

School Board 2<sup>ND</sup> Reading

October 12, 2015

**Policies and Regulations Changes**

EEA R1	Transportation of Students
GC R1	Professional Staff Identification Badges
GCBB R1	Supplementary Pay Plans
GCL R2	Tuition Reimbursement
IKE R3	Request for Exemption from Full Day Schedule
IKE E1	Application for Exemption from Full Day Schedule
JFCF	Drugs in School (VSBA Update)

## TRANSPORTATION OF STUDENTS

File: EEA R-1

Transportation to and from school is available for Culpeper County Public School students in their school's attendance zone under the conditions set forth in school board regulations:

### ***I. Transportation Administration Responsibilities***

*Transportation administrators' primary responsibilities are to promote the safe and efficient transportation of students to and from school and school-related events to include the following:*

#### ***A. Bus and Vehicle Reliability and Safety***

1. Transportation administrators will promote safe and reliable transportation for students by establishing pre and post trip inspections of vehicles by drivers, scheduled inspections and maintenance by trained and authorized mechanics or apprentices, and repairs or replacement as necessary.

#### ***B. Driver and Bus or Vehicle Assignments***

1. Transportation administrators will assign drivers or aides to buses and vehicles once properly trained, appropriately licensed, and approved for employment in accordance with School Board policies, the state and federal laws and regulations.
2. Bus and vehicle assignments are the responsibility of transportation administrators. Their decision are based on a number of factors to include the comfort or special needs of the students, driver or aide, distance and time of trips, vehicle mileage, or model year of the vehicle.

#### ***C. Bus and Vehicle Routing and Stop Assignments:***

1. Transportation Administrators have the authority and responsibility to route buses and vehicles and to assign their stops. Stops are established at students' residences, schools, approved residences or facilities that provide before or after school supervision of students.
2. Bus or vehicle stops are NOT established at commercial establishments, recreational facilities or parks, high traffic areas, road sides where the road design or visibility is unsafe for stopped vehicles or for students to wait for the bus or vehicle.
3. Transportation administrators will route buses and vehicles, and establish stops before the beginning of the school year. Adjustments to routes or stops will be made as the number of students or location of student pick-up or drop-off may change or based on driver feedback.
4. Bus routes and bus numbers, and driver's name will be communicated to parents of students prior to the start of the school year, or as changes are made.
5. In order to transport students in a timely, efficient manner, to control transportation costs and to conserve fuel, bus stops may be combined as deemed necessary by transportation administrators. Generally, bus stops are combined for students within two tenths (2/10) of a mile at a designated location.

6. Buses will not be routed on cul de-sacs or dead-end roads less than two tenths (2/10) of mile in length OR where a bus cannot navigate a three-point turn in the roadway.
7. Bus or vehicles will only be routed on state or county maintained roads or streets. *Buses or vehicles will not be routed on private roads or driveways.*
8. Each bus and vehicle stop is reviewed for students' ability to safely access the location according student's age, physical condition, road conditions, and distance to residence, facility, or school.
9. Bus or vehicle passenger loads will be adjusted as necessary to ensure compliance with state or federal laws, policies, and regulations or vehicle standards.
10. Bus or vehicles will be parked on school board property when not in use unless specific permission is granted by transportation administrators to park a bus or vehicle at another location.

D. ***The advent of severe weather, natural or man-made unsafe conditions:***

1. Transportation administrators in consultation with the Superintendent or designee, with information or directives from local or state law enforcement, state transportation officials, or emergency officials will make alternate routes or changes to the schedule of any bus or vehicle to improve the safety of students, employees, or the general public.
2. This provision includes the use of public school buses for the evacuation of persons to safer locations as directed by emergency management officers.

