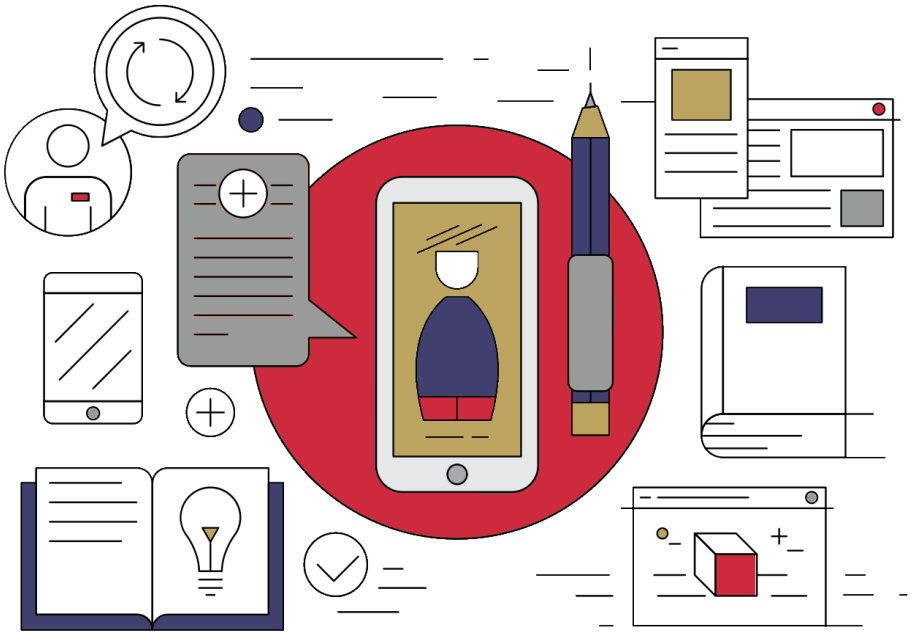
Colonial Heights Public Schools

Online Learning Parent-Student Handbook



2021-2022 School Year

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Overview

Mission:

Colonial Heights Public Schools, in partnership with the home and the community, will provide each student with a relevant, quality education. The skills taught shall enable each student to become a self-sufficient, productive member of the global society prepared to enter the job market and/or continue his/her education.

Colonial Heights Public Schools is committed to ensuring all students are prepared for their future whether families choose in-person or online learning.

Colonial Heights Public Schools is offering an online learning option, with a limited capacity. No matter which option is best for your family, we promise to engage, nurture, and support students through this phase of their education.

Purpose of Online Learning:

Learning online is a unique experience that requires students and their families to be organized, structured, and motivated.

Typically online learning provides an avenue for students to pursue their academics with some flexibility. For the 2021-2022 school year, the online learning flexibility means that students can complete studies from home.

Letter from Superintendent:

It is my pleasure to officially welcome you to Colonial Heights Public Schools! Serving as Superintendent for CHPS is truly a privilege and honor. We are known for our rich history and revered as one of the area's premier school districts. We are deeply committed to providing innovative programming, while preserving all of the essential elements of a community school district.

While visiting our schools and programs, it was evident that we have much to be excited about as we begin another wonderful school year. The culture of our community, commitment to student growth and emphasis on athletics and the arts are just a handful of the many Colonial Heights advantages. Our comprehensive educational and enrichment programs allow us to distinctively meet the needs of all learners in Colonial Heights.

In the Fall, while we hope most things will be backto normal we do intend to offer a virtual setting to our students, on a limited basis. There will be an application process, and the virtual setting will look much different than it has the past year. Being a virtualstudent is a privilege, and does come with a tremendous amount of commitment, and dedication.

In addition to a vast array of educational programs and opportunities, it is the level of dedication and community involvement that attracts families to CHPS. This is validated as faculty, administrators, parents, students and community stakeholders were extremely welcoming and beam with pride as they showcase schools, classrooms, and programs.

This is a very exciting time for CHPS! The enthusiasm and energy of our students, staff, parents, and community provide endless possibilities for our future. If you have a current CHPS student or future Colonial, please take the opportunity to familiarize yourself with a snapshot of the many academic and co/extra-curricular opportunities that are featured on our website.

William D. Sroufe, Ed.D.
Division Superintendent

Enrollment and Online Learning Requirements

For the 2021-2022 school year, CHPS students will be enrolled in the school that serves their community. Enrollment will default to the traditional setting and the registration process will be available in the PowerSchool Parent Portal during Summer 2021. Current proof of residency must be submitted as part of the virtual enrollment process.

An application process is required for any student that would like to be considered for a virtual placement. Applications will be available in the PowerSchool Parent Portal in April 2021. Applications will be due by May 15, 2021, while any documentation needed will be due on July 1, 2021. Virtual student applications will be reviewed by a committee at each school to determine eligibility.

