

**COLONIAL BEACH SCHOOL BOARD
REGULAR SCHOOL BOARD MEETING**

June 10, 2020, 6:00 PM

**Colonial Beach Elementary School, 102 1st Street
Colonial Beach, Virginia 22443**

AGENDA

- I. Call to Order - Mrs. Payne
- II. Approval of Meeting Agenda
- III. Consent Agenda
 - a. Approval of May 6, 2020 Meeting Minutes
 - b. Approval of June 3, 2020 Special Meeting Minutes
- IV. Special Presentations - Dr. Turner
- V. Public Comment
- VI. Reports
 - a. School Board Members
 - b. Mayor
 - c. Town Council Members
 - d. Superintendent
 - e. Financial Report - Mr. Schoppe
- VII. Informational
 - a. Return to School Timeline - Dr. Turner
 - b. VSBA May Policy Updates - Mrs. Camlin

At this time the Chairman will pause to allow those to leave who do not wish to stay for policy discussion and action.

- VIII. Unfinished Business
 - a. Approval of Athletics Handbook - Dr. Turner
 - b. Approval of Coaches Handbook - Dr. Turner
 - c. Approval of updated policies- BCF, DB, DI, DN, EBAB, EC, EDC, EF, EFB, EFD, FB, GBE, GBEA, GBLA, GBN, GCBEB, GDQ, IC-ID, IKG, JECB Opt 1, JECB Opt 2, JFC, JFCA, JFCA-E, JFCC, JFCD, JFCI, JHDA, KKA, LA, LBD
 - d. Approval of deleted policies- FA, IIBEA-E, JFC-R (Opt. 1), JFC-R (Opt. 2)
 - e. Approval of VRSA Resolution- Dr. Turner
 - f. Approval of policy amendment JCA- Mrs. Camlin
 - g. Approval of Resolution for VPSA Funding

IX. New Business

- a. Approval of Expenditures (\$595,301.39)- Mr. Schoppe
- b. Approval of Submission of a consolidated application to include Title I (\$322,567.00), Title II (\$32,340.00), Title IV (\$13,838.00), and Title V (\$12,812.00)- Mrs. Camlin
- c. Approval of Title III Statewide Consortium Application (\$1,489.89) - Mrs. Camlin
- d. Approval of policy amendment GCB-R - Dr. Turner
- e. Approval of 2020-2021 Payroll Calendar- Mr. Schoppe
- f. Approval of CARES act Resolution - Dr. Turner

X. Closed Meeting

- a. pursuant to Code of Virginia, Section 2.2-3711 (A)(1), for discussion, consideration, or interviews of prospective candidates for employment; or for discussion of assignments, appointments, promotions, performance, demotion, salaries, disciplining, or resignations of specific certificated staff or support staff;

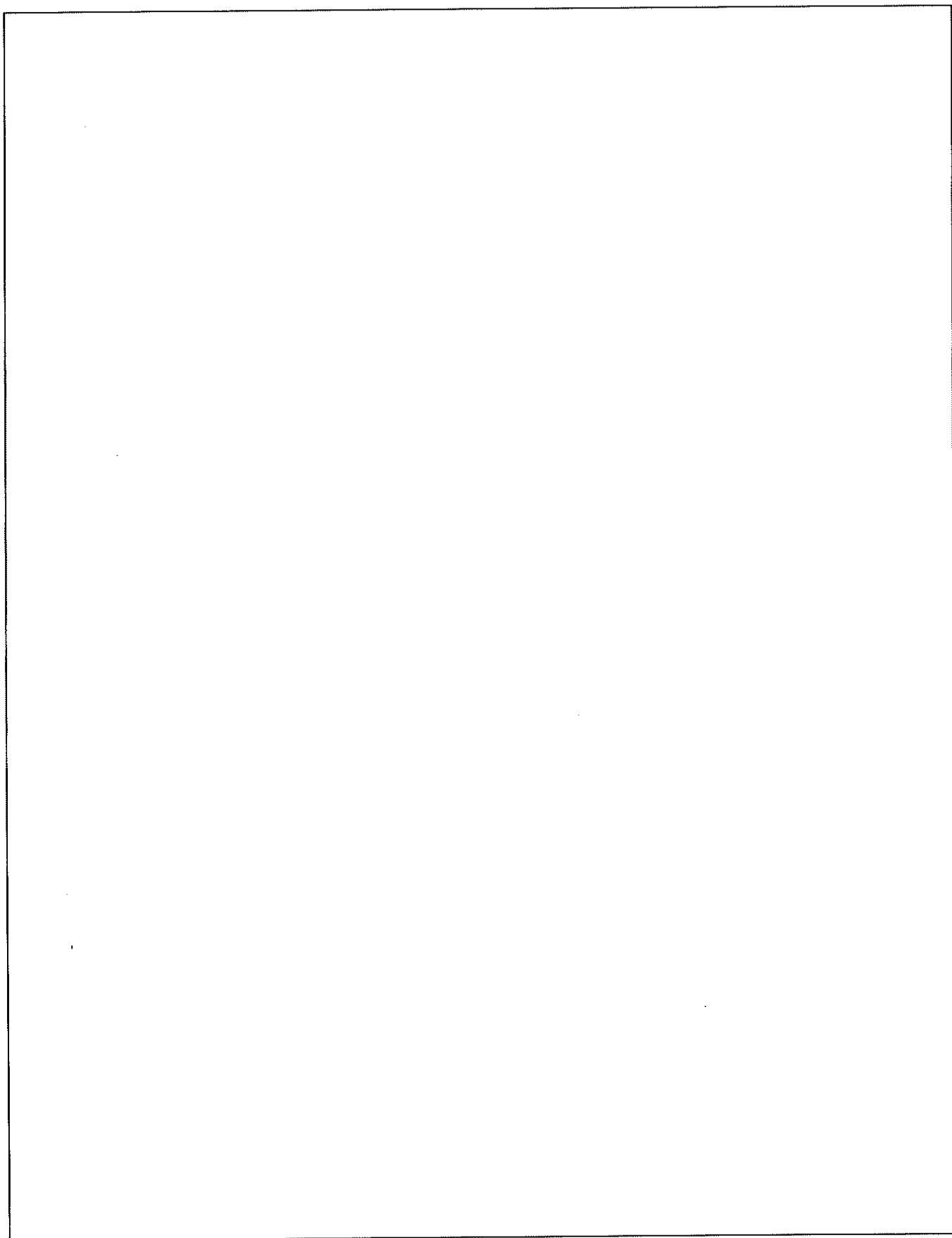
XI. Closed Session Reconvened

Roll call vote pursuant to Va. Code Section 2.2-3712 certifying

"I certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body."

XII. Closed Session Actions

XIII. Adjournment



Colonial Beach School Board
Regular Meeting
April 29, 2020 6:00 p.m.
Colonial Beach Elementary School, 102 1st Street
Colonial Beach, Virginia
MINUTES

PRESENT: Mrs. Michelle Payne
Mrs. Patrice Lyburn (teleconference)
Mr. Brent Steffey
Ms. Terri McClure
Dr. Dashan Turner, Superintendent
Mrs. Karen Camlin, School Board Clerk

Call to Order

Mrs. Payne called the meeting to order at 6:01 PM.

Approval of the Agenda

Ms. Seeber moved to approve the agenda as presented.

Ms. McClure seconded the motion; and it passed unanimously.

Consent Agenda

Ms. Seeber moved to approve the consent agenda.

Ms. McClure seconded the motion; and it passed unanimously.

Public Comment

There was no public comment.

Reports

Student Liaison

The student liaison was not present.

School Board Members

Mrs. Lyburn did not comment.

Mr. Steffey did not comment

Ms. McClure did not report.

Ms. Seeber did not comment.

Mrs. Payne did not comment.

Mayor

The mayor was not present.

Town Council Members

Town Council Members were not present.

Superintendent

Dr. Turner stated that it is school nurse appreciation, so please thank Mrs. Lewis for her services. He also shared that the teacher of the year for the elementary school is Mrs. Bermudez and the high school's teacher of the year is Mr. Boulton.

Mrs. Payne suggested that a plaque be purchased to add the teacher of the year for each school year.

Dr. Turner stated that the meal program is going strong thanks to food service and transportation. He noted that BMM would be providing art kits with Thursday, May 6th deliveries.

Mrs. Payne stated that she subscribes to the food service and the meals are hot. She questioned whether everyone is participating. Dr. Turner stated that he would send out an alert.

Financial Report

Mr. Schoppe gave the board a financial report.

Informational

Mrs. Camlin shared that the new VSBA policy releases are in the school board documents for review.

Dr. Turner stated that the handbooks are in the school board documents for review

Dr. Turner informed the board that the school was working with the Department of Social Services to provide each student with a Pandemic EBT card for \$370.00.

Dr. Turner also stated that Senate Bill 515 was passed and we are free to begin school on August 10th.

Unfinished Business

Ms. Seeber moved to approve amendments to the 2020-2021 Superintendent's Budget in the amount of \$1,830.00, pending updates.

Ms. McClure seconded the motion, and it passed unanimously.

New Business

Ms. McClure moved to approve the expenditures in the amount of \$561,230.26.

Ms. Seeber seconded the motion, and it passed unanimously.

Ms. Seeber moved to approve the submission of the VPI Application in the amount of \$97,236.00. Mr. Steffey seconded the motion, and it passed unanimously.

Closed Session commenced at 6:57 pm

Mr. Steffey moved to go into Closed Session pursuant to Code of Virginia, Section 2.2-3711 (A)(1), discussion and consideration of prospective candidates for employment assignment, performance and resignations for certificated staff; and support staff pursuant to Code of Virginia, Section 2.2-3711 (A)(2), discussion and consideration of students that would involve the disclosure of information contained in scholastic records and discipline; and pursuant to Code of Virginia, Section 2.2-3711(A)(7) discussion and consideration of information pertaining to actual or probable litigation. Ms. McClure seconded the motion with a roll call vote as follows:

Mrs. Payne – AY Mr. Steffey-AY Ms. McClure-AY Mrs. Lyburn – AY Ms. Seeber

Reconvened Open Session at 7:19 pm

Ms. Seeber moved that the Colonial Beach School Board return to Open Session, and certified that Pursuant to State Code Section 2.2-3712.D, only public business matters lawfully exempted from Open Meeting requirements under this chapter and only such public business matters as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the meeting by the public body. Mr. Steffey seconded the motion with a roll call vote as follows:

Mrs. Payne – AY Mr. Steffey-AY Ms. McClure-AY Mrs. Lyburn – AY Ms. Steffey

Closed Session Actions-

Mr. Steffey moved to approve the resignation of support staff as listed on the personnel recommendations of May 6, 2020. Ms. Seeber seconded and the motion passed unanimously.

Mrs. Lyburn moved to approve certificated staff 1-5 as listed on the personnel recommendations of April 29, 2019. Mr. Steffey seconded and the motion passed unanimously.

Mr. Steffey moved to approve certificated staff 6 added to the personnel recommendations of April 29, 2019. Ms. Seeber seconded and the motion passed with 3 - AYS.

Adjournment

Mr. Steffey made a motion to adjourn the meeting at 7:22 p.m.
Ms. McClure seconded and the motion was approved unanimously.

Mrs. Karen Camlin, Clerk of the Board

Mrs. Michelle Payne, Chairman

Minutes of the May 6, 2020 Colonial Beach School Board Regular Meeting

Colonial Beach School Board

Special Meeting

June 3, 2020 6:30 p.m.

102 1st Street, Colonial Beach, Virginia

MINUTES

PRESENT: Mrs. Michelle Payne
Mrs. Patrice Lyburn (via teleconference)
Mr. Brent Steffey
Mrs. Terri McClure
Mr. Dashan Turner, Superintendent

Call to Order

Mrs. Payne called the meeting to order at 6:00 PM.