II. ***Driver Responsibilities:***

1. Drivers are to provide for the safe operation of the bus or vehicle in accordance with School Board policies and regulations, employee handbooks and driving manuals, administrative regulations and directives.
2. Drivers are to report to transportation administrators or principal their knowledge of any: unsafe operation of the bus; person's presence or behavior at a bus stop or along a bus route that is a safety concern; any operational defect related to vehicle or bus; vandalism; weapons; threatening, bullying or aggressive behaviors; and drugs, alcohol, or tobacco while at bus stops, or in buses or vehicles.
3. Drivers will follow established routes and timetables as directed by transportation supervisors.
4. Drivers will obtain permission from transportation supervisors before deviating from established routes or timetables except in cases of extreme emergency or as directed by law enforcement.
5. The driver is responsible for the safe operation of the bus, and has immediate authority over students.
6. The driver or aide is required to enforce the Code of Conduct and safety rules for students while the child is waiting for the bus or vehicle, entering and exiting the bus or vehicle, and while riding in the bus or vehicle.
7. Drivers and bus aides have the responsibility to prevent misbehavior by establishing themselves as authority figures, communicating the Code of Conduct for bus riders, paying attention to the behavior of students to the extent possible while safely driving the bus, and acting promptly and appropriately to stop further misbehavior once it is observed or heard.

8. Drivers are expected to listen attentively to student's complaints of bullying or reports of serious misbehaviors, and take immediate action even when these behaviors are not witnessed by the driver.
9. Drivers are expected to communicate with parents about the less serious misbehaviors of their children and to respond to parents concerns accordingly.
10. Serious violations the Code of Conduct or ongoing less serious violations of the code are to be reported to the principal of the school where the student attends using the appropriate discipline referral form and process as soon as possible.
11. Drivers are to report any unauthorized student on their bus.
12. Drivers are to report any suspicious persons around bus stops to Transportation Administrators or law enforcement directly in an emergency.
13. Drivers are to report any unsafe driving by another vehicle that violates state law to include passing a bus when loading or unloading passengers, passing in "no passing zones", following too close, excessive speed in a school zone, or reckless driving.

**III. *Student Responsibilities:***

1. Students are to identify themselves to the driver upon request and when entering the bus or vehicle until the driver is able to recognize each student.
2. Students will adhere to Code of Conduct at bus stops, and on school buses or other vehicles owned, rented, or leased under the jurisdiction of the school board. (See policy JFC-SBR1 and JFCC-SBR-1)
3. Students will learn their bus number, location of bus stop, and location or address of their residence or other afternoon destination.
4. Students must use the boarding or disembarking location assigned to their place of residence. Boarding or disembarking a bus at unauthorized location is prohibited and can result in a bus suspension. Any student who needs a different location on a regular basis (more than 10 occurrences during a school year) for child supervision purposes must have written permission from a parent and the person providing supervision of the child, if applicable. Students needing this service will need a permanent bus boarding pass approved by transportation department administrators.
5. Students who need a temporary bus boarding pass (less than 10 occurrences during a school year) for child supervision purposes must have written permission from a parent and the person providing supervision of the child, if applicable. Students needing this service will need a bus boarding pass approved by their principal or designee.
6. Students are expected to report to the driver, principal, or parent their knowledge of any: unsafe operation of the bus; person's presence or behavior at a bus stop or along a bus route that is a safety concern; any operational defect related to vehicle or bus; vandalism; weapons; threatening, bullying or aggressive behaviors; and drugs, alcohol, or tobacco while at bus stops, or in buses or vehicles.

7. Students approved for an out of zone attendance are not provided transportation to or from their residence. Students may not walk or ride to another location for the *sole purpose* of using transportation.
8. Once approved by the principal for out of zone attendance, students may board and/or disembark a bus serving that school zone at a residence or facility where the before or after school supervision of the child is provided. There must be written authorization from the person at the residence or facility who is taking control of the child.
9. Students may not walk or be dropped off by car at stop that doesn't serve their residence. This is to insure a student has access to shelter during severe weather or if a threat to their safety is present while waiting for transportation.