Virtual placements will be considered for a limited to students with:

- A documented medical need (doctor's note provided)
- Evidence of academic success in the traditional and virtual settings
- Excellent attendance and discipline record in both traditional and virtual settings

Students will be notified by the end of June 1, 2021, if they qualify for a virtual placement. In addition, students and parents/guardians will be required to sign a virtual learning agreement to participate in the online program. Guardians who apply for and whose students are accepted into the virtual learning program are committing to this program for the entire 2021-2022 school year. If guardians have not created a Parent Portal account, they can email powerschool@colonialhts.net.

Key Dates and Deadlines	
May 15, 2021	Virtual Placement Applications due in Parent Portal
June 1, 2021	Notification if application is approved or denied
July 1, 2021	Medical Certification of Need due in Parent Portal

Internet Capabilities

In order for online learning to be successful, families must secure reliable Internet connection. Families who qualify for the Free and Reduced Lunch program may also qualify for Comcast's Internet Essentials (internetessentials.com). The Internet Essentials program will allow customers to pay only $9.95 per month. Families who do not have reliable Internet access and do not qualify for the Comcast Internet Essentials program should contact the Office of Technology and Learning by filling out a tech support ticket or calling 804-524-2275 ext. 105. We can offer a limited number of T-Mobile hotspots to help subsidize Internet access; therefore, families need to make sure their area receives T-Mobile coverage.

Technical Support

If students are having difficulty with their Chromebook, the parent/guardian or student should fill out a support ticket. Filling out the support ticket will route the problem to the correct school so that the problem can be addressed in a timely manner.

The support ticket can be found by going to **http://bit.ly/CHPSTECH** (case sensitive). The long URL is https://chpshelpdesk.atlassian.net/servicedesk/customer/portal/6

If you are having trouble filling out the the ticket you can call your child's school or 804-524-2275 ext.105

Attendance

The Code of Virginia requires compulsory attendance for students in grades K-12. Attendance will be takenin the online learning environment. (See CHPS Policy JEA)

Attendance Contacts

- Lakeview Elementary School Absence Information
  - Phone: 804.524.3445
  - Email: tracie_jones@colonialhts.net
- North Elementary School Absence Information
  - Phone: 804.524.3430
  - Email: kristi_dixon@colonialhts.net
- Tussing Elementary School Absence Information
  - Phone: 804.524.3440
  - Email: sharon_murdock@colonialhts.net
- Colonial Heights Middle School Absence Information
  - Phone: 804.524.3420
  - Email: beth_gaskin@colonialhts.net
- Colonial Heights High School School Absence Information
  - Phone: 804.524.3405
  - Email: debby_williams@colonialhts.net

Online Learning Expectations

Student Expectations

All students must adhere to the Acceptable Computer Use Policy and Technology Use Guidelines as outlined by Colonial Heights Board Policies.

Participating in Virtual Learning Experiences

- Students must use their CHPS email account to log into virtual learning experiences.
- Be present throughout the lesson by having the camera on and face visible **or** responding via chat or by microphone.
- In order to be successful
    - School-issued Chromebook or personal laptop (use of tablets, Ipads is not recommended)
    - A headset with microphone
    - Paper and pencil/notebooks for subjects
    - Any other materials a teacher may require (instructional materials will be available for pickup at designated locations)
    - Log into Classlink to access CHPS digital applications
    - 5th-12th grade students check email daily
    - Log in 5 minutes early to class via Canvas Hubpage
    - Follow daily class schedules
        - Utilize breaks appropriately
    - Minimize distractions during instructional times
        - Turn cell phone over and put on vibrate setting
        - Limit unrelated multitasking
- Actively participate in learning activities and group work.
    - Contributing to discussions
    - Asking appropriate questions
    - Interacting during group work
    - Participating in group discussions via live instruction or discussion boards
    - When needing to leave the learning area for any reason, students should ask permission from the teacher
- Follow the district's values and rules of behavior.
    - Appropriate live or virtual backgrounds
    - Appropriate clothing during virtual learning experiences
    - Appropriate written communication with teachers
    - School appropriate language and gestures
        - Respectfully agree to disagree
        - Inappropriate, offensive or threatening comments; misrepresentation of identity, and/or disruptive behavior by any participants during Virtual Learning experiences will not be tolerated.
- Utilize teacher office hours and be understanding that they will respond during working hours.

Privacy Guidelines for Student

- Do not video record, audio record, photograph, live stream, or transmit in any other way any part of a Virtual Learning experience, includingnot posting on any social media platform.
- Any confidential or personally identifiable information related to students participating during Virtual Learning experiences should not becollected, discussed or shared.
- Students who are disruptive and/or "trespass" Virtual Learning experiences will receive appropriate consequences in accordance with the Student Code of Conduct.
    - Logging in with name other than legal name or approved nickname
    - Logging into a class to disrupt the learning ("Zoom Bombing")
    - Logging into a class that is not the students
    - Sharing webconferening links to other students or individuals

