



# CAROLINE COUNTY SCHOOL BOARD

Tamara Redding  
Bowling Green

Wendell N. Sims  
Mattaponi

Valerie Q. Fells  
Reedy Church

Mack A. Wright, Jr.  
Madison

Margaret O. Watkins  
Port Royal

Gregory N. Killough, Ed. D  
Superintendent

16221 Richmond Turnpike  
Bowling Green, VA 22427

(804) 633-5088  
Fax (804) 633-5563

## A G E N D A Monday, April 11, 2011 CAROLINE MIDDLE SCHOOL 6:30 P.M.

1. **Call to Order** .....**Mack Wright, Chairman**
  - Roll Call of Attendance .....Rebecca Broaddus, Clerk of the School Board
2. **Invocation** ..... **TBD**
- a. Pledge of Allegiance .....Madison Elementary School Students
3. **Awards, Recognitions, Commendations, etc.**
  - a. [Recognition of CHS Band Pyramid Concert and Video](#) .....Cathy McConnell
  - b. [Recognition of Family Fair Day and CHS Carnival](#) .....Lisa Roarty/  
Dolly Lindsay
  - c. [Recognition of VSBA Showcase for Success](#) .....Dolly Lindsay
  - d. [Recognition of CHS Seniors Accepted to College](#) .....Dolly Lindsay
  - e. [Recognition of Caroline County Schools' Spelling Bee Champion](#)...Dolly Lindsay
  - f. [Recognition of Administrative Professionals Day](#) .....Dolly Lindsay
  - g. [Recognition of Virginia School Library Month](#) .....Dolly Lindsay
  - h. [Recognition of VSBA Art Show Participants](#) .....Dr. Rebecca Broaddus
  - i. [Recognition of Madison Elementary School – Competence  
to Excellence Award](#) .....Dr. Rebecca Broaddus
4. **Citizen Comments**
5. **Consent Agenda**
  - a. Approval of Minutes
    1. [Regular Meeting – March 14, 2011](#)
  - b. Approval of Monthly Bills and Financial Reports
    1. [Vendor Payments](#)
    2. Budget Status Report
  - c. [Approval of Overnight Field Trip](#)
  - d. Discipline Cases: 04-11-11.01; 04-11-11.02; 04-11-11.05; 04-11-11.06;  
04-11-11.07; and 04-11-11.08
6. **Action Items**
  - a. [Approval of Fee Increase for Chemistry Labs at CHS](#) .....Dr. Rebecca Broaddus
  - b. [Approval of Elimination of High School Credit for  
Certain Exploratory Course Offerings at CMS](#) .....Dr. Rebecca Broaddus
  - c. [Approval of 2011 VSBA Membership Dues Decrease](#) .....Dr. Rebecca Broaddus

**AGENDA**

**April 11, 2011**

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- d. [Approval of Snow Make-up Days](#) .....Dr. Rebecca Broaddus
- e. [Approval of Request of Payment to Precision Doors](#) .....George Gagnon
- f. [Approval of Request of Payment to Colonial Webb](#) .....George Gagnon
- g. [Approval of Resolution Requesting the Board of Supervisors to Issue General Obligation School Bonds for School Purposes](#) .....Dr. Gregory Killough
- h. [Approval of Request to Board of Supervisors for Carryover and Appropriation of 619 Preschool Funds](#) .....Lisa Roarty
- 7. Non-Action Items**
  - a. [First Reading – Special Education Annual Plan](#) .....Lisa Roarty
  - b. [First Reading – Perkins Grant](#) .....Cathy McConnell
  - c. [First Reading – Gifted Education Plan](#) .....Cathy McConnell
  - d. [First Reading – Update on VSBA Policy](#) .....Dr. Eric Cunningham
- 8. Informational Items**
  - a. [Update on Summer School Program](#) .....Dr. Rebecca Broaddus/  
Cathy McConnell
  - b. [Kindergarten Pre-Assessment and Placements](#) .....Dr. Rebecca Broaddus
  - c. [Membership as of March 31, 2011](#) .....Dr. Rebecca Broaddus
  - d. [Update on Block Scheduling at CHS](#) .....Dr. Rebecca Broaddus
  - e. [Update on CIP Projects](#) .....George Gagnon
- 9. Closed Session**
  - a. **Personnel** – The discussion of a request for leave without pay, a request for Family Medical Leave (FMLA), resignations, retirements, appointments, re-appointments, re-assignments, and the list of substitutes, as authorized by Section 2.2-3711(A)(1) of the Code of Virginia, 1950, as amended.
  - b. **Discipline** – The consideration of a recommendation for disciplining a  
04-11-11.03 student enrolled in the school division, as  
04-11-11.04 authorized by Section 2.2-3711(A)(2) of the Code of  
04-11-11.09 Virginia, 1950 as amended.
- 10. Certification of Closed Session**
- 11. Action Items Following Closed Session (will have personnel agenda, other or none as needed)**
  - a. Action on Superintendent’s Personnel Agenda
  - b. Action on Discipline Agenda
- 12. School Board Matters of Interest**
  - a. Next Regular School Board Meeting: *May 9, 2011*
  - b. Virginia Association of School Superintendents Conference, May 1-4, 2011  
Hotel Roanoke, Roanoke, Va.
  - c. 2011 VSBA School Law Conference, June 3, 2011, Charlottesville, Omni,  
Charlottesville, Va.
  - d. Other Matters of Interest
- 13. Adjournment**



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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

**SUBJECT:** Recognition of CHS Band Pyramid Concert and Video

**RECOMMENDATION:** Recognition of CHS Band Pyramid Concert and Video

**RATIONALE:** Students from Bowling Green Elementary, Caroline Middle, and Caroline High schools treated the community to a pyramid concert which involved individual band performances and a united performance from all three bands. School administrators were part of the finale as was one lucky member from the community.

Caroline County Public Schools recognizes the talents of our band directors Courtney Woodward (CHS), Karen Mott (CMS), and Lisa Thompson (BGE). Through their gift of music, they cultivate the skills of our students.

Cathy M. McConnell  
Signature

*Reaching New Heights Together*



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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

**April 11, 2011**

**SUBJECT:** Family Fair and CHS Carnival

**RECOMMENDATION:** Recognition of Family Fair and CHS Carnival

**RATIONALE:** These events held on April 2, 2011 were successful due to the coordinated efforts of school and community volunteers. CCPS would like to recognize all stakeholders who assisted with the planning and supervision of these events.

**BUDGET CATEGORY:** N/A

**ESTIMATED COST:** N/A

**LEGAL REFERENCE:** N/A

*Lisa C Roarty*

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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

**April 11, 2011**

**SUBJECT:** 2011 VSBA Showcases for Success

**RECOMMENDATION:** Informational

**RATIONALE:** The Virginia School Boards Association has recognized two Caroline County Schools for the 2011 VSBA Showcases for Success publication.

The Army Junior Reserve Officer Training Corps (JROTC) is a program that is offered to Caroline High School students using a state-of-the-art curriculum and hardware provided by U.S. Army Cadet Command. The program uses a variety of instructional strategies to facilitate learning. JROTC teaches cadets the value of citizenship, leadership, serve to the community, personal responsibility, and a sense of accomplishment, while instilling in them self-esteem, teamwork and discipline.

The Caroline Middle School agricultural education program inspires students to explore industries and occupations associated with food, fiber and natural resources. Their mission is to provide a safe, orderly, stimulating learning environment, which will encourage each student to reach his/her potential as a life-long learner. Agricultural education integrates academics into the career and technical education curriculum, and provides students with hands-on activities and real world experiences to apply the knowledge that they learn in the classroom.