**IV. Parent Responsibilities:**

1. Parents are to establish school arrival and school departure routines for the benefit of their child's learning, physical safety, and emotional well-being and communicate those routines to bus drivers, teachers, and school office staff.
2. Parents are responsible for expecting and encouraging the proper and safe behavior of their children while riding the bus or at bus stops.
3. Parents are to ensure their children are at their assigned bus stop at the appointed time for pick-up, and they act appropriately at bus stops.
4. The supervision and safety of children to and from the bus stop is the sole responsibility of the parent or care-giver. Parents of younger students (preK-2) are to ensure a responsible adult or older student will walk the younger child to and from home to the bus stop each morning and afternoon.
5. Parents are to report to the driver, transportation administrators, or principal, their knowledge of any: unsafe operation of the bus; person's presence or behavior at a bus stop or along a bus route that is a safety concern; any operational defect related to vehicle or bus; vandalism; weapons; threatening, bullying or aggressive behaviors; and drugs, alcohol, or tobacco while at bus stops, or in buses or vehicles.
6. Parents are to write notes to teachers or the school office when a change in the routine transportation or destination after school is necessary for the child's supervision, medical or dental appointments, or family emergency.
7. Parents must give written permission when their child needs to ride another bus, disembark at another stop, or have another student arrive at their home. (This authorization must be approved by the principal/principal designee and given to the bus driver in the form of a temporary bus boarding pass if less than ten occurrences are needed or a permanent bus pass approved by transportation administrators if more than 10 occurrences are needed.)
8. Parents are to transport their child to and from school if a bus suspension is imposed.
9. Parents seeking out of zone attendance must arrange for the transportation of their child to and from the school. If before or after school child supervision is necessary, the parent must have an

authorized person or facility within the school zone acknowledge in writing their acceptance of responsibility for the child if transportation is to be utilized.

**V. *Principal's Responsibilities***

1. The principal of the school is ultimately responsible for discipline of students and shall require appropriate behavior of students on the school bus or vehicle and at stops.
2. Principals are to communicate to students and parents the rules for safe bus riding, and take preventive steps to promote proper bus riding behavior.
3. Principals have authority to deny students the privilege to the ride bus for a period of time for acts of misconduct which interferes with the safe and orderly operation of the buses or interferes with the rights of other students.
4. Principals are expected to act in a timely manner on discipline referrals submitted by drivers or aides, and to communicate to drivers, students, and parents the outcome of any discipline proceeding.
5. Principals are to issue temporary bus boarding passes for students needing a change in transportation or destination on less than 10 occurrences during the school year. Principals are to notify transportation administrators for students needing a permanent bus boarding pass on a regular basis (more than 10 occurrences during the school year).
6. Principals are to assign properly trained staff for effective traffic control and student supervision during the school arrival and departure periods.
7. Principals are responsible for maintaining student records to include the address of residence, parent phone and email contact information, bus number, emergency contacts, and health information so transportation administrators may access that information as necessary.

Adopted:        October 12, 2015

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

PROFESSIONAL STAFF IDENTIFICATION BADGES

Each employee for Culpeper County Public Schools shall be issued an identification badge. The badge shall contain the employee's picture and other pertinent information. The employee is required to wear the badge during the hours they work in the employ of the school system and if the badge is lost, destroyed, or stolen Human Resources is to be notified immediately. If a replacement has to be made, it will be done at the cost of \$4.00 to the employee.

Approved: April 11, 2006

Amended: October 12, 2015

SUPPLEMENTARY PAY PLANS

Each year in August, the School Board may offer to new professional employees the option of applying for a one-year loan of \$2100 to be repaid at \$175/month for the first year of employment with Culpeper County Public Schools. The School Board may offer to new classified employees the option of applying for a one-year loan of \$720 to be repaid at \$60/month for the first year of employment with Culpeper County Public Schools. This will enable first year staff to receive a paycheck at the end of August, rather than having to wait for six weeks, or until the end of September, to receive their first pay.

