



2023-2024

Student & Parent Handbook

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WELCOME! We are delighted to have you as members of the Chesapeake Bay Academy Community.

It is our goal at Chesapeake Bay Academy (CBA) to develop self-confident young people who will become responsible and caring citizens. We believe that when home and schoolwork together, children develop to their fullest potential academically, athletically, artistically, and socially.

We hope that you will find the information in this handbook helpful and instructive. General information that applies to the full school appears first, followed by information specific to each division.

Mission, Vision & Philosophy

Mission Statement: The mission of Chesapeake Bay Academy is to educate students through academic programs individualized to address their learning differences, empowering them with the skills and confidence necessary for success in higher education, careers and life.

Vision Statement: The vision of Chesapeake Bay Academy is to continuously improve an educational environment where students value diversity and families embrace each child's uniqueness.

Philosophy Statements

- Chesapeake Bay Academy is committed to the individual success of students of all races, creeds, ethnic origins, and socio-economic backgrounds who can benefit from the school's specialized programs.
- Chesapeake Bay Academy is committed to providing a supportive, challenging, and safe environment in which students, who demonstrate a discrepancy between academic achievement and aptitude, build self-esteem, discover their capabilities, address their educational differences, and acquire strategies for success.
- Chesapeake Bay Academy is committed to a dynamic curriculum individualized for each student by specific educational plans implemented through multisensory instruction, experiences with leading technologies, and close interactions with adult mentors.

Statement of Diversity & Inclusion: Chesapeake Bay Academy creates and fosters a diverse, anti-racist, inclusive and accepting environment for all those who engage in and with our community. We are committed to aligning our policies, programs, processes, and people with our core values of education and inclusion, integrity and respect. We actively stand against discrimination based on race, religion, gender, sexual orientation, country of origin, and physical or cognitive differences. It is our intent that every individual who engages with CBA feels accepted, represented, and empowered to share their beliefs and opinions.

History: Originally founded in October of 1989, CBA has been transforming the lives of Hampton Roads children and their families for 35 years. The school began in a small shopping center in Norfolk serving students who struggled to learn in a traditional setting. When faced with financial difficulties and potential closure, four families united over a weekend to found Chesapeake Bay Academy. As the needs of the school grew, so did the community. The school eventually moved to a neighboring church and expanded to serve students from kindergarten to eighth grades. In 1999, thanks to the support of our generous donors, a new campus was built and in 2000 CBA graduated its first senior class from the campus on Baker Road.

Division-Wide General Information

Schedule & Hours: School begins the week of August 21st. The first instructional day will be Tuesday, August 22nd. Please consult the school calendar for details and the orientation schedule for each division.

Lower School	Center Circle Drop-Off	7:50 am: 8:00 am
	School Day	8:00 am: 3:00 pm
	Homework Center	3:00 pm: 4:00 pm
	Extended Care	4:00 pm: 6:00 pm

Students should be in their homeroom by 8:10 am. Students are dismissed at 3:00 pm. Any student remaining after 3:15 pm will be directed to homework center. Parents will be billed accordingly beginning at 3:15 pm.

Middle School	Center Circle Drop-Off	7:50 am: 8:00 am
	School Day	8:00 am: 3:00 pm
	Homework Center	3:00 pm: 4:15 pm
	Extended Care	4:15 pm: 6:00 pm

Students should be in their advocate rooms by 8:00 am for announcements and mindfulness practice. Students are dismissed at 3:00 pm Any student remaining after 3:00 pm will be directed to homework center. Parents will be billed accordingly beginning at 3:00 pm.

Upper School	Center Circle Drop-Off	8:00 am: 8:15 am
	Upper School Hours	8:15 am: 3:15 pm
	Homework Center	3:15 pm: 4:15 pm

Students must be in their first class and prepared to participate by 8:15 am daily. Students are dismissed at 3:15 pm Students are dismissed at 3:15 pm Any student remaining after 3:30 pm will be directed to homework center. Parents will be billed accordingly beginning at 3:30 pm.

Center Circle & Parking Lot Safety Policy: Please help us to ensure everyone's safety by adhering to the following guidelines:

- Be respectful of other drivers and pedestrians.
- Do not park in the center circle.
- Do not attempt to pass a stopped car in the center circle.
- During drop-off and pick-up, pull forward to the red line. DO NOT stop at the front door.
- Students should exit your vehicle from the passenger side.
- Students should not enter or exit between vehicles.
- Parking and waiting in the center circle during drop-off are not allowed. If you arrive early, please find a parking space to wait.
- Lower and middle school parents may line up for pick-up in the circle beginning at 2:45 pm (11:30 pm on half days).
- Upper school parents are to wait at the top of the drive until 3:15 pm (12:15 pm on half days) before lining up in the circle for dismissal. Please allow room for lower school parents, and others, to drive around you.
- Parents arriving after dismissal should park in a parking spot and enter the lobby to sign out their child.

- If you are in a carpool and you are picking up students with different dismissal times you are invited to either go through the line at the allotted time for each division or wait for the latest dismissal time.
- All instances of a child leaving early should be pre-arranged with the division leader. Parents should call the front desk to notify staff of their arrival. The front desk will notify the division leader and the student will be dismissed out the front door. Please park in a parking spot and meet your child at the front door.
- CBA is a smoke-free campus. Please refrain from smoking on school property.
- Teachers will be directing traffic during arrival and dismissal. Please be respectful and follow their instructions so traffic flows safely and quickly around the circle.

The safety of our children and their families is our #1 priority. Thank you in advance for your cooperation!

Facilities and Equipment: CBA's facilities are a source of pride for our community. The building consists of 50,000 sq. ft. of classroom space. An additional 15,000 sq. ft. houses the gymnasium and all-purpose room that includes dining space, as well as a stage to house student performances and public presentations. In addition to classrooms, CBA's facilities include a Maker Space, culinary arts room, and a fully equipped sensory gym.

Transportation: Parents are responsible for providing transportation to and from school. Parents must complete the Authorization for Student Transportation Form within the first week of school if another adult will be picking up their child. If a student is riding home with any individual who is not specified on the Authorization for Student Pick-Up Form, a written notice must be submitted to the division leader by the parent/guardian prior to dismissal. In the event of two students riding together in a vehicle driven by a student, or a student riding with another student's family, written permission from both families is required. No student will be released to another person without prior written permission.

All students must remain on the sidewalk until their pick-up vehicle pulls in front of the school. To ensure the safety of all students, they may not walk across the circle, driveway, or grass to meet their ride. Families of student drivers must sign and comply with rules outlined in the student driver contract that can be obtained from the upper school director. If your child rides to and/or from school with a student driver, please include the student driver's name on the form.

Custody Arrangements: CBA is sensitive to the needs of our diverse family configurations. In the case of shared custody, to honor the rights of all parties involved, it is necessary for the custodial parent to provide the school copies of court documents that specify periods and conditions under which a child may or may not be released to the non-custodial parent. In the absence of such legal documentation, a child will be released to either parent or any other adult specified by the custodial parent.

Physicals & Immunizations: All students must have a completed and current (no older than 1 year) Commonwealth of Virginia School Entrance Health Form and up-to-date immunization record or Immunization Exemption Certificate on file. Physical forms and immunization records are kept in locked student files in the clinic and a copy of the student's immunization record is also kept in the student file in the locked file room. *Students who do not have these documents on file within two weeks from the first day of school will be asked to refrain from attending until the completed forms have been received.*

Tdap Vaccine: Per Virginia state law, students entering the seventh grade must have a booster dose of Pertussis-containing vaccine (Tdap). This is required for all students unless the student has had a tetanus-

containing vaccine within the last five years or has a medical or religious exemption. There is no grace period for compliance with this requirement because the Tdap is a single dose vaccine, not a series. *Parents must provide the school clinic with documentation by the first day of school. If documentation is not received, your child will not be able to attend school.*

Medication & Health: The school nurse coordinates and maintains records for student Medication Administration Training as well as First Aid and CPR training. Issues related to other student health and safety topics are addressed in the CBA Employee Handbook, and the CBA Crisis Management Plan. During annual faculty orientation, the faculty reviews policies on blood-borne pathogens, mandatory reporting, emergency drills, etc.

Chesapeake Bay Academy, in partnership with families, community organizations, and other local agencies, plays an important role in promoting student wellness. However, in the case of accident/illness, the steps below will be followed to ensure efficient care of the student when it is necessary.

Care:

- Faculty/Staff call the clinic to inform the nurse of pending student visit.
- Nurse gathers student information, performs an assessment, and determines appropriate treatment.
- Faculty/staff member is informed of student disposition (return to class, sent home, 911 called).
- Information gathered is recorded in the clinic log, electronically in the student's file (RenWeb), and if accident related, on the Student Incident/Accident form.
- Should the nurse not be available, division leaders communicate with the student, and inform the parent/guardian, if needed (all faculty/staff have completed First Aid/CPR/AED training).
- Ill student drivers will only be sent home after written communication with the parent/guardian has occurred.
- Any student or staff with a medical condition that is contagious or infectious shall take leave from school while in that condition and remain on leave until cleared by a qualified health care provider.

Medication: The school nurse may administer prescription and over-the-counter medications *only* with a doctor's order AND parent permission form. Both forms can be found on the website. In the case of a short-term prescription (less than 10 days), you may photocopy your child's prescription before you have it filled and give a copy to the nurse. In the case of year-long prescriptions, please use the form available online. Medication must be given to the nurse by a parent or guardian in the original prescription container provided by the pharmacy labeled with the child's name, the name and dosage of the medication, and the instructions clearly printed on the container (medication must be in original container). Most pharmacies will provide separate labeled containers for home and school. On early release days, medications will not be administered to students after 11:00 am unless the nurse is specifically asked by the parent to do so. Prescription and over-the counter medications found in students' personal belongings will be collected and returned to parents.