*Dolly G. Lindsay*

Signature

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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

**SUBJECT:** Recognition of CHS Seniors Accepted to College

**RECOMMENDATION:** It is recommended that the School Board recognize the following students for acceptance into colleges noted:

(Please see attached list)

*Dolly G. Lindsay*

SIGNATURE

*College Acceptance List for the Class of 2011  
April School Board Meeting*

| <b>Student Name</b>   | <b>College Acceptances</b>   |
|-----------------------|--|
| Brooke Baker          | Hillsdale College  |
| Morgan Carey          | The Pennsylvania State University- College of Communications               |
| Shawna Carter         | Old Dominion University  |
| Kathleen Caruthers    | Virginia Tech- Biological Sciences   |
| Aqiyla Christopher    | Virginia Commonwealth University<br>Virginia Union University              |
| Melissa Denniston     | Marymount University- Freshmen Academic Scholarship                        |
| Desmond During        | Virginia State University  |
| Jennifer Eubanks      | Ferrum College   |
| Donovan Faloney       | Christopher Newport University<br>Old Dominion University                  |
| Fantasia Fortune      | Bridgewater College- ACE scholarship<br>Old Dominion University            |
| Jeremy Jefferson      | Bridgewater College  |
| Abigail Killough      | University of Virginia<br>Virginia Tech- Biological Sciences               |
| Amber Penney          | Averett University<br>Longwood University<br>University of Mary Washington |
| Julie Printz          | Christopher Newport University<br>James Madison University                 |
| Deja Raspberry-Dickey | Bridgewater College<br>James Madison University<br>Virginia Tech- Music    |
| Paige Romeo           | Virginia Tech  |
| Chandler Thomas       | Duke University<br>University of Virginia                                  |
| Khushboo Vora         | Virginia Commonwealth University- School of Business                       |
| Breanna Walsh         | Virginia Tech  |
| Janay Wheeler         | Radford University   |
|                       |  |



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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

- SUBJECT:** Recognition of Caroline County Schools' Spelling Bee Champion
- RECOMMENDATION:** It is recommended that the School Board recognize Conner Askew for his accomplishments as the winner of the Caroline Middle School Spelling Bee and for representing Caroline County Public Schools in the Free Lance Star Regional Spelling Bee.
- RATIONALE:** Conner Askew, a fourth grader at Bowling Green Elementary School, won the Caroline County Public Schools Spelling Bee Contest, correctly spelling the championship word, "gigabyte" in round 9. He received a 2011 Webster's dictionary, a bag from Splitsville, and gift certificates for his accomplishment. Conner represented the division at The Free Lance Star Regional Spelling Bee in March lasting through the second round.

Dolly G. Lindsay  
Signature





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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

**SUBJECT:** Recognition of Administrative Professionals Day

**RECOMMENDATION:** Recognition of Administrative Professionals Day

**RATIONALE:** It is recommended that the School Board recognize April 27, 2011 as Administrative Professionals Day. Administrative assistants, specialists, secretaries, bookkeepers and clerks have been a valuable asset in working with schools and departments on behalf of the students, staff, administrators, and families in Caroline County. The School Board recognizes the hard work and dedication of the administrative professionals.

*Dolly G. Lindsay*  
Signature



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## CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

**SUBJECT:** Recognition of Virginia School Library Month

**RECOMMENDATION:** Recognition of Virginia School Library Month

**RATIONALE:** Governor McDonnell issued a proclamation designating April as Virginia School Library Month. Librarians provide a variety of services to promote literacy in our schools. Librarians collaborate with classroom teachers to integrate the Virginia Standards of learning and guide students to use information resources and technology to deepen student understanding of core subjects.

It is recommended that the School Board recognize Caroline County Public Schools library media specialists.

Frances Carmack  
Jillian Hupp-Polla  
Margaret Dellaripa  
Amy Key  
Diane Griffis  
Shelva Clark  
Patty Kline

Bowling Green Primary  
Bowling Green Elementary  
Madison Elementary  
Lewis and Clark Elementary  
Caroline Middle School  
Caroline High School  
Caroline High School

Dolly G. Lindsay  
Signature



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## CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

**SUBJECT:** Recognition of VSBA Art Participants

**RECOMMENDATION:** It is recommended that the School Board recognize the following students whose art work was chosen to represent Caroline County in the annual regional VSBA Art Contest and the students who participated at the local level.

**RATIONALE:** The VSBA Regional Forum Art Contest is sponsored by the Virginia School Boards Association and recognizes achievement at the elementary, middle, and high school levels.

Representing Caroline County:  
 Elementary Level- Anna Dustin- BGE and Regional 1<sup>st</sup> Place Winner  
 Middle School Level- Eric Reaser-CMS  
 High School Level- Cheyenne Reynolds- CHS

Other Participants:

|                                |                            |
|--------------------------------|----------------------------|
| Travis Bailey                  | Bowling Green Primary      |
| Jesus (Buddy) William Brothers | Bowling Green Primary      |
| Taylor Costello                | Bowling Green Primary      |
| Naomi Young                    | Bowling Green Elementary   |
| Chelsea MacCord                | Bowling Green Elementary   |
| Alanna N. Dillon               | Madison Elementary         |
| Taylor Peterson                | Madison Elementary         |
| Jonnae' Rollins                | Madison Elementary         |
| Phil Jonathan Anderson         | Lewis and Clark Elementary |
| Tyler Dean Norris              | Lewis and Clark Elementary |
| Mykaila LaTrice Smith          | Lewis and Clark Elementary |
| Kathryn Navarrete              | Caroline Middle School     |
| Moriah Jones                   | Caroline Middle School     |
| Samantha Deffenbaugh           | Caroline High School       |
| Amber Kelly                    | Caroline High School       |

Rebecca B. Broaddus

Signature

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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

**April 11, 2011**

**SUBJECT:** Recognition of Madison Elementary School- Competence to Excellence Award

**RECOMMENDATION:** It is recommended that the School Board recognize Madison Elementary School for its receipt of a 2011 Virginia Board of Education Competence to Excellence Award

**RATIONALE:** Madison Elementary School has received a 2011 Virginia Board of Education Competence to Excellence Award. This award is presented to school divisions and schools that exceed the minimum requirements for learning and achievement of the Commonwealth's rigorous Standards of Learning program.

Please refer to the attached copy of the award.

Rebecca B. Broaddus

Signature



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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

**SUBJECT:** Approval of Requests for Overnight Field Trip

**RECOMMENDATION:** Approval

**RATIONALE:** LTC Pyner is requesting that JROTC Cadets attend a Leadership Course at Fort A.P. Hill, June 24 – 29, 2011. LTC Pyner requests that the bus remain on location with cadets.

*Eric Cunningham, Ed.D*

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Signature

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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

**SUBJECT:** Approval of Fee Increase for Chemistry Labs at CHS

**RECOMMENDATION:** Approval of fee increase for chemistry labs for the 2011-2012 school year

**RATIONALE:** The following increase in the fee for chemistry labs is recommended for the 2011-2012 school year:

From \$5.00 to \$10.00

This increase is necessary to support the program and to allow for an increase in costs and the use of more materials in the labs. The cost of chemicals has increased and teachers are providing more lab experiences for students.

Rebecca B. Broaddus

Signature



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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

- SUBJECT:** Approval of Elimination of High School Credit for Certain Exploratory Course Offerings at Caroline Middle School
- RECOMMENDATION:** Elimination of High School Credit for Certain Exploratory Course Offerings at Caroline Middle School
- RATIONALE:** Caroline Middle School has offered some of its exploratory course offerings as year-long courses with a high school credit for eighth grade students. A high school credit (Career and Technical Education) was given for courses in the areas of family and consumer science, agriculture, technology and keyboarding. It is recommended that these courses be redesigned as true exploratory classes. This would allow for more students to participate in these areas and have more experiences before enrolling in courses at the high school. As enrollment at the middle school has increased and Perkins and other CTE funding sources have decreased, it is becoming more difficult to meet the mandates and requirements to provide these courses without limiting opportunities for all students.

This change in course offerings would take place during the 2011-2012 school year.

Rebecca B. Broaddus

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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

**SUBJECT:** Approval of 2011 VSBA Membership Dues Decrease

**RECOMMENDATION:** Approval of 2011 VSBA membership dues rebate/reduction

**RATIONALE:** The VSBA Board of Directors voted unanimously to reduce the 2011 VSBA membership dues by 10%. The reduction can be taken either by a rebate check to be issued now or by applying the reduction to the 2012 VSBA membership dues.

The reduction amount is \$747.65. It is recommended that the reduction be applied to the 2012 VSBA dues. It is noted that this is a one-time reduction as stated by VBSA President Jeff Bain, "While this is a one-time reduction in dues and for most divisions it will be a small dollar amount, I felt it sent the message that VSBA is aware of our members' financial stress and this is a small way of helping."

Please refer to the attached form.

Rebecca B. Broaddus

Signature





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## CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

**SUBJECT:** Approval of Snow Make-up Days

**RECOMMENDATION:** Approval of Snow Make-up Days and Adjustments to 2010-2011 School Calendar

**RATIONALE:** As of today, six days of school have been missed due to inclement weather. Based on the approved Caroline County Public Schools 2010-2011 School Calendar, five of the days were made up or will be made up as follows:

| <u>Make-up Day</u>  | <u>Day Missed</u> |
|---------------------|-------------------|
| Friday, January 28  | (December 13)     |
| Monday, February 21 | (December 16)     |
| Friday, March 18    | (December 17)     |
| Monday, March 21    | (January 11)      |
| Friday, June 10     | (January 18)      |

It is recommended that “bank time” be used to make-up the remaining day missed (January 27). The last day of school will be Friday, June 10. June 8 and 9 will be early dismissal days for middle and school students and June 10 will be an early dismissal day for all students. Graduation will be held on June 3.

