gifted education: **20%**
Percentage of CHS students taking at least one AP exam: **35%**
Special education students: **14%**
ESL students: **14%**
Economically disadvantaged students: **44%**

Our Students:
43% White
31% Black/African American
12% Hispanic/Latino
7% Asian
8% 2+ or Other Races
Operating Budget: $84 million
(FY 2019)

Per pupil expense: $17,079
(FY 18 actual, includes capital expenses)

Teachers: 478
Other staff: 362
70% of teaching staff hold advanced degrees
Average years of experience: 11
Number of preschoolers served: 226
Number of students in our CLASS program: 491
Languages spoken by students: 43

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

2018 SAT: CHS Surpasses VA and Nation (again)

School Board renewed their award-winning commitment to sustainability in energy and water use.

Photo courtesy of Rachel Wilson.
Highlights from 2018–19

Charlottesville City Schools
Charlottesville Schools is known for is broad opportunities and excellence in academics, the arts, STEM, wellness, and more. This year, we renewed our commitment to making sure that our schools fully extend opportunities and supports to all students to eliminate race and income as predictors for success in school and in life. Read on for a quick glimpse of our strategic plan goals and the ways we’re bringing them to life. To learn more, check out charlottesvilleschools.org, follow us on Facebook, Instagram, and Twitter at @CvilleSchools.

Academic Excellence

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

- The first step to life-readiness is a high school diploma—and in 2018, our on-time graduation rate rose to 93 percent overall and 88 percent for African-American students. Another sign of our students’ preparation for the future is our excellent track record of surpassing the state and nation on the SAT.

- Our engineers at Buford and CHS apply their expertise to our community. For instance, two young women at CHS converted a washing machine into a commercial-size salad spinner for their peers in CHS’s urban gardening class. Other young engineers traveled to Europe to see the CERN Large Hadron Collider. In addition, students excelled in state and national competitions such as Science Olympiad, FTC Robotics, and Zero Robotics, where CHS students’ code literally controlled a satellite on the International Space Station.

- CHS students pitched proposals for community projects—and earned cash support—at events such as the Tom Tom Founders Festival.

- Our locally developed iSTEM program offers hands-on projects that cross boundaries to bring STEM 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 successful “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 Middle School and CHS, students advance through the curriculum at their own pace.

- Student-centered learning connects learners with resources to advance their own passions, leading to state and national recognition in art, athletics, community leadership, debate, engineering, film-making, geography, math, music, programming, robotics, scholastic quiz bowl, and theatre.

- Special, competitive opportunities like the Virginia Governor’s School help our students (eight this year) explore their interests, whether in the arts, humanities, or world languages. And another twelve of our middle-grade students qualified for the regional governor’s school in the visual arts, hosted by Charlottesville City Schools.

- Using tech resources can make learning personal. The new virtual reality lab at CHS allows all students to explore interests from a new angle—from future astronomers exploring space to English Learners revisiting their countries of origin.

- At our elementary schools, student-led conferences offer an opportunity for students to reflect on their learning and share their progress with parents and grandparents.
A Commitment to Equity

Throughout the 2018–19 school year, Charlottesville City Schools fostered conversations about educational equity and racial justice. This included surveys, forums, and focus groups with teachers, students, families, and the community. This season of listening is a response to the reality that despite years—even decades—of work and programs designed to promote educational equity, Charlottesville Schools have not made consistent or satisfactory progress for all students. In response to the community feedback that we heard, the schools have acted with a sense of urgency to strengthen some programs, reexamine others, and start new initiatives. Some of this work is detailed in the updates shown in the preceding and following pages.

Looking ahead, Charlottesville Schools will maintain a focus on equity. Our goal is not to create a new program, but to infuse a commitment to equity throughout all programs for the benefit of the entire community. Four focus areas have emerged for 2019–20:

1. Supported/Supportive Staff
   This includes diversifying our staff and equipping our educators to succeed and help all students succeed.

2. Diverse, Inclusive, and Rigorous Learning Experiences
   Let’s embrace our diversity—in classrooms’ student composition and in richly varied and challenging learning activities.

3. Growing Relationships
   As we help our staff and students feel connected, supported, and safe, we will learn from one another for our mutual gain.

4. Equity Foundations
   We want to be systematic and proactive as we make positive change. Let’s follow—and establish—best practices.

As noted, these ideas for promoting equity were generated by extensive conversations through the year. These ideas also build on past efforts to promote equity and are reflected in the Strategic Plan 2017–2023. To learn more about what’s in place and what will come, visit charlottesvilleschools.org/equity-updates. Together, let’s commit to moving beyond good intentions to positive impact.