Adopted: September 3, 2008  
Amended: October 12, 2015

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## TUITION REIMBURSEMENT

Culpeper County Public Schools may have funds available for tuition reimbursement to its employees, contingent upon appropriate funding sources. The cost of textbooks, supplies, and fees are not reimbursable from County funds. Tuition reimbursement will be given only if the course is approved by the Executive Director of Human Resources BEFORE the course begins and evidence of an earned A or B is presented after the course ends. The school division will offer tuition reimbursement for courses prescribed for individual staff members or for courses that focus on specific instructional initiatives. Priority in funding will be for Division Instructional Initiatives. Candidates for locally funded assistance will be evaluated and approved by the superintendent.

### Eligibility for Tuition Reimbursement:

Both certified and classified employees may request tuition reimbursement, but the types of courses that qualify for reimbursement are somewhat different, depending on the minimum educational requirements of the employee's position.

An employee also may be reimbursed for undergraduate coursework that relates to an endorsement enabling the employee to fill a critical employment need in the school system or that relates to a newly assigned responsibility within his or her current job. (See GCL-R2)

### Tuition Reimbursement for Approved Graduate and Post-Graduate Degree Programs

Culpeper County Public Schools is committed to providing assistance to personnel pursuing a graduate or post-graduate degree in the field of education. Forms for program approval may be obtained from the Human Resources Office. Generally, only that coursework that supports school board goals and the district improvement plan will be approved for tuition reimbursement.

### Specific requirements for reimbursement in a graduate degree program:

1. The applicant must be a full-time employee in Culpeper County Public Schools.
2. The employee must submit a detailed course of study and program requirements that lead to the particular endorsement or certification to the Executive Director of Human Resources for approval.
3. The applicant must submit evidence of acceptance to an approved graduate or post-graduate program.
4. The program must be in education or a field related to the area of teaching assignment and approved by the Executive Director of Human Resources.
5. The program must be completed within four years (five years for Ed.D. or Ph.D.). Failure to complete the program will require the employee to reimburse all funds paid.
6. Only courses in an approved Program of Study will be eligible for reimbursement.
7. A grade of B or better will merit reimbursement. Evidence of the earned grade must be submitted.
8. The employee's request for reimbursement must be submitted to the Executive Director of Human Resources with a receipt, a copy of the Program of Study, and evidence of grade.

9. The employee must sign an agreement to remain in the school division for four years after completing program or reimburse the school division in full. The school division may deduct the amount owed from the employee's final payroll check. Only in extreme emergency or hardship cases or in the event of retirement after 10 years with Culpeper County Public Schools can a waiver of this requirement be granted. Documentation of emergency/hardship will be required and should be submitted to the supervisor for preliminary approval. They will then forward to HR and appropriate central office supervisory staff for final approval.

#### Tuition Reimbursement for Approved, Locally Funded Endorsements and Certification

Culpeper County Public Schools is committed to assisting its personnel in earning endorsements or certifications when the staffing needs of the school division can be met by such assistance. Candidates for locally funded assistance will be evaluated and approved by the superintendent. Funding for Nationally Certified Board candidates will also be considered as applications are received.

#### Classified Employees:

Classified services employees (such as office personnel, bus drivers, and food services employees) of Culpeper County Public Schools who are eligible for other employee benefits may also be eligible for tuition assistance, within available funds, for contract courses and for all or a portion of one tuition reimbursement for three hours of credit per fiscal year from an accredited college or university or its equivalent. For employees working less than full time, tuition reimbursement shall be prorated in accordance with the percent of employment specified in their contractual arrangements.

#### CCPS does not reimburse the following:

- tuition for courses taken to qualify for a new trade or business unrelated to CCPS
- the costs of textbooks, materials, or other non-tuition charges
- tuition for courses not previously approved by the appropriate process

#### Reimbursement:

For all employees, the maximum reimbursement, determined each fiscal year by CCPS is generally \$300 for a three credit continuing education course, depending on adequate funding. The exception will be in the case of cohorts of CCPS, which will be covered at 50-100% pending adequate funding and priorities set by the Superintendent.

Tuition Reimbursement Forms are available from the human resources office. Completed requests must be submitted to the Office of Human Resources no later than June 30 of the fiscal year (July 1-June 30) in which the course ends.