Parent/Guardian Expectations

Supporting Student Learning

- Respect online instruction time – even though students are not in a school building, they are in school and expected to be mentally and physically present.
- Maintain a line of communication with teacher(s).
    - ***Provide update contact numbers and email address***
    - If a parent/guardian has a question, please email your child's teacher or principal.
- Live Virtual Learning experiences are designed forstudents. To prevent disruptions to the learning environment, parents/guardians should not actively participate in check-in sessions, although parents/guardians may assist their child with technology and/or remain nearby.
- Creating a good environment for learning is critical for students learning from home. Have a specific place and time set up for school work. Limit distractions by turning off the TV, silencing phones and setting them away from the learning space. Keeping students focused on their work allows the parent to focus on their own tasks.
- Designate someone to support your child(ren) at home or in a child care setting through online and offline learning experiences as need by the teacher
- Parents/Guardians will need to monitor student assignments/ requirements through Canvas.
- Parent/Guardians will need to monitor student's grades through the PowerSchool ParentPortal.

Privacy Guidelines for Parents

- Do not video record, audio record, photograph, live stream, or transmit in any other way any part of a virtual learning experience, including not posting on any social media platform.
- Any confidential or personally identifiable information related to students participating during virtual learning experiences should not be collected, discussed or shared.
- If you need to speak with your child during a virtual learning experience, first mute your child's microphone.

Instructional Programming

Learning Model

CHPS teachers will use both Independent Learning Time (work-on-your own/independent) and live teacher learning (live online instruction) approaches to instruction, through which students will work independently and collaborate with their teachers and peers. Examples of Independent Learning Time instruction may include reading content, viewing media, completing assignments, or taking a quiz/test. A daily schedule will be posted on each teacher's Canvas page.

An essential component of online instruction is regular interaction between teachers and their students, including email communications and live teacher learning instructional sessions via video web conferencing. Every student is expected to attend live teacher learning instructional sessions.

Special Education

Students with disabilities will receive support as outlined in their Individualized Education Plans (IEPs). Virtual instructional support will look different in an online setting from what is offered in an in-person learning environment. The student's case manager will host a meeting with the student's parents/guardians to discuss accommodations and services.

English Language Learners

Students will receive embedded services throughout the school day. Colonial Heights Public Schools will continue to ensure that English Language Learners have support from certified ELL Teachers and are placed in a classroom with teachers and students who can help support language acquisition. CHPS will make sure students are getting learning experiences that focus on reading, writing, speaking, and listening per the English Language Development Standards provided by the Virginia Department of Education.

Gifted

Identified gifted students will receive support and differentiated instruction based on their individual needs. Colonial Heights Public Schools will ensure that gifted students who are enrolled in virtual learning are supported by certified gifted resource teachers. Colonial Heights School will ensure that identified students receive instruction that is grounded in best practices in gifted instruction that follows the Local Plan for the Education of the Gifted.

Elementary Curriculum and Assessment

Curriculum

Elementary curriculum will combine Colonial HeightsPublic Schools' approved curriculum along with the Virginia Department of Education's VirtuaVirginia's curriculum.

- Students will engage in reading, writing, math, science, social studies, and resources classes.

Assessment

Students will be assessed through a combination of formal assessments, informal assessments, and digital content data reports.

- Literacy and Writing - PALS assessments, MAP assessment,common & benchmark assessments, anecdotal records through ongoing teacher observations, checks for understanding, custom sets, checkpoints, quick writes, and short constructed responses, performance assessments
- Math - MAP assessments, common & benchmark assessments,exit tickets, performance assessments
- Science - performance assessments, exit tickets, teacher-made assessments
- Social Studies - performance assessments, exit tickets, teacher-made assessments

Secondary Curriculum and Assessment

Curriculum

Secondary curriculum will combine Colonial HeightsPublic Schools' approved curriculum which is SOL-aligned, along with the Virginia Department of Education's Virtual Virginia's curriculum.

Assessment

Secondary teachers will assess students in a variety of ways in order to measure student learning.

Standards of Learning Assessments

Testing Calendar

The 2021-2022 testing calendar can be found here.

Expectations for Taking Test

Because SOL tests are state-administered, standardized tests, students must come into the school building to take the test.

Grading Policies and Makeup Work

Make-up Work

- When it is prudent and possible to do so, teachers will provide recordings of instructional content (YouTube, Khan Academy, or teacher created)High school teachers will be creating their own instructional videos.
- Students who are absent from online learning lessons will need to access recorded lessons in order to catch up on the material. Students or parents/guardians can request additional support from the teacher, but it is at the discretion of each teacher.
- All work assigned before the absence is due on the day the student returns to class by the beginning of the day (elementary) or beginning of the block (secondary).
- Students or their parents will need to communicate with their teacher(s) regarding make-up work.
- Virtual Mitigation - If a student is counted "absent"for class, that student has the opportunity to make up all of the work in order to present for that day. The student needs to make up the work in a timely manner set forth by the teacher or the home school.

Elementary Grading Policy

Teachers will grade student work to determine a student's performance and proficiency levels in literacy, writing, math, science and social studies.