Self-Carry Medication Policy: A student must have/demonstrate the following:

- Physician signed medication order that states student is qualified and/or able to self-administer medication.
- Parental consent for self-administration.
- Specific medication that student is allowed to self-carry and administer.
- Recognition that self-administration of a medication is a privilege which can be taken away if medication policy is abused or ignored.

- Bringing medication to school daily will be the responsibility of the student including during attendance on field trips and after school activities/sports.

Completed documents giving permission to administer medication at school signed by both parent and prescribing physician are kept in the nurse's logbook in the clinic along with the roster of all students taking medication at school.

Medication administration records for current students are kept on file in a binder in the clinic. Past student medication administration records are kept on file under each student's name in the clinic.

Division leaders have received medication administration training (MAT) allowing them to administer medications in the absence of the school nurse.

Medication storage and access: All medications are kept in locked cabinets in the clinic. Cabinets are clearly marked. While division leaders and other administrators have been Medication Administration Trained (MAT), it is possible for an error to occur. In the unlikely case that a medication error or adverse drug reaction were to occur, the following protocol is in place.

- Administer first aid as appropriate
- Contact the Poison Control Center
- Notify the prescribing health care provider
- Notify parent/guardian
- Document the incident using the school Incident Report form

Medication and medical supplies such as needles, syringes, lancets will be disposed of according to local Public Health Department recommendations.

Concussion Policy: All faculty and staff members complete mandated concussion awareness training that includes signs and symptoms, diagnosis, and care. The training incorporates content from the CDC, Vected Solutions, and VDOE standards to ensure that students who sustain concussions are properly diagnosed, given adequate time to heal, and are comprehensively supported until they are symptom free. Additional information is available in the crisis management plan.

Care

- Remove student from activity
- Inform student's parent/guardian immediately of need for pick up and professional health care evaluation.
- Call 911 (as needed)
- Provide parent/guardian/EMT with a copy of the symptoms checklist and action plan.
- Keep student out of play until written clearance from a health care professional is obtained.

Field Trip Procedure: Medications and Medication Administration Records (MARs) are sent with Medication Administration Trained (MAT) faculty member(s) in a locked backpack. The faculty members are responsible for administering the medication at the prescribed time and in the prescribed fashion.

School Closings: School closings due to inclement weather or other emergencies will be announced via text message, email and phone using our ParentAlert system. In addition, they will be publicized on WTKR-TV (3), WVEC-TV (13), WAVY-TV (10), as well as the school's website and social media channels. Because CBA is a regional school, weather in specific areas may prevent some students from attending. Students who miss

school due to inclement weather will be expected to go into the Learning Management System, Canvas, and complete assignments to the extent conditions allow.

ParentAlert: ParentAlert provides timely communication to the school community in the event of emergencies that dictate immediate action, such as severe weather closings, building evacuations, or dangers requiring lock-down. All parents will be notified by the following methods: text message, phone call and e-mail. Please ensure that the school has the most up to date contact information on file to ensure you receive proper notification. Parents/Guardians should immediately contact the front desk with any changes to phone numbers or email addresses.

Crisis Management Protocol & Procedures: Protocol for various situations (i.e. critical incidents and emergencies) is outlined in the Crisis Management Plan which is updated each school year. Members of the crisis management team are each assigned their respective responsibilities. The plan includes information regarding responses to various crises that may befall the school community such as fire, injury, illness, and violent or threatening behavior. Plans are kept in the offices of division leaders, head of school, nurse, crisis team manager, and at the front desk. Crisis preparedness and responses are reviewed each school year during the back-to-school orientation with the teachers, staff, and administration. Fire, inclement weather, and active threat drills are performed through-out the year. For more information, please contact your division director or Elizabeth Waranch, director of institutional advancement, at ewaranch@cba-va.org.

Fire Procedure

In the event a fire is detected within a school building, faculty and staff are trained to proceed as follows:

- Sound the fire alarm by pulling the alarm system located in the halls or in specific rooms.
- Close all doors and windows, including any doors separating sections of the building and at stairwells to confine the fire.
- Evacuate the building immediately to at least 300 feet from the structure and out of the fire department's operational area.
- Make special provisions for handicapped students.
- Specific persons, plus alternates, should be assigned to assist specific handicapped individuals.
- Evacuation plans for the handicapped should be reviewed and practiced and periodically updated.
- Initiate roll call.
- Render first aid as necessary.
- Notify utility companies of a break or suspected break in lines which might present an additional hazard.
- Keep access roads open for emergency vehicles.
- Have fire department officials declare the area safe before allowing students/staff to return to school.
- If the school needs to be closed, students will be transported to Virginia Wesleyan University or other appropriate location.

Parent-Student Reunification: In the case of an emergency requiring the evacuation of the building, CBA has agreements with Heritage United Methodist Church (815 Baker Road) and Virginia Wesleyan University (5817 Wesleyan Drive) to provide safe space for our community to shelter. In an emergency situation requiring relocation, parents will be notified via the Parent Alert system regarding where and when to pick-up their children. Members of the crisis management team are assigned to specific groups of students and will require adults to provide identification in order to leave the remote location with their student. This is for the safety and protection of all individuals.

Zero Tolerance Violence, Threatening Behavior, Weapons and Drug Use Policy

Philosophy: See Something > Say Something > CBA will DO Something

Violence, threatening behavior, weapons, and drug use are not tolerated and will not be allowed anywhere on CBA's campus. In the event that a student feels threatened or experiences violence, they are to immediately report it to a faculty or staff member. In a non-emergency situation, anonymous reporting is also available on the CBA website at cba-va.org/report-it. CBA administration reserves the right to confiscate items, ask offending parties to leave the premises, and/or involve school security and/or local law enforcement if necessary.

Child Protective Services: The code of Virginia requires the reporting of any suspected abuse, mistreatment, or neglect of children to appropriate child protection agencies. Under the law, an abused or neglected child is any child under 18 whose parent, or any other person responsible for the care of the child who:

- Causes or threatens to cause a non-accidental physical or mental injury
- Has a child present during the manufacture or attempted manufacture of a controlled substance or during the unlawful sale of such substance where such activity would constitute a felony violation
- Neglects or refuses to provide adequate food, clothing, shelter, emotional nurturing, or health care
- Abandons the child
- Neglects or refuses to provide adequate supervision in relation to a child's age and level of development
- Knowingly leaves a child alone in the same dwelling with a person, not related by blood or marriage, who has been convicted of an offense against a minor for which registration is required as a violent sexual offender
- Commits or allows to be committed any illegal sexual act upon a child, including incest, rape, indecent exposure, prostitution, or allows a child to be used in any sexually explicit visual material

All school employees must notify the head of school of any suspected child abuse, mistreatment or neglect of a student involving either a school employee or an adult not employed by the school. The head of school will immediately call the local social services department or the state's child abuse hotline at 1-800-552-7096.

Charitable Giving and Volunteerism: Charitable giving is essential to the financial health and sustainability of our school. CBA was founded over 30 years ago by a group of families who dedicated their time, talents, and treasurers into making it the innovative school it is today. Their vision for the school has lived on through the generosity of our community.

As is true with most independent schools, tuition does not cover the full cost of providing a private school education. Charitable giving is critical to meeting our annual budget. The Development Team at CBA oversees all fundraising activities including the Annual Fund, Auction & Gala, Golf Classic, Bookfair, and Homecoming Fun Run.

The CBA Annual Fund is the single most important fundraising initiative throughout the year and an important part of the operating budget. Gifts to the Annual Fund help to close the gap between the income received from tuition and the total cost to educate a CBA student. Additionally, the Annual Fund allows us to award financial aid to many of our families. The Annual Fund drive takes place in the fall and is the cornerstone of the school's fundraising efforts throughout the year.

CBA appreciates gifts of every size. We hope your family will include CBA in your charitable giving while your children are students here. We encourage you to give at a level that is proportionate to your financial ability

while keeping in mind that all gifts are tax-deductible.

CBA parents, guardians, and grandparents are encouraged to volunteer throughout the school year at the many events taking place on campus as well as the auction and golf classic. Upper school students are encouraged to volunteer at Grandfriends Day and the Spring Carnival. To find out more about volunteer opportunities, or charitable giving, contact Cami Best-Jones, Director of Development at 757-747-1673.

Student Attendance

Tardiness: Please help your child begin the day comfortably by arriving on time. If your student is arriving late, please call the front desk to have your division director notified.

Attendance and Academic Policies: Regular attendance is a critical component of your child's success and will be taken daily whether students are on-campus or virtual. To ensure the safety of all students, parents/guardians are asked either to call or submit written notification via email to the division leader between 7:30 am and 9:00 am to report your child's absence. When returning to school, a student is to provide a written excuse to the division leader and nurse. CBA follows the mandate of the Commonwealth of Virginia; if a student misses more than 30 days of school (or 30 meetings of the same subject area/class), he/she may not be eligible for promotion. Absence from school does not exempt a student from having all class work and homework assignments completed. Parents will be contacted, and a Notice of Absences will be recorded in the student's permanent record, when 10 absences are accumulated and every 5 absences thereafter. If a student is absent from school, the student may not participate in after school activities, including athletics, that day.

