

# Charlotte County Public Schools

## ANNOUNCEMENTS

Charlotte County Public Schools will open  
Monday, August 13, 2018

School Offices will be open from 8:00 a.m. to 4:00 p.m.

### **2018-19 Holiday/Closings Schedule**

Labor Day	September 3
Columbus Day Holiday	October 8
End of 1 <sup>st</sup> 9-weeks (12:30 Dismissal)	October 12
Thanksgiving Break	November 21 (12:30 dismissal), 22-23
End of 2 <sup>nd</sup> 9-weeks (12:30 Dismissal)	December 20
Winter Break	December 21 - January 4
Martin Luther King, Jr. Day	January 21
Presidents' Day	February 18
End of 3 <sup>rd</sup> 9-weeks (12:30 Dismissal)	March 8
Spring Break	April 1-5
Last Day of School (12:30 dismissal)	May 22

### **OPEN HOUSE**

**August 8, 2018** - Open House-Middle/High School -- 1:00 PM to 6:00 PM

**August 9, 2018** - Open House-Elementary -- 1:00 PM to 6:00 PM

### **POLICY MANUAL**

Charlotte County Public Schools' policy manual is available on the school division's website at [www.ccpk12.org](http://www.ccpk12.org). For individuals who do not have Internet access, a hard copy is available for review at the School Board Office.

### **Parent Involvement**

Parental involvement is vital to student success. We encourage all parents to become involved in school activities, programs, and organizations. Please contact your child's school to discuss the options and organizations available and obtain a schedule of meetings, parent-teacher conferences, student exhibitions, and other activities.

## CHILD FIND

Pursuant to Virginia Regulations, Charlotte County Public Schools continues to identify, locate and evaluate those children residing in Charlotte County who are birth to age 21, inclusive, who are in need of special education and related services. Our Child Find system is designed and maintained to provide the statutory right to a free and appropriate education to all individuals (ages 2 through 21, inclusive) for special education services. For more information about Child Find, please contact:

Dr. Lawrence W. Randolph, Director of Special Education & Student Services  
David Bruce Building  
P.O. Box 790  
Charlotte Court House, VA 23923



## LOCAL ADVISORY COMMITTEE

Virginia regulations for both special and gifted education require the establishment of an advisory committee. In Charlotte County, these committees have been consolidated into one committee. The committee is composed of parents, community leaders and school personnel who volunteer their time and effort to assist the school division in developing and implementing programs for special education and gifted students. The school board approves the committee members. An attempt is made to balance the committee for geographic and ethnic representation. The committee meets, at a minimum, three times each year. All meetings are open to the public. Information as to the meeting dates, times and places may be obtained by calling Dr. Lawrence Randolph at 434-542-9503.

The committee has many functions which include:

- Advise the school division of unmet needs in the education of special education and gifted students.
- Assist the school system in the formulation and development of long-range plans designed to provide needed educational services for special and gifted students.
- Participate in the development of priorities and strategies for meeting identified needs.
- Provide periodic reports and recommendations regarding the education of special and gifted students to the division superintendent; and,
- Assist the school system in interpreting plans to the community.

The community may express their views to the committee by writing Dr. Lawrence Randolph C/O Charlotte County David Bruce Building, 600 David Bruce Ave., Charlotte Court House, VA 23923 and requesting to be placed on the agenda of one of the committee meetings. Any member of the community wishing to serve on the advisory committee should contact the below school personnel.

Dr. Lawrence W. Randolph  
Director of Special Education & Student Services

# **Administrative Staff**

## **School Board Office**

Nancy Leonard, Superintendent Phone: (434)542-5151 FAX: (434)542-4261  
Robbie Mason, Executive Director of Instruction & Human Resources Phone: (434)542-5151 FAX: (434)542-4261  
Christine Powell, Director of Finance/Food Service Phone: (434)542-5151 FAX: (434)542-4261

## **David Bruce Building**

Lawrence Randolph, Director of Special Education & Student Services Phone: (434)542-9503

## **Maintenance and Bus Shop**

Larry Roller, Executive Director of Facilities and Operations Phone: (434)542-5659 FAX: (434)542-4924

## **Bacon District Elementary School**

William Pettus, Principal  
840 Bacon District School Rd.  
Saxe, VA 23967 Phone: (434)735-8612 FAX: (434)735-8505

## **Eureka Elementary School**

W. Brian Hamilton, Principal  
Ann Richardson, Instructional Coordinator  
315 Eureka School Rd.  
Keysville, VA 23947 Phone: (434)736-8458 FAX: (434)736-9830

## **Phenix Elementary School**

Jamie Brown, Principal  
400 Red House Rd.  
Phenix, VA 23959 Phone: (434)542-5570 FAX: (434)542-5570