Approval of the Agenda

Mrs. McClure moved to approve the agenda as presented.
Ms. Seeber seconded the motion; and it passed unanimously.

Closed Session commenced at pm

Mr. Steffey moved to go into Closed Session pursuant to Code of Virginia, Section 2.2-3711 (A)(1), discussion and consideration of prospective candidates for employment assignment, performance and resignations for certificated staff; and support staff pursuant to Code of Virginia, Section 2.2-3711 (A)(2), discussion and consideration of students that would involve the disclosure of information contained in scholastic records and discipline; Mrs. McClure seconded the motion with a roll call vote as follows:

Mrs. Payne – AY Mr. Steffey - AY Ms. Seeber - AY Mrs. McClure - AY Mrs. Lyburn - AY

Reconvened Open Session at pm

Ms. Seeber moved that the Colonial Beach School Board return to Open Session, and certified that Pursuant to State Code Section 2.2-3712.D. only public business matters lawfully exempted from Open Meeting requirements under this chapter and only such public business matters as were identified in the motion by which the Closed Meeting was convened were heard, discussed or considered in the meeting by the public body. Mrs. McClure seconded the motion with a roll call vote as follows:

Mrs. Payne – AY Mr. Steffey - AY Ms. Seeber - AY Mrs. McClure - AY Mrs. Lyburn - AY

Adjournment

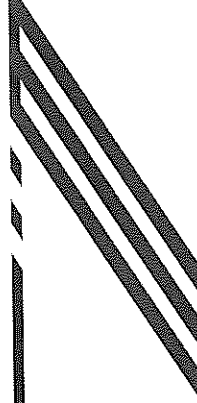

Mr. Steffey made a motion to adjourn the meeting at p.m.

Mrs. McClure seconded and the motion was approved unanimously.

Mrs. Karen Camlin, Clerk of the Board

Mrs. Michelle Payne, Chairman

Minutes of the June 3, 2020 Colonial Beach School Board Regular Meeting



Return to School Planning

June 10th, 2020 School Board Meeting
Dr. Turner



State, Local, and National Guidance

The plan to re-open will be guided by clear and strict health standards and guidelines

- CDC (Center For Disease Control)
- VDOE (Virginia Department of Education)
- VDH (Virginia Department of Health)
- VHSL (Virginia High School League)

We must ensure that we are explaining the health standards and expectations of CBPS in detail to the school community.



State Department released their COVID-19 Guidance document on June 9th

Guidance document assist school division in the following areas:

- School Operation
- Student and Staff Supports
- Instruction

The document also provides several sample templates and schedules for schools to consider.

Phases to Reopening CB Schools

- **Phase I** (effective immediately) - predominantly remote, childcare for essential, sped services using socially distant measures - all parties must agree to terms; max of 10 people per bus/classroom; 6ft when possible; restrict mixing of student groups; no communal spaces, no athletics or extra., no large gatherings
- **Phase II** (imminent) - predominantly remote - in addition to SPED and childcare, we can work with ELLs and Prek-3rd grades; summer camps (essential for working families); 6ft., 50 person limit on large gatherings, limit communal spaces - can use to spread students out, limited athletics/extra (more details coming)
- **Phase III** (no timeline, approximately close to traditional openings of school divisions, will use VDH data) - instruction for all students, be prepared to support online learning whenever needed, likely you will need staggered schedules; 100 page document coming to support phase implementation - includes sample staggered schedules; childcare; social distancing - 6ft whenever possible for bus and class, large gathering restriction expected but TBD; consider limiting mixing (K-5), middle - consider cohort movement, HS will be more challenging; extracurriculars and athletics - expanded with restrictions;

Social Distancing (6ft of space)

As the **Return to Learn** plan will be based on strict social distancing guidelines, ensuring that students are practicing social distancing in the following areas will be important:

- School Buses
- Hallways
- Cafeteria
- Classrooms
- Restroom

Schools while in Phase 2, are not expected to have large gatherings of any type.

Athletics may require a much larger space between athletes during practice and game play: upwards of 8-10 feet of social distancing

Expected Major Changes:

- Wellness Screenings
- Health Screenings
- Wearing Masks (**Mandatory for Teachers** in places where they are unable to maintain social distancing)
- Increased Handwashing (Handwashing breaks)
- Classroom limitations due to social distancing requirements
- Considerations for parents and teacher workloads when virtual learning is implemented
- No class changes, students staying in classrooms, no large gatherings, non use of school cafeteria
- Alternative school schedules in Phase II and Phase III

Return to Athletics Considerations

Waiting on Governor's and VDOE plan before releasing any information. Health and Safety primary concern. Other consideration will be

- Limiting contact between athletes and sports equipment
- Cleaning of locker room and practice gear
- Health screening and temperature checks before competition/practice
- Travel to away activities will present several concerns regarding the number of athletes allowed to ride school bus
- Revenue concerns if football season is postponed
- Limiting spectators if Governor's Order remains at 50 people for large gatherings (Family, media, staff)

Allowable Athletics/Clubs in Phase II

- Limited athletics and extracurricular activities with social distancing. No competition should occur unless physical distancing can be maintained at all times.
 - Considerations:
 - Health Screenings
 - Temperature Checks
 - Non-sharing of equipment
 - Social Distancing of 10 ft
 - Cleaning facility and equipment

Increased Cleaning Expectations

- Cleaning and disinfect frequently touched surfaces and areas
 - restrooms , counter surfaces, door knobs and handles
- Develop a cleaning schedule and routines
- Bus cleaning practices will and measures developed
- Students will not be allowed to share items or technology devices
- Encourage students to bring water bottles and discontinue use of typical water fountains
- If student or staff experience illness, area must be closed off for 24 hours prior to cleaning.

Planning Timeline

The Governor and State Superintendent released their guidance document on June 9th. Planning Teams began meeting on June 9th - June 19th developing plans for the following areas:

- Student Transportation
- Health and Safety
- Technology
- School Scheduling
- Professional Development Needs
- Parental Supports
- Facilities
- Athletics Accountability

Teams will convene on Monday June 22nd & 23rd to review all components of the plan. Dr. Turner will work with School Board to call a special meeting for review of the Colonial Beach Return Learn Plan 2020 and release date to the school community.

COLONIAL BEACH PUBLIC SCHOOLS

16 North Irving Avenue
Colonial Beach, Virginia 22443
(804) 224-0906
(804) 224-8357 (Fax)
www.cbschools.net



Dashan Turner
Superintendent

Michelle Payne, Chairman
Colonial Beach School Board

VRSA Resolution No. CB20-06102020

RESOLVED, Members of the Colonial Beach School Board are hereby authorized to be included as employees for the purposes of the Workers' Compensation Act of the Commonwealth of Virginia and entitled to all coverage provided under said Act.

ADOPTED, By unanimous vote of the Colonial Beach School Board on Wednesday, June 10, 2020.

This resolution shall take effect immediately upon its passage.

Michelle Payne, CB School Board Chairman

Attested to:

Karen Camlin, CB Clerk

Colonial Beach Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

COLONIAL BEACH PUBLIC SCHOOLS COACHES HANDBOOK



I COACH YOU

because I care about you.

I CHALLENGE YOU

because I believe in you.

I EXPECT YOUR COMMITMENT

because I know your family and job will.

I HOLD YOU ACCOUNTABLE

because life will hold you accountable.

2020-2021

SCHOOL BOARD MEMBERS

Michelle Payne-Chairman

Patrice Lyburn-Vice Chairman

Terry McClure - Member

Tara Seeber - Member

Brent Steffey - Member

COLONIAL BEACH PUBLIC SCHOOLS ADMINISTRATION

Dr. Dashan Turner – Superintendent

Mrs. Tricia William – High School Principal

Mrs. Michele Coates – Elementary/Middle School Principal

Mr. Martin Astrop – Athletic Director

TABLE OF CONTENTS

LETTER FROM THE ATHLETIC DIRECTOR	PAGE 1-2
PREFACE	PAGE 3
PHILOSOPY	PAGE 3-4
VIRGINIA HIGH SCHOOL LEAGUE RULES	
• THE SCHOOL ADMINISTRATOR SHOULD	PAGE 4-5
• THE COACH SHOULD	PAGE 5
• ADDITIONAL ROLES, DUTIES AND RESPONSIBILITIES OF THE COACH	PAGE 6-10
PROGRAM PURCHASE ROTATIONS	PAGE 10-12

Dear Coaches and Volunteers,

First and foremost, I would like to thank you and welcome you as a coach or volunteer to Colonial Beach Public Schools (CBPS). You have been chosen because you have the qualities of a leader, a mentor, and a role model. Your duties and responsibilities extend beyond the field or the court. This is not a position to enter into lightly.

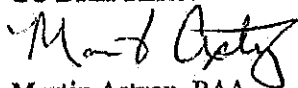
It goes without saying that your role is one that can often come under great scrutiny. With this in mind, I implore you to strive to make decisions that are ethical, professional, fair, and consistent. This can be difficult when the easier decision might make certain individuals happy. Remember that moment is short-lived and will only create more situations where you have to respond in that way. You are being held accountable for your decisions and you will earn the respect of players, parents, and spectators alike if those decisions align with the same accountability I expect you to hold our players to. Again, I understand that this is not an easy task. I know the pressure that a coach can face from unhappy parents, displeased spectators, or unmotivated players. I've played and I've coached, and I'm sure you have as well. Keep in mind what kind of coach you would have wanted and do your best to strive for that.

At CBPS, sportsmanship is paramount and it's something that we do not take lightly. Ultimately, sports should teach our students to work well with others, to communicate more effectively, and to take pride in where they go to school. All of these can be effectively accomplished by not only holding ourselves to high standards, but also by communicating our shared expectations to our athletes, parents, and spectators. One of your responsibilities as a coach is to communicate the Athletic Handbook to our athletes and their parents. We have to hold our athletes accountable in every aspect: academics, safety, behavior, etc. Our jobs don't stop when the game ends or practice is over. You are also responsible for both following the school district's rules, protocols, and procedures while a coach for CBPS and for following the expectations in place for conduct and treatment of athletes and others.

I want you to know that I understand how difficult your job is and I appreciate all you do. I am a resource and I encourage you to reach out to me with any questions or concerns you might have.

Thank you for your service and commitment to our student athletes, our school, and our community. Remember that we all want the same thing: to ensure that our students are being successful in the classroom so that they can go out and make positive, life-long memories as athletes.

GO DRIFTERS!



Martin Astrop, RAA
Athletic Director

PREFACE

The Athletics Handbook states specific policies, regulations, responsibility, and guideline for student eligibility and participation in sports/activities at CBPS. The Coach's Handbook is designed to do the same for the Athletic Director, Coaches or volunteers. In this manner, the Coach's Handbook should be used to better understand the responsibilities and duties you have as a coach so that all programs encourage one another to reach our common goal.

PHILOSOPHY

CBPS firmly believes that extra-curricular opportunities play a significant role in the development of our students. All individuals wishing to participate must recognize their responsibility to adhere to CBPS and Virginia High School League (VHSL) Codes of Conduct regarding eligibility and sportsmanship.

Development of character is a primary objective of the CBPS Athletics Department. We believe that structured competition provides an opportunity for student-participant, student-spectators, administrators, coaches, volunteers, faculty/staff, Parents, officials and other community members to promote sportsmanship. Sportsmanship is a team effort that defines not just the participants, coaches and sponsors, but also the school community in terms of integrity, fairness, pride, dignity, tolerance, and hospitality.

The majority of our students' day is spent within the classroom, it is imperative that students continually strive for success and be encouraged to attain academic success. Extra-curricular participants must remember to strive for success within the classroom as well as on the playing field in order to represent CBPS Athlete's both athletically and academically. There are several academic support programs available for student-participants who need extra help at both the Elementary School and the High School.