- **Students will be Evaluated in a Variety of Ways:**Students will be evaluated by completing tests, quizzes, classwork and/or homework.
- **Method of Rounding Fractions** Each component of the9-weeks' grade (homework, test, quiz) will be counted to 1 decimal place. The hundredths place will not be counted. (For example, 89.45 is counted as 89.4 which rounds down to 89.) They will be averaged mathematically and recorded as a whole number for each 9 weeks.
- **Definitions**:
    - Quiz -An instrument, written, oral, performed, or produced, used to evaluate a student's understanding of a small amount of instruction.
    - Test - An instrument, written, oral, performed, or produced, used to evaluate a student's understanding of a larger amount of instruction than a quiz, such as a whole unit.
    - Participation - Any check for understanding that takes a form other than a quiz or test. These must be in a variety of formats such as worksheets, homework, oral responses, etc.

Kindergarten-Second Grade

Students in Kindergarten, First, and Second Gradeswill be assessed in subject areas using the following academic codes:

- M-Shows Mastery
- P-Progressing/Emerging
- I-Improvement Needed

Habits and attitudes will be evaluated using Satisfactory and Unsatisfactory. Grades are designed to provide parents with information regarding progress towards mastery.

Third-Fifth Grade

The following grading scale will be used to record student grades on report cards in grades three through five.

A+	98-100	B+	87-89	C+	77-79	D+	67-69		
A	93-97	B	83-86	C	73-76	D	63-66	F	59 & below
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

Middle School Grading Policy

- **Minimum Number of Grades:**There shall be a minimum of three (3) test grades, three (3) quiz grades, and a ten (10) participation grades for the 9 weeks for each subject.
- **How Grades are Apportioned**: Grades will be apportioned as 20% Classwork/ Homework/Participation, 40% Quizzes, 40% Tests/Projects. All graded work must be designed so that the student is eligible for any grade — A - F.
- **Method of Rounding Fractions** Each component of the9-weeks' grade (homework, test, quiz) will be counted to 1 decimal place. The hundredths place will not be counted. (For example, 89.45 is counted as 89.4 which rounds down to 89.) They will be averaged mathematically and recorded as a whole number for each 9 weeks.
- **Definitions**:
    - Quiz -An instrument, written, oral, performed, or produced, used to evaluate a student's understanding of a small amount of instruction.
    - Test - An instrument, written, oral, performed, or produced, used to evaluate a student's understanding of a larger amount of instruction than a quiz, such as a whole unit.
    - Participation - Any check for understanding that takes a form other than a quiz or test. These must be in a variety of formats such as worksheets, homework, oral responses, etc.

A+	98-100	B+	87-89	C+	77-79	D+	67-69		
A	93-97	B	83-86	C	73-76	D	63-66	F	59 & below
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

High School Grading Policy

- **Minimum Number of Grades:** Minimum of 3 test grades, 4 quiz grades, and a daily average (10 minimum assignments) for the 9 weeks for each subject.
- **How Grades are Apportioned**: Test average 40%, quiz average 40%, daily/homework 20%. NOTE: No grade on a test, etc. will be used as a doubled grade at any level. All graded work must be designed so that the student is eligible for any grade—A, B, C, D, or F.
- **Method of Rounding Fractions**
    - Each component of the 9 week grade will be rounded mathematically to one decimal place.
    - Component (daily, quizzes, tests) averages will be kept to one decimal place in the gradebook.
    - Components (daily, quizzes, tests) will be averaged mathematically and recorded as a whole number for the 9-week grade.
- Advanced Placement courses will be graded on tests and quizzes only with 60% of the 9-week grade being derived from tests and 40% from quizzes. A minimum of 2 tests and 2 quizzes will be given each 9 weeks in each subject.
- Students enrolled in Advanced Placement courses have the option of taking the AP exam.
- **Definitions**:
    - Quiz – An instrument, either written, oral, performed, or produced, used to evaluate a student's understanding of a small amount of instruction such as a portion of a unit. The instruction being evaluated generally would have been delivered over a short period of time such as 1 - 5 days.
    - Test – An instrument, either written, oral, performed, or produced, used to evaluate a student's understanding of a larger amount of instruction than a quiz such as a whole unit. The instruction being evaluated generally would have been delivered over a longer period of time such as one or more weeks.
    - Participation – Any check for understanding that takes a form other than a quiz or test. These must be in a variety of formats such as worksheet, homework, oral responses, etc.
- The following letter grading scale, approved by the Colonial Heights School Board, will be used to record student grades on report cards. (Equivalent number grades follow each letter grade). A student must earn a minimum final grade of "D" (60) in the course in order to earn a credit. The final grade is an average of the 9 week and final exam grades. The grading system for regular course credit is as follows:

A+	98-100	B+	87-89	C+	77-79	D+	67-69	
A	93-97	B	83-86	C	73-76	D	63-66	F 59 & below
A-	90-92	B-	80-82	C-	70-72	D-	60-62	

Digital Citizenship Curriculum

Part of being a responsible online student is practicing good digital citizenship. Digital Citizenship curriculum will be provided to classroom teachers via Canvas so that students can access age-appropriate lessons and activities that will help them learn about appropriate online behaviors as well as how to stay safe online.