Teachers were scheduled to work two work days and four professional development days at the end of the year. It is recommended that teachers work the week of June 13-17 (one and a half days as work days and three and a half days for professional development) from the hours of 8:00 to 4:30 p.m.

Returning teachers are scheduled to work two days during the summer (scheduled by the principal) for curriculum/program development as part of the approved 2011-2012 School Calendar.

Rebecca B. Broaddus

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## CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

**SUBJECT:** Request for payment to Precision Door

**RECOMMENDATION:** Approval

**RATIONALE:** Process payments as the door project is complete. Items on Punch list addressed.

**BUDGET CATEGORY:**

**ESTIMATED COST:** \$13,569.00

**LEGAL REFERENCE:**

*George T. Gagnon*

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Signature



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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

**SUBJECT:** Approval of Certified payments to Colonial Webb

**RECOMMENDATION:** Approval

**RATIONALE:** Application 5: 2/28/11  
Colonial Webb: Substantially complete. All equipment installed.

**BUDGET CATEGORY:**

**ESTIMATED COST:** \$ 149,008.10

**LEGAL REFERENCE:**

*George T Gagnon*

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Signature



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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

**SUBJECT:** Resolution Requesting The Board of Supervisors to Issue General Obligation School Bonds for School Purposes

**RECOMMENDATION:** Approval

**RATIONALE:** The above named School Bond is for the two following projects:

1. A combined PK-5 school in Bowling Green
2. Renovation of Caroline High School

**ESTIMATED COST:**

1. \$9,000,000
2. \$9,500,000

**LEGAL:** Section 15.2-2640 of the Code of Virginia

**Gregory N. Killough**

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Signature

**RESOLUTION REQUESTING THE BOARD OF  
SUPERVISORS TO ISSUE GENERAL  
OBLIGATION SCHOOL BONDS FOR SCHOOL  
PURPOSES AND CONSENTING TO THE  
ISSUANCE THEREOF**

**BE IT RESOLVED:**

1. The School Board of the County of Caroline (the “school board”), hereby (i) requests, pursuant to Section 15.2-2640 of the Code of Virginia, 1950, as amended (the “Code”), that the Board of Supervisors of the County of Caroline approve the use of \$9,000,000 to create a combined PK-5 school in Bowling Green by using the \$6,000,000 from the Qualified School Construction Bond (QSCB) and issues a general obligation school bonds (the “Bonds”) in an aggregate principal amount sufficient to provide \$3,000,000 proceeds for the purpose of financing certain capital projects for school purposes and (ii) consents, pursuant to Section 15.2-2638.B(iii) of the Code and Article VII, Section 10(b) of the Constitution of Virginia, to the issuance of the Bonds.
  
2. Further, the School Board consents to and authorizes and application to the Virginia Public School Authority (the VPSA) for the purchase of the Bonds by the VPSA as part of it 2011 Spring Pooled Bond Sale.
  
3. This resolution shall take effect immediately.

Members present at the meeting were:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Members absent from the meeting were:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Members voting against the foregoing resolution were:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Members abstaining from voting on the foregoing resolution were:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2011

By: \_\_\_\_\_  
Clerk of the Caroline County School Board



## CAROLINE COUNTY SCHOOL BOARD

Tamara Redding  
Bowling Green

Wendell N. Sims  
Mattaponi

Valerie Q. Fells  
Reedy Church

Mack A. Wright, Jr.  
Madison

Margaret O. Watkins  
Port Royal

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Gregory N. Killough, Ed. D  
Superintendent

16221 Richmond Turnpike  
Bowling Green, VA 22427

(804) 633-5088  
Fax (804) 633-5563

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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

- SUBJECT:** Approval of Carryover and Request to Board of Supervisors for Appropriation of 619 Flow Through Funds
- RECOMMENDATION:** Approval of 619 Flow Through Funds 2009-2010 carryover in the amount of \$17941.00 and request to Board of Supervisors to appropriate 619 Flow Through Funds in the amount of \$17,941.00
- RATIONALE:** 619 Flow through Fund is an entitlement grant that can be expended for services and programs as specified by federal and state requirements and guidelines. At the close of the fiscal year (June 30, 2010), there was a balance of \$17941.00 in 619 Flow through Funds.
- BUDGET CATEGORY:** 619 Flow Through Funds
- ESTIMATED COST:** N/A
- LEGAL REFERENCE:** United States Department of Education/Virginia Department of Education

Lisa C Roarty

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SIGNATURE



## CAROLINE COUNTY SCHOOL BOARD

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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

**SUBJECT:** 2011-2012 Special Education Annual Plan

**RECOMMENDATION:** First reading of Special Education Annual Plan

**RATIONALE:** Per Regulations Governing Special Education Programs For Children With Disabilities in Virginia (7/9/2009), localities must submit a yearly request for funding to include local assurances of compliance and a summary of how funds granted will be spent.

**BUDGET CATEGORY:** Part B, Section 611 Flow Through Funds  
Part B, Section 619 Special Education Preschool

**ESTIMATED COST:** N/A

**LEGAL REFERENCE:** United States Department of Education/Virginia Department of Education

*Lisa C Roarty*

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SIGNATURE

*Reaching New Heights Together*





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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

**SUBJECT:** Perkins Grant

**RECOMMENDATION:** First Read of Perkins Grant

**RATIONALE:** Our Career and Technical Education program relies on funding from the Perkins Grant. As we prepare our students for 21<sup>st</sup> Century skills, we will update our technologies to adequately equip our students with the skills for success. One aspect of the grant is to acknowledge community resources and recognize the needs of local business and industry to adequately train their future workforce. The Perkins Grant will enable the students at Caroline Middle and Caroline High Schools to enter a globally competitive post graduation world. The grant also makes provisions for the success transition and preparedness of the special education population.

The CTE program will expand and capitalize on employment and skill potential. Development of new programs will attract students and stimulate interest in the variety of career pathways.

Cathy M. McConnell  
Signature



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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

**April 11, 2011**

**SUBJECT:** Gifted Education Plan

**RECOMMENDATION:** First Read of the Gifted Education Plan

**RATIONALE:** Implementation of our Gifted Plan for school years 2011-2016 will enable our gifted and high achieving students to excel to their potentials. Gifted students learn in ways different from their grade age peers. Each area of giftedness can also vary and require challenging assignments. Through our plan, each students' needs will be met through rigorous academic standards and structures.

Cathy M. McConnell  
Signature



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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

**April 11, 2011**

**SUBJECT:** Update on VSBA Policies

**RECOMMENDATION:** First Reading

**RATIONALE:** This update contains revisions based on changes in state and federal laws, regulations and guidelines.

**BUDGET CATEGORY:** N/A

**ESTIMATED COST:** N/A

*Eric Cunningham*  
Signature

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## VSBA POLICY UPDATE-February 2011

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### WHAT THE UPDATE CONTAINS . . .