CBPS has and will continue to hold a high standard for safe and structured competition. When an individual is listed as a team member, he/she is strongly encouraged to fulfill his/her commitment to that team and/or organization. Although extra-curricular participation is voluntary and a privilege, it is a decision that should not be taken lightly as the team, coaches, school, and community are all affected by the participation of each individual.

Competition may provide an answer to the following question: who is better on a given night? However, optimal team and individual effort is paramount student-participants, student-spectators, administrators, coaches, faculty, staff, parents and other community members should recognize teams and individuals for

their efforts, both in victory and defeat. Positivism must always remain at the foundation of all interaction between all groups involved so as to ensure continued motivation toward achieving excellence.

CBPS will continuously strive to promote our mission and philosophy to all members of the community including, but not limited to: administrators, coaches, volunteers, faculty, staff, players, students, parents, and community members through scheduled competitions, coaches' meetings, event announcements, participant consent forms, activity offerings, standards of eligibility (academic and behavioral), and by seeking to promote the highest levels of participation without jeopardizing quality of care, security, and opportunity.

VHSL HANDBOOK RULES

THE SCHOOL ADMINISTRATOR SHOULD

1. Encourage and promote friendly relationships and good sportsmanship throughout the school by requiring courtesy and proper decorum at all times, by acquainting student and others in the community with ideals of good sportsmanship and by so publicizing these concepts and attitudes that attitudes that all members of the school community will understand and appreciate their meaning.
2. Insist upon implicit compliance with all rules and regulations of the VHSL.
3. Secure qualified officials for all contest.
4. Insist upon adequate safety provisions for all activities, for both participants and spectators.
5. Approve only those activities and schedules which are educationally and physically sound for the school pupil.
6. Encourage all to judge the success of the athletic program on the basis of the attitude of the participants and spectators, rather than on the basis of the number of games won or lost.
7. Insist that the school cheerleaders exemplify the highest standard of good sportsmanship as a means of inculcating desirable spectator attitudes.
8. Provide adequate hygienic, sanitary and attractive facilities for the dressing and housing of visiting teams and officials.
9. Provide for the efficient handling of all athletic funds, with such safeguards as audits, insurance and proper bookkeeping, in order that maximum benefits may be had from available funds.

10. Review with staff the Sportsmanship Rule.

The Coach Should

1. Exemplify behavior that is representative of the education staff of the school and a credit to the teaching profession.
2. Demonstrate high ideals, good habits and desirable attitudes in personal behavior and demand the same standards of the players.
3. Emphasize to his/her players and bench personnel the importance of proper-sideline behavior and the necessity of restraining from entering the playing field/court to engage in a fight.
4. Recognize that the purpose of competition is to promote the physical, mental, social, and emotional well-being of the individual players and that the most important values of competition are derived from playing the game fairly.
5. Be a modest winner and a gracious loser.
6. Maintain self-control at all times, accepting adverse decisions without public display of emotion or of dissatisfaction with the officials.
7. Cooperate with the school principal in the planning, scheduling and conduct of sports activities.
8. Employ accepted educational methods in coaching; giving all players an opportunity to use and develop initiative, leadership and judgment.
9. Pay close attention to the physical condition and well-being of players, refusing to jeopardize the health of an individual for the sake of improving his/her team's chances to win.
10. Teach athletes that it is better to lose fairly than win unfairly.
11. Discourage gambling, profanity, abusive language and similar violations of the true sportsman's code.
12. Refuse to disparage an opponent, an official or others associated with sports activities and discourage gossip and questionable rumors concerning them.
13. Probably supervise student athletes under his/her immediate care and specifically observe a coach's responsibilities in conjunction with district and state contest.

Additional Roles, Duties and Responsibilities of the Coach:

Personal and Professional Relationships

- 1. Leadership** - A coach must set the standard and the tone for the program. What you expect from your players is ultimately is what you will receive. As a coach, you must be in control of yourself and team at all times: You are the disciplinarian of the team.
- 2. Rapport** – The ability to communicate and relate to others is an important quality. Always communicate with your assistants, other coaches and parents. Most problems can be solved before they get started by communicating positively with others.
- 3. Cooperation** – All coaches need to cooperate with each other. We are all on the same side and need to work together.

Expectations

1. Work with the school Principal and Athletic Director in the planning, scheduling, and conducting of athletic activities.
2. Use sound and acceptable teaching practices. Prepare daily written practice plans.
3. Complete pre-season planning well in advance of the season date
4. Develop an efficient system for equipment accountability (or use Coach's Inventory Report located in the back of this manual) to maintain seasonal inventory so as to ensure that all equipment issues is returned and stored in its place.
- 5. Inform assistant coaches, student managers, statisticians, and other volunteers of their duties. Head coaches should submit a list of names to the Athletic Department as early as possible. *Anyone that is directly involved with our students must have an APPLICATION, BACKGROUND CHECK, CHILD ABUSE CHECK, CONCUSSION CERTIFICATE, 1-9 Form and NEGATIVE TB TEST CERTIFICATE before they can begin coaching.***
6. Know the rules governing the sport that you are coaching.
7. Know, obey and enforce all CB School Board, Northern Neck District, Region A and VHSL policies.

8. Complete the Basic VHSL Coaching Course, The Child Abuse Training, AED/CPR, and Concussion Training on the VHSL website within two years of hire date. Training can be found at <https://www.vhsl.org/coach-education/>. The Athletic director will perform training for Concussion and CPR prior to coaching season. Concussion Rules and Regulations can be found at the following website <https://www.vhsl.org/sports-medicine/concussions/>.
9. Attend the Rules Clinic prior to the start of your season to review rule changes. Head coaches that do not attend will be required to pay the \$50 fine levied by the VHSL.
10. Hold a pre-season informational meeting of all prospective athletes and their parents to review such items as: standard policies, training rules, practice and game schedules, regulations concerning transportation to and from athletic contests, behavior, academic requirements, award policy, physicals, and insurance. Be sure to schedule date so that the Athletic Director and Principal can attend.
11. **Supervise your athletes at all times.** Arrive for practice **BEFORE** your athletes and make sure that all athletes have vacated the premise before leaving at the conclusion of a practice or game. Be especially mindful of locker room behavior and do not allow hazing or vandalism to occur. Virginia Code § 18.2-56. Hazing unlawful; civil and criminal liability; duty of school, etc., officials; penalty.
12. Check the eligibility of each prospective player before the beginning of the season. Information can be obtained from the Athletic Director. An Eligibility Checklist has been provided to give a brief overview of what standards must be met.
13. During the season maintain a vigilant watch over grades by checking with teachers periodically. Grades are to be checked by the Athletic Director on Monday's and Thursday's. It is your responsibility as a coach to make sure you receive their grades. Academics come first. Any athlete with two D's or one F is put on academic probation. Athletes have a week to bring their grades up to a satisfactory level. While on probation athletes must attend study hall after school. They are still allowed to practice and play while on probation. At the end of that week if their grades are still subpar then they are put on academic suspension. While on academic suspension the athlete cannot practice, play or travel with the team until their grades are brought up.
14. Collect and submit all Physicals Forms to the Athletic Director **BEFORE**

athletes can begin practicing. Make certain that all sections of the Physical Form have been completed, signed, and dated as necessary. ***NO ATHLETE MAY PRACTICE WITHOUT HAVING A PHYSICAL FORM ON FILE BECAUSE THEY ARE NOT COVERED BY OUR INSURANCE.***

15. Make a copy of Acknowledgement of Risk/Insurance Statement and Emergency Form (section 4) of the VHSL Physical form. All coaches should have a copy of this information that is assessable at practices and games (home/away). This form gives the coaches authorization to provide emergency care for the injured athlete, if the parent or guardian cannot be contacted.
16. Submit, two weeks before the first contest; the team roster and the Master Eligibility List to the Athletic Director.
17. Instruct athletes using sound educational methods while coaching.
18. Closely monitor the physical condition and well being of each athlete. Do not jeopardize the health of an athlete for sake of improving the team's chances of winning. The specific number of required practice days prior to the first game is as follows: Cheer/20, Football/15, Volleyball/14, Basketball/0, Softball/0, Baseball/0.
19. Follow instructions of a physician concerning the status and health of an athlete. If an athlete cannot practice due to an injury a doctor's note must be on file and that athlete cannot return to practice/game until released by a doctor.
20. An accident Report should be completed anytime an athlete is injured during a practice or game that requires additional medical analysis.
21. Emphasize that athletes
 - A. Attend all practices
 - B. Report all injuries to the head coach before you leave practice/game on the day of the injury.
 - C. Keep locker rooms, weight rooms, gym fields, and the athlete's body clean.
 - D. Profanity and physical abuse are not to be tolerated. Encourage proper conduct and sportsmanship at all time.
22. Travel to and from away contests on the team bus.
23. Report all incidents of unsportsmanlike conduct to the Athletic Director within

24 hours after it occurs. This also includes when an athlete/coach is ejected from a contest for any reason. VHSL and Northern Neck policy dictate that the athlete must sit out the next contest and may not be present in the stadium or gymnasium. This rule also applies to a coach's ejection from a game. An ejection for fighting is a two game suspension.

24. Assist the Athletic Director at home game in providing proper facilities, safety and care for game officials, security, and opponents.
25. Assign specific duties to assistant coaches, managers, statisticians, and volunteers.
26. Organize staff meetings when necessary.
27. Record all athletic equipment issued to athletes on the Coach's Equipment Form.
28. Receipt all money received over \$1.00 immediately into your program account, this is school board policy. Receipt books are available from the bookkeeper in the high school office.
29. Collect equipment within one week after the last game.
30. Attend and present awards at the FALL/WINTER/SPRING Sports Award Ceremony.
31. Submit to the Athletic Director, one week after the completion of the season an End of Year Report that includes:
 - A. Sports award winners
 - B. Team/programs will be provided for the following awards, additional awards may be given at the cost of the individual program.
 - I. Varsity – **Dr. Warner Coaches Award** – Male; **Frances Karn Coaches Award**- Female; Most **Improved, Academic** (highest team Grade Point Average (GPA)), **Leadership, Drifter Award** (team Most Valuable Player (MVP))
 - i. Letter – 1st Time Participant
 - ii. Pin – Returning player Participant
 - iii. Star – Team Captain

II. Junior Varsity (JV) - **Dr. Warner Coaches Award** – Male;
Frances Karn Coaches Award- Female; **Most Improved,**
Academic (highest team GPA), **Leadership, Drifter Award**
(team MVP)

i. Certificate- All participant

III. Middle School - **Dr. Warner Coaches Award** – Male;
Frances Karn Coaches Award- Female; **Most Improved,**
Drifter Award (team MVP)

i. Certificate- All Participants

C. Equipment inventory that includes any replacement fees

D. Budget request for the next season

32. Assure that all the lights in the gym/locker room/fields are off and that all doors are locked leading into the school, locker room, weight room, and gym.
33. No individual or group can use the athletic facilities unless supervised by a coach or facility member approved by the school board.
34. Counsel athletes on athletic scholarships and college requirements.
35. Do not criticize game officials, other members of the athletic staff or opposing programs to the media, fans, or in public.
36. Assistant coaches should fulfill any of the listed duties/responsibilities delegated by the need of the coach
37. Head coaches are required to attend all Northern Neck District selection meetings and All- Region A selection meeting for their respective sport. We must be supportive of our athletes and give them as much recognition as they deserve.
38. All coaches are encouraged to join the Virginia High School Coaches Association (VHSCA) and to attend the annual clinic held in July.
39. Coaches should use good judgment in determining where to stop for refreshments/dinner. An establishment with no alcoholic beverages, is clean, and away from the opponent's school should be chosen. Coaches must accompany their team in the restaurant for supervision. Under no circumstance shall a coach not stop as a disciplinary measure, unless no other plausible option is available. If a coach does not want to stop after an

away contest be sure to inform athletes the day before so they can take their own provisions.