Equitable Opportunities

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

- Throughout the 2018–19 school year, Charlottesville City Schools fostered conversations about educational equity and racial justice.
- The division named an Equity Committee to help us review community feedback and establish priorities. In addition, we hired Denise Johnson as our first-ever Supervisor of Equity and Inclusion to help us maintain this focus.
- We have created a new model for gifted education to serve not only students identified as “gifted,” but all students. Instead of pulling a small number of students out of classrooms for enrichment activities with gifted specialists, we are bringing gifted specialists into classrooms to offer all students the creative and challenging activities associated with gifted education.
- We are expanding “honors-option” classes at CHS, Buford, and Walker. Honors-option classes allow different students in the same classroom to elect standard-level or honors-level credit for the course, depending on the student’s choice in the complexity and rigor of the readings and assignments. This promotes greater equity, diversity, and perspectives within a given classroom, which benefits all students.
- 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.
- In addition, the division’s commitment to equity showed itself in expanding prior commitments to social-emotional learning and mental wellness; implementing a new curriculum adoption in math and writing; and continuing professional learning in areas such as implicit bias, local history, and restorative justice.
- Our School Board bolstered its commitment to preschool by approving the development of a dedicated early education center with specialized preschool services. 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

Our learning communities will promote social and emotional well-being and foster physical health in facilities that are safe and conducive to learning.

Social and Emotional Well-Being

The three R’s get a lot of attention—reading, writing, ’rithmetic. We want to focus on a fourth R—relationships.

- A strong sense of community is at the heart of our division-wide framework for supporting students’ academic and behavioral needs. For example, our preschool classrooms served as the state pilot for incorporating positive supports in early education. 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 to community cookouts to our family engagement coordinators, our elementary schools promote a positive sense of community. We appreciate community partners—including national champions from U.Va.’s basketball program—who visit our schools to read or connect with students.

- 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 attended a national training conference this fall!

- We teach social-emotional skills alongside math and writing, helping our students learn how to recognize and regulate their emotions using tools such as zones of regulation, sensory pathways, and calming spaces.

- CHS was selected as one of eight schools across the country to pilot Teen Mental Health First Aid, training students to support their peers. Because the project was sponsored by the Born This Way Foundation, some of our students even appeared on stage with Lady Gaga to promote the effort!

- Our school counselors also foster social-emotional health in a variety of ways, from teaching classroom lessons to supporting individual students to sponsoring clubs to promote kindness and relationships.

- 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!)
Charlottesville City Schools

• 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 partnerships with City Schoolyard Garden and Wildrock, do we mean nutrition, exercise, or the mental health benefits of getting students outside? 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 Clark’s Buzz-by-Belmont Family 5K and Fun Run, or the Girls on the Run program at our schools.

• Athletic teams are a big part of the movement and physical wellness picture. Congrats to CHS Boys’ Soccer, the 2019 4A state champs! Other state qualifiers include girls’ soccer and a number of 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 modernizations at Jackson-Via Elementary School.

• The School Board approved a school reconfiguration plan that will (upon completion) place students in their most developmentally appropriate setting. This includes moving sixth-graders to a redesigned Buford Middle School, returning fifth-graders to the elementary schools, and creating a dedicated early learning center with wrap-around services for our preschoolers (at the site of the current Walker School). Thanks to City Council for a $3 million allocation in support of design and pre-construction expenses.
Organizational Supports

Systems and supports that enable staff and students to thrive. 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, earn travel fellowships, and write for publications. In light of a growing national teacher shortage, we recognized them with a second year of strong salary increases, and our annually appointed part-time staff will now receive a living wage of a $15 hourly minimum.

• 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.

• We want smart and efficient systems. Families, please go online to review and submit your students’ back-to-school forms! Streamlined processes help all of us focus on learning.

• Educational programs increasingly rely on robust technology. Charlottesville City Schools is regularly recognized for its commitment to equipping all students with technology and skills such as coding and design thinking.

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.
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 web sites. Note that some 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. 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 24 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.

For more guidance, see charlottesvilleschools.org/health.

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 who 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 student support liaisons, social workers, and school nurses to assist families in resolving attendance or medical problems. Working closely with other staff members, student support liaisons 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. Out of respect to our Jewish and Muslim students, no pork products are served. All meals follow USDA guidelines. Menus and meal ingredients are available online—look for a link on the bottom of every web page.

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. To apply for assistance with meals, see our web site at (charlottesvilleschools.org/nutrition), call your school, or call the coordinator of nutrition at 434-245-2830.

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
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 posted in PowerSchool 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. Note that in November 2018, the Charlottesville School Board unanimously passed a resolution that bans students from wearing clothing that depicts symbols “associated with racial hatred and violence,” including swastikas or Confederate imagery. Students not complying with the dress code will be offered solutions such as covering or removing the item in question or wearing an item supplied 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

During instructional time or in accordance with school rules, 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 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 access to 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; 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 and volunteers must check in at the front office showing a photo ID. IDs are screened against the Virginia Sex Offender Registry system.

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 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 more, visit charlottesvilleschools.org/CLASS or call 434-245-2501.

CLASS After School Program (Creative Learning After-School Sites)

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.