**The most recent revisions to the VSBA Policy Manual are posted on the VSBA website (vsba.org.) The revisions are provided in both final and strike-through format. The strike-through format shows each change made to the policies (the changes are designated by underlining new language and striking through deleted language). The revisions are based on changes in law and regulations. In addition, a few policies are revised for editorial reasons or to correct technical errors. All of the revisions have been reviewed for legality.**

**This document is also posted with the new and /or revised policies.**

### HOW TO USE THE UPDATE . . .

**The revisions reflect efforts to bring VSBA policies into compliance with new and existing laws and regulations. A brief explanation is given for each revision later in this document. Each revision should be examined and then the School Board should decide whether to adopt the revised policies. Before adopting any revisions based on legal changes, a local school board attorney should be consulted.**

**The VSBA copyright and the date the policies are revised appear on all VSBA policies. If VSBA policies are changed or amended in any way, the copyright reference must be deleted from the policy. VSBA policies adopted verbatim must retain the VSBA copyright symbol.**

**Please contact the Policy Services Department at VSBA if you have any questions, (434) 295-8722.**

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## Explanation of Revisions – February 2011 Policy Update

| <b>Policy Code</b> | <b>Revision</b>  |
|--------------------|--|
| <b>BCF</b>         | <b>Advisory Committees to the School Board</b><br>Legal References updated.<br>Cross Reference added.  |
| <b>CLA</b>         | <b>Reporting Acts of Violence and Substance Abuse</b><br>Policy updated to reflect amendment of Va. Code § 22.1-279.3:1 by HB 907.   |
| <b>DJF</b>         | <b>Purchasing Procedures</b><br>Cross Reference added.   |
| <b>GBEA</b>        | <b>Unlawful Manufacture, Distribution, Dispensing, Possession or Use of a Controlled Substance</b><br>Policy, Legal References, and Cross References updated.  |
| <b>GCN</b>         | <b>Evaluation of Professional Staff</b><br>Legal Reference updated.  |
| <b>IGBB</b>        | <b>Programs for Gifted Students</b><br>Policy revised to reflect updated BOE regulations.<br>Legal References updated.   |
| <b>IKEB</b>        | <b>Acceleration</b><br>Policy and Legal Reference updated to reflect BOE regulations.  |
| <b>JHH</b>         | <b>Suicide Prevention</b><br>Policy and Legal Reference updated.   |
| <b>KKK</b>         | <b>Service Animals in Public Schools</b><br>Policy and Legal Reference updated to reflect amendment of federal regulation implementing the Americans with Disabilities Act that become effective March 15, 2011. |

ADVISORY COMMITTEES TO THE SCHOOL BOARD

It is the duty of the School Board to appoint advisory councils or committees of citizens of the school division for consultation with reference to specific matters pertaining to local schools. In addition, pursuant to the Code of Virginia, Board of Education regulations, and federal law, the School Board shall establish advisory committees for the following programs - school health, gifted education, special education and career and technical education. These committees shall serve without compensation for one-year terms.

**[Insert the following clauses if the board chooses to establish any of the following committees]**

[A School Safety Audit Committee will be established to evaluate, in accordance with the directions of the School Board, the safety of each school and submit a plan for improving school safety at a public meeting of the School Board. The committee shall include representatives of parents, teachers, local law-enforcement agencies, judicial and public safety personnel, and the community-at-large.]

[A Parent Advisory Council will be established to provide advice on all matters related to parental involvement in programs supported by Title I, Part A and/or Limited English Proficiency programs under Title III.]

[A Safe and Drug-Free Schools and Communities Committee will be established to provide meaningful and ongoing consultation with, and input from, parents in the development of the application and administration of the Safe and Drug-Free Schools and Communities program.]

[A Safe School Committee will be established at each school which receives funds from the Safe Schools Act of 1994 to assist in assessing the school’s violence and discipline problems and in designing appropriate programs, policies, and practices to combat such problems. The committees will include faculty, parents, staff, and students.]

Adopted:

\_\_\_\_\_

Legal Ref.: 20 U.S.C. §§ 5964(a)(6), 6318(e)(12), 7115(a)(1)(E).

Code of Virginia, 1950, as amended, §§ 22.1-18.1, 22.1-86, 22.1-275.1, 22.1-279.8.

8 VAC 20-40-60.

8 VAC 20-81-230.D.

8 VAC 20-120-50.

Cross Refs.: IGBB Programs for Gifted Students

## REPORTING ACTS OF VIOLENCE AND SUBSTANCE ABUSE

## I. Acts Reported to the Principal

- A. Except as may otherwise be required by federal law, regulation, or jurisprudence, reports shall be made to the division superintendent and to the principal (or designee) on all incidents involving:
- (i) the assault, or assault and battery, without bodily injury, of any person on a school bus, on school property, or at a school-sponsored activity;
  - (ii) the assault and battery which results in bodily injury, sexual assault, death, shooting, stabbing, cutting, or wounding of any person, or stalking of any person as described in Va. Code § 18.2-60.3, on a school bus, on school property, or at a school-sponsored activity;
  - (iii) any conduct involving alcohol, marijuana, a controlled substance, imitation controlled substance or an anabolic steroid on a school bus, on school property, or at a school-sponsored activity, including the theft or attempted theft of student prescription medications;
  - (iv) any threats against school personnel while on a school bus, on school property, or at a school-sponsored activity;
  - (v) the illegal carrying of a firearm, as defined in Va. Code § 22.1-277.07, onto school property;
  - (vi) any illegal conduct involving firebombs, explosive materials or devices, or hoax explosive devices, as defined in Va. Code § 18.2-85, or explosive or incendiary devices, as defined in Va. Code § 18.2-433.1, or chemical bombs as described in Va. Code § 18.2-87.1, on a school bus, on school property, or at a school-sponsored activity;
  - (vii) any threats or false threats to bomb, as described in Va. Code § 18.2-83, made against school personnel or involving school property or school buses;
  - (viii) the arrest of any student for an incident occurring on a school bus, on school property, or at a school sponsored activity, including the charge therefore; and
  - (ix) any illegal possession of weapons, alcohol, drugs, or tobacco products.

The principal of each school shall collect and maintain information on the above listed acts which occur on school property, on a school bus, or at a school-sponsored activity.

- B. The division superintendent and the principal or his designee shall receive reports from local law-enforcement authorities on offenses, wherever committed, by students enrolled at the school if the offense would be a felony if committed by an adult or would be a violation of the Drug Control Act (Va. Code § 54.1-3400 et seq.) and occurred on a school bus, on school property, or at a school-sponsored activity, or would be an adult misdemeanor involving any incidents described in clauses (i) through (viii) of subsection A and whether the student is released to the custody of his parent or, if 18 years of age or more, is released on bond. The superintendent may request that the reports include information regarding terms of release from detention, court dates, and terms of any disposition orders entered by the court. When the division superintendent receives notification that a

juvenile has committed an act that would be a crime if committed by an adult pursuant to subsection G of Va. Code § 16.1-260, the superintendent will report such information to the principal of the school in which the juvenile is enrolled.

## II. Reporting Duties of the Principal and Superintendent

The principal or designee will report all incidents required to be reported pursuant to section I of this policy to the superintendent. The superintendent shall annually report all such incidents to the Department of Education for the purpose of recording the frequency of such incidents on forms that shall be provided by the Department and shall make such information available to the public.

In submitting reports of such incidents, principals and division superintendents shall accurately indicate any offenses, arrests, or charges as recorded by law-enforcement authorities and required to be reported by such authorities pursuant to subsection I.B. of this policy.

Except as may otherwise be required by federal law, regulation, or jurisprudence, the principal shall immediately report to local law-enforcement officials any of the acts listed in clauses (ii) through (vii) of subsection I.A. of this policy which may constitute a criminal offense and may report to the local law-enforcement agency any incident described in clause (i) of subsection I.A.

In addition, except as may be prohibited by federal law, regulation, or jurisprudence, the principal will also immediately report any act enumerated in clauses (ii) through (v) of subsection A of this policy that may constitute a criminal offense to the parents of any minor student who is the specific object of such act. Further, the principal will report that the incident has been reported to local law enforcement as required by law and that the parents may contact local law enforcement for further information, if they so desire.

The principal or his/her designee shall notify the parent of any student involved in an incident required to be reported pursuant to this policy, regardless of whether disciplinary action is taken against such student or the nature of the disciplinary action. Such notice shall relate to only the relevant student's involvement and shall not include information regarding other students.

## III. Prevention and Intervention Activities

Whenever any student commits any reportable incident as set forth in this policy, such student shall be required to participate in such prevention and intervention activities as deemed appropriate by the superintendent or his designee. Prevention and intervention activities shall be identified in the local school division's drug and violence prevention plans developed pursuant to the federal Improving America's Schools Act of 1994 (Title IV--Safe and Drug-Free Schools and Communities Act).

The School Board shall develop, in cooperation with the local law-enforcement agencies, juvenile and domestic relations court judges and personnel, parents, and the community at large, programs to prevent violence and crime on school property and at school-sponsored events,



which shall include prevention of hazing. Activities designed to prevent the recurrence of violence and crime, including hazing, may include such interventions as education relating to Virginia's criminal law, school crime lines, peer mediation, conflict resolution, community service requirements, and any program focused on demonstrating the consequences of violence and crime. The School Board may develop and use a network of volunteer services in implementing prevention activities.

#### IV. Purpose

The purpose of reporting acts of violence and substance abuse shall be to develop a program of prevention activities to provide a safe environment conducive to learning.

Adopted:

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 8.01-47, 22.1-279.3:1, 22.1-279.9.

8 VAC 20-560-10.

## PURCHASING PROCEDURES

All procurements made by the school division will be in accordance with the Virginia Public Procurement Act.