Excused Absences: Parents are required to phone or submit email notification to the school when a child will be absent. Faculty will assist the student to make up missed work due to illness or other excused absence. In middle and upper school, it is the student's responsibility to communicate with their teachers to make up missed assignments in a timely fashion.

Illness: Although attendance is directly related to academic performance, an ill child should remain at home. School policy requires that a child must remain fever-free (without Acetaminophen or Ibuprofen) and without episodes of vomiting or diarrhea for 24 hours before returning to school. A note from the parent/guardian or physician must accompany the student upon return to school. When a student is absent because of a contagious illness, the student should not return to school without a written note from a physician stating that the student is no longer contagious. A child who is too ill to be in school is usually too ill to do homework; therefore, flexibility in making up work is part of the school's philosophy.

COVID-19: If you or your child do not feel well, have COVID-like symptoms, are running a fever (100.4 or higher) or have potentially been exposed to the virus, please remain at home until your symptoms have dissipated and you have been fever-free for 24 hours (without medication). The school nurse is available to you to consult if you have questions about whether your child should report to school.

Unexcused Absences: Families are discouraged from taking vacations while school is in session; such absences negatively impact learning. Parents should notify the division leader one week prior to departure if such travel becomes necessary. Requests for assignments to be completed while away on travel should be directed to the division leader. Student work is available through CBA's on-line learning management system, Canvas. Students are encouraged to log-in to Canvas while on travel to keep informed of class developments. In

middle and upper school, it is the student's responsibility to return to school prepared to continue with the class and make-up tests, and any missing assignments.

Early Release: All instances of a child leaving early should be pre-arranged with the division leader. Parents should call the front desk to provide notice of their arrival. The front desk will inform the division leader and the student will be dismissed out the front door. Please park in the lot, not in the circle, and meet your child at the front door.

Illness/Injury: Any student who feels ill and wishes to go home must see the school nurse before contacting his/her parents; the school nurse will then notify parents. In an emergency, a reasonable effort will be made to contact the parents or guardian prior to taking the child to the nearest physician/medical facility. Please be sure the front desk has updated phone numbers for both parents so we can reach you in an emergency, and that your Emergency Medical Treatment Form and Student/Parent Profile Form are completed. If your child becomes ill during the day, the school nurse will call you to pick up your child. If you are unable to do this, please have an emergency contact or other designated adult who can come pick up your child. For the health and well-being of our community, your child must be picked up within one hour of notification.

If participation in physical education is limited or prohibited by illness or injury, a note from a physician should be sent to the division leader, nurse, and the director of PE & wellness. If a student leaves school due to an illness or is absent, the student may not participate in after-school activities, including athletics, that day.

Promotion & Retention Policies

The following guidelines provide parents, teachers, and school administrators with a framework within which to make student placement decisions. When considering factors for promoting a student, it is important to remember that a lack of progress on one or more factors should not automatically result in retention of a child. These guidelines are made available to help teachers assess students' readiness for the next grade.

Lower School: Promotion/retention will be determined within the lower school based upon an evaluation of the student's acquisition of basic skills and other evidence of growth as determined by the child's teacher and division leader as evaluated using the following criteria:

- academic performance
- prior retentions
- attendance
- physical maturity
- reading level
- work habits
- intellectual ability
- parental support
- age

Middle School: Promotion/retention in middle school will be based upon passing final grades in the core subjects of language arts, math, science and social studies, and growth as determined by the division leader and evaluated using the following criteria:

- academic performance
- ability level
- attendance in conjunction with classroom performance

- chronological age in relation to the normal grade/age group
- prior retentions
- delayed/advanced physical maturity
- maturity in emotional and social development
- work and study habits
- student attitude
- parental support

Upper School: Promotion and graduation requirements are based on number of credits earned. Each year a student is enrolled in the upper school they will be placed in a minimum of five credit-bearing courses.

Promotion requirements:

- *To be promoted to the 10th grade* a student must have earned a total of 7-12 credits and passed 9th grade literature and one other core course (math, science, or social studies).
- *To be promoted to the 11th grade* a student must have passed a total of 13-18 credits and passed 10th grade literature.
- *To be promoted to the 12th grade* a student must have passed a total of 19 credits and passed 11th grade literature.
- *To be considered for graduation* a student must earn a minimum of 21 credits and pass 12th grade literature.

Credit requirements for a standard diploma include

- 4 literature courses, 4 credits
- 3 math classes, 3 credits (must include Algebra I and Geometry)
- 3 science classes, 3 credits
- 3 social studies, 3 credits (must include U.S. History and American Government)
- 7 electives, 7 credits
- 1 online course, 1 credit

Credit requirements for an advanced diploma include

- 4 literature courses, 4 credits
- 3 math classes, 3 credits (must include Algebra I, Geometry and Algebra II)
- 4 science classes, 4 credits (must include Physics)
- 3 social studies, 3 credits (must include U.S. History and American Government)
- 2 foreign language classes, 2 credits
- 7 electives, 7 credits
- 1 online course, 1 credit

Program

Division Directors: The role of division directors is to execute administrative duties, ensure curriculum delivery and manage any disciplinary action that requires correction beyond the teacher. If students or parents have a concern that has not been resolved after teacher and advocate contact, the appropriate director should be informed: Mrs. Nobre (Inobre@cba-va.org), lower school division director, Mrs. Aussey (laussey@cba-va.org), middle school division director, or Mr. Setnar (jsetnar@cba-va.org), upper school division director.

Faculty: CBA teachers are responsible for the delivery of curriculum, classroom management, and the safety and security of their students. Faculty members participate in a variety of professional development

opportunities offered by the school throughout the course of the school year. All faculty members are required to maintain state licensure in either special education or their content area.

Individual Instruction Plans (IIP): At Chesapeake Bay Academy, an Individual Instruction Plan is developed for each student. The plan includes educational history, current level of functioning, areas of academic strength and challenge, accommodations specific to the needs of the student and a course of study for that year. In addition, for students 14 years of age or older, vocational/transitional goals are developed as required by the state.

Specific learning outcomes are set out in areas of concern including Language Arts, Math, and Social/Emotional growth in grades K-8. IIPs for students in grades 6-12 include transition goals in addition to those previously mentioned. IIPs are created through a collaborative effort by teachers, administrators and parents/guardians and are reviewed biannually (or more frequently, as requested) to monitor student progress to ensure instructional effectiveness, and to implement new goals as the student masters' skills or new needs arise.

The IIP will include beginning and ending dates of services. Student progress reports are provided to parents/guardians quarterly.

Instructional Program: Division leaders and faculty review and evaluate the curriculum and instructional practices on a yearly basis. As new research-based instructional materials are introduced in the field of special education, the division leaders and faculty investigate the potential benefit to our students and discuss possible implementation. This applies to other resources as well, such as math manipulatives, iPad applications, digital interactive activities, and other technology. Each division leader also collaborates with the director of adjacent division(s) to ensure that new curricula transitions to the next level in an effective manner.

Division leaders and faculty give special attention to curricular objectives and strategies for instructional delivery to serve our students' individual learning needs and styles. The curriculum is designed to align loosely with the Virginia Standards of Learning and may be adapted year to year to ensure students are actively engaged in making connections, solving problems, and thinking independently.

Equipment, Instructional Materials, and Media: CBA provides students with a wide range of instructional materials, both concrete and virtual. Textbooks, manipulatives, and instructional games are augmented with the use of the eMediaVA database and a variety of online apps. Instructional materials are selected to meet the individual needs of the students being served.

Virtual Learning Days: On days where the school is closed for inclement weather students are expected to log into Canvas, our electronic learning management system, and complete assignments at home. Students will be held responsible for work assigned over these days. In the event of power or internet outages, additional time will be provided for students to complete work. Please contact your division leader for expectations specific to your grade level.

Extended Virtual Learning Periods: During times when on-campus learning is not possible, students will be provided with Virtual Learning Schedules. Please contact your division leader for expectations specific to your grade level.

Quarterly Progress Reports: Progress reports are released in the middle of each quarter. Lower school students' progress reports will be sent home in weekly folders. Middle and upper school students' progress reports will be mailed or emailed home.

Report Cards: Report cards are distributed at the end of each quarter. Lower school report cards are enclosed in weekly folders. Middle and upper school students' grade reports are mailed or emailed home. Copies of report cards are sent to the non-custodial parents if an address is provided and if there are no legal documents stating otherwise.

Grading Scale

- A (93 – 100)
- A- (90 – 92)
- B+ (87 – 89)
- B (83 – 86)
- B- (80 – 82)
- C+ (77 – 79)
- C (73 – 76)
- C- (70 – 72)
- D+ (67 – 69)
- D (64 – 66)
- E Below 64

	<i>Lower School</i>	<i>Middle School</i>	<i>Upper School</i>
	40% Tests/Major Projects	40% Assessments/Projects	55% Classwork/Assessments
	50% Quizzes/Daily Work	30% Classwork	25% Homework
	10% Homework	20% Homework	10% Participation
		10% Participation	5% Preparation
			5% Effort

Physical Education: Students are graded daily on participation, effort, cooperation, and conduct. Students are required to wear tennis shoes with non-marking soles during PE. Beginning in middle school, students dress-out for PE and are graded for doing so. Students are required to obtain CBA athletic shorts and a CBA t-shirt from the Land's End CBA store. Students who forget their PE clothing or choose not to dress-out will lose class points. Students who cannot participate for any medical reason must have written documentation from a physician.