40. Coaches are responsible for team behavior on the bus, not the bus driver.
41. Coaches should walk the bus after returning from an away trip to make sure it is left clean. Require athletes to clean the area around their seat. If cleanliness becomes an issue, food or drink may be suspended.
42. During periods of extreme heat and humidity, practices may have to be toned down, moved to a cooler time of the morning or evening, or even be canceled. Use common sense and provide frequent water breaks, as necessary. ***On days when it's between 90 and 94 degrees, equipment should be removed as often as possible. At 95 to 104 degrees, the VHSL recommends practicing without equipment. And at 105 degrees or higher, all outside activities should be canceled. More information can be found at <https://www.vhsl.org/sports-medicine/heat-hydration/>***
43. Coaches are the biggest proponent of the individual program. Be sure to call in all scores to local papers, for some, it helps to write a summary article of the game. Again, our students deserve to be recognized and it's your job to make sure information gets to the papers in a timely manner. Generally, we contact: Free Lance Star and Westmoreland News. This is especially true of all home games and distant away games.
- 44.** Only athletes, cheerleaders, managers, scorekeepers, trainers, video, and coaches are authorized volunteers are permitted to ride the team bus. Coaches may require all team members to ride to and from the game on the team bus; however, it is general policy to allow a written parental/guardian request for an athlete to ride home with an adult three days prior to event. **Students will not be allowed to ride home with anyone other than their parent/guardian.**
- 45.** Coaches are encouraged to develop an in-season and off-season weight room regimen for their program. In-season sports will be given priority usage of the weight room.
- 46.** Programs may find at times the necessity to fundraise. All fundraising activated must be approved by the Athletic Director and Principal. No coach/athlete/parent should solicit donations from local businesses. Generally, businesses have been very supportive through various means. If a business approaches the program that is fine, but do not seek out donations through request. In order to conduct a fundraiser, complete a

Fundraiser Application and submit to the Athletic Director. Additional activities outside of practice and games require an Application for Use or Use of Facilities Form which can be obtained from the Athletic Director.

- 47.** Coaches should make every effort to 'scout' your opponent so as to best prepare your team for their next game.
- 48.** Submit any scheduling requests to the Athletic Director for game opponents, practice times or facility usages so that no date/times are double booked.
- 49.** Under no circumstances shall Coaches, Assistant Coaches, and Volunteers communicate with Students using personal text messages. All Coaches are to use the App that is suggested by CBPS to communicate with students. Baseball/Softball will communicate with students via – Game Changer.

Additional Information on coaching for the VHSL can be found at

<https://www.vhsl.org/administrators-coaches/>

PROGRAM PURCHASE ROTATION

It is our belief that athletics provide an excellent opportunity to reach today's youth and help to provide the best Middle School (MS) and high school experience possible. However, like many schools, we have limited resources by virtue of being small, but with that, there is also greater pride in what we have and what we accomplish.

Because we are small it becomes increasingly more important that we better allocate what money we do have toward addressing those priority needs first. As part of this process, we are required from time to time to re-analyze procedures and make the best decision possible that solves most of our problems.

In an effort to better concentrate on the needs of our athletes, coaches, and programs we have implemented a "Program Purchase Rotation" (PPR) to ensure that all programs have an opportunity every three years to make a "substantial" purchase. To be clear, a program includes teams of all levels (MS, Junior Varsity (JV) & Varsity (V)); therefore, the purchase that is made should benefit all teams within a program. Varsity head coaches should seek the input of all coaches within their program so as to make the best possible purchase that benefits all teams within that program. In the instance of uniforms being purchased uniforms will be rotated down to each program when possible: V to JV to MS. In the event that the

uniform rotation is not feasible the athletic director will be authorized to make an alternative solution to the uniform rotation policy.

Each program will be assigned a year in the 4-year cycle (Year 1, 2, 3, or 4) for major purchases. So, for example, a program that is up this year (year 1) would not be up again until year four. Three programs will be assigned to each year. Year four the entire amount will go to capital improvements for athletics (i.e. bleachers, score boards, etc)

Stipulations of the PPR

- The Athletic Department and Booster Club will each match funds up to and including \$600 which then gives that program a grand total of \$1800 to spend.
- If a purchase is in excess of \$1800, for example, if an item costs \$2400 then
 - Athletic Department pays \$600
 - Booster Club pays \$600
 - Program pays \$1200
- If a purchase is less than \$1800, for example, if an item costs \$1200 then
 - Athletic Department pays \$400
 - Booster Club pays \$400
 - Program pays \$400
- All items that are purchased through the PPR must remain within the program and inventoried. No personalization to players.
- All items that are purchased must be made available to all teams within the program.
- Funds may be used toward the purchase of game/practice equipment, uniforms, or other implements used within a specific sport program.

2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Volleyball	Drama*	Cheer	Capital Improvements	Volleyball	Drama*	Cheer	Capital Improvements
Football	Boys Basketball	Baseball		Football	Boys Basketball	Baseball	
Girls Basketball	Academic Team*	Softball		Girls Basketball	Academic Team*	Softball	

*Drama and Academic Team will only receive matching funds up to \$300

Requests for funds should be submitted to the Athletic Director prior to beginning of season. Coaches may still spend funds within their own accounts on items they wish to purchase for their programs.

The Athletic Department will supply items necessary for competition (i.e. consumable goods: balls, bats, medical supplies, etc.). For any additional items, a coach/program may submit a Purchase Requisition to me; however, please understand that all requests may not be approved to be purchased with Athletic Department or Booster Club money. ALL PURCHASE REQUISITIONS INVOLVING SPORTS TEAMS AND EXTRACURRICULAR MUST BE SIGNED BY ATHLETIC DIRECTOR.

ACKNOWLEDGEMENT

This handbook is provided to you for information and immediate reference. Please read it carefully and completely.

Policies included in this handbook may be subject to unilateral change by the Colonial Beach School Board, with or without notice, in writing, verbally, or in practice. You are encouraged to contact your Athletic Director with any questions you may have.

Please acknowledge receipt of this handbook and verification that you have read it in its entirety by signing and returning this acknowledgement to the Athletic Director.

Signature

Please Print Name

Date

COLONIAL BEACH PUBLIC SCHOOLS ATHLETICS HANDBOOK



Colonial Beach Public Schools believes a successful athletic program is one that emphasizes character, education, academics, sportsmanship, teamwork, individual effort, and commitment; in a safe, drug-free and structured environment, which supports the educational experiences of our student-athletes.

2020-2021

SCHOOL BOARD MEMBERS

Mrs. Michelle Payne-Chairman

Mrs. Patrice Lyburn-Vice Chairman

Ms. Terri McClure - Member

Ms. Tara Seeber - Member

Mr. Brent Steffey – Member

COLONIAL BEACH PUBLIC SCHOOLS ADMINISTRATION

Dr. Dashan Turner – Superintendent

Mrs. Tricia William – High School Principal

Mrs. Michele Coates – Elementary School Principal

Mr. Martin Astrop – Athletic Director

Table of Contents

LETTER FROM THE ATHLETIC DIRECTOR	5
VISION	6
ENFORCEMENT OF RULES	6
BOOSTER CLUB	6
INTERSCHOLASTIC SPORTS and EXTRA-CURRICULAR ACTIVITIES Offered at CBPS	7
PHILOSOPHY	8
SPORTSMANSHIP RULE	9
The School Administrators	9
The Coaching Staff will:	9
The Team Member	9
The Spectator	10
The Cheerleader	10
Virginia High School League Rules	10
VHSL Eligibility Rules	10
VHSL School Regulations	12
ADDITIONAL ELIGIBILITY REQUIREMENTS	13
HEALTH AND SAFETY	15
TRYOUTS	16
AFTER YOU MAKE THE TEAM	17
CODE OF ETHICS	17
CODE OF CONDUCT	18
Transportation	19
HOMEWORK/MISSED CLASS INSTRUCTION	19
LOCKER ROOM REGULATIONS	20
EQUIPMENT AND UNIFORMS	20
Care and Maintenance	20
Return Policy	21
Penalties	21
TOBACCO, ALCOHOL, ILLEGAL DRUGS	21
1st Offense	21

2nd offense	21
Parent/Coach Communication	22
COMMUNICATIONS YOU SHOULD EXPECT FROM YOUR CHILD'S COACH	22
COMMUNICATIONS COACHES EXPECT FROM ATHLETES/PARENTS	22
APPROPRIATE CONCERNS TO DISCUSS WITH COACHES	22
INAPPROPRIATE CONCERNS TO DISCUSS WITH COACHES	23
RECOGNITION AND AWARDS	23
STUDENT-ATHLETE AND COLLEGE PLANNING	24
COLONIAL BEACH HIGH SCHOOL ATHLETICS HANDBOOK ACKNOWLEDGMENT FORM	26
SCHOOL BOARD RESOLUTION	27

LETTER FROM THE ATHLETIC DIRECTOR

Dear Parents and Guardians,

Information contained in this handbook is being presented to you because your student had become or is trying out to become a member of an athletic team or academic activity at Colonial Beach Schools (CBPS).

As a parent, your involvement in this aspect of your student's development is absolutely essential and can be very rewarding! Participation in sports and/or academic activities provide a wealth of opportunities and experiences which will assist in the personal growth of your student. CBPS believes a safe and well-organized sports and activities program enhances a students' need for self-expression, mental alertness, self-esteem, and physical growth. It is our hope to maintain such a program that is sound in purpose and will provide the most positive experience for each student's educational maturity.

Successfully fulfilling the dual role of a student-athlete is not an easy task. A student-athlete is making a voluntary choice to exhibit self-discipline in behavior, academics, and sports and/or extra-curricular activities. These are the reasons we place such an importance on good training habits and conduct. The concept of self-discipline is tempered by a responsibility to recognize the rights of the individual within the objectives of the team/activity.

In order to be successful, student-athlete must work toward achieving the same goal. It takes a commitment to "team work" both on and off the field and the willingness to sacrifice individual goals for the good of the team. This requires responsible behavior, open and honest communication, personal accountability, and a desire to improve each day. Failure to comply with the guidelines set forth in this Athletic Handbook are not only detrimental to the student-athlete, but also to those individuals who are working to achieve the same goal.

It is a privilege and an honor to be a member of any CBPS team/activity. The school has the authority to revoke this privilege when a student-athlete does not act in an acceptable manner and/or fails to meet prescribed academic/behavior requirements. The Colonial Beach Athletic Department is committed to developing a high level of competition without losing sight of scholastic achievement, sportsmanship, and a strong sense of respect for self and others.

I personally invite you to join us in a united effort to positively make a difference in the life of your student-athlete.

GO DRIFTERS!

Martin Astrop, RAA,
Athletic Director

VISION

The Athletic Department of CBPS continues to strive to be recognized for excellence in academic success, integrity, leadership, sportsmanship community involvement, and successful athletic teams by promoting the following core values:

Character

We will work to develop and promote positive experiences in all endeavors by building students' self-esteem and providing a safe, secure and caring environment

Excellence

We seek superiority in all our endeavors by committing ourselves to continuous improvement

Scholarship

We believe in providing an environment that respects and encourages the pursuit of knowledge

Integrity

We are dedicated to the principles of truth and honesty and will be equitable, ethical, and professional

Service

We believe that serving others is a noble and worthy cause

Stewardship

We are committed to the efficient and effective use of resources and accept the responsibility of the public's trust

ENFORCEMENT OF RULES

All rules, codes and policies are to be fully adhered to by all administrators, coaches, team members, and parents/guardians. Failure to do so will result in the fullest punitive action designated for the offense as stated within this Athletic Handbook.