### Certification Regarding Sex Offenses

As a condition of awarding a contract for the provision of services that require the contractor or his employees to have direct contact with students on school property during regular school hours or during school-sponsored activities, the school board will require the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

This requirement does not apply to a contractor or his employees providing services to a school division in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed on an urgent basis to ensure that school facilities are safe and habitable, when it is reasonably anticipated that the contractor or his employees will have no direct contact with students.

### Unauthorized Aliens

The School Board shall provide in every written contract that the contractor does not, and shall not during the performance of the contract for goods and services in Virginia, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

### Discrimination by Contractor Prohibited

The School Board shall include the following provisions in every contract of more than \$10,000:

1. During the performance of this contract, the contractor agrees as follows:

a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 2.2-4300 et seq., 2.2-4311, 2.2-4311.1, 22.1-296.1.

Cross Ref.: GCDA Effect of Criminal Conviction  
IGBGA Online Courses and Virtual School Programs  
KN Sex Offender Registry Notification

UNLAWFUL MANUFACTURE, DISTRIBUTION, DISPENSING,  
POSSESSION OR USE OF A CONTROLLED SUBSTANCE

The Caroline County School Board is committed to maintaining a Drug-Free Workplace.

Prohibited Conduct

Employees may not unlawfully manufacture, distribute, dispense, ~~or possess~~ or use a controlled substance on school property, at any school activity, or on any school-sponsored trip. It is a condition of employment that each employee of the Caroline County School Board will not engage in such prohibited conduct and will notify the Caroline County School Board of any criminal drug conviction for a violation occurring ~~in the work place~~ on school property, at any school activity, or on any school-sponsored trip no later than 5 days after such conviction. An employee who is convicted of criminal drug activity for a violation occurring on school property, at any school activity, or on any school-sponsored trip will be subject to appropriate discipline, up to and including termination, or required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

Discipline

The superintendent and School Board will take appropriate personnel action up to and including dismissal of any employee found to have engaged in prohibited conduct listed above. Such personnel action will include the imposition of a sanction on, or the requiring of the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted of a violation ~~of any criminal drug statute~~ occurring on school property, at any school activity, or on any school-sponsored trip.

Distribution of Policy

All employees shall be given a copy of this policy.

Drug-Free Awareness Program

The Caroline County School Board shall establish a drug-free awareness program to inform its employees about the dangers of drug abuse in the workplace, the Board's policy of maintaining a drug-free workplace, ~~and~~ any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for violations of laws and policies regarding drug abuse.

Adopted:

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Legal Refs. 41 U.S.C. § 702, 703.

Code of Virginia, 1950, as amended, §§ 22.1-78, ~~22.1-279.3:1.~~

~~8-VAC-20-560-10.~~

Cross Ref.: GCPD Professional Staff Members: Contract Status and Discipline  
GDPD Support Staff Members: Contract Status and Discipline  
GDQ School Bus Drivers

## EVALUATION OF PROFESSIONAL STAFF

Evaluation shall be a requirement for all personnel in the Caroline County School Division.

Evaluation of professional employees shall be a cooperative and continuing process with formal appraisal periodically. The results of the evaluation shall be in writing, dated and signed by the evaluator and the person being evaluated, with one copy going to the central office personnel file and one copy to the person being evaluated.

The purpose of evaluation and assistance is:

1. To raise the quality of instruction and educational service to the children of the community.
2. To raise the standards of the division as a whole.
3. To aid the individual to grow and improve.

The superintendent shall assure that cooperatively developed procedures for professional staff evaluations are implemented throughout the division and included in the division's policy manual. The Board of Education Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators and Superintendents should be consulted during the development of the evaluation procedures

Any teacher whose evaluation indicates deficiencies in managing student conduct may be required to attend professional development activities designed to improve classroom management and discipline skills.

Adopted:

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Legal Refs.: Code of Virginia, 1950, as amended, §§ 22.1-70, 22.1-78, ~~22.1-253.13:7.B.7~~ 22.1-253.13:7.C.7 and 22.1-276.2.

Board of Education Guidelines for Uniform Performance Standards and Evaluation Criteria for Teachers, Administrators and Superintendents (January 2000).

Cross Refs.: GCM Supervision of the Evaluation Process

## PROGRAMS FOR GIFTED STUDENTS

~~To provide acceptable programs for gifted students, educational opportunities appropriate to exceptional abilities must be provided. The responsibility of providing each student with the opportunity to realize his/her potential is recognized by the BLANK School Board. Gifted students require a unique, advanced, and challenging educational program in order to enhance the development of their special abilities. The division shall use multiple criteria for the identification of gifted students as prescribed by the Board of Education. The School Board shall submit an annual report on its Program of Gifted Education to the Department of Education as prescribed by the Board of Education.~~

~~The School Board actively promotes and develops an appropriately differentiated educational program for gifted students in order to facilitate the fullest development of their potential. The School Board shall establish a local advisory committee for the gifted education program. Annually, the committee shall review the gifted education program, including any revisions to the program. The committee shall also determine the extent to which the program for the previous year was implemented by the division. The comments and recommendations of the committee shall be provided in writing to: (1) the Superintendent and (2) the School Board. The program shall be in compliance with the Code of Virginia and the Board of Education Regulations.~~

The Caroline County School Board shall approve a comprehensive plan for the education of gifted students that includes the components identified in Board of Education regulations. The plan for the education of gifted students shall be accessible through the division's website and the division will ensure that printed copies of the plan are available to citizens who do not have online access.

The school division has uniform procedures for screening, referring, identifying, and serving students in kindergarten through twelfth grade who are gifted in general intellectual or specific academic aptitude.<sup>1</sup>

The school division will provide written notification to and seek written consent from parents and legal guardians to conduct any required assessment to determine a referred student's eligibility for the division's gifted education program, and provide services for an identified gifted student in the division's gifted education program.

The school board will establish a local advisory committee composed of parents, school personnel, and other community members appointed by the school board. The committee will reflect the ethnic and geographical composition of the school division. The committee will annually review the division's plan for the education of gifted students, including revisions, and determine the extent to which the plan for the previous year was implemented. The findings of the annual program effectiveness and the recommendations of the committee will be submitted annually in writing to the division superintendent and the school board.

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FOOTNOTES ARE FOR REFERENCE ONLY AND SHOULD BE REMOVED FROM THE FINAL POLICY.

<sup>1</sup> School divisions may, but are not required to, also identify and serve gifted students in career and technical aptitude or visual or performing arts aptitude, or both. If your division does identify and serve such students, you should include a sentence mentioning it here.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, §§ 22.1-18.1, ~~22.1-253.13:1.D.5~~, 22.1-253.13:1.D.6.

~~8 VAC 20-40-20.~~

8 VAC 20-40-40.

~~8 VAC 20-40-50.~~

8 VAC 20-40-55.

8 VAC 20-40-60.

Cross Ref.: BCF Advisory Committees to the School Board  
IKEB Acceleration



## ACCELERATION

The curriculum and schedule of elementary, middle and high schools shall provide flexibility in placing certain students in programs or subjects normally considered above their grade level. Scheduling eighth grade students into subjects above the normal grade level should be done with counseling based on evidence of ability, past scholastic achievement, and cooperation of the individual student and his parents or guardian.

When students below the ninth grade successfully complete courses offered for credit in grades 9 through 12, credit shall be counted toward meeting the standard units required for graduation provided the courses ~~meet the requirements of the Standards of Learning or are equivalent in content and academic rigor as those courses offered at the secondary level, or verified units of credit provided the students achieve a passing score on the end of course Standards of Learning tests.~~ To earn a verified unit of credit for these courses, students below ninth grade level must meet the same requirements applicable to other students.

In any high school credit-bearing course taken in middle school, a parent may request that the grade be omitted from the student's transcript and the student not earn high school credit for the course. Such request shall be made in the format and by the deadline set forth in regulations developed by the superintendent.

Adopted:

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Legal Ref.: Code of Virginia, 1950, as amended, § 22.1-78.

~~8 VAC 20-40-10 et seq.~~

8 VAC 20-131-50.

8 VAC 20-131-110.

Cross Ref.: IGBB Programs for Gifted Students

## SUICIDE PREVENTION

~~The BLANK school division is committed to protecting its students from the risk of suicide.~~

### Duties of Teachers and Administrative Staff

~~Any licensed instructional or administrative staff member who has reason to believe that a student is at imminent risk of suicide, based on a direct communication from that student occurring within the staff member's scope of employment, shall promptly report this matter to a qualified professional identified below, while keeping the student safe.~~

Any person licensed as administrative or instructional personnel by the Board of Education and employed by the Caroline County School Board who, in the scope of his employment, has reason to believe, as a result of direct communication from a student, that such student is at imminent risk of suicide, shall, as soon as practicable, contact at least one of such student's parents to ask whether such parent is aware of the student's mental state and whether the parent wishes to obtain or has already obtained counseling for such student.