Along with the tuition reimbursement request form, you must submit a copy of your transcript. If a transcript is not available in time to meet the June 30 deadline, you can submit a letter along with the form stating that the supporting documentation will be sent later when available.

Application for reimbursement:

The employee should submit the reimbursement request after completing the course, but no later than June 30 of the fiscal year in which the course ends. All courses must have been completed within the fiscal year (July 1-June 30) for which the request is made. Request is to be made on GCL-E1.

Payments are made within the normal pay cycle and as the School Board approves them.

Reimbursements are processed on a first-come, first-served basis within available funds

Approved: September 26, 2002  
Amended: October 3, 2007  
Amended: October 12, 2015

## REQUEST FOR EXEMPTION FROM FULL DAY SCHEDULE

In accordance with the Virginia Accreditation Standards regarding length of the school day, all Culpeper County Public School middle and high school students in grades 6-12 shall be required to enroll in the number of courses which ensures that students are fully scheduled for each school day. Exemptions from this requirement may be granted to students for the following reasons by the division superintendent, or designee, with the recommendation from the principal:

- a) A medical hardship (medical hardship is defined as a condition whereby a student cannot attend a full 5.5 hour day of classes as certified by a licensed physician);
- b) An emergency situation in which it is necessary for the student to attend less than a full day;
- c) An extenuating educational circumstance whereby it is determined that it is in the best interest of the student to be scheduled less than a full day. An extenuating educational circumstance is to be determined a placement committee appointed by the Division Superintendent or his/her designee;
- d) Seniors who meet all of the following criteria:
  - 1. Has earned 20 credits and all verified credits completed.
  - 2. Is enrolled in courses for at least 2 academic blocks each semester unless the student has completed the requirements for graduation at the end of the fall semester.
  - 3. Has a GPA of at least 2.0.
  - 4. Has written parental permission if under 18 years of age.

All students who wish to be considered for an exemption from a full day schedule must provide a written narrative request that explains the reason for the request.

All requests for exemptions from a full day schedule must be presented to the high school guidance office a minimum of 20 calendar days prior to the beginning of the semester for which the exemption is being requested.

Approved: June 25, 2007  
Amended: April 11, 2011  
Amended: October 12, 2015

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Cross Ref: JECB

APPLICATION FOR EXEMPTION FROM FULL DAY SCHEDULE

Student: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Date of Request: \_\_\_\_\_  20 Days Prior

Blocks Requested for Release: \_\_\_\_\_ Diploma Option: \_\_\_\_\_

Reason for Release (please check) (Refer to regulation IKE-R1 for complete definitions):

- Medical hardship (certified by a licensed physician).
- An emergency situation (requiring the student to be unable to attend full day).
- Extenuating educational circumstance (to be determined by placement committee).
- Senior meeting all the following requirements:
  - a) has earned 20 credits,
  - b) all verified credits earned by the end of first semester senior year,
  - c) is enrolled in at least 2 blocks each semester unless the student has completed the requirements for graduation at the end of the fall semester,
  - d) has a 2.0 GPA, and
  - e) has parental permission.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guidance Review: \_\_\_\_\_ Date: \_\_\_\_\_

Standard Credits: \_\_\_\_\_

Verified Credits: \_\_\_\_\_

- Writing SOL  CTE credential earned (Standard Diploma)
- Reading SOL

GPA: \_\_\_\_\_

Course Requests:

- English  English 12 will be completed \_\_\_\_\_ semester
- Social Studies  Government will be completed \_\_\_\_\_ semester
- Mathematics
- Science

Attached written narrative explaining the reason for the request.

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Approved  Denied
- Conditionally Approved pending: \_\_\_\_\_

Principal's Comments:

Superintendent's (or designee) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Approved  Denied
- Conditionally Approved

NOTE: Students intending on applying to four-year colleges and universities should consider taking all four core area classes in both junior and senior years.

NOTE: A student interested in participating in sports or other VHSL activities must remain enrolled in a minimum of three classes each semester.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Cumulative Record/School  
Parent/Guardian

Revised: 10/12/2015