BOOSTER CLUB

The Colonial Beach Athletics Booster Club is a non-profit, 501(c)(3) organization committed to

providing support and recognition of student-participants involved in each of the clubs and/or interscholastic activities offered at CBPS. Membership is open to all members of the Colonial Beach Community.

INTERSCHOLASTIC SPORTS and EXTRA-CURRICULAR ACTIVITIES Offered at CBPS

Fall Season

Junior Varsity Cheerleading
Varsity Cheerleading
Junior Varsity Girls Volleyball
Varsity Girls Volleyball
JV Football
Varsity
Football
Middle School Girls Basketball
Theatre

Winter Season

Junior Varsity Cheerleading
Varsity Cheerleading
Scholastic Bowl
Junior Varsity Girls Basketball
Varsity Girls Basketball
Middle School Boys Basketball
Junior Varsity Boys Basketball
Varsity Boys Basketball

Spring Season

Middle School Softball
JV Softball Varsity Softball
Middle School Baseball
JV Baseball
Varsity Baseball

Athletic and Non-Athletic activities are offered to both male and female students in accordance with Title IX, The Colonial Beach School Board Regulations and The Virginia High School League (VHSL).

PHILOSOPHY

CBPS firmly believes that extra-curricular opportunities play a significant role in the development of our students, while seeking to promote the ideal that participation is a privilege not a right. Hence, all individuals wishing to participate must recognize their responsibility to adhere to the CBPS and VHSL Codes of Conduct regarding eligibility and sportsmanship.

Development of character is a primary objective of the CBPS Athletics Department. We believe that structured competition provides an opportunity for student-participants, student-spectators, administrators, coaches, faculty/staff, parents, officials and other community members to promote sportsmanship. Sportsman ship is a team effort that defines not just the participants, coaches and sponsors, but also the school and community in terms of integrity, fairness, pride, dignity, tolerance, and hospitality.

Because the majority of our students' day is spent within the classroom, it is imperative that students continually strive for and be encouraged to attain academic success. Extra-curricular participants must remember to strive for success within the classroom as well as on the playing field in order to represent CBPS both athletically and academically. There are several academic support programs available for student-participants who need extra help at both the Middle School and the High School.

CBPS has and will continue to hold a high standard for safe and structured competition. When an individual is listed as a team member, he/she is strongly encouraged to fulfill his/her commitment to that team and/or organization. Although extra-curricular participation is voluntary and a privilege, it is a decision that should not be taken lightly as the team, coached school, and community are all affected by the participation of each individual.

Competition may provide an answer to the following question: who is better on a given night? However, optimal team and individual effort is paramount. Student-participants, student-spectators, administrators, coaches, faculty, staff, parents and other community members should recognize teams and individuals for their efforts, both in victory and defeat. Positivism must always remain at the foundation of all interaction between all groups involved so as to ensure continued motivation toward achieving excellence.

CBPS will continuously strive to promote our mission and philosophy to all members of the community including, but not limited to: administrators, coaches, faculty, staff, players, student, parents, and community members through scheduled competitions, coaches' meetings, event announcements, participant consent forms, activity offerings, standards of eligibility (academic and behavioral) and by seeking to promote the highest levels of participation without jeopardizing quality of care, security, and opportunity.

SPORTSMANSHIP RULE

CBPS require all coaches, student-participants, parents and spectators to exhibit good sportsmanship at all times.

The School Administrators will:

- Encourage and promote friendly relationships and good sportsmanship through the school by requiring courtesy and proper decorum at all times.
- Inform students and others in the community with ideals of good sportsmanship and publicize these concepts and attitudes so all members of the school community will understand and appreciate their meanings.
- Insist upon implicit compliance with all rules and regulations of the district.
- Insist upon adequate safety precautions for all activities, for both participants and spectators.
- Provide adequate hygienic, sanitary and attractive facilities for the dressing and housing of visiting teams and officials.
- Review with the staff the sportsmanship rule.

The Coaching Staff will:

- Exemplify behavior that is representative of CBPS.
- Demonstrate high ideals, good habits and desirable attitudes in personal behavior and demand the same standards of the players.
- Emphasize to his/her players and bench personnel the importance of proper sideline behavior and the necessity of restraining from entering the playing field/court to engage in a fight.
- Recognize that the purpose of competition is to promote the physical, mental, social and emotional well-being of the individual players and that the most important values of competition are derived from playing the game fairly.
- Be a modest winner and a gracious loser.
- Maintain self-control at all times. Accept adverse decisions without public display of emotion or dissatisfaction with the officials.
- Cooperate with the Athletic Director and School Principal in planning, scheduling and conducting sports activities.
- Employ accepted educational methods in coaching.
- Give all players an opportunity to use and develop initiative, leadership and judgement.
- Pay close attention to the physical condition and well-being of players. Refuse to jeopardize the health of an individual for the sake of improving his/her team's chances of winning.
- Teach athletes that it is better to lose fairly than to win unfairly.
- Prohibit gambling, profanity, abusive language and similar violations of the true sportsmanship code.
- Refuse to disparage and opponent, an official or others associated with sports activities and discourage gossip and questionable rumors concerning them.
- Properly supervise student athletes under his/her immediate care.

The Team Member will:

- Be courteous to the visiting teams and officials.
- Play hard and to the limit of his/her ability, regardless of discouragement. A true athlete does not give up nor does he/she quarrel, cheat, bet, or grandstand.
- Retain his/her composure at all times and never leave the bench or enter the playing field/court to engage in a fight.
- Be modest in victory and gracious in defeat. A true sportsman does not offer excuses

- for failure.
- Maintain a high degree of physical fitness by observing team and training rules conscientiously.
- Demonstrate loyalty of the school by maintaining a satisfactory scholastic standing and by participating in or support other school activities.
- Play for the love of the game.
- Understand and observe the rules of the game and standards of eligibility.
- Set a high standard and personal cleanliness.
- Respect the integrity and judgement of officials and accept their decisions without questions.
- Respect the facilities of host schools and the trust entailed in being a guest.

The Spectator will:

- Realize that he/she represents the school just as definitely as a member of a team and, therefore, has an obligation to be a true sportsman by encouraging, through his/her behavior, the practice of good sportsmanship by others.
- Recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill and outstanding examples of sportsmanship and fair play exhibited by either team.
- Recognize that since the primary purpose of interscholastic athletics is to promote the physical, mental, social, and emotional well-being of the players through the medium of contests, victory or defeat is, in reality, of secondary importance.
- Treat visiting teams and officials as guests. Extend to them every courtesy.
- Be modest in victory and gracious in defeat.
- Respect the judgement and integrity of officials, recognizing that their decisions are based upon game conditions as they observe them and are given the best of their ability.

The Cheerleader will:

- Encourage desired crowd response using only positive cheers, signs, and praise without antagonizing or demeaning opponents.
- Treat opposing spirit groups and fans with respect.
- Know the rules and strategies of the contest in order to cheer at appropriate times.
- Maintain enthusiasm and composure.
- Serve as a role model.

Virginia High School League Rules

The VHSL is a member of the National Federations of State High School Associations. All rules and regulations governing secondary school boys' and girls' interscholastic athletic contests and practices are established by the VHSL, by Colonial Beach School Board, and by the CBPS administration

VHSL Eligibility Rules

There are 13 individual eligibility regulations. The first 7 are applicable to all student participants. The last 6 apply only to those participants on athletic teams.

A. GENERAL RULES APPLICABLE TO ALL STUDENTS

28A-1-1 AGE RULE - The student shall not have reached the age of 19 on or before the first day of August of the school year in which he/she wishes to compete.

28A-2-1 BONA FIDE STUDENT RULE - The student shall be a regular bona fide student in good standing of the school which he/she represents.

28A-3-1 ENROLLMENT RULE - The student shall have been regularly enrolled in the school which he/she represents not later than the fifteenth school day of the semester.

28-2-4-1 GRADE RULE - The student shall be enrolled in the last four year of high school.

28A-2-5-1 SCHOLARSHIP RULE - The student shall:

(a) For the first semester, be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation; and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding year or the immediately preceding semester for schools that certify credit on a semester basis; and

(b) For the second semester, be currently enrolled in not fewer than five subjects, or their equivalent, offered for credit and which may be used for graduation; and have passed five subjects, or their equivalent, offered for credit and which may be used for graduation the immediately preceding semester.

28A-2-6-1 SEMESTER RULE - The student shall not have been enrolled in the last four years of high school for a period of more than eight consecutive semesters, beginning with the semester in which he/she was enrolled for the first time in the ninth grade. The eight consecutive semesters shall be counted continuously from that point, regardless of whether or not he/she remains continuously enrolled in school.

28A-7-A TRANSFER RULE - The student shall not have enrolled in one high school and subsequently transferred to and enrolled in another high school without a corresponding change in the residence of his/her parents, parent, or guardian. The sending and receiving VHSL school principals are required to complete and file the VHSL Transfer Form, acknowledging that to the best of their knowledge the student has met all aspects of the transfer rule or its exceptions. Home instruction does not constitute enrollment in a public school. Home schooling is a process through which Virginia Code compulsory education requirements may be met, as is private schooling. Home schooling is the equivalent of school enrollment for Transfer Rule purposes, and determining whether the student has met Scholarship Rule requirements of having passed five academic subjects recognized by the Virginia Department of Education in the most recent prior semester.

B. REGULATION GOVERNING ATHLETES ONLY

28B-1-1 ALL-STAR PARTICIPATION RULE - Only students of member schools who have completed their eligibility in a sport may participate in no more than one all-star game in that sports season prior to graduation from high school.

28B-2-1 AMATEUR RULE - A student who represents a school in an interscholastic sport shall be an amateur in that sport. An amateur athlete is one who engages in athletic competition solely for the physical, mental, social and pleasure benefits derived therefrom.

28-3-1 ATHLETIC PARTICIPATION/PARENTAL CONSENT/PHYSICAL EXAMINATION RULE - The student shall have submitted to the principal of his/her school, prior to

becoming a member of any school athletic squad or team, League Form No. 2 (Athletic Participation/Parental Consent/Physical Examination Form), completely filled in and properly signed, attesting that he/she has been examined and found to be physically fit for athletic competition, and that his/her parents' consent to his/her participation.

28-4-1 AWARD RULE – Students may accept permissible awards presented or approved by the student's school.

28-5-1 COLLEGE PARTICIPATION RULE – The student shall not have been a member of a college team in the sport in which he/she desires to represent his/her school.

28-6-1 INDEPENDENT TEAM RULE – Student responsibility for sports participation. During the sports season for the relevant sports, a student may, while a member of a school squad or team engaged in interscholastic sports become a member of or participate with an organized team in the same sport which is independent of the school's control so long as such participation does not conflict with the scheduled activities of the school squad or team.

VHSL School Regulations

27-4-1 CONTEST LIMITATION RULE-No member school may permit its athletes or teams to compete in more than the total number of regular season interscholastic contests, meets or tournaments for each sport either on the varsity or subvarsity level. No athlete may participate on two levels (e.g. middle school, junior high, junior varsity, varsity) in any sport on the same day. A student participating in two levels of competition on the same day is ineligible in the second competition and appropriate penalties will be assessed. Students in the eighth grade may participate in competition of less than varsity level.

27-9-1 PROSELYTIZING RULE-No member school or group of individuals representing the school shall subject a student from another school to undue influence by encouraging him/her to transfer from one school to another/or League activities.