Digital Applications

Students should go through Classlink in order to access all district digital applications. This way passwords are stored and safe. Students should never bookmark web conferencing links, as these links are updated frequently.

Technology Requirements and Guidelines

Equipment Rules and Guidelines

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities that students accept when they use district-owned technology equipment. In general,this requires efficient, ethical, and legal utilization of all technology resources. Violations of these rules and guidelines will result in disciplinary action.

Electronic Resource Policy and Responsible Use Procedures:

General Guidelines

All use of technology must

- support learning
- follow local, state, and federal laws
- be school appropriate

Security Reminders

- Students may never share logins or passwords with other students or friends.
- Students may share passwords with parents or guardians; however, parents and guardians must keep passwords confidential.
- Students should never share classroom meeting links (Zoom, Google Meet, etc.) with anyone outside their class.
- Students must always use their given, full name when joining an online meeting via Zoom, Google Meet, etc. Nicknames will not be permitted.
- Students should not develop programs to harass others, hack, bring in viruses, or change others' files.
- Students should never post personally identifiable information online - full name, birthdate, address, family member names, pictures of self or family.
- Follow Internet safety guidelines

Inappropriate Content

All files must be school appropriate. Inappropriatematerials include explicit or implicit references to

- alcohol, tobacco or drugs
- gangs
- obscene language or nudity
- bullying or harassment
- discriminatory or prejudicial behavior

Equipment Use and Care

Care of Chromebook at Home

- Always carry the Chromebook with two hands.
- Charge the Chromebook fully each night.
- Completely shut down the Chromebook after each school day.
- Store the Chromebook on an elevated, flat surface (never on the floor).
- Protect the Chromebook from extreme heat or cold, food and drinks, small children, and pets.

Prohibited Actions

Students may not

- put stickers or additional markings on the Chromebooks or chargers.
- leave Chromebooks in public, unattended.
- leave Chromebooks in a vehicle.
- stack heavy objects on the Chromebook.

Email for Students

Purpose

All students are issued an email account. Email allowsstudents to safely and effectively communicate and collaborate with district staff and classmates.

The effective use of email is:

- A 21st Century communication tool.
- Used to interact with teachers and other students as appropriate.
- A way to meet the International Society for Technologyin Education Student Standards (ISTE-Student Standards).

Guidelines and Reminders

Email should be used for educational purposes only.

- Email transmissions can be monitored by the district to ensure appropriate use.
- All email and its/their contents are property of the district.
- Email should only be used by the authorized owner of the account.
- Students should protect their passwords at all times. Any suspected breach of a student's assigned CHPS account should be reported immediately.
- Proper email etiquette should be practiced when students email staff members and other students. Appropriate salutations and closings should be used:

Example:
Dear Mr. Ridley,

I have a question about the assignment. Could you please explain what number 3 is asking? Thank you.

Juliet Capulet

Unacceptable Use Examples

Non-education related forwards (e.g. jokes, chain letters, images, etc.).

- Harassment, profanity, obscenity, racist terms.
- Cyber-bullying, hate mail, discriminatory remarks.
- Email for individual profit or gain, advertisement, or political activities.

Webcams

Purpose

Each student Chromebook is equipped with a webcam. This equipment offers students an opportunity to experience a 21st century tool and to develop 21st century communication skills.

Examples of Use

Webcams are to be used for educational purposes only, under the direction of a teacher.

Examples include:

- Recording videos or taking pictures to include in a project.
- Recording a student giving a speech and playing it back for rehearsal and improvement.
- Video conferences with teacher(s)

Movies

During School Hours

Watching movies on your Chromebook is not allowed during school hours without permission from the teacher. Permission will be givenonly for media used to complete a school assignment.

Gaming

During School Hours

Online gaming is not allowed during school hours unless you have been given permission by a teacher. All games must be in support of education.

After School Hours

Playing a game is allowed at home if all of the following conditions are met:

- You have permission from your parent/guardian.
- The content of the game is school appropriate.
- The game is in support of education.
- All school work is complete.
- No download of any kind is needed.

Students may not try to load any personal software onto the district-owned device.

Backgrounds and Screensavers

Unacceptable Use Examples

Inappropriate media may not be used as a desktop background. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, or gang related symbols are prohibited and will result in district disciplinary action.

Damaged Equipment

Accidental Damage vs. Negligence

Accidents do happen. There is a difference, however, between an accident and negligence. Damages caused due to a student's failureto follow the guidelines set forth in this handbook will be deemed negligent and may incur costs to repair or replace the equipment.

Lost or Stolen Equipment

Reporting Process for Lost or Stolen Equipment

If any equipment is lost or stolen, the student or parent must report it to the school immediately. Students can let a teacher or administrator know, and the staff member will assist him/her in a timely manner.