### Qualified Professional

~~The following licensed professionals are designated to assess suicide risks in students under this policy. [INSERT name, title and contact information of at least 2 individuals to assess suicide risk for each school. Qualified professionals may include one or more of the following: school counselor, school nurse (RN or LPN), school psychologist, and/or school social worker].~~

### Duties of the Qualified Professional

~~The qualified professional shall promptly meet with the student to determine whether the student is at imminent risk of suicide.~~

### Abuse and Neglect

~~If a student is determined to be at imminent risk of suicide and has indicated that the reason for this risk relates to parental abuse or neglect, the qualified professional shall not contact the parent/guardian. Instead, the qualified professional shall immediately report the alleged abuse in accordance with school board policy JHG. The qualified professional needs to emphasize that immediate action is necessary to protect the student from harm.~~

### Contacting the Parent/Guardian

~~If a student is determined to be at imminent risk of suicide, and if if the above section below titled "Abuse and or Neglect" does not apply, then the qualified professional staff member shall immediately call at least one of the student's parents/guardians. When contacting a parent/guardian, the qualified professional staff member should:~~

1. Provide his/her name and position in the school;
2. Tell the parent/guardian that ~~in his/her professional judgment, he has reason to~~

believe, as a result of direct communication from the student, that the student is at imminent risk of suicide;

3. Assure the parent/guardian that the student is currently safe;
4. State the legal requirement for the call, citing Va. Code § 22.1-272.1; ~~of the Code of Virginia;~~
5. Ask the parent/guardian whether he or she is aware of the student's mental state;
6. Ask the parent/guardian whether he or she wishes to obtain or has obtained mental counseling for the student;
7. Provide names of community counseling resources if appropriate and offer to facilitate the referral; and
8. Determine the parent's intent to seek appropriate services for the student.

#### Abuse or Neglect

If the student has indicated that the reason for being at imminent risk of suicide relates to parental abuse or neglect, this contact shall not be made with the parent. Instead, the person shall, as soon as practicable, notify the local department of social services of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or the state Department of Social Services' toll-free child abuse and neglect hotline as required by Policy JHG and Va. Code § 63.2-1509. When giving this notice to the local or state department, the person shall stress the need to take immediate action to protect the child from harm.

#### Inability to Reach Parent/Guardian

If the ~~qualified professional~~ staff member is unable to make contact with the parent/guardian by the end of the school day, then ~~the professional- he shall seek treatment for a student without the parent's/guardian's authorization in accordance with local school board policy.~~ follow the school's crisis management plan.

#### Required Documentation

The staff member shall document the phone call to the parent/guardian by recording: (a) the time and date of the call; (b) the individual contacted; (c) the parent/guardian's response; and (d) anticipated follow-up.

#### Additional Concerns

If parental/guardian contact is made and, in the course of this contact, relevant issues of abuse or neglect are discovered (e.g., a parent acknowledges the child's suicidal intent but indicates no intent to act for the well-being of the child), the ~~qualified professional~~ staff member shall report the abuse or neglect in accordance with policy JHG.

### Duty to Keep Student Safe and Secure

A student who is at imminent risk of suicide shall remain under ~~qualified~~ adult supervision until a parent/guardian or other authorized individual accepts responsibility for the student's safety.

### ~~Follow-up~~

~~After a student has been identified or determined to be at imminent risk of suicide, the qualified professional shall make appropriate follow-up contact to ascertain the current status of the student and facilitate any in-school support that may be required.~~

### ~~Required Documentation~~

~~The qualified professional shall document the phone call to the parent/guardian by recording the: (a) time and date of the call; (b) parent/guardian response; (c) response plan agreed upon; and (d) anticipated follow-up.~~

Adopted:

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Legal Refs: Code of Virginia, 1950, as amended, §§ 22.1-272.1 and 63.2-1509.

Va. Board of Education "Suicide Prevention Guidelines," ~~October 1999.~~ (Revised 2003).

Cross Refs: JHG Child Abuse and Neglect Reporting

EB School Crisis, Emergency Management, and Medical Emergency Response Plan

## SERVICE ANIMALS IN PUBLIC SCHOOLS

### ~~Admission of Service Animals to Public Events~~

~~Persons with disabilities may be accompanied by their service animals while on school property for events that are open to the general public, such as athletic games or plays. This right of access does not extend to the schools generally or to other activities which are not open to the general public.~~

~~School officials can ask the owner or handler of an animal whether the animal is a trained service animal and inquire into the specific tasks that the animal has been trained to perform. School officials should not ask questions about a person's disability.~~

### ~~Admission of Service Animals to Schools~~

~~When requested for educational purposes: There is no automatic right to be accompanied by a service animal in the school setting. A student with a disability may request to bring a service animal to school for educational reasons. Such requests should be directed to a student's IEP or Section 504 team. A student's IEP or Section 504 team will decide whether the service animal is required to accompany the student to school in order for the student to receive a free appropriate public education.~~

~~When requested for noneducational reasons: Trained guide, hearing, or service dogs are permitted in school buildings under certain circumstances:~~

- ~~• Totally or partially blind persons may be accompanied by a trained guide dog while on school property.~~
- ~~• Deaf or hearing impaired persons may be accompanied by a trained hearing dog while on school property.~~
- ~~• Mobility impaired or other disabled persons may be accompanied by a trained service dog while on school property.~~
- ~~• Persons conducting training of a guide, hearing, or service dog may be accompanied by a dog in training while on school property.~~

### ~~Dogs in Training~~

~~Persons conducting training of a guide, hearing, or service dog may be accompanied by a dog in training while on school property for the purpose of school business. Persons who are part of a three unit service dog team also may be accompanied by a service dog while on school property provided that the person is conducting training of a service dog. The training cannot disrupt or interfere with a school's educational process. It is expected that training would not normally take place in the classroom during instructional time.~~

### ~~Requirements That Must be Satisfied Before A Service Animal Will Be Allowed in a School~~

~~Vaccination: The service animal must be immunized against diseases common to that type of animal.~~

~~Health: The service animal must be in good health.~~

~~Documentation: Before a service animal will be allowed in a school building, the owner or handler of the animal must submit to the school principal or building supervisor a request along with documentation from a certified professional of the following: diagnosis of a specific disability; verification of the need for a service animal; a description of the function(s) that the service animal is expected to perform in relation to the person's disability; a current license; a current veterinary health certificate; and proof of current vaccinations and immunizations of the service animal. Documentation of current vaccinations and immunizations of the service animal must be resubmitted annually.~~

### ~~Supervision and Care of Service Animals~~

~~The owner or handler of a service animal is solely responsible for the supervision and care of the animal, including any feeding, exercising, and clean up.~~

### ~~Damages to School Property and Injuries~~

~~The owner or handler of a service animal is solely responsible for any damage to school property or injury to personnel or students caused by the animal.~~

### ~~Extra Charges~~

~~Public schools cannot require an owner or handler of a service animal to pay an extra charge for the animal to attend events for which a fee is charged. This provision does not preclude public schools from charging an owner or handler for any damages to school property caused by the animal.~~

### ~~Excluding Service Animals From School Property~~

~~A public school can exclude a service animal from school property under the following circumstances:~~

- ~~1. The presence of the animal poses a direct threat to the health and safety of others;~~
- ~~2. The owner or handler is unable to control the animal;~~
- ~~3. The presence of the animal is disrupting or interfering with the educational process; or~~
- ~~4. The presence of an animal would require a fundamental alteration to the program.~~

## A. SERVICE ANIMALS

An individual with a disability is permitted to be accompanied by his/her service animal on school property when required by law, subject to the conditions of this policy.

A “service animal” means a dog that has been individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition. (See, however, Section D regarding miniature horses.) The work or tasks performed by a service animal must be directly related to the handler’s disability or necessary to mitigate a disability.

School officials can ask the owner or handler of an animal whether the animal is required because of a disability and what work or task the animal has been trained to do unless the answers to these inquiries are readily apparent. School officials may not ask about the nature or extent of a person’s disability and may not require documentary proof of certification or licensing as a service animal.