27-11-1 SPORTSMANSHIP RULE-Member schools are required to conduct all their relations with other schools in a spirit of good sportsmanship. Acts which are prima facie evidence of failure to abide by this rule are those which are noted and others of a similar nature which transgress the usually accepted code for good sportsmanship. All incidents of conduct relating to either athletic or academic activities that are violations of the Sportsmanship Rule must be reported to the Virginia High School League.

27-11-4 Harassment of contest officials by a coach or a coach's ejection from a contest constitutes a violation of the Sportsmanship Rule. Any coach's ejection is to be reported in writing to the League office by the school whose coach is ejected with copies placed in the school's and officials' association files. Any incidents involving a spectator, coach or other school personnel or player striking or pushing an official is to be reported. A coach going on the floor or field to interrupt a contest while the ball is "alive" in protest of a decision by an official, conduct which invokes a penalty against the team because of the conduct of a coach or team member or any individual in the official party of a team, continued and visible actions on the part of a coach which will indicate to team members and/or to spectators that the coach believes the game is being improperly officiated, public demonstrations with

game officials which indicate to others extreme dissatisfaction with officiating, and such related actions when exhibited in aggravated form are evidence of poor sportsmanship.

27-11-5 SPORTSMANSHIP EDUCATION Failure of a school to use every means at its disposal to impress upon its faculty, student body, team member, coaching staff and officials the values of sportsmanship in the preparation for, and the conduct and management of interscholastic contests and the importance of observing published or accepted rules governing coaches, competitors or spectators relating to the conduct of competition constitutes a violation of the Sportsmanship Rule.

27-11-12 STATEMENT OF POLICY (2) Any student participant who in protest lays hands or attempts to lay hands on an official may be declared ineligible for all activities by the League or by his/her principal for up to one year. Any student participant who strikes an opponent, a coach or a spectator during or following an athletic or academic event may be declared ineligible by the League or his/her principal for a specified period of time up to one year depending on the seriousness of the act. The basis for this policy statement is that a member school shall not be represented by any student whose conduct reflects discredit upon his/her school.

ADDITIONAL ELIGIBILITY REQUIREMENTS

Participation in interscholastic athletics and activities is a privilege, NOT A RIGHT, earned by the student who meets eligibility requirements set by the VHSL, the Region, the District, the School Board, and the School. The following are additional requirements set forth by Colonial Beach. Questions regarding the following additional requirements should be directed to the Athletic Director.

ACADEMICS: The CBHS student-athlete will be expected to maintain their grades at an acceptable level. Participation in athletics is a privilege, not a right. The success of the athlete is not only measured by their accomplishments on the field or court, but by their accomplishments in the classroom. Eligibility will be determined in the following manner: All rising eighth grade students are automatically eligible first semester of the eighth grade for the first time per VHSL regulations (28A-5-2). All rising 9-12 graders and second semester eighth graders must pass three out of four courses to be eligible the following semester (28A-5-1).

Once a player has made a team, weekly grade checks **will** be conducted each Monday during the season for the previous week. The athletic director will run weekly reports for all athletes to determine grades and probationary status. If a player has 2 Os or 1F on his/her weekly grade report, he/she will be placed on probation and given one week to raise grades to no more than 1D in all classes. If grades are still not meeting the minimum requirements the following Monday, the student-athlete will not be eligible for participation in any team practices or games during that week. All student-athletes that are on probation or ineligible due to grades must attend mandatory athletic study hall after school from 3:10pm-4:00pm Monday-Thursday. Student-athletes on probation or ineligible for participation will remain part of the team while working to improve their grades.

PHYSICALS: All athletes must have on file in the high school office a completed VHSL Athletic Participation/ Parental Consent/Physician's Certificate Form. No student may

participate in try-outs, practices, or games unless he/she has a physical on file which is dated after May 1st of the current school year.

MANAGERS: Must meet all academic requirements required of athletes. A student ineligible for a team is also ineligible to be a manager/statistician.

INSURANCE: WE STRONGLY ENCOURAGE EACH STUDENT TO HAVE HIS/HER OWN PERSONAL INSURANCE. If you do not have insurance and would like to purchase insurance you may contact the athletic director about purchasing insurance through the Virginia Risk Sharing Association Insurance Co.

ATTENDANCE: Students participating in sports/activities are expected to maintain a satisfactory attendance record. They must be in school by 11:30 am each school day before being permitted to participate in conditioning pro grams, practices, or games that day or evening. Exceptions are few, but may be considered by the Athletic Director and must be approved by the Principal.

HAZING: CBPS forbids the hazing of any student. Anyone determined to be a part of any hazing activity will be removed from the team immediately and will face additional appropriate disciplinary action by the school and/or local authorities.

PRACTICE: Once selected, a student-athlete should be dedicated to attending all practices. A practice may not exceed 3 hours in length.

OUT-OF-SEASON PRACTICE: Anyone interested may participate, unless participating on an in-season team. Participants must meet all other eligibility standards. If a student quits or is removed from a team, the QUITTING/ DISMISSAL policy applies.

HARASSMENT/BULLYING: CBPS forbids harassment/bullying of any student. Participants determined to be part of any harassment/bullying activity will be removed from the team. They will be referred to the Principal for appropriate disciplinary action.

SUSPENSION-ISS/OSS: Student-athletes/managers assigned to ISS/OSS may not participate in practices or games on the day of the suspension. Participants may resume practices/games the day after the last day of the suspension. A pattern of disciplinary infractions will result in further action up to and including removal from the team by the coach, athletic director, or principal.

DETENTION: Any student-athlete/manager assigned to office detention or teacher detention must serve the detention before attending conditioning program/practices/games. Failure to serve detention will result in loss of eligibility for that day.

SOL REMEDIATION: Any student-athlete/manager assigned to SOL remediation and/or SOL Academy must attend those tutoring sessions before attending conditioning program or practices. Failure to attend remediation will result in loss of eligibility for that day.

EQUIPMENT: Once equipment and uniforms are issued, they become the total responsibility of the participant. If any of these items are lost, stolen, or damaged, the participant is held financially responsible for replacing them, and will be ineligible to participate in athletics until the equipment is returned, replaced, or paid for.

QUITTING/DISMISSAL: If a student-athlete/manager is removed from, or quits a team without mutual release from the coach, he/she is ineligible to try out for a team for the next two consecutive seasons. For example, if you are removed/quit a winter sport then you may not try-out for another winter sport (continue a separate winter sport) or spring sport. If a participant is not mutually released, the coach must report these cases immediately to the Athletic Director-this must be in writing and state why the student has been removed or quit. Should the participant wish to appeal they must notify the Athletic Director in writing within 10 days. A grievance committee of three neutral coaches will be set up by the Athletic Director for the appeal process. A parent/guardian who is considering pulling their child from a team because of academic concerns or a student experiencing academic difficulties and is considering quitting a team should discuss this decision with the Head Coach and the Athletic Director. Actions that may result in dismissal from a team are, but are not limited to:

Refusal to follow the rules as set forth by the coach and/or this handbook.

- Insubordination toward coaching staff.
- Inappropriate behavior towards other team members and/or other teams.
- Failure to maintain good standing as set forth in this handbook.
- Failure to attend practices or competitions unless an acceptable reason is provided.

8th/9th GRADE PARTICIPATION: Any first-time 8th or 9th grader is eligible to participate regardless of their residence provided all other pertinent eligibility requirements are satisfied.

FINES/FEES: Students owing a debt to the school will be ineligible to participate in athletics until the debt is paid.

SUPPLEMENTS: CBPS does not condone nor support the use of supplements for the purpose of gaining weight/muscle. Energy drinks and similar products are also illegal in accordance to VHSL policy.

HEALTH AND SAFETY

- The coaching staff works diligently to reduce the risk of injury by maintaining professional standards. Participation in athletics may result in severe injury or even death; when choosing to participate student-athletes and parents acknowledge these risks.
- ALL injuries must be reported to the head coach immediately.
- If you have an injury or illness that will keep you out of practice or a game, the Athletic Director must be notified immediately.
- If you have an injury or illness that does not allow you to practice or compete, you may not return to practice or competition until a physician's release is on file.
- If you see a doctor, for any reason, a note from the physician is required before you may return to activity.
- All student-athletes/managers are required to complete and turn in the Emergency Permission Form to the coach.
- Blood Drives-For safety reasons, athletes whose sport is in season are advised not to donate blood.

- If you require an inhaler and/or medicine the Athletic Director and coaching staff must be notified and proper notation should be on the VHSL Physical Form.
- In the event of a serious injury the following steps will be followed:
 - Parents will be notified immediately.
 - The Rescue Squad will be called and the student will be transported to the hospital. A coach (if parent is unavailable) will ride with the injured athlete.
 - Coaches will report the injury by completing and submitting an Athletic Accident Report Form to the Athletic Director and the Principal within 24 hours of the injury.
 - To return from an injury the athlete will need written approval from a physician, the coach, Athletic Director and the parent/guardian.
- All students wishing to participate in a sport/activity, including managers/statisticians, must be protected by school insurance or have personal insurance that will cover an athletic injury. Students and their parent(s)/guardian(s) must sign the Acknowledgement of Risk and Insurance Statement on the VHSL Physical Form designating that the participant has proper accident insurance coverage. CBPS is not responsible for any x-rays, doctor or hospital bills due to an injury to the participant while he/she is participating with a team involving Colonial Beach HS.
- If your child is injured during a contest the best way that you can help is to remain on the sidelines. We ask that you do not enter the playing area because this often times escalates the situation.
- Head injuries can be serious medical emergencies Student-athletes may not appear to be injured when they have experienced internal head trauma. Concussions are serious brain injuries that require specialized medical treatment. Any student-athlete experiencing sharp headaches, nausea, dizziness, numbness of extremities, or loss of consciousness, must report these symptoms to the Coach immediately.

TRYOUTS

- Tryouts shall be held for each school program or activity that deems it necessary to hold such an event.
- In order to try out for a team, a student must meet all previously listed eligibility requirements **AND** have a physical form on file. **NO PHYSICAL= NO TRYOUT/PARTICIPATION.**
- All regular bona fide students shall be given equal opportunity to try out for any athletic or academic event sponsored by CBPS. The duration of the tryout shall be long enough to sufficiently evaluate each student's ability. Students will be expected to be present for all tryout sessions. Absences from the tryouts could hinder the student's chances of making the team.
- The Principal, Athletic Director and/or the Coach of the activity shall determine the appropriate tryout date and time as to afford the most participation in the activity and to not interfere with any regular school instruction or activity.
- At the discretion of individual coaches, students trying out for an athletic team may be asked to do so as a unit. The Varsity Coach will have the opportunity to select eligible students for the varsity team first. The JV Coach will then select eligible students for the JV team. If numbers allow, a junior/middle high team will then be chosen. When tryouts are held as a unit, students must participate in the overall tryout or they will not be allowed to play on any level in that particular sport.
- Students between grades 9 and 12 are eligible to tryout and participate on varsity teams.
- Students between grades 8 and 10 are eligible to tryout and participate on JV teams.

- Students ineligible for athletic participation may not become managers, trainers, statisticians, team attendants, etc...
- Signs posted in the school and/or the school website will notify students of the upcoming event tryout. Each program may be slightly different; check with the specific varsity head coach for any additional requirements (special equipment/clothing/skills/etc...)
- The goals of the tryout process are to:
 - Judge the relative ability of the candidates,
 - Select candidates that will benefit most from the experience,
 - Maintain a roster size that maximizes practice and playing opportunities,
 - Maintain a roster size that can be properly uniformed and equipped within the constraints of the athletic department budget.
- Student-athletes and parents have the right to ask the coach to explain to them why they did not make the team. However, all student-athletes and their parents/guardians must respect the decisions of the coaches and Athletic Director.
- The Athletic Director will approve player selection decisions made by the coach. Once approved, the selections.