Athletics/Extracurriculars: Students are encouraged to participate in athletics and extracurriculars. All athletes must maintain a "C" average in each class on both progress reports and report cards. Athletic practices and games are scheduled after school so as not to interrupt instructional time.

The Athletic Physical Form and the Athletic Participation Contract must be completed and returned to the athletic coordinator before the start of the sports season. Students who do not have an updated (current within the new school year) Athletic Physical Form signed and dated by a physician will be unable to participate in sports. Athletic physicals expire after one year of the physician's signed date. Participation requires that both the students and a parent/guardian sign and complete both forms annually.

Team and individual competition, sports citizenship, and fair play contribute to the development of character and school spirit. CBA athletes practice the highest standards of courtesy, discipline and citizenship and behave as superior hosts/guests. Coaches, players, faculty, parents, and students must represent CBA in a manner that is respectful of others on and off the fields/courts of competition. We encourage enthusiastic support at all competitions within the boundaries of acceptable sports citizenship. Disruptiveness, disrespect, or any other negative representation of CBA at practice and/or games is not tolerated and may warrant

disciplinary action. Smoking is not permitted anywhere on CBA's campus or at an opposing team's athletic facility.

The Yearbook Club is open to students in grades 4th and up who have an interest in taking photos and interviewing their peers for content in the yearbook. A few students from each division will participate, and all students are encouraged to submit photos for inclusion in the publication. Photos can be submitted for consideration using the "Yearbook Snap" app by Walworth Publishing Company.

The GSA is an after-school club open to upper school students who wish to participate. The CBA GSA is a safe space where LGBTQ+ students and allies can socialize and find community together.

School sponsored extracurricular activities are held under the direct supervision of CBA faculty and staff. CPR and first aid certified staff will accompany students on all school sponsored activities outside of the building.

Music: As an integral part of the curriculum, music is introduced through general music classes to students beginning in and continues through grade 5. Music is offered as an elective class in middle and upper school. Music history and theory are supplemented by work with small instruments and vocal instruction.

Visual Arts: The art program encourages our students to imagine, create and explore. Students experiment across a variety of media promoting creativity through the expression of their unique vision. Our art teachers approach the learning experience with the same passion and commitment found throughout our school, inspiring our students to seek their own artistic path. Using art as a multidisciplinary learning tool, teachers challenge students to solve problems creatively, allowing them to gain skills that can then be adapted and applied to other academic studies.

Art studies are offered in the following areas:

- Drawing
- Painting
- Collage
- Two-Dimensional Design
- Pattern & Motif
- Abstraction
- Textiles
- Relief
- Ceramics
- Sculpture
- Mixed Media
- Digital Design

Homework Center: Students may enroll in homework center for one hour at the end of the school day. If students complete their homework or do not have homework, students will be expected to read independently. Faculty may not be able to help students complete ALL homework assignments within one hour. Some homework, for example long-term projects, may need to be completed at home. Students are responsible for submitting their completed homework the morning it is due. Homework center is available on all full school days and some half days when school is open. Students may use school-approved electronic devices in homework center. Please direct questions regarding homework center to the lower school division director.

Extended Care Program: Lower and middle school students may enroll in the extended care program weekdays from 4:00 - 6:00 pm. Please refer to the school calendar for schedule details and direct questions regarding the extended care program to the director.

Early Drop Off/Early Pick Up: Extended Care (grades 1-8) and Homework Center (grades 1-12) are offered as an extension of the normal school day. Parents who wish to participate must enroll in the program and will be billed accordingly. Students may arrive beginning at 7:00 am and must be picked up by 6:00 pm. There is a late fee of \$20 per 15 minutes for students picked up after 6:00 pm.

Snacks: Lower school students should bring a nutritious snack such as fruit, crackers, or cheese from home daily. Any middle or upper school student who needs a snack may bring a nutritious snack from home and will be allowed to consume their food between classes.

Lunch: Students are required to bring a nutritious lunch and snacks from home each day. Glass containers or cans requiring a can opener are not permitted. Lunches cannot be microwaved or refrigerated. If a student forgets lunch, and we cannot contact a parent/guardian, a snack will be provided. Please ensure that your child brings their lunch daily.

Beverages: Students must bring a refillable water bottle from home. Water fountains are available; and each floor features a water-filling station. Carbonated sodas are not encouraged.

Recess: Recess in the lower school occurs daily. Lower school students are outdoors throughout the year. Please provide appropriate outerwear. Be aware that for both legal and philosophical reasons, toys of a violent nature (water pistols, cap guns, fake knives, etc.) are not permitted on school grounds. Skateboards and other potentially dangerous equipment are also not permitted. If your child is injured or becomes ill (allergies, asthma attacks, fainting or dizziness, or physical accidents) during recess, the nurse will call you to discuss whether your child is well enough to stay at school.

Birthday Parties: Lower school acknowledges student birthdays by presenting them with a certificate and a prize. Pre-packaged treats produced in a commercial kitchen are allowed.

Field Trips: All field trips are chaperoned by CBA faculty members who are CPR and first aid certified. At least one administrator or faculty member on a field trip is certified to administer medication. Written permission from the parent or guardian is required for a student to participate in all field trips. Once a parent authorizes field trip participation, parents will be responsible for fees, even if the child does not attend.

The school reserves the right to request that a parent accompany a student on a trip. If a teacher has concerns about a student's ability to participate in an activity outside the building, the parent may be asked to make alternate arrangements that day.

Field trips are designed to be academic experiences. Upper school students who do not attend field trips will complete an alternate assignment. If a student misses a field trip without written permission or excuse from a parent, that absence will be considered unexcused. Upper school student drivers are never permitted to drive themselves to a field trip destination.

Lost and Found: Please label your child's belongings to ensure the return of lost items. Items unclaimed for 30 days will be donated to a worthy charity.

Parent Information

Communication: CBA believes that timely communication is critical to building an effective partnership between home and school. Parent-teacher conferences are scheduled three times a year and student updates

are provided regularly via Canvas. As the year progresses, we encourage you to speak with responsible faculty and/or staff to address your needs or concerns. If your question deals with in-class events or daily schoolwork, please contact the appropriate teacher as necessary. If you have more general educational concerns, please contact your division leader: lower school – Liana Nobre; middle school – Lorette Aussey; and upper school- Jared Setnar. For account information, please speak with Laura Hembree, director of finance and operations. Please contact the head of school, Dr. Judy Jankowski, directly with any question not answered or concern not adequately resolved. CBA embraces an open-door policy. We will do our utmost to meet with you in a timely manner and assist you.

Chesapeake Bay Academy is licensed by the Commonwealth of Virginia as a Private Day School for Students with Disabilities. Should you have an issue that has not been resolved to your satisfaction, you may file a complaint with the Office of Private Day Schools for Students with Disabilities, Virginia Department of Education, P.O. Box 2120, Richmond, VA 23218-2120.

Parent Association: The Parent Association (PA) supports our school community through events and activities that engage our students and their families and show appreciation for teachers and administrative staff. They provide support for each other as parents and help to make school fun and enriching for our children. The school's weekly e-newsletter, The Connection, contains details regarding PA activities. If you are interested in volunteering for the PA, or would like more information, please contact Joyce Holt at pacba@cba-va.org.

Student Records: Cumulative records are maintained for all students. When a student transfers to another school, records are forwarded upon receipt of a release of records request signed by the parent, provided all fees and contractual obligations have been met. Transcripts are not released if tuition is in arrears. A minimum of three days' notice is required for all transcripts. Psycho-educational evaluations and Individualized Instruction Plans are released only to the parent or guardian unless there is a signed Exchange of Information Form.

Parent Conferences: CBA works with families to provide the best possible education for our students. Regular conferences are scheduled in the fall, winter, and spring. Student Individual Instructional Plans (IIPs) will be reviewed and discussed at the fall and spring meetings. In cases of separation or divorce, one conference is scheduled and both parents are encouraged to attend. The school notifies both parents of the scheduled time. Middle and upper school students are encouraged to attend regularly scheduled conferences along with their parents. Virtual Parent Conferences will be offered when on-campus meetings are not possible.

Please Keep Us Informed: Effective communication between school and home lays the foundation for a successful educational experience for your child. We encourage parents to inform us of anything relevant to your child's education and well-being, and to request informal conferences as needed. If you have a specific concern, please initiate contact with the appropriate teacher via voice message or email. The division leader is also available if further discussion is needed.

Our head of school has an open-door policy and will always make herself available to hear your thoughts and/or concerns. If you would like to schedule a time for a conversation with Dr. Jankowski, please contact Simone Leighton (sleighton@cba-va.org), executive assistant, and she will find a time that is mutually convenient.

Messages for Teachers and Students: When it is necessary to get a message to your student or a teacher, please email the division director or the teacher. All students may use the phone in the division leader's office in the presence of a director or authorized teacher. If a lower school student needs to talk to a parent, the call will be placed by the teacher.

Classroom Visitation: Parents are welcome in our classrooms. If you would like to visit your child's class, please contact your division leader to schedule a date/time. Classroom visits are limited to 30 minutes. All visitors are required to sign in at the front desk and to obtain a Visitor's Pass that must be worn in the building at all times.

Transitions: It is of the utmost importance that students are provided an appropriate structure within the school environment to facilitate their positive contributions to the community. Students may not be in the halls, stairwells, or lobby before or after school, or during lunch without adult supervision. No lower or middle school student may leave the building unaccompanied by an adult. Upper school students who drive to school may leave the building with parental consent.