## **Central Middle School**

Michael Haskins, Principal  
Jessica Pillow, Assistant Principal  
Post Office Box 748  
250 Statesmen Drive  
Charlotte Court House, VA 23923 Phone: (434)542-4536 FAX: (434)542-4630

## **Randolph-Henry High School**

Shep Critzer, Principal  
Erin Davis, Assistant Principal  
Christopher Holt, Assistant Principal/Athletic Director  
755 David Bruce Ave.  
Post Office Box 668  
Charlotte Court House, VA 23923 Phone: (434)542-4111 FAX: (434)542-4114

## **Information Technology Dept.**

Rodney Hudson, Director of Technology  
Charlotte Court House, VA 23923 Phone: (434)542-4933 FAX: (434)542-4729

## **Charlotte County School Board Members**

<b><u>District</u></b>	<b><u>Representative</u></b>
Drakes Branch	Gloria Talbott (Vice Chair)
Wylliesburg/Red Oak	Teresa Dunaway
Court House	Larry Fannon (Chairman)
Keysville	Jay George
Cullen/Red House	Henry Carwile, Jr.
Aspen/Phenix	Robert Johnson
Bacon District	Jon Paul Berkley

## Grading Scales and Report Cards

Charlotte County Public Schools is committed to providing all students with maximal educational opportunities commensurate with their abilities and needs. Programs are designed to promote the mental, physical, emotional, and social growth of students.

Report cards, issued each nine weeks, inform parents of their child's progress and growth. The information reported is based upon each child's grade level and academic progress; it should not be compared to the assessment of another child's achievement.

Parents should examine report cards carefully, discuss them with their child, and sign and return them promptly to school. If there are questions or concerns, parents are encouraged to contact their child's teacher or school principal.

### Elementary Grading Scale

A = 94-100  
B = 87-93  
C = 80-86  
D = 70-79  
F = Below 70

### Middle/High School Grading Scale (Revised 6-09)

A = 90-100  
B = 80-89  
C = 70-79  
D = 65-69  
F = 64 and Below

## Tobacco-Free Policy

The use of any tobacco products on Charlotte County Public Schools' property is prohibited. This includes the interiors of any building owned or leased by Charlotte County Public Schools, all vehicles on school property and owned by Charlotte County Public Schools, and any school grounds outside school buildings (ball fields, spectator areas, etc...). By policy, tobacco products are defined as: cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and any other kinds and forms of tobacco suitable for smoking or chewing or both.



## Admission of Homeless Children

The Charlotte County School Board is committed to educating homeless children and youth. The school division will coordinate the identification and provision of services to such students with relevant local agencies and other school divisions as deemed necessary.

For assistance please contact Dr. Lawrence Randolph, Homeless Liaison (Director of Special Education and Student Services) C/O: Charlotte County Public Schools 600 David Bruce Ave., Charlotte Court House, VA 23923 or phone 434-542-9503.

# School Fees for 2018-19

## ***Central Middle School***

P. E. uniform (shirt & shorts)	\$ 15.00
Lock rental	\$ 3.00
FFA/Agriculture	\$ 15.00
Exploratory/Band	\$ 15.00

## ***Randolph-Henry High School***

Advertising Design	\$15.00	<u>Class Dues</u>	
Art	\$ 15.00	9 <sup>th</sup> and 10 <sup>th</sup> Grades	\$10.00
Agriculture/Horticulture	\$ 15.00	11 <sup>th</sup> and 12 <sup>th</sup> Grades	\$15.00
Band	\$ 15.00		
Behind the Wheel Instruction	\$ 150.00		
Business Course	\$ 15.00--(including economics & personal finance)		
Imaging Tech/Graphic Imaging	\$ 15.00		
Theatre	\$ 15.00		
Dual Enrollment (per 3 credit course)	\$ 25.00		
P. E. Uniform (shirt & shorts)	\$ 15.00		
Parking Permit	\$ 20.00		

Please refer to the **Charlotte County Public Schools' Policy Manual** (Policy JN). A fee waiver request form may be obtained from the school's main office.

## **SCHOOL NUTRITION PROGRAM** **2018-2019 MEAL PRICES**

MEAL	REDUCED PRICE	FULL PRICE
Elementary Breakfast	\$ .30	\$ 1.50
Elementary Lunch	\$ .40	\$ 2.40
Secondary Breakfast	\$ .30	\$ 1.50
Secondary Lunch	\$ .40	\$ 2.40
Adult Breakfast	XXXX	\$ 2.50
Adult Lunch	XXXX	\$ 3.50

# Charlotte County Public Schools

## Nondiscrimination Policy

(Policy AC) The Charlotte County School Board is committed to nondiscrimination with regard to sex, gender, race, color, national origin, disability, religion, ancestry, age, marital status, genetic information or any other characteristic protected by law. This commitment will prevail in all of its policies and practices concerning staff, students, educational programs and services, and individuals and entities with whom the Board does business.