Code of Conduct

Colonial Heights Public Schools expects all students to behave appropriately for an educational environment and follow school rules. Any behavior which disrupts the learning environment, and/or is detrimental to the safety and welfare of other students or staff is subject to disciplinary action. Students are expected to abide by the Standards of Student Conduct.

Academic Honesty

Students are expected to follow all copyright laws. Duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law *(Title17, USC).*

Examples of plagiarism, cheating, and/or misuse of technology

- Using the work (written, audio, video) of another person and presenting as your own without citing the source.
- Apps, websites, blogs, online services, free-lance services that provide answers or complete the work.
- Having a parent, student, or other person complete any portion of an assignment without permission or not specifying which item they completed.
- Using translation applications for foreign language assignments or assessments.

Appendix A

CHPS ACCEPTABLE COMPUTER SYSTEM USE

The School Board provides a computer system, includingthe Internet, to promote educational excellence byfacilitating resource sharing, innovation and communication. The term computer system Includes, but ls not limited to, hardware,software, data, communication lines and devices, terminals, display devices, printers, CD, DVD and other media devices,tape or flash drives, storage devices, servers, mainframe and personal computers, tablets, laptops, telephones, cameras, projectors, multimedia devices, workstations, the internet, and other electronic services and internal or external networks. This Includes any device that may be connected to or used to connect to the school division's network or electronically stored division material.

All use of the Division's computer system must be(1) in support of education and/or research, or (2) for legitimate school business. Use of the computer system is a privilege, not a right. Inappropriate use may result in cancellationof those privileges, disciplinary action, and/or legal action. Any communication or material generated using the computer system, Including electronic mail, social media posts, instant or text messages, tweets, and files, including communications and materials deleted from a user's account, may be monitored, read, and/or archived by division staff.

This policy applies to all users of the division's computer system. By using or accessing the computersystem, the user agrees to abide by this policy.

The superintendent is responsible for establishing Technology Use Guidelines, containing the appropriate uses, ethics and protocols for use of the computer system. It is theuser's responsibility to know and follow this policy and the Technology Use Guidelines.

The Guidelines include:

1. a prohibition against use by division employees and students of the division's computer equipment and electronic communications services for sending, receiving, viewing or downloading illegal material via the Internet;
2. provisions, including the selection and operation of a technology protection measure for the division's computers to filter or block harmful or Inappropriate Internetcontent through such computers, that seek to prevent access to
    a. child pornography as set out in Va Code§ 18.2-374.1:1 or as defined In 18 u.s.c. § 2256;
    b. obscenity and as defined by Va Code § 18.2-372 or 18 U.S.C. § 1460;
    c. material that the school division deems to be harmful to juveniles as defined in Va Code § 18 2-390, material that is harmful to minors as defined in 47 lJ S C. § 254/hl/7l(G), and material that is otherwise inappropriate for minors;
3. provisions establishing that the technology protection measure is enforced during any use of the Division'scomputers;
4. provisions establishing that all usage of the computer system may be monitored;
5. provisions designed to educate students and employees about appropriate online behavior, including interacting with students and other individuals on social networking websites and In chat rooms and cyber-bullying awarenessand response;
6. provisions designed to prevent unauthorized online access by minors, including "hacking" and other unlawful online activities;
7. provisions requiring every user to protect the security of information necessary to access the computer system, such as usernames and passwords, and prohibiting the sharing of passwords;
8. provisions prohibiting the unauthorized disclosure, use, and dissemination of photographs and/or personal information of or regarding minors; and
9. a component of Internet safety for students thatis integrated in the division's instructional program.

Use of the School Division's computer system shallbe consistent with the educational or instructional mission or administrative function of the Division as well as the varied instructionalneeds, learning styles, abilities and developmental levels of students. The division's computer system is not a public forum.

Users of the division's computer system have no expectation of privacy for use of the division's resources or electronic devices including non~division owned devices while connected to division networks or computer resources.

Software and/or services may not be Installed or downloadedon the division's computer system without the prior approval of the superintendent or superintendent's designee.

Each user of the division's computer system and a parent/guardian of each student user shall sign the Acceptable Computer System Use Agreement before using the Division's computersystem. The failure of any user to follow the terms of the Agreement, this policy or the Technology Use Guidelines may result in loss of computer system privileges, disciplinary action, and/or appropriate legal action.

The School Board is not responsible for any informationthat may be lost, damaged or unavailable when using the computer system or for any information retrieved via the Internet.Furthermore, the School Board will not be responsiblefor any unauthorized charges or fees resulting from access to the computer system.
The school board will review, amend if necessary, and approve this policy every two years.