Citizenship & Behavior Management: Appropriate behavior, whether it be on-campus or virtual, is imperative to a successful learning environment. Learning to contribute positively to the community is an integral part of each student's education. Teachers work with students to create a safe and productive learning environment and to guide students in making appropriate choices. Students are expected to follow the established rules of each class. When a teacher and student are unable to resolve a matter in the classroom, they will meet with the counselor or division leader and implement an appropriate intervention. Time out is not a strategy employed by CBA faculty.

Parents will be notified of the event and the resulting consequences. To support positive behavioral interventions, CBA may place a student on a Behavior Contract, as it is deemed appropriate. Severe and no-tolerance offenses are directly referred to the appropriate division leader and the head of school. CBA will always work with the parents/guardians to proactively address challenging or inappropriate behavior. While CBA reserves the right to take the necessary action to ensure the safety of all community members in the event of a physical altercation, under no circumstances are physical restraint or seclusion acceptable options.

All students are expected to:

- comply with directions from school adults
- maintain positive relationships with school adults
- maintain positive relationships with other students
- be on time
- bring all appropriate and necessary items to class
- follow dress code
- complete class work to the best of their abilities
- complete homework to the best of their abilities

Examples of behaviors that may lead to suspension from school for a length of time determined by the severity of the behavior include:

- physical assault (pushing, kicking, striking, etc.)
- threatening remarks or gestures
- vandalism/destruction of property
- theft

- repeated non-compliance
- bullying/cyberbullying

In the middle and upper schools, any repetitive, disruptive behavior impacting the learning environment will reduce the class participation grade and result in disciplinary action.

Students have varying comfort levels with physical contact, and it can be difficult for others to determine what is acceptable for an individual. Therefore, physical contact between students is not permitted. This includes acts of aggression (such as hitting, kicking, tripping, etc.) or affection (holding hands, massages, etc.). Students who engage in inappropriate physical contact will be referred to the division leader. The director will notify parents regarding the nature of the behavior and resulting consequences. A second offense may result in suspension. Repeated offenses may result in expulsion.

Consequences for unacceptable behaviors may include, but are not limited to, the following actions:

A **discussion** is a meeting between a teacher, student, and director. A discussion is necessary when a student is showing signs of academic frustration or demonstrates a marked change in behavior that could lead to a greater consequence.

I.S.S. (In School Suspension): A student who is assigned I.S.S. is separated from classmates for an entire school day and is given all assignments for which s/he is held responsible, as well as other work.

O.S.S. (Out of School Suspension): An O.S.S. action is determined by the Division leader and approved by the head of school. Assignments missed due to O.S.S. will receive 50% credit.

If consequences have proven unsuccessful in extinguishing recurring negative behaviors, a Behavioral Contract between the student and the school may be issued.

The following is a sample list of unacceptable behaviors that may result in disciplinary actions. Not all offenses are listed.

- Inappropriate or disrespectful language deemed as such by a teacher or other adult.
- Inappropriate drug references, conversation, simulations, imitations, or other discussions of illegal drugs or alcohol.
- Individual safety issues that do not affect others (chair leg tipping, running, sitting on desks and tables)
- Sleeping in class.
- Leaving a designated area without permission.
- Disrupting class (any unwarranted speech or action that distracts attention from instruction)
- Out-of-pocket (e.g., student asks to go to the restroom and is found elsewhere)
- Repeated tardiness or loitering.
- Repeated dress code violations.
- Unauthorized use of cell phones or other electronic devices

Examples of consequences that may be used for disciplinary action to help correct repeated behaviors:

1st offense: Conference with student/teacher

2nd offense: Conference with student/teacher/parent/division leader

3rd offense: Detention before school or after school or during lunch

4th offense: I.S.S.

Inappropriate comments and/or any action that promotes an unsafe or hostile environment may carry stronger consequences.

No-tolerance offenses result in immediate referrals to the division leader for disciplinary action. The following offenses are examples of “no-tolerance”:

- physical assault (pushing, body bumping with or without provocation, play-fighting, etc.)
- sexual harassment of any form including innuendo
- racial/gender/ethnic/religious slurs
- betting/wagering
- threatening gestures or remarks
- provocation (repeatedly nagging or provoking an individual)
- vandalism/destruction of property
- theft (taking or “borrowing” an item that is not yours for any reason)
- defiance (expressed or non-expressed refusal to comply with directions)
- possession or use of drugs or drug paraphernalia not administered by the nurse
- possession or use of cigarettes anywhere on school grounds (i.e., all parking lots and paved and grassy areas between the school and Baker Road) including the use of cigarettes in the presence of a parent or guardian
- vaping
- possession of weapons of any nature
- leaving school grounds without permission
- dishonesty/cheating/plagiarism
- inappropriate use of technology

Cheating, defined as copying from another student, hiding notes during tests, getting test questions or answers in advance, etc., **plagiarism** defined as cutting and pasting Internet text into a paper, submitting published work as their own, using ideas and/or quotations without giving credit, etc.), and/or the **unethical use of AI (Artificial Intelligence)** to complete assignments is not acceptable at CBA. If a student is discovered cheating or submitting plagiarized work, the teacher and the division leader will determine an appropriate course of action and inform the parent. Possible consequences may include re-testing for first-time events, receiving a "0" for the assignment, suspension, and, under extreme circumstances that cannot be remediated, expulsion.

The following items are not allowed at school and will be confiscated in addition to any disciplinary action taken:

- weapons of any type and any material
- drugs or drug paraphernalia (including cigarettes, e-cigarettes, non-prescription drugs, lighters, etc.)
- toys or electronic games, such as PSPs, of any type
- toys, games, or cards not approved by the classroom teacher
- animals
- hats and sunglasses worn in the building (field day and field trips only)
- laser penlights
- clothing and jewelry disallowed by the dress code
- any object with unclear relevance to school activities

All contraband items will be released only to the student’s parent/guardian.

CBA reserves the right to search students, lockers, book bags and cars at any time.

CBA will try to assist in the recovery of lost or stolen items but cannot be responsible for money, electronic devices, or personal items brought to school.

While we make it a priority to teach our students digital citizenship, the school cannot monitor or provide consequences for inappropriate behavior or conversations that may occur between students outside of school. Please monitor home Internet, text messaging, and phone use accordingly.

Technology & Acceptable Use Policy

Chesapeake Bay Academy provides technology resources that meet the academic needs and technological goals of our students. Since electronic media changes constantly and rapidly, this policy cannot lay down rules to cover every possible situation. Instead, this policy expresses and sets forth general guidelines to be applied to all users. Use of CBA technology resources is a privilege granted only to those who use these systems responsibly and ethically; inappropriate use of these resources can result in access to these resources being temporarily or permanently rescinded. In addition, other disciplinary consequences may be determined by division directors, as well.

Only users who sign this policy will be granted an access account and authorized to use these resources.

Technology Resources Defined: *Any computer, tablet or other electronic device or software owned by CBA, as well as Wi-Fi connectivity, and Microsoft cloud storage space.*

- Upper school and middle school students may use a privately owned electronic “Internet ready” device on the CBA wireless network with teacher or administrator permission.
- The use of a privately-owned electronic device is to support and enhance instructional activities.
- No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes but is not limited to using a privately-owned electronic device as a cabled or wireless hotspot.
- Voice, video, and image capture applications may only be used with teacher or administrator permission.
- Sound should be muted unless the teacher or administrator grants permission for use of sound associated with the instructional activities. A teacher or administrator may permit the use of earbuds or other types of headphones.
- The privately-owned electronic device owner is the only person allowed to use the device.
- Devices are brought to school at the students’ and parents’ own risk. If a privately-owned device is lost, stolen or damaged, Chesapeake Bay Academy is not responsible for any financial or data loss.
- Chesapeake Bay Academy cannot attempt to repair, correct, troubleshoot or be responsible for malfunctioning personal hardware or software.

Privacy: Users acknowledge that there is no expectation or right to privacy while using CBA technology resources. CBA retains the right to monitor, view, or access all uses of these resources, including but not limited to: Internet activities and accounts, and all data and / or software stored on desktops, laptops, mobile devices, and storage media.

Security: Users are responsible for the security of their files and passwords. Sharing of any usernames or passwords is not permissible and may result in the loss of account privileges. Computer users will be held accountable for any activity under their account.

Online Resources: CBA provides access to Office 365 (grades 1-12) and the Canvas Learning Management System for student academic use. Students in grades 1-12 may install Microsoft Office on their personal tablet or computer for use while attending CBA. Regardless of location, whether on or off campus, the use of CBA owned or contracted online resources will be subject to the acceptable use policy.

Bring Your Own Device (BYOD): The goal of CBA's BYOD policy is to create a technology rich learning environment. Students in grades 6-12 must have a personal mobile computing device to bring to school. Middle and upper school directors will provide device requirements. In addition to the acceptable use policy outlined above, the following policies shall be applied to personal computing devices:

- CBA is not responsible for the replacement or repair of lost, stolen, or damaged personal devices.
- CBA is not responsible for providing a spare device for use when devices are forgotten, lost, stolen or damaged.
- Devices will be taken home daily to be charged and ready for the next day.
- If parental controls are engaged on the device, override passwords will be provided to the student's division director

Chromebooks: Chromebooks are provided to all lower school students. Students are expected to care for and protect their device when taking it home. As the borrower of a CBA Chromebook, students accept the following guidelines and responsibilities:

- To use the Chromebook for school purposes only.
- Not to make any modifications to the computer's settings unless approved by a teacher or administrator.
- Not to write on or place any labels or stickers on the Chromebook.
- Not to disable or uninstall the virus protection program that is provided with the Chromebook.
- To report any problems/issues encountered while using the Chromebook to the teacher.
- To ensure any documents created are moved from the Chromebook to Canvas on a daily basis for backup purposes.
- To understand that the IT provider may reimagine the Chromebook at any point when it becomes unusable or unstable, and at the end of the year.
- To understand that reimaging may be a course of action for any repairs or modifications on the computer and this will result in the loss of all data from the Chromebook.
- To understand that all Chromebooks must be returned at the end of the school year.