## B. REQUIREMENTS THAT MUST BE SATISFIED BEFORE A SERVICE ANIMAL WILL BE ALLOWED ON SCHOOL PROPERTY

Request: A person who wants to be accompanied by his/her service animal must make a prior written request of the school’s principal if the service animal will come into a school. A person who wants to be accompanied by his/her service animal must make a prior written request of the superintendent for all other locations. These requests must be renewed each school year.

Vaccination: The service animal must be immunized against diseases common to that type of animal.

Health: The service animal must be in good health. The owner or handler of the animal must submit to the school principal each school year documentation from a licensed veterinarian of the following: a current veterinary health certificate; and proof of the service animal's current vaccinations and immunizations.

Control: A service animal must be under the control of its handler at all times. The service animal must have a harness, backpack, vest identifying the dog as a trained service dog, leash (blaze orange in color for hearing dogs), or other tether unless either the handler is unable because of a disability to use a harness, backpack, vest, leash, or other tether, or the use of a harness, backpack, vest, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.

#### C. SERVICE DOGS IN TRAINING

Experienced trainers of service animals may be accompanied on school property by a dog that is in training to become a service animal. The dog must be at least six months of age. Trainers must wear a jacket identifying the organization to which they belong. Persons conducting continuing training of a service animal may be accompanied by a service animal while on school property for the purpose of school business. Persons who are part of a three-unit service dog team may be accompanied by a service dog while on school property provided that person is conducting continuing training of a service dog. A three-unit service dog team consists of a trained service dog, a disabled person, and a person who is an adult and who has been trained to handle the service dog. The dogs may accompany these persons while on school property for school purposes.

Use of Harnesses, Vests, etc. A dog that is in training to become a guide dog or a currently trained guide dog that is undergoing continuing training must be in a harness.

A dog that is in training to become a hearing dog or a currently trained hearing dog that is undergoing continuing training must be on a blaze orange leash.

A dog that is in training to become a service dog or a currently trained service dog that is undergoing continuing training must be in a harness, backpack, or a vest identifying the dog as a trained service dog.

The training cannot disrupt or interfere with a school's educational process. It is expected that training would not normally take place in the classroom during instructional time.

All requirements of this policy which apply to service animals, such as health certificates, annual written requests, and supervision, care and damages, also apply to dogs in training.

#### D. MINIATURE HORSES

The school division will make reasonable modifications in policies, practices, or procedures to

permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. In determining whether reasonable modifications in policies, practices, or procedures can be made to allow a miniature horse into a specific facility, the school division must consider the following factors:

1. The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
2. Whether the handler has sufficient control of the miniature horse;
3. Whether the miniature horse is housebroken; and
4. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

All additional requirements outlined in this policy, which apply to service animals, shall apply to miniature horses.

#### E. EXTRA CHARGES

The owner or handler of a service animal cannot be required to pay an admission fee or a charge for the animal to attend events for which a fee is charged.

#### F. SUPERVISION AND CARE OF SERVICE ANIMALS

The owner or handler of a service animal is responsible for the supervision and care of the animal, including any feeding, exercising, and clean up.

#### G. DAMAGES TO SCHOOL PROPERTY AND INJURIES

The owner or handler of a service animal is solely responsible for any damage to school property or injury to personnel, students, or others caused by the animal.

#### H. REMOVAL OF SERVICE ANIMALS FROM SCHOOL PROPERTY

A school administrator can require an individual with a disability to remove a service animal from school property under the following circumstances:

1. The animal is out of control and the animal's handler does not take effective action to control it;
2. The animal is not housebroken;
3. The presence of the animal poses a direct threat to the health or safety of others; or
4. The presence of an animal would require a fundamental alteration to the service, program, or activity of the school division.

If the service animal is removed, the individual with a disability shall be provided with the opportunity to participate in the service, program, or activity without the service animal.



I. DENIAL OF ACCESS AND GRIEVANCE

If a school official denies a request for access of a service animal or a dog in training, the disabled individual or parent or guardian can file a written grievance with the school division's Section 504 Coordinator.

Adopted:

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Legal Refs.: 28 C.F.R. Part 35

Code of Virginia, 1950, as amended, § 51.5-44.

~~U.S. Department of Justice and the National Association of Attorneys General guidance document on service animals dated July 26, 1996, at [www.ada.gov/animal.htm](http://www.ada.gov/animal.htm).~~

|              |          |  |
|--------------|----------|--|
| Cross Refs.: | DJG      | Vendor Relations   |
|              | GB       | Equal Employment Opportunity/Nondiscrimination                                       |
|              | JB       | Equal Educational Opportunities/Nondiscrimination                                    |
|              | JBA      | <u>Section 504 Hearing Procedures</u>  |
|              | JFHA/GBA | Sexual Harassment/Harassment Based on Race, National Origin, Disability and Religion |
|              | KK       | School Visitors  |
|              | KGB      | Public Conduct on School Property  |
|              | KN       | Sex Offender Registry Notification   |
|              | KNA      | Violent Sex Offenders on School Property   |



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Superintendent

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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

**SUBJECT:** Update on Summer School Program

**RECOMMENDATION:** Informational

**RATIONALE:** The summer school program for Caroline County students will be a five week program held from June 27, 2011 through July 28, 2011 at Caroline Middle School. The focus of the program for students in grades K-8 will be English/reading and mathematics. These programs are provided free of charge and include transportation. Summer services for SPED students will be offered as determined by IEP teams based on eligibility criteria. The ESY and autism programs will be offered as a morning or afternoon class.

Caroline High School students will have an opportunity to take repeat classes (classes in which the students took the course during the regular school year, but did not meet the requirements to pass the course). There will be a fee of \$175 charged for students to repeat a class and classes will have a minimum enrollment of 12-15 students in order to make. Transportation will be provided based on the elementary school routes. In addition, it is anticipated that students will be able to participate in Project Graduation sessions in English Reading, Writing, Algebra I, and other subjects pending approval of the grant application for Project Graduation. Students participating in Project Graduation will be students who passed the class, but did not pass the SOL assessment.

The use of an online program is planned again for this summer to allow students to take courses for credit recovery and to take new courses if needed to meet graduation requirements. Students will be charged \$50 for a half credit course and \$100 for a one credit course. Students needing a repeat class that is offered in summer school will be required to take the class as part of the summer school program.

Rebecca B. Broaddus

Signature

*Reaching New Heights Together*



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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

**SUBJECT:** Kindergarten Pre-Assessment and Placement

**RECOMMENDATION:** Informational

**RATIONALE:** Kindergarten readiness is an area that has not been addressed in recent years as parents enroll their children in kindergarten. Instructional staff, principals and teachers have begun discussions and researching the process of screening students prior to entering kindergarten to determine their readiness. The results of the screening would provide valuable information for principals and teachers in the grouping and placing of students in classes and as well as guide the instructional program. An update on the plans will be presented at the May School Board meeting.

Rebecca B. Broaddus

Signature



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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

**SUBJECT:** Membership as of March 31, 2011

**RECOMMENDATION:** Informational

**RATIONALE:** Please refer to the attached sheet that shows the enrollment in Caroline County Public Schools as of March 31, 2011. The enrollment sheet shows ADM students in grades K-12 and Non-ADM students (PreK). This is provided for informational purposes only.

Rebecca B. Broaddus

Signature

**CAROLINE COUNTY PUBLIC SCHOOLS  
ENROLLMENT  
March 31, 2011  
ADM**

|                            | K   | 1   | 2   | 3   | 4   | 5   | 6   | 7   | 8   | 9   | 10  | 11  | 12  | TOTAL       |
|----------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------------|
| <b>BGP</b>                 | 129 | 124 | 117 |     |     |     |     |     |     |     |     |     |     | 370         |
| <b>BGE</b>                 |     |     |     | 119 | 124 | 115 |     |     |     |     |     |     |     | 358         |
| <b>MES</b>                 | 90  | 82  | 85  | 80  | 71  | 76  |     |     |     |     |     |     |     | 484         |
| <b>LCES</b>                | 133 | 148 | 142 | 120 | 136 | 173 |     |     |     |     |     |     |     | 852         |
| <b>CMS</b>                 |     |     |     |     |     |     | 346 | 283 | 291 |     |     |     |     | 920         |
| <b>CHS</b>                 |     |     |     |     |     |     |     |     |     | 349 | 297 | 262 | 266 | 1174        |
| <b>TOTAL</b>               | 352 | 354 | 344 | 319 | 331 | 364 | 346 | 283 | 291 | 349 | 297 | 262 | 266 | 4158        |
| <b>GRAND<br/>TOTAL ADM</b> |     |     |     |     |     |     |     |     |     |     |     |     |     | <b>4158</b> |