18 u.s.c. § 1460
18 u.s.c. § 2256
47 u.s.c. § 254
Code of Virginia, 1950, as amended, § 18.2-372
Code of Virginia, 1950, as amended, § 18.2-374.1: 1
Code of Virginia, 1950, as amended, § 18.2-390
Code of Virginia, 1950, as amended,§ 22.1-70.2
Code of Virginia, 1950, as amended,§ 22.1-78
EGAA - Reproduction and Use of Copyrighted Materials
GBA / JFHA - Prohibition Against Harassment and Retaliation
GCPD - Professional Staff Discipline
GCQB - Staff Research and Publishing
JFC - Student Conduct
JFC-R - Standards of Student Conduct

Appendix B

CHPS STUDENT CODE OF CONDUCT

Generally

The Colonial Heights School Board establishes expectationsfor student conduct so that public education is conducted in an atmosphere free of disruption and threat to persons or property and supportive of individual rights.

In addition to the types of conduct prohibited below, the superintendent issues Standards of Student Conduct and a list of possible actions for violations of those Standards.

This Policy and the Standards of Student Conduct applyto all Colonial Heights school students. They areenforced when the student's conduct occurs when the student is

- On school property.
- Traveling to school or from school.
- Traveling to, at, and from bus stops.
- In School Board vehicles.
- In attendance at any school-sponsored activity.
- Off school property if the conduct disrupts the learning environment.

The School Board and superintendent biennially reviewthe model student conduct code developed by the Virginia Board of Education to incorporate into policy and the Standards of Student Conduct a range of discipline options and alternatives to preserve a safe and non-disruptive environment for effective learning and teaching.

Parental Involvement and Responsibility

Each parent of a student enrolled in Colonial HeightsPublic Schools has a duty to assist in enforcing this policy, the Standards of Student Conduct and compulsory school attendance in order that education may be conducted in an atmosphere free of disruption and threat to persons or property, and supportive of individual rights. This policy, the Standards of Student Conduct, a notice of the requirements of Va. Code § 22.1-279.3, and a copy of the compulsory school attendance law is also sent to all parents within one calendar month of the opening of schools simultaneously with any other materials customarily distributed at that time. A statement for the parent's signature acknowledging the receipt of this policy, the Standards of Student Conduct, the requirements of Va. Code § 22.1-279.3, and the compulsory school attendance law is also sent. Parents are notifiedthat by signing the statement of receipt, they are not deemed to waive, but expressly reserve, their rights protected by the constitution or laws of the United States or Virginia. Each schoolmaintains records of the signed statements.

The school principal may request the student's parent or parents, if both have legal and physical custody, to meet with the principal or principal's designee to review this policy, the Standards of Student Conduct and the parent's or parents' responsibility to participate with the school in disciplining the student and maintaining order, to ensure the student's compliance with compulsory school attendance law, and to discuss improvement of the child's behavior, school attendance, and educational progress.

The school principal may notify the parents of any student who violates a School Board policy, The Standardsof Student Conduct, or the compulsory school attendance requirements when such violation could result in the student's suspension or the filing of a court petition, whether or not the school administration has imposed such disciplinary action or filed such a petition. The notice shall state (1) the date and particulars of the violation; (2) the obligation of the parent to take actions to assist the school in improving the student's behavior and ensuring compliance with compulsory school attendance; (3) that, if the student is suspended, the parent may be required to accompany the student to meet with school officials; and (4) that a petition with the juvenile and domestic relations court may be filed under certain circumstances to declare the student a child in need of supervision.

The principal or principal's designee notifies the parent of any student involved in an incident required to be reported to the superintendent and Virginia Board of Education asdescribed in PolicyCLA Reporting Acts of Violenceand Substance Abuse.

If a parent fails to comply with the requirements of this policy, the School Board may ask the Juvenileand Domestic Relations Court to proceed against the parent in accordance with the requirements of the Code of Virginia.

A parent, guardian or other person having control or charge of a student is notified in writing of any disciplinary action taken with regard to any incident upon which an adjudication of delinquency or conviction for an offense listed in Va. Code § 16.1-260.G was based and the reasons therefore. The parent or guardian is also notified of the parent or guardian's right to review, and to request an amendment of, the student's scholastic record, in accordance with regulations of the Board of Education governing the management of scholastic records.

Prevention, Intervention, and Treatment Activitiesand Programs

Any student involved in a reportable drug or violent incident, as described in PolicyCLA Reporting Actsof Violence and Substance Abuse, participates in prevention and intervention activities deemed appropriate by the Superintendent or superintendent's designee. Further, any student whohas been found to be in possession of or under the influence of drugs or alcohol on school property or at a school sponsored activity may be required to (1) undergo evaluation for drug or alcohol abuse and (2) participate in a drug and/or alcohol treatment program if recommended by the evaluator and if the parent consents.

Prohibited Conduct

The following conduct is prohibited. Students engaging in such conduct are subject to disciplinary action.

Bullying and Use of Electronic Means for Bullying

Bullying is prohibited. "Bullying" means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. "Bullying" includes cyber bullying. "Bullying" does not include ordinary teasing, horseplay, argument or peer conflict.

Gang Activity

Gang activity, as defined in Policy JFCE Gang Activity or Association, is prohibited.

Harassment

As provided in Policy JFHA/GBA Prohibition AgainstHarassment and Retaliation, students are prohibited from harassing other students, school staff, volunteers, student teachers or any other person present in school facilities or at school functions.