(Policy GB) The Charlotte County School Board is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

The Charlotte County School Board provides facilities, programs and activities that are accessible, usable and available to qualified disabled persons. Further, the Charlotte County School Board does not discriminate against qualified disabled persons in the provision of health, welfare and other social services.

(Policy JB) Equal educational opportunities shall be available for all students, without regard to race, national origin, gender, ethnicity, religion, disability, or marital or parental status. Educational programs shall be designed to meet the varying needs of all students. No student, on the basis of gender, shall be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Note: All students attending Charlotte County Public Schools may participate in all education programs and activities regardless of race, color, national origin, primary spoken language, religion, age, disabling condition or sex. These include, but are not limited to, core academic courses, health and physical education, music and art, vocational and technical education (agricultural education, business education, work and family studies, grade and industrial education, etc.), and other elective courses and programs.

Specific complaints of alleged discrimination pursuant to Policy AC, GB, and JB should be referred to the designated Compliance Officers:

Mr. Robbie Mason, Executive Director of Instruction & Human Resources  
Charlotte County Public Schools  
250 LeGrande Avenue  
P O Box 250  
Charlotte Court House, VA 23923  
Phone: 434-542-5151 FAX: 434-542-4261

## **Charlotte County Public Schools**

### **FY 2017 Cost Per Pupil**

(as reported 4/5/2018)

State:	\$ 9,152
Federal:	\$ 1,189
Local:	\$ 2,082
Total:	\$ 12,423

## **AFTER SCHOOL DAYCARE**

Ms. Joan McCargo, Director of After School Care - Eureka Elementary School  
Ms. Tammy Goldman, Director of After School Care - Phenix Elementary Schools

The program's main purpose is to provide an after school day-care program for children who have working parents and need a safe environment for their children.

### **Hours of Operation**

The after school program runs Monday through Friday from 3:30 PM to 6:00 PM. The program operates daily unless school is closed due to inclement weather or the school is closed for a holiday. The summer day care hours will be Monday through Friday 8:00 AM until 5:00 PM.

### **Costs for After-School Program**

\$4.00 per hour for the 1<sup>st</sup> child; \$2.00 per hour for each additional child in same family

### **Admission Policy**

Children who are in pre-kindergarten through sixth grade are eligible for consideration for the program. Children will be admitted until the maximum capacity is reached. Children will be placed on a waiting list if no room is available and enrolled in the program in the order of their application request. Each child must have a health and immunization form on file. State approved health and immunization forms are available at the Charlotte County Health Department, physician's office or at the school. Children who attend the school will have their own place to store their books and belongings.

For more information please contact the school directly. Each location will have Daycare handbooks and enrollment applications.

## NOTICE TO PARENTS & GUARDIANS OF RISING 6TH GRADE STUDENTS

### **Tdap Booster Required BEFORE Entering 6th Grade!**

Since July 1, 2006, state law requires All rising 6th grade students to have a tetanus, diphtheria, pertussis (Tdap) booster BEFORE the first day of the next school year. Central Middle School **MUST HAVE PROOF** of this requirement being met **BEFORE** the first day of school of the next school year.

Students will not be allowed to start classes unless Central Middle School has appropriate documentation that the shot has been given or official notice that the student is exempt.

*The only exceptions to the law are listed below:*

1. *a religious exemption - which requires that a Religious Exemption Form be completed, notarized and provided to the school, **or***
2. *Documentation from a physician indicating the child cannot receive the vaccine due to medical reasons.*

**Please make arrangements for the shot BEFORE  
the first day of school which is AUGUST 13<sup>TH</sup>.**



Human Papillomavirus (HPV) for rising 6th Grade Girls.

Parents MAY CHOOSE to give or not to give the HPV vaccine to their daughters.

There is NO REQUIREMENT to provide the school with proof of HPV vaccination.

If the HPV shot record is provided, we will add this to the student's shot records.

Both Tdap and HPV are available through doctor's offices and the Charlotte County Health Department in Charlotte Courthouse.

Please take a copy of your immunization record with you when you make an appointment. You may obtain a copy of immunization records from your child's school.

**FREE SHOTS** are available through: CHARLOTTE COUNTY HEALTH DEPARTMENT,  
270 David Bruce Ave., Charlotte Court House, Virginia, every Monday 8:30-11:00 a.m.  
Please CALL: 434-542-5251