**NON-ADM**

|                                     | Title I | VPI | ECSE | CDI Head<br>Start | Total      |  |  |
|-------------------------------------|---------|-----|------|-------------------|------------|--|--|
| <b>BGP</b>                          | 54      |     | 13   |                   | 67         |  |  |
| <b>MES</b>                          |         | 18  | 9    | 20                | 47         |  |  |
| <b>BGE</b>                          |         |     |      | 40                | 40         |  |  |
| <b>LCES</b>                         |         | 35  |      | 21                | 56         |  |  |
| <b>TOTAL</b>                        | 54      | 53  | 22   | 81                | 210        |  |  |
| <b>GRAND<br/>TOTAL NON-<br/>ADM</b> |         |     |      |                   | <b>210</b> |  |  |

**TOTAL ADM and NON-ADM 4368**

**ENROLLMENT**

**March 31, 2011**

|                            | K          | 1          | 2          | 3          | 4          | 5          | 6          | 7          | 8          | 9          | 10         | 11         | 12         | TOTAL       |
|----------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| <b>BGP</b>                 | <b>129</b> | <b>124</b> | <b>117</b> |            |            |            |            |            |            |            |            |            |            | <b>370</b>  |
| <b>BGE</b>                 |            |            |            | <b>119</b> | <b>124</b> | <b>115</b> |            |            |            |            |            |            |            | <b>358</b>  |
| <b>MES</b>                 | <b>90</b>  | <b>82</b>  | <b>85</b>  | <b>80</b>  | <b>71</b>  | <b>76</b>  |            |            |            |            |            |            |            | <b>484</b>  |
| <b>LCES</b>                | <b>133</b> | <b>148</b> | <b>142</b> | <b>120</b> | <b>136</b> | <b>173</b> |            |            |            |            |            |            |            | <b>852</b>  |
| <b>CMS</b>                 |            |            |            |            |            |            | <b>346</b> | <b>283</b> | <b>291</b> |            |            |            |            | <b>920</b>  |
| <b>CHS</b>                 |            |            |            |            |            |            |            |            |            | <b>349</b> | <b>297</b> | <b>262</b> | <b>266</b> | <b>1174</b> |
| <b>TOTAL</b>               | <b>352</b> | <b>354</b> | <b>344</b> | <b>319</b> | <b>331</b> | <b>364</b> | <b>346</b> | <b>283</b> | <b>291</b> | <b>349</b> | <b>297</b> | <b>262</b> | <b>266</b> | <b>4158</b> |
| <b>GRAND<br/>TOTAL ADM</b> |            |            |            |            |            |            |            |            |            |            |            |            |            | <b>4158</b> |

**March 31, 2010**

|                                | K          | 1          | 2          | 3          | 4          | 5          | 6          | 7          | 8          | 9          | 10         | 11         | 12         | TOTAL       |
|--------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| <b>BGP</b>                     | <b>125</b> | <b>131</b> | <b>105</b> |            |            |            |            |            |            |            |            |            |            | <b>361</b>  |
| <b>BGE</b>                     |            |            |            | <b>131</b> | <b>116</b> | <b>136</b> |            |            |            |            |            |            |            | <b>383</b>  |
| <b>MES</b>                     | <b>54</b>  | <b>61</b>  | <b>60</b>  | <b>56</b>  | <b>61</b>  | <b>53</b>  |            |            |            |            |            |            |            | <b>345</b>  |
| <b>LCES</b>                    | <b>169</b> | <b>168</b> | <b>151</b> | <b>153</b> | <b>187</b> | <b>158</b> |            |            |            |            |            |            |            | <b>986</b>  |
| <b>CMS</b>                     |            |            |            |            |            |            | <b>284</b> | <b>282</b> | <b>313</b> |            |            |            |            | <b>879</b>  |
| <b>CHS</b>                     |            |            |            |            |            |            |            |            |            | <b>334</b> | <b>316</b> | <b>253</b> | <b>263</b> | <b>1166</b> |
| <b>TOTAL</b>                   | <b>348</b> | <b>360</b> | <b>316</b> | <b>340</b> | <b>364</b> | <b>347</b> | <b>284</b> | <b>282</b> | <b>313</b> | <b>334</b> | <b>316</b> | <b>253</b> | <b>263</b> | <b>4120</b> |
| <b>GRAND<br/>TOTAL<br/>ADM</b> |            |            |            |            |            |            |            |            |            |            |            |            |            | <b>4120</b> |

|                  | <b>2008-2009</b> | <b>2009-2010</b> | <b>2010-2011</b> |
|------------------|------------------|------------------|------------------|
| <b>September</b> | <b>4162</b>      | <b>4203</b>      | <b>4193</b>      |
| <b>October</b>   | <b>4158</b>      | <b>4152</b>      | <b>4178</b>      |
| <b>November</b>  | <b>4136</b>      | <b>4143</b>      | <b>4182</b>      |
| <b>December</b>  | <b>4132</b>      | <b>4101</b>      | <b>4175</b>      |
| <b>January</b>   | <b>4119</b>      | <b>4126</b>      | <b>4147</b>      |
| <b>February</b>  | <b>4111</b>      | <b>4133</b>      | <b>4135</b>      |
| <b>March</b>     | <b>4121</b>      | <b>4120</b>      | <b>4158</b>      |
| <b>April</b>     | <b>4110</b>      | <b>4110</b>      |                  |
| <b>May</b>       | <b>4066</b>      | <b>4098</b>      |                  |

### ATTENDANCE SCHOOL YEAR 2010-2011

| <b>School</b> | <b>September<br/>2010</b> | <b>October<br/>2010</b> | <b>November<br/>2010</b> | <b>December<br/>2010</b> | <b>January<br/>2011</b> | <b>Februar<br/>y 2011</b> | <b>March<br/>2011</b> | <b>March<br/>2010</b> |
|---------------|---------------------------|-------------------------|--------------------------|--------------------------|-------------------------|---------------------------|-----------------------|-----------------------|
| <b>BGP</b>    | <b>98.29%</b>             | <b>97.23%</b>           | <b>97.33%</b>            | <b>95.83%</b>            | <b>95.71%</b>           | <b>96.52%</b>             | <b>96.77%</b>         | <b>95.74%</b>         |
| <b>BGE</b>    | <b>97.71%</b>             | <b>98.12%</b>           | <b>96.31%</b>            | <b>95.26%</b>            | <b>95.87%</b>           | <b>96.71%</b>             | <b>96.45%</b>         | <b>97.06%</b>         |
| <b>MES</b>    | <b>97.24%</b>             | <b>96.52%</b>           | <b>94.96%</b>            | <b>95.22%</b>            | <b>94.68%</b>           | <b>92.84%</b>             | <b>94.39%</b>         | <b>95.12%</b>         |
| <b>LCES</b>   | <b>97.58%</b>             | <b>96.21%</b>           | <b>95.72%</b>            | <b>95.35%</b>            | <b>95.41%</b>           | <b>92.59%</b>             | <b>94.51%</b>         | <b>95.27%</b>         |
| <b>CMS</b>    | <b>97.93%</b>             | <b>97.33%</b>           | <b>96.01%</b>            | <b>95.55%</b>            | <b>96.81%</b>           | <b>95.69%</b>             | <b>96.57%</b>         | <b>94.01%</b>         |
| <b>CHS</b>    | <b>96.45%</b>             | <b>93.56%</b>           | <b>93.43%</b>            | <b>91.47%</b>            | <b>93.57%</b>           | <b>93.56%</b>             | <b>94.54%</b>         | <b>90.39%</b>         |



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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

**SUBJECT:** Update on Block Scheduling at CHS

**RECOMMENDATION:** Informational

**RATIONALE:** An update on block scheduling at CHS will be presented by some members of the administrative and teaching staffs.

Rebecca B. Broaddus

Signature





## CAROLINE COUNTY SCHOOL BOARD

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### CAROLINE COUNTY PUBLIC SCHOOL BOARD MEETING

April 11, 2011

**SUBJECT:** Status of CIP projects

**RECOMMENDATION:** Informational

**RATIONALE:** Caroline High School new Exterior doors are complete.

Annex HVAC systems complete and started up Thursday March 31<sup>st</sup>.

Power point pictures to show results.

**BUDGET CATEGORY:**

**ESTIMATED COST:**

**LEGAL REFERENCE:**

*George T. Gagnon*

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Signature