Hazing

Hazing is prohibited.

Hazing means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily harm on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

Intentional Injury of Others

Students are prohibited from intentionally injuring others.

Self-defense

Whether a student acted in self-defense is considered when the student's conduct is evaluated for disciplinary action.

Threats: Intimidation
Students are prohibited from making any verbal, written or physical threat of bodily injury to another person.

Trespassing
Students, including students who have been suspended or expelled, are subject to disciplinary action for trespassing on school property.

Use and/or Possession of Alcohol, Tobacco Products,Nicotine Vapor Products, Anabolic Steroids, and OtherDrugs
Students are prohibited from possessing, using, or distributing any of the restricted substances listed below on school property, on school buses or during school activities, on or off school property.

Students are prohibited from attempting to possess, use, consume, procure and/or purchase, any of the restricted substances listed below or what is represented by or to the student to be any of the restricted substances listed below or what the student believes is any of the restricted substances listed below.

Students are prohibited from being under the influence of any of the restricted substances listed below, regardless of whether the student's condition amounts to legal intoxication.

Restricted substances include but are not limited to alcohol, tobacco products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Productsnicotine vapor products as defined in Policy JFCH Tobacco Products and Nicotine Vapor Products, inhalant products, and other controlled substances defined in the Drug Control Act, Chapter15.1 of Title 54 of the Code of Virginia, such as anabolic steroids, stimulants, depressants, hallucinogens, marijuana, imitation and look-alike drugs, drug paraphernalia and any prescription or non-prescription drug possessed in violation of School Board policy.

In addition to any other consequences which may result, a student who is a member of a school athletic team will be ineligible for two school years to compete in interscholastic athletic competition if the school principal and the superintendent determine that the student used anabolic steroids during the training period immediately preceding or during the sport season of the athletic team, unless such steroid was prescribed by a licensed physician for a medical condition.

Use of Profane or Obscene Language and Conduct
Students are prohibited from using profane or obscene language or engaging in profane or obscene conduct.

Vandalism
Students are prohibited from vandalizing school property and the property of any School Board staff memberor any other person.

The School Board may recover damages sustained becauseof the willful or malicious destruction or, or damage to, public property pursuant to Policy ECAB Vandalism

Appendix C

Definitions

- **Meaningful interaction:** Any task or interaction that promotes positive student engagement and learning that can be electronically documented. In example; camera on andstudent visible during live teacher learning class, camera off and student interacting through microphone or chat, student responding to quizzes/polls or engagement activities throughout class.
- **Meaningful contact:** a two-way communication between a student and teacher that requires feedback or input from both parties. This contact can be done during school hours or after school hours (after 4:30 pm teachers may not respond until the next morning). For example; emailingteachers for assistance with classwork if not present on live teacher learning class, class discussion boards, or through digital communication applications.
- **Observed:** student is logged into live teacher learning class via web conferencing platform. The following things count as logged in; camera on and student visible, camera off and student participating via microphone, camera off/mic off and student using chat to participate.
- **Attendance verification during live teacher learning lesson:** when a student is called on they respond in an appropriate amount of time by completing one of the following; turning on camera, unmuting and verbally responding, or responding via chat.
- **Technical issues:** Chromebook is broken (screen, keyboard, etc), personal internet is down, and/or password malfunctions.
- **Absence codes:**
    - **Virtually Present:**student fulfilled the requirements for meaningful interaction or contact by midnight of the class day.
    - **Virtually Absent:** student does not fulfill the requirements for meaningful interaction by midnight of the class day or parent does not provide documentation of an excused absence.
    - **Virtually Excused Absence:**These types of absences include
        - Medical or dental appointments;
        - Illness;
        - Court appearance;
        - Religious holiday observances;
        - Death in the family;
        - Funeral;
        - Extenuating circumstances that have been communicated by the parent/guardian and approved by the principal
        - One day of “technical issues” per quarter, unless approved by the principal
    - **Virtual Tardy:** student is 5 or more minutes late to class.
    - **Virtual Mitigation:**If a student has been counted Virtually Absent, the student has the opportunity to complete the work missed so that the student can be counted as "present" for the day. Make up work must be completed in a timely manner.
- **Independent Learning: Time**a learning experience where students engage in the learning materials on their own time, interacting intermittently with the teacher via computer or other electronic devices.
- **Live Teacher Learning:**a learning experience where students engage in two-way, real-time, live, instruction with a teacher, through the computer or other electronic device.
- **Virtual Learning Days** a learning experience where students work completely Independent Learning Timewith no teacher interaction or supervision.
- **Hybrid Learning:**A combination of on-campus and remote off-campus learning. Students will have specific days that they are in person learning and then days they are working remotely. Remote learning can be IndependentLearning Time or live teacher learning learning.
- **Learning Groups:** a group of students that actively work with the teacher or peers in a small group setting. When students are in peer learning groups this will be done via breakout rooms.