Guidelines for Proper Care of the Chromebook:

- The Chromebook is not to be loaned to anyone.
- Other individuals should not be allowed to play on the Chromebook.
- Proper care is to be always given to the Chromebook, including but not limited to the following:
 - Giving appropriate care to any electrical device.
 - Using a surge protector or unplug the Chromebook during electrical storms.
 - Keeping food and drink away from the Chromebook.
 - Do not leave the Chromebook exposed to direct sunlight or extreme cold.
 - Position the Chromebook on a safe surface so it does not drop or fall.
 - Do not attempt to repair a damaged or malfunctioning Chromebook.
 - Do not attempt to upgrade the Chromebook or software.

- Proper security is to be always provided for the Chromebook, including, but not limited to, the following:
 - Secure your Chromebook in a safe place.
 - Do not leave the Chromebook in an unlocked car.
 - Do not leave the A/C adapter behind when moving the Chromebook.

All Chromebook computers, equipment, and/or accessories provided are the property of Chesapeake Bay Academy.

Lower School (Grades 1-5)

Attendance Policy: Regular attendance is necessary to achieve optimal academic progress. Parents are requested to phone or submit written notification when a child will be absent. Lower school students who have 30 or more school day absences may be asked to attend CBA's Summer Enrichment Program.

Books and Supplies: Lower school students are provided with textbooks in some subjects. These books are the property of the school, and the parent/guardian is responsible for any lost or damaged books. Parents will be billed for consumables such as planners, workbooks, etc. Please send school supplies on the Lower School supply list to school within the first week. Additional supplies may be required over the course of the school year.

Chromebooks: CBA will supply Chromebooks for lower school students. Students are responsible to care for and protect their device when taking it home.

Phones or Personal Smart Devices: Lower school students are **not** allowed to bring in personal devices unless written approval has been provided by the division director. In the case that a lower school student brings their device to school, it will be collected and stored in the division directors' office and returned directly to the parent at the end of the school day.

Cubbies and Book Bags: All students are required to have a book bag (rolling backpacks are allowed). Lower school students are assigned a cubby in their classroom to house their book bags and personal belongings. These cubbies are open, and students are strongly encouraged not to bring valuable personal items to school. All items in the cubby are the strict property of the student assigned to that cubby and no other student may borrow or remove any item from another student's cubby. Additionally, a student may not place any items into another student's cubby without permission from its user.

Homework: Homework in lower school is assigned to reinforce skills taught during the school day and to develop responsibility in your children. Students are required to maintain a weekly planner provided by CBA and included in the consumable workbook fees. Lower school parents sign the planner daily to verify homework completion. If homework is not completed and turned in routinely, parents will be notified.

Virtual Learning: If lower school transitions to virtual learning for any reason, the following are expectations of all students:

- Attend all virtual Zoom classes.
- Complete all required assignments on Canvas.

In the case that a shift to virtual learning is required, additional information will be provided by Liana Nobre, division leader.

Dress Code: The intention of the dress code is to ensure that clothes are clean, correctly sized, and school appropriate. In any situation where attire is questionable, the final determination rests with the division leader. Dress codes for field trips may vary according to the nature of the field trip. If you are ever unsure if an item is dress-code appropriate, please contact the division leader to discuss.

Tops

- Polo shirts (long or short sleeve)
- Button-down Oxford shirts (long or short sleeve)
- Blouses (collared or collarless)
- Sweaters, turtlenecks, or fleeces
- Sweatshirts and hooded sweatshirts may be worn over a polo shirt
- No T-shirts or tank tops

Bottoms

- Dress pants, khakis, chinos, corduroys, or capris (pants must be worn at or above the hips and must fit properly)
- Dresses, shorts, skirts, and skorts: must be long enough to provide coverage during active learning and play; therefore, they should be knee length or longer.
- Leggings may be worn under dresses, skirts, or shorts
- No jeans of any color; no baggy/saggy pants, tight/clingy pants, or pants that are split, frayed, or torn
- No yoga pants, bike shorts or mini skirts

Shoes

- Neat and clean dress shoes, sneakers, or sandals with backs
- Shoes requiring laces must be laced properly
- No slip-ons, flip-flops, or beach/shower sandals

Friday Dress Code/Jeans

- CBA Spirit Wear is encouraged on Friday's.
- Students may wear appropriate fitting, non-tattered, denim jeans on Fridays
- Students must still wear appropriate shirts/tops as they do Monday-Thursday

Students may opt to wear a face mask at school.

Spirit Wear Fridays: CBA branded clothing can be purchased online at cba-va.org/shop. Gently used items are also available from the Parent Association.

Middle School (Grades 6-8)

Attendance Policy: Regular attendance is necessary to achieve optimal academic progress. Middle school students who miss more than 30 days of school during one year may fail the year and potentially may not be promoted to the next grade. A student who misses more than 20 minutes of a bell is considered absent for that bell.

Advocates: All students in the middle school are assigned an advocate who assumes the responsibility of remaining aware of the student's academic status and serves as both a mentor to the student and the primary contact between the school and the family. The advocate is involved in the development of the Individualized Instruction Plan, helps the student solve academic problems, and interfaces on the student's behalf with school adults and parents. Advocates contact parents on a weekly basis to update the parent on the student's progress and to address any parent concerns.

Books and Supplies: Middle school students are provided textbooks and e-books by the school. Parents may be asked to purchase novels or other books as well as all consumables. Students are responsible for the books issued to them and will be billed for any books not returned in usable condition. Parents may be required to provide student supplies throughout the year.

Lockers and Book Bags: All students are required to have a book bag (rolling bags are allowed) to transport books between home and school. Students are assigned lockers and are strongly encouraged not to bring valuable items such as purses, electronics, cash, or jewelry to school. Students must either carry their laptop with them or check it with the assigned advocate or division leader in the event the advocate is not available at that time. A student may not place any items into another student's locker.

Family Life Education: CBA offers a Family Life Education unit as part of the middle school Health & Physical Education curriculum. This curriculum focuses on the male and female reproductive systems as well as relationships and social skills. The two one-hour lessons adhere to the Virginia Department of Education's Standards of Learning (SOLs) and are taught by the faculty as assigned by the division leader. Participation in this program is not mandatory. For students not participating, there will be alternative instruction in current health topics. These lessons may include nutrition, personal health and fitness, personal safety, and consumer science with emphasis on enhancing reading comprehension, writing, and study skills.

Merit System

Merits: Acknowledgement of behavior which goes above and beyond the expected appropriate behavior of students. We feel strongly that students should be rewarded when they exhibit these exceptional character traits. Merits are issued at the discretion of the teacher or administrator assigning them. Multiple merits can be given at different times for the same merit worthy action.

Individual merits may be awarded for the following good behaviors:

- **Self-advocacy:** awarded when a student is observed advocating for their best interests respectfully and appropriately, either in an academic or social setting.
- **Advocating for a peer:** awarded when a student is observed advocating for the best interest of another student respectfully and appropriately, in either an academic or social setting.
- **Assisting a peer in need:** awarded when a student is observed helping another student, without breaking any school rules, and puts the needs of another student ahead of their own in an academic or social setting.
- **Assisting a faculty member:** awarded when a student is observed assisting a faculty member, without breaking any school rules, and goes above and beyond to help that faculty member in an academic or social setting.
- **Having a positive attitude:** Positivity is contagious! Awarded to any student who throughout the day maintains a positive attitude about school, or life, in general. Also, any student who tries to raise the positivity in the classroom or halls by encouraging their peers will receive a merit.

Earning merits does not offset earning demerits and vice-versa. Earning a demerit will not subtract a merit and earning a merit will not subtract a demerit. If a student does not receive a demerit in any given week, they will receive one merit for that week. Students may use merits earned to purchase rewards from a list of approved incentives.

Laptop Use: Parents will supply students with a laptop computer. Laptops should be charged and brought to school daily. If the student's laptop needs repair or maintenance, parents should arrange for service as soon as

possible. CBA cannot supply a device to students who do not have their laptop at school. Devices are only to be used when directed by a teacher. Students who do not follow instructions and guidelines concerning their devices after repeated discussions, may be required to leave their device at home for a period as determined by the division leader.

Cell Phone/Smart Watch Policy: CBA students are not allowed to use their personal cell phones during the instructional day to ensure students maintain focus and attention in their core content classes and electives. Advocates will collect student cell phones and place items inside a locked and secure location inside the classroom. Advocates will return cell phones to students at the end of the school day. If a student needs to contact a parent, the student can use the telephone in the Middle School Director's office.

A smart watch may be worn at school, but if it becomes a distraction in class, teachers will ask the student to remove the smart watch and place it inside their backpack. Teachers may also ask students to remove their smartwatch during tests.