In addition, CLASS provides experiential learning programs on teacher workdays. Field trips to places such as the Richmond Science Museum or the zoo are fun and educational. Registration for field trips is open to CLASS and non-CLASS students on a space-available basis. To learn more, visit charlottesvilleschools.org/CLASS or call 434-245-2501.

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 2019–20, this honors-option model will also be in place at Buford and Walker. 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.
English 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 Gifted Art Program)

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. For students who are identified as being gifted in the visual arts, we offer a specialized art program 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 Education

The gifted program provides intellectually gifted students appropriate educational experiences, as required by state law. (The schools offer a separate program serving students gifted in the visual arts.) In 2019–20, Charlottesville will be piloting a new model of gifted instruction in our elementary schools and Walker, designed to make the enriching activities of the gifted program available to all students. This model will be a collaboration between gifted resource teachers and classroom teachers. The process for formally identifying students as gifted will also change. For information and to find forms to request that a child be screened for giftedness, please see 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
Attesting 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 iSTEM program is nationally recognized for its innovative, hands-on curricula. Buford Middle School has partnered with the University of Virginia 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, students participate in programs such as tours, open houses, and visits from the principal or fine arts teachers. CHS offers a “Link Crew” mentoring program to help students acclimate to high school. In 2019, the Charlottesville School Board approved a long-term plan to create a dedicated preschool center, return 5th-graders to the elementary schools, and redesign Buford Middle School to serve 6th- through 8th-graders.

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 children’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

Adult Education!
Thomas Jefferson Adult and Career Education at PVCC offers classes for adults, too. Adults can study GED preparation, English for Speakers of Other Languages, family literacy, computer skills, and more. The program also works with area businesses to provide custom-designed classes for employees. To learn more about this program, visit www.adultslearn.org or call 434-961-5461.
professionals, community agencies, parents, educators and students—advises the School Board in the development 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 Buford**

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, Family and Consumer Science, French I, French II, Latin I, Latin II, Spanish I, and Spanish II. The summer prior to students enrolling at Charlottesville High School, parents and guardians have the option of accepting Charlottesville High School credit earned in middle school or declining the credit depending on student performance. For middle-school classes that earn high school credit, the course and grade are included on a high school transcript, but the grade is not reflected in a student’s high school GPA; GPA calculation begins when a student enters CHS.

**Class “Level” Choices**

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. In 2019–20, this honors-option model will also be in place at Buford and Walker. 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.

**Career Readiness Certificates**

Students have the opportunity to obtain nationally recognized career-readiness certificates through career and technical education programs at CHS and CATEC, as well as at PVCC.

**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 computer science, engineering, general studies, and physical/natural sciences. 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.
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<td>2</td>
</tr>
<tr>
<td>Math</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Laboratory Science</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>History &amp; Social Sciences</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Health &amp; Physical Education</td>
<td>2</td>
<td>N/A</td>
</tr>
<tr>
<td>Fine Arts or Career &amp; Technical Education</td>
<td>2</td>
<td>N/A</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>2</td>
<td>N/A</td>
</tr>
<tr>
<td>Economics &amp; Personal Finance</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Electives</td>
<td>4</td>
<td>N/A</td>
</tr>
<tr>
<td>Student-Selected Test</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>22</td>
<td>6</td>
</tr>
</tbody>
</table>

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.
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.

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. 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. 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, 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. Visit coverva.org/famis/ or call toll-free 1-855-242-8282.

Counselors
Counselors provide a comprehensive and developmental 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.
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.

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.

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 assist at our elementary schools. To learn more about school safety, visit charlottesvilleschools.org/safety.

Customize Your School Messenger Settings
Log in to your PowerSchool account. Click “School Messenger” in the lower left corner. Confirm name and contact information. In the top left corner, click the “hamburger menu” (icon with three lines) 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.”

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 charlottesvilleschools.org/snowclosings.

¡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, escoja “Translate” (traducir) en la parte por encima de la página y escoja “Spanish.”

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 chartlottesvilleschools.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, Instagram, or Twitter at @CvilleSchools or look for your school’s accounts. Find us on the web at chartlottesvilleschools.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 your school or 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 chartlottesvilleschools.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 includes the student’s name, photograph, date of birth, 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 readiness testing for kindergarteners, PALS testing in elementary schools, and 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.
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.
Central Administration
1562 Dairy Road
Charlottesville, Virginia 22903
Telephone 434-245-2400 Fax 434-245-2603

Senior Staff

Dr. Rosa S. Atkins
Superintendent

Jim Henderson
Associate Superintendent for Curriculum and Instruction

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

Dr. Gary Blair
Director of Human Resources

Mr. Jeff S. Faust
Director of Technology

Ms. Renee Hoover
Director of Finance

Dr. Kendra King
Director of Student Services and Achievement

Charlottesville City School Board Members

Ms. Jennifer McKeever, Chair

Ms. Leah Puryear, Vice-Chair

Mr. James Bryant

Dr. Sherry Kraft

Ms. Lisa Larson-Torres

Mr. Ned Michie

Mr. Juandiego R. Wade

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.

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