AFTER YOU MAKE THE TEAM

CODE OF ETHICS

Student-athletes, student-spectators, managers, administrators, coaches, spirit groups, parents, media and other community members are expected to conduct themselves in accordance with the following Athletic Code:

- Abide by the Colonial Beach School Board Athletic Handbook and VHSL Codes for Interscholastic Athletics;
- Refrain from use of inappropriate language, signs, symbols, or unsportsmanlike conduct. Please be reminded that several of these offenses are and/or may be punishable by the Virginia Code of Law;
- Establish positive relationships with all in attendance by being respectful of, cooperative with, courteous to and patient with other fans, officials, event staff, administrators, coaches, players and media;
- Respect the fairness, integrity and judgment of an official's decision. They are professionals;
- Recognize and applaud superior effort and play by both teams;
- Acknowledge that the intent of extra-curricular activities is to promote the physical, mental, moral, social and/or emotional well-being of the individuals involved;
- Avoid criticism of coaches/sponsors. Focus should be given to emphasizing ideals that uphold sportsmanship, leadership, integrity, fairness, and respect. Most everyone tries their hardest and deserves proper recognition;
- Dress appropriately especially during game days. Remember, you are a representative of your family, team/ organization, school and community;
- Accentuate that team/organization accomplishments should override individual achievement;
- Remember, an athletic event is only a game, it is not a matter of life or death for players, coaches, schools, officials, fans, or communities.

CODE OF CONDUCT

Athletes, as school representatives, are expected to display acceptable and appropriate behavior both in and out of the playing arena. Remember, joining an athletic team is a large commitment of not only the athlete's time and efforts but those of the athlete's parents'/guardians' as well. The realization that a sport may require a six-day-a-week commitment is important for the individual. This commitment is sometimes extended over vacation periods and should be taken seriously. The student-athlete should:

- Contribute all that you can to the athletic program, to the best of your ability.
- Conduct yourself in a safe, orderly and respectful manner at all times - both on and off the playing field.
- Respect school faculty, staff and fellow students. Maintain good attendance, seek excellence in academic performance and practice good citizenship. Promote a positive learning environment and show school spirit. Be a positive leader
- Do not drink or possess alcoholic beverages.
- Do not use or possess narcotics or other illegal drugs.
- Do not use or possess tobacco in any form.
- In season, abide by the training rules regarding curfew, nutrition and other requirements of your individual sport.
- During the off-season, make every effort to meet or exceed the training requirements of your coach.
- Commit to being part of a team and willingly accept the personal sacrifices that come with participation.
- Respect your teammates, opponents, fans, officials and coaches.
- Know and abide by all rules of the game, and exhibit exemplary sportsmanship at all times in victory and defeat.
- As a guest at opposing schools, be a model representative of CBPS and the team. Be courteous and respectful of the host school, its facilities, team, and coaches.

Transportation

- Transportation to all athletic contests is provided by the school via school bus. All athletes and support personnel must travel to the contest in school transportation. Athletes are not permitted to drive themselves, drive other students, or ride with other students to athletic contests. Athletes may ride home from an event with a parent or another responsible adult if pre-approved in writing 3 (three) days prior to sporting event. Exceptions may be granted for exceptional circumstances and only if a written request is made to the Athletic Director by the parent/guardian in advance of the trip. The request for an exception will be judged individually and may or may not be granted.
- Athletes are expected to be ready to board the bus at the time designated by the coach.
- Athletes are expected to travel in appropriate attire as dictated by the coach.
- Athletes should bring just enough money to pay for meals required during the trip. Traveling teams are not required to stop for a meal after every away contest. Coaches judge the appropriateness in all cases.
- Athletes are strongly advised not to travel with expensive jewelry, large amounts of cash, or other valuable items. CBPS will not be held responsible for damage, loss or theft.
- Overnight Travel - In the event that it becomes necessary for a team to travel overnight, athletes are held to all school policies for the duration of the trip. Essentially, the athlete will be "on school grounds" for the entire trip, and any violation of school policy triggers the appropriate disciplinary action by the school. If an athlete disrupts the team

or is a danger to himself or others, the parent/guardian will be called and the athlete will be sent home.

HOMEWORK/MISSED CLASS INSTRUCTION

Every effort is made to schedule games to facilitate no conflict with the school day or any other academic endeavor; however, there are times when it becomes necessary for a team to leave prior to the end of the school day. It is also very likely that students will not return from away games until very late in the evening. In such instances it is the student's responsibility to make up any missed class work and turn in any homework or projects on time. Participation in athletics/extra-curricular activities is not an excuse for missing assignments. Schedules of games are available so it is recommended that athletes request assignments from the teacher ahead of time so that they can have them completed at the time of class.

LOCKER ROOM REGULATIONS

- When space allows, all athletes will be issued a locker in the varsity locker room. Junior varsity athletes may have to share a locker in the Physical Education locker room.
- Coaches secure the locker rooms during practice.
- Athletes should not leave personal items anywhere in the locker room, gym, hallways or field areas. Athletes are not allowed to go back and retrieve forgotten items.
- Food and drinks are only permitted in the locker rooms under the supervision of the coach during team meetings or during the half time of contests.
- Please be considerate when the "away" team, our guests, are using CBPS locker rooms. Do not enter the area under any circumstances. If an athlete must get into the locker room, he/she must see the Athletic Director, Coach or School Administrator; only they have the authority to let an athlete into the locker room when a visiting team is present.
- When CBPS teams are competing, athletes should make every effort to avoid being in the locker room when it is being used as a team meeting space by another sports team.
- On days when CBPS hosts a visiting team, the physical education locker rooms will be off-limits to CBPS students two hours before the contest. CBPS athletes must remove any items in the locker room prior to this time. Any athlete entering a locker room after this time will be subject to disciplinary action as required.
- In-season teams will be responsible for the general cleanliness of the locker rooms. Team members may have to remain after practice or arrive on the weekends to remedy any problems.

EQUIPMENT AND UNIFORMS

Team uniforms, warm ups and equipment are the property of CBPS and should be treated with care. Athletes are required to follow the guidelines listed below to maintain their appearance and quality.

Care and Maintenance

- Keep your uniform clean- Ask your coach for a uniform-laundrying care sheet.
- Wear your uniform only on game or meet days - Uniforms and warm-ups are for game use only and not for street wear. They may not be worn for personal use as a jacket or for practice sessions.

- Replace damaged equipment - Look for and return any damaged equipment for replacement if no longer safe or functional.
- Keep your uniform and equipment safe - Each athlete is solely responsible for all the equipment and uniform components signed out in his/her name. Lost, stolen or damaged uniforms and/or equipment must be replaced at replacement cost. Cost may include replacing a complete set when items cannot be replaced individually. The athlete is notified in writing of the amount he or she owes.

Return Policy

- All uniforms and equipment must be returned in good condition and on the date specified by the coach, or athletes are charged the replacement cost. Compensation is required regardless of whether or not the athlete still has the item!

Penalties

- Failure to return equipment and uniforms in good condition and on time will result in the following consequences:
 - Athletes are not permitted to practice or tryout for another sport until the school is compensated for all unreturned items.
 - Athletes may be required to pay a deposit before a subsequent season's uniform is issued.
 - The school may seek reimbursement for the equipment by lawful means.

In addition, senior athletes who are delinquent on returning their equipment at the end of the school year may not be allowed to walk with their class at the graduation ceremony.

TOBACCO, ALCOHOL, ILLEGAL DRUGS

Any team member caught using tobacco, alcohol and/or illegal drugs shall be suspended from participating in any athletic/extra-curricular activities. In addition to the consequences for Tobacco, Alcohol and Illegal Drug usage as set prescribed in the Student Handbook, students participating in athletics/extra-curricular activities are also subject to the following disciplinary actions:

1st Offense

- Suspension from athletics/extra-curricular activities shall coincide with the number of days assigned to ISS/OSS.
- Enrollment in and successful completion of a substance abuse program. A student may return to their team/activity after completing ISS/OSS, however, they must continue attending the substance abuse program until successful completion.

2nd offense

- Tobacco
 - Suspension from athletics/extra-curricular activities for a period of 60 school calendar days beyond completion of ISS/OSS.

- Alcohol
 - Suspension from athletics/extra-curricular activities for a period of 120 school calendar days beyond completion of ISS/OSS.
 - Athletes will be required to enroll in and successfully complete a substance abuse program.
- Illegal Drugs/Steroids/Other Performance Enhancing Substances
 - Dismissal from athletics/extra-curricular activities for the remainder of the student's high school career.

Parent/Coach Communication

Parenting and coaching are extremely difficult roles. It is our intent to establish clear roles for each so that we are better able to accept the actions of each other and together, provide positive experiences for our children. When your child becomes part of the Colonial Beach Athletic Department, you have the right to understand what expectations will be placed on your child. This begins with clear communication from the coach of your program.

COMMUNICATIONS YOU SHOULD EXPECT FROM YOUR CHILD'S COACH

- Coach's philosophy
- Expectations and goals the coach has for your child as well as for the team/activity
- Team/activity requirement(s), to include special equipment needs, strength and conditioning programs
- Procedure to be followed if your child is injured during participation
- Game/practice schedule and updates
- Team/activity rules, guidelines, and consequences for infractions
- Team/activity selection process

COMMUNICATIONS COACHES EXPECT FROM ATHLETES/PARENTS

- Any concerns should be expressed DIRECTLY to the coach
- Advance notice of any schedule conflicts
- Advance notification of illness and injury - when possible

It is the goal of everyone that each Colonial Beach student-athlete experiences some of the most rewarding moments of their lives. It is important to understand however, that there may be times of disappointment. When and if this occurs, discussion with the coach is encouraged. It is the first and most integral step to understanding and resolution.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES

- Treatment of your child
- Ways to help your child improve
- Concerns about your child's behavior

INAPPROPRIATE CONCERNS TO DISCUSS WITH COACHES

- Playing time
- Team strategy
- Play calling
- Other student-athletes

If you have a concern to discuss with a coach, here are the procedures and the order in which they should be followed:

- Contact the coach to set up an appointment
- If the coach cannot be reached within 48 hours, call the Athletic Director to ask for an appointment.
- Do NOT attempt to confront a coach BEFORE, DURING or AFTER a contest or practice. These can be emotional times for all parties involved.

If the meeting did not provide satisfactory resolution:

- Call the Athletic Director to set up an appointment to discuss the situation.
- This meeting will also determine the next appropriate step, if needed.

RECOGNITION AND AWARDS

Students may accept awards presented or approved by the student's school. Only the school administration may grant an award to a student athlete. This rule also includes gifts that are symbolic in nature such as rings, watches, jackets, etc., as well as trophies and plaques. Only awards officially sanctioned by the school administration may be granted to student athletes regardless of the funding of such awards.

VARSITY LETTERS

CBPS is proud of its letter winners. Lettering represents an accomplishment in dedication, perseverance and skill. Letters are not earned for making the team; they are earned for contributing to the team. The following letter award requirements are set to maintain the prestige associated with the award.

Letter Award

To qualify to receive a letter award, the athlete, manager or statistician must complete the season in good standing as a member of the team/squad. Coaches will inform all team members of any additional letter requirements in writing prior to the start of the season. Each season will earn a sport specific pin.

Letter Jacket

CBPS encourages all student-athletes to purchase a letter jacket and proudly represent our school outside of our normal school community. A "letter winner" can only wear a jacket with a varsity letter. The letter must be issued by CBPS and should be worn on the left chest area of the jacket. The year of graduation may be worn on the left shoulder. Symbols or names for sports lettered in may be printed on the back of the jacket. Only medals won while representing CBPS may be worn on the jacket. All district, regional and state recognitions designated by a patch, may be worn on a sleeve.

The Director of Athletics must approve any other symbols, patches, or emblems desired to be adorned on the jacket.