Homework: Homework is designed to reinforce daily lessons. The value of homework includes the development of responsibility, autonomy, perseverance, time-management, self-reliance, and resourcefulness. Parents are asked to provide a quiet place to study and to remember that homework is the student's responsibility. Only highly motivated and/or focused students do well studying alone in their bedrooms; most students accomplish more in an area near an active part of the house. Please choose a specific time each evening for homework. If your child cannot complete the required work within a reasonable time frame, please contact the teacher.

Virtual Learning: If the middle school transitions to virtual learning for any reason, the following are expectations of all students:

- Attend all virtual Zoom classes.
- Complete all required assignments on Canvas.
- Respond to all messages in Canvas.

In the case that a shift to virtual learning is required, additional information will be provided by Lorette Aussey, division leader.

Planners: To encourage executive functioning and organizational skills, students are required to maintain a planner. CBA will provide the planner, which is included in the consumable workbook fees.

Dress Code: The intention of the dress code is to ensure that clothes are clean, correctly sized, and school appropriate. In any situation where attire is debatable, the final determination of whether it is allowable rests with the division leader. Dress codes for field trips may vary according to the nature of the field trip. If you are ever unsure if an item is dress-code appropriate, please contact the division leader.

Tops

- CBA Spirit Wear or plain polo shirts (long or short sleeve)
- CBA Spirit Wear or plain oxford shirts (long or short sleeve)
- Blouses (collared or collarless)
- Sweatshirts and hooded sweatshirts may be worn over a polo shirt with no inappropriate words or images.
- Sweaters, turtlenecks, or fleeces
- No tank tops, skin-tight, or low-cut shirts

Bottoms

- Long dress pants or khakis
- Shorts/skirts/skortis purchased via Lands' End on the CBA Spirit Wear website
- Dresses and skirts must be long enough to provide coverage during active learning and play; therefore, shorts and skortis should be knee length or longer. Dresses and skirts with long leggings are acceptable.
- Leggings may be worn under dresses, skirts, or shorts. They should not be worn alone as pants.
- Pants and shorts must be worn at or above the hips.
- Pants and shorts must fit properly.
- Students may wear appropriate fitting, non-tattered, denim jeans. No baggy/saggy pants, or pants that are too tight, cargo pockets, frayed or torn hems, split seams, yoga pants, leggings, miniskirts, skortis (shorts with a skirt front), skin-tight pants.

Shoes

- Neat and clean dress shoes, sneakers, or professional sandals with backs
- Shoes requiring laces must be laced properly.
- No slip-ons, flip-flops, beach/shower sandals, or shoes that are falling apart or extremely dirty

Students may opt to wear a face mask at school.

Spirit Wear Fridays: CBA branded clothing can be purchased online at cba-va.org/shop. Gently used items are also available from the Parent Association.

Upper School (Grades 9-12)

Attendance: The school day begins at 8:15 am for all upper school students. Anyone arriving after 8:15 am is tardy. Missing one full day of school results in missing the equivalent of two days per class; a student who misses more than five days in one class in one quarter must make up that time after school. A student who misses more than 30 days of school during one year may fail the year and potentially may not be promoted to the next grade. A student who misses more than 15 blocks of any one class may fail that class for the year and may not be promoted for the year. A student who misses more than 20 minutes of a bell is considered absent for that bell and will make up the missed time in Homework Center. If a student-driver arrives late three times in one week, that student will lose driving privileges for one week.

Homework: The major function of homework is the reinforcement of daily lessons. The value of homework includes the development of responsibility, autonomy, perseverance, time management, self-reliance, and resourcefulness. Parents are asked to provide a quiet place to study and to remember that homework is the student's responsibility. Only highly motivated and/or focused students do well studying alone in their bedrooms; most students accomplish more in an area near an active part of the house. Please choose a specific time each evening for homework. If your child cannot complete the required work within a reasonable time frame, please contact the teacher. In the upper school, homework represents 25% of a student's grade. If a student does not submit the assignment by the due date, the assignment may be submitted late but points will be deducted.

Age of Majority: At CBA, even if a student has reached the age of majority (18 years in VA), that student is a dependent of the parent/guardian. While the student resides with the parent/guardian who provides for school tuition and basic living expenses, parental/guardian authorization is required for student participation

in off-campus activities and athletics, administration of prescribed medications, or any other issue requiring such approval.

Transition Services: Transition planning is a part of annual academic student plans. Beginning at age 14 plans related to post-graduation vocational and academic goals are included in the student's IIP (individual instructional plan.) During the IIP review, students who desire to continue their education after graduation review their remaining high school courses. Diploma options (standard vs advanced) are discussed at that time. When a student enters grade 11, the administration of the SAT or ACT is discussed. In the fall of grade 12, all components of the student's application to their selected colleges and universities are assembled and submitted prior to the end of the semester.

Lockers and Book Bags: Students will be assigned a locker to house their book bags and personal belongings. Students are encouraged not to bring valuable items to school such as electronics, cash, or jewelry. All items in a locker are the strict property of the student assigned to the locker and no other student has the right or privilege to borrow or remove any item from another student's locker. A student may not place any items into another student's locker without the express permission of its user.

Academic Probation: A student who fails a core class either on a Progress Report or for a quarter will be placed on academic probation. Parents of a student who is placed on academic probation because of a failing Progress Report will receive weekly Progress Reports until the end of the quarter via Canvas. If the student is passing all classes at the end of the quarter, the student will be removed from academic probation. A student who is placed on academic probation because of a failing grade for a quarter will remain on academic probation for the entirety of the following quarter and Progress Reports will be issued weekly. Any student on academic probation is prohibited from participating in athletics until probation is lifted.

Student Drivers: Students who drive to CBA and park anywhere on campus, including land leased from Virginia Wesleyan College and the Heritage United Methodist Church, must have completed the Driver Contract and have it signed by their parent/guardian and the division leader. If a student-driver arrives late three times in one week, that student will lose driving privileges for one week. A student driver who enters the CBA parking lot and leaves without attending school for that day, will receive a day of I.S.S., as well as the loss of driving privileges for one month. CBA is not responsible for damage, loss, or theft occurring to vehicles parked anywhere on the CBA campus.

Alcohol and Drug Policy: Students are expected to remain drug and alcohol free whenever on campus, including during after school and weekend events such as athletic events and dances. If any student is suspected of being under the influence of a substance, he or she will be referred to the nurse or administrator. Further disciplinary action may be taken.

After School Policy: Students may be in the building or on school grounds after school only if under direct supervision from a school adult. Examples when students may be in the building include Homework Center, individualized work with a faculty member, or athletic team practice/rehearsal. Any student who remains after school without permission from a school adult will be directed to Homework Center until a parent or guardian arrives. Parents will be billed accordingly.

Virtual Learning: The following are the expectations of all Upper School students who are participating in virtual learning:

- Attend all virtual class periods using Microsoft Teams

- Attend all virtual help sessions as assigned by each classroom teacher using Microsoft Teams.
- Complete all required assignments on Canvas.
- Respond to all messages in Canvas and Teams.

Upper School Virtual Learning Class Schedule- Should it become necessary for the upper school to operate on a virtual schedule, classes will take place Mondays, Wednesdays, and Fridays. Tuesdays and Thursdays will be reserved for small group / additional support meetings.

Monday/Wednesday/Friday Class Schedule

- Block 1: 9:00 am-10:00 am
- Block 2: 10:00 am-11:00 am
- Block 3: 1:00 pm-2:00 pm
- Block 4: 2:00 pm-3:00 pm

Virtual Coursework: CBA partners with Virtual Virginia to offer a broad range of courses for our students. Any student enrolled in a Virtual Virginia course has an elective block of time to complete course work, Participating students are monitored by an Upper School teacher while completing their online coursework.

Dress Code: The intention of the dress code is to ensure that clothes are clean, correctly sized, and school-appropriate. In any situation where attire is debatable, the final determination of whether it is allowable rests with the division leader. Dress codes for field trips may vary according to the nature of the field trip. If you are ever unsure if an item is dress-code appropriate, please contact the division leader to discuss.

Tops

- CBA Spirit Wear or plain polo shirts (long or short sleeve)
- CBA Spirit Wear or plain oxford shirts (long or short sleeve) may be worn without a tie.
- Sweatshirts and hooded sweatshirts may be worn over a polo shirt.
- Students may wear t-shirts that contain no inappropriate words or images.

Bottoms

- Long dress pants or khakis
- Shorts/skirts/skortis purchased via Lands' End on the CBA Spirit Wear website
- Pants and shorts must be worn at or above the hips.
- Pants and shorts must fit properly.
- Students may wear appropriate fitting, non-tattered, denim jeans. No baggy/saggy pants, or pants that are too tight, cargo pockets, frayed or torn hems, split seams, yoga pants, leggings, miniskirts, skortis (shorts with a skirt front), skin-tight pants.

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Spirit Wear Fridays: CBA branded clothing can be purchased online at cba-va.org/shop. Gently used items are also available from the Parent Association.

**THE FOLLOWING INFORMATION IS INCLUDED FOR YOUR GENERAL REFERENCE
AND TO MEET THE REQUIREMENTS OF THE VIRGINIA DEPARTMENT OF EDUCATION**

Who We Serve: Every student at Chesapeake Bay Academy is an individual and has unique needs and talents. We serve students who have ADHD, learning differences (such as dyslexia, dysgraphia, and dyscalculia) speech and language disorders and high-functioning autism. CBA is licensed to operate as a private day school for SLD (Specific Learning Disabilities), OHI (Other Health Impaired), DD (Developmental Delayed), SLI (Speech-Language Impairment) and AUT (Autism).

Application Process: The application process at Chesapeake Bay Academy is designed to address all aspects of a child's development. To determine fit, we review both the needs of the student and the resources available to meet those needs. Like every facet of a CBA education, the admission process is an individualized experience that thoughtfully considers how we can best serve the student and their family.

Application Checklist

- Completed admissions application with \$50 application fee
- Parent interview with director of enrollment management
- Student interview with director of enrollment management
- Transcript Request/Release Form signed by the parent and returned to CBA for submission to the student's current school
- Student Recommendation Form completed by a current teacher and mailed directly to CBA
- Psychoeducational Assessment: Cognitive Assessment (IQ test) within the past 3 years and Achievement Test results within one year
- Student visit (two full days)
- Personal statement (for entrance into grades 9-12)

Additional Information: Applicants provide the enrollment office with any additional information that elaborates on a child's learning needs. If a child has had any of the following evaluations, they should be included with the application:

- Neuropsychological or Psychological Evaluation
- Occupational Therapy Evaluation
- Speech and Language Evaluation
- Individualized Education Plan (IEP)
- Documentation regarding any medical conditions.

Following a comprehensive review of the student's file, the Chesapeake Bay Academy Admission Committee will make an enrollment determination based upon CBA's ability to meet a child's demonstrated academic and social/emotional needs.

Chesapeake Bay Academy practices rolling admissions and processes admissions applications throughout the year. It is recommended that students apply during the year prior to matriculation.

Staff Development: CBA is a community of learners. Continuing professional development is critical to our goal of continuous improvement and is a priority for all employees.

All CBA employees participate in a week-long orientation prior to the opening of school to cover emergency preparedness, evacuation procedures, operation of AED and other emergency equipment, and accessing

student emergency information. Faculty members hired after the opening of school receive training in all areas of the schools' operations as required by Virginia Department of Education regulations.

All faculty members receive 15 hours of professional development specifically related to student progress and academic achievement in service to special education students.

Non-Discrimination Statement: Chesapeake Bay Academy will not discriminate against any employee or applicant for employment because of age (as defined by applicable law), religion, gender, gender identity, race, color, national origin, sexual preference, disability, equal pay, genetic information, or any other protected classification.

Publicly Placed Students

Individualized Education Plan (IEP) Development: CBA works with divisional LEA's to ensure all parts of the IEP process are conducted in accordance with state regulations. The academic leader from the division in which the student participates will attend meetings upon request of the LEA. Meetings to review and revise the IEP may be initiated and conducted by the private school at the discretion of the LEA. Parents will attend meetings, either in person or virtually, and be involved in any decision affecting the student's IEP. Parents must agree to any proposed changes in the program prior to implementation of any change.

SOL/Test Administration: CBA coordinates with divisional LEA's and testing coordinators to ensure publicly placed students take all required SOL's and other statewide assessments by required dates. If you prefer that your student not participate in SOL testing, please contact your IEP coordinator at the public school system funding your student's placement at CBA.

Related Services: Related services for students who qualify through their IEP are provided by professionals employed by the placing LEA. CBA does not have occupational therapists, speech therapists, or other providers on staff. Non-publicly placed students can access related services at school through CBA's agreement with Ivy Rehab LLC.

Transition Services: Transition planning begins at CBA in the 6th grade year and is included in the IEP. Transition planning for return to student's home school during the academic years, or post-graduation, will be coordinated with parents and the LEA placing the student, based on the student's academic progress and stated areas of vocational interest.

We look forward to working with your family this year!

2023-2024 School Calendar

Aug	14-18	Mon-Fri	Full Faculty & Staff Orientation
	21	Monday	Student & Family Orientations: LS 9am/MS 10am/US 11am
	22	Tuesday	First Day of School/Extended Care Begins
Sept	4	Monday	Labor Day: School, Office & Extended Care Closed
	6	Wednesday	LS/MS Parent Preview: 3:30pm
	20	Wednesday	On-Campus Enrollment Open House: 10am

	21	Thursday	Virtual Enrollment Open House: 12pm
	25	Monday	Yom Kippur: School, Office & Extended Care Closed
	26	Tuesday	Virtual US Division Chat: 12pm
	29	Friday	LS/MS Parent/Teacher Conferences: No School for LS/MS, Extended Care Closed US Classes as Regularly Scheduled Q1 Progress Reports Distributed
Oct	3	Tuesday	Virtual LS/MS Division Chats: 12pm
	4	Wednesday	New Family Welcome Breakfast: 8am
	9	Monday	Indigenous Peoples' Day: School, Office & Extended Care Closed
	9-16	Mon-Mon	Fall Scholastic Book Fair
	10-13	Tue-Fri	Homecoming Spirit Week
	12	Thursday	Alumni Homecoming Social
	13	Friday	Fun Run @ VWU/Homecoming Tailgate @ CBA
	18	Wednesday	On-Campus Enrollment Open House: 10am
	19	Thursday	Picture Day Virtual Enrollment Open House: 12pm
	27	Friday	Q1 Ends
	30	Monday	Faculty Professional Development Day: No School, Extended Care Closed
Nov	2	Thursday	Senior Picture Day
	3	Friday	Q1 Report Cards Distributed
	9	Thursday	Schoolwide Parent Coffee with Dr. J: 8:15am
	10	Friday	Veterans Day: School, Office & Extended Care Closed
	15	Wednesday	On-Campus Enrollment Open House: 10am
	16	Thursday	Virtual Enrollment Open House: 12pm
	20-24	Mon - Fri	Fall Break: School, Office & Extended Care Closed
	27	Monday	Classes Resume
Dec	8	Friday	Q2 Progress Reports Distributed
	13	Wednesday	Full Faculty/Staff Event: Extended Care Closed
	15	Friday	Holiday Concert
	18-29	Mon - Fri	Winter Break: School & Extended Care Closed
	25-29	Mon - Fri	Winter Break: Office Closed
Jan	1	Monday	Winter Break: School, Office & Extended Care Closed
	2	Tuesday	Classes Resume
	10	Wednesday	Community Professionals Breakfast: 9am
	15	Monday	Martin Luther King, Jr. Day: School, Office & Extended Care Closed
	17	Wednesday	On-Campus Enrollment Open House: 10am
	18	Thursday	Virtual Enrollment Open House: 12pm Make Up Picture Day
	19	Friday	Q2 Ends
	22	Monday	LS/MS Only: Teacher Workday/Virtual Day for Students, Extended Care Closed US Classes as Regularly Scheduled/Semester II Begins
	26	Friday	Q2 Report Cards Distributed

Feb	16	Friday	LS/MS Parent/Teacher Conferences: No School for LS/MS, Extended Care Closed US Classes as Regularly Scheduled
	19	Monday	Presidents Day: School, Office & Extended Care Closed
	21	Wednesday	On-Campus Enrollment Open House: 10am
	22	Thursday	Virtual Enrollment Open House: 12pm
	23	Friday	Q3 Progress Reports Distributed
March	8	Friday	Music In Our Schools Celebration: 2pm
	12	Tuesday	Moving Up Day: Rising 6 th Grade
	20	Wednesday	On-Campus Enrollment Open House: 10am
	21	Thursday	Virtual Enrollment Open House: 12pm
	25-29	Mon-Fri	Spring Scholastic Book Fair (<i>also online thru April 8</i>)
	26	Tuesday	Schoolwide Parent Coffee with Dr. J: 8:15am
	28	Thursday	Grandfriends Day/Spring Picnic Spring Break Begins/Half Day for Students, Extended Care Closed Q3 Ends
29	Friday	Spring Break: School, Office & Extended Care Closed	
April	1-2	Mon-Tues	Spring Break: School, Office & Extended Care Closed
	3-5	Wed-Fri	Spring Break: School & Extended Care Closed
	1-8	Mon-Mon	Spring Scholastic Book Fair (<i>continued online</i>)
	8	Monday	2024-2025 Re-Enrollment Begins
	9	Tuesday	Virtual Parents Moving Up Preview: Rising 6 th & 9 th Grade
	12	Friday	Q3 Report Cards Distributed
	16	Tuesday	Virtual Division Chats: 12pm
	17	Wednesday	On-Campus Enrollment Open House: 10am
18	Thursday	Virtual Enrollment Open House: 12pm	
May	3	Friday	LS/MS Only: Teacher Workday/Virtual Day for Students, Extended Care Closed US Classes as Regularly Scheduled
	6	Monday	2024-2025 Re-Enrollment Contracts Due
	10	Friday	Q4 Progress Reports Distributed
	16	Thursday	Melinda Vooss Creative Arts Festival: 2:30pm
	17	Friday	LS/MS Parent-Teacher Conferences: No School for LS/MS, Extended Care Closed US Classes as Regularly Scheduled
	22	Wednesday	On-Campus Enrollment Open House: 10am
	23	Thursday	Virtual Enrollment Open House: 12pm
	27	Monday	Memorial Day: School, Office & Extended Care Closed
	31	Friday	US Last Day of Instruction and Closing Ceremony Q4 Ends
June	4	Tuesday	LS/MS Last Day of Instruction and Closing Ceremonies Half Day for LS/MS Students, Extended Care Closed
	6	Thursday	Graduation: 10am
	7	Friday	Q4 Report Cards Distributed
	17	Monday	Summer Enrichment Programs Begin
	19	Wednesday	Juneteenth: School & Office Closed

Half Day Dismissals: LS/MS – 12pm; US – 12:15pm

Office Closed: 12 Month Employees Off

Dates and times are subject to change based on the needs of our community.

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