SPECIAL AWARDS

Team members are also eligible for special awards at the end of the season.

STUDENT-ATHLETE AND COLLEGE PLANNING

Decisions about your future are important as is the decision of selecting a college. Student-athletes and parents/ guardians must understand that this decision does not just occur during the senior year; rather, it is a culminating decision process that begins early in the ninth grade. If you think that you might eventually want to play collegiate sports or even perhaps earn an athletic scholarship, you need to start preparing early. The following information is meant to serve as a guide. For more information, a student-athlete and his/her parents /guardians should meet with the school counselor and athletic director. A student-athlete should also obtain a copy of the NCAA Guide for the College-Bound Student-Athlete.

Grade 9 and 10

- Develop a sports resume of athletic achievements including newspaper clippings
- Attend sports camps to increase exposure, improve skills, and to gain contest experience
- Participate on as many high school teams as possible year round to gain a wider perspective and more impressive resume
- Take your academics seriously, A's and B's in most classes, very few C's, no D's or F's
- Seek tutoring and academic help immediately if grades are C's and below
- Take standardized tests (SAT and/or ACT) at the end of 10th grade or once the student completes Algebra 11-be aware of the NCAA slide scale: GPA v. SAT/ACT test scores.

Grade 11

- Develop a list of prospective schools with the help of your school counselor, coach, and/or athletic director.
- Take a strong academic load that is not only challenging, but also meets the NCAA requirements
- Make your best effort in school and get the highest-grade point average (GPA) possible-ideally a 3.0 or higher
- Take standardized tests (SAT and/or ACT)-be aware of the NCAA slide scale: GPA v. SAT/ACT test scores
- Continue to develop and update your athletic resume
- Obtain literature and visit colleges you may be interested in attending-complete online questionnaires
- Work with your coach to evaluate your athletic skills to determine a realistic level of competition
- Attend sports camps during the summer
- Meet with your school counselor and athletic director regarding your interests and the recruitment process
- Attend financial aid seminars and fill out appropriate financial aid forms

Grade 12

- Request and return college applications as early as possible. Pay attention to deadlines. Work closely with school guidance counselor to be familiar with the application process
- Complete and return financial aid forms paying close attention to deadlines

- Continue to develop and update your athletic resume
- Re-take SAT or ACT tests if necessary-be aware of the NCAA slide scale: GPA v. SAT/ACT test scores
- Contact college coaches to express interest in their school's athletic program. Include your athletic resume and other pertinent information-complete online questionnaires
- Request that your high school coach write letters of recommendation to colleges to which you applied
- Be familiar with the NCAA eligibility requirements and the NCAA clearinghouse

NCAA Clearinghouse

If a student-athlete is planning to enroll in a college as a freshman and wishes to participate in Division I or Division II athletic, she/she must be certified by the NCAA Initial Eligibility Clearinghouse. To be certified by the Clearinghouse you must:

1. Fill out an NCAA Clearinghouse student-release form online and pay the associated fee to the Clearinghouse. This should be done at the start of the junior year.
2. Earn a score-course grade point average (preferably 3.0 or higher) and a combined score on the SAT verbal

COLONIAL BEACH HIGH SCHOOL ATHLETICS HANDBOOK ACKNOWLEDGMENT FORM

Student Athlete: _____ Sport/Activity: _____

As the parent/guardian of this student, I have read and understand the Colonial Beach Public Schools Athletics Handbook. I recognize that my child must abide by all policies therein in order to remain eligible to participate in extra-curricular activities, and I understand that violating the policies will result in the loss of that privilege. Therefore, I support and accept the policies of the school, including those that prohibit the use of alcohol, drugs and tobacco, while my child is involved in any extra-curricular activity.

Signature of Parent _____ Date _____

As a student participant in the CBPS extra-curricular program, I have read and understand the Colonial Beach Public Schools Athletics Handbook. I recognize that I must abide by all policies therein in order to remain eligible to participate in extra-curricular activities, and understand that violating the policies will result in the loss of that privilege. Therefore, I support and accept the policies of the school, including those that prohibit the use of alcohol, drugs and tobacco, while I am involved in any extra curricular activity.

Signature _____ of _____ Student _____ Participant _____
Date _____

This form must be signed and provided to a Coach prior to any student's participation in athletics/activities.

Colonial Beach School Board
Colonial Beach Public School Division

SCHOOL BOARD RESOLUTION

- WHEREAS the Town of Colonial Beach Code of Ordinances, under Section 17- 13 reads:

"Abusive language: no person within the town shall, in the presence or hearing of another, curse or abuse such other person, or use any violent, abusive language to such person concerning himself or any of his relations, or otherwise use such language, under circumstances reasonably calculated to provoke a breach of the peace;"

and

WHEREAS, the Colonial Beach School Board supports the law of the Town of Colonial Beach, the Commonwealth of Virginia and the United States Government.

NOW, THEREFORE BE IT RESOLVED, that the Colonial Beach School Board resolves that the use of vulgarity, profanity, ethnic slurs, hate speech, or sexually explicit language, harassment, abuse, threatening behavior and/or language and the defamation of others will be prohibited on any School Board Property and punishable by law.

	AYE	NAY
Chairman, Michelle Payne	_____	_____
Mrs. Patrice Lyburn	_____	_____
Ms. Terri McClure	_____	_____
Ms. Tara Seeber	_____	_____
Mr. Brent Steffey	_____	_____

Approved by the Colonial Beach School Board December 14, 2011 Amended June 10, 2020.

Resolution No. CB21

**RESOLUTION OF THE COLONIAL BEACH SCHOOL BOARD OF
THE TOWN OF COLONIAL BEACH DECLARING ITS INTENTION
TO REIMBURSE ITSELF FROM THE PROCEEDS OF ONE OR
MORE GRANTS MADE BY THE COMMONWEALTH OF
VIRGINIA FOR CERTAIN EXPENDITURES MADE AND/OR TO BE
MADE IN CONNECTION WITH CERTAIN CAPITAL
IMPROVEMENTS.**

WHEREAS, Colonial Beach Public Schools, is a political subdivision organized and existing under the laws of the Commonwealth of Virginia; and

WHEREAS, the Division has paid, beginning no earlier than July 1, 2020 and will pay, on and after the date hereof, certain expenditures (the "Expenditures") in connection with the capital project (the "Project"), as more fully described in Appendix A attached hereto; and

WHEREAS, the Colonial Beach School Board of the Division (the "Board") has determined that the money [previously advanced no more than 60 days prior to the date hereof and] to be advanced on and after the date hereof to pay the Expenditures is available only for a temporary period and it is necessary to reimburse the Division for the Expenditures from the proceeds of one or more grants to be made by the Commonwealth of Virginia (the "Grants") from the proceeds of its tax exempt equipment notes (the "Notes").

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

Section 1. The board hereby declares the Division's intent to reimburse the Division with the proceeds of the Grants for the Expenditures with respect to the Project made on and after June 10, 2020 which date is no more than 60 days prior to the date hereof. The Division reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Grants.

Section 2. Each Expenditure [was and] will be of a type properly chargeable to capital account under general federal income tax principles (determines in each case of the date of the Expenditure).

Section 3. The maximum cost of the Project is expected to be \$102,000.00.

Section 4. The Division will make a reimbursement allocation, which is a written allocation by the Division that evidences the Division's use of proceeds of the Grants to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Division recognizes that exceptions are available for certain "preliminary expenditures," cost of issuance, certain de minimis amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least 5 years.

Section 5. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 10th day of June, 2020

Michelle Payne, CB School Board Chairman

Patrice Lyburn, CB School Board Vice-Chair

Attested to:

Karen Camlin, CB Clerk

COLONIAL BEACH PUBLIC SCHOOLS

16 North Irving Avenue
Colonial Beach, Virginia 22443

(804) 224-0906
(804) 224-8357 (Fax)
www.cbschools.net



Dashan Turner, Ed.D
Superintendent

Michelle Payne, Chairman
Colonial Beach School Board

PAYROLL CALENDAR 2020 – 2021

PAYDATE IS THE LAST FRIDAY OF THE MONTH
(EXCEPTIONS: NOVEMBER & DECEMBER)

WORK FROM - TO	PAYROLL DATE
June 13 to July 17	July 31, 2020
July 18 to August 14	August 28, 2020
August 15 to September 11	September 25, 2020
September 12 to October 16	October 30, 2020
October 17 to November 17	November 24, 2020
November 18 to December 11	December 18, 2020
December 12 to January 15	January 29, 2021
January 16 to February 12	February 26, 2021
February 13 to March 12	March 26, 2021
March 13 to April 16	April 30, 2021
April 17 to May 14	May 28, 2021
May 15 to June 11	June 25, 2021
June 12 to July 16	July 30, 2021

PROCEDURES FOR RECEIVING PRIOR CREDIT

1. Part-time experience of at least half of a day for a full contract year equals one (1) full year experience.
2. Partial year experience for at least one (1) full semester equals one (1) full year experience.
3. Substituting under long-term contract within a single system for 90--180 days equals one (1) year experience. (Long-term substitute contract is defined as thirty (30) or more consecutive days with the full duties of the regular teacher - duties, planning, and assessment of students.)
4. All teaching in accredited school systems (public, private in-state, out-of-state, and military dependent schools) be credited as equal experience year for year.
5. Non-classroom experience (to include higher education) may be given credit according to need and judgment. Two (2) years of work experience will equal one (1) year of classroom experience.
6. One (1) year of credit may be given for every two (2) years of military service.

Adopted: June 10, 2020

COLONIAL BEACH PUBLIC SCHOOLS

CERTIFICATION for RECEIPT of
CORONAVIRUS RELIEF FUND PAYMENTS
by
COLONIAL BEACH PUBLIC SCHOOLS

We the undersigned represent the COLONIAL BEACH PUBLIC SCHOOLS
(the school), and we certify that:

1. we have the authority to request direct payment on behalf of the school from Westmoreland County/Commonwealth of Virginia of revenues from the Coronavirus Relief Fund (CRF) pursuant to section 601 (b) of the Social Security Act, as added by Section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
2. we understand that Westmoreland County/Commonwealth of Virginia will rely on this certification as a material representation in making a direct payment to the school.
3. the school's proposed uses of the funds received as direct payment from Westmoreland County/Commonwealth of Virginia under section 601 (b) of the Social Security Act will be used only to cover those costs that:
 - a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for the school; and
 - c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. any funds that are not expended or that will not be expended on necessary expenditures on or before December 30, 2020, by the school or its grantee(s), must be returned to Commonwealth of Virginia no later than December 30, 2020, and that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any such unexpended funds that have not been returned to the Commonwealth within 30 days of December 30, 2020.
5. we understand that the school will not receive continued funding beyond December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.
6. funds received as a direct payment from Westmoreland County/Commonwealth of Virginia pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.
7. any CRF funds expended by the school or its grantee(s) in any manner that does not adhere to official federal guidance shall be returned to Westmoreland County/Commonwealth of Virginia within 30 days of a finding that the expenditure is disallowed, and that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.
8. as a condition of receiving the CRF funds pursuant to this certification, the school shall retain documentation of all uses of the funds, including but not limited to payroll time

records, invoices, and/or sales receipts. Such documentation shall be produced to Westmoreland County upon request for reimbursement.

9. the school must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit.
10. any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections from taxes, fees, or any other revenue source.
11. any CRF funds received pursuant to this certification will not be used for expenditures for which the school has received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guidance.

We certify that we have read the above certification and our statements contained herein are true and correct to the best of our knowledge.

By: Superintendent	By: Finance Director	By: Chairman
<u>Colonial Beach Public Schools</u>	<u>Colonial Beach Public Schools</u>	<u>Colonial Beach Public Schools</u>
Signature: _____	Signature: _____	Signature: